



SIDDARTHA EDUCATIONAL ACADEMY GROUP OF INSTITUTIONS

An ISO 9001:2015 & ISO 14001:2015 Certified Institution

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu, AP.

Near C. Gollapalli, Tirupati – 517 505, Andhra Pradesh

Grievance Redressal Cell

Minutes of Meeting

Date & Time of the Meeting :25-04-2023

Venue : Board Room

Members Present:

Name of the Member	Position	Signature
Dr.K. Rajasekhar	Chairman	
Mr M Purushotham	Convener	
Mr M Srinivasamoorthy	Member	
Mrs G Kavitha	Member	
Mr R Raghuram	Member	
Mr V Nagaraj	Member	
Mrs N S Divya	Member	
Mrs P Gnanaprasuna	Member	

The Convener of the Grievance Redressal Cell welcomed the members of the cell. The following are the resolutions made by the committee in this meeting:

1. Grievances received and redressed in the academic year 2022-23. The following major grievances put up by the students through off line communication were redressed.
 - Provide additional RTC bus from Tirupati Bus stand to College Via MR Palli Route
 - Additional Beds Provide in Girls Sick Room
 - Up gradation of system configurations in computer Lab required
2. An awareness program on the Grievance redressal Policy was conducted for the I B. Tech students.
3. It is resolved that an awareness program on Grievance Redressal Policy and mechanism of redressal shall be conducted for the Faculty, Non-Teaching and students (II B.Tech (LE)) within Two weeks after commencement of the class work as per Academic Calendar.

Convener, GRC

PRINCIPAL
Siddhartha Educational Academy
Group of Institutions
Near C.GOLLAPALLI, Tirupati (R)-517 505
Tirupati Dis

Tirupati
16-08-2022

from

N. Mrudula
22 915A0 216
II-year - EEE
SEAGI, Tirupati

To

The principal
SEAGI
C. Gollapalli

Respected sir,

Sub:- Requesting to schedule busses Accord
to college timing.

I am writing to request your attention and assistance
in optimizing the bus schedule of the APRTC to align with
the timings of our college. The adjustment would greatly benefit
the students who rely on APRTC buses for their daily commute
to and from college.

The current bus schedule often does not align well with the
class timings of our college, resulting in inconvenience and
disruptions for the students. Many students face challenges with
reaching college on time and returning home after classes, which
can affect their academic performance and daily routines.
We believe that a more coordinated schedule can alleviate these
issues.

Thank you for your attention to this matter. We look forward
to a positive response and an improved bus schedule that
benefits our college-going community.

Buses i/c

Yes, will be
considered

16/08/22

Yours sincerely

N. Mrudula

B. Sasikala (229LIA3306)	CSE(AI & ML)	B. Sarbalg
K. V. Sushma (229LIA3321)	CSE(AI & ML)	K. V. Suma
K. Harika (229LIA0577)	CSE(AI & ML)	B. Harika
Ch. Deepthi (229LIA0527)	CSE	Ch. deepthi
K. Bhavana (229LIA3324)	CSE(AI & ML)	K. Bhavana
GANUSHA (229L5A0207)	ECE	Gi. Aarjal
B. Sushma (219LIA0413)	ECE	B. Suf
B. Sireesha (219LIA0423)	ECE	Sireesha
B. Drakshayani (219LIA0414)	ECE	B. Drakshayani
K. Sireesha (219LIA0450)	ECE	K. Sireesha
K. Yaswitha (219LIA0448)	ECE	K. Yaswitha
J. Tejaswari (219LIA0533)	CSE	J. Tejaswari
K. Jahnvi (219LIA0549)	CSE	K. Jahnvi
K. Yamuna (219LIA0527)	CSE	K. Yamuna



SEAGI/GRC/2022-23

20-08-2022

CIRCULAR

A meeting is convened on 22-08-2022 @ 03:00 PM in the Board Room to look into grievance raised by the student Ms. N. Mrudula (Roll No. 229L5A0216) of B. Tech. EEE regarding the schedule Public Transport busses according to College timings

All the Grievance Committee members are requested to attend the meeting without fail.


Convener

Grievance Redressal Committee

Encl.: Grievance Raised by Student

Copy to.:

1. Members of the Committee
2. Aggrieved student

PRINCIPAL
Siddhartha Educational Academy
Group of Institutions
Near C.GOLLAPALLI, Tirupati (R)-517 505
Tirupati Dist. (A.P.)



Grievance Redressal Cell

Minutes of Meeting

Date & Time of the Meeting : 22-08-2022

Venue : Board Room

Members Present:

Name of the Member	Position	Signature
Dr.K. Rajasekhar	Chairman	
Mr M Purushotham	Convener	
Mr M Srinivasamoorthy	Member	
Mrs G Kavitha	Member	
Mr R Raghuram	Member	
Mr V Nagaraj	Member	
Mrs N S Divya	Member	
Mrs P Gnanaprasuna	Member	

Issue: Requesting to Schedule Public Transport busses according to College Timeings Reg.

Resolution:

The committee perused the concern of the student Ms N Mrudula B. Tech. EEE regarding the to Schedule Public Transport busses according to College Timings. The committee understood that problem and resolved it with a discussion with the APSRTC divisional manager and changing the public bus transportation timings to match our college timings

Convener, GRC

PRINCIPAL
Siddhartha Educational Academy
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Tirupati Dist. (A.P.)



SEAGI/GRC/2022-23

01-09-2022

CIRCULAR

As per the request to majority of the students the schedule of public transportation buses has been revised following

	Old Timing	New Timing
Bus-1	8.00AM	7.45AM
Bus-2	8.30AM	8.15AM
Bus-3	9.15AM	8.30AM


PRINCIPAL
Siddhartha Educational Academy
Group of Institutions
Near C.GOLLAPALLI, Tirupati (R)-517 505
Tirupati Dist. (A.P.)

Copy to.:

1. Chairman
2. Director
3. HOD/Staff Members
4. All the students
5. Notice Board

Tirupathi,
18-11-2022.

From,

V. Lakshmi Priya,

229L1A0456

Department of ECE,

1st year,

To, The Principal,

SEAG.I,

subject :- Requesting to provide additional cots in sick
room.

Respected Sir, I am writing to requesting your
Assistance to provide additional cots in the sick room,
at present only 4 beds are available it is not sufficient.
So, please take this issue as serious and provide additional
cots in sick room and above place additional Dust bin's.

Thanking you Sir,

yes, will be considered

Principal
PRINCIPAL
Siddhartha Educational Academy
Group of Institutions
Near C.GOLLAPALLI, Tirupati (R)-517 505
Tirupati Dist. (A.P.)

Yours faithfully
V. Lakshmi Priya

(VSP)



SEAGI/GRC/2022-23

21-11-2022

CIRCULAR

A meeting is convened on 24-11-2022 @ 03:00 PM in the Board Room to look into grievance raised by the student Ms. V Lakshmi priya (Roll No. 229L1A0456) of B. Tech. ECE regarding to arrange additional Cots in Girls Sick Room

All the Grievance Committee members are requested to attend the meeting without fail.

Convener

Grievance Redressal Committee

Encl.: Grievance Raised by Student

Copy to.:

1. Members of the Committee
2. Aggrieved student

PRINCIPAL
Siddhartha Educational Academy
Group of Institutions
Near C.GOLLAPALLI, Tirupati (R)-517 505
Tirupati Dist. (A.P.)



Grievance Redressal Cell

Minutes of Meeting

Date & Time of the Meeting :24-11-2022

Venue : Board Room

Members Present:

Name of the Member	Position	Signature
Dr.K. Rajasekhar	Chairman	
Mr M Purushotham	Convener	
Mr M Srinivasamoorthy	Member	
Mrs G Kavitha	Member	
Mr R Raghuram	Member	
Mr V Nagaraj	Member	
Mrs N S Divya	Member	
Mrs P Gnanaprasuna	Member	

Issue: Requesting to arrange additional Cots in Girls Sick Room Reg.

Resolution:

The committee perused the concern of the student Ms V Lakshmi Priya B. Tech. ECE regarding to requesting to arrange additional cots in girls sickroom, as per student request additionally four cots placed in the sick room

PRINCIPAL
Siddhartha Educational Academy
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Convener, GRC



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SEAGI/GRC/2022-23

02-12-2022

CIRCULAR

As per the request to majority of the Girl students to arranged four additional
Cots in Girls Sick Room


PRINCIPAL
Siddhartha Educational Academy
Group of Institutions
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Tirupati Dist. (A.P.)

Copy to.:

1. Chairman
2. Director
3. HOD/Staff Members
4. All the students
5. Notice Board



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Near C. Gollapalli, TIRUPATI - 517 505 Andhra Pradesh

Minutes of meeting

Date & Time of the Meeting: 11-07-2022

Venue : Board room

Members Present:

Name of the Member	Position	Signature
Dr.K. Rajasekhar	Chairman	
Mrs. G Vasavi	Convener	
Mr. M Praveen Reddy	Member	
Mr. A Anil Kumar	Member	
Mr. Y Anudeep Reddy	Member	
Ms. S Reddypallavi	Member	

The Convener of the Grievance Redressal Cell welcomed the members of the cell. The following are the resolutions made by the committee in this meeting:

1. Grievances received and redressed in the academic year 2021-22

The following major grievances put up by the students through written and oral communication were redressed.

- Change of college bus timings.
- Extension of time for Payment of fee (due to JVD Fee reimbursement)
- To replace the damaged doors in girls wash room

2. It is resolved that an awareness program on Grievance Redressal Policy and mechanism of redressal shall be conducted for the students (I B. Tech and II B. Tech) through Induction program.

3. All the faculty mentors are to be instructed that they should give awareness to the mentee students about the policy.

Convener: GRC

PRINCIPAL
Siddhartha Educational Academy
Group of Institutions
Near C.GOLLAPALLI, Tirupati (R)-517 505
Tirupati Dist. (A.P.)

TIRUPATI
24/03/2022

From

J. Ramesh

219LIA0213

II-year - EEE

SEAT, Tirupati

TO

The principal

Siddhartha Engineering College

Tirupati

Respected Sir,

Sub :- Request for one month permission to pay JVD
instalment fee REGD

I am J. Ramesh bearing Roll NO : 219LIA0 213 , studying
in IInd year EEE in our college. I have joined in this institution
through counselling. but now [II year] I have not yet received
the JVD second instalment fee till now so I kindly request
you to please give me one month permission to pay the 2nd
instalment fee.

Thanking you Sir

Office Mn
you

Principal
PRINCIPAL
Siddhartha Educational Academy
Group of Institutions
Near C.GOLLAPALLI, Tirupati (R)-517 505
Tirupati Dist. (A.P.)

Yours sincerely

J. Ramesh



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Near C. Gollapalli, TIRUPATI - 517 505 Andhra Pradesh

SEAGI/GRC/2021-22

Date: 24-03-2022

CIRCULAR

A meeting is convened on 24-03-2022 @ 03:00 PM in the Principal's chamber to look into grievance raised by the student Mr. J. Ramesh (Roll No. 209L1A0213) of B. Tech. EEE regarding the remittance of fee to College which she receives from the Government of Andhra Pradesh under Jaganna Vidya Devena (JVD) scheme.

All the Grievance Committee members are requested to attend the meeting without fail.

Convener
Grievance Redressal Committee

Encl: Grievance Raised by Student

Copy to:

1. Members of the Committee
2. Aggrieved student


PRINCIPAL
Siddhartha Educational Academy
Group of Institutions
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Near C. Gollapalli, TIRUPATI - 517 505 Andhra Pradesh

SEAT/GRC-REPORT/2021-2022

DATE: 24-03-2022

MINUTES OF MEETING

Date & Time of the Meeting: 24-03-2022

Venue : Board room

Members Present:

Name of the Member	Position	Signature
Dr.K. Rajasekhar	Chairman	
Mrs. G Vasavi	Convener	
Ms. N Manasa	Member	
Mr. M Praveen Reddy	Member	
Mr. A Anil Kumar	Member	
Mr. Y Anudeep Reddy	Member	
Ms. S Reddypallavi	Member	
Mr. K Dwarakanath	Member	

Issue: Concern-permission for late payment of fee-Reg.

Resolution:

The committee perused the concern of the student Mr. J. Ramesh B. Tech. EEE regarding the remittance of fee to college which he receives from Government of Andhra Pradesh under Jagananna Vidya Deevana (JVD) scheme. The committee on its enquiry understood that the fee is being credited by the government under vidyadeevana scheme to mother's account in a phased manner. Hence the student shall be permitted to remit the amount as and when he received from the government

Convener

Grievance Redressal Committee

PRINCIPAL
Siddhartha Educational Academy
Group of Institutions
Near C.GOLLAPALLI, Tirupati (R)-517 505
Tirupati Dist. (A.P.)

Tirupati
04-11-2021

From
G. Mounika
209LIA0536
II Year, CSE
SEAT, Tirupati
To
The principal
Siddhartha Educational Academy of Institutions,
Tirupati

Respected sir,

Sub: Request for change of timings of college bus

I am G. Mounika bearing Roll No: 209LIA0536, studying IIst year CSE in our college. I am coming from Srikalahasti in our college bus. Since the college bus starts at 4pm, I am reaching the homely lately by 7:00 pm. So to reach my home a little bit early, I request you to make the bus departure timing 20 minutes earlier.

Thanking you sir,

Yours sincerely
G. Mounika

Buss etc
yes
K. S. S. S.
PRINCIPAL
Siddhartha Educational Academy
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Near C. Gollapalli, TIRUPATI - 517 505 Andhra Pradesh

SEAT/GRC/2021-2022

Date: 04-11-2021

CIRCULAR

A meeting is convened on 04-11-2021 @ 03:00 PM in the Board Room to look into grievance raised by the student G. Mounika (209L1A0536) of B Tech CSE Regarding the college bus timing which was arranged through college transport.

All the Grievance Committee members are requested to attend the meeting without fail.

Convener

Grievance Redressal Committee

Encl: Grievance Raised by Student

Copy to:

1. Members of the Committee
2. Aggrieved student

PRINCIPAL

**Siddhartha Educational Academy
Group of Institutions
Near C.GOLLAPALLI, Tirupati (R)-517 505
Tirupati Dist. (A.P.)**



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Near C. Gollapalli, TIRUPATI - 517 505 Andhra Pradesh

SEAT/GRC-REPORT/2021-2022

DATE: 06-11-2021

MINUTES OF MEETING

Date & Time of the Meeting: 04-11-2021

Venue : Board room

Members Present:

Name of the Member	Position	Signature
Dr.K. Rajasekhar	Chairman	
Mrs. G Vasavi	Convener	
Ms. N Manasa	Member	
Mr. M Praveen Reddy	Member	
Mr. A Anil Kumar	Member	
Mr. Y Anudeep Reddy	Member	
Ms. S Reddypallavi	Member	
Mr. K Dwarakanath	Member	

Issue: College Bus Timing-Reg.

Resolution:

The committee perused the concern of the student G. Mounika (209L1A0536) of B Tech CSE regarding the bus timings. The committee on its enquiry understood the problem faced by her and majority of the students and it was resolved to change the bus timings after discussing with Transport Manager and Administrative Officer as per the requirement of the majority of students.

Convener
Grievance Redressal Committee

PRINCIPAL
Siddhartha Educational Academy
Group of Institutions
Near C.GOLLAPALLI, Tirupati (R)-517 505
Tirupati Dist. (A.P.)



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(Approved by the AICTE, New Delhi & Affiliated to JNTUA, Anantapur)
Near C. Gollapalli, TIRUPATI - 517 505 Andhra Pradesh

Date: 08-11-2021

CIRCULAR

As per the request of majority of the students the college Bus Timing of Route: Tirupati-Renigunta-Sri Kalahasti has been revised as follows:


Old Timing : 04:00 PM

New Timing: 03:40 PM

I request all the students to make note of it and utilize the college bus facility.

Copy to:

1. Chairman
2. Director
3. HODs and Staff
4. All students: to readout in class rooms
5. Notice Boards


PRINCIPAL
Siddhartha Educational Academy
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Near C. Gollapalli, TIRUPATI - 517 505 Andhra Pradesh

Grievance Redressal Cell

Minutes of meeting

Date & Time of the Meeting: 21-07-2021

Venue : Board room

Members Present:

Name of the Member	Position	Signature
Dr.K. Rajasekhar	Chairman	
Mrs. G Vasavi	Convener	
Ms. N Manasa	Member	
Mr. M Praveen Reddy	Member	
Mr. A Anil Kumar	Member	
Mr. Y Anudeep Reddy	Member	
Ms. S Reddypallavi	Member	
Mr. K Dwarakanath	Member	

The Convener of the Grievance Redressal Cell welcomed the members of the cell. The following are the resolutions made by the committee in this meeting:

1. Grievances received and redressed in the academic year 2020-21

The following major grievances put up by the students through oral communication were redressed.

- Expansion of space in the canteen
- Regular checking up for the portability of the drinking water
- To monitor the cleanliness and hygiene of the canteen
- Replacement of lights and fans which are not in working condition or repair of tube lights condition in all class rooms

2. An awareness program on the Grievance redressal Policy was conducted for the I B. Tech students.

3. It is resolved that an awareness program on Grievance Redressal Policy and mechanism of redressal shall be conducted for the Faculty, Non-Teaching and students (II B. Tech (LE)) within Two weeks after commencement of the class work as per Academic Calendar.

Convener, GRC

PRINCIPAL
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(Approved by the AICTE, New Delhi & Affiliated to JNTUA, Anantapur)
Near C. Gollapalli, TIRUPATI - 517 505 Andhra Pradesh

Grievance Redressal Cell

Minutes of Meeting

Date & Time of the Meeting :20-01-2020

Venue : Board Room

Members Present:

Name of the Member	Position	Signature
Dr.K. Rajasekhar	Chairman	
Mr. R Raguram	Convener	
Mr. S Vinodh Kumar	Member	
Mr. K Karthik	Member	
Mrs. M Santhi	Member	
Mr. P Naveen Kumar	Member	
Ms. C Chithra	Member	
Mr. M Loksh	Member	

The Convener of the Grievance Redressal Cell welcomed the members of the cell. The following are the resolutions made by the committee in this meeting:

1. Grievances received and redressed in the academic year 2019-2020:
The following major grievances put up by the students through oral communication were redressed.
 - Installation of one more water coolers
 - Installation of sanitary napkin vending machines in the girl's common rooms
2. It is resolved that an awareness program on Grievance Redressal Policy and mechanism of redressal shall be conducted for the Faculty, Non-Teaching, and students (I B. Tech and II B. Tech (LE)) within Two weeks after commencement of the class work as per Academic Calendar.

Convener, GRC

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Near C. Gollapalli, TIRUPATI - 517 505 Andhra Pradesh

Grievance Redressal Cell

Minutes of Meeting

Date & Time of the Meeting :10-07-2019

Venue : Board Room

Members Present:

Name of the Member	Position	Signature
Dr.K. Rajasekhar	Chairman	
Mr. B T Prasad	Convener	
Mr. G Chandra Sekhar Reddy	Member	
Mr. R Chakravarthy	Member	
Mr. G Narendra Nath	Member	
Mr. S Sreekanth	Member	
Ms. M. Lakshmi Prasana	Member	
Mrs. T. Revathi	Member	

The Convener of the Grievance Redressal Cell welcomed the members of the cell. The following are the resolutions made by the committee in this meeting:

1. Grievances received and redressed in the academic year 2018-2019:
The convener was happy to share that there were no Grievance received during academic year 2018-2019.
2. The committee was reviewed the existing policy and after elaborate discussions, the committee has accepted to continue the existing policy and publish the policy for immediate implementation.
3. The committee resolved to publicize the grievance Redressal policy and mechanism of redressal among the stake holders of the college through College Website and Notice Boards.
4. It is resolved that an awareness program on Grievance Redressal Policy and mechanism of redressal shall be conducted for the Faculty, Non-Teaching, and students (I B. Tech and II B. Tech (LE)) within Two weeks after commencement of the class work as per Academic Calendar.

Convener, GRC

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