

## CONVENING ORDER

### GRIEVANCES AND REDRESSAL COMMITTEE (FACULTY AND STAFF)

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 with the following members:

S.No	Name of the Faculty	Designation	Dept.
1	Dr. A. Amarendra Babu	Convener	CSE
2	Dr. N. Satheesh	Member	CSE
3	Mr. S. Ravi Kumar	Member	ECE
4	Mr. K.V. Govardhan Rao	Member	EEE
5	Mr. Vikram Sindhu	Member	IT
6	Mr. B. Srinivasulu	Member	MECH
7	Mr. T. Sai Krishna Teja	Member	CIVIL
8	Ms. T. Aruna Rani	Member	S&H
9	Mr. G. Subba Reddy	Member	MBA

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

#### Functions and Responsibilities

- Grievances Redressal Cell (GRC) 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 to promote cordial Staff to Staff relations etc.
- This cell helps faculty and 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. Faculty and staff, who want to remain anonymous, can put in writing their grievances and their suggestions for improving the academics/administration in the college.
- The person concerned can personally approach and write / e-mail any member of the Cell. They can send email on [grievances@smec.ac.in](mailto:grievances@smec.ac.in) or write an application and submit it to Cell convener.
- This cell helps in solving of grievances of faculty and staff.



PRINCIPAL