



INTERNAL QUALITY ASSURANCE CELL
SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, GAJULAREGA,
Format No 007: Grievance Registration



## Grievance Registration

Students and staff are hereby informed that a Grievance Registration System is in place in SITAM. All the concerned are advised to use this to register Grievances or suggestions or constructive criticism.




The QR Code shown may be scanned to access the Grievance Registration Form or alternatively, the form available at


**<http://bit.ly/SITAM-Grievances>**

may be used to register their concerns. All the concerned are once again assured that their identity will be kept strictly confidential and the information will be used only for the purpose of improving the system and the ambience.

  
PRINCIPAL

  
SPOC, IQAC  
SITAM, GAJULAREGA  
VIZIANAGARAM, A.P., INDIA



  
Dr. D.V. RAMAMURTHY  
Principal  
Satya Institute of Technology and Management  
Vizianagaram

# Student Grievance Registration Form

This form is meant for Grievance Registration. Please feel free to register your grievance.

 **sitamcivil2019@gmail.com** (not shared) Switch account



\* Required

Please indicate your branch. \*


- ☐ CIV
- ☐ EEE
- ☐ MEC
- ☐ ECE
- ☐ CSE

Nature of your grievance. \*

- ☐ Academic Related
- ☐ Harassment Related
- ☐ Transportation Related
- ☐ Hostel/Mess Related
- ☐ Infrastructure Related
- ☐ Other:

**Dr.D.V.RAMAMURTHY**  
Principal

Satya Institute of Technology and Management  
Vizianagaram

  
**SPOC, IQAE**  
**SITAM**





Please describe your grievance accurately, briefly, and completely. \*

Your answer

We would like to get in touch with redressal of the grievance you mentioned. Please mention your email. Please be assured that this information will be used only to redress your grievance. Also a surprise gift will be awarded to person sending significant constructive grievance to better the functioning of the institute.

Your answer


Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside of SITAM-GVP. [Report Abuse](#)

Google Forms

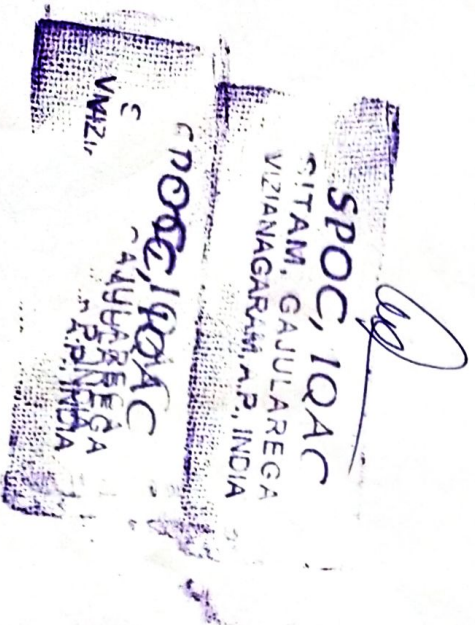
  
**SPOC, IQAC**  
SITAM, GAJULAREGA  
VIZIANAGARAM, A.P., INDIA



  
**Dr.D.V.RAMAMURTHY**  
Principal  
Satva Institute of Technology and Management  
Vizianagaram

5.1.5 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Year	No. of grievances appealed	No. of grievances redressed	Average time for grievance redressal in number of working days
2019-20	2	2	3
2020-21	NIL	NIL	NIL



*Dr. D. V. Ramamurthy*  
**DR. D. V. RAMAMURTHY**  
 Principal  
 Satya Institute of Technology and Management  
 Vizianagaram





# SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(NAAC Accredited, Approved by A.I.C.T.E, & Affiliated to JNTU, Kakinada)  
Gajularega, Vizianagaram, Andhra Pradesh 535002

Tele Phone No. : 9676788811/33/44, Land Line: 08922-234775/76/74

E-Mail: [sitam@sitam.co.in](mailto:sitam@sitam.co.in)

Website: [www.sitam.co.in](http://www.sitam.co.in)

Satya institute of Technology and Management –SGVP had noticed two complaints from two girl students from Department of Civil Engineering as they were commented by their fellow classmate. The two girl students complained against her through the grievance registration link <http://bit.ly/SITAM-Grievances> in SITAM college.

## REDRESSAL OF THE GRIEVANCE THROUGH COMMITTEE MEMBERS:

The committee members of the women grievance had gone through the complaints. The committee members had transparently investigated about the complaints. The committee members had taken a counseling session to the complainee about the mistake he had done and asked her not to repeat the same in the future. They explained to maintain a friendly relationship with other students.

SPQC, IQAC

VIZIANAGARAM



**Dr.D.V.RAMAMURTHY**  
Principal

Satya Institute of Technology and Management





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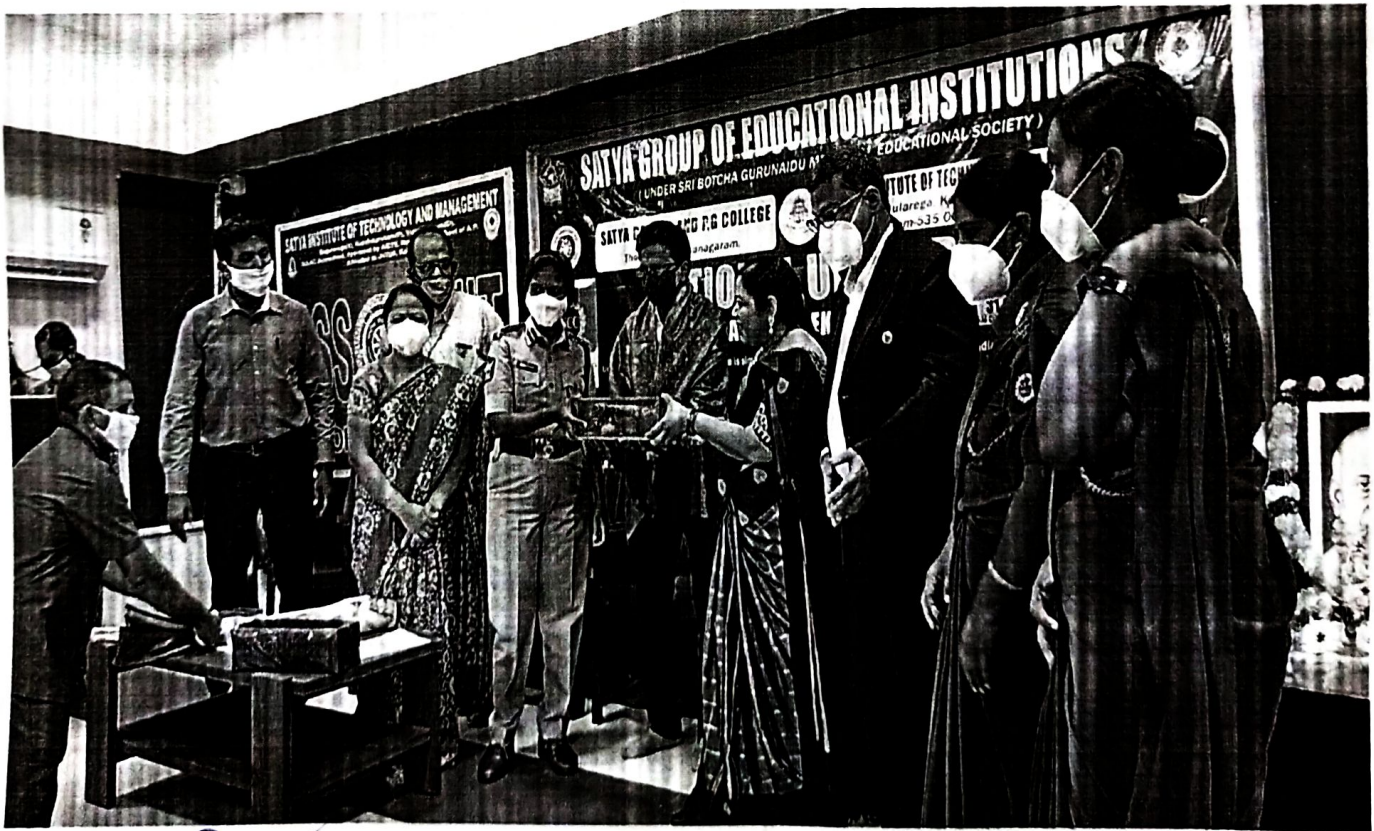
**Event:** Awareness on self defence for girls

**Date:** 21/07/2021

## REPORT

Satya Institute of Technology and Management - SGVP conducted Awareness workshop. at sitam college by members from Vizianagaram: SI : S. Rajani, WPC Hema, WPC Anitha, WPC Poorna, Divya delivered a brief explanation about self defence for girls. Chief Warden Madam (lieutenant M. Satya Veni) and about 50 girl students participated in this program. They explained the girl students how to protect themselves from the unexpected danger.

The students were thankful to the police and expressed their greetings to them. The students expressed happiness for giving motivation to protect them in times of distress.



*[Signature]*  
**SPOC, IQAC**  
SITAM, GAJULAREGA  
VIZIANAGARAM, A.P., INDIA



*[Signature]*  
**Dr.D.V.RAMAMURTHY**  
Principal  
Satya Institute of Technology and Management  
Vizianagaram





**SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
Gajula Rega, Vizianagaram - 535 002, ANDHRA PRADESH, INDIA  
NAAC B+; Approved by AICTE, New Delhi; Affiliated to JNTUK, Kakinada



**Minutes of Meeting of Anti-Ragging Committee**

Date of Meeting: Monday, 12 AUGUST 2019 @10.00am-11.00am

Venue: Seminar hall

**Agenda:**

- 1) Anti-ragging
- 2) Safety for students
- 3) Introduction to committee members

**Attendees:**

1	Dr. D.V. Ramamurthy, Principal	
2	Dr. Y. Narendra Kumar, Dean, R&D	
3	Smt. Ch.V. Lakshmi, Vice Principal (Academics)	
4	Sri. T.D.V.A. Naidu, Vice Principal (Admin)	
5	Dr. K. Sreelatha, HoD, Dept of Humanities	
6	Sri P. Karunakar, HoD, Dept of EEE	
7	Dr. P.L. Pradhan, HoD, Dept of CSE	
8	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg	
9	Dr. L. Satyavathi, Librarian	
10	Mr. J. Maheswara Rao, Warden-Boys Hostel	
11	Smt. M. Satyaveni, Warden-Girls Hostel	

A meeting was conducted with the members of Anti-ragging committee at 10.00 AM on 12/08/2019 in connection with the agenda points.

The Chairman discussed the agenda points in detail with the members present. It was discussed to make the committee members to prohibit ragging. The Principal explained that there should be healthy relationship between seniors and juniors.

The Chairman finalized to conduct a meeting of the HODs to discuss the above mentioned agenda points in detail.

**SPEC, IQAC**  
SITAM, GAJULAREGA  
(CH. VENKATA LAKSHMI) INDIA  
HOD, MECH; Vice principal (academics)



**Dr. D.V. RAMAMURTHY**  
(Dr. D.V. RAMAMURTHY)  
Principal  
Satya Institute of Technology and Management  
Vizianagaram





**Minutes of Meeting of Anti-Ragging Committee**

Date of Meeting: **Wednesday, 27 JANUARY 2021 @10.00am-11.00am**

Venue: Seminar hall

Agenda:

- 1) Anti-ragging
- 2) Safety for students
- 3) Introduction to committee members

Attendees:

1	Dr. D.V. Ramamurthy, Principal	
2	Dr. Y. Narendra Kumar, Dean, R&D	
3	Smt. Ch.V. Lakshmi, Vice Principal (Academics)	
4	Sri. T.D.V.A. Naidu, Vice Principal (Admin)	
5	Dr. K. Sreelatha, HoD, Dept of Humanities	
6	Sri P. Karunakar, HoD, Dept of EEE	
7	Dr. V S Narayana Tinnaluri, HoD, Dept of CSE	
8	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg	
9	Dr. L. Satyavathi, Librarian	
10	Mr. J. Maheswara Rao, Warden-Boys Hostel	
11	Smt. M. Satyaveni, Warden-Girls Hostel	

A meeting was conducted with the members of Anti-ragging committee at 10.00 AM on 27/01/2021 in connection with the agenda points.

The Chairman discussed the agenda points in detail with the members present. It was discussed to make the committee members to prohibit ragging. The Principal explained that there should be healthy relationship between seniors and juniors.

The Chairman finalized to conduct a meeting of the HODs to discuss the above mentioned agenda points in detail.

(CH. VENKATA LAKSHMI)  
HOD MECH, Vice principal (Academics)  
SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
Gajula Rega, Vizianagaram, A.P., INDIA



(Dr. D.V. RAMAMURTHY)  
Principal  
Satya Institute of Technology and Management  
Vizianagaram





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### Minutes of Meeting of Women grievance Committee

Date of Meeting: **Tuesday, 13 AUGUST 2019 @10.00am-11.00am**

Venue: Seminar hall

#### **Agenda:**

1. Guidance to the new girl students in new atmosphere.
2. Awareness about self defence and confidence.
3. Assigning new women faculty to council the new girl students.

#### **Attendees:**

1	Dr. D.V. Ramamurthy, Principal	
2	Smt. Ch.V. Lakshmi, Vice Principal (Academics)	
3	Sri. T.D.V.A. Naidu, Vice Principal (Admin)	
4	Smt K. Sri Latha	
5	Smt V.N. Sireesha	
6	Smt M. Swathi	
7	Smt M. Bhargavi	
8	Dr. L. Satyavathi, Librarian	
9	Smt. M. Satyaveni, Warden-Girls Hostel	

A meeting was conducted with the members of women grievance committee at 10.00 AM on 13/08/2019 in connection with the agenda points.

The Chairman discussed the agenda points in detail with the members present. It was discussed about the women grievance in the college. The Principal assigned women faculty to the new girl students.

The Chairman finalized to conduct a meeting of the HODs to discuss the above mentioned agenda items in detail.

(CH. VENKATA LAKSHMI)  
HOD, IMECH; Vice-principal (Academics)  
VIZIANAGARAM, A.P., INDIA



(Dr. D.V. RAMAMURTHY)  
Principal  
Satya Institute of Technology and Management  
Vizianagaram





**Minutes of Meeting of Women grievance Committee**

Date of Meeting: **Thursady, 28 JANUARY 2021 @10.00am-11.00am**

Venue: Seminar hall

**Agenda:**

1. Guidance to the new girl students in new atmosphere.
2. Awareness about self defence and confidence.
3. Assigning new women faculty to council the new girl students.

**Attendees:**

1	Dr. D.V. Ramamurthy, Principal	
2	Smt. Ch.V. Lakshmi, Vice Principal (Academics)	
3	Sri. T.D.V.A. Naidu, Vice Principal (Admin)	
4	Smt K. Sri Latha	
5	Smt V.N. Sireesha	
6	Smt M. Swathi	
7	Smt M. Bhargavi	
8	Dr. L. Satyavathi, Librarian	
9	Smt. M. Satyaveni, Warden-Girls Hostel	

A meeting was conducted with the members of women grievance committee at 10.00 AM on 28/01/2021 in connection with the agenda points.

The Chairman discussed the agenda points in detail with the members present. It was discussed about the women grievance in the college. The Principal assigned women faculty to the new girl students.

The Chairman finalized to conduct a meeting of the HODs to discuss the above mentioned agenda items in detail.

**(CH. VENKATA LAKSHMI)**  
HOD, MECH, Vice principal (academics)



**(Dr. D.V. RAMAMURTHY)**  
Principal  
Satya Institute of Technology and Management  
Vizianagaram