



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:17.11.2022

CIRCULAR

The Grievance Redressal Committee (GRC) meeting is scheduled on 18.11.2022 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 major grievances of students.
3. To discuss any other matters

Copy to:

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

CHAIRPERSON





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Date: 18.11.2022

Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 18.11.2022 at 2.00PM.

Venue: Conference Hall

Members present:

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

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.
4. As there was no other subject, the meeting concluded, with the Chairperson thanking all the members for their active participation.





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Report of Grievance Redressal Committee for the year 2022-23

The Committee noted that no grievances received from the students for the year 2022-23 I semester.

| S.No | Name | Role | Signature |
|------|-------------------------|-------------|---------------------|
| 1 | Dr. E Sudarshan | Chairperson | |
| 2 | Dr. K. Mahender | Member | |
| 3 | Mr.R.Shashi Kumar Reddy | Member | <i>R-S.K. Reddy</i> |
| 4 | Dr.N.Srivani | Member | |
| 5 | Dr.Pushpalatha Sarla | Member | |



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No./ SRITW/ GRC/ 2023

Date:24.04.2023

CIRCULAR

The Grievance Redressal Committee (GRC) meeting is scheduled on 24.04.2023 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, H&Sc)
Administrative Officer
All Members of the Committee




CHAIRPERSON



Date: 24.04.2023

Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 24.04.2023 at 2.00PM.

Venue: Conference Hall

Members Present:

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

Grievance 1:

Provision of one more fee counter to avoid delay of fee payment

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:

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 in particular dates.

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 2022-23

| S.No. | Nature of the Grievance | Action Taken | Remarks |
|-------|---|---------------------------------------|---|
| 1 | Provision of one more fee counter to avoid delay of fee payment | Discussed with administrative officer | Will provide one more counter whenever needed |

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



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