



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 22.08.2018 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

Copy to:

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

R.S.K. Reddy
CHAIRPERSON





Date: 22.08.2018

Minutes of the Grievance Redressal Committee (GRC)

The Grievance Redressal Committee (GRC) meeting conducted on 22.08.2018 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:

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

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.

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.





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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.

Report of Grievance Redressal Committee for the year 2018-19

S.No.	Nature of the Grievance	Action Taken	Remarks
1	Not working of lights and fans in class room no. 117 and 118	Discussed with maintenance staff	Called Electrician immediately and got repaired

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	E. Kumaraswamy
5	Mrs.KM.Sujatha	Member	Sujatha
6	Mr.A.Rajesh	Member	A.Rajesh



Rajani
PRINCIPAL
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WARANGAL - 506 371 (T.S.)



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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, ^MEEE, H&Sc)
Administrative Officer
All Members of the Committee

R.S.V. Reddy
CHAIRPERSON





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	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:

Extension of library timings till 7.00pm for hostel students

Grievance 2:

Provide more competitive exams books for reference.

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.

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.





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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.

Report of Grievance Redressal Committee for the year 2018-19

S.No.	Nature of the Grievance	Action Taken	Remarks
1	Extension of library timings till 7.00pm for hostel students	Requested principal to extend the library timings till 7.00pm	Solved within week
2	Provide more competitive exams books for reference	Requested principal for provision of more competitive exams' books in library	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	randheer
4	Mr.E. Kumaraswamy	Member	E.Kumaraswamy
5	Mrs.KM.Sujatha	Member	Sujatha
6	Mr.A.Rajesh	Member	A.Rajesh



Rijai
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