

A. Y 2018-19



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.

CMRCET/PRIN/GRM/2018/01

Date: 26th July, 2018.

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 2018-19.

S. No	Name of the faculty	Designation & Dept	Position
1	Major. Dr. V. A. Narayana	Principal	Chairman
2	Mr. P. Raveendra babu	Associate Professor, ECE	Convener
3	Dr. P. Anjusha	Associate Professor, CSE	Member
4	Dr. Alekhya	Assistant Professor, MBA	Member
5	Mrs. K. Soujanya	Associate Professor, EEE	Member
6	Mr. P. Sridhar	Associate Professor, ME	Member
7	Mr. M. Chandra Shekar Reddy	Associate Professor, H&S	Member
8	Mrs. M. Sirin Kumari	Assistant Professor, ECE	Member
9	Mr. H. Shiva Naik	Assistant Professor, CE	Member
10	Alakuntla Ankitha	Student(18H51A0102)	Student Member
11	Chennoji Santhosh	Student(17H51A0272)	Student Member
12	Thakkalapelly Rakesh Rao	Student(16H51A04P5)	Student Member
13	Amaravathi Puneeth Kumar	Student(15H51A0306)	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.


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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) Deans
- (2) Controller of Examination
- (3) All HODs
- (4) Exam Branch
- (5) Administrative Officer
- (6) Accounts Officer



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CMRCET/PRIN/GRM/2018-19/Cir - 01

Date: 27th July, 2018.

CIRCULAR

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 30th July, 2018. i. e Monday at 02:30PM 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) Deans
- (2) Controller of Examination
- (3) All HODs
- (4) Exam Branch
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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 30th July, 2018.

As per the circular CMRCET/PRIN/GRM/2018-19/Cir-01, dated 27th July 2018. A meeting was held on 30th July, 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 - Dr. P. Anjusha, Associate Professor, CSE
4. Member - Dr. P. Alekhya, Assistant Professor, MBA
5. Member - Mrs. K. Soujanya, Associate Professor, EEE
6. Member - Mr. P. Sridhar, Associate Professor, ME
7. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S
8. Member - Mrs. M. Sirin Kumari, Assistant Professor, ECE
9. Member - Mr. H. Shiva Naik, Assistant Professor, CE
10. Student Member - Alakuntla Ankitha
11. Student Member - Chennoji Santhosh
12. Student Member - Thakkalapelly Rakesh Rao
13. Student Member - Amaravathi Puneeth Kumar

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: 21 / Jul / 2018

The grievance boxes in the campus are opened on 21 Jul, 2018 in presence of the following members.

1. Chairman – Major. Dr. V. A. Narayana, Principal 
2. Convener – Mr. P. Raveendra babu, Associate Professor 
3. IQAC Coordinator – Prof. G. Devadasu, HOD EEE. 

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


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CMRCET/PRIN/GRM/2018-19/CIR- 02

Date: 21/ Jul/2018.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 23 Jul, 2018 i.e Monday at 11:15AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 21 Jul, 2018. All the members are requested to attend.

✓
21/7/18
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 Jul, 2018.

With reference to circular CMRCET/PRIN/GRM/2018-19/CIR- 02, dated 21 Jul, 2018. A meeting was held on 23 Jul, 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 - Dr. P. Anjusha, Associate Professor, CSE *Anjusha*
4. Member - Dr. P. Alekhya, Assistant Professor, MBA *P. Alekhya*
5. Member - Mrs. K. Soujanya, Associate Professor, EEE *Soujanya*
6. Member - Mr. P. Sridhar, Associate Professor, ME *P. Sridhar*
7. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *Chandy*
8. Member - Mrs. M. Sirin Kumari, Assistant Professor, ECE *Sirin*
9. Member - Mr. H. Shiva Naik, Assistant Professor, CE *Shiva Naik*
10. Student Member - Alakuntla Ankitha *ANKITHA*
11. Student Member - Chennoji Santhosh *Santhosh*
12. Student Member - Thakkalapelly Rakesh Rao *Rakesh*
13. Student Member - Amaravathi Puneeth Kumar *Amaravathi*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 21 Jul, 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)
PRINCIPAL
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 Hyderabad-501401.

(Signature)
Coordinator
 Grievance Redressal Committee



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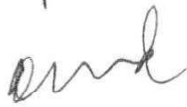
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GRIEVANCE REDRESSAL MECHANISM COMMITTEE


Report of Opening Grievance Boxes in the Campus

Date: 18 / Aug / 2018

The grievance boxes in the campus are opened on 18 Aug, 2018 in presence of the following members.

1. Chairman – Major. Dr. V. A. Narayana, Principal 
2. Convener – Mr. P. Raveendra babu, Associate Professor 
3. IQAC Coordinator – Prof. G. Devadasu, HOD EEE. 

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


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CMRCET/PRIN/GRM/2018-19/CIR- 03

Date: 18/ Aug/2018.

CIRCULAR


This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 20 Aug, 2018 i.e Monday at 11:30AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 18 Aug, 2018. All the members are requested to attend.


18/8/18
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 Aug, 2018.

With reference to circular CMRCET/PRIN/GRM/2018-19/CIR- 03, dated 18 Aug, 2018. A meeting was held on 20 Aug, 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 - Dr. P. Anjusha, Associate Professor, CSE
4. Member - Dr. P. Alekhya, Assistant Professor, MBA
5. Member - Mrs. K. Soujanya, Associate Professor, EEE
6. Member - Mr. P. Sridhar, Associate Professor, ME
7. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S
8. Member - Mrs. M. Sirin Kumari, Assistant Professor, ECE
9. Member - Mr. H. Shiva Naik, Assistant Professor, CE
10. Student Member - Alakuntla Ankitha
11. Student Member - Chennoji Santhosh
12. Student Member - Thakkalapelly Rakesh Rao
13. Student Member - Amaravathi Puneeth Kumar

Agenda of the Meeting:

- > To hear and address the Grievances received from the grievance boxes on 18 Aug, 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						

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Coordinator
Grievance Redressal Committee



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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 15 / Sept / 2018

The grievance boxes in the campus are opened on 15 Sept, 2018 in presence of the following members.

1. Chairman – Major. Dr. V. A. Narayana, Principal
2. Convener – Mr. P. Raveendra babu, Associate Professor
3. IQAC Coordinator – Prof. G. Devadasu, HOD EEE.

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 / Oct / 2018

The grievance boxes in the campus are opened on 20 Oct, 2018 in presence of the following members.

1. Chairman – Major. Dr. V. A. Narayana, Principal 
2. Convener – Mr. P. Raveendra babu, Associate Professor 
3. IQAC Coordinator – Prof. G. Devadasu, HOD EEE. 

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: 17 / Nov / 2018

The grievance boxes in the campus are opened on 17 Nov, 2018 in presence of the following members.

1. Chairman – Major. Dr. V. A. Narayana, Principal 
2. Convener – Mr. P. Raveendra babu, Associate Professor 
3. IQAC Coordinator – Prof. G. Devadasu, HOD EEE. 

After Opening the grievance boxes, the total grievances received are found to be “8”.


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CMRCET/PRIN/GRM/2018-19/CIR- 04

Date: 17/ Nov/2018.

CIRCULAR


This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 19 Nov, 2018 i.e Monday at 09:30AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 17 Nov, 2018. All the members are requested to attend.


17/11/18
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 Nov, 2018.

With reference to circular CMRCET/PRIN/GRM/2018-19/CIR- 04, dated 17 Nov, 2018. A meeting was held on 19 Nov, 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 - Dr. P. Anjusha, Associate Professor, CSE
4. Member - Dr. P. Alekhya, Assistant Professor, MBA
5. Member - Mrs. K. Soujanya, Associate Professor, EEE
6. Member - Mr. P. Sridhar, Associate Professor, ME
7. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S
8. Member - Mrs. M. Sirin Kumari, Assistant Professor, ECE
9. Member - Mr. H. Shiva Naik, Assistant Professor, CE
10. Student Member - Alakuntla Ankitha
11. Student Member - Chennoji Santhosh
12. Student Member - Thakkalapelly Rakesh Rao
13. Student Member - Amaravathi Puneeth Kumar

Agenda of the Meeting:

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

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 "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. Ch. Chander (16H51A0108)	Student	Infrastruct ure	17.11.2018	Request to shift Library from third floor to ground floor	Accepted
2	Dr. M. Nagaraju Naik	Associate Professor	Infrastruct ure	17.11.2018	Increase the space for staff vehicle parking	Accepted
3	Mr. N. Prudhvi Kumar Raddy (16H51A0439)	Student	Academics	17.11.2018	Request to increase the number of text books in Library	Accepted

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Coordinator
Grievance Redressal Committee

Grievant's Profile			
Name:	Ch. Chandar	Student/Parent/Staff Member	
Roll Number:	16H51A0108	Branch:	CIVIL
Gender:	Male/Female		
Mobile No:	9949983288	Email Id:	—
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 as our central library is located in 3rd floor it is very difficult to visit frequently			
Action Requested: Indicate the action(s) that would resolve your grievance. Kindly shift library from 3rd floor to ground floor so, that we can use effectively.			

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

Date: 13/11/18

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Chandur
 Grievant Signature

Grievant's Profile

Name:	D. M. Nagaraj Male	Student/Parent/Staff Member
Roll Number:	_____	Branch: ECE
Gender:	Male/Female	
Mobile No:	9441809595	Email Id: nagarajmale1976@cmrcet.org

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: <u>yes</u> Date of Discussion :	Mentor's/ HoD's/Director's/Controlling Officer's/ Name: <u>Admin. Officer</u> Mobile Number: <u>9248727210</u>
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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.)

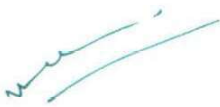
Dear Sir
 This is to bring to your kind notice that the parking place available for 4-wheeler of staff members is not sufficient. due to limited space I am not able to park my vehicle in same place.

Action Requested: Indicate the action(s) that would resolve your grievance.

Kindly increase the parking place for staff members

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

Date: 12/11/18




Grievant Signature

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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 15 / Dec / 2018

The grievance boxes in the campus are opened on 15 Dec, 2018 in presence of the following members.

1. Chairman – Major. Dr. V. A. Narayana, Principal
2. Convener – Mr. P. Raveendra babu, Associate Professor
3. IQAC Coordinator – Prof. G. Devadasu, HOD EEE.

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

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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

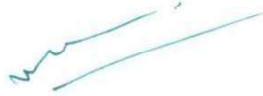
Report of Opening Grievance Boxes in the Campus

Date: 19 / Jan / 2019

The grievance boxes in the campus are opened on 19 Jan, 2019 in presence of the following members.

1. Chairman – Major. Dr. V. A. Narayana, Principal 
2. Convener – Mr. P. Raveendra babu, Associate Professor 
3. IQAC Coordinator – Prof. G. Devadasu, HOD EEE. 

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 / feb / 2019

The grievance boxes in the campus are opened on 16 feb, 2019 in presence of the following members.

1. Chairman – Major. Dr. V. A. Narayana, Principal 

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

3. IQAC Coordinator – Prof. G. Devadasu, HOD EEE. 

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 / Mar / 2019

The grievance boxes in the campus are opened on 16 Mar, 2019 in presence of the following members.

1. Chairman – Major. Dr. V. A. Narayana, Principal
2. Convener – Mr. P. Raveendra babu, Associate Professor
3. IQAC Coordinator – Prof. G. Devadasu, HOD EEE.

Three handwritten signatures in black ink, corresponding to the three members listed in the list above.

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

Handwritten signature of the Principal in blue ink.

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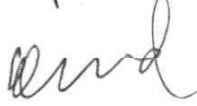
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GRIEVANCE REDRESSAL MECHANISM COMMITTEE


Report of Opening Grievance Boxes in the Campus

Date: 20 / Apr / 2019

The grievance boxes in the campus are opened on 20 Apr, 2019 in presence of the following members.

1. Chairman – Major. Dr. V. A. Narayana, Principal 
2. Convener – Mr. P. Raveendra babu, Associate Professor 
3. IQAC Coordinator – Prof. G. Devadasu, HOD EEE. 

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


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CMRCET/PRIN/GRM/2018-19/CIR- 05

Date: 20/ Apr/2019.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 22 Apr, 2019 i.e Monday at 09:45AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 20 Apr, 2019. All the members are requested to attend.

20/4/19
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 Apr, 2019.

With reference to circular CMRCET/PRIN/GRM/2018-19/CIR- 05, dated 20 Apr, 2019. A meeting was held on 22 Apr, 2019 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, EGE *P.R.*
3. Member - Dr. P. Anjusha, Associate Professor, CSE *Anjusha*
4. Member - Dr. P. Alekhya, Assistant Professor, MBA *P. Alekhya*
5. Member - Mrs. K. Soujanya, Associate Professor, EEE *Soujanya*
6. Member - Mr. P. Sridhar, Associate Professor, ME *P. Sridhar*
7. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S *Chandra Shekar Reddy*
8. Member - Mrs. M. Sirin Kumari, Assistant Professor, ECE *Sirin Kumari*
9. Member - Mr. H. Shiva Naik, Assistant Professor, CE *Shiva Naik*
10. Student Member - Alakuntla Ankitha - *ABSENT*
11. Student Member - Chennoji Santhosh *Santhosh*
12. Student Member - Thakkalapelly Rakesh Rao - *ABSENT*
13. Student Member - Amaravathi Puneeth Kumar *Amaravathi*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 20 Apr, 2019.

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						

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P.R.
Coordinator
Grievance Redressal Committee



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GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 18 / May / 2019

The grievance boxes in the campus are opened on 18 May, 2019 in presence of the following members.

1. Chairman – Major. Dr. V. A. Narayana, Principal
2. Convener – Mr. P. Raveendra babu, Associate Professor
3. IQAC Coordinator – Prof. G. Devadasu, HOD EEE.

Three handwritten signatures in black ink, corresponding to the three members listed in the list above.

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

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CMRCET/PRIN/GRM/2018-19/CIR- 06

Date: 18/ May/2019.

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 20 May, 2019 i.e Monday at 10:00AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 18 May, 2019. All the members are requested to attend.

18/5/19

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 May, 2019.

With reference to circular CMRCET/PRIN/GRM/2018-19/CIR- 06, dated 18 May, 2019. A meeting was held on 20 May, 2019 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 - Dr. P. Anjusha, Associate Professor, CSE ✓
4. Member - Dr. P. Alekhya, Assistant Professor, MBA ✓ P. Alekhya
5. Member - Mrs. K. Soujanya, Associate Professor, EEE ✓ Soujanya
6. Member - Mr. P. Sridhar, Associate Professor, ME ✓ PS
7. Member - Mr. M. Chandra Shekar Reddy, Associate Professor, H&S ✓ M. Chandra Shekar Reddy
8. Member - Mrs. M. Sirin Kumari, Assistant Professor, ECE ✓ Sirin Kumari
9. Member - Mr. H. Shiva Naik, Assistant Professor, CE ✓ Shiva Naik
10. Student Member - Alakuntla Ankitha ✓ ANKITHA
11. Student Member - Chennoji Santhosh - ABSENT
12. Student Member - Thakkalapelly Rakesh Rao ✓ Rakesh Rao
13. Student Member - Amaravathi Puneeth Kumar ✓ APK

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 18 May, 2019.

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						

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Coordinator
 Grievance Redressal Committee





GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

Date: 15 / Jun / 2019

The grievance boxes in the campus are opened on 15 Jun, 2019 in presence of the following members.

1. Chairman – Major. Dr. V. A. Narayana, Principal 

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

3. IQAC Coordinator – Prof. G. Devadasu, HOD EEE. 

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


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Date: 28.06.2019.

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

Sub: Report on grievances received from stake holders during the academic year 2018-19 reg:-

Respected Sir

The grievance redressal committee has received a total of 14 grievances, out of these a total of 03 grievances are accepted for redressal during the academic year 2018-19, 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. Ch. Chander (16H51A0108)	17.11.2018	Request to shift Library from third floor to ground floor	This grievance was brought to the notice of management through principal. Management has a plan to implement as soon as possible.	On going
2	Dr. M. Nagaraju Naik	17.11.2018	Increase the space for staff vehicle parking	This grievance was brought to the notice of management through principal. Management has a plan to implement as soon as possible.	On Going
3	Mr. N. Prudhvi Kumar Raddy (16H51A0439)	17.11.2018	Request to increase the number of text books in Library	Further instructions have been given to the concerned committee members to look in to the matter and give latest information available in the library. Based on the information it has been decided to increase the number of 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.

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

on
29/6/19

Recommended
[Signature]