



SRINIVASA



INSTITUTE OF TECHNOLOGY AND SCIENCE

(AUTONOMOUS)

(Approved By AICTE, New Delhi & Affiliated To JNTUA, Anantapuram)

An ISO 9001:2015 Certified Institution and NAAC Certified Institution

Chennai-Hyderabad Bypass Road, Ukkayapalli, Kadapa-516002, www.sitskadapa.ac.in


Date: 7/07/2025

CIRCULAR

With a view to resolve the Grievance for staff and student issues in the college campus, the management is pleased to appoint the following staff members in the Grievance Redressal committee for the Academic Year 2025-2026.

Members of the Committee

S.No	Name	Designation & Department	Role
1.	Dr.Y.NagaRaja	Principal	Chairman
3.	Mr.S.Jaffar	HOD-ECE	Coordinator
4.	Mr.A.Ravi Shankar	HOD-CSE	Member
5.	Mr.N.Naga Mallikarjuna	HOD-CE	Member
6.	Mr.K.Ramakrishna	HOD-BS&H	Member
7.	Mr.K.Chandraprasad	HOD-AI&ML	Member
8.	Mr.S.Wazeed	HOD-EEE	Member
9.	Mr.Riyaz	Student-ECE	Member Special Invitee


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SITS/SGRC/2025-26/01

CIRCULAR

DATE: 04-08-2025

It is here by informed to all the members of Grievance & Redressal Committee that you are requested to attend the committee meeting on 07-08-2025 at 11.00 AM in Principal Chamber to discuss the following matter.

Agenda:

1. To review the previous council minutes and action taken
2. To discuss about the student Grievances if any.










The following members are required to attend the meeting

S.No	Name	Designation & Department
1.	Dr.Y.NagaRaja	Principal
3.	Mr.S.Jaffar	HOD-ECE
4.	Mr.A.Ravi Shankar	HOD-CSE
5.	Mr.N.Naga Mallikarjuna	HOD-CE
6.	Mr.K.Ramakrishna	HOD-BS&H
7.	Mr.K.Chandraprasad	HOD-AI&ML
8.	Mr.S.Wazeed	HOD-EEE
9.	Mr.Riyaz	Student-ECE


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MINUTES OF MEETING

DATE: 07-08-2025

All the Members of Grievance & Redressal committee discussed the above issues and suggested to resolve the following issues.

1. Grievances & Redressal Committee members reviewed the deliberations made on various issue in the previous meeting and actions for improving the functioning of the college.
2. As per the Request of III Year students, Committee adopted the measures for the removal of Honey comb from the second floor.
3. As per the Request of III year CSE students, Committee discussed and approved for increase of speed of WI-FI.

The following Members were present

S.No	Members Present	Position	Signature
1	Dr.Y.NagaRaja	Chairman	
3	Mr.S.Jaffar	Coordinator	
4	Mr.A.Ravi Shankar	Member	
5	Mr.N.Naga Mallikarjuna	Member	
6	Mr.K.Ramakrishna	Member	
7	Mr.K.Chandraprasad	Member	
8	Mr.S.Wazeed	Member	
9	Mr.Riyaz	Member Special Invitee	

S G R Coordinator

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SITS/SGRC/2025-26/02

CIRCULAR

DATE: 08-12-2025

It is here by informed to all the members of Grievance & Redressal Committee that you are requested to attend the committee meeting on 12-12-2025 at 12.30 PM in Principal Chamber to discuss the following matter.

Agenda:

1. To review the previous council minutes and action taken
2. To discuss about the student Grievances if any.



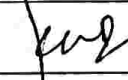
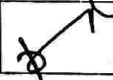





The following members are required to attend the meeting

S.No	Name	Designation & Department
1.	Dr.Y.NagaRaja	Principal
3.	Mr.S.Jaffar	HOD-ECE
4.	Mr.A.Ravi Shankar	HOD-CSE
5.	Mr.N.Naga Mallikarjuna	HOD-CE
6.	Mr.K.Ramakrishna	HOD-BS&H
7.	Mr.K.Chandraprasad	HOD-AI&ML
8.	Mr.S.Wazeed	HOD-EEE
9.	Mr.Riyaz	Student-ECE


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MINUTES OF MEETING

DATE: 12-12-2025

All the Members of Grievance & Redressal committee discussed the above issues and suggested to resolve the following issues.

1. Grievances & Redressal Committee members reviewed the deliberations made on various issue in the previous meeting and actions for improving the functioning of the college.
2. Complaint was filed regarding the cleanliness of washrooms on the first floor.
 - Committee meeting was held on the matter
 - On duty sweepers were instructed regarding their duty schedules.
 - Proper water conditions must be provided..
3. Complaint was filed regarding the cleanliness of washrooms on the first floor
 - It was observed that water was not available for the whole day.
 - Proper checking of the water cooler was held
 - New drinking water tap was installed to resolve the issue..

The following Members were present

S.No	Members Present	Position	Signature
1	Dr.Y.NagaRaja	Chairman	
3	Mr.S.Jaffar	Coordinator	
4	Mr.A.Ravi Shankar	Member	
5	Mr.N.Naga Mallikarjuna	Member	
6	Mr.K.Ramakrishna	Member	
7	Mr.K.Chandraprasad	Member	
8	Mr.S.Wazeed	Member	
9	Mr.Riyaz	Member Special Invitee	

S G R Coordinator

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SITS/SGRC/2025-26/03

CIRCULAR

DATE: 19-01-2026


It is here by informed to all the members of Grievance & Redressal Committee that you are requested to attend the committee meeting on 22-01-2026 at 03.30 PM in Principal Chamber to discuss the following matter.

Agenda:

1. To review the previous council minutes and action taken
2. To discuss about the student Grievances if any.



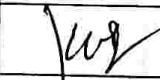



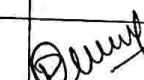

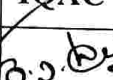
The following members are required to attend the meeting

S.No	Name	Designation & Department
1.	Dr.Y.NagaRaja	Principal
3.	Mr.S.Jaffar	HOD-ECE
4.	Mr.A.Ravi Shankar	HOD-CSE
5.	Mr.N.Naga Mallikarjuna	HOD-CE
6.	Mr.K.Ramakrishna	HOD-BS&H
7.	Mr.K.Chandraprasad	HOD-AI&ML
8.	Mr.S.Wazeed	HOD-EEE
9.	Mr.Riyaz	Student-ECE


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MINUTES OF MEETING

DATE: 22-01-2026

All the Members of Grievance & Redressal committee discussed the above issues and suggested to resolve the following issues.

1. Grievances & Redressal Committee members reviewed the deliberations made on various issue in the previous meeting and actions for improving the functioning of the college.
2. Complaint was filed regarding the Non-availability of Dustbins in the class.
 - Student Committee was called to resolve the issue
 - New dustbins were provided in 6 classes.
 - 3 bid dustbins were provided for corridors to ensure the cleanliness of the college campus.
3. Complaint was filed regarding the Benches of rooms of first floor.
 - Meeting was organized with the faculty taking classes there ,so they can guide the students to take care of the college property..
 - Damaged benches were repaired.

The following Members were present

S.No	Members Present	Position	Signature
1	Dr.Y.NagaRaja	Chairman	
3	Mr.S.Jaffar	Coordinator	
4	Mr.A.Ravi Shankar	Member	
5	Mr.N.Naga Mallikarjuna	Member	
6	Mr.K.Ramakrishna	Member	
7	Mr.K.Chandraprasad	Member	
8	Mr.S.Wazeed	Member	
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