

A. Y 2019-2020



# 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.

CMRCET/PRIN/GRM/2019/01

Date: 08<sup>th</sup> July, 2019.

## 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 2019-20.

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. Alekhya	Assistant Professor, MBA	Member
4	Dr. P. Anjusha	Associate Professor, CSE	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	Ambeeru Adithya	Student(19H51A0102)	Student Member
11	Geddada Bhavanimalaxmi	Student(18H51A0342)	Student Member
12	Nimma Rajesh Reddy	Student(17H51A05F9)	Student Member
13	Bashaboina Venkat Naveen	Student(17H55A0241)	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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Hyderabad-501401.

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/2019-20/Cir - 01

Date: 09<sup>th</sup> July, 2019.

## CIRCULAR

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 11<sup>th</sup> July, 2019. i. e Monday at 12:30PM in principal conference hall. All the members are requested to attend the meeting.

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Copy Submitted to: (1) The Secretary garu (for kind information please).

Copy to:

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- (3) All HODs
- (4) Exam Branch
- (5) Administrative Officer
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## 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

### Report of Opening Grievance Boxes in the Campus

Date: 20 / Jul / 2019

The grievance boxes in the campus are opened on 20 Jul, 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 “1”.

  
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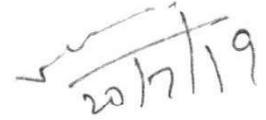
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CMRCET/PRIN/GRM/2019-20/CIR- 02

Date: 20/ Jul/2019.

## CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 22 Jul, 2019 i.e Monday at 09:30AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 20 Jul, 2019. All the members are requested to attend.

  
20/7/19

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 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

### Report of Opening Grievance Boxes in the Campus

Date: 17 / Aug / 2019

The grievance boxes in the campus are opened on 17 Aug, 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 "1".

  
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CMRCET/PRIN/GRM/2019-20/CIR- 03

Date: 17/ Aug/2019.

## CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 19 Aug, 2019 i.e Monday at 09:45AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 17 Aug, 2019. All the members are requested to attend.

✓  
17/8/19,  
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 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 - Geddada 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						
2						
3						
4						
5						

*[Signature]*  
PRINCIPAL  
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*[Signature]*  
Coordinator  
Grievance Redressal Committee



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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

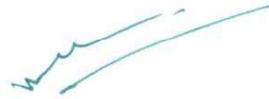
### Report of Opening Grievance Boxes in the Campus

Date: 21 / Sept / 2019

The grievance boxes in the campus are opened on 21 Sept, 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: 19 / Oct / 2019

The grievance boxes in the campus are opened on 19 Oct, 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 / Nov / 2019

The grievance boxes in the campus are opened on 16 Nov, 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 "1".

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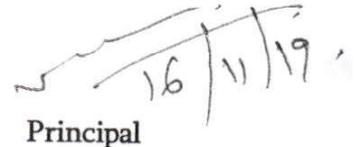
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/GRM/2019-20/CIR- 04

Date: 16/ Nov/2019.

## CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 18 Nov, 2019 i.e Monday at 10:30AM in principal conference hall. To hear and address the various grievances received from the grievance boxes on 16 Nov, 2019. All the members are requested to attend.

  
16/11/19

Principal

Copy Submitted to: (1) The Secretary garu (for kind information please).

Copy to: (1) All HODs

- (2) Vice Principal
- (3) Administrative Officer
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- (5) PA

  
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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



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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

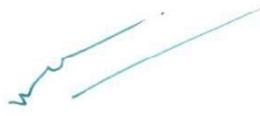
### Report of Opening Grievance Boxes in the Campus

Date: 21 / Dec / 2019

The grievance boxes in the campus are opened on 21 Dec, 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".

  
PRINCIPAL  
CMR COLLEGE OF ENGG. & TECH.  
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