

A.Y 2014-15

CMRCET/PRIN/GRM/2014/01

Date: 2nd September, 2014.

OFFICE ORDER

(Establishment of Grievance Redressal Mechanism)

With reference to the Gazette of India, vide No: DL-(N) – 04/0007/2003-05 Dated March 23, 2013. It is mandatory to have a grievance redress mechanism for any institution which is under university grants commission, now our institution CMR College of Engineering & Technology has received UGC Autonomous status from the A.Y 2014-15, with the recommendations from the IQAC it is decide to establish a grievance redress mechanism in our institute to address the grievances posted by stake holders of the organization.

For smooth functioning of grievance redress mechanism a committee has been formed with following members for the A.Y 2014-15.

| S. No | Name of the Faculty | Designation | Position |
|-------|-----------------------------|--------------------------|----------------|
| 1 | Dr. M. Ramalinga Reddy | Principal | Chairman |
| 2 | Mr. P. Raveendra babu | Associate Professor, ECE | Convener |
| 3 | Mrs. K. Soujanya | Associate Professor, EEE | Member |
| 4 | Mr. P. Sridhar | Associate Professor, ME | Member |
| 5 | Mrs. P. Hima Bindhu | Associate Professor, MBA | Member |
| 6 | Mr. M. Chandra Shekar Reddy | Associate Professor, H&S | Member |
| 7 | Mrs. Y. Saveri Reddy | Assistant Professor, ECE | Member |
| 8 | Mr. V. Venkataiah | Assistant Professor, CSE | Member |
| 9 | Mr. A. Kashiram | Assistant Professor, CE | Member |
| 10 | B Nikhil Kumar | Student(14H51A0102) | Student Member |
| 11 | G Manoj Kumar | Student (13H51A0375) | Student Member |
| 12 | Chitedi Janardhan | Student (12H51A0211) | Student Member |
| 13 | Pitta Uday | Student (11H51A1246) | Student Member |

OBJECTIVES OF THE COMMITTEE

- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders;
- To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship;
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus;

- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized;
- To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

Roles & Responsibilities of the Committee:

- The Committee will address the various grievance posted by all stake holders of the organization on various issues.
- The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
- The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
- The grievances received must be addressed by the committee as soon as possible.


Principal

Copy Submitted to: (1) The Secretary garu (for kind information please).

Copy to: (1) All HODs


(2) Vice Principal

(3) Administrative Officer

(4) To all the Concerned above

(5) PA

| R & D | BT | ECE | EEE | Mech. | Civil | CSE | H&S | IT | T&P | MBA | MCA | Library | Exam Cell | PD |
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| Accounts | | | | | | | | | | | | | | |
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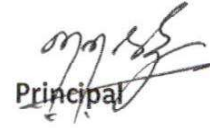

PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (M), Medchal Road,
Hyderabad-501401.

CMRCET/PRIN/GRM/2014-15/Cir-01.

Date: 03rd September, 2014.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that with reference to office order vide CMRCET/PRIN/GRM/2014/01, dated 02nd September 2014. a meeting is scheduled on 5th September, 2014 i.e Friday at 10:30 AM in principal conference hall. All the members are requested to attend the meeting.



Principal

Copy Submitted to: (1) The Secretary garu (for kind information please).

Copy to: (1) All HODs

- (2) Vice Principal
- (3) Administrative Officer
- (4) To all the Concerned above
- (5) PA



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Hyderabad-501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 05th September, 2014.

As per the circular No CMRCET/PRIN/GRM/2014-15/Cir-01, dated 03rd September, 2014. A meeting was held on 05th September, 2014 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal *M.R. Reddy*
2. Convener - Mr. P. Raveendra babu, Associate Professor, ECE *P.R. Babu*
3. Member - Mrs. K. Soujanya, Associate Professor, EEE *K. Soujanya*
4. Member - Mr. P. Sridhar, Associate Professor, ME *P. Sridhar*
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA *P. Hima Bindhu*
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *M. Chandra Shekar Reddy*
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE *Y. Saveri Reddy*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V. Venkataiah*
9. Member - Mr. A. Kashiram, Assistant Professor, CE *A. Kashiram*
10. Student Member - B Nikhil Kumar *B. Nikhil*
11. Student Member - G Manoj Kumar *G. Manoj Kumar*
12. Student Member - Chitedi Janardhan *Chitedi Janardhan*
13. Student Member - Pitta Uday *P. Uday*

Agenda of the Meeting:

1. To create awareness about the guidelines for grievance redress mechanism provided by the University Grants Commission and gazette of India among all the members of the committee.
2. To finalize the Standard Operating Procedures for implementing grievance redressal mechanism in the institution.
3. To discuss the roles and responsibilities of each member of the committee.

Summary of Committee Resolutions:

1. At the initial stage it is very important to create awareness among all the stake holders of the organization about the grievance redress mechanism established in the institution.
2. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
3. As for as SOP's are concerned it is decide to strictly follow the guidelines given by the UGC and gazette of India.
4. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
5. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.

***** End *****

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Kandlakoya (V), Medchal Road,
Hyderabad 501401

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus


Date: 20 / Sept / 2014

The grievance boxes in the campus are opened on 20 Sept, 2014 in presence of the following members.

1. Chairman - Dr. M Ramalinga Reddy, Principal
2. Convener – Mr. P. Raveendra babu, Associate Professor
3. IQAC Coordinator – Prof. A. Kotiswar, HOD MBA

M. Ramalinga Reddy
P. Raveendra babu
A. Kotiswar

After Opening the grievance boxes, the total grievances received are found to be "5".

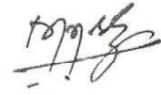

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CMRCET/PRIN/GRM/2014-15/CIR- 32

Date: 20/ Sept/2014.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 22 Sept, 2014 i.e Monday at 11:15AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 20 Sept, 2014. All the members are requested to attend.



Principal

Copy Submitted to: (1) The Secretary garu (for kind information please).

Copy to: (1) All HODs

- (2) Vice Principal
- (3) Administrative Officer
- (4) To all the Concerned above
- (5) PA



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GRIEVANCE REDRESSAL MECHANISM COMMITTEE
Minutes of Meeting held on 22 Sept, 2014.

With reference to circular CMRCET/PRIN/GRM/2014-15/CIR- 03, dated 20 Sept, 2014. A meeting was held on 22 Sept, 2014 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal *M.Ramalinga*
2. Convener - Mr. P. Raveendra babu, Associate Professor, ECE *P.R.*
3. Member - Mrs. K. Soujanya, Associate Professor, EEE *Soujanya*
4. Member - Mr. P. Sridhar, Associate Professor, ME *P.Sridhar*
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA *Hima Bindhu*
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *Chandra Shekar*
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE *Saveri*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V.Venkatiah*
9. Member - Mr. A. Kashiram, Assistant Professor, CE *KASHIRAM*
10. Student Member - B Nikhil Kumar *B. Nikhil*
11. Student Member - G Manoj Kumar *Manoj*
12. Student Member - Chitedi Janardhan *C. JANARDHAN*
13. Student Member - Pitta Uday *P. Uday*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 20 Sept, 2014.

Grievances Received:

A total of "5" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances from the stake holders, with due discussion with all committee members, committee feels that "2" grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

| S. No | Name of the Aggrieved Stake Holder | Designation | Grievance related to | Grievance received on | Brief Description of Grievance | Remarks |
|-------|------------------------------------|-------------|--------------------------|-----------------------|--|----------|
| 1 | R. M. Chandana (13H51A0445) | Student | Academic Infrastruct ure | 20.09.2014 | Request to issue 6 books from library for each student | Accepted |
| 2 | Mr. B. Sai Teja (12H51A0205) | Student | Academics | 20.09.2014 | Request to provide library facility on Sunday | Accepted |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

| Grievant's Profile | | | |
|--|--|---|--------------------|
| Name: | R.M. CHANDANA | Student/Parent/Staff Member <input checked="" type="checkbox"/> | |
| Roll Number: | 13H51A0445 | Branch: | ECE |
| Gender: | Male /Female <input checked="" type="checkbox"/> | | |
| Mobile No: | 9849 442231 | Email Id: | Chandana@gmail.com |
| Grievance Details | | | |
| Type of Grievance: Academics <input checked="" type="checkbox"/> Extension & Extra Curricular Amenities & Maintenance Placements & Internships General Administration Other Related Issues | | | |
| Date of Occurrence | Have you Discussed this issue with your Mentor and/or HOD/Director/ Controlling Officer? Yes/No/NA: _____ Date of Discussion : _____ | Mentor's/ HoD's/Director's/Controlling Officer's/ Name: _____ Mobile Number: _____ | |
| Issue of Grievance: (Describe what happened, when and where, how your student experience or employment has been affected, and indicate names of others involved. Attach any supporting documentation.) Dear Sir Now we are awaiting only 3 Books at a time from the library But it is not sufficient. SO You are Requested to facilitate to have 6 Books from library at a time | | | |
| Action Requested: Indicate the action(s) that would resolve your grievance. Please provide the facility to await 6 Text books from library at a time | | | |

I declare that the information provided by me is true and factual to the best of my knowledge.

Date: 12/09/2014.

Chandana
Grievant Signature

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Hyderabad-501401.

| Grievant's Profile | | | |
|--|--|---|-----|
| Name: | B. Sai Teja | Student/Parent/Staff Member <input checked="" type="checkbox"/> | |
| Roll Number: | 12HS1A0205 | Branch: | EEE |
| Gender: | Male/Female <input checked="" type="checkbox"/> | | |
| Mobile No: | 9949918412 | Email Id: | |
| Grievance Details | | | |
| Type of Grievance: Academics <input checked="" type="checkbox"/> Extension & Extra Curricular Amenities & Maintenance Placements & Internships General Administration Other Related Issues | | | |
| Date of Occurrence | Have you Discussed this issue with your Mentor and/or HOD/Director/ Controlling Officer? Yes/No/NA: _____ Date of Discussion : _____ | Mentor's/ HoD's/Director's/Controlling Officer's/ Name: _____ Mobile Number: _____ | |
| Issue of Grievance: (Describe what happened, when and where, how your student experience or employment has been affected, and indicate names of others involved. Attach any supporting documentation.) Dear Sir please provide library facility on Sunday. | | | |
| Action Requested: Indicate the action(s) that would resolve your grievance. _____ | | | |

I declare that the information provided by me is true and factual to the best of my knowledge.

Date: 08/09/14

B. Sai Teja
Grievant Signature


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 Kandlakota (V), Medchal Road,
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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 18 / Oct / 2014

The grievance boxes in the campus are opened on 18 Oct, 2014 in presence of the following members.

1. Chairman - Dr. M Ramalinga Reddy, Principal 

2. Convener – Mr. P. Raveendra babu, Associate Professor 

3. IQAC Coordinator – Prof. A. Kotiswar, HOD MBA 

After Opening the grievance boxes, the total grievances received are found to be "1".



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CMRCET/PRIN/GRM/2014-15/CIR- 03

Date: 18/ Oct/2014.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 20 Oct, 2014 i.e Monday at 11:30AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 18 Oct, 2014. All the members are requested to attend.




Principal

Copy Submitted to: (1) The Secretary garu (for kind information please).

Copy to: (1) All HODs

- (2) Vice Principal
- (3) Administrative Officer
- (4) To all the Concerned above
- (5) PA



PRINCIPAL
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Hyderabad-501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 20 Oct, 2014.

With reference to circular CMRCET/PRIN/GRM/2014-15/CIR- 04, dated 18 Oct, 2014. A meeting was held on 20 Oct, 2014 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal *M.R.Reddy*
2. Convener - Mr. P. Raveendra babu, Associate Professor, ECE *P.R.*
3. Member - Mrs. K. Soujanya, Associate Professor, EEE *Soujanya*
4. Member - Mr. P. Sridhar, Associate Professor, ME *S.S.*
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA *H.B.*
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *Chandra*
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE *Saveri*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V.V.*
9. Member - Mr. A. Kashiram, Assistant Professor, CE *K.Ram*
10. Student Member - B Nikhil Kumar *B. Nikhil*
11. Student Member - G Manoj Kumar *Manoj*
12. Student Member - Chitedi Janardhan *C. JANARDHAN.*
13. Student Member - Pitta Uday *P. Uday*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 18 Oct, 2014.

Grievances Received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances from the stake holders, with due discussion with all committee members, committee feels that "0" grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

| S. No | Name of the Aggrieved Stake Holder | Designation | Grievance related to | Grievance received on | Brief Description of Grievance | Remarks |
|-------|------------------------------------|-------------|----------------------|-----------------------|--------------------------------|---------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 15 / Nov / 2014

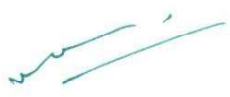
The grievance boxes in the campus are opened on 15 Nov, 2014 in presence of the following members.

1. Chairman - Dr. M Ramalinga Reddy, Principal 

2. Convener – Mr. P. Raveendra babu, Associate Professor 

3. IQAC Coordinator – Prof. A. Kotiswar, HOD MBA 

After Opening the grievance boxes, the total grievances received are found to be "0".



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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 20 / Dec / 2014

The grievance boxes in the campus are opened on 20 Dec, 2014 in presence of the following members.

1. Chairman - Dr. M Ramalinga Reddy, Principal 

2. Convener – Mr. P. Raveendra babu, Associate Professor 

3. IQAC Coordinator – Prof. A. Kotiswar, HOD MBA 

After Opening the grievance boxes, the total grievances received are found to be "3".



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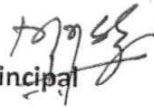
CMR COLLEGE OF ENGINEERING & TECHNOLOGY
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/GRM/2014-15/CIR- 04

Date: 20/ Dec/2014.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 22 Dec, 2014 i.e Monday at 10:00 AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 20 Dec, 2014. All the members are requested to attend.


Principal

Copy Submitted to: (1) The Secretary garu (for kind information please).

Copy to: (1) All HODs

- (2) Vice Principal
- (3) Administrative Officer
- (4) To all the Concerned above
- (5) PA


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Hyderabad-501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 22 Dec, 2014.

With reference to circular CMRCET/PRIN/GRM/2014-15/CIR- 05, dated 20 Dec, 2014. A meeting was held on 22 Dec, 2014 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal *toppy*
2. Convener - Mr. P. Raveendra babu, Associate Professor, ECE *P.R*
3. Member - Mrs. K. Soujanya, Associate Professor, EEE *K Soujanya*
4. Member - Mr. P. Sridhar, Associate Professor, ME *PS*
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA *Bijc*
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *Yashu*
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE *Saveri*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V. Venk*
9. Member - Mr. A. Kashiram, Assistant Professor, CE *Kashiram*
10. Student Member - B Nikhil Kumar *B. Nikhil*
11. Student Member - G Manoj Kumar *Manoj*
12. Student Member - Chitedi Janardhan *C. JANARDHAN*
13. Student Member - Pitta Uday *P. Uday*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 20 Dec, 2014.

Grievances Received:

A total of "3" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances from the stake holders, with due discussion with all committee members, committee feels that "0" grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

| S. No | Name of the Aggrieved Stake Holder | Designation | Grievance related to | Grievance received on | Brief Description of Grievance | Remarks |
|-------|------------------------------------|-------------|----------------------|-----------------------|--------------------------------|---------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

(Signature)
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

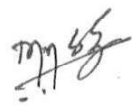
(Signature)
Coordinator
Grievance Redressal Committee


GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 17 / Jan / 2015

The grievance boxes in the campus are opened on 17 Jan, 2015 in presence of the following members.

1. Chairman - Dr. M Ramalinga Reddy, Principal 

2. Convener – Mr. P. Raveendra babu, Associate Professor 

3. IQAC Coordinator – Prof. A. Kotiswar, HOD MBA 

After Opening the grievance boxes, the total grievances received are found to be "1".



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CMRCET/PRIN/GRM/2014-15/CIR- 05

Date: 17/ Jan/2015.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 19 Jan, 2015 i.e Monday at 09:30AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 17 Jan, 2015. All the members are requested to attend.

Principal

Copy Submitted to: (1) The Secretary garu (for kind information please).

Copy to: (1) All HODs

- (2) Vice Principal
- (3) Administrative Officer
- (4) To all the Concerned above
- (5) PA

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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 19 Jan, 2015.

With reference to circular CMRCET/PRIN/GRM/2014-15/CIR- 06, dated 17 Jan, 2015. A meeting was held on 19 Jan, 2015 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal *ramlinga*
2. Convener - Mr. P. Raveendra babu, Associate Professor, ECE *P.R*
3. Member - Mrs. K. Soujanya, Associate Professor, EEE *Soujanya*
4. Member - Mr. P. Sridhar, Associate Professor, ME *Sridhar*
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA *Hima Bindhu*
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *Chandra*
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE *Saveri*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V. Venkataiah*
9. Member - Mr. A. Kashiram, Assistant Professor, CE *Kashiram*
10. Student Member - B Nikhil Kumar *B. Nikhil*
11. Student Member - G Manoj Kumar *Manoj*
12. Student Member - Chitedi Janardhan *C. JANARDHAN*
13. Student Member - Pitta Uday *P. Uday*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 17 Jan, 2015.

Grievances Received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances from the stake holders, with due discussion with all committee members, committee feels that "1" grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

| S. No | Name of the Aggrieved Stake Holder | Designation | Grievance related to | Grievance received on | Brief Description of Grievance | Remarks |
|-------|------------------------------------|---------------------|-------------------------|-----------------------|---|----------|
| 1 | Mr. A. Bramhananda Reddy | Associate Professor | Academic Infrastructure | 17.01.2015 | Request to Provide ICT tools in the campus for effective Teaching | Accepted |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

| Grievant's Profile | | | |
|--|--|---|-----------------------------|
| Name: | A. Bramhananda Reddy | | Student/Parent/Staff Member |
| Roll Number: | | Branch: | CSE |
| Gender: | Male/Female | | |
| Mobile No: | 9542651323 | Email Id: | bramhi88@gmail.com |
| Grievance Details | | | |
| Type of Grievance: Academics <input checked="" type="checkbox"/> Extension & Extra Curricular Amenities & Maintenance Placements & Internships General Administration Other Related Issues | | | |
| Date of Occurrence | Have you Discussed this issue with your Mentor and/or HOD/Director/ Controlling Officer? Yes/No/NA: _____ Date of Discussion : _____ | Mentor's/ HoD's/Director's/Controlling Officer's/ Name: _____ Mobile Number: _____ | |
| Issue of Grievance: (Describe what happened, when and where, how your student experience or employment has been affected, and indicate names of others involved. Attach any supporting documentation.) Dear Sir, please provide ICT tools in class rooms for effective teaching | | | |
| Action Requested: Indicate the action(s) that would resolve your grievance. r | | | |

I declare that the information provided by me is true and factual to the best of my knowledge.

Date: 8-01-2015.



PRINCIPAL
 CMR COLLEGE OF ENGG. & TECH.
 Kandlakoya (N), Medchal Road,
 Hyderabad-501401.


 Grievant Signature

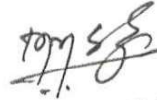
GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 21 / feb / 2015

The grievance boxes in the campus are opened on 21 feb, 2015 in presence of the following members.

1. Chairman - Dr. M Ramalinga Reddy, Principal



2. Convener – Mr. P. Raveendra babu, Associate Professor



3. IQAC Coordinator – Prof. A. Kotiswar, HOD MBA



After Opening the grievance boxes, the total grievances received are found to be "0".



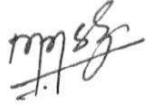
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 21 / Mar / 2015

The grievance boxes in the campus are opened on 21 Mar, 2015 in presence of the following members.

1. Chairman - Dr. M Ramalinga Reddy, Principal 

2. Convener – Mr. P. Raveendra babu, Associate Professor 

3. IQAC Coordinator – Prof. A. Kotiswar, HOD MBA 

After Opening the grievance boxes, the total grievances received are found to be "1".



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CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

CMRCET/PRIN/GRM/2014-15/CIR- 06

Date: 21/ Mar/2015.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 23 Mar, 2015 i.e Monday at 09:15AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 21 Mar, 2015. All the members are requested to attend.



Principal

Copy Submitted to: (1) The Secretary garu (for kind information please).

Copy to: (1) All HODs

- (2) Vice Principal
- (3) Administrative Officer
- (4) To all the Concerned above
- (5) PA



PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 23 Mar, 2015.

With reference to circular CMRCET/PRIN/GRM/2014-15/CIR- 07, dated 21 Mar, 2015. A meeting was held on 23 Mar, 2015 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal *MRR*
2. Convener - Mr. P. Raveendra babu, Associate Professor, ECE *P.R*
3. Member - Mrs. K. Soujanya, Associate Professor, EEE *K.S*
4. Member - Mr. P. Sridhar, Associate Professor, ME *PS*
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA *B.H*
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *M.C.S.R*
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE *Y.S*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V.V*
9. Member - Mr. A. Kashiram, Assistant Professor, CE *K.A*
10. Student Member - B Nikhil Kumar *B.N*
11. Student Member - G Manoj Kumar *G.M*
12. Student Member - Chitedi Janardhan *C.JANARDHAN*
13. Student Member - Pitta Uday *P. Uday*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 21 Mar, 2015.

Grievances Received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances from the stake holders, with due discussion with all committee members, committee feels that "0" grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

| S. No | Name of the Aggrieved Stake Holder | Designation | Grievance related to | Grievance received on | Brief Description of Grievance | Remarks |
|-------|------------------------------------|-------------|----------------------|-----------------------|--------------------------------|---------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

[Signature]
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

[Signature]
Coordinator
Grievance Redressal Committee

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 18 / Apr / 2015

The grievance boxes in the campus are opened on 18 Apr, 2015 in presence of the following members.

1. Chairman - Dr. M Ramalinga Reddy, Principal 

2. Convener – Mr. P. Raveendra babu, Associate Professor 

3. IQAC Coordinator – Prof. A. Kotiswar, HOD MBA 

After Opening the grievance boxes, the total grievances received are found to be "1".


PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/GRM/2014-15/CIR- 07

Date: 18/ Apr/2015.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 20 Apr, 2015 i.e Monday at 01:00PM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 18 Apr, 2015. All the members are requested to attend.

Principal

Copy Submitted to: (1) The Secretary garu (for kind information please).

Copy to: (1) All HODs

- (2) Vice Principal
- (3) Administrative Officer
- (4) To all the Concerned above
- (5) PA

PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 20 Apr, 2015.

With reference to circular CMRCET/PRIN/GRM/2014-15/CIR- 08, dated 18 Apr, 2015. A meeting was held on 20 Apr, 2015 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal *M. Ramalinga Reddy*
2. Convener - Mr. P. Raveendra babu, Associate Professor, ECE *P. Raveendra babu*
3. Member - Mrs. K. Soujanya, Associate Professor, EEE *K. Soujanya*
4. Member - Mr. P. Sridhar, Associate Professor, ME *P. Sridhar*
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA *P. Hima Bindhu*
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *M. Chandra Shekar Reddy*
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE *Y. Saveri Reddy*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V. Venkataiah*
9. Member - Mr. A. Kashiram, Assistant Professor, CE *A. Kashiram*
10. Student Member - B Nikhil Kumar *B. Nikhil*
11. Student Member - G Manoj Kumar *G Manoj Kumar*
12. Student Member - Chitedi Janardhan *CHITEDI JANARDHAN.*
13. Student Member - Pitta Uday *P. Uday*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 18 Apr, 2015.

Grievances Received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances from the stake holders, with due discussion with all committee members, committee feels that "1" grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

| S. No | Name of the Aggrieved Stake Holder | Designation | Grievance related to | Grievance received on | Brief Description of Grievance | Remarks |
|-------|------------------------------------|---------------------|----------------------|-----------------------|---|----------|
| 1 | Mrs. E. V. Naga Jyothi | Associate Professor | Infrastructure | 18.04.2015 | Request to arrange white boards for teaching in all class rooms | Accepted |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

(Signature)
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

(Signature)
Coordinator
Grievance Redressal Committee

| Grievant's Profile | | | |
|---|--|---|---------------------|
| Name: | E.V. Naga Jyothi | Student/Parent/Staff Member <input checked="" type="checkbox"/> | |
| Roll Number: | — | Branch: | CSE |
| Gender: | Male/Female <input checked="" type="checkbox"/> | | |
| Mobile No: | 9000933839 | Email Id: | evnjyothi@gmail.com |
| Grievance Details | | | |
| Type of Grievance: Academics <input checked="" type="checkbox"/> Extension & Extra Curricular Amenities & Maintenance Placements & Internships General Administration Other Related Issues | | | |
| Date of Occurrence | Have you Discussed this issue with your Mentor and/or HOD/Director/ Controlling Officer? Yes/No/NA: — Date of Discussion : | Mentor's/ HoD's/Director's/Controlling Officer's/ Name: — Mobile Number: — | |
| Issue of Grievance: (Describe what happened, when and where, how your student experience or employment has been affected, and indicate names of others involved. Attach any supporting documentation.) Dear sir, As This is to bring to your kind notice that we faculty are facing health problems due to chalk dust why teaching so please look into this issue & provide alternative solution. | | | |
| Action Requested: Indicate the action(s) that would resolve your grievance. please provide white boards in all class rooms instead Green boards. | | | |

I declare that the information provided by me is true and factual to the best of my knowledge.

Date: 11/04/2015

[Handwritten Signature]

[Handwritten Signature]
Grievant Signature

PRINCIPAL
 CMR COLLEGE OF ENGG. & TECH.
 Kandlakoya (V), Medchal Road,
 Hyderabad-501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 16 / May / 2015

The grievance boxes in the campus are opened on 16 May, 2015 in presence of the following members.

1. Chairman - Dr. M Ramalinga Reddy, Principal 

2. Convener – Mr. P. Raveendra babu, Associate Professor 

3: IQAC Coordinator – Prof. A. Kotiswar, HOD MBA 

After Opening the grievance boxes, the total grievances received are found to be "0".



PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.



GRIEVANCE REDRESSAL MECHANISM COMMITTEE

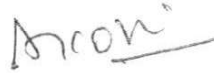
Report of Opening Grievance Boxes in the Campus

Date: 20 / Jun / 2015

The grievance boxes in the campus are opened on 20 Jun, 2015 in presence of the following members.

1. Chairman - Dr. M Ramalinga Reddy, Principal 

2. Convener – Mr. P. Raveendra babu, Associate Professor 

3. IQAC Coordinator – Prof. A. Kotiswar, HOD MBA 

After Opening the grievance boxes, the total grievances received are found to be "1".

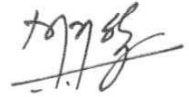

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CMR COLLEGE OF ENGG & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

CMRCET/PRIN/GRM/2014-15/CIR- 08

Date: 20/ Jun/2015.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 22 Jun, 2015 i.e Monday at 12:15PM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 20 Jun, 2015. All the members are requested to attend.



Principal

Copy Submitted to: (1) The Secretary garu (for kind information please).

Copy to: (1) All HODs

- (2) Vice Principal
- (3) Administrative Officer
- (4) To all the Concerned above
- (5) PA



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Kandlakoya (V), Medchal Road,
Hyderabad-501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 22 Jun, 2015.

With reference to circular CMRCET/PRIN/GRM/2014-15/CIR- 09, dated 20 Jun, 2015. A meeting was held on 22 Jun, 2015 with all the members of grievance redressal mechanism committee.

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal *MRM*
2. Convener - Mr. P. Raveendra babu, Associate Professor, ECE *PRB*
3. Member - Mrs. K. Soujanya, Associate Professor, EEE *KSoujanya*
4. Member - Mr. P. Sridhar, Associate Professor, ME *PS*
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA *Bindhu*
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *Yashu*
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE *Saveri*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V.Venkaiah*
9. Member - Mr. A. Kashiram, Assistant Professor, CE *KRam*
10. Student Member - B Nikhil Kumar *B.Nikhil*
11. Student Member - G Manoj Kumar *Manoj*
12. Student Member - Chitedi Janardhan *C. JANARDHAN*
13. Student Member - Pitta Uday *P.Uday*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 20 Jun, 2015.

Grievances Received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances from the stake holders, with due discussion with all committee members, committee feels that "0" grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.


| S. No | Name of the Aggrieved Stake Holder | Designation | Grievance related to | Grievance received on | Brief Description of Grievance | Remarks |
|-------|------------------------------------|-------------|----------------------|-----------------------|--------------------------------|---------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |


GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 21 / Mar / 2015

The grievance boxes in the campus are opened on 21 Mar, 2015 in presence of the following members.

1. Chairman - Dr. M Ramalinga Reddy, Principal 

2. Convener – Mr. P. Raveendra babu, Associate Professor 

3. IQAC Coordinator – Prof. A. Kotiswar, HOD MBA 

After Opening the grievance boxes, the total grievances received are found to be "1".



PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

Date: 29.06.2015.

To
The Coordinator
Internal Quality Assurance Cell
CMRCET, Hyderabad – 501401.

Sub: Report on grievances received from stake holders during the academic year 2014-15 reg:-

Respected Sir

The grievance redressal committee has received a total of 13 grievances, out of these a total of 04 grievances are accepted for redressal during the academic year 2014-15, the details are as follows.

| S. No | Name of the Aggrieved Stake Holder | Grievance received on | Brief Description of Grievance | Action taken | Current Status |
|-------|------------------------------------|-----------------------|---|---|----------------|
| 1 | Ms. R. M. Chandana (13H51A0445) | 20.09.2014 | Request to issue 6 books from library for each student | As per the request from students Principal has issued an office order to issue 6 book for each student from the library. | Completed |
| 2 | Mr. B. Sai Teja (12H51A0205) | 20.09.2014 | Request to provide library facility on Sunday | As per the request from students Principal has issued an office order to stating that library will work on Sunday from 9AM – 4PM | Completed |
| 3 | Mr. A. Bramhananda Reddy | 17.01.2015 | Request to Provide ICT tools in the campus for effective Teaching | This Grievance was brought to the notice of management through principal. The management agreed to provide ICT Facility in class rooms initially for 12 class rooms then it will be implemented for all class rooms in phased manner. | Completed |
| 4 | Mrs. E. V. Naga Jyothi | 18.04.2015 | Request to arrange white boards for teaching in all class rooms | This grievance was brought to the notice of Management through Principal. The management replaced all green boards with white boards during the vacation period. | Completed |

I am here by submitting the yearly report to the Internal Quality Assurance Cell for your kind information please.

Thanking You

Yours Truly

P. Raveendra Babu
Mr. P. Raveendra Babu
Coordinator GRM Committee
Associate Professor – Dept. of. ECE.

OK
MSS
Principals
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.