



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E. & Permanently Affiliated to JNTUK)

NAAC Accredited Institute & Recognized under Section 2(f) & 12(B) of UGC Act

An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Institute.

NH-16, Anakapalle – 531002, Visakhapatnam, A.P.

Mobile: 9963981111, 9963694444, www.diet.edu.in, E-mail: info@diet.edu.in

IMPLEMENTATION OF GUIDELINES OF STATUTORY/REGULATORY BODIES

DIET Grievance Redressal Cell (GRC) policies

As per the directions of AICTE and Gazette of India, the Grievance Redressal Cell has been formed to address the grievances, complaints, malpractices and problems of students/ Staff (Teaching & Non-Teaching) of DIET.

This cell aims to provide students/ Staff (Teaching & Non-teaching) with a platform where they can share their academic related and other miscellaneous problems and seek the best advice. The cell ensures at the end that all the stakeholders should be satisfied and happy during the stay at DIET.

A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the students/staff (Teaching & Non-teaching) of the College with the following objectives:

- To ensure a fair, impartial and consistent way for redressal of various issues faced by the stakeholders.
- To uphold the sanctity of the college by promoting good relationship amongst students and also a good professional relationship between students and staff (both teaching and non-teaching) and also amongst staffs.
- To ensure that grievances are addressed and resolved promptly and in complete confidentiality.
- To ensure that the views of grievant and respondent are respected and that any party to a grievance is not discriminated or victimized.
- To ensure stakeholders to respect the rights and dignity of one another.

There is a Grievance Redressal Committees at the Department & central level to deal with the grievances of the students and staff (Teaching & non-teaching). Department Grievance Redressal Committee consists of:

- Head of the Department – Chairman and principal
- Up to 3 (three) faculty members to be nominated by the Head of Department

Grievance Redressal Cell Process

- Any Person raising a request should register the grievance/ complaint through the grievance redressal portal link.
- The grievance will immediately go to the concerned HOD who needs to acknowledge the receipt of the grievance within 24 hrs. Via Portal.
- HOD needs to consult the matter with departmental Grievance members and then provide (1) Necessary solution, (2) Invalid the matter, (3) comment if the same is not under the scope and forward to grievance cell. The time to revert by HOD is 15 days from receipt of the complaint.
- If the student/faculty/staff is not satisfied with the decision of the Department committee, he/she can submit an appeal to the Central Level Grievance Committee within four days from the date of the receipt of the reply from the Department Level Committee.
- If the Complaint is forwarded to the central grievance redressal cell, then the member secretary of the grievance committee will place the matter before the grievance committee members which shall either endorse the decision of the Department level committee or shall pass appropriate solution in the best possible manner.
- The GRC shall send its report with recommendations, if any, to the university and a copy thereof to the aggrieved faculty/ staff/ student, within 15 days from the date of receipt of the complaint.
- In case faculty/staff/student is not satisfied with the decision of the Grievance Redressal Committee, they may appeal to the university for redressal of their grievance. The university level GRC shall address such grievances and settle the matter at the university level.
- While dealing with the complaint, the committee at all levels will observe the law of natural justice and hear the complainant and concerned people.
- While passing an order on any Grievance, at any level, the relevant provisions of the Act/Regulations should be kept in mind and no such order should be passed in contradiction of the same.

GRIEVANCE AND REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION	MAIL ID	MOBILE/PHONE NO.
1.	Dr.Ch.Narasimham	Chairman	principal@diet.edu.in	9963993229
2	Dr.K.S.Eswara Rao	Co-Chairman	viceprincipal@diet.edu.in	9963994042
3	Mr.Ch.Dinesh	Convenor,CSE	dinesh@diet.edu.in	9000463074
4	Mr. B.Ch.Srinivas	Co-Convenor	pd@diet.edu.in	8247200256
5	Mr.Malla Mohan	Coordinator forEEE	mmohan@diet.edu.in	77949 99541
6	Mr.R.Suneel	Coordinator forECE	suneel@diet.edu.in	8463953162
7	Mrs.D.Lakshmi Mythri	Coordinator forECE	dlmythri@diet.edu.in	8977577949
8	Mr.S.Naveen Kumar	Coordinator forCIVIL	snaveen@diet.edu.in	8919669198
9	Mr.K.SOMA SEKHAR	Coordinator forH&BS	somasekhark@diet.edu.in	9849663440
10	Ms. P.MADHURI	Coordinator forH&BS	pmadhuri@diet.edu.in	7013853309
11	Miss.D.Harika	Coordinator for H&BS	harika@diet.edu.in	9642334884

ANTI-RAGGING ACT

As per AICTE regulation on curbing the menace of Ragging Higher Educational Institutions 2009, here in after called the “Regulations”

PUNISHMENT(S) IN THE EVENT OF RAGGING

The following punishments be awarded as per the AP Anti-Ragging Act, 1997 under sections :

- 4(i) Teases or embarrasses or humiliates a student shall be punished with imprisonment for a period of six months or with a fine of Rs.1000/-or with both.
- 4(ii) Assaults or uses criminal force to or criminally intimidates, a student shall be punished with imprisonment for a period of one year or with a fine of Rs.2000/-or with both.
- 4(iii) Causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a period of five years or with a fine of Rs.10,000/-or with both.

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:

The Institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

1. The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts and nature and gravity of the incident of ragging established in the recommendations of the Anti- Ragging Squad.
2. The Anti-Ragging Committee, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty, one or more of the following punishments, namely.
 - a) Suspension from attending classes and academic privileges, withholding/withdrawing scholarship , fellowship and other benefits.
 - b) Debarring from appearing in any test, examination or other evaluation process, with holding results.
 - c) Debarring from representing the institution in any regional or international meet, tournament, youth festival etc.
 - d) Suspension/expulsion from the hostel, cancellation of admission.
 - e) Rustication from the Institution for a period ranging from one to four semesters.
 - f) Expulsion from the Institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

Nature of ragging	Punishment
Teasing, embarrassing and humiliating	Imprisonment up to 6 months or fine up to Rs.1000/-or both
Assaulting or using criminal force or Criminal intimidation	Imprisonment up to 1 year or fine upto Rs.2000/-or both
Wrong fully restraining or confining or Causing hurt	Imprisonment up to 2 years or fine up to Rs.5000/-or both
Causing grievous hurt, kidnapping or abducting or rape or committing unnatural offence	Imprisonment up to 5 years or fine up To Rs.10000/-or both
Causing death or a betting suicide	Imprisonment up to 10 years or fine up to Rs.50000/-or both

ANTI-RAGGING COMMITTEE

There is an active anti-ragging committee constituted under the chairmanship of the principal. Services of committee members are utilized towards counseling of both junior and senior students and also educating senior students about what constitutes ragging as per the latest UGC/AICTE guidelines.

Anti-ragging committee informs the parents and their wards about anti-ragging rules and the consequences of ragging activities, to student and her parents at the time of admission. Also, an anti-ragging squad is constituted which keeps continuous vigilance on all the students. The students are also included in the committee to give them a sense of responsibility and to control ragging in all aspects.

As per referred AICTE “Regulations”, Ragging is strictly prohibited in the College Campus as well as outside the College Campus. All students are hereby informed not to indulge in any kind of Ragging activity either directly or indirectly, a strict action as per AICTE “Regulations” will be taken.

For Senior Students: The senior student should note that they should not engage themselves in any kind of ragging activity inside as well as outside of College Campus. Strict action as per above” AICTE “Regulations” will be taken against them if anybody is found indulging in Ragging activity.

For Fresher Students and Parents: The fresher student can contact any of the Committee Member or the Principal at any time, if anybody tries to do Ragging with them. The Fresher student should desist from doing anything against their will even if ordered by the seniors. They should immediately contact the Office or any of the Anti-Ragging Committee Member and report the incident immediately. The College will take stringent action against the senior student involved in Ragging. The fresher’s should not fear of any action and should not tolerate any kind of atrocities of senior students.

Functions:

- Installation and Organization of meeting of the committee members.
- Identifying the various sources and remedies to watch and control ragging related issues.
- Various activities conducted by committee members by surprise visiting at various locations like canteen, terrace, parking, bus etc.
- Display of contact details at suggested prime locations.

Measures:

- Selection of committee members from students.
- Motivation for the senior students about Anti-ragging & punishment.
- Observe student’s activities in and out of the college hours & out of campus.
- Observe the activities of the students in college hours & in break times.
- Observe the senior’s activities in bus stop and other approximating places by the committee members.

ANTI-RAGGING COMMITTEE

According to All India Council Technical Education (AICTE) notified regulation for prevention and prohibition of ragging in AICTE approved technical institutions vide No. 37- 3/Legal/AICTE/2009 dated 01/07/2009, the Principal constituted the Anti-Ragging committee.

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1.	Dr.Ch.Narasimham	Chairman	principal@diet.edu.in	9963993229
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3	Mr.Ch.Dinesh	Convenor,CSE	dinesh@diet.edu.in	9000463074
4	Mr. B.Ch.Srinivas	Co-Convenor	pd@diet.edu.in	8247200256
5	Mr.Malla Mohan	Coordinator forEEE	mmohan@diet.edu.in	77949 99541
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8	Mr.S.Naveen Kumar	Coordinator forCIVIL	snaveen@diet.edu.in	8919669198
9	Mr.K.SOMA SEKHAR	Coordinator forH&BS	somasekhark@diet.edu.in	9849663440
10	Ms. P.MADHURI	Coordinator forH&BS	pmadhuri@diet.edu.in	7013853309
11	Miss.D.Harika	Coordinator for H&BS	harika@diet.edu.in	9642334884
14.	CIRCLE INSPECTOR OF POLICE	-----	-----	949-073-7758
15.	SUB INSPECTOR OF POLICE	-----	-----	949-242-6739
16.	TOWN POLICE STATION	-----	-----	08924-222133

STUDENT COORDINATORS ANTI-RAGGING & DISCIPLINE COMMITTEE (2022-23)

	ROLL NUMBER	NAME	YEAR/SEM	MOBILE NO/PHONE
1.	20U41A4201	KOLNATI VENKATA KASIRAM SAI	II/I	9900463074
2.	20U41A4206	LAKKU VAMSIPRIYA	II/I	9000528693
3.	20U41A4217	GEDDAM MANOJ RATAN	II/I	988563074
4	19U41A1203	ASHILESH	IV/I	9968458247
5	19U41A1206	SAI KIRAN	IV/I	9885352485
6	19U41A4217	B SRAVANI	III/I	9985765865
7	19U41A4201	M KUSUMA	III/I	9000463074
8	19U41A4206	PV GANESH	III/I	

9	19U45A0218	N.DHANA SAI	III/I	9182221332
10	19U45A0219	P.MURALISHANKAR	III/I	8464047405
11	19U45A0247	P.MANIKANTA	III/I	9542055919
12	19U45A0251	K.JAYA SAGAR	III/I	9581330741

ANTI RAGGING HELP LINE

Diet **DADI INSTITUTE OF ENGINEERING & TECHNOLOGY**

Ragging is a CRIME

STOP **NO RAGGING**

Anti-Ragging Helpline No's: 9490737758 , 9492426739 , 9000463074 , 08924-222133.

EMERGENCY CALL UNIT

Dadi Institute of Engineering & Technology
An ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007 Certified Institution
(Approved by A.I.C.T.E, New Delhi & Affiliated to JNTU, Kakinada)
NH-5, Anakapalle - 531002, Visakhapatnam

RAGGING IS STRICTLY PROHIBITED & PUNISHABLE

PUNISHMENTS :
Imprisonment under the Government Act
Suspension or Debar from the College
Fine upto Rs 2.5 Lakhs
Embossment on his/her Marks cards and other Academic certificates
in bold letters

CONTACT PERSONS

PRINCIPAL	996-399-3229
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POLICE PERSONS

INSPECTOR OF POLICE	949-073-7758
SUB INSPECTOR OF POLICE	949-242-6739
TOWN POLICE STATION	08924 222133

ANTI - RAGGING COMMITTEE:

Convenor	9000463074
Co - Convenor	9963180555
Squad	9963981111
Squad	9951497962



NOTICE BOARD

The notice board contains several items:

- RULES:** A poster with various icons and text.
- DADI INSTITUTE OF ENGINEERING & TECHNOLOGY:** A large, colorful poster with multiple images and text.
- STOP RAGGING:** A prominent poster with the text "RAGGING ABSOLUTELY NOT TO RAGGING" and "Ragging is a CRIME". It also includes a "STOP RAGGING" sign and contact information for Jawaharlal Nehru Technological University Kakinada.
- Other notices:** Several smaller notices and documents are pinned to the board.

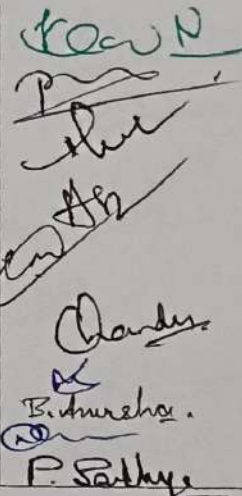
Dr. R Vaikunta Rao
Dr. R Vaikunta Rao
PRINCIPAL

DADI INSTITUTE OF
ENGINEERING & TECHNOLOGY
ANAKAPALLE - 531 002

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 NH-16, Anakapalle, Visakhapatnam-531002, Andhra Pradesh, diet.edu.in

SUBJECT	MONTHLY MINUTES OF MEETING	
<p><i>Committee</i></p> <p>Date:</p> <p>Time:</p> <p>Venue:</p>	<p>Grievance & Redressal committee</p> <p>1/3/2023</p> <p>1:00pm</p> <p>E-LIBRARY</p>	<p>Grievance for the month: March ,2023</p> <p>No of grievances received: NIL</p> <p>No of grievances disposed: NIL</p> <p>No of Grievances pending : NIL</p>
<p><i>Attendance Details:</i></p>	<p>List of Committee Members</p> <ol style="list-style-type: none"> 1. Dr.K.S.Eswara Rao (Convener) 2. Mr.P.Lakshmi Narayana (Coordinator) 3. Mrs.I.Hemaletha (H&BS Coordinator) 4. Mr.A.Sankara Rao (ECE Coordinator) 5. Mr.Jagadeesh (EEE Coordinator) 6. Mrs .G. Chandrika (CSE Coordinator) <p><i>Student members</i></p> <ol style="list-style-type: none"> 1 D. Nagaraju (EEE) 2 B. ANUSHA (EEE) 3 D. Naveen Kumar (EEE) 4 D. Sandhya (EEE) 	
<p>Points Discussed:</p>	<ol style="list-style-type: none"> 1.The Committee discussed about precautionary measures of corona in upcoming days in our institute 2.For any kind of grievance reports, Students or faculty have to send them to grc@diet.edu.in 3.Committee members are advised to bring awareness regarding the coordination between the Faculty members and the students. 4. Committee discussed about the formation of standard procedure to solve the grievances in view of students and faculty point of view. . 	
<p>Resolutions taken, if any:</p>	<p>NIL</p>	
<p>Actions taken from Previous Meetings, if any</p>	<p>Previous month Issues are resolved</p>	

<i>Signature of Functional Head:</i>	P. L. ...
<i>Signature of Vice- Principal:</i>	...
<i>Signature of Principal:</i>	...

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SUBJECT	MONTHLY MINUTES OF MEETING	
<p><i>Committee</i></p> <p><i>Date:</i></p> <p><i>Time:</i></p> <p><i>Venue:</i></p>	<p>Grievance & Redressal committee</p> <p>1/2/2023</p> <p>1:00pm</p> <p>E-LIBRARY</p>	<p>Grievance for the month: February, 2023</p> <p>No of grievances received: NIL</p> <p>No of grievances disposed: NIL</p> <p>No of Grievances pending : NIL</p>
<p><i>Attendance Details:</i></p>	<p>List of Committee Members</p> <ol style="list-style-type: none"> 1. Dr.K.S.Eswara Rao (Convener) 2. Mr.P.Lakshmi Narayana (Coordinator) 3. Mrs.I.Hemaletha (H&BS Coordinator) 4. Mr.A.Sankara Rao (ECE Coordinator) 5. Mr.Jagadeesh (EEE Coordinator) 6. Mrs .Sharmila(CSE co ordinator) 	<p><i>[Handwritten signatures]</i></p> <p><i>[Handwritten signatures]</i></p> <p><i>[Handwritten signature]</i></p> <p><i>[Handwritten signature]</i></p> <p><i>[Handwritten signature]</i></p> <p><i>[Handwritten signature]</i></p>
<p><i>Points Discussed:</i></p>	<ol style="list-style-type: none"> 1.The Committee discussed about precautionary measures of corona in upcoming days in our institute 2.For any kind of grievance reports, Students or faculty have to send them togrc@diet.edu.in 3. committee members are advised to bring awareness regarding the coordination between the Faculty members and the students. 4. committee discussed about the formation of standard procedure to solve the grievances in view of students and faculty point of view. . 	
<p><i>Resolutions taken, if any:</i></p>	<p>NIL</p>	
<p><i>Actions taken from Previous Meetings, if any:</i></p>	<p>Previous month Issues are resolved</p>	

Signature of

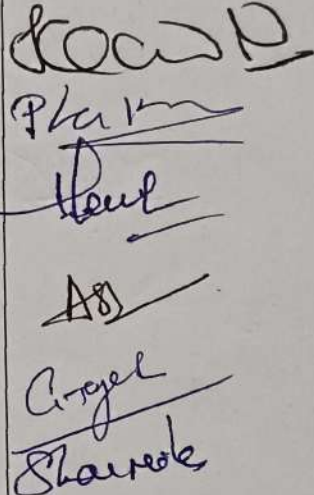
Signature of Functional Head:	PL. MATH
Signature of Vice-Principal:	[Handwritten Signature]
Signature of Principal:	[Handwritten Signature]

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SUBJECT	MONTHLY MINUTES OF MEETING	
<p><i>Committee</i></p> <p><i>Date:</i></p> <p><i>Time:</i></p> <p><i>Venue:</i></p>	<p>Grievance & Redressal committee</p> <p>29/12/2022 1:00pm</p> <p>E-LIBRARY</p>	<p>Grievance for the month: January ,2023</p> <p>No of grievances received: NIL</p> <p>No of grievances disposed: NIL</p> <p>No of Grievances pending : NIL</p>
<p><i>Attendance Details:</i></p>	<p>List of Committee Members</p> <ol style="list-style-type: none"> 1. Dr.K.S.Eswara Rao (Convener) 2. Mr.P.Lakshmi Narayana (Coordinator) 3. Mrs.I.Hemaletha (H&BS Coordinator) 4. Mr.A.Sankara Rao (ECE Coordinator) 5. Mr.Jagadeesh (EEE Coordinator) 6. Mrs .Sharmila(CSE co ordinator) 	
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Signature of
Functional
Head:

Signature of
Vice-
Principal:

Signature of
Principal:

P. L. MATHAN

Prasanna
20/12/22

G. S.

Good

		Student online grievances	
Post Your Grievance			
4/2022 12 38 51			
4/2022 12 40 41	hi		
5/2022 14 06 42	Grievance		
5/2022 16 54 05	FSDF DFSF		
5/2022 10 07 03	student misbehavior with students in 2018-2019		
4/2022 10 10 41	student (girl) complaint regarding misbehavior from boys (13-6-2018)		
4/2022 12 18 17	Student misbehavior		
3/2022 15 15 57	Student misbehaved with faculty.		
3/2022 19 05 06	Misbehavior		
3/2022 12 22 10	COMPLAINT		
6/2022 10 56 44	grievances a files are ready		
7/2022 12 53 05	4th floor windows not fitted properly		
7/2022 13 59 08	Black board is not visible while writing on the board at LH-34		
7/2022 14 33 13	This is from ece department. Improper cleaning of wash rooms ,so please rectify this problem.		
responses		12/03/2022	
nce 12	Trail versions for check the online Grievances		
nce 13	Resolved that 4th floor windows are fitted		
nce 14	Resolved and set the black board in LH 34 for correct visible		
	cleared the issue for wash rooms		
		Coordinator	

ceop

P. L. MANAN

	Timestamp	Post Your Grievance
1	1/4/2022 12:38:51	
2	1/4/2022 12:40:41	hi
3	1/5/2022 14:06:42	Grievance
4	3/12/2022 16:54:05	FSDf DFSF
5	3/14/2022 10:07:03	student misbehaviour with students in 2018-2019
6	3/14/2022 10:10:41	student (girl) complaint regarding misbehaviour from boys (13-6-2018)
7	3/14/2022 12:18:17	Student missbehaviour
8	3/29/2022 15:15:57	Student misbehaved with faculty.
9	3/29/2022 19:05:06	Missbehaviour
10	6/8/2022 12:22:10	COMPLAINT
11	8/16/2022 10:56:44	grievances a files are ready
12	12/1/2022 12:53:05	4th floor windows not fitted properly
13	12/1/2022 13:59:08	Black board is not visible while writing on the board at LH-34 This is from ece department .
14	12/1/2022 14:33:13	Improper cleaning of wash rooms ,so please rectify this problem.

Total 14 Responses.

DT : 30-12-22

1 to 11 → Total responses for check the online Grievance P

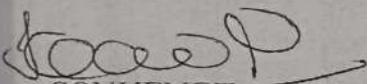
- 1) Grievance 12 :- Resolved that 4th floor windows are fitted
- 2) Grievance 13 :- Resolved the set the Black Board in LH-34 for correct visible
- 3) Grievance 14 :- cleared the issue for wash rooms.

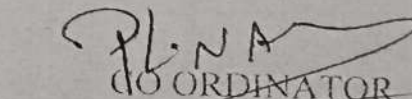
[Signature]
Coordinator

Compliments



Awareness session to Students on "GRIEVANCE & REDDRESSAL ISSUES" on 29/12/2022

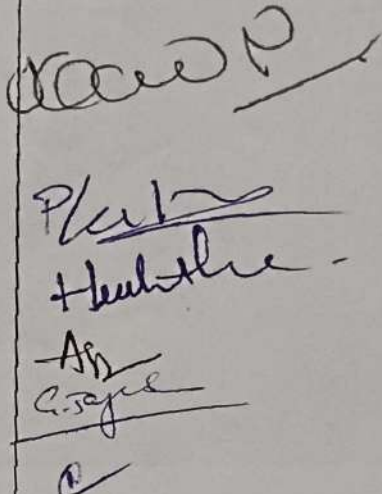

CONVENER


COORDINATOR

DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

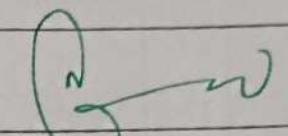
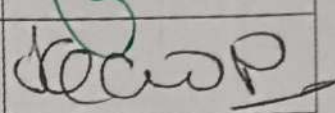
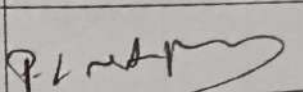

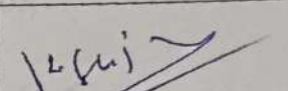
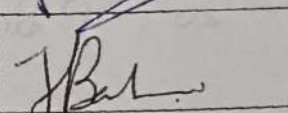
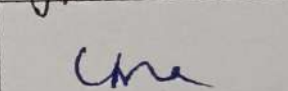
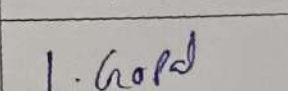
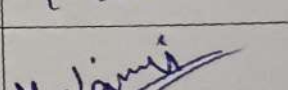
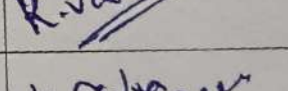
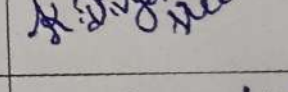
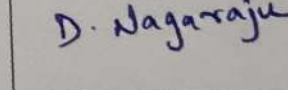
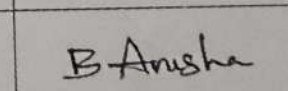


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SUBJECT		MONTHLY MINUTES OF MEETING
<p><i>Committee</i></p> <p><i>Date:</i></p> <p><i>Time:</i></p> <p><i>Venue:</i></p>	<p>Grievance & Redressal committee</p> <p>01/12/2022</p> <p>1:00pm</p> <p>E-LIBRARY</p>	<p>Grievance for the month: December ,2022</p> <p>No of grievances received: NIL</p> <p>No of grievances disposed: NIL</p> <p>No of Grievances pending : NIL</p>
<p><i>Attendance Details:</i></p>	<p>List of Committee Members</p> <ol style="list-style-type: none"> 1) Dr.K.S.Eswara Rao (Convener) 2) Dr.M.R.L Gopal (ombudsman) 3)Mr.P.Lakshmi Narayana (Coordinator) 4) Mrs.I.Hemaletha (H&BS Coordinator) 5) Mr.A.Sankara Rao (ECE Coordinator) 6) Mr.Jagadeesh (EEE Coordinator) 7) Mrs .poornima (CSE co ordinator) 	
<p><i>Points Discussed:</i></p>	<ol style="list-style-type: none"> 1.The Committee discussed about precautionary measures of corona in upcoming days in our institute 2.For any kind of grievance reports, Students or faculty have to send them togrc@diet.edu.in 3. committee members are advised to bring awareness regarding the coordination between the Faculty members and the students. 4. committee discussed about the formation of standard procedure to solve the grievances in view of students and faculty point of view. . 	
<p><i>Resolutions taken, if any:</i></p>	<p>NIL</p>	
<p><i>Actions taken from Previous Meetings, if any</i></p>	<p>Previous month Issues are resolved</p>	

STUDENT GRIEVANCE & REDRESSAL CELL

Committee: 2022-24

Name of faculty	Designation	Department	Position	E-mail ID	Signature
Dr. Ch. Narasimham	Principal	CSE	Chair Person	principal@diet.edu.in	
Dr. K. S. Eswara Rao	Professor	H&BS	Convener	deanadmin@diet.edu.in	
Mr. P. Lakshmi Narayana	Assoc. Professor	CIVIL	Coordinator	plnarayana@diet.edu.in	
Dr. Prabhakara Rao Chitipolu	Professor	H&BS	Advisory Committee Member	hodhumanities@diet.edu.in	
Dr. K. Sujatha	Professor	CSE	Advisory Committee Member	sujathak@diet.edu.in	
Dr. J. Babu	Professor	ECE	Advisory Committee Member	jettisanjay@gmail.com	
Dr. K. V. Umakameswari	Assoc. Professor	H&BS	Convener ICC	drkameswari@diet.edu.in	
Dr. M. R. L. Gopal	Rtd HOD AMAL COLLEGE	PHYSICS	OMBUDSMAN	mrlgopal@gmail.com	
K. Vamsi	21U45A0413	ECE	STUDENT	7569948578	
K. Divya sree	20U41A0419	ECE	STUDENT	8125702224	
D. Nagaraju	21U45A0250	EEE	STUDENT	9177538630	
B. Anusha	21U45A0243	EEE	STUDENT	9063278776	
Y. Manikanta	20U41A0599	CSE	STUDENT	9542789359	



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14	Y. Jayasree	21U41A0553	CSE	STUDENT	8885675846	Y. Jayasree
15	G. Siva rama krishna	21U41A0101	CIVIL	STUDENT	8125314669	G. Siva rama krishna
16	O. Ramya	21U45A0105	CIVIL	STUDENT	8919169634	O. Ramya
17	P. Manoj	22U41A0201	H & BS	STUDENT	9177710493	P. Manoj
18	D. Vanaja	22U41A0205	H & BS	STUDENT	9966738434	D. Vanaja
19	D. Naveen kumar	21U45A0251	EEE	STUDENT	9704732539	D. Naveen kumar
20	P. Sandhya	21U45A0473	EEE	student	8014347577	P. Sandhya

PRINCIPAL



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Mechanisms for submission of online/offline students' grievances .

The grievance redressal mechanism is constituted to be implemented in the institute to address the grievance related to students, women harassment, ragging, maintenance and other related issues. The grievance committee members investigate the cases through following mechanism:

1. An individual has to submit a grievance form
2. The submitted form is reported to the IQAC.
3. The IQAC then review the grievance and forward to Registrar office or concerned Department/Section In charge.
4. The concerned section will then takes action and submit the report to the grievance committee for the closure of grievance within stipulated time.
5. The information about the action taken is communicated to the individual who has put up the grievance.

P. Lakshmi



(Signature)

Grievance Redressal

Your response has been recorded.

[Submit another response](#)

This form was created inside of Dadi Institute of Engineering & Technology (DIET) [Report Abuse](#)

Google Forms



[Handwritten Signature]

PRINCIPAL
Dadi Institute of
Engineering & Technology
ANAKAPALLE 531 001

PRINCIPAL



GRIEVANCE

BOX

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Phone: 08924-221111 / 221122/9963981111, www.diet.edu.in, E-mail: info@diet.edu.in

Preamble

AICTE has notified regulation for establishment of mechanism for grievance redressal Committee for all the AICTE approved technical Institutions vide No. 3/Legal/2012 dated 25.05.2012. In order to ensure transparency by technical institutions imparting technical education, in admissions and with objectives of preventing unfair practices and to provide a mechanism to students for redressal of their grievances.



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Aim of the GRC

The main aim of the GRC in DIET is to address the Grievances of the students, faculty as well as service holders in a free and fair manner with zero tolerance to the perpetrators with in stipulated time.

"Grievances or Complaint" includes any communication that expresses dissatisfaction, harassment in respect of the conduct or any act of omission or commission or deficiency of service and in the nature of seeking a remedial action.

The Grievances may broadly include the following complaints of the aggrieved students

- a. Academic
- b. Non-Academic
- c. Grievance related to Assessment
- d. Grievance related to Victimization
- e. Grievance related to Attendance
- f. Grievance related to charging of fees
- g. Grievance regarding conducting of Examinations
- h. Harassment by colleague students or the teachers etc.
- i. Harassment of Women at Workplace
- j. Harassment of SC/ ST students and faculty

P. Kumar



(Handwritten signature)

DIET Grievance Redressal Cell (GRC) policies

As per the directions of AICTE and Gazette of India, the Grievance Redressal Cell has been formed to address the grievances, complaints, malpractices and problems of students/ Staff (Teaching & Non-Teaching) of DIET.

This cell aims to provide students/ Staff (Teaching & Non-teaching) with a platform where they can share their academic related and other miscellaneous problems and seek the best advice. The cell ensures at the end that all the stakeholders should be satisfied and happy during the stay at DIET.

A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students/staff (Teaching & Non-teaching) of the College with the following objectives:

- To ensure a fair, impartial and consistent way for redressal of various issues faced by the stakeholders.
- To uphold the sanctity of the college by promoting good relationship amongst students and also a good professional relationship between students and staff (both teaching and non-teaching) and also amongst staffs.
- To ensure that grievances are addressed and resolved promptly and in complete confidentiality.
- To ensure that the views of grievant and respondent are respected and that any party to a grievance is not discriminated or victimized.

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- To ensure stakeholders to respect the rights and dignity of one another.
- The institute has been constituted grievance redressal cell also for faculty /staff members . The grievance redressal committee constituted during 2022-24 excluding student members shall be act as grievance redressal committee for faculty/staff members

There is a Grievance Redressal Committees at the Department & central level to deal with the grievances of the students and staff (Teaching & non-teaching). Department Grievance Redressal Committee consist of:

- Head of the Department - Chairman and principal
- Up to 3 (three) faculty members to be nominated by the Head of Department

Grievance Redressal Cell Process

- Any Person raising a request should register the grievance/ complaint through the grievance redressal portal link.
- The grievance will immediately go to the concerned HOD who needs to acknowledge the receipt of the grievance within 24 hrs. Via Portal.
- HOD needs to consult the matter with departmental Grievance members and then provide (1) Necessary solution, (2) Invalid the matter, (3) comment if the same is not under the scope and forward to grievance cell. The time to revert by HOD is 15 days from receipt of the complaint.
- If the student/faculty/staff is not satisfied with the decision of the Department committee, he/she can submit an appeal to the Central Level Grievance Committee within four days from the date of the receipt of the reply from the Department Level Committee.

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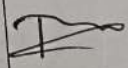

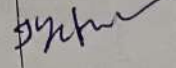
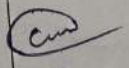
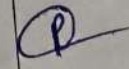
- If the Complaint is forwarded to the central grievance redressal cell, then the member secretary of the grievance committee will place the matter before the grievance committee members which shall either endorse the decision of the Department level committee or shall pass appropriate solution in the best possible manner.
- The GRC shall send its report with recommendations, if any, to the university and a copy thereof to the aggrieved faculty/ staff/ student, within 72 hours from the date of receipt of the complaint.
- In case faculty/staff/student is not satisfied with the decision of the Grievance Redressal Committee, they may appeal to the university for redressal of their grievance. The university level GRC shall address such grievances and settle the matter at the university level.
- While dealing with the complaint, the committee at all levels will observe the law of natural justice and hear the complainant and concerned people.
- While passing an order on any Grievance, at any level, the relevant provisions of the Act/Regulations should be kept in mind and no such order should be passed in contradiction of the same.

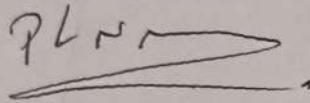
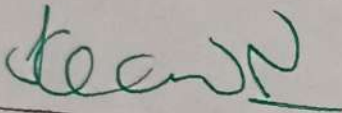
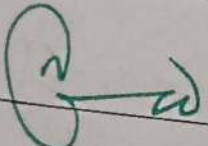
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Prasanna



SUBJECT		MONTHLY MINUTES OF MEETING	
<i>Committee</i>	Grievance & Redressal committee	Grievance for the month: February ,2022	No of grievances received: NIL
<i>Date:</i>	01/2/22	No of grievances disposed: NIL	
<i>Time:</i>	1:00pm	No of Grievances pending : NIL	
<i>Venue:</i>	E-LIBRARY		
<i>Attendance Details:</i>	List of Committee Members 1) Mr.P.Lakshmi Narayana (Convener) 2) Ms.Vanaja Sivalanka (H&BS Coordinator) 3) Ms.M.Jyothi (ECE Coordinator) 4) Mr.Jagadeesh (EEE Coordinator) 5) Mrs poornima (Cse co ordinator)	    	

Points Discussed:	<p>1. The Committee discussed about precautionary measures of corona in upcoming days in our institute</p> <p>2. For any kind of grievance reports, Students or faculty have to send them to togrc@diel.edu.in</p> <p>3. Committee members are advised to bring awareness regarding the coordination between the Faculty members and the students.</p> <p>4. Committee discussed about the formation of standard procedure to solve the grievances in view of students and faculty point of view.</p>
Resolutions taken, if any:	NIL
Actions taken from Previous Meetings, if any	Previous month Issues are resolved
Signature of Functional Head:	
Signature of Vice-Principal:	
Signature of Principal:	



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Website: www.diet.edu.in, 9963993229 E-mail: info@diet.edu.in

DIET Internal Complaints Committee

Vision

To ensure gender equity in a safe environment and protection against sexual harassment of women staff and girl students

Mission

1. To provide safe workplace.
2. To develop a policy against sexual harassment for women at DIET.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
5. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

SOP Internal Complaints Committee, DIET, Anakapalle

1. A complaint received in ICC is processed if it is a matter of sexual harassment of women at work place and comes under the preview of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. The members of the Internal Complaints Committee are the members of the Enquiry Committee and the whole process of enquiry is to be completed within the stipulated time of 30 days.
3. After the complaint is received it is mandatory to take action within 7 days of receipt of the complaint.



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4. The Complainant is requested by the Enquiry Committee to appear before the Committee in a given date to present her case.
5. A letter is sent to the respondent with the remark to provide the clarification within 10 days of the receipt of the intimation sent by the Enquiry Committee.
6. After receipt of the response of the Respondent in ICC, the Respondent is requested by the Enquiry Committee to appear before the Committee in a given date to defend his case.
7. If the Enquiry Committee is of the opinion that the matter is sensitive then immediate interim relief under Chapter V, Clause 12 (1) (a) of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is provided to the Complainant.
8. The interim relief to the Complainant is also given in the shape of leave/ transfer of the Complainant to any other department for the time being until the case is resolved.
9. The Enquiry Committee also requests the Complainant through a letter to provide the list of names of witness/es, documents if any, to the Enquiry Committee within 3 days time.
10. The concerned department is also requested to provide CCTV Camera footage of the incident to the Enquiry Committee of ICC.
11. The witness/es are requested by the Enquiry Committee to appear before the Committee in a given date to present the case.
12. The Enquiry Committee after hearing the witness/es again request the Complainant as well as the respondent to appear before the Committee in different dates for further clarification in the case.
13. After going through all the documents and witness the Enquiry Committee submits the report and recommends the same to the higher institutional authority.
14. The Complainant as well as the Respondent is also intimated through a letter regarding the submission of report to the higher institutional authority.
15. All the files and reports are kept confidential in the office of the Internal Complaints Committee and the keys of the locker are in custody of the Presiding Officer, ICC. After



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the closure of the case the original file is confidentially submitted to the Chairperson of DIET and a copy of the same is kept confidential in the ICC for office record.

SOP of the Office of the ICC, DIET, Anakapalle

1. The concerned person designated, open the Office room and switch on the internet router enabling internet connectivity for the Office.
2. All the papers/notices/circulars are received in the office of the Office. Details of paper are entered in the receipt register.
3. Papers are shown to the Presiding Officer for her comment.
4. Presiding Officer returns the paper with her comment and if needed mark the paper to the relevant person related to the work.
5. The paper is then placed in the respective file (Office file/ Personal file/ Circular file/ NAAC/ IQAC/ File for Minutes of Meeting etc).
6. Copies of the papers are then circulated/put on the Notice Board or given to concerned Teaching and Non-Teaching staff marked by the Presiding Officer.
7. The details of all papers which are to be dispatched from the office are first entered in the dispatch register and are send to the respective offices (Dean's Offices/ Principal's Offices/ Departments/ Provost Office various section of Registrar office etc.)
8. The office maintains all the concerned complaints and administrative records.

- **A separate e-mail ID was created for ICC (icc@diet.edu.in) in 2013**



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Composition of Internal Complaint Committee (2022-2024):

S.No	Name	Department/Designation	Phone number	Email id	Category
1.	Dr.Uma Kameswari Presiding Officer	Professor of H&BS	9885062256	drkameswari@diet.edu.in	Professor Category
2.	Ms.S.Shabeena Convenor	Assistant Prof. of ECE	8328200804	shabeena@diet.edu.in	Teaching Category
3.	Mrs.Ch.Lakshmi Prasanna Member	Assistant Prof. of EEE	8639678152	lakshmiprasanna@diet.edu.in	Teaching Category
4.	Ms.G.Sirisha Member	Assistant Prof. of BS&H	8328509299	gshirisha@diet.edu.in	Teaching Category
5.	Mrs.M.Kedhareswari Member	Assistant Prof. of CIVIL	6305171198	kedhareswarim@diet.edu.in	Teaching Category
6.	Ms.P.Aswini Member	Non-Teaching-EEE	9989047371	aswinip@diet.edu.in	Non-Teaching Category
7.	Ms.B.Dhana Lakshmi Member	Non-Teaching-CSE	8317505299	bdhanalakshmi@diet.edu.in	Non-Teaching Category
8.	Ms.V.Meghana Member	IV-ECE	9290629383	19U41A0430@diet.edu.in	Student Category
9.	Ms.K.Swetha	IV-EEE	9398854947	20U45A0228@diet.edu.in	Student Category



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	Member				
10	Ms.Tabassum Member	III-CSE	8688985416	19U41A0582@diet.edu.in	Student Category
11	Ms.S.Sai Vineela Member	II-CIVIL	9392548631	21U45A0106@diet.edu.in	Student Category
12	Ms.P.Syama Member	II-ECE	9949105567	20U41A0473@diet.edu.in	Student Category
13	Ms.D.Sai Saranya Member	I-CSM	7989132625	21U41A4207@diet.edu.in	Student Category
14	Ms.K.Vyjyanthi Member	I-CSE	9292700804	21U41A0502@diet.edu.in	Student Category
15	Ms.N.Poojitha Member	I-ECE	6303029782	21U41A0468@diet.edu.in	Student Category
16	Ms.Jyoshna Member	MBA	8247638187	20U41E0006@diet.edu.in	Student Category
17	Dr.M R L Gopal Member	Rtd HoD-Physics Dept AMAL College (A),Anakapalle Aided College	9247296912	mrlgopal@gmail.com	NGO Category

DIET Internal Complaint Committee (DICCC), functions as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. Any grievances in this regard may be referred to the Cell. Counseling and support services are available for the students, staff and others in need on the campus.



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SEXUAL HARASSMENT OF WOMEN AT WORKPLACE ACT

In 2013, the Government of India passed the 'Sexual Harassment of Women at Workplace Act' (referred to as Act hereinafter). The purpose of the Act was to avert and address sexual harassment issues at workplace. Consistent with the Visakha judgment, the Act aspires to ensure women's right to workplace equality, free from sexual harassment. It is important to note that the Act provides a civil remedy to women and is in addition to other laws that are currently in force to protect women's rights. Consequently, any woman who wishes to report instances of sexual harassment at the workplace has the right to take recourse of both civil and criminal proceedings.

GUIDELINES:

It is proposed that sexual harassment be recognized as a violation of women's fundamental right to equality and that all workplaces/establishments/institutions be made accountable and responsible to uphold these rights. The Supreme Court of India created legally binding guidelines basing it on the right to equality and dignity accorded under the Indian Constitution as well as by the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

Three key obligations were imposed on institutions to meet that standard, namely:

Prohibition

Prevention

Redress

Objectives, Roles and Responsibilities of DIET Internal Complaints Committee:

1. Implementation of the Anti-Sexual Harassment Policy at the workplace and prevent discrimination.
2. Submit an Annual Report



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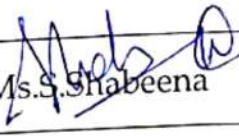
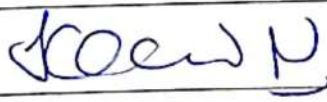

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3. Create awareness at the workplace by way of documents, notices, workshops, seminars, etc.
4. Create awareness of the policy framework amongst all primary stakeholders.
5. Provide a safe and accessible mechanism of complaint to the victims
6. Maintain confidentiality in all aspects of any proceedings of the Committee
7. Recommend appropriate redressal and punitive action against the guilty to the Management.




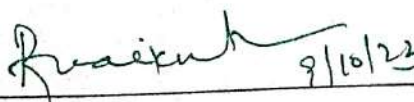

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Mobile: +91 9963981111, Website: www.diet.edu.in, E-mail: info@diet.edu.in

SUBJECT	REVIEW OF COMMITTEE MEETING
Committee: Date: Time: Venue:	Internal Complaint Committee (ICC) 03/08/2022 10.30-11.30PM Conference Hall-2
Attendance Details:	List of Members attended: 1.Presiding Officer 2.Convenor 3.Faculty Coordinators 4.Student Coordinators 5. Non Institution Member Legal Expert
Points Discussed:	1.Discussed the objectives, guidelines and Standard Operating Procedure of DIET in line with AICTE guidelines regarding ICC. 2.Discussed to maintain hygiene in washrooms. Informed the concern department coordinators to pass the information to students. 3.Discussed about the safety and security of girl students and women staff. If any internal issues arise informed the student coordinators and faculty coordinators to make notice to ICC. 4.If any internal issue arise the committee will resolve the issue within 48-72 hours 5.Discussed about Medical room and facilities available for the students and faculty within the college. 6.Discussed about the measures initiated for promoting gender equity.
Resolutions taken, if any:	NIL
Actions taken from Previous Meetings, if any	NIL
Signature of Functional Head:	Ms.S.Shabeena 
Signature of Vice-Principal:	Dr.Eswar Rao 
Signature of Principal:	Dr.Challa Narasimham 

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 Website: www.diet.edu.in, 9963688497 E-mail: discipline@diet.edu.in

SUBJECT	DISCIPLINE COMMITTEE- MINUTES OF THE MEETING	
Committee / Club: Date: Time: Venue:	Discipline & Anti-ragging Committee-OCTOBER:2023 09-10-2023 12:40 PM LAB-9	
Details:	Members attended: 1) Mr. B. Ch. Srinivasa Rao, (P.D), MEMBER <i>BCh</i> 2) Mrs. D. Swapna, H&BS, MEMBER <i>S</i> 3) Mr. O. Suresh, CIVIL, MEMBER <i>O. Suresh</i> 4) Mrs. Ramana babu, ECE, MEMBER <i>Ch P</i> 5) Mr. K. Srinivasrao, EEE, MEMBER <i>K. Srinivasrao</i> 6) Mr. S. Shyam Kumar, CSE, MEMBER <i>S. Shyam Kumar</i>	
Points Discussed:	No Complaint was registered in the month of SEPTEMBER:2023 . 1) Instructed Discipline coordinators to monitor the student activities and dress code on their respective floors and take action to avoid group discussions and gatherings during break and lunch hours. 2) Coordinators are instructed to strictly inform their respective branch students that they should only leave the college campus with proper permission from the concerned. 3) Discipline coordinators should monitor the college premises regularly to avoid indiscipline activities.	
Resolutions taken, if any:	-----	
Actions taken if any	-----	
Signature of Functional Head:	 9/10/23	
Signature of Vice-Principal	 9/10/23	
Signature of Principal	 9/10/23	

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 Website: www.diet.edu.in, 9963688497 E-mail: discipline@diet.edu.in

Date: 18-08-2023

CIRCULAR

All discipline coordinators are inform that **GRADUATION DAY** on 19th August 2023 going in our Institute so all Department coordinators and students coordinators follow the norms to make the event grand success by without any indiscipline activities in the campus.

DUTES S.NO	LOBBY-HELP DISK	SEMINAR HALL-1 AC	CANTEEN
1		Mr. K.SRINIVAS RAO (EEE)	
2		Mr. RAMANA BABU (ECE)	Cl
3		Mr. A DEVI PRASAD (CIVIL)	
4		Mr. UDAY BHASKAR (C.S.E)	Mr. B.Ch.Srinivasa rao (PD)
5			
6	Mrs.SWAPUNA(H&BS)		

Department	EEE	ECE	CSE	CIVIL	H&BS	P.D
	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>

[Signature]
DISCIPLINE FUNCTIONAL HEAD

[Signature] 18/8/23
PRINCIPAL DIET
PRINCIPAL
DADI INSTITUTE OF
ENGINEERING & TECHNOLOGY
ANAKAPALLE - 531002



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SUBJECT	DISCIPLINE COMMITTEE- MINUTES OF THE MEETING	
Committee / Club:	Discipline & Anti-ragging Committee-SEPTEMBER:2023	
Date:	04-09-2023	
Time:	10:40 AM	
Venue:	LAB-9	
Details:	Members attended:	
	1) Mr. B. Ch. Srinivasa Rao, (P.D), MEMBER <i>BCh</i>	
	2) Mrs. D. Swapna, H&BS, MEMBER <i>Swapna</i>	
	3) Mr. O. Suresh, CIVIL, MEMBER <i>O Suresh</i>	
	4) Mr. Ramana babu, ECE, MEMBER <i>Ramana</i>	
	5) Mr. K. Srinivas rao, EEE, MEMBER <i>K Srinivas</i>	
	6) Mr. S .Shyam Kumar ,CSE, MEMBER <i>S Shyam</i>	
Points Discussed:	1) No Complaint was registered in the month of AUGUST-2023. 2) Instructed Discipline coordinators to monitor the student activities and dress code on their respective floors and take action to avoid group discussions and gatherings during break and lunch hours. 3) Coordinators are instructed to strictly inform their respective branch students that they should only leave the college campus with proper permission from the concerned. 4) Discipline coordinators should monitor the college premises regularly to avoid indiscipline activities.	
Resolutions taken, if any:	-----	
Actions taken if any	-----	
Signature of Functional Head:	<i>J P Suresh</i> 4/9/23	
Signature of Vice-Principal	<i>Ramana</i> 4/9/23	
Signature of Principal	<i>Ramana</i> 4/9/23	



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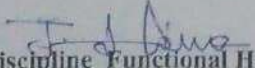


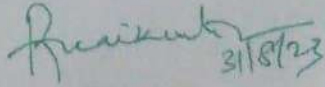
Discipline & Anti-Ragging Circular

Dt: 31/08/2023

In regard to the Commencement of I B.Tech. classwork from 1st September 2023, all the discipline coordinators are hereby informed to attend their respective Discipline & Anti-ragging duties regularly as per the given schedule.

DAY	MORNING (CANTEEN) (9:00AM -9:30AM)	BREAK (STORE) (10:40-11:00 AM)	LUNCH (CANTEEN) (11:50 AM-12-40 PM)	EVENING(BUSES/ PARKING) (4:00-4:30 PM)
MON	Mr. Ramana Babu, ECE	Mr. O. Suresh CIVIL	Mr. B.Ch. Srinivasa Rao,(P.D)	Mrs.D.Swapna, BS & H
TUES	Mrs.D.Swapna, BS & H	Mr. B.Ch. Srinivasa Rao,(P.D)	Mrs.D.Swapna, BS & H	Mr. O. Suresh CIVIL
WED	Mr. S Shyam Kumar CSE	Mrs.D.Swapna, BS & H	Mr. B.Ch. Srinivasa Rao,(P.D)	Mr. K.Srinivas Rao EEE
THURS	Mr. B.Ch. Srinivasa Rao,(P.D)	Mr. K.Srinivas Rao EEE	Mr.O.Suresh CIVIL	Mrs.D.Swapna, BS & H
FRI	Mr. O. Suresh CIVIL	Mrs.D.Swapna, BS & H	Mr. Ramana Babu, ECE	Mr. S Shyam Kumar CSE
SAT	Mr. K.Srinivas Rao EEE	Mr. B.Ch. Srinivasa Rao,(P.D)	Mr. S Shyam Kumar-CSE	Mr. Ramana Babu, ECE


Discipline Functional Head


Principal
PRINCIPAL
Dadi Institute of
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ANAKAPALLE 53' 002



ANTI-RAGGING AWARENESS