



KRISHNAVENI ENGINEERING COLLEGE FOR WOMEN

KESANUPALLI :: NARASARAOPET

(Approved by AICTE, New Delhi, Affiliated to JNTUK, Kakinada)

Phone: +91 – 9848498714, 9966306061, web: www.kecw.edu.in

STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

Grievance

Receives complaints of students for redressal of grievances. The cases will be attended promptly on receipt of written representation from the students. Deals with all the Grievances directly which are related to the common problems at Institute level both academic and administrative. Reviews all cases and will act accordingly. Reports to the authority about the cases attended and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Facilities

To provide skills that will enable the students to deal effectively with aspects of environment.

To provide atmosphere in class/college that permits the students to admit the feeling he/she is experiencing.

To provide identification of proper model and constructive base of expressing feeling.

To train students in self-control of emotions.

To provide with the variety of opportunities to participate in Dept./College activities leading towards the acceptances of responsibilities.

To organize camps, picnics, excursion and tours to provide them opportunities to understand each other and come closer.

To conduct orientation programmes for the fresher's; To conduct training programmes for the identified Staff & Student counselors. The counselling sessions for the needy students through staff / student / external expert counselors.

The Counselling Committee meets once in a Semester to:

Guide and support the Staff and Student Counselors in the College for effective counselling.

Facilitate the effective functioning of Mentor-Mentee system in the departments to closely monitor the student's academic progress and behaviour aspects.

Identify events / programmes to be conducted for the staff and students to create good environment and relations for effective Teaching and Learning.

Counsel the students at least twice in a month in tutorial groups about the problems of adolescents and also will guide them in new phase of life.

The committee will meet immediately if there is an urgent matter relating to adolescents and redress the problems. The faculty Coordinators (College and Department) will follow up the procedures and guide lines suggested by the Counselling Committee and implement with the approval of respective HoDs and Principal.

Roles & Responsibilities

Mentoring: To counsel the students on academic, career as well as personal issues by respective mentors on a regular basis and to keep track of the progress of the mentee. To fill up the Counseling register. To provide discipline-specific academic counselling and current information regarding the most efficient route for completing a four-year B.Tech. Program. To discuss Course prerequisites and skills needed for effective completion of the program completion. To conduct frequent discussions with their parents/guardians on issues relating to academic and others. To record all the details of all the above for reference at times of need in the Counseling. To address the grievances by referring to the Committees concerned (ICC/ Anti-ragging/Grievance Committee) for appropriate action.

To introduce a fair, impartial and consistent mechanism for Redressal of various issue faced by the students/parents. To develop a responsive and accountable attitude among all stakeholders, there by maintaining a harmonious atmosphere in the campus To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason; To ensure the grievances are resolved promptly, neutrally and in complete confidentiality.

S. No	Name	Designation	Position
1	Dr. S. Rama Rao	Principal	Chairman
2	Mrs. B. Gowri	Asst. Professor	Member
3	Mr. M. Prasanna Kumar	Asst. Professor	Member
4	Mrs. M. Sitara	Asst. Professor	Member
5	Ms. P. Anitha	Student	Member

Contact: kecwrt_principal@yahoo.com


Principal
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Kesanupalli, NARASARAOPET