



SANA ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to J.N.T.U., Hyderabad.)

KODAD - 508 206, Suryapet Dist.,Telangana State

E-Mail: sanam8kdd@gmail.com Web:www.sanaeng.in , ☎ : 08683-229574



Ref :

Date : _____

Date: 16.09.2024

Proceedings of the Chairman

As per the AICTE notification dated 25-05-2012, every Technical institution has to establish a committee for redressal of grievances from the academic year 2012-13 onwards.

Keeping in view of the instructions given by AICTE the following members of our institution are constituted as "GRIEVANCE REDRESSAL COMMITTEE" for this academic year 2024-25 for the smooth conduct of all approved and offered AICTE / JNTUH courses by our institution.

GRIEVANCE REDRESSAL COMMITTEE: 2024-2025

S.NO	Name of the Member with Designation	Role	PHONE NUMBER
1	Dr. CHS NAGA PRASAD Principal	Chairman	8106388234
2	Dr.B.ANJANEYA PRASAD Professor	Convener	944112475
3	Dr.PATAN HUSSAIN BASHA Associate Professor	Member	8309318691
4	Mr. D. AMARENDAR Asst Prof., MBA Dept	Member	9347561736
5	Mr.B.NAGENDAR HOD, EEE Dept.	Member	7032641858
6	Mr. M. SURESH HOD, CIVIL Dept.	Member	7893526035
7	Mr. MD. SAMIUDDIN HOD, M.B.A Dept.	Member	9703824246
8	Dr.B.JYOTHIRMAYEE HOD,ECE Dept.	Member	9502884043

Ch. S. Naga Prasad

PRINCIPAL

SANA ENGINEERING COLLEGE
KODAD, Suryapet Dt. (T.S.)





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All the constitution members have given the instructions that to follow the AICTE guidelines/ Grievances may include the following complaints of the aggrieved students namely-

- (xv) Making admission contrary to merit determined in accordance with the declared admission policy of the institute.
- (xvi) Irregularity in the admission process adopted by the institute.
- (xvii) Refusing admission in accordance with the declared admission policy of the institute
- (xviii) Withhold or refuse to return any document in the form of certificate or degree, diploma or any other award or other documents deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person does not intend to pursue.
- (xix) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution:
- (xx) Breach of the policy of reservation in admission as may be applicable:
- (xxi) Complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, Women , Minority or disabled categories.
- (xxii) Nonpayment or delay in the payment of scholarships to any students that such institute is committed, under the conditions imposed by AICTE, or by any other authority.
- (xxiii) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar.
- (xxiv) On provision of student's amenities as may have been promised or required to be provided by the institution.
- (xxv) Denial of quality education as promised at the time of admission or required to be provided:
- (xxvi) Non transparent or unfair evaluation practices:
- (xxvii) Harassment and victimization of students including sexual harassment : and
- (xxviii) Refund of fees on withdrawal of admission as per the AICTE instructions from time to time.

The details of Redressal Committee members including their mails, contact numbers etc., should be vide publicity among the students through notice boards / institution web portal.


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Date: 16.09.2024

Grievance & Redressal Committee

On imparting professional education, it's our foremost care to consider comfort of all stake holders to keep amicable environment in the campus. We, SANA ENGINEERING COLLEGE KODAD. Take practice of transparency, justice and professional ethics in all happenings so that stake holders are not grieved.

Staff grievance and redressal committee is to deal with the discontent, dissatisfaction expressed in person or through formal letter complaint. Generally Grievant means a student, parent, and staff member, group of students or staff members or combination of any of these stakeholders of the institution.

OBJECTIVE

- To ensure harmonious environment in the campus to all staff members
- To provide the equal opportunity and hassle free resort to their grievances
- To maintain supervision on all activities of grievance and redressal mechanism

FUNCTIONS

- To make awareness on the grievances among faculty and staff community
- To be a part in imparting the quality environment by addressing issues of employees
- To demand issues/complaints, investigate by committee recommended and document the activities.
- To analyze, comply and forward all received complaints to the concerned departments for necessary action.


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Date: 25.08.2025

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GRIEVANCE REDRESSAL COMMITTEE: 2025-2026

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1	Dr. CHS NAGA PRASAD Principal	Chairman	8106388234
2	Dr.B.ANJANEYA PRASAD Professor	Convener	944112475
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