

A.Y 2015-16



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade
Kandlakoya (V), Medchal Road, Hyderabad -501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 18 / Jul / 2015

The grievance boxes in the campus are opened on 18 Jul, 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 "2".



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

CMRCET/PRIN/GRM/2015-16/CIR- 02

Date: 18/ Jul/2015.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 20 Jul, 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 Jul, 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 20 Jul, 2015.

With reference to circular CMRCET/PRIN/GRM/2015-16/CIR- 02, dated 18 Jul, 2015. A meeting was held on 20 Jul, 2015 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal
2. Convener - Mr. P. Raveendra babu, Associate Professor, ECE
3. Member - Mrs. K. Soujanya, Associate Professor, EEE
4. Member - Mr. P. Sridhar, Associate Professor, ME
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE
9. Member - Mr. A. Kashiram, Assistant Professor, CE
10. Student Member - Chirag Ramawat
11. Student Member - R Ravali
12. Student Member - Tapan Kumar Routray - ABSENT.
13. Student Member - Kodiyala Vishwa Sai

Agenda of the Meeting:

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

Grievances Received:

A total of "2" 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. M. Akhil (1H51A0335)	Student	Infrastructure	18.07.2015	Request to Provide CCTV Facility in the Campus	Accepted
2						
3						
4						
5						

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Hyderabad - 501401.


Coordinator
Grievance Redressal Committee

Grievant's Profile			
Name:	M. Akhil	Student/Parent/Staff Member	
Roll Number:	11H51A0335	Branch:	MECH
Gender:	Male/Female		
Mobile No:	9949915532	Email Id:	Akhil.m335@gmail.com
Grievance Details			
Type of Grievance: Academics 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, I lost my mobile phone during examination. I could not find who has taken my mobile. Please arrange cc cameras in the campus to avoid this type of problem.			
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: 23/06/15


Grievant Signature


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U. P. - 501401

CMRCET/PRIN/GRM/2015/01

Date: 21th July, 2015.

OFFICE ORDER

(Re constitution of Grievances Redressal committee)

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N) – 04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2015-16.

S. No	Name of the faculty	Designation & Dept	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	Mr. Chirag Ramawat	Student (15H51A0109)	Student Member
11	Ms. R Ravali	Student (14H51A04M8)	Student Member
12	Mr. Tapan Kumar Routray	Student (13H51A0349)	Student Member
13	Mr. Kodyala Vishwa Sai	Student (12H51A0592)	Student Member

OBJECTIVES OF THE COMMITTEE

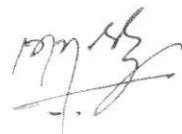
- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders;
- To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship;
- To develop a responsive and accountable 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.


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

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


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CMRCET/PRIN/GRM/2015-16/Cir-01.

Date: 22nd July, 2015.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that with reference to office order vide CMRCET/PRIN/GRM/2015/01, dated 21st July 2015. a meeting is scheduled on 25th July, 2015. i. e Friday at 11:30 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) Vice Principal
(2) Deans
(3) All HODs
(4) Administrative Officer
(5) To all the Concerned above
(6) PA

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







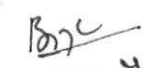

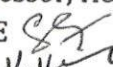
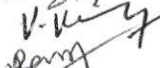

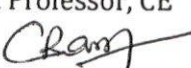
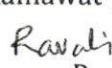
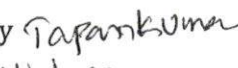
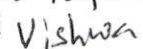
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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 25th July, 2015.

As per the circular CMRCET/PRIN/GRM/2015-16/Cir-01, dated 22nd July 2015. A meeting was held on 25th July, 2015 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal 
2. Convener - Mr. P. Raveendra babu, Associate Professor, ECE 
3. Member - Mrs. K. Soujanya, Associate Professor, EEE 
4. Member - Mr. P. Sridhar, Associate Professor, ME 
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA 
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S 
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE 
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE 
9. Member - Mr. A. Kashiram, Assistant Professor, CE 
10. Student Member - Chirag Ramawat 
11. Student Member - R Ravali 
12. Student Member - Tapan Kumar Routray 
13. Student Member - Kodiyala Vishwa Sai 

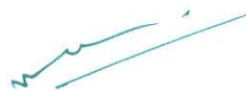
Agenda of the Meeting:

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. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. As for as SOP's are concerned it is decide to strictly follow the guidelines given by the UGC and gazette of India.
3. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
4. 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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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 15 / Aug / 2015

The grievance boxes in the campus are opened on 15 Aug, 2015 in presence of the following members.

1. Chairman - Dr. M Ramalinga Reddy, Principal



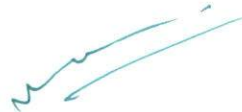
2. Convener - Mr. P. Raveendra babu, Associate Professor



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/2015-16/CIR- 03

Date: 15/ Aug/2015.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 17 Aug, 2015 i.e Monday at 02:00PM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 15 Aug, 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 17 Aug, 2015.

With reference to circular CMRCET/PRIN/GRM/2015-16/CIR- 03, dated 15 Aug, 2015. A meeting was held on 17 Aug, 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 - Chirag Ramawat *Chirag Ramawat*
11. Student Member - R Ravali *R Ravali*
12. Student Member - Tapan Kumar Routray *Tapan Kumar Routray*
13. Student Member - Kodiyala Vishwa Sai *Kodiyala Vishwa Sai*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 15 Aug, 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. B. Rajani	Assistant Professor	Infrastructure	15.08.2015	Request to Provide Lift Facility Block II of Campus	Accepted
2						
3						
4						
5						

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

(Signature)
Coordinator
Grievance Redressal Committee

Grievant's Profile			
Name:	B. Rajini	Student/Parent/Staff Member <input checked="" type="checkbox"/>	
Roll Number:		Branch:	CSE
Gender:	Male/Female <input checked="" type="checkbox"/>		
Mobile No:	9705573263	Email Id:	Badirajini@gmail.com
Grievance Details			
Type of Grievance: Academics Extension & Extra Curricular Amenities & Maintenance <input checked="" type="checkbox"/> 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 we belongs to CSE department, The department is in 3 rd floor and I am handling first year subjects for every class it's becoming difficult to climb three floors in the block-1 and block-2 so it's a kind request to provide lift facility for the campus.			
Action Requested: Indicate the action(s) that would resolve your grievance. please provide lift facility as soon as possible.			

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

Date: 12/08/2015

Grievant Signature



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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 19 / Sept / 2015

The grievance boxes in the campus are opened on 19 Sept, 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 "2".

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CMRCET/PRIN/GRM/2015-16/CIR- 04

Date: 19/ Sept/2015.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 21 Sept, 2015 i.e Monday at 09:30AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 19 Sept, 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 21 Sept, 2015.

With reference to circular CMRCET/PRIN/GRM/2015-16/CIR- 04, dated 19 Sept, 2015. A meeting was held on 21 Sept, 2015 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal *M.R.*
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.S.*
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA *H.B.*
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *C.S.R.*
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 *Kashiram*
10. Student Member - Chirag Ramawat - ABSENT
11. Student Member - R Ravali *Ravali*
12. Student Member - Tapan Kumar Routray *Tapan Kumar*
13. Student Member - Kodiyala Vishwa Sai *Vishwa*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 19 Sept, 2015.

Grievances Received:

A total of "2" 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	R Pruthviraj (17H55A0225)	Student.	Academics	19.09.2015	Request to Increase the Number of volumes or books in library	Accepted
2						
3						
4						
5						

[Signature]
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Kandlakoya (V), Medchal Road,

[Signature]
Coordinator

Grievance Redressal Committee

Grievant's Profile			
Name:	R. Poudwiraj	Student/Parent/Staff Member <input checked="" type="checkbox"/>	
Roll Number:	17HSSA0225	Branch:	EEE
Gender:	Male/Female <input checked="" type="checkbox"/>		
Mobile No:	9290920981	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, In the library text books are not enough please increase the volumes of Text books sir.			
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: 7/9/2015.

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 Grievant Signature



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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 21 / Oct / 2015

The grievance boxes in the campus are opened on 21 Oct, 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 "3".

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CMRCET/PRIN/GRM/2015-16/CIR- 05

Date: 21/ Oct/2015.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 23 Oct, 2015 i.e Monday at 09:45AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 21 Oct, 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 23 Oct, 2015.

With reference to circular CMRCET/PRIN/GRM/2015-16/CIR- 05, dated 21 Oct, 2015. A meeting was held on 23 Oct, 2015 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 *P.S.*
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA *Bindhu*
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *Chandy*
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 - Chirag Ramawat *C. Ramawat*
11. Student Member - R Ravali - ABSENT
12. Student Member - Tapan Kumar Routray - ABSENT
13. Student Member - Kodiyala Vishwa Sai *Vishwa*

Agenda of the Meeting:

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

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

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Kandlakoya (V), Medchal Road,

[Signature]
Coordinator


Grievance Redressal Committee


GRIEVANCE REDRESSAL MECHANISM COMMITTEE

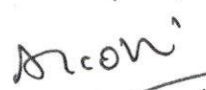
Report of Opening Grievance Boxes in the Campus

Date: 21 / Nov / 2015

The grievance boxes in the campus are opened on 21 Nov, 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/2015-16/CIR- 06

Date: 21/ Nov/2015.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 23 Nov, 2015 i.e Monday at 10:00AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 21 Nov, 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 23 Nov, 2015.

With reference to circular CMRCET/PRIN/GRM/2015-16/CIR- 06, dated 21 Nov, 2015. A meeting was held on 23 Nov, 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 - Chirag Ramawat *Chirag Ramawat*
11. Student Member - R Ravali *R Ravali*
12. Student Member - Tapan Kumar Routray *Tapan Kumar Routray*
13. Student Member - Kodiyala Vishwa Sai *Kodiyala Vishwa Sai*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 21 Nov, 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

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Kandlakoya (V), Medchal Road,
Hyderabad - 501401

[Signature]
P-8

Coordinator
Grievance Redressal Committee



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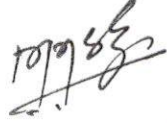
Kandlakoya (V), Medchal Road, Hyderabad -501401.


GRIEVANCE REDRESSAL MECHANISM COMMITTEE

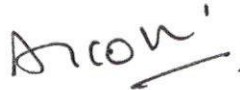
Report of Opening Grievance Boxes in the Campus

Date: 19 / Dec / 2015

The grievance boxes in the campus are opened on 19 Dec, 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".


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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 16 / Jan / 2016

The grievance boxes in the campus are opened on 16 Jan, 2016 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 "2".

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CMRCET/PRIN/GRM/2015-16/CIR- 07

Date: 16/ Jan/2016.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 18 Jan, 2016 i.e Monday at 11:15AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 16 Jan, 2016. 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 18 Jan, 2016.

With reference to circular CMRCET/PRIN/GRM/2015-16/CIR- 07, dated 16 Jan, 2016. A meeting was held on 18 Jan, 2016 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal
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.S.*
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA *Hima*
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 - Chirag Ramawat *C. Ramawat*
11. Student Member - R Ravali *Ravali*
12. Student Member - Tapan Kumar Routray - **ABSENT**
13. Student Member - Kodiyala Vishwa Sai - **ABSENT**

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 16 Jan, 2016.

Grievances Received:

A total of "2" 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
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Kandlakoya (V), Medchal Road,
Hyderabad-501401.

[Signature]
Coordinator
Grievance Redressal Committee



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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 20 / feb / 2016

The grievance boxes in the campus are opened on 20 feb, 2016 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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CMRCET/PRIN/GRM/2015-16/CIR- 08

Date: 20/ feb/2016.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 22 feb, 2016 i.e Monday at 10:30AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 20 feb, 2016. 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 feb, 2016.

With reference to circular CMRCET/PRIN/GRM/2015-16/CIR- 08, dated 20 feb, 2016. A meeting was held on 22 feb, 2016 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 - Chirag Ramawat *Chirag Ramawat*
11. Student Member - R Ravali *R Ravali*
12. Student Member - Tapan Kumar Routray *Tapan Kumar*
13. Student Member - Kodiyala Vishwa Sai *Vishwa Sai*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 20 feb, 2016.

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]
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Hyderabad - 501401

[Signature]
Coordinator
Grievance Redressal Committee



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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 18 / Mar / 2016

The grievance boxes in the campus are opened on 18 Mar, 2016 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/2015-16/CIR- 09

Date: 18/ Mar/2016.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 20 Mar, 2016 i.e Monday at 11:15AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 18 Mar, 2016. 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 20 Mar, 2016.

With reference to circular CMRCET/PRIN/GRM/2015-16/CIR- 09, dated 18 Mar, 2016. A meeting was held on 20 Mar, 2016 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal
2. Convener - Mr. P. Raveendra babu, Associate Professor, ECE
3. Member - Mrs. K. Soujanya, Associate Professor, EEE
4. Member - Mr. P. Sridhar, Associate Professor, ME
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA
6. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE
9. Member - Mr. A. Kashiram, Assistant Professor, CE
10. Student Member - Chirag Ramawat - ABSENT
11. Student Member - R Ravali
12. Student Member - Tapan Kumar Routray
13. Student Member - Kodiyala Vishwa Sai

Agenda of the Meeting:

- > To hear and address the Grievances received from the grievance boxes on 18 Mar, 2016.

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						
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4						
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PRINCIPAL

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Coordinator

Grievance Redressal Committee

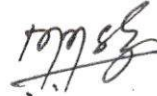
GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 16 / Apr / 2016

The grievance boxes in the campus are opened on 16 Apr, 2016 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: 21 / May / 2016

The grievance boxes in the campus are opened on 21 May, 2016 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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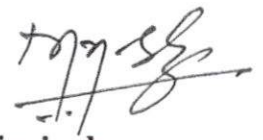
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/GRM/2015-16/CIR- 10

Date: 21/ May/2016.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 23 May, 2016 i.e Monday at 10:00AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 21 May, 2016. 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 23 May, 2016.

With reference to circular CMRCET/PRIN/GRM/2015-16/CIR- 10, dated 21 May, 2016. A meeting was held on 23 May, 2016 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 *P.S*
5. Member - Mrs. P. Hima Bindhu, Associate Professor, MBA *P.HB*
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.R*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V.V*
9. Member - Mr. A. Kashiram, Assistant Professor, CE *A.K*
10. Student Member - Chirag Ramawat *C.R*
11. Student Member - R Ravali *R.R*
12. Student Member - Tapan Kumar Routray *T.K.R*
13. Student Member - Kodyala Vishwa Sai *V.S*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 21 May, 2016.

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						
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4						
5						

[Signature]
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
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[Signature]
Coordinator
Grievance Redressal Committee



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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 18 / Jun / 2016

The grievance boxes in the campus are opened on 18 Jun, 2016 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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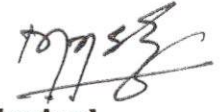
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/GRM/2015-16/CIR- 11

Date: 18/ Jun/2016.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 20 Jun, 2016 i.e Monday at 09:30AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 18 Jun, 2016. 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.



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade
Kandlakoya (V), Medchal Road, Hyderabad -501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 20 Jun. 2016.

With reference to circular CMRCET/PRIN/GRM/2015-16/CIR- 11, dated 18 Jun, 2016. A meeting was held on 20 Jun, 2016 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 - Chirag Ramawat *Chirag Ramawat*
11. Student Member - R Ravali *R Ravali*
12. Student Member - Tapan Kumar Routray *Tapan Kumar Routray*
13. Student Member - Kodyala Vishwa Sai *Kodyala Vishwa Sai*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 18 Jun, 2016.

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						

M. Ramalinga Reddy
PRINCIPAL
CMR COLLEGE OF ENGG & TECH.
Kandlakoya (V), Medchal Road,
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P. Raveendra babu
Coordinator
Grievance Redressal Committee



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Date: 30.06.2016.

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

Sub: Report on grievances received from stake holders during the academic year 2015-16
reg:-

Respected Sir

The grievance redressal committee has received a total of 11 grievances, out of these a total of 03 grievances are accepted for redressal during the academic year 2015-16, 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	Mr. M. Akhil (1H51A0335)	18.07.2015	Request to Provide CCTV Facility in the Campus	Grievance has been redressed with due concern by the management.	Completed
2	Mrs. B. Rajani	15.08.2015	Request to Provide Lift Facility Block II of Campus	Grievance has been redressed with due concern by the management.	Completed
3	R Pruthviraj (17H55A0225)	19.09.2015	Request to Increase the Number of volumes or books in library	With respect to grievance received from the students it has been decided to increase the number of volumes and books in the library.	Completed

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

Thanking You

Yours Truly

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

Aravind

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