



# 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:03.01.2020

## CIRCULAR

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

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

*Rijai*

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.
- Introduction of reconstituted committee members
- 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

**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	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:** 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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- 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 2020-21

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	Dr. E Sudarshan	Chairperson	
2	Dr. K. Mahender	Member	
3	Dr.N.Srivani	Member	
4	Mr.R.Shashi Kumar Reddy	Member	R.S.K.Reddy
5	Dr.Pushpalatha Sarla	Member	



*Rejai*  
PRINCIPAL

Sumathi Reddy Institute of Technology for Women  
Ananthasagar (V), Hasanparthy (M)  
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Ananthasagar, Hasanparthy, Warangal -506371, Telangana. Website: [www.sritw.org](http://www.sritw.org)

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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:

All HOD's (CSE, ECE, <sup>M</sup>EEE, H&Sc)

Administrative Officer

All Members of the Committee

**CHAIRPERSON**





Date: 23.02.2021

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

The Grievance Redressal Committee (GRC) meeting conducted on 23.02.2021 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	Assist. Prof., H&Sc
5	Dr.Pushpalatha Sarla	Member	Assist. Prof., H&Sc

#### Grievance 1:

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

#### 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. Discussed with committee members and maintenance staff to provide the A/C in the seminar hall.





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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 2020-21

S.No.	Nature of the Grievance	Action Taken	Remarks
1	Provision of A/C in the seminar hall	Discussed with maintenance staff	Solved within two weeks

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

  
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