

## **Grievance Redressal & Student Support Services**

The following committees are constituted to help the students in solving their problems and also for providing guidance. Students are advised to contact the concerned members, with a written representation for receiving help.

### **1. Committee for Admission matters :**

Dr. J. Venkata Rao, Academic Co-ordinator - Overall In-charge

#### **Other Members:**

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|--|----------|
| 1. Dr. T. A.V. Prasad, Academic Counselor    | - Member |
| 2. Dr. P. Bhaskar Tataji, Academic Counselor | - Member |
| 3. Sri E. Koteswara Rao, Academic Counselor  | - Member |
| 4. Sri N. Srihari, Academic Counselor        | - Member |
| 5. Sri T. Subramanyam                        | - Member |

Phone Nos: 0863 – 2346207; 08645-211023

Committee deals with the following:

1. Counseling the students regarding eligibility.
2. Change of Course / Group / II Language / Optional papers.
3. Rectification of errors in admission.
4. Identification Cards
5. Name Correction
6. Change of Address
7. Lateral Entry
8. Genuineness of the Certificates
9. Fee related problems

### **2. Committee for Study Material Problems:**

Deputy Director - Overall Incharge

#### **Other Members:**

- |                                       |          |
|---------------------------------------|----------|
| 1. Sri M. Kondiah, Academic Counselor | - Member |
| 2. Sri Ch. Vinod, Academic Counselor  | - Member |
| 3. Miss. K. Sree Vani                 | - Member |

Phone Nos: 0863 – 2346259; 08645-211024

Committee deals with the following:

1. Supply of Material to those who have not received or received wrong material
2. Material issue for spot admissions and also by study centres.
3. e-learning etc.,

**3. Committee for allotment of Study centres and arrangement of Theory and Practical Classes:**

Co-ordinator (Study Centres) - Overall Incharge

**Other Members:**

1. Sri Ch. Sarat Kumar, Academic Counselor - Member
2. Sri N. Kalahasti - Member
3. Sri R. Anand Kishore - Member

Phone Nos: 0863 – 2346224, 08645-211022

Committee deals with the following:

1. Change of Study Centre / allotment of nearest study centre to those who have not opted / or incorrect option of study centre.

**4. Examinations:**

**a. Committee for UG Examination matters :**

Joint Registrar (Examinations) - Overall Incharge

**Other Members:**

1. Deputy Registrar (UG Examinations) - Member
2. Superintendent (UG Examinations) - Member
2. Smt. P. Suneetha, Academic Counselor - Member

Phone Nos: UG Exams Section : 08645-211025; 0863-2346229,  
Deputy Registrar (UG Exams): 0863- 2346228  
Joint Registrar (Exams) : 0863-2346255

Committee deals with the following:

1. Change of Examination Centres for UG Students
2. Hall ticket problems for UG courses
3. Student grievance regarding marks memos, Provisional Certificate, Original Degree, Consolidated Marks Memos, Transfer Certificates, Migration Certificate, Study Certificates, Duplicate Marks Memos etc.,
4. Student grievance regarding Name Correction, Father Name Correction in Marks Certificates.
5. Revaluation results

**b. Committee for PG Examination matters :**

Joint Registrar (Examinations) - Overall Incharge

**Other Members:**

1. Deputy Registrar (PG Examinations) - Member
2. Superintendent (PG Examinations) - Member
2. Miss. P. Mercy Kumari, Academic Counselor - Member

Phone Nos: PG Exams Section : 08645-211021; 0863-2346258,  
Deputy Registrar (PG Exams): 0863- 2346221  
Joint Registrar (Exams) : 0863-2346255

Committee deals with the following:

1. Change of Examination Centres for PG Students
2. Hall ticket problems for PG Courses
3. Student grievance regarding marks memos, Provisional Certificate, Original Degree, Consolidated Marks Memos, Transfer Certificates, Migration Certificate, Study Certificates, Duplicate Marks Memos etc.,
4. Student grievance regarding Name Correction, Father Name Correction etc.,
5. Revaluation results of PG Courses.

**5. Committee for Mid-term Examinations / Practical Examinations:**

Additional Director (Science) - Overall Incharge

**Other Members:**

1. Co-ordinator (Examinations) - Member
2. Sri M. Sai baba, Assistant Registrar - Member
3. Dr. Sk. Ameer, Academic Counselor - Member
4. Sri S. Bala Murali Krishna, Academic Counselor - Member

Phone Nos: 0863- 2346226; 08645-2111028

Committee deals with the following:

1. Providing information to students regarding Midterm Examinations and Project Related information (B.Tech. & M.Tech. Only)
2. Practical examination problems
3. Informing students regarding Practical examinations.

**6. Committee for issues related Research Courses:**

Co-ordinator (Examinations) - Overall Incharge

**Other Members:**

1. Sri M. Sai baba, Asst. Registrar - Member
2. Sri O. Nageswara Rao - Member
3. Dr. T. Sreevalli, Academic Counselor - Member
4. Dr. K. V. Ravi Kumar, Academic Counselor - Member

Phone Nos: 0863- 2346230; 2346226; 08645-211028

Committee deals with the following:

1. Problems relating to topic / guide approval.
2. Providing information to students regarding fee particulars and dates.
3. Providing information to students regarding viva-voce

## **7. Committee for Assignments / Project Work:**

Co-ordinator (Examinations) - Overall Incharge

### **Other Members:**

- |   |          |
|---|----------|
| 1. Sri M. Sai baba, Assistant Registrar     | - Member |
| 2. Miss P. Mercy Kumari, Academic Counselor | - Member |
| 3. Smt. P. Suneetha, Academic Counselor     | - Member |
| 4. Smt. Savitha                             | - Member |
| 5. Sri Vishnu Vardhan Reddy                 | - Member |

Phone Nos: 0863- 2346226; 08645-2111028

Committee deals with the following:

1. Providing information on Assignment topics / Project Proposals to Students
2. Providing information on Submission dates for assignments and Project / Dissertation Proposals, Project / Dissertation Reports.
3. Problems relating to Project approval to the students.
4. Attending to grievances regarding Assignments, Project Proposals etc., from students

## **8. Committee for Enquiries / Dispatch problems:**

Co-ordinator(Student Support Services) - Overall incharge

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|-------------|----------|
| P.R.O.      | - Member |
| Sivaranjani | - Member |

Phone Nos: 0863-2346222; 0863-2346208; 0863- 2293299; 0863-2293356; 9490820973;  
9490820974; P.R.O.: 9848285518

Committee deals with the following:

Students must note that all their problems cannot be solved over phone and written representations are required for verification of the records.