



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

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

DVV Findings

- Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms.
- Circular/web-link/ committee report justifying the objective of the metric
- Minutes of the meetings of student grievance committee, as per metric.

HEI Input:

A. All of the above

S. No.	Content	Page No.
1	Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms.	1-10
2	Circular/web-link/ committee report justifying the objective of the metric	11-28
3	Minutes of the meetings of student grievance committee, as per metric.	29-55

PRINCIPAL
Principal

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



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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

Lr. No/OO/ SRITW/2021

Date: 12-02-2021

Office Order

As per the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015, read with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, to deal with complaints relating to sexual harassment at the workplace. The institution has constituted the Internal Complaints Committee with effect from 12-02-2021.

Internal Complaints Committee Members

S. No.	Name	Designation	Role
1	Dr. I. Rajasri Reddy	Principal	Chairperson
2	Dr. N. Srivani	Professor	Member
3	Mrs. Ch.Padmaja	Assistant Professor	Member
4	Mrs.S. Vishali	Assistant Professor	Member
5	Mrs. S. Swapna	Psychologist	Member
6	Mrs. D. Raghava kumari	Assistant Professor	Member

Copy to:

Members of the committee

All HOD's (CSE, ECE, EEE & H&Sc)

Administrative Officer

Library



Rijan
Principal
PRINCIPAL
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Internal Complaints Committee

Formation

The Internal Complaints Committee (ICC) of the college is formed in the year 12th February 2021 in accordance with the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015, read with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, to deal with complaints relating to sexual harassment at the workplace.

Aim

Aim of the Committee is Prevention, Prohibition and redressal of sexual harassment of students and employees in the institution. Complaints pertaining to Sexual Harassment shall be lodged with the committee and appropriate disciplinary action is initiated by the members in accordance to the rules/regulations of the college.

Objectives

1. To consider the welfare of students and female faculty.
2. To handle issues related to sexual harassment of students and faculties.
3. To make arrangements for appropriate psychological, physical and emotional support in the form of counseling, security and other assistance.
4. To recommend the concerned authorities for follow-up action and monitor the same.

Procedure for Filing a complaint with ICC

- Complaints can be handwritten or typed on paper or can be utilize complaint form
- Nature of complaints should be clearly stated in detail
- Student can contact any internal member of ICC- SRITW and hand over the complaint
- Students may file grievances through online portal <https://sritw.org/grievance>

Functions of ICC-SRITW

- In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Honorable Supreme Court Judgment dated 13th August, 1997 on the subject of sexual harassment of women in the workplace, SRITW had



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duly constituted an Internal Complaint Committee (ICC) for sensitizing, preventing and redressing complaints of sexual harassment of women in SRITW.

- Committee will take all necessary steps to assist the affected person in terms of support and preventive action.
- All Complaints will be dealt with confidentiality
- On receipt of a complaint, ICC conducts preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence including the complaints. ICC then submits the enquiry report to the management. In case the allegations are not in the nature of sexual harassment, ICC refers such complaints to the Grievance Redressal Committee of the college.

Copy to:

Committee members

All HOD's (CSE, ECE, EEE H&Sc)

Administrative Officer



Rajai
Chairperson

(Internal Complaints Committee)

PRINCIPAL

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

Affiliated to JNTUH - Approved by AICTE

Lr. No/OO/ SRITW/2018

Date: 09-08-2018

Office Order

As per UGC regulations, 2012 in exercise of the power conferred under clause (g) of subsection (1) of section 26 of the University Grants Commission Act 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012. The institution has constituted the Grievance Redressal Committee with effect from 09-08-2018.

Functions of the committee are enclosed with this order

Grievance Redressal Committee Members

S.No.	Name	Designation	Role
1	Mr. R. Shashikumar Reddy	Assistant Prof., EEE	Chairperson
2	Mrs. P. Vijaya Laxmi	Assistant Prof., H&Sc	Member
3	Mr. G. Ranadheer Reddy	Assistant Prof., CSE	Member
4	Mr. E. Kumaraswamy	Assistant Prof., ECE	Member
5	Mrs. KM. Sujatha	Assistant Prof., H&Sc	Member
6	Mr. A. Rajesh	Assistant Prof., H&Sc.	Member

Copy to:

Members of the committee

All HOD's (CSE, ECE, EEE & H&Sc)

Administrative Officer

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Rijan

Principal

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Formation

Grievance Redressal Committee

The institute has a mechanism for resolving student grievances. The Committee's role is to investigate complaints made by any student and determine their legitimacy. Anyone may approach the committee members in person if they have genuine issues or suggestions for enhancing the academics or administration at the institute. Grievances may be sent in writing if the person refuses to appear in person. Email can also be used to send complaints to the grievance redressal committee.

The grievance redressal cell of the institute having provision of teaching staff has its members and HOD of CSE as the chairperson. The cell is set up to be reconstituted if necessary, care is taken to select staff members from each stream. The committee meets twice in solve the grievances thus raised by the students in the committee meeting.

Functions

- To uphold the dignity of the college by ensuring strife free atmosphere in the college through promotion of cordial student-student relationship and student- teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized either directly through written format or through online portal <https://sritw.org/grievance> or any member of the committee.
- To support students who have been deprived of the services offered by the college for which she is entitled.
- To ensure effective solution to the student's grievances with an impartial and fair approach.
- To ensure that the students can approach the cell for their grievances regarding academics, financial matters, health services, library, and other central services, as well as the complaints.



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Scope

The committee responds to complaints about the following issues brought up by students and provides service.

Academic Matter: Issue in the mark sheets, transfer certificates, conduct certificates or other examination related matters.

Financial Matters: Dues and Payments for various items from library, hostels etc.

Other Matters: Certain hesitations about conditions of sanitation, preparation of food, availability of infrastructure, transport etc.

Procedure

- The formation of the Student Grievance Redressal Committee will be formally publicised.
- Students are free to file a grievance by filling out a complaint form in the administrative office or sending an email to the grievance id.
- The committee will act upon those cases which have been forwarded along with the necessary documents.
- The committee will take up only those matters which have not been solved by other departments.
- Grievances related to fees etc. will be taken up only if the relevant proofs are attached.

Formal Resolution

- Any formal grievance submitted by the student, resolution will be provided within 10 working days.

Informal Resolution

- An attempt at informal resolution will begin no more than 5 working days after the service or decision is rendered.

Copy to:

Committee members

All HOD's (CSE, ECE, EEE H&Sc)

Administrative Officer

Library



Rijan

**Chairperson
PRINCIPAL**

Sumathi Reddy Institute of Technology for Women
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Affiliated to JNTUH - Approved by AICTE

Lr. No/OO/ SRITW/2010

Date: 05-07-2010

Office Order

As per UGC regulations, 2009 on curbing the menace of Anti-ragging in Higher Education Institutions under para 6.3(a,c&f) the institution has constituted the Anti-Ragging and Disciplinary Committee with effect from 05-07-2010.

Functions of the committee are enclosed with this order.

Anti-Ragging and Disciplinary Committee Members

S. No	Name	Designation	Role
1	Dr. V. Narasimhacharyulu	Principal	Chairperson
2	Mr. G. Ranadheer Reddy	HOD, CSE	Convener
3	Mrs.G. Manasa	Assistant Prof., CSE	Member
4	Mr. R. Nagaraju	Assistant Prof., Physics	Member
5	Mr. P.V. Ramana Rao	Assistant Prof., Physics	Member
6	Mr. A. Vinaychandra	Assistant Prof, Chemistry	Member
7	Mr. A.Rajesh	Assistant Prof., Mech.	Member
8	Ms.S. Divya	II B.tech	Student representative
9	Ms. U. Deepika	II B.tech	Student representative

Copy to:

Members of the committee

All HOD's (CSE, ECE, EEE & H&Sc)

Administrative Officer

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Rijan

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ANTI-RAGGING AND DISCIPLINARY COMMITTEE

Anti -Ragging and Disciplinary Committee is constituted in SRITW to prevent ragging and to take anti -ragging measures as per the guidelines issued by the Supreme Court of India and UGC, 2009. Anti-Ragging and Disciplinary Committee is formed and has been actively functioning to address the issues concerning ragging.

SRITW campus is ragging free, still all measures have been taken to ensure that the fresher's are able to pursue their studies without getting teased or insulted in any way by the seniors.

Aim

To build a ragging free environment by instilling the principles of tolerance, empathy and compassion so that students become responsible citizens.

Objectives

- To prohibit fresher's from teasing or handling with rudeness
- To create awareness among the students about the consequences of ragging.
- To address any ragging issues immediately and take action as advised by the committee.

Anti-Ragging Policy

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, 2009, ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.



Kajal
PRINCIPAL

Sumathi Reddy Institute of Technology for Women

Ananthasagar, Hasanparthy, Warangal -506371, Telangana. Website: www.sritw.org

Phone no: 0870-2818302. Email: principal@sritw.org



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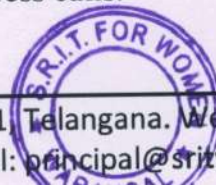
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Functions of Anti Ragging

- To uphold and comply with the directions of the Honorable Supreme Court and be vigilant on any acts amounting to ragging.
- To publicize all students and prevalent directives and the actions that can be taken against those indulging in ragging.
- To consider the complaints received from the students, conduct enquiry and submit report to the principal along with punishment recommended for the offenders.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- Conduct workshops against ragging menace and orient the students.
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.

Rajani

PRINCIPAL





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- To offer services of counseling and create awareness to the students.
- To take all necessary measures for prevention of Ragging inside the Campus.

Depending on the nature and gravity of the guilt established by the Anti-Ragging and disciplinary Committee one or more of the following punishments would be awarded to those found guilty.

- Suspension from attending classes and academic privileges.
- Withholding/withdrawing scholarship and other benefits
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel.
- Cancellation of admission.

Two meetings would be conducted annually pertaining to Anti - Ragging.

Copy to:

Members of the committee

All HOD's (CSE, ECE, EEE& H&Sc)

Administrative Officer

Rajai
Principal

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No./SRITW/ ARDC/ 2018

Date: 01-10-2018

CIRCULAR

All the students are hereby informed that, the ragging is totally prohibited both inside and outside the college campus. If anything is found serious action will be taken as per UGC regulations, 2009 on curbing the menace of Anti-ragging in Higher Education Institutions under para 6.3(a,c&f) the institution has constituted the Anti-Ragging and Disciplinary Committee of Sumathi Reddy Institute of Technology for Women in accordance with the following committee members

Anti-Ragging and Disciplinary Committee members

S. No	Name	Designation	Role
1	Dr. I Rajasri Reddy	Principal	Chairperson
2	Dr. N. Srivani	HOD, H&Sc	Convener
3	Mr. R. Shahshikumar Reddy	Assistant Prof., EEE	Member
4	Dr. K. Mahender	HOD, ECE	Member
5	Mr. A. Rajesh	Assistant Prof, H&Sc	Member
6	Mr. G. Ranadheer Reddy	Asst. Professor, CSE	Member
7	Kishan	Sub Inspector of Police	Member
8	S.Swamy	Parent of S.Sangeetha I Btech	Member
9	Ms. R. Lathasree	IV Btech	Student representative
10	Ms.Md. Rasha	IV Btech	Student representative
11	Ms.Y Preethi Reddy	II Btech	Student representative
12	Ms.P. Likitha	I Btech	Student representative

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Affiliated to JNTUH - Approved by AICTE

No./SRITW/ ARDC/ 2019

Date: 08-07-2019

CIRCULAR

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6	Mr. A. Rajesh	Assistant Prof, H&Sc	Member
7	Mr. G. Ranadheer Reddy	Asst. Professor, CSE	Member
8	Kishan	Sub Inspector of Police	Member
9	P.Ravinder Rao	Parent of P.Vinuthna I Btech	Member
10	Chirra Navya	III Btech	Student representative
11	Dasari Vishwaja	II Btech	Student representative

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No./SRITW/ ARDC/ 2020

Date: 07-03-2020

CIRCULAR

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5	Dr. E.Sudharshan	HOD, CSE	Member
6	Mr. A. Rajesh	Assistant Prof, H&Sc	Member
7	Mr. G. Ranadheer Reddy	Asst. Professor, CSE	Member
8	Dr. M.Gopal	Associate Professor, ECE	Member
9	Kishan	Sub Inspector of Police	Member
10	U.Sambaiah	Parent of U.Swathi IBtech	Member
11	Chirra Navya	IV Btech	Student representative
12	Dasari Vishwaja	III Btech	Student representative

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

Affiliated to JNTUH - Approved by AICTE

No./SRITW/ ARDC/ 2021

Date: 01-12-2021

CIRCULAR

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8	Dr. M.Gopal	Associate Professor, ECE	Member
9	Suresh kumar	Sub Inspector of Police	Member
10	Y.Sammaiah	Parent of Y.Akhila IBtech	Member
11	K. Sravya	III Btech	Student representative
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L e a r n i n g a t i t s b e s t

Affiliated to JNTUH - Approved by AICTE

No./SRITW/ ARDC/ 2022

Date: 18-10-2022

CIRCULAR

All the students are hereby informed that, the ragging is totally prohibited both inside and outside the college campus. If anything is found serious action will be taken as per UGC regulations, 2009 on curbing the menace of Anti-ragging in Higher Education Institutions under para 6.3(a,c&f) the institution has constituted the Anti-Ragging and Disciplinary Committee of Sumathi Reddy Institute of Technology for Women in accordance with the following committee members

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9	Suresh Kumar	Sub Inspector of Police	Member
10	B.Srinivas	Parent of B.Kavyasree I Btech	Member
11	Gourishetty Keerthika	III Btech	Student representative
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L e a r n i n g a t i t s b e s t

Affiliated to JNTUH - Approved by AICTE

No./SRITW/ ARDC/ 2023

Date: 06-09-2023

CIRCULAR

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8	Dr. M.Gopal	Associate Professor, ECE	Member
9	Suresh Kumar	Sub Inspector of Police	Member
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L e a r n i n g a t i t s b e s t

Affiliated to JNTUH - Approved by AICTE

Anti-Ragging and Disciplinary Committee

Date: 19-07-2018

Annual Report: (2018-19)

Anti-ragging and disciplinary committee is one of the essential committee was established to maintain a safe and healthy environment while achieving educational goals and objectives. Anti-ragging and disciplinary committee posted information regarding prevention of ragging in detail and punishment meant for the offence is highlighted in the college website and on the notice board. Staff members are also serving as mentors to newly admitted students to their particular class. Similarly, the committee organised various programmes to raise the awareness about anti-ragging.

As a result of this, the committee has never received a single complaint. However awareness campaign about ragging is the regular practice in the campus.



Rajin

PRINCIPAL

Sumathi Reddy Institute of Technology for Women
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WARANGAL - 506 371 (T.S.)

Principal



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Anti-Ragging Disciplinary Committee

Date: 26-07-2019

Annual Report: (2019-20)

Anti-ragging and disciplinary committee will be responsible for maintaining awareness and putting a halt to ragging incidents., if any, happening / reported in the places of student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc. The members of the committee educate the students by adopting various means about the menace of ragging and related punishments there to. An extent of positive reinforcement activities are adopted by anti-ragging and disciplinary committee for orienting students and moulding their personality for a better cause.

Consequently, the committee has never encountered a single complaint. However, ragging awareness campaigns are widespread in campus.



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

Principal



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

Anti-Ragging Disciplinary Committee

Date: 30-08-2021

Annual Report: (2021-22)

Anti-ragging and disciplinary committee is one of the essential committee was established to maintain a safe and healthy environment while achieving educational goals and objectives. The ragging is totally prohibited both inside and outside the college campus. If anything is found, serious action will be taken as per UGC regulations, 2009 on curbing the menace of anti-ragging in higher education institutions under para 6.3(a,c&f) the institution has constituted the anti-ragging and disciplinary committee.

As a result of this, the committee has never received a single complaint. However awareness campaign about ragging is the regular practice in the campus.



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

Principal



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

Anti-Ragging Disciplinary Committee

Date: 15-07-2022

Annual Report: (2022-23)

Anti-ragging and disciplinary committee is one of the essential committee was established to maintain a safe and healthy environment while achieving educational goals and objectives. Anti-ragging committee posted information on the college website and on the notice board.

The principal addressed newly admitted students in the start of the induction programme. The provision of the anti-ragging circular was stated in detail and punishment meant for the offence is highlighted. Staff members also serve as mentors to newly admitted students in their particular classrooms. Similarly, the committee organised various programmes to raise the awareness about anti-ragging.

As a result of this, the committee has never received a single complaint. However awareness campaign about ragging is the regular practice in the campus.



Rajini

PRINCIPAL

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

Principal



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

Internal Complaints Committee

Date: 17-07-2021

Annual Report: 2021-22

The college has constituted an Internal Complaints Committee (ICC) on the basis of the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Educational institutions) Regulations, 2015.

ICC comprises of student representatives and members from the teaching community. It registers complaints of workplace sexual harassment and undertakes formal proceedings to resolve them.

ICC organizes special session on what constitutes sexual harassment and explains the procedure of filing a complaint in ICC.

The committee noted that no complaint of sexual harassment has been received from any student or women employee of this college.



Rajini

PRINCIPAL

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

Principal



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

Affiliated to JNTUH - Approved by AICTE

Internal Complaints Committee

Date: 17-07-2022

Annual Report: 2022-23

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Rajini

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Ananthasagar (V), Hasanparthy (M)
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Principal



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Grievance Redressal Committee

Date: 29-06-2018

Annual Report

(2018-2019)

One of the important committees is the Grievance Redressal Committee. To avoid undesirable escalation and unpleasant feelings, it is to resolve disputes in a courteous and supportive manner. Grievance procedures also allow us to promptly identify and resolve undesirable practices. The institution has formed this committee to address student issues and maintain proper vigilance. The committee resolves grievances quickly and without delay.

The following are the grievances/complaints that were resolved during the academic year 2018-19.

Complaints Registered	Action Taken
1. Provide lights and fans in room number 116 & 117	Yes
2. Extension of Library hours till 7pm	Yes
3. Provide Competitive books for reference	Yes



Rajini
PRINCIPAL

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

Principal



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Grievance Redressal Committee

Date: 26-07-2019

Annual Report

(2019-2020)

One of the most significant committees is the Grievance Redressal Committee. Issues must be handled kindly and supportively to avoid unnecessary escalation. Grievance procedures aid in the rapid identification and settlement of practices deemed unwanted or illegal.

The institution formed this committee to handle the grievances of diverse students and to ensure proper monitoring. The committee will handle the issues as soon as possible. The meeting's chairman welcomed everyone and addressed the college students' issues.

The following are the grievances/complaints that were settled during the academic year 2019-20.

Complaints Registered	Action Taken
1. Provide Refrigerator in the second floor	Provided
2. Rash driving by bus drivers	Resolved
3. Hostel food is oily	Resolved



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

Principal



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

Affiliated to JNTUH - Approved by AICTE

Grievance Redressal Committee

Date: 07-12-2020

Annual Report

(2020-2021)

One of the key committees is the Grievance Redressal Committee. To minimize unnecessary escalation and unfavorable feelings, concerns must be handled courteously and productively. Procedures for handling grievances make it easier to identify and stop inappropriate or illegal conduct.

The institution formed this committee in order to handle concerns from different students and to guarantee proper oversight. The committee will address the problems as soon as possible.

The following are the grievances/complaints that were settled during the academic year 2020-21.

Complaints Registered	Action Taken
1. Provide Mask and Sanitizers	Provided
2. Provide A/C in Seminar Hall	Provided



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

Principal



SUMATHI REDDY

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

Affiliated to JNTUH - Approved by AICTE

Grievance Redressal Committee

Date: 30-08-2021

Annual Report

(2021-2022)

The Grievance Redressal Committee is one of the most significant committees. Concerns must be handled gently and productively to avoid unnecessary escalation and undesirable attitudes. Grievance management methods make it easier to identify and terminate inappropriate or illegal behaviour. The institution formed this committee to address issues brought by diverse students and to provide proper oversight.

The following are the grievances/complaints that were settled during the academic year 2021-22.

Complaints Registered	Action Taken
1. Installation of projectors in room number: 114,115 and 116	Installed



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

Principal



SUMATHI REDDY

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

Affiliated to JNTUH - Approved by AICTE

Grievance Redressal Committee

Date: 24-08-2022

Annual Report

(2022-2023)

The college established the Grievance Redressal Committee, a significant committee, to handle student issues and offer suitable supervision. Ensuring the courteous and productive handling of grievances is crucial to prevent any bad emotions or possible escalation.

Grievance management procedures aim to promptly identify and dismiss any behavior that is considered inappropriate or illegal.

The following are the grievances/complaints that were settled during the academic year 2022-23.

Complaints Registered	Action Taken
1. Provide extra fee counters in the office during last of fee payment	Provided
2. Provide benches under the trees for open discussion	Provided



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

Principal



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

No. SRITW/ GRC/ 2018

Date: 20.08.2018

CIRCULAR

The Grievance Redressal Committee (GRC) meeting is scheduled on 21.08.2018 in Conference Hall at 2.00 PM. All the members of Grievance Redressal Committee (GRC) are informed to attend the meeting.

Agenda:

- To discuss Internal Complaints or Grievances
- To discuss the grievance received from the students about not working of lights and fans in class room no. 117 and 118
- Any other relevant subject at the time of meeting

R. S. R. Reddy

Copy to:

Chairperson

All HOD's (CSE, ECE, EEE, H&Sc)

Administrative Officer

All Members of the Committee

Library



Rajini
PRINCIPAL

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



SUMATHI REDDY

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Date: 21.08.2018

Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 21.08.2018 at 2.00PM.

Venue:Conference Hall

Members Present:

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

Grievance 1:

Not working of lights and fans in class room no. 117 and 118.

Proceedings:

1. The Chairperson formally welcomed the members to the meeting.
2. He gave a brief review of previous meeting proceedings and the action taken thereon.

Resolutions:

1. Discussed about working position of lights and fans in class room no. 117 and 118 and decided to inform to maintenance staff.
2. Suggested the maintenance staff to verify the functioning of lights and fans every week.

Action Taken:

Informed to maintenance authority to repair the lights and fans in above mentioned class rooms immediately.

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



Rajesh

PRINCIPAL

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

R.S.K. Reddy

CHAIRPERSON



SUMATHI REDDY

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Date: 08.02.2019

Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 08.02.2019 at 2.00PM.

Venue: Conference Hall

Members Present:

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

Grievance 1:

Extension of library timings till 7.00pm for hostel students

Grievance 2:

Provide more competitive exams books for reference in library.

Proceedings:

1. The Chairperson welcomed the members to the meeting.
2. He gave a brief review of previous meeting proceedings and the action taken thereon.

Resolutions:

1. Discussed with the library committee members and requested the principal to extend the library timings till 7.00pm for hostel students as they stay in college premises.
2. Informed to library committee members to provide the competitive exams books for reference.

Action Taken:

1. Requested principal to extend the library timings till 7.00pm
2. Provision of more competitive exams' books in library.

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



Rajesh
PRINCIPAL

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

R.S.V. Reddy
CHAIRPERSON



SUMATHI REDDY

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

Affiliated to JNTUH - Approved by AICTE

No.SRITW/GRC/2019

Date: 06.02.2019

CIRCULAR

The Grievance Redressal Committee (GRC) meeting is scheduled on 08.02.2019 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 extension of library timings for hostlers and provide more competitive exams books.
- 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

Library



R.S.R. Reddy

Chairperson

Rajini

PRINCIPAL

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



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Affiliated to JNTUH - Approved by AICTE

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
Library



Rajini

PRINCIPAL

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

R.S.R. Reddy

Chairperson



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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	Role
1	Mr.R.Shashikumar Reddy	Chairperson
2	Mrs.P.Vijaya Laxmi	Member
3	Mr.G.Randheer Reddy	Member
4	Mr.E. Kumaraswamy	Member
5	Mrs.KM.Sujatha	Member
6	Mr.A.Rajesh	Member

Grievance 1:

Provision of refrigerator in second floor.

Proceedings:

1. The Chairperson formally welcomed the members to the meeting.
2. He gave a brief review of previous meeting proceedings and the action taken thereon.

Action Taken:

Discussed with the maintenance staff to provide refrigerator in second floor.

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



Rajesh

PRINCIPAL

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

R.S.R. Reddy
CHAIRPERSON



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

No. SRITW/ GRC/ 2020

Date:23.11.2020

CIRCULAR

All the staff are hereby informed that the Grievance Redressal Committee (GRC) is reconstituted with the following members.

S.No	Name	Designation	Role
1	Dr.E.Sudarshan	HOD, CSE	Chairperson
2	Dr.K.Mahender	HOD, ECE	Member
3	Dr.N.Srivani	HOD, H&Sc	Member
4	Mr.R.Shashi Kumar Reddy	Asst. Prof., H&Sc	Member
5	Dr.Pushpalatha Sarla	Asst. Prof., H&Sc	Member

Copy to:

All HOD's (CSE, ECE, EEE, H&Sc)

Administrative Officer

All Members of the Committee

Library



Rajini

PRINCIPAL

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

[Signature]

Chairperson



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Date: 26.11.2020

Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 26.11.2020 at 2.00PM. The committee was reconstituted with new chairperson and members.

Venue: Conference Hall

Members Present:

S.No	Name	Role
1	Dr.E.Sudarshan	Chairperson
2	Dr.K.Mahender	Member
3	Dr.N.Srivani	Member
4	Mr.R.ShashiKumar Reddy	Member
5	Dr.Pushpalatha Sarla	Member

Grievance 1: Provide masks and more sanitizers in the college premises

Proceedings:

1. The newly appointed Chairperson welcomed the new and previous members to the meeting.
2. He delivered a concise summary of the actions that had been done following the previous meeting's proceedings and also asked the suggestions from the members as he was new to the committee.

Action Taken:

1. Talked to maintenance team to provide masks and more sanitizers in the college premises.

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



Rajan
PRINCIPAL

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

[Signature]
CHAIRPERSON



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

Affiliated to JNTUH - Approved by AICTE

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, EEE, H&Sc)

Administrative Officer

All Members of the Committee

Library



Rajini

PRINCIPAL

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

R.S.R. Reddy

Chairperson



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Affiliated to JNTUH - Approved by AICTE

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	Role
1	Mr.R.Shashikumar Reddy	Chairperson
2	Mrs.P.Vijaya Laxmi	Member
3	Mr.G.Randheer Reddy	Member
4	Mr.E. Kumaraswamy	Member
5	Mrs.KM.Sujatha	Member
6	Mr.A.Rajesh	Member

Grievance 1: Rash driving by Bus drivers

Grievance 2: Hostel food is spicy these days

Proceedings:

1. The Chairperson welcomed the members to the meeting.
2. He delivered a concise summary of the actions that had been done following the previous meeting's proceedings.

Action Taken:

1. The issue was discussed with the members and have 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.
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.



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

R.S.K. Reddy
CHAIRPERSON



SUMATHI REDDY

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

Affiliated to JNTUH - Approved by AICTE

No. SRITW/ GRC/ 2021

Date: 23.02.2021

CIRCULAR

The Grievance Redressal Committee (GRC) meeting is scheduled on 23.02.2021 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 A/C in the seminar hall
- Any other relevant subject at the time of meeting

Copy to:

Chairperson

All HOD's (CSE, ECE, EEE, M&Sc)

Administrative Officer

All Members of the Committee

Library



PRINCIPAL

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
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Date: 24.02.2021

Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 24.02.2021 at 2.00PM.

Venue: Conference Hall

Members Present:

S.No	Name	Role
1	Dr.E.Sudarshan	Chairperson
2	Dr.K.Mahender	Member
3	Dr.N.Srivani	Member
4	Mr.R.ShashiKumar Reddy	Member
5	Dr.Pushpalatha Sarla	Member

Grievance 1:

Provision of A/C in the seminar hall to avoid suffocation.

Proceedings:

1. The Chairperson welcomed the members to the meeting.
2. He gave a short recap of the previous meeting's activities and the subsequent actions.

Action Taken:

1. Discussed with the committee members and administrative officer to provide the A/C in the seminar hall.

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



Rajani
PRINCIPAL

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

[Signature]
CHAIRPERSON



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

No. SRITW/ GRC/ 2021

Date: 21.08.2021

CIRCULAR

The Grievance Redressal Committee (GRC) meeting is scheduled on 23.08.2021 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 projectors in class rooms 114, 115 and 116.
- Any other relevant subject at the time of meeting

Copy to:


Chairperson

All HOD's (CSE, ECE, EEE, H&Sc)

Administrative Officer

All Members of the Committee

Library




PRINCIPAL
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Ananthasagar (V), Hasanparthy (M)
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Date: 23.08.2021

Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 23.08.2021 at 2.00PM.

Venue: Conference Hall

Members Present:

S.No	Name	Role
1	Dr. E Sudarshan	Chairperson
2	Dr. K. Mahender	Member
3	Dr.N.Srivani	Member
4	Mr.R.ShashiKumar Reddy	Member
5	Dr.Pushpalatha Sarla	Member

Grievance 1:

Provision of projectors in class rooms 114, 115 and 116.

Proceedings:

1. The Chairperson welcomed the members to the meeting.
2. He provided a quick overview of the actions done following the previous meeting's proceedings.

Action Taken:

1. Discussed with committee members and Administrative Officer to provide projectors in class rooms 114, 115 and 116.

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



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

[Signature]
CHAIRPERSON



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

No. SRITW/ GRC/ 2022

Date: 05.03.2022

CIRCULAR

The Grievance Redressal Committee (GRC) meeting for the year 2021-2022 is scheduled on 07.03.2022 in Conference Hall at 2.00 PM. All the members of Grievance Redressal Committee (GRC) are informed to attend the meeting.

Agenda:

- To read and confirm minutes of the previous meeting.
- To discuss the major grievances of students.
- To discuss any other matters

Copy to:

All HOD's (CSE, ECE, EEE, H&Sc)

Administrative Officer

All Members of the Committee

Library



Rajini

PRINCIPAL

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

[Signature]

Chairperson



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Date: 07.03.2022

Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 07.03.2022 at 3.00PM.

Venue:Conference Hall

Members Present:

S.No	Name	Role
1	Dr. E Sudarshan	Chairperson
2	Dr. K. Mahender	Member
3	Dr.N.Srivani	Member
4	Mr.R.ShashiKumar Reddy	Member
5	Dr.Pushpalatha Sarla	Member

Proceedings:

1. The meeting's chairperson gave everyone a warm welcome.
2. He delivered a short recap of the previous meeting's activities and the subsequent actions.
3. As there was no other subject to discuss and no complaints have been received from any student, the meeting concluded with vote of thanks.



Rajani

PRINCIPAL

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

[Signature]
CHAIRPERSON



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

No.SRITW/ GRC/ 2022

Date: 29.08.2022

CIRCULAR

The Grievance Redressal Committee (GRC) meeting is scheduled on 30.08.2022 in Conference Hall at 2.00 PM. All the members of Grievance Redressal Committee (GRC) are informed to attend the meeting.

Agenda:

1. To read and confirm minutes of the previous meeting.
2. To discuss the grievance received from the students that to provide benches near trees to sit and breathe fresh air in free time.
3. To discuss any other matters

Chairperson

Copy to:

All HOD's (CSE, ECE, EEE, H&Sc)

Administrative Officer

All Members of the Committee

Library



PRINCIPAL

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



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Date: 30.08.2022

Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 30.08.2022 at 2.00PM.

Venue:Conference Hall

Members present:

S.No	Name	Role
1	Dr. E Sudarshan	Chairperson
2	Dr. K. Mahender	Member
3	Dr.N.Srivani	Member
4	Mr.R.ShashiKumar Reddy	Member
5	Dr.Pushpalatha Sarla	Member

Grievance 1:

Provision of seating under trees for open talks.

Proceedings:

1. The Chairperson welcomed the members to the meeting.
2. He presented an overview of the actions done following the previous meeting's proceedings.

Action Taken:

Discussed with Administrative Officer and maintenance staff to provide seating provision under trees.

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



Rajani

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CHAIRPERSON



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No.SRITW/ GRC/ 2023

Date: 24.04.2023

CIRCULAR

The Grievance Redressal Committee (GRC) meeting is scheduled on 25.04.2023 in Conference Hall at 2.00 PM. All the members of Grievance Redressal Committee (GRC) are informed to attend the meeting.

Agenda:

1. To read and confirm minutes of the previous meeting.
2. To discuss the grievance received from the students about provision of one more fee counter.
3. To discuss any other matters

Copy to:

All HOD's (CSE, ECE, EEE, H&Sc)

Administrative Officer

All Members of the Committee

Library



Rajini

PRINCIPAL

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[Signature]

Chairperson



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Date: 25.04.2023

Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 25.04.2023 at 2.00PM.

Venue:Conference Hall

Members Present:

S.No	Name	Role
1	Dr. E Sudarshan	Chairperson
2	Dr. K. Mahender	Member
3	Dr.N.Srivani	Member
4	Mr.R.ShashiKumar Reddy	Member
5	Dr.Pushpalatha Sarla	Member

Grievance 1:

Provision of one more fee counter.

Proceedings:

1. The meeting's chairperson extended a warm greeting to the participants.
2. He gave a quick summary of the events from the last meeting and the subsequent actions.

Action Taken:

The members of the committee discussed the issue with the administrative officer and requested him to provide one more fee counter at the time of fee payments.

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



Rajam
PRINCIPAL
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[Signature]
CHAIRPERSON



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Complaint Form

Complaint No. [Office use]

Date: 20/01/2023

Name of the Applicant: K. Akhila

Type of Grievance:

A) General Grievance ☐

B) Ragging Complaint ☐

C) Student Complaint ☒

D) Parents Complaint ☐

E) Women Harassment ☐

Event occurred date: 20/01/2023

Complaint Description: Respected Sir,

Sweeper is not cleaning the classes since two days.

K. Akhila

Signature:

Action Taken:

The committee decided to train the students to keep the classrooms clean and also instructed cleaning staff to follow the cleaning schedule timely.

K. Akhila

Student signature



Rejai
Principal

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Complaint Form

Complaint No. [Office use]

Date: 23/11/2022

Name of the Applicant: B. Sabhitha

Type of Grievance:

- A) General Grievance ☐ B) Ragging Complaint ☐ C) Student Complaint ☒
D) Parents Complaint ☐ E) Women Harassment ☐

Event occurred date: 23/11/2022

Complaint Description:

We are difficult to see the black board since it is not in good condition. please solve the problem.

B. Sabhitha
Signature:

Action Taken:

Maintenance staff were instructed to replace new black boards in these class rooms.

B. Sabhitha
Student signature



Rajai
Principal
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Complaint Form

Complaint No. [Office use]

Date: 17/03/2022

Name of the Applicant: Prefana (IInd year)

Type of Grievance:

- A) General Grievance ☐ B) Ragging Complaint ☐ C) Student Complaint ☒
D) Parents Complaint ☐ E) Women Harassment ☐

Event occurred date: _____

Complaint Description:

WIFI is not working properly

Prefana
Signature:

Action Taken:

System Admin was asked to
check wifi Connection settings and
the problem was resolved.

Prefana
Student signature



Rajai
Principal

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Complaint Form

Complaint No. [Office use]

Date: 7/3/2019

Name of the Applicant: V. Akshita (1st Year)

Type of Grievance:

- A) General Grievance ☒ B) Ragging Complaint ☐ C) Student Complaint ☒
D) Parents Complaint ☐ E) Women Harassment ☐

Event occurred date: 7/3/2019

Complaint Description:

We are finding it difficult to bring two
wheeler inside the campus, due to traffic
jam near the college.

V. Akshita
Signature:

Action Taken:

Discipline Committee instructed that
- Security to regulate the traffic during
morning & Evening hours.

V. Akshita
Student signature



Rejai
Principal

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Complaint Form

Complaint No. [Office use]

Date: 28/11/2019

Name of the Applicant: G. Meghana (I year)

Type of Grievance:

- A) General Grievance ☒ B) Ragging Complaint ☐ C) Student Complaint ☐
D) Parents Complaint ☐ E) Women Harassment ☐

Event occurred date: 28/11/2019

Complaint Description:

Bus driver is not stopping the bus
in my stop

Signature:

G. Meghana

Action Taken:

The Committee Coordinator of Transport
held meeting with bus drivers and instructed them
to stop the buses at specified stops.

G. Meghana
Student signature



Rejai
Principal
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Complaint Form

Complaint No. [Office use]

Date: 10/12/2018

Name of the Applicant: B. Sandhya (2nd year)

Type of Grievance:

- A) General Grievance ☐ B) Ragging Complaint ☐ C) Student Complaint ☒
D) Parents Complaint ☐ E) Women Harassment ☐

Event occurred date: 10/12/2018

Complaint Description:

Sometimes it is dark in the classroom. Since tubelight is not working from Two days.

B. Sandhya
Signature:

Action Taken: The maintenance Staff were asked to ensure the lights in good condition and replaced new lights also.

B. Sandhya
Student signature



Rejai
Principal

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Complaint Form

Complaint No. [Office use]

Date: 13/8/2018

Name of the Applicant: Gr. Divya (1st year)

Type of Grievance:

- A) General Grievance ☐ B) Ragging Complaint ☐ C) Student Complaint ☒
D) Parents Complaint ☐ E) Women Harassment ☐

Event occurred date: 13/8/2018

Complaint Description:

I am staying in our college hostel. Though we have fans in our room is not working properly. Please do the needful.

Gr. Divya
Signature:

Action Taken:

Maintenance Staff were asked to ensure the fans in good condition.

Gr. Divya
Student signature



Rejini
Principal

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Complaint Form

Complaint No. [Office use]

Date: 24/4/2018

Name of the Applicant: M. Srivani [2nd year]

Type of Grievance:

- A) General Grievance ☐ B) Ragging Complaint ☐ C) Student Complaint ☒
D) Parents Complaint ☐ E) Women Harassment ☐

Event occurred date: 24/4/2018

Complaint Description:

Sometimes water is not sufficient
through we have water coolers and it is
not in working condition in 1st floor

M. Srivani

Signature:

Action Taken:

Immediate action is taken to ensure
continuous supply of drinking water.

M. Srivani
Student signature



Rejai
Principal

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