



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)

*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation

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

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 18th July, 2016.

As per the circular CMRCET/PRIN/GRM/2016-17/Cir-01, dated 15th July 2016. A meeting was held on 18th July, 2016 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal *MR*
2. Convener - Mr. P. Raveendra babu, Associate Professor, ECE *PR*
3. Member - Mrs. K. Soujanya, Associate Professor, EEE *K Soujanya*
4. Member - Mr. P. Sridhar, Associate Professor, ME *PS*
5. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *Chandy*
6. Member - Ms. P. Usha Vaidehi, Assistant Professor, MBA *Usha*
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE *YSR*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V-Venky*
9. Member - Mr. A. Kashiram, Assistant Professor, CE *K Kashiram*
10. Student Member - Balavanthula Shirisha *Shirisha*
11. Student Member - Ankam Madhavi *Madhavi*
12. Student Member - Godugu Ruchika *Ruchika*
13. Student Member - P Sai Teja *Teja*

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 *****

[Signature]
PRINCIPAL

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)
*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad -501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 18 Jul, 2016.

With reference to circular CMRCET/PRIN/GRM/2016-17/CIR- 02, dated 16 Jul, 2016. A meeting was held on 18 Jul, 2016 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Dr. M. Ramalinga Reddy, Principal *MPR*
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 *P.S.*
5. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *M.Chandra Shekar*
6. Member - Ms. P. Usha Vaidehi, Assistant Professor, MBA *P.U.V.*
7. Member - Mrs. Y. Saveri Reddy, Assistant Professor, ECE *Y.Saveri*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V.Venkaiah*
9. Member - Mr. A. Kashiram, Assistant Professor, CE *A.Kashiram*
10. Student Member - Balavanthula Shirisha *Shirisha*
11. Student Member - Ankam Madhavi *Madhavi*
12. Student Member - Godugu Ruchika *Ruchika*
13. Student Member - P Sai Teja *P.Sai Teja*

Agenda of the Meeting:

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

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 only "4" 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	Dr. R. Narender	Associate Professor	Infrastructure	16.07.2016	Request to provide separate vehicle parking for staff	Accepted
2	Mr. D. Naresh (15H51A0314)	Student	Infrastructure	16.07.2016	Request to Issue one complete set of books for the semester for the section toppers	Accepted
3	Mr. M. Krishna Mohan (15H51A0433)	Student	Infrastructure	16.07.2016	Request to Provide WIFI Connection in Campus Premises	Accepted
4	Ms. G. Sindhuja (14H51A0521)	Student	Infrastructure	16.07.2016	Request to Increase the number of taps for hand wash in Canteen	Accepted

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

P.R.
Coordinator
Grievance Redressal Committee



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)
*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad -501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 21 Nov, 2016.

With reference to circular CMRCET/PRIN/GRM/2016-17/CIR- 03, dated 19 Nov, 2016. A meeting was held on 21 Nov, 2016 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman – Major Dr. V.A. Narayana, 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 - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S
6. Member - Ms. P. Usha Vaidehi, Assistant Professor, MBA
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 - Balavanthula Shirisha
11. Student Member - Ankam Madhavi
12. Student Member - Godugu Ruchika
13. Student Member - P Sai Teja

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 19 Nov, 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 only "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						

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

Coordinator
Grievance Redressal Committee



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)
*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad -501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE Minutes of Meeting held on 19 Dec, 2016.

With reference to circular CMRCET/PRIN/GRM/2016-17/CIR- 04, dated 17 Dec, 2016. A meeting was held on 19 Dec, 2016 with all the members of grievance redressal mechanism committee.

The following members were Present

1. Chairman - Major Dr. V.A. Narayana, 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 - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S
6. Member - Ms. P. Usha Vaidehi, Assistant Professor, MBA
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 - Balavanthula Shirisha
11. Student Member - Ankam Madhavi
12. Student Member - Godugu Ruchika
13. Student Member - P Sai Teja

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 17 Dec, 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 only "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						

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

Coordinator
Grievance Redressal Committee



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)
*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad -501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 23 Jan, 2017.

With reference to circular CMRCET/PRIN/GRM/2016-17/CIR- 05, dated 21 Jan, 2017. A meeting was held on 23 Jan, 2017 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Major Dr. V.A. Narayana, 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 *SPS*
5. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *Headdy*
6. Member - Ms. P. Usha Vaidehi, Assistant Professor, MBA *Ug*
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 - Balavanthula Shirisha *Shirisha*
11. Student Member - Ankam Madhavi *Madhavi*
12. Student Member - Godugu Ruchika *Ruchika*
13. Student Member - P Sai Teja *Teja*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 21 Jan, 2017.

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 only "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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)
*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad -501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE Minutes of Meeting held on 20 Mar, 2017.

With reference to circular CMRCET/PRIN/GRM/2016-17/CIR- 06, dated 18 Mar, 2017. A meeting was held on 20 Mar, 2017 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Major Dr. V.A. Narayana, 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 - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S
6. Member - Ms. P. Usha Vaidehi, Assistant Professor, MBA
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 - Balavanthula Shirisha - ABSENT
11. Student Member - Ankam Madhavi Madhavi
12. Student Member - Godugu Ruchika - ABSENT
13. Student Member - P Sai Teja Teja

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 18 Mar, 2017.

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 only "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						

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

Coordinator
Grievance Redressal Committee



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)
*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad -501401.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 17 Apr, 2017.

With reference to circular CMRCET/PRIN/GRM/2016-17/CIR- 07, dated 15 Apr, 2017. A meeting was held on 17 Apr, 2017 with all the members of grievance redressal mechanism committee

The following members were Present

1. Chairman - Major Dr. V.A. Narayana, 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 - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S
6. Member - Ms. P. Usha Vaidehi, Assistant Professor, MBA
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 - Balavanthula Shirisha
11. Student Member - Ankam Madhavi - ABSENT
12. Student Member - Godugu Ruchika
13. Student Member - P Sai Teja

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 15 Apr, 2017.

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 only "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						

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

1.8
Coordinator
Grievance Redressal Committee