



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 17th July, 2017.

As per the circular CMRCET/PRIN/GRM/2017-18/Cir-01, dated 15th July 2017. A meeting was held on 17th July, 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. M. Sirin Kumari, Assistant Professor, ECE
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE
9. Member - Mr. H. Shiva Naik, Assistant Professor, CE
10. Student Member - B Prem Kumar Paul
11. Student Member - Kurra Prabhu
12. Student Member - Tulesa Raghavender
13. Student Member - Korimilla Yashwanth Reddy

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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Minutes of Meeting held on 17 Jul, 2017.

With reference to circular CMRCET/PRIN/GRM/2017-18/CIR- 08, dated 15 Jul, 2017. A meeting was held on 17 Jul, 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
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9. Member - Mr. H. Shiva Naik, Assistant Professor, CE
10. Student Member - B Prem Kumar Paul
11. Student Member - Kurra Prabhu
12. Student Member - Tulesa Raghavender
13. Student Member - Korimilla Yashwanth Reddy

Agenda of the Meeting:

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

Grievances Received:

A total of "8" 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 "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	Mr. L. Venkateswarlu	Associate Professor	Staff Welfare	15.07.2017	Request to Establish Staff Club for the welfare of the staff members	Accepted
2	Mrs. Y. Sushma	Assistant Professor	Infrastructure	15.07.2017	Establish uninterrupted WIFI Facility in Staff Rooms	Accepted
3						

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Coordinator
Grievance Redressal Committee



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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 19 Mar, 2018.

With reference to circular CMRCET/PRIN/GRM/2017-18/CIR- 02, dated 17 Mar, 2018. A meeting was held on 19 Mar, 2018 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 *P.S.*
5. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *Chandra Shekar Reddy*
6. Member - Ms. P. Usha Vaidehi, Assistant Professor, MBA *Usha Vaidehi*
7. Member - Mrs. M. Sirin Kumari, Assistant Professor, ECE *Sirin Kumari*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V. Venkataiah*
9. Member - Mr. H. Shiva Naik, Assistant Professor, CE *Shiva Naik*
10. Student Member - B Prem Kumar Paul *B Prem Kumar Paul*
11. Student Member - Kurra Prabhu *Kurra Prabhu*
12. Student Member - Tulesa Raghavender *T. Raghavender*
13. Student Member - Korimilla Yashwanth Reddy *K.Y. Reddy*

Agenda of the Meeting:

- > To hear and address the Grievances received from the grievance boxes on 17 Mar, 2018.

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 "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	Mrs. K. Mary Thomas	Assistant Professor	Infrastructu re	17.03.2018	Request to change the white boards as the installed white boards are not in good condition	Accepted
2	Mr. B. Aravind Sai (17H51A0114)	<i>student</i>	Infrastructu re	17.03.2018	Request to repair the student tables as they are completely damaged	Accepted

[Signature]
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[Signature]
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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 23 Apr, 2018.

With reference to circular CMRCET/PRIN/GRM/2017-18/CIR- 03, dated 21 Apr, 2018. A meeting was held on 23 Apr, 2018 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. M. Sirin Kumari, Assistant Professor, ECE
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE
9. Member - Mr. H. Shiva Naik, Assistant Professor, CE
10. Student Member - B Prem Kumar Paul
11. Student Member - Kurra Prabhu
12. Student Member - Tulesa Raghavender
13. Student Member - Korimilla Yashwanth Reddy

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 21 Apr, 2018.

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 "3" 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. G. Neeraja (17H51A0116)	Student	Infrastructure	21.04.2018	Request to provide seating facility for students to have lunch in the campus other than canteen	Accepted
2	Mr. N. Shiva Kumar (14H51A0338)	Student	Infrastructure	21.04.2018	Request to monitor the quality of food in canteen	Accepted
3	Dr. Ch. Ravi	Assistant Professor	Academic Infrastructure	21.04.2018	Provide ICT Tools and Laptops for Effective Teaching	Accepted

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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 21 May, 2018.

With reference to circular CMRCET/PRIN/GRM/2017-18/CIR- 04, dated 19 May, 2018. A meeting was held on 21 May, 2018 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 *Chandy*
6. Member - Ms. P. Usha Vaidehi, Assistant Professor, MBA *Usha*
7. Member - Mrs. M. Sirin Kumari, Assistant Professor, ECE *Sirin*
8. Member - Mr. V. Venkataiah, Assistant Professor, CSE *V.V.*
9. Member - Mr. H. Shiva Naik, Assistant Professor, CE *Shiva Naik*
10. Student Member - B Prem Kumar Paul *B.P.K.P.*
11. Student Member - Kurra Prabhu *K.Prabhu*
12. Student Member - Tulesa Raghavender *T. Raghavender*
13. Student Member - Korimilla Yashwanth Reddy *K.Y.Reddy*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 19 May, 2018.

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]
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[Signature]
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