



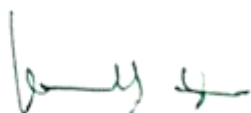
3. Mechanisms for submission of online/offline students' grievances

Students and Staff have access to processes that allow for appeals, complaints and grievances that are to be resolved. Student and staff grievance resolution process seeks to facilitate their formal resolution of grievances as close as possible to the source of the aggrieved person's dissatisfaction, though there will be instances when either students may choose to lodge a formal appeal or a grievance needs to go to a higher authority for resolution.

The institute has the following mechanism to analyse the grievances:

1. Suggestion boxes are placed on all corridors in the Institute to lodge the feedback/complaint/suggestion of all stakeholders.
2. The committee should hold a meeting once in a semester to address the grievances raised by staff and students.
3. The coordinator compiles the complaints received from the students and submit to the committee. The Grievance Redressal Cell's responsibility is to ensure that all concerned parties involved are fairly represented.
4. The investigator will thoroughly take notes of all interviews with the offended member and key witnesses during the process of investigation.
6. The committee's discussions and proceedings will be maintained confidentially in any circumstances.
7. After investigation upon grievances received, the committee members prepare a report and forward to Principal for further action.
8. Thereafter, the principal on reviewing and understanding the level of the problem forwards the same to the management committee for necessary action & resolve the grievance within a week of time.




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STUDENT GRIEVANCE FORM

STUDENT NAME :

BRANCH :

YEAR OF STUDY :

GENDER : ☐ MALE ☐ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☐ INFRASTRUCTURE ☐ GENERAL FACILITIES

☐ HOSTEL ☐ LIBRARY ☐ SPORTS ☐ SANITARY ☐ ADMISSION

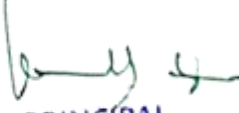
☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

Dt:

SIGNATURE OF THE STUDENT




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STUDENT GRIEVANCE FORM

STUDENT NAME : P. Ambika

BRANCH : III B.Sc MPCs

YEAR OF STUDY : 2017-18

GENDER : ☐ MALE ☒ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☐ INFRASTRUCTURE ☐ GENERAL FACILITIES

☐ HOSTEL ☐ LIBRARY ☐ SPORTS ☒ SANITARY ☐ ADMISSION

☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

Dt: 25-08-2017

Sir,

I P. Ambika studying III B.Sc MPCs in SPACES Degree college. I humbly request you to take action in proper cleaning of wash rooms and maintenance of water facility.

Thanking you sir,

P. Ambika
SIGNATURE OF THE STUDENT



[Signature]
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SPACES DEGREE COLLEGE, PAYAKARAOPETA

STUDENT GRIEVANCE FORM

STUDENT NAME : K. Naga Venkata Ramana

BRANCH : II B.Sc MPC

YEAR OF STUDY : 2017-18

GENDER : ☒ MALE ☐ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☐ INFRASTRUCTURE ☐ GENERAL FACILITIES

☐ HOSTEL ☒ LIBRARY ☐ SPORTS ☐ SANITARY ☐ ADMISSION

☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

Dt: 29-08-2017

Sir,

I K. Naga Venkata Ramana studying II MPC in our college. I request you to extend the Library timings.

Thanking you Sir

K. Naga Venkata Ramana
SIGNATURE OF THE STUDENT



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Sri Prakash Vidya Soudham, P.L.Puram, Payakaraopeta-531 126, Visakhapatnam Dist

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e-mail : info@sriprakash.org



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SPACES DEGREE COLLEGE, PAYAKARAOPETA

STUDENT GRIEVANCE FORM

STUDENT NAME : P. Krishna Kumari

BRANCH : I B.Sc MPC

YEAR OF STUDY : 2017-18

GENDER : ☐ MALE ☒ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☐ INFRASTRUCTURE ☐ GENERAL FACILITIES

☐ HOSTEL ☐ LIBRARY ☐ SPORTS ☐ SANITARY ☐ ADMISSION

☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

Dt: 24-01-2018

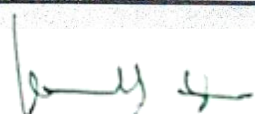
Sir,

I P. Krishna Kumari studying in our college. In my classroom the switch board was broken. So please, replace the switch board.

Thanking you Sir,

P. Krishna Kumari
SIGNATURE OF THE STUDENT




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STUDENT GRIEVANCE FORM

STUDENT NAME : B. Padmini Devi

BRANCH : II B.Sc MPCs

YEAR OF STUDY : 2018-19

GENDER : ☐ MALE ☒ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☐ INFRASTRUCTURE ☒ GENERAL FACILITIES

☐ HOSTEL ☐ LIBRARY ☐ SPORTS ☐ SANITARY ☐ ADMISSION

☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

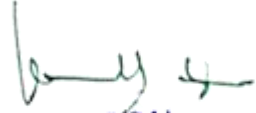
Dt: 28-08-2018

I B. Padmini Devi studying II MPCs in SPACES Degree College. I request you to provide extra drinking Taps in the college premises.

Thanking you Sir

B. Padmini Devi,
SIGNATURE OF THE STUDENT




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STUDENT GRIEVANCE FORM

STUDENT NAME : E. Govindu

BRANCH : I B.Sc MPC

YEAR OF STUDY : 2018-19

GENDER : ☒ MALE ☐ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☐ INFRASTRUCTURE ☒ GENERAL FACILITIES

☐ HOSTEL ☐ LIBRARY ☐ SPORTS ☐ SANITARY ☐ ADMISSION

☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

Dt: 30-01-2019

I, E. Govindu studying IMPCs request you to provide new curtains in classrooms.

Thanking you. sir

E. Govindu
SIGNATURE OF THE STUDENT



[Signature]
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STUDENT GRIEVANCE FORM

STUDENT NAME: G. Srinu

BRANCH : III MPcomputers

YEAR OF STUDY: 2019-20

GENDER : ☒ MALE ☐ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☐ INFRASTRUCTURE ☒ GENERAL FACILITIES

☐ HOSTEL ☐ LIBRARY ☐ SPORTS ☐ SANITARY ☐ ADMISSION

☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

Dt: 04-09-2019

I G. Srinu studying in SPACES Degree college. I humbly request you to increase the computer lab timings.

Thanking you Sir,

Srinu
SIGNATURE OF THE STUDENT



[Signature]
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STUDENT GRIEVANCE FORM

STUDENT NAME : A. Pavani Priya

BRANCH : I CBZ

YEAR OF STUDY : 2019-20

GENDER : ☐ MALE ☒ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☐ INFRASTRUCTURE ☐ GENERAL FACILITIES

☐ HOSTEL ☒ LIBRARY ☐ SPORTS ☐ SANITARY ☐ ADMISSION

☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

Dt: 02.09.2019

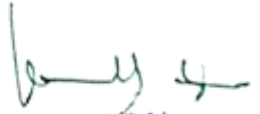
I A. pavani priya, of I CBZ requesting you to consider my sincere request of reducing the cost of xerox in our college. I hope my request is considered.

Thanking you Sir.

A Pavani Priya.

SIGNATURE OF THE STUDENT




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STUDENT GRIEVANCE FORM

STUDENT NAME : P. vitha

BRANCH : II MECS

YEAR OF STUDY : 2019-20

GENDER : ☐ MALE ☒ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☐ INFRASTRUCTURE ☐ GENERAL FACILITIES

☐ HOSTEL ☐ LIBRARY ☐ SPORTS ☒ SANITARY ☐ ADMISSION

☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

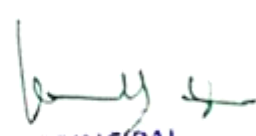
Dt: 31/02/2019

I P. vitha studying in SPACES Degree College .
I request you to arrange dust-bins in wash rooms.

Thanking you sir

P. vitha
SIGNATURE OF THE STUDENT




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STUDENT GRIEVANCE FORM

STUDENT NAME : L. Devika

BRANCH : 3rd Mccs

YEAR OF STUDY : 2020-21

GENDER : ☐ MALE ☒ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☐ INFRASTRUCTURE ☐ GENERAL FACILITIES

☐ HOSTEL ☐ LIBRARY ☐ SPORTS ☒ SANITARY ☐ ADMISSION

☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

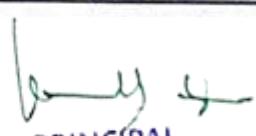
Dt: 2-01-2020

I L. Devika of 3rd mcs request you to consider this grievance. It is seen that our washrooms are not well cleaned. I request you to consider this problem and to be solved.

Thanking you Sir

L. Devika
3rd mcs
SIGNATURE OF THE STUDENT




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STUDENT GRIEVANCE FORM

STUDENT NAME : T. Prasanna

BRANCH : III Biotech

YEAR OF STUDY : 2020-21

GENDER : ☐ MALE ☒ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☐ INFRASTRUCTURE ☐ GENERAL FACILITIES

☐ HOSTEL ☐ LIBRARY ☐ SPORTS ☒ SANITARY ☐ ADMISSION

☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

Dt: 08-10-2020

I T. Prasanna, Studying III B.Sc Biotech request you to arrange the sanitizers dispensers for us during attending exams in this pandemic.

Thanking You Sir,

T. Prasanna
SIGNATURE OF THE STUDENT




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STUDENT GRIEVANCE FORM

STUDENT NAME : K. ANUSHA

BRANCH : III Bio-tech

YEAR OF STUDY : 2021-22

GENDER : ☐ MALE ☒ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☒ INFRASTRUCTURE ☐ GENERAL FACILITIES

☐ HOSTEL ☐ LIBRARY ☐ SPORTS ☐ SANITARY ☐ ADMISSION

☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

Dt: 15.09.2021

I am K. Anusha of IIIrd B.T. Sir, there is a problem of dull lighting in the classrooms and due to this problem, I am facing problem with my eyes. please consider my request and see that the problem is rectified.

Thanking you Sir

K. Anusha

SIGNATURE OF THE STUDENT



[Signature]
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STUDENT GRIEVANCE FORM

STUDENT NAME: K. Manikumar

BRANCH : 1st mpc

YEAR OF STUDY : 2021-22

GENDER : ☐ MALE ☐ FEMALE

GRIEVANCE CATEGORY: ☐ EXAMINATION ☐ INFRASTRUCTURE ☐ GENERAL FACILITIES

☐ HOSTEL ☐ LIBRARY ☒ SPORTS ☐ SANITARY ☐ ADMISSION

☐ SEXUAL HARASSMENT ☐ TEACHING LEARNING ☐ ANY OTHER

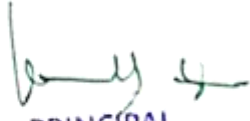
GRIEVANCE DESCRIPTION (NOT EXCEED 100 WORDS):

Dt: 20-09-2020

I (K. Manikumar) of 1st mpc request you to increase the existing sports and games facilities in the college so that it is helpful for the future for preservation as well as fitness.

K. Manikumar
1st mpc
SIGNATURE OF THE STUDENT




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