



Shadan Women's College of Engineering and Technology

6-2-980, Raj Bhavan Road, Khairatabad, Hyderabad, Telangana – 500 004

Approved by AICTE & Permitted by the Government of Telangana

Affiliated to Jawaharlal Nehru Technological University, Hyderabad

A Minority Institution - Established by Shadan Educational Society

Website: www.swcet.in

Phone: 040-23305552, 23305549

E-mail : swcet15@yahoo.com

Fax: 040-23305553

CONVENING ORDER - 2022-2023

GRIEVANCES REDRESSAL COMMITTEE (FACULTY AND STAFF)

Date: 20.07.2022

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Grievances Redressal Committee (Faculty and Staff) is constituted with the following members.

S.No	Name of the Faculty	Designation	Department
1	Dr.P.Hima Bindu	Chairman	S&H
2	Dr.M.Pavithra Jyothi	President	ECE
3.	Ms.Arshiya Sultana	Convenor	S&H
4	Dr.P.Nithiyantham	Member	ECE
5	Dr.V.K.Senthil Raghavan	Member	CSE
6	Dr.S.Satheesh Kumar	Member	CSE
7	Dr.K.Premalatha	Member	ECE

Frequency of Meeting: Once in a year, as and when required.

Functions and Responsibilities

- Grievances Redressal Committee is formed in order to keep the healthy working atmosphere and to uphold the dignity of the College by ensuring strife free atmosphere in the College.
- This Committee helps Staff to record their complaints and solve their problems related to academics, resources and personal grievances.
- Suggestion / complaint Boxes have been installed at different places in the College campus in which the staff, who want to remain anonymous, put their grievances and their suggestions for improving the academics/administration in the College.
- The person concerned can personally approach, record online or send an email to grievances.swcet@gmail.com or write an application and submit it to the convener.

PRINCIPAL



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STANDARD OPERATING PROCEDURE GRIEVANCES AND REDRESSAL CELL (FACULTY AND STAFF)

Introduction

1. Grievances Redressal Cell - Faculty and Staff (GRC—F&S) is formed to keep the healthy working atmosphere and to uphold the dignity of the college by ensuring stress free atmosphere in the College. A committee is constituted with the following members to address the needs and requirements of solving the problems of employees of the institution.

Composition

2. The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Grievances Redressal cell (Faculty and Staff) is constituted and reviewed every year.

Functions

3. The GRC-F&S helps faculty and staff to record their complaints and solve their problems related to academics, resources and personal grievances.

Procedure

4. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must follow the procedure as under.

1. Forward his/her case in writing through proper channel to the competent authority.
2. In case the competent authority has refused redressal of his/her grievance or has delayed the matter beyond a reasonable time, the procedure to be followed is given below.
 1. Personally approach and write to any member of the Cell.
 2. Send email to grievances.swcet@gmail.com
 3. Write an application and submit it to the GRC-F&S convener.
 4. Only individual grievances will be accepted and no group grievances will be considered.
5. The GRC-F&S will follow the process given below.
 1. Register the grievance and allot a number.
 2. Send acknowledgement of the receipt of the grievance to the faculty.
 3. Plan a GRC-F&S meeting and discuss the procedure of the solution. The solution will be as per college norms.



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4. The redressal mechanism will be forwarded to the competent authority for their concurrence / approval / rejection
5. If the solution is accepted by the competent authority, the same will be communicated to the individual.
6. In case, the redressal is getting delayed / rejected, the committee will meet the competent authority for reconsideration for possible viable solution to the issue.
7. The result will be communicated to the individual and the matter is recorded as per Appendix A and the case is closed.

Frequency of Meeting

1. The GRC-F&S will meet as and when required.

Ani full
Convener
Grievances Redressal Cell



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Ref: SWCET/GRC/2022-2023/CIR/01

Date: 11.07.2022

CIRCULAR

Grievances Redressal Committee meeting will be held on 20th July 2022 at 10.30 A.M in the board room, SWCET for the upcoming academic year 2022-23.

All members are required to attend.


Convener - Grievance Cell

Copy to:

1. Principal - For kind information.
2. Director Administrative-For kind information.
3. All HODs & IQAC coordinator.
4. Director Administrative.



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MINUTES OF MEETING

Ref: SWCET/GRC/2022-2023/MOM/01

Date: 20.07.2022

Minutes of meeting of the Grievances Redressal Committee (Faculty and Staff) was held on 20th July 2022 at 10:30AM in the Board Room of SWCET.

The following Members were present

S.No.	Name of the Faculty	Designation	Department
1	Dr. P.Hima Bindu	Chairman	S&H
2	Dr.M.Pavithra Jyothi	President	CSE
3.	Ms.Arshiya Sultana	Convenor	S&H
4	Dr.P. Nithiyanantham	Member	ECE
5	Dr.V.K. Senthil Raghavan	Member	CSE
6	Dr. S.Satheesh Kumar	Member	CSE
7	Dr. K.Premalatha	Member	ECE

Points Discussed:

The committee reviews the standard operation procedure to redress the grievances of the faculty and staff are approved.

The committee discussed the awareness session to be conducted in the month of February 2023 and coordinated various administrative arrangements.

As there are no grievances from the faculty and staff, the meeting is declared closed.

Convenor

(Grievances Redressal Committee)



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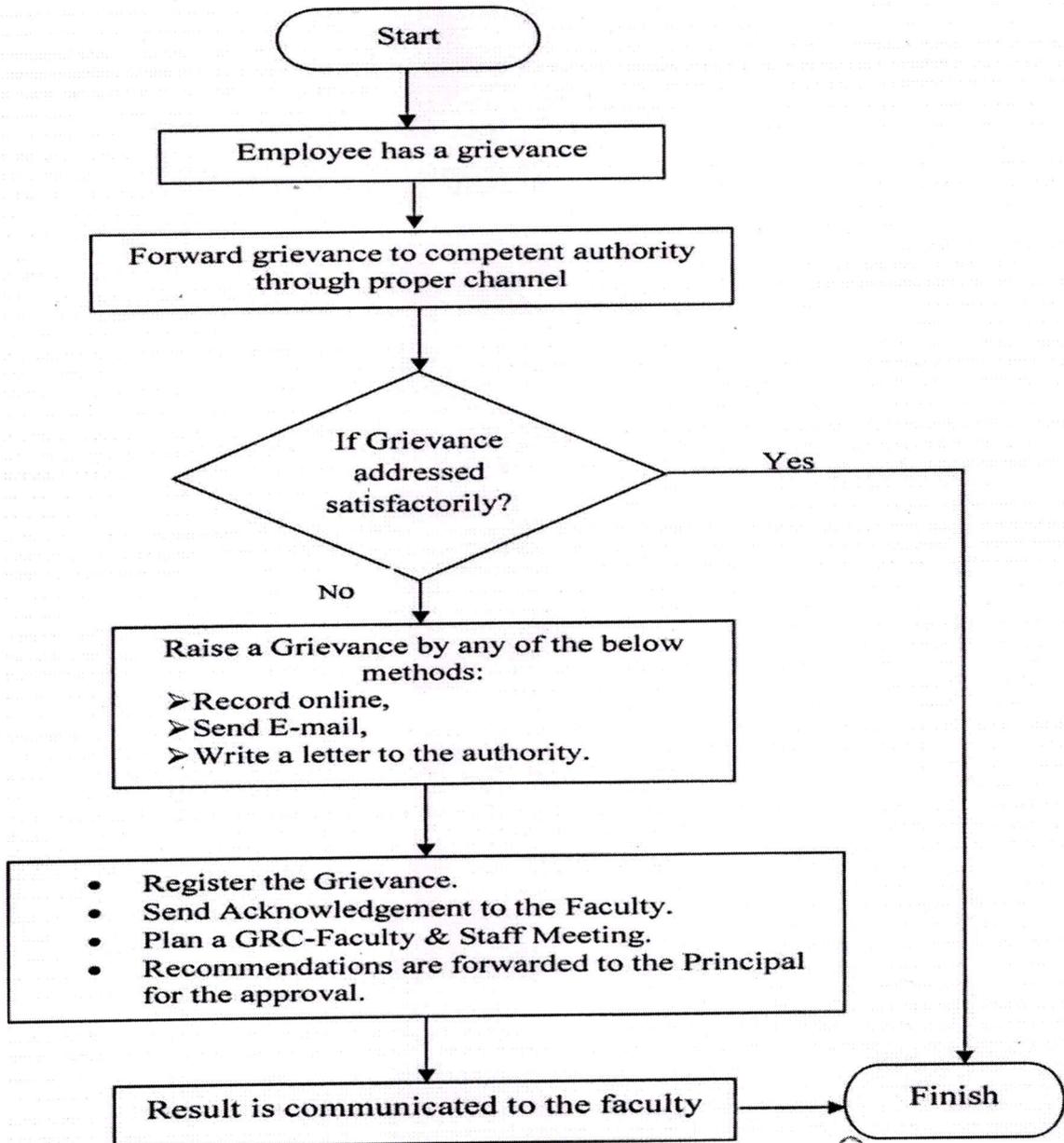
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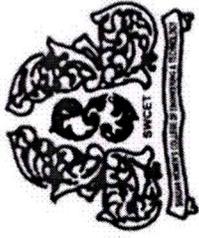
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FLOW CHART FOR GRIEVANCES REDRESSAL CENTRE (FACULTY AND STAFF)



Anjulli
Convener



Shri Mataji's College of Engineering and Technology

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GRIEVANCES REDRESSAL COMMITTEE

20.07. 2022

PERSPECTIVE PLAN - ACADEMIC YEAR 2022-2023

S. No.	Date of the Event	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the Event	Name of the Staff Responsible	Target Beneficiary
1	20 July 2022	Committee Meeting	Circular, Minutes of Meeting and Action taken report	Nil	Ms. Arshiya Sultana	All faculty and staff
2	03 Feb 2023	Awareness session	Conduct an awareness session on the grievance redressal	Nil	Ms. Arshiya Sultana	All faculty and staff

Convener