



# SUMATHI REDDY

## INSTITUTE OF TECHNOLOGY FOR WOMEN

*L e a r n i n g a t i t s b e s t*

Affiliated to JNTUH - Approved by AICTE

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No./ SRITW/ GRC/ 2019

Date:04.09.2019

### CIRCULAR

The Grievance Redressal Committee (GRC) meeting is scheduled on 12.09.2019 in Conference Hall at 2.00 PM. All the members of Grievance Redressal Committee (GRC) are informed to attend the meeting.

#### Agenda:

- To review the previous grievance
- To discuss the grievance received from the students about provision of rest rooms in first and second floors.
- Any other relevant subject at the time of meeting

Copy to:

All HOD's (CSE, ECE, ~~EEE~~, H&Sc)  
Administrative Officer  
All Members of the Committee

*R.S.V.Reddy*  
CHAIRPERSON





Date: 12.09.2019

### Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 12.09.2019 at 2.00PM.

**Venue:** Conference Hall

#### Members Present:

S.No.	Name	Designation	Role
1	Mr.R.Shashi kumar Reddy	HoD, EEE	Chairperson
2	Mrs.P.Vijaya Laxmi	Asst.Professor, H&Sc	Member
3	Mr.G.Randheer Reddy	Asst.Professor, CSE	Member
4	Mr.E. Kumaraswamy	Asst. Professor, ECE	Member
5	Mrs.KM.Sujatha	Asst.Professor, H&Sc	Member
6	Mr.A.Rajesh	Asst.Professor, H&Sc	Member

#### Grievance 1:

Provision of refrigerator in second floor.

#### Proceedings:

1. After welcoming all the members to the meeting, the GRC Chairperson placed the agenda of the meeting before the members, which was already circulated along with the meeting notice.
2. The Chairperson-GRC, formally welcomed the members to the meeting, and in his initial remarks, presented briefly the highlights of the agenda of the meeting.
3. He gave a brief review of previous meeting proceedings and the action taken thereon.

#### Action Taken:

Discussed with the maintenance staff

As there were no other points for discussion, the meeting was concluded with a vote of thanks.





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### Report of Grievance Redressal Committee for the year 2019-20

S.No.	Nature of the Grievance	Action Taken	Remarks
1	Provision of rest rooms in first and second floor	Discussed with the maintenance staff	Solved within four weeks

S.No.	Name	Role	Signature
1	Mr.R.Shashi kumar Reddy	Chairperson	R.S.R.Reddy
2	Mrs.P.Vijaya Laxmi	Member	P.V.Laxmi
3	Mr.G.Randheer Reddy	Member	G.Randheer
4	Mr.E. Kumaraswamy	Member	E.Kumaraswamy
5	Mrs.KM.Sujatha	Member	Sujatha
6	Mr.A.Rajesh	Member	A.Rajesh

*Rajai*  
PRINCIPAL  
PRINCIPAL

Sumathi Reddy Institute of Technology for Women  
Ananthasagar (V), Hasanparthy (M)  
WARANGAL - 506 371 (T.S.)





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No./ SRITW/ GRC/ 2020

Date:07.01.2020

### CIRCULAR

The Grievance Redressal Committee (GRC) meeting is scheduled on 09.01.2020 in Conference Hall at 2.00 PM. All the members of Grievance Redressal Committee (GRC) are informed to attend the meeting.

#### **Agenda:**

- To review the previous grievance
- To discuss the grievance received from the students about rash driving by bus drivers and spicy hostel food.
- Any other relevant subject at the time of meeting

Copy to:

All HOD's (CSE, ECE, <sup>4</sup>EEE, H&Sc)  
Administrative Officer  
All Members of the Committee

*R.S.B. Reddy*  
CHAIRPERSON





Date: 09.01.2020

### Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 09.01.2020 at 2.00PM.

**Venue:** Conference Hall

#### Members Present:

S.No.	Name	Designation	Role
1	Mr.R.Shashi kumar Reddy	HoD, EEE	Chairperson
2	Mrs.P.Vijaya Laxmi	Asst.Professor, H&Sc	Member
3	Mr.G.Randheer Reddy	Asst.Professor, CSE	Member
4	Mr.E. Kumaraswamy	Asst. Professor, ECE	Member
5	Mrs.KM.Sujatha	Asst.Professor, H&Sc	Member
6	Mr.A.Rajesh	Asst.Professor, H&Sc	Member

**Grievance 1:** Rash driving by Bus drivers

**Grievance 2:** Hostel food is spicy these days

#### Proceedings:

1. After welcoming all the members to the meeting, the GRC Chairperson placed the agenda of the meeting before the members, which was already circulated along with the meeting notice.
2. The Chairperson-GRC, formally welcomed the members to the meeting, and in his initial remarks, presented briefly the highlights of the agenda of the meeting.
3. He gave a brief review of previous meeting proceedings and the action taken thereon.

#### Action Taken:

1. The issue was discussed and the members decided to conduct a meeting with all the Bus drivers and explained the consequences of rash driving. Further, it is also decided to arrange a counseling session to the Bus drivers by a professional psychologist.





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2. The members suggested that the Warden and Principal shall address the students regarding this issue. They should be counseled and advised to restrain from such activities. If identified a strict action would be initiated.

As there were no other points for discussion, the meeting was concluded with a vote of thanks.

## Report of Grievance Redressal Committee for the year 2019-20

S.No.	Nature of the Grievance	Action Taken	Remarks
1	Rash driving by Bus drivers	The issue was discussed and the members decided to conduct a meeting with all the Bus drivers	Solved within week
2	Hostel food is spicy these days	The members suggested that the Warden and Principal shall address the students regarding this issue	Solved within 2 weeks

S.No.	Name	Role	Signature
1	Mr.R.Shashi kumar Reddy	Chairperson	R.S.K.Reddy
2	Mrs.P.Vijaya Laxmi	Member	P.V.Laxmi
3	Mr.G.Randheer Reddy	Member	Reddy
4	Mr.E. Kumaraswamy	Member	Elswamy
5	Mrs.KM.Sujatha	Member	Sujatha
6	Mr.A.Rajesh	Member	Rajesh



*Rajai*  
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