



VIGNAN'S LARA INSTITUTE OF TECHNOLOGY & SCIENCE (AUTONOMOUS)

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada
Accredited by NAAC 'A+' and NBA | ISO 9001 : 2015
Vadlamudi - 522 213, Guntur District

VLITS/PO/GRC/2024-2025/1

Date: 24-07- 2024

OFFICE PROCEEDINGS

Sub: VLITS- Grievance Redressal Committee Re-Constitution – Regarding.

The Grievance Redressal Committee of Vignan's Lara Institute of Technology & Science is Re-Constituted with the following Composition

S.No	Name of the member	Designation	Position
1	Dr. K Phaneendra Kumar	Principal	Chairman
2	Dr. K. Venkateswara Rao	HoD – CSE	Member
3	Dr. B Harish	HoD – ECE	Member
4	Dr K Rajini	HoD – EEE	Member
5	Dr. V Lakshman Narayana	HoD – IT	Member
6	Dr. P. Bhaskara Rao	HoD-Mech	Member
7	Dr. M Jemimah Carmichael	HoD - CIVIL	Member
8	Dr. U Usha Rani	HoD – BS&H	Member
9	Dr. D Anveshini	HoD – MCA	Member
10	Mr T Sri Krishna, 22FE5A0383	Student	Member
11	Ms CH Aishwarya, 22FE1A0422	Student	Member
12	Mr B Akhil, 22FE1A0204	Student	Member
13	Ms M Meghana, 22FE1A4330	Student	Member
14	Mr CH Ashok Kumar, 22FE1F0003	Student	Member
15	Ms K Rajeshwari, 22FE1A6114	Student	Member

(h)

Principal

Dr. K. Phaneendra Kumar

M.Tech;Ph.D.,

PRINCIPAL

Vignan's Lara Institute of Technology & Science
VADLAMUDI-522213, Guntur, A.P., India

Copy to: All HoD's, Office and committee members



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Vadlamudi - 522 213, Guntur District

VLITS/GRC/2024-25/CIR/1

Date: 14-08-2024

CIRCULAR

This is to inform all the members of Grievance Redressal Committee that, there will be a meeting of all the office bearers on 16th August, 2024 at 3.30 pm in Principal's chamber to discuss and finalize the plan of action of GRC for the coming semester.

PRINCIPAL

Copy to: All HoD's, Office and committee members

Dr. K. Phaneendra Kumar
M.Tech;Ph.D.,

PRINCIPAL

Vignan's Lara Institute of Technology & Science
VADLAMUDI-522 213, Guntur, A.P., India



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VLITS/GRC/MoM/2024-25/1

Date: 16-08-2024

Minutes of the Meeting

Welcome note by Chairman of the committee completed and discuss various plan of actions

Student Grievance

1. Several students raised concerns about the lack of sufficient seating in the library during peak hours. The committee discussed possible solutions, including increasing seating capacity or implementing a time-slot system.
2. Complaints were received regarding delayed uploading of internal assessment marks on the student portal. The academic section was requested to ensure timely updates moving forward.

Faculty Grievance

1. Some faculty members reported frequent technical issues with smart classrooms, affecting the delivery of lectures. The committee recommended a maintenance audit of all smart classrooms.
2. Concerns were expressed about the irregularity in receiving timely administrative circulars. It was decided to streamline communication through a centralized digital notice system.

S.No	Name of the member	Designation	Position	Signature
1	Dr. K Phaneendra Kumar	Principal	Chairman	(KPK)
2	Dr. K. Venkateswara Rao	HoD – CSE	Member	(KVR)
3	Dr. B Harish	HoD – ECE	Member	(Bharish)
4	Dr K Rajini	HoD – EEE	Member	(K.Rajani)
5	Dr. V Lakshman Narayana	HoD – IT	Member	(V.Lakshman)
6	Dr. P. Bhaskara Rao	HoD-Mech	Member	(P.Bhaskara)
7	Dr. M Jemimah Carmichael	HoD - CIVIL	Member	(M.Jemimah)
8	Dr. U Usha Rani	HoD – BS&H	Member	(U.Usha)
9	Dr. D Anveshini	HoD – MCA	Member	(D.Anveshini)
10	Mr T Sri Krishna, 22FE5A0383	Student	Member	(T.Sri Krishna)
11	Ms CH Aishwarya, 22FE1A0422	Student	Member	(CH Aishwarya)
12	Mr B Akhil, 22FE1A0204	Student	Member	(B.Akhil)
13	Ms M Meghana, 22FE1A4330	Student	Member	(M.Meghana)
14	Mr CH Ashok Kumar, 22FE1F0003	Student	Member	(CH Ashok)
15	Ms K Rajeshwari, 22FE1A6114	Student	Member	(K.Rajeshwari)

PRINCIPAL

Dr. K. Phaneendra Kumar

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PRINCIPAL

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10-01-2025

ACTION TAKEN REPORT

VLITS/GRC/MoM/2023-24/1: dated: 16-08-2024

1. Additional seating arrangement was made in the library, and a time-slot booking system was introduced during peak hours to manage crowding efficiently.
2. The academic section was instructed to follow a strict timeline for uploading internal marks. A reminder system was also set up to ensure timely updates.
3. A thorough technical inspection of all smart classrooms was carried out, and necessary repairs and upgrades were completed to prevent disruptions during lectures.
4. A centralized digital platform was implemented for all internal circulars and notices, ensuring timely and consistent communication with faculty.

PRINCIPAL

Dr. K. Phaneendra Kumari

M.Tech;Ph.D.,

PRINCIPAL

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VADLAMUDI-522 213, Guntur, A.P., India



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VLITS/GRC/2024-25/CIR/2

Date: 08-02-2025

CIRCULAR

This is to inform all the members of Grievance Redressal Committee that, there will be a meeting of all office bearers on 10th February 2025 at 3.30 pm in Principal's chamber to discuss and finalize the plan of action of GRC for the coming semester.

Copy to: All HoD's, Office and committee members

PRINCIPAL

Dr. K. Phaneendra Kumari
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VLITS/GRC/MoM/2024-25/2

Date: 10-02-2025

Minutes of the Meeting

Welcome note by Chairman of the committee completed and discussed various plan of actions

Student Grievance

1. Students reported inadequate availability of drinking water in certain blocks. The issue was discussed, and the need for installing additional water dispensers was agreed upon.
2. Some students expressed concern over insufficient Wi-Fi connectivity in hostels, particularly during evening hours. The committee recommended a technical review of the network infrastructure.

Faculty Grievance

3. Faculty members raised concerns about the lack of clarity in the workload distribution across departments. It was suggested that department heads review and standardize the workload policy.
4. Complaints were received regarding delays in processing research funding requests. The committee advised the administrative office to streamline the approval and disbursement process

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15	Ms K Rajeshwari, 22FE1A6114	Student	Member	

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11-04-2025

ACTION TAKEN REPORT

VLITS/GRC/MoM/2024-25/2: dated: 10-02-2025

1. Additional water dispensers were installed in the affected blocks, and regular maintenance checks were scheduled to ensure continuous availability.
2. The IT department conducted a network audit and enhanced bandwidth capacity during peak hours to improve internet access in hostel areas.
3. Department heads reviewed the current workload structure and introduced a revised policy to ensure equitable distribution among faculty members.
4. The administrative process for handling research funding was streamlined with clear timelines and a dedicated point of contact to expedite approvals.

PRINCIPAL

Dr. K. Phaneendra Kumar
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PRINCIPAL

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