



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 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

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 *Apo*

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						
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(Signature)
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(Signature)
Coordinator
Grievance Redressal Committee



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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
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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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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 ✓
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.S.
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 - ABSENT
12. Student Member - Thakkalapelly Rakesh Rao - ABSENT
13. Student Member - Amaravathi Puneeth Kumar ✓ A.P.

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						
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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
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 - ABSENT
12. Student Member - Thakkalapelly Rakesh Rao ✓ Rakesh
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						
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