



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(UGC AUTONOMOUS)

Approved by AICTE New Delhi, Permanently affiliated to JNTUH  
Accredited by NAAC with 'A' Grade, All B.Tech Programmes Accredited by NBA  
Kandlakoya (V), Medchal Road, Hyderabad -501401.

## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 11<sup>th</sup> July, 2019.

As per the circular CMRCET/PRIN/GRM/2019-20/Cir-01, dated 09<sup>th</sup> July 2019. A meeting was held on 11<sup>th</sup> July, 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
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 - Ambeeru Adithya
11. Student Member - Geddada Bhavanimalaxmi
12. Student Member - Nimma Rajesh Reddy
13. Student Member - Bashaboina Venkat Naveen

### 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 22 Jul, 2019.

With reference to circular CMRCET/PRIN/GRM/2018-19/CIR- 02, dated 20 Jul, 2019. A meeting was held on 22 Jul, 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
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 - Ambeeru Adithya Aditha
11. Student Member - Geddada Bhavanimalaxmi G. Bhavani
12. Student Member - Nimma Rajesh Reddy Nreddy
13. Student Member - Bashaboina Venkat Naveen B. Naveen

### Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 20 Jul, 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



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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

### Minutes of Meeting held on 19 Aug, 2019.

With reference to circular CMRCET/PRIN/GRM/2018-19/CIR- 03, dated 17 Aug, 2019. A meeting was held on 19 Aug, 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 *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 - Ambeeru Adithya *Adithya*
11. Student Member - Geddata Bhavanimalaxmi *G. Bhavanimalaxmi*
12. Student Member - Nimma Rajesh Reddy *N. Rajesh Reddy*
13. Student Member - Bashaboina Venkat Naveen *B. Naveen*

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 17 Aug, 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						
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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 18 Nov, 2019.

With reference to circular CMRCET/PRIN/GRM/2018-19/CIR- 02, dated 16 Nov, 2019. A meeting was held on 18 Nov, 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
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 - Ambeeru Adithya
11. Student Member - Geddada Bhavanimalaxmi - ABSENT
12. Student Member - Nimma Rajesh Reddy
13. Student Member - Bashaboina Venkat Naveen

Agenda of the Meeting:

- To hear and address the Grievances received from the grievance boxes on 16 Nov, 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						

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Coordinator  
Grievance Redressal Committee