



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

Sponsored by Lavu Educational Society, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 Phone: +91 96529 10002/3



VMTW/GRC/Cir/2021-2022 /04

Dt: 10-05-2022

Circular

The Grievance Redressal Cell (GRC) meeting for the academic year 2021-22 has been planned to conduct on 13th May 2021, Friday at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of meeting
2. Proposal for separate audio system for events organization in campus
3. Online fee payment to be initiated

S.No	Name of the Committee Member	Designation	Position	Signature
1	Dr.G.Apparao Naidu	Principal	Chairman	
2	Mr.B.Phijik	Dean Academics, HOD IT	Member	
3	Mr.G.Rajesh	Dean IQAC	Member	
4	Dr.A.Sudhir Babu	HOD-CSE	Member	
5	Dr.S.RangaSwamy	HOD-AIML	Member	
6	Mr.P.Hari Krishna	HOD-ECE	Member	
7	Dr.T.Srinivasulu	HOD-BSH	Member	
8	Dr..VijayKumar R Urkude	Assoc. Prof.	Member	
9	Dr.Ch.Basavaraj	Assoc. Prof.	Member	
10	Mrs.B.Geetha	Asst. Prof.	Member	
11	Mrs.V.Suzan Shalini	Asst. Prof.	I/C Grievance Cell	

Principal

PRINCIPAL

Vignans Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D)-501301
Telangana State

Copy to

1. All the Members of GRC
2. Office file



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VMTW/GRC/Cir/2021-2022 /04

Dt: 13-05-2022

Minutes of the Grievance Redressal Committee Meeting held on 13th May 2022

The Grievance Redressal Committee (GRC) meeting for the Academic Year 2021-2022 was held on 13th May 2022, at 2:00 PM, at Board Room, Vignan's Institute of Management and Technology for Women, Hyderabad with the following members are present the meeting.

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Phijik	Dean Academics, HOD IT	Member
3	Mr.G.Rajesh	Dean IQAC	Member
4	Dr.A.Sudhir Babu	HOD-CSE	Member
5	Dr.S.RangaSwamy	HOD-AIML	Member
6	Mr.P.Hari Krishna	HOD-ECE	Member
7	Dr.T.Srinivasulu	HOD-BSH	Member
8	Dr.Vijay Kumar R Urkude	Assoc.,Prof.,	Member
9	Dr.Ch.Basavaraj	Assoc.Prof.,	Member
10	Mrs.B.Geetha	Asst.Prof.,	Member
11	Mrs.V.Suzan Shalini	Asst.Prof.,	I/C Grievance Cell

Minutes of meeting:

1. Action taken on previous minutes of meeting

Agenda Point	Action Taken
1.1 Request from students to organize get together annually	In this regard, principal instructed all the HoD's of various departments to Plan accordingly
1.2 Weekly two hours for Self Defence/Sports/Art/Cultural Clubs	Discussed with Class Representatives regarding art/Cultural Club activities for two hours in a week.




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2. Proposal for separate audio system for events organization in the campus

It is decided to request the management regarding the purchase of one more audio system for the events organization as soon as possible.

3. Online fee payment to be initiated

It is decided to bring to the kind notice of the management regarding the initiation of the online mode of fee payment along with offline mode.

The principal proposed the tentative date of next meeting during the month of August 2022.

S.No	Name of the Committee Member	Designation	Position	Signature
1	Dr.G.Apparao Naidu	Principal	Chairman	
2	Mr.B.Phijik	Dean Academics, HOD IT	Member	
3	Mr.G.Rajesh	Dean IQAC	Member	
4	Dr.A.Sudhir Babu	HOD-CSE	Member	
5	Dr.S.RangaSwamy	HOD-AIML	Member	
6	Mr.P.Hari Krishna	HOD-ECE	Member	
7	Dr.T.Srinivasulu	HOD-BSH	Member	
8	Dr.Vijay Kumar R Urkude	Assoc.,Prof.,	Member	
9	Dr.Ch.Basavaraj	Assoc.Prof.,	Member	
10	Mrs.B.Geetha	Asst.Prof.,	Member	
11	Mrs.V.Suzan Shalini	Asst.Prof.,	I/C Grievance Cell	

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1. All members of GRC
2. Office file



Principal

Vignans Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajiri (D)-501301
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Principal

Vignans Institute of Management & Technology For Women
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Dt: 21-05-2022

Complaints received by the Grievances Redressal Committee

1. Proposal for separate audio system for events organization in the Campus.
2. Online fee payment to be initiated.

As per the committee recommendations and with the discussions of the management the following tasks are completed.

1. It is decided to request the management regarding the purchase of one more audio system for the events organization as soon as possible
2. It is decided to bring to the kind notice of the management regarding the initiation of the online mode of fee payment along with offline mode.


Convener


Principal

Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (D)-501301
Telangana State




PRINCIPAL

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VMTW/GRC/Cir/2021-2022 /03

Date: 04-02-2022

Circular

The Grievance Redressal Cell (GRC) meeting for the academic year 2021-22 has been planned to conduct on 11th February 2021, Friday at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of meeting
2. Recommended healthy and hygienic food in canteen
3. Weekly two hours for Self Defence/Sports/Art/Cultural Clubs

S.No	Name of the Committee Member	Designation	Position	Signature
1	Dr.G.Apparao Naidu	Principal	Chairman	
2	Mr.B.Phijik	Dean Academics, HOD	Member	
3	Mr.G.Rajesh	Dean IQAC	Member	
4	Dr.A.Sudhir Babu	HOD-CSE	Member	
5	Dr.S.RangaSwamy	HOD-AIML	Member	
6	Mr.P.Hari Krishna	HOD-ECE	Member	
7	Dr.T.Srinivasulu	HOD-BSH	Member	
8	Dr.Vijay Kumar R Urkude	Assoc.,Prof.,	Member	
9	Dr.Ch.Basavaraj	Assoc.Prof.,	Member	
10	Mrs.B.Geetha	Asst.Prof.,	Member	
11	Mrs.V.Suzan Shalini	Asst.Prof.,	I/C Grievance	

Principal

Vignan's Institute of Management & Technology For Women
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1. All members of GRC
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VMTW/GRC/Cir/2021-2022 /03

Date: 11-02-2022

Minutes of the Grievance Redressal Committee Meeting held on 11th February 2022

The Grievance Redressal Committee (GRC) meeting for the Academic Year 2021-2022 was held on 11th February 2022, at 2:00 PM, at Board Room, Vignan's Institute of Management and Technology for Women, Hyderabad with the following members are present the meeting.

S.No	Name of the Committee Member	Designation	Position	Signature
1	Dr.G.Apparao Naidu	Principal	Chairman	
2	Mr.B.Phijik	Dean Academics, HOD	Member	
3	Mr.G.Rajesh	Dean IQAC	Member	
4	Dr.A.Sudhir Babu	HOD-CSE	Member	
5	Dr.S.RangaSwamy	HOD-AIML	Member	
6	Mr.P.Hari Krishna	HOD-ECE	Member	
7	Dr.T.Srinivasulu	HOD-BSH	Member	
8	Dr.Vijay Kumar R Urkude	Assoc.,Prof.,	Member	
9	Dr.Ch.Basavaraj	Assoc.Prof.,	Member	
10	Mrs.B.Geetha	Asst.Prof.,	Member	
11	Mrs.V.Suzan Shalini	Asst.Prof.,	I/C Grievance Cell	

Minutes of Meeting:

1. Action taken on previous minutes of meeting

Agenda Point	Action Taken
1.1 Repair and fixation of window doors	The class room window doors are repaired and fixed properly by the floor supervisor
1.2 New Bus facility from Bhongir to College	The management approved the Bhongir route bus facility and instructed the same to the transport in charge.
1.3 LAN Connection Problem in ASF 4 and ASF6	The system administrator Mr. Ch. Anji, is instructed to rectify the LAN connectivity issue as early as possible.



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2. Recommended healthy and hygienic food in canteen.

As per the Grievance by the students the Principal has instructed the canteen in charge, Mr. Naidu. T to change the menu and maintain the hygiene environment in the canteen.

3. Weekly two hours for Self Defence/Sports/Art/Cultural Clubs

It is discussed with Mrs. Suzan Shalini and Mr. B. Koteswara Rao plan for Arts/Sports/ Cultural Club activities for two hours in a week.

The principal proposed the tentative date of next meeting during the month of May 2022.

S.No	Name of the Committee Member	Designation	Position	Signature
1	Dr.G.Apparao Naidu	Principal	Chairman	
2	Mr.B.Phijik	Dean Academics, HOD	Member	
3	Mr.G.Rajesh	Dean IQAC	Member	
4	Dr.A.Sudhir Babu	HOD-CSE	Member	
5	Dr.S.RangaSwamy	HOD-AIML	Member	
6	Mr.P.Hari Krishna	HOD-ECE	Member	
7	Dr.T.Srinivasulu	HOD-BSH	Member	
8	Dr.Vijay Kumar R Urkude	Assoc.,Prof.,	Member	
9	Dr.Ch.Basavaraj	Assoc.Prof.,	Member	
10	Mrs.B.Geetha	Asst.Prof.,	Member	
11	Mrs.V.Suzan Shalini	Asst.Prof.,	I/C Grievance Cell	

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PRINCIPAL
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Principal
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Date: 21-02-2022

Complaints received by the Grievances Redressal Committee

1. Recommended healthy and hygienic food in canteen.
2. Weekly two hours for Self Defence/Sports/Art/Cultural Clubs

As per the committee recommendations and with the discussions of the management the following tasks are completed

1. In this regard, the Principal has instructed the canteen in charge, Mr. Naidu. T to change the menu and maintain the hygiene environment in the canteen.
2. It is discussed with Mrs. Suzan Shalini and Mr. B. Koteswara Rao plan for Arts/Sports/ Cultural Club activities for two hours in a week.


Convener


Principal

Vignani's Institute of Management & Technology For Women
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VMTW/Principal/Office Order/2021-22/11

Dated: 13-12-2021

PROCEEDINGS OF THE OFFICE ORDER

A Committee consisting of the following members is hereby constituted as "**Grievance Redressal Cell**"

S.No	Name of the Committee Member	Designation	Position
1	Dr.G.Apparao Naidu	Principal	Chairman
2	Mr.B.Phijik	Dean Academics,	Member
3	Mr.G.Rajesh	Dean IQAC	Member
4	Dr.A.Sudhir Babu	HOD-CSE	Member
5	Dr.S.RangaSwamy	HOD-AIML	Member
6	Mr.P.Hari Krishna	HOD-ECE	Member
7	Dr.T.Srinivasulu	HOD-BSH	Member
8	Dr.Vijay Kumar R	Assoc.,Prof.,	Member
9	Dr.Ch.Basavaraj	Assoc.Prof.,	Member
10	Mrs.B.Geetha	Asst.Prof.,	Member
11	Mrs.V.Suzan Shalini	Asst.Prof.,	I/C Grievance Cell

Roles &Responsibilities:

1. The committee should meet once in a month
2. It should receive complaints and grievances from students.
- 3.The Co-Ordinator compiles the complaints received from the students and submit to the committee.
- 4.Keeping up of suggestion boxes in all the floors and students are supposed to drop their grievances into the boxes.
- 5.The boxes should be opened in the presence of Principal and I/C of the grievance Cell.

Term: Two Years and shall continue to be in force until reconstruction.

Meetings: The meeting may be scheduled as and when necessary.

Copy to:

Dean Academics

Dean IQAC

HOD-IT

HOD-AIML

HOD-ECE

HOD BS&H

HOD-CSE

I/C Grievance Cell



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VMTW/Principal/office order/GRC/2021/09

Date: 19-07-2021

PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE A.Y. 2021-2022

The Chairman of the Committee further resolved to nominate the following staff members to act as GRIEVANCE REDRESAL COMMITTEE of the institution.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE
2	Dr. Vijay kumar Urkude	Associate Professor	Convener	ECE
3	Mrs. B. Geetha	Assistant Professor	Member	CSE
4	Mrs. G. Swathi	Assistant Professor	Member	ECE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Functions of GRC:

1. The committee should meet once in a month.
2. Receives complaints and grievances from students
3. The coordinator compiles the complaints received from the students and submits the same to the committee.
4. Suggestion boxes are placed in all A & B blocks and students are drop their grievances in the boxes.
5. The boxes should be opened in the presence of Principal and I/C of the Grievance Cell.

Term: Two years and shall continue to be in force until reconstruction.

Meetings: The meetings may be scheduled as and when necessary.

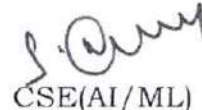
Coordinator

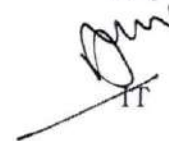
Copy to

1. Principal Office
2. To All HoD's


ECE


CSE


CSE(AI/ML)



IT






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Dr. G. Apparao Naidu
Principal
Vignan's Institute of Management & Technology For Women
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VMTW/GRC/Cir/2021-2022 /02

Date: 18-10-2021

Circular

The Grievance Redressal Cell (GRC) meeting for the academic year 2021-22 has been planned to conduct on 22nd October 2021, Friday at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of meeting.
2. Repair and fixation of window doors.
3. New Bus facility from Bhongir to College.
4. LAN Connection Problem in ASF 4 and ASF6.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE
2	Dr. Vijay kumar Urkude	Associate Professor	Convener	ECE
3	Mrs. B. Geetha	Assistant Professor	Member	CSE
4	Mrs. G. Swathi	Assistant Professor	Member	ECE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Principal

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VMTW/GRC/Cir/2021-2022 /02

Date: 22-10-2021

Minutes of the Grievance Redressal Committee Meeting held on 22nd October 2021

The Grievance Redressal Committee (GRC) meeting for the Academic Year 2021-2022 was held on 22nd October 2021, at 2:00 PM, at Board Room, Vignan's Institute of Management and Technology for Women, Hyderabad with the following members are present the meeting.


S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE
2	Dr. Vijay kumar Urkude	Associate Professor	Convener	ECE
3	Mrs. B. Geetha	Assistant Professor	Member	CSE
4	Mrs. G. Swathi	Assistant Professor	Member	ECE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Minutes of Meeting:

1. Action taken on previous minutes of meeting

Agenda Point	Action Taken
1.1 Arrange sanitizers in each floor of Block A and B.	Sanitizers are arranged in each floor of block A & B with stands.
1.2 Provide sufficient number of curtains in classrooms.	Provide the curtains for all windows in each class room and replace the damaged curtains with new ones.
1.3 Lights and fans are not working properly in class rooms	New bulbs and fans are replaced with old and damaged ones and now all bulbs and fans are working properly




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2. Repair and fixation of window doors.

Students have requested to repair the damaged class room window doors and fix them properly as the doors make noise that cause disturbance for the focus of the students. Therefore, it is decided to repair and fix the doors properly.

3. New Bus facility from Bhongir to College.

Students and faculty from Bhongir are requested to provide transport facility as they are facing difficulties from delay to reach the college due to number of changes of the R.T.C. route buses.

4. LAN Connection Problem in ASF 4 and ASF6

Students are complained regarding the LAN facility that LAN Connection is not working in ASF4 and ASF6 for smooth conduct of LAB Classes. Hence the system admin, Mr.Ch. Anji is instructed to rectify the problems in LAN immediately.

The Principal proposed the tentative date of next meeting during the month of January 2022.

S.No	Name	Actual Designation	Position in the committee	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	
2	Dr. Vijay kumar Urkude	Associate Professor	Convener	
3	Mrs. B. Geetha	Assistant Professor	Member	
4	Mrs. G. Swathi	Assistant Professor	Member	
5	Mrs. D. Kavitha	Assistant Professor	Member	

Copy to

1. All the members of GRC
2. Office file

Principal

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Date: 30-10-2021

Complaints received by the Grievances Redressal Committee

1. Repair and fixation of window doors
2. New Bus facility from Bhongir to College
3. LAN Connection Problem in ASF 4 and ASF6

As per the committee recommendations and with the discussions of the management the following tasks are completed

1. It is decided to repair and fix the doors in class rooms wherever necessary.
2. It is decided to convey the message regarding the transport facility for faculty and students (Bhongir) to management.
3. Mr. C. Anji, System Admin is instructed to rectify the LAN problems as early as possible.


Convener


Principal

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VMTW/GRC/Cir/2021-2022 /01

Date: 21-07-2021

Circular

The Grievance Redressal Cell (GRC) meeting for the academic year 2021-22 has been planned to conduct on 23rd July 2021, Friday at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of meeting.
2. Arrange sanitizers in each floor of Block A and B.
3. Provide sufficient number of curtains in classrooms.
4. Lights and fans are not working properly in class rooms.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE
2	Dr. Vijay kumar Urkude	Associate Professor	Convener	ECE
3	Mrs. B. Geetha	Assistant Professor	Member	CSE
4	Mrs. G. Swathi	Assistant Professor	Member	ECE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Copy to

1. All the members of GRC
2. Office file.




Principal
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VMTW/GRC/Cir/2021-2022 /01

Date: 23-07-2021

Minutes of the Grievance Redressal Committee Meeting held on 23rd July 2021

The Grievance Redressal Committee (GRC) meeting for the Academic Year 2021-2022 was held on 23rd July 2021, at 2:00 PM, at Board Room, Vignan's Institute of Management and Technology for Women, Hyderabad with the following members are present the meeting.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE
2	Dr. Vijay kumar Urkude	Associate Professor	Convener	ECE
3	Mrs. B. Geetha	Assistant Professor	Member	CSE
4	Mrs. G. Swathi	Assistant Professor	Member	ECE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Minutes of Meeting:

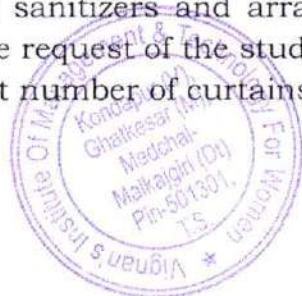
1. Action taken on previous minutes of meeting

Agenda Point	Action Taken
1.1 the students complained about more number of plug points	The number of plug points is adequately increased to charge laptops during CRT sessions.
1.2 Repair the water taps in in washrooms	The old and damaged water taps are replaced with new taps in all washrooms

2. Arrange sanitizers in each floor of Block A and B.

Issue has been taken to the notice of the Administrative officer and instructed him to purchase the sanitizers and arrange in each floor of block A & B along with stands as per the request of the students.

3. Provide sufficient number of curtains in classrooms




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Issue has been taken to the notice of the Administrative officer. Instructed the administrative officer to purchase sanitizers and arrange in each floor of blocks A & B along with stands as per request of the students.

4. Lights and fans are not working properly in class rooms.

Issue has been taken to the notice of the Administrative officer. Instructed the administrative officer to replace all the damaged lights and fans in all class rooms.

The Principal proposed the tentative date of next meeting during the month of October 2021.

S.No	Name	Actual Designation	Position in the committee	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	
2	Dr. Vijay kumar Urkude	Associate Professor	Convener	
3	Mrs. B. Geetha	Assistant Professor	Member	
4	Mrs. G. Swathi	Assistant Professor	Member	
5	Mrs. D. Kavitha	Assistant Professor	Member	

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Date: 02-08-2021

Complaints received by the Grievances Redressal Committee

1. Arrange sanitizers in each floor of Block A and B.
2. Provide sufficient number of curtains in classrooms.
3. Lights and fans are not working properly in class rooms

As per the committee recommendations and with the discussions of the management the following tasks are completed

1. Sanitizers in each floor of block A & B are arranged.
2. Sufficient number of curtains are provided.
3. All the damaged lights and Fans are replaced.


Convener


Principal

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Action taken by the Grievance Redressal committee for the A. Y. 2021-22.

S. No.	Date of Appeal	Complaint Received	Date of Redressal	Action taken
1	23-07-2021	Arrange sanitizers in each floor of Block A and B. Provide sufficient number of curtains in classrooms Lights and fans are not working properly in class rooms	02-08-2021	Issue has been taken to the notice of the Administrative officer and instructed him to purchase the sanitizers and arrange in each floor of block A & B along with stands as per the request of the students. Issue has been taken to the notice of the Administrative officer. Instructed the administrative officer to purchase sanitizers and arrange in each floor of blocks A & B along with stands as per request of the students. Issue has been taken to the notice of the Administrative officer. Instructed the administrative officer to replace all the damaged lights and fans in all class rooms.
2	22-10-2021	Repair and fixation of window doors.	30-10-2021	Students have requested to repair the damaged class room window doors and fix them properly as the doors make noise that cause disturbance




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		New Bus facility from Bhongir to College.		for the focus of the students. Therefore, it is decided to repair and fix the doors properly.
		LAN Connection Problem in ASF 4 and ASF6.		Issue has been taken to the notice of the Administrative officer. Instructed the administrative officer to purchase sanitizers and arrange in each floor of blocks A & B along with stands as per request of the students. Students are complained regarding the LAN facility that LAN Connection is not working in ASF4 and ASF6 for smooth conduct of LAB Classes. Hence the system admin, Mr.Ch. Anji is instructed to rectify the problems in LAN immediately.
3.	11-02-2022	Recommended healthy and hygienic food in canteen	21-02-2022	As per the Grievance by the students the Principal has instructed the canteen in charge, Mr. Naidu. T to change the menu and maintain the hygiene environment in the canteen. It is discussed with Mrs. Suzan Shalini and Mr. B.



[Signature]
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VMTW/Principal /office order/2020(18)

Date: 24-11-2020

PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE A.Y. 2020-2021

The Chairman of the Committee further resolved to nominate the following staff members to act as GRIEVANCE REDRESAL COMMITTEE of the institution.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE
4	Mrs. G. Swathi	Assistant Professor	Member	ECE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Functions of GRC:

1. The committee should meet once in a month.
2. Receives complaints and grievances from students
3. The coordinator compiles the complaints received from the students and submits the same to the committee.
4. Suggestion boxes are placed in all A & B blocks and students are drop their grievances in the boxes.
5. The boxes should be opened in the presence of Principal and I/C of the Grievance Cell.

Term: Two years and shall continue to be in force until reconstruction.

Meetings: The meetings may be scheduled as and when necessary

Coordinator

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1. Principal Office
2. To All HoD's

EEE

ECE

CSE

CSE(AI/ML)

IT

BS&H

Dr. G. Apparao Naidu

Principal

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VMTW/GRC/Cir/2020-2021 /01

Date: 24-11-2020

Circular

The Grievance Redressal Cell (GRC) meeting for the academic year 2020-2021 has been planned to conduct on 26th November 2020, at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of meeting.
2. Foot pedal hand sanitizer dispensers in each floor
3. Arrangement of Bus facility for students who are attending the exams in the campus

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE	
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE	
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE	
4	Mrs. G. Swathi	Assistant Professor	Member	ECE	
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H	

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VMTW/GRC/Cir/2020-2021 /01

Date: 26-11-2020

Minutes of the Grievance Redressal Committee Meeting held on 26th November 2020

The Grievance Redressal Committee (GRC) meeting for the Academic Year 2020-2021 was held on 26th November 2020, at 2:00 PM, at Board Room, Vignan's Institute of Management and Technology for Women, Hyderabad with the following members are present the meeting.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE
4	Mrs. G. Swathi	Assistant Professor	Member	ECE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Minutes of Meeting:

1. Action taken on previous minutes of meeting

Agenda Point	Action Taken
1.1 Replacement of curtains from Room No;ATF1	Damaged curtains are replaced with new curtains.
1.2 Replacement of Dustbins in the wash rooms of each floor of block A & B.	Old dustbins are replaced with new dustbins in the wash rooms.
1.3 Electrical problem in Room No:ASF6	Electrical problem was resolved in Room No: ASF6

2. Foot pedal sanitizer dispensers are arranged in each floor of Block A and B.



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Faculty and Students are requested to arrange foot pedal hand sanitizers to ensure the precautionary measures taken to prevent COVID-19 transmission as they are coming for the college. Therefore, it is decided to arrange foot pedal sanitizer dispensers in each floor of block A & B as soon as possible.

3. Arrangement of Bus facility for students who are attending the exams in the campus

Students have requested to arrange the bus facility for them to come to the college in the usual routes. Therefore in the meeting it is proposed to convey the student request to the transport in charge.

The Principal proposed the tentative date of next meeting during the month of December 2020. The meeting was concluded with vote of thanks by the Principal.

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE	
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE	
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE	
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5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H	

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Date: 29-11-2020

Complaints received by the Grievances Redressal Committee

1. Foot pedal hand sanitizer dispensers in each floor.
2. Arrangement of Bus facility for students who are attending the exams in the campus

As per the committee recommendations and with the discussions of the management the following tasks are completed

1. The sanitizer dispensers are arranged.
2. Brought to the notice of the transport in charge and permission has been taken.


Convener


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VMTW/GRC/Cir/2020-2021 /02

Date: 21-12-2020

Circular

The Grievance Redressal Cell (GRC) meeting for the academic year 2020-2021 has been planned to conduct on 23th December 2020, at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of meeting.
2. Adequate transport facility for students to attend exams.
3. Conduction of labs for the current semester

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE	
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE	
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE	
4	Mrs. G. Swathi	Assistant Professor	Member	ECE	
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VMTW/GRC/Cir/2020-2021 /02

Date: 23-12-2020

Minutes of the Grievance Redressal Committee Meeting Held on 23rd December 2020

The Grievance Redressal Committee (GRC) meeting for the Academic Year 2020-2021 was held on 23rd December 2020, at 2:00 PM, at Board Room, Vignans Institute of Management and Technology for Women, Hyderabad with the following members are present the meeting.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE
4	Mrs. G. Swathi	Assistant Professor	Member	ECE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Minutes of Meeting:

1. Action taken on previous minutes of meeting

Agenda Point	Action Taken
1.1 Foot pedal hand sanitizer dispensers in each floor	The sanitizer dispensers are arranged
1.2 Arrangement of Bus facility for students who are attending the exams in the campus	Bus facility is provided for students who are attending the exams in the campus.

2. Adequate transport facility for students to attend exams.

Faculty and Students are requested to arrange the adequate transport facility by maintaining the COVID-19 guidelines. Therefore, it is decided to convey this request to transport in charge so that as soon as possible the number of buses will be increased.




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2. Conduction of labs for the current semester

Students have requested to conduct the lab experiments for the current semester as the online classes are already started. Therefore it is proposed to look into this issue and take necessary steps.

The Principal proposed the tentative date of next meeting during the month of March 2021. The meeting was concluded with vote of thanks by the Principal.

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE	
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE	
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE	
4	Mrs. G. Swathi	Assistant Professor	Member	ECE	
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H	

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Date: 29-12-2020

Complaints received by the Grievances Redressal Committee

1. Adequate transport facility for students to attend exams.
2. Conduction of labs for the current semester

As per the committee recommendations and with the discussions of the management the following tasks are completed

1. Bus facility is provided as per the requirement.
2. Lab facility is provided for the current semester.

Convener

Principal

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VMTW/GRC/Cir/2020-2021 /03

Date: 09-02-2021

Circular

The Grievance Redressal Cell (GRC) meeting for the academic year 2020-2021 has been planned to conduct on 12th February 2021, at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of meeting.
2. Projector facility in ATF 5 and ATF 7
3. AC functioning in ATF 5B

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE	
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE	
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VMTW/GRC/Cir/2020-2021 /03

Date: 12-02-2021

Minutes of the Grievance Redressal Committee Meeting Held on 12th February 2021

The Grievance Redressal Committee (GRC) meeting for the Academic Year 2020-2021 was held on 12th February 2021, at 2:00 PM, at Board Room, Vignans Institute of Management and Technology for Women, Hyderabad with the following members are present the meeting.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE
4	Mrs. G. Swathi	Assistant Professor	Member	ECE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Minutes of Meeting:

1. Action taken on previous minutes of meeting

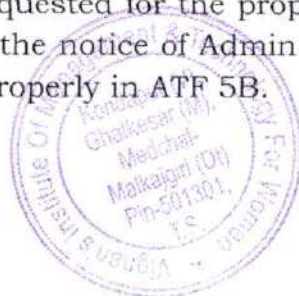
Agenda Point	Action Taken
1.1 Adequate transport facility for students to attend exams.	Bus facility is provided as per the requirement
1.2 Conduction of labs for the current semester	Lab facility has been provided for the current semester.

2. Projector facility in ATF 5 and ATF 7

As per the requirement for classes, new projectors are provided in the two rooms.

3. AC functioning in ATF 5B

Students have requested for the proper functioning of AC in Data Processing Lab. Issue brought to the notice of Admin officer. AC technician resolved the issue and AC are working properly in ATF 5B.




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The Principal proposed the tentative date of next meeting during the month of September 2021. The meeting was concluded with vote of thanks by the Principal.

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE	
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE	
3	Mrs. Duli Swaropa	Assistant Professor	Member	CSE	
4	Mrs. G. Swathi	Assistant Professor	Member	ECE	
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Date: 16-02-2021

Complaints received by the Grievances Redressal Committee

1. Projector facility in ATF 5 and ATF 7
2. AC functioning in ATF 5B

As per the committee recommendations and with the discussions of the management the following tasks are completed

1. New projectors are provided in the two rooms.
2. AC technician resolved the issue and AC are working properly in ATF 5B.

Convener

Principal

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Principal

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VMTW/GRC/Cir/2020-2021 /04

Date: 09-03-2021

Circular

The Grievance Redressal Cell (GRC) meeting for the academic year 2020-2021 has been planned to conduct on 12th March 2021, at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of meeting.
2. To nominate one faculty member into the committee to replace the member Mrs. S. Upender Rao- Assistant Professor-EEE
3. Covid-19- following the guidelines
4. Monitoring of online classes
5. Provide at least one water cooler facility in each floor.

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE	
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE	
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE	
4	Mrs. G. Swathi	Assistant Professor	Member	ECE	
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H	

Copy to

1. All the members of GRC
2. Office file.



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VMTW/GRC/Cir/2020-2021 /04

Date: 12-03-2021

Minutes of the Grievance Redressal Committee Meeting Held on 12th March 2021

The Grievance Redressal Committee (GRC) meeting for the Academic Year 2020-2021 was held on 12th March 2021, at 2:00 PM, at Board Room, Vignans Institute of Management and Technology for Women, Hyderabad with the following members are present the meeting.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE
4	Mrs. G. Swathi	Assistant Professor	Member	ECE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Minutes of Meeting:

1. Action taken on previous minutes of meeting

Agenda Point	Action Taken
1.1 Projector facility in ATF 5 and ATF 7	New projectors are provided in the two rooms.
1.2 AC functioning in ATF 5B	AC technician resolved the issue and AC are working properly in ATF 5B

2. To nominate one faculty member into the committee to replace the member Mrs. S. Upender Rao- Assistant Professor-EEE

The committee after making thorough analysis, nominated the following member to be the new members of the GRC for the AY 2020-2021 in place of S.No.4 Mrs. G. Swathi

3. Covid-19- following the guidelines.




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The committee decided that everyone in the campus to follow the Covid-19 guidelines of the University and the Government.

4. Monitoring of online classes

It is also instructed the HODs to monitor the online classes, tests and evaluation to help the students.

5. Provide at least one water cooler facility in each floor.

Students are requested to arrange water coolers in each floor. The management took the decision to place one water cooler in each floor.

The Principal proposed the tentative date of next meeting during the month of September 2021. The meeting was concluded with vote of thanks by the Principal.

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. G. Apparao Naidu	Principal	Chairman	CSE	
2	Mr. Vijay kumar Urkude	Associate Professor	Convener	ECE	
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE	
4	Mrs. G. Swathi	Assistant Professor	Member	ECE	
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H	

Copy to

1. All the members of GRC
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Action taken by the Grievance Redressal Committee for the A.Y. 2020-2021

S. No.	Date of Appeal	Complaint Received	Date of Redressal	Action taken
1	26-11-2020	Foot pedal sanitizer dispensers are arranged in each floor of Block A and B. Arrangement of Bus facility for students who are attending the exams in the campus	29-11-2020	Issue has been taken to the notice of the Administrative officer and instructed him to purchase the sanitizers and arrange in each floor of block A & B along with stands as per the request of the students. Students have requested to arrange the bus facility for them to come to the college in the usual routes. Therefore in the meeting it is proposed to convey the student request to the transport in charge.
2	23-12-2020	Adequate transport facility for students to attend exams	29-12-2020	Faculty and Students are requested to arrange the adequate transport facility by maintaining the COVID-19 guidelines. Therefore, it is decided to convey this request to transport in charge so that as soon as possible the number of buses will be increased.




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		Conduction of labs for the current semester		Students have requested to conduct the lab experiments for the current semester as the online classes are already started. Therefore it is proposed to look into this issue and take necessary steps.
3.	12-02-2021	Projector facility in ATF5 and ATF 7 AC functioning in ATF 5B	16-02-2021	As per the requirement for classes, new projectors are provided in the two rooms. Students have requested for the proper functioning of AC in Data Processing Lab. Issue brought to the notice of Admin officer. AC technician resolved the issue and AC are working properly in ATF 5B.
4	12-03-2021	To nominate one faculty member into the committee to replace the member Mrs. S. Upender Rao- Assistant Professor-EEE Covid-19- following the guidelines Monitoring of	18-03-2021	The committee after making thorough analysis, nominated the following member to be the new members of the GRC for the AY 2020-2021 in place of Mrs. G. Kavitha The committee decided that everyone in the campus to follow the Covid-19 guidelines of the University and the Government. It is also instructed the HODs to monitor the online classes,



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		<p>online classes</p> <p>Provide at least one water cooler facility in each floor.</p>		<p>tests and evaluation to help the students.</p> <p>Students are requested to arrange water coolers in each floor. The management took the decision to place one water cooler in each floor.</p>
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Rokkeda

Convener

ASH

Principal

Vignans Institute of Management & Technology For Women,
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ASH

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VMTW/Principal/office order/2019

Date: 16-08-2019

PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE A.Y. 2019-2020

The Chairman of the Committee further resolved to nominate the following staff members to act as GRIEVANCE REDRESAL COMMITTEE of the institution.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE
2	Mrs. Duli Swaropa	Assistant Professor	Convener	CSE
3	Mr. Vijay kumar Urkude	Associate Professor	Member	ECE
4	Mr. S. UpenderRao	Assistant Professor	Member	EEE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Functions of GRC:

1. The committee should meet once in a month.
2. Receives complaints and grievances from students.
3. The coordinator compiles the complaints received from the students and submits the same to the committee.
4. Suggestion boxes are placed in all A & B blocks and students are drop their grievances in the boxes.
5. The boxes should be opened in the presence of Principal and I/C of the Grievance Cell.

Term: Two years and shall continue to be in force until reconstruction.

Meetings: The meetings may be scheduled as and when necessary.

Coordinator

Copy to

1. Principal Office
2. To All HoD's

EEE



CSE

BS&H

Dr. P. SudhakaraRao
Dr. P. SudhakaraRao
Principal
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VMTW/GRC/Cir/2019-20 /01

Date: 21-08-2019

CIRCULAR

The Grievance Redressal Cell (GRC) meeting for the academic year 2019-20 has been planned to conduct on 23rd August 2019, at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of meeting.
2. To nominate two faculty members into the committee as the following members are relieved from the College.
Mrs. A. Narmada- Associate Professor-ECE
Mrs. S. Rama Devi- Assistant Professor-BS&H
3. Grievance regarding Allotment of individual cabins and systems to faculty and Wi-Fi bandwidth by Mrs. V. Indrani , HOD-CSE
4. Some of the equipment in the EDC laboratory is not working properly, grievance is raised by Mr. P. Hari Krishna, Asst. Prof.-ECE
5. Industrial visit for EEE and ECE students
6. No proper water supply in washrooms

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE	
2	Mrs. Duli Swaroopa	Assistant Professor	Convener	CSE	
3	Mr. Vijay kumar Urkude	Assistant Professor	Member	ECE	
4	Mr. S. UpenderRao	Assistant Professor	Member	EEE	
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H	

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VMTW/GRC/Cir/2019-2020 /01

Date: 23-08-2019

Minutes of the Grievance Redressal Committee Meeting held on 23rd August, 2019

The Grievance Redressal Committee meeting of Vignan's Institute of Management and Technology for Women for the Academic Year 2019-2020 was held on 23rd August 2019 at 2:00 PM at Board Room with the following members

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE
2	Mrs. Duli Swaroopa	Assistant Professor	Convener	CSE
3	Mr. Vijay kumar Urkude	Associate Professor	Member	ECE
4	Mr. S. UpenderRao	Assistant Professor	Member	EEE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Minutes of Meeting:

1. Action taken on previous minutes of meeting

Agenda Point	Action Taken
1.1 Quality and taste of the food in the canteen	After changing the cook, the quality and taste of the food is improved, also cleanliness is maintained properly.
1.2 Extra classes for Campus Recruitment Training Programme	Extra classes were arranged for the students in CRT programme

2. To nominate two faculty members into the committee as the following members are relieved from the College.

Mrs. A. Narmada- Associate Professor-ECE

Mrs. S. Rama Devi- Assistant Professor-BS&H

The committee after making thorough analysis, nominated the following two members to be the new members of the GRC for the AY 2019-2020 in place of S.No.2 and 5.

1. Mr. Vijay kumar Urkude-Member (New)
2. Mrs. D. Kavitha- Member (New)




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3. Grievance regarding Allotment of individual systems to faculty cabins and Wi-Fi bandwidth by Mrs. V. Indrani, HOD-CSE

The system administrator Mr. Ch. Anji has been called and instructed to arrange the systems to faculty in the cabins. And also instructed him increase the Wi-Fi bandwidth to cater the needs of the faculty/students.

4. Some of the equipment in the EDC laboratory is not working properly; grievance is raised by Mr. P. Hari Krishna, Asst. Prof.-ECE

It is resolved to inform to HOD-ECE to take corrective action immediately.

5. Industrial visit for EEE and ECE students

EEE and ECE students have requested to arrange an industry visit as this will provide a technical exposure to the students. Therefore, it is decided to inform to the HoD's of the respective branches to arrange the industrial visit for the students.

6. No proper water supply in washrooms.

Students have complained about the irregular water supply in washrooms. Mr. Gurva Reddy, maintenance In-Charge has been called and instructed strictly to resolve the problem by increasing the capacity of the motor as well as the overhead tank.

The Principal proposed the tentative date of next meeting during the month of December 2019. The meeting was concluded with vote of thanks by the Principal.

S.No	Name	Actual Designation	Position in the committee	Signature
1	Dr. P. SudhakaraRao	Professor	Chairman	
2	Mrs. Duli Swaroopa	Assistant Professor	Convener	
3	Mr. Vijay kumar Urkude	Associate Professor	Member	
4	Mr. S. UpenderRao	Assistant Professor	Member	
5	Mrs. D. Kavitha	Assistant Professor	Member	

Principal

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VMTW/GRC/Cir/2019-2020 /02

Date: 06-11-2019

CIRCULAR

The Grievance Redressal Cell (GRC) meeting for the academic year 2019-2020 has been planned to conduct on 8th November 2019, at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of the meeting.
2. Proper cleaning of corridor of each floor.
3. Insufficient chairs in the library.

S.No	Name	Actual Designation	Position in the committee
1	Dr. P. SudhakaraRao	Professor	Chairman
2	Mrs. Duli Swaroopa	Assistant Professor	Convener
3	Mr. Vijay kumar Urkude	Associate Professor	Member
4	Mr. S. UpenderRao	Assistant Professor	Member
5	Mrs. D. Kavitha	Assistant Professor	Member

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VMTW/GRC/Cir/2019-2020 /02

Date: 08-11-2019

Minutes of the Grievance Redressal Committee Meeting held on 8th November, 2019

The Grievance Redressal Committee meeting of Vignan's Institute of Management and Technology for Women for the Academic Year 2019-2020 was held on 8th November, 2019 at 2:00 PM at Board Room with the following members present the meeting.

S.No	Name	Actual Designation	Position in the committee
1	Dr. P. SudhakaraRao	Professor	Chairman
2	Mrs. Duli Swaroopa	Assistant Professor	Convener
3	Mr. Vijay kumar Urkude	Associate Professor	Member
4	Mr. S. UpenderRao	Assistant Professor	Member
5	Mrs. D. Kavitha	Assistant Professor	Member

Minutes of the Meeting:

1. Action taken on previous minutes of the meeting.

Agenda point	Action taken
1.1. To nominate two faculty members into the committee as the following members are relieved from the College. Mrs. A. Narmada- Associate Professor-ECE and Mrs. S. Rama Devi- Assistant Professor-BS&H	The committee after making thorough analysis, nominated the following two members to be the new members of the GRC for the AY 2019-2020 in place of S.No.2 and 5. 1. Mr. Vijay kumar Urkude-Member (New) 2. Mrs. D. Kavitha- Member-In charge Grievance (New)
1.2. Grievance regarding Allotment of individual systems to faculty cabins and Wi-Fi bandwidth by Mrs. V. Indrani, HOD-CSE	Systems were allotted and Wi-Fi bandwidth increases
1.3. Some of the equipment in the EDC laboratory is not working properly; grievance is raised by Mr. P. Hari Krishna, Asst. Prof. -ECE	The equipment was repaired by the technician




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1.4. Industrial visit for EEE and ECE students	Students have visited the company Medha Industries, Jodimetla, Hyderabad
1.5 No proper water supply in washrooms	Old motor was replaced with new motor and capacity of water tank increased.

2. Proper cleaning of corridor of each floor.

Students have requested to clean the corridor of each floor every day to ensure safety and maintain quality. Principal has appreciated students concern and it is decided to clean the corridor everyday with floor cleaner.

3. Insufficient chairs in the library.

Students have requested to provide extra chairs in the library so that they can sit during the reading time. Therefore it is decided to enhance the sitting occupancy of library by providing 50 more chairs.

The Principal proposed the tentative date of next meeting during the month of April 2020. The meeting was concluded with vote of thanks by the Principal.

S.No	Name	Actual Designation	Position in the committee	Signature
1	Dr. P. SudhakaraRao	Professor	Chairman	
2	Mrs. Duli Swaroopa	Assistant Professor	Convener	
3	Mr. Vijay kumar Urkude	Associate Professor	Member	
4	Mr. S. UpenderRao	Assistant Professor	Member	
5	Mrs. D. Kavitha	Assistant Professor	Member	

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Date: 16-11-2019

Complaints received by the Grievances Redressal Committee

1. Proper cleaning of corridor of each floor.
2. Insufficient chairs in the library.

As per the committee recommendations and with the discussions of the management the following tasks are completed

1. Floor cleaners are instructed to clean the floor every day.
2. Sufficient number of chairs has been arranged.


Convener


Principal
Vignani's Institute of Management & Technology For Women
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VMTW/GRC/Cir/2019-2020 /03

Date: 06-04-2020

CIRCULAR

The Grievance Redressal Cell (GRC) meeting for the academic year 2019-2020 has been planned to conduct on 10th April 2020, at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room


Agenda:

1. Action taken on previous minutes of the meeting.
2. Replacement of curtain from room no: ATF 7
3. Replacement of dustbins in the washrooms of each floor.
4. Electrical problem in room no. AFF 9

S.No	Name	Actual Designation	Position in the committee
1	Dr. P. SudhakaraRao	Professor	Chairman
2	Mrs. Duli Swaroopa	Assistant Professor	Convener
3	Mr. Vijay kumar Urkude	Associate Professor	Member
4	Mr. S. UpenderRao	Assistant Professor	Member
5	Mrs. D. Kavitha	Assistant Professor	Member

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Principal
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VMTW/GRC/Cir/2019-2020 /03

Date: 10-04-2020

Minutes of the Grievance Redressal Committee Meeting held on 10th April, 2020

The Grievance Redressal Committee meeting of Vignan's Institute of Management and Technology for Women for the Academic Year 2019-2020 was held on 8th November, 2019 at 2:00 PM at Board Room with the following members present the meeting.

S.No	Name	Actual Designation	Position in the committee
1	Dr. P. SudhakaraRao	Professor	Chairman
2	Mrs. Duli Swaroopa	Assistant Professor	Convener
3	Mr. Vijay kumar Urkude	Associate Professor	Member
4	Mr. S. UpenderRao	Assistant Professor	Member
5	Mrs. D. Kavitha	Assistant Professor	Member

Minutes of the Meeting:

1. Action taken on previous minutes of the meeting.

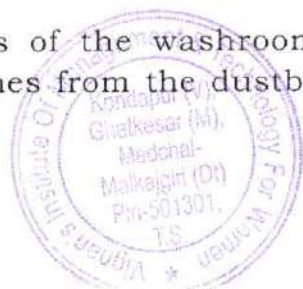
Agenda point	Action taken
1.1. Proper cleaning of corridor of each floor.	Floor cleaners are instructed to clean the floor every day.
1.2. Insufficient chairs in the library	Sufficient number of chairs has been arranged.

2. Replacement of curtain from room no. ATF 7

Students have requested to replace the old torn curtain from room no. ATF 7. During the class time sunlight falls on the black board which decreases the visibility of the blackboard. Therefore it is decided to provide new curtain in room no. ATF 7

3. Replacement of dustbins in the washrooms of each floor.

The conditions of the washroom dustbins are not good. Sometimes bad smell also comes from the dustbins. That's why students have requested to




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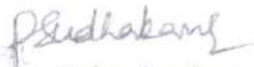
replace old dustbins from the washroom. Therefore it is decided to replace the old dustbin from the washrooms

4. Electrical problem in room no. AFF 9

Students have complained that they are facing electrical problem in room no. AFF9. During class time, projector faces unexpected shut down which leads to class disturbances. Therefore it is decided to resolve the electrical problem very soon.

The Principal proposed the tentative date of next meeting during the month of June 2020. The meeting was concluded with vote of thanks by the Principal.

S.No	Name	Actual Designation	Position in the committee	Signature
1	Dr. P. SudhakaraRao	Professor	Chairman	
2	Mrs. Duli Swaroopa	Assistant Professor	Convener	
3	Mr. Vijay kumar Urkude	Associate Professor	Member	
4	Mr. S. UpenderRao	Assistant Professor	Member	
5	Mrs. D. Kavitha	Assistant Professor	Member	


Principal
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Date: 18-04-2020

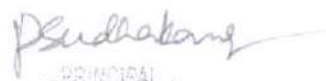
Complaints received by the Grievances Redressal Committee

1. Replacement of curtain from room no. ATF 7
2. Replacement of dustbins in the washrooms of each floor
3. Electrical problem in room no. AFF 9

As per the committee recommendations and with the discussions of the management the following tasks are completed

1. New curtains were provided in ATF 7
2. Sufficient number of chairs has been arranged
3. Electrical problem was resolved by replacing the old power plugs with new one


Convener


PRINCIPAL
Principal
Vignan's Institute of Management & Technology For Women
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PRINCIPAL
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Action taken by the Grievance Redressal Committee for the A.Y. 2019-20

S. No.	Date of Appeal	Complaint Received	Date of Redressal	Action taken
1	23-08-2019	Foot pedal sanitizer dispensers are arranged in each floor of Block A and B. Arrangement of Bus facility for students who are attending the exams in the campus	29-11-2020	Issue has been taken to the notice of the Administrative officer and instructed him to purchase the sanitizers and arrange in each floor of block A & B along with stands as per the request of the students. Students have requested to arrange the bus facility for them to come to the college in the usual routes. Therefore in the meeting it is proposed to convey the student request to the transport in charge.
2	23-12-2020	Adequate transport facility for students to attend exams	29-12-2020	Faculty and Students are requested to arrange the adequate transport facility by maintaining the COVID-19 guidelines. Therefore, it is decided to convey this request to transport in charge so that as soon as possible the number of buses will be increased.



[Handwritten Signature]

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		Conduction of labs for the current semester		Students have requested to conduct the lab experiments for the current semester as the online classes are already started. Therefore it is proposed to look into this issue and take necessary steps.
3.	12-02-2021	Projector facility in ATF5 and ATF 7 AC functioning in ATF 5B	16-02-2021	As per the requirement for classes, new projectors are provided in the two rooms. Students have requested for the proper functioning of AC in Data Processing Lab. Issue brought to the notice of Admin officer. AC technician resolved the issue and AC are working properly in ATF 5B.
4	12-03-2021	To nominate one faculty member into the committee to replace the member Mrs. S. Upender Rao- Assistant Professor-EEE Covid-19- following the guidelines	18-03-2021	The committee after making thorough analysis, nominated the following member to be the new members of the GRC for the AY 2020-2021 in place of Mrs. G. Kavitha The committee decided that everyone in the campus to follow the Covid-19 guidelines of the University and the Government. It is also instructed the HODs to monitor the online classes,




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		online classes Provide at least one water cooler facility in each floor.		tests and evaluation to help the students. Students are requested to arrange water coolers in each floor. The management took the decision to place one water cooler in each floor.
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[Handwritten Signature]
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VMTW/Principal/office order/2018/12(08)

Date: 09/07/2018

PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE A.Y. 2018-19

The Chairman of the Committee further resolved to nominate the following staff members to act as GRIEVANCE REDRESAL COMMITTEE of the institution.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE
2	Mrs. A. Narmada	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroop	Assistant Professor	Member	CSE
4	Mr. S. UpenderRao	Assistant Professor	Member	EEE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Functions of GRC:

1. The committee should meet once in a month.
2. Receives complaints and grievances from students.
3. The coordinator compiles the complaints received from the students and submits the same to the committee.
4. Suggestion boxes are placed in all A & B blocks and students are drop their grievances in the boxes.
5. The boxes should be opened in the presence of Principal and I/C of the Grievance Cell.

Term: Two years and shall continue to be in force until reconstruction.

Meetings: The meetings may be scheduled as and when necessary.

Coordinator

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1. All the members of GRC
2. To All HoD's

EEE

ECE



CSE

BS&H

Dr. P. Sudhakara Rao

PRINCIPAL
Dr. P. Sudhakara Rao
Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajiri (D)-501301
Telangana State

Vh
CSE

Dr. P. Sudhakara Rao
BS&H

Dr. P. Sudhakara Rao
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VMTW/GRC/Cir/2018-19/01

Date: 11-07-2018

CIRCULAR

The Grievance Redressal Cell (GRC) meeting for the academic year 2018-2019 has been planned to conduct on 13th July 2018, at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of the meeting.
2. Water seepage on the ceiling in front of the Library.
3. Electrical problems in room no.AGF9.
4. III-CSE students lost wallet in laboratory.

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE	
2	Mrs. A. Narmada	Associate Professor	Convener	ECE	
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE	
4	Mr. S. UpenderRao	Assistant Professor	Member	EEE	
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H	

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VMTW/GRC/Cir/2018-2019 /01

Date: 13-07-2018

Minutes of the Grievance Redressal Committee Meeting held on 13th July 2018.

The Grievance Redressal Committee meeting of Vignan's Institute of Management and Technology for Women for the Academic Year 2018-19 was held on 13th July 2018 at 2:00 PM at Board Room with the following members

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE
2	Mrs. A. Narmada	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE
4	Mr. S. UpenderRao	Assistant Professor	Member	EEE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Minutes of Meeting:

1. Action taken on previous minutes of meeting

Agenda Point	Action Taken
1.1 Change the blackboard of the classroom	The damaged blackboard was changed in the III-ECE A classroom.
1.2 Maintenance of medical kit for the students in every department.	Medical kit is maintained properly in every department.
1.3 Placement of dustbins in the corridor of each floor in the college building.	5 dustbins are placed in the corridor of each floor in the college building.

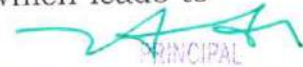
2. Water seepage on the ceiling in front of the Library.

It is brought to the notice of I/c Admin/Management as the problem occurs due to raining. Therefore it is decided to repair the seepage on the ceiling in front of the Library.

1. Electrical problems in room no.AGF9

Students have raised an issue that they are suffering from electrical problem in room no. AFF9. During class time, projector faces unexpected shut down which leads to




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class disturbances. Therefore it is decided to resolve the electrical problem very soon.

2. III-CSE students lost wallet in class room.

III-CSE Students have raised an issue that nowadays they are losing money from their bags in the laboratory. Therefore, it is proposed to install CCTV cameras in every laboratory and corridors in the next semester.

The Principal proposed the tentative date of next meeting during the month of November 2018. The meeting was concluded with vote of thanks by the Principal.

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE	
2	Mrs. A. Narmada	Associate Professor	Convener	ECE	
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE	
4	Mr. S. UpenderRao	Assistant Professor	Member	EEE	
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H	

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Date: 03-08-2018

Complaints received by the Grievances Redressal Committee

1. Water seepage on the ceiling in front of the Library.
2. Electrical problems in room no.AGF9
3. III-CSE students lost wallet in class room.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. It is brought to the notice of I/c Admin/Management and decided to solve the problem as soon as possible.
2. The electrical problem in AGF9 was resolved by replace making new wiring with switch board.
3. The management has been decided to install CCTV cameras in every laboratory and corridors in the next semester.

Convener

Principal

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VMTW/GRC/Cir/2018-19/02

Date: 05-11-2018

CIRCULAR

The Grievance Redressal Cell (GRC) meeting for the academic year 2018-2019 has been planned to conduct on 09th November 2018, at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of the meeting.
2. Unhealthy surroundings of washrooms.
3. Replacement of benches from room no. ATF 9

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE
2	Mrs. A. Narmada	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE
4	Mr. S. UpenderRao	Assistant Professor	Member	EEE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

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VMTW/GRC/Cir/2018-2019 /02

Date: 09-11-2018

Minutes of the Grievance Redressal Committee Meeting held on 09th November 2018.

The Grievance Redressal Committee meeting of Vignan's Institute of Management and Technology for Women for the Academic Year 2018-19 was held on 09th November 2018 at 2:00 PM at Board Room with the following members

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE
2	Mrs. A. Narmada	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopaa	Assistant Professor	Member	CSE
4	Mr. S. UpenderRao	Assistant Professor	Member	EEE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

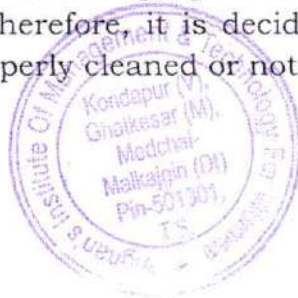
Minutes of Meeting:

1. Action taken on previous minutes of meeting

Agenda Point	Action Taken
1.1 Water seepage on the ceiling in front of the Library	It is brought to the notice of I/c Admin/Management and decided to solve the problem as soon as possible.
1.2 Electrical problems in room no.AGF9	The electrical problem in AGF9 was resolved by replace making new wiring with switch board
1.3 III-CSE students lost wallet in class room.	The management has been decided to install CCTV cameras in every laboratory and corridors in the next semester.

2. Unhealthy surroundings of washrooms.

Students have raised an issue that cleanliness of the washrooms and the surroundings are not proper. Because of that some students have fallen in sick. Therefore, it is decided to check the washroom daily whether it is properly cleaned or not.




PRINCIPAL

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3. Replacement of benches from room no. ATF 9

Students have wished for the replacement of partially broken benches from room no: ATF9 as it is difficult to write the notes in the class. Therefore it is decided to repair the broken tables as soon as possible.

The Principal proposed the tentative date of next meeting during the month of December 2019. The meeting was concluded with vote of thanks by the Principal.

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE	<i>PSR</i>
2	Mrs. A. Narmada	Associate Professor	Convener	ECE	<i>AN</i>
3	Mrs. Duli Swaropa	Assistant Professor	Member	CSE	<i>DLS</i>
4	Mr. S. UpenderRao	Assistant Professor	Member	EEE	<i>SUR</i>
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H	<i>DK</i>

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P. Sudhakara Rao
Principal
Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (D)-501301
Telangana State



[Signature]
Principal
Vignan's Institute of Management & Technology For Women
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Date: 19-11-2018

Complaints received by the Grievances Redressal Committee

1. Unhealthy surroundings of washrooms.
2. Replacement of benches from room no. ATF 9

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. It is brought to the notice of the admin and the problem was resolved by providing the required equipment to clean the wash rooms properly.
2. The problem was resolved by replacing the broken benches with new benches.

Convener

Principal

Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (D)-501301
Telangana State



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VMTW/GRC/Cir/2018-2019 /03

Date: 16-02-2019

CIRCULAR

The Grievance Redressal Cell (GRC) meeting for the academic year 2018-19 has been planned to conduct on 23rd February 2019, at 2 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

Venue: Board Room

Agenda:

1. Action taken on previous minutes of the meeting.
2. Quality and taste of the food in the canteen
3. Extra classes for Campus Recruitment Training Programme.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE
2	Mrs. A. Narmada	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE
4	Mr. S. UpenderRao	Assistant Professor	Member	EEE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

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P. Sudhakara Rao
Principal

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Telangana State



[Signature]
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VMTW/GRC/Cir/2018-2019 /02

Date: 23-02-2019

Minutes of the Grievance Redressal Committee Meeting held on 23rd February, 2019

The Grievance Redressal Committee meeting of Vignan's Institute of Management and Technology for Women for the Academic Year 2018-2019 was held on 23rd February, 2019 at 2:00 PM at Board Room with the following members present the meeting.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE
2	Mrs. Duli Swaroopa	Assistant Professor	Convener	CSE
3	Mr. Vijay kumar Urkude	Associate Professor	Member	ECE
4	Mr. S. UpenderRao	Assistant Professor	Member	EEE
5	Mrs. D. Kavitha	Assistant Professor	Member	BS&H

Minutes of the Meeting:

1. Action taken on previous minutes of the meeting.

Agenda point	Action taken
1.1 Unhealthy surroundings of washrooms	It is brought to the notice of the admin and the problem was resolved by providing the required equipment to clean the wash rooms properly.
1.2 Replacement of benches from room no. ATF 9	The problem was resolved by replacing the broken benches with new benches.

2. Quality and taste of the food in the canteen

After changing the cook, the quality and taste of the food is improved, also cleanliness is maintained properly.

3. Extra classes for Campus Recruitment Training Programme

It is brought to the notice of the Training and Placement officer along with the HoDs, the principal instructed to arrange the Extra classes for the students in CRT programme



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Vignan's Institute of Management & Technology For Women
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The Principal proposed the tentative date of next meeting during the month of April 2020. The meeting was concluded with vote of thanks by the Principal.

S.No	Name	Actual Designation	Position in the committee	Signature
1	Dr. P. SudhakaraRao	Professor	Chairman	
2	Mrs. Duli Swaroopa	Assistant Professor	Convener	
3	Mr. Vijay kumar Urkude	Associate Professor	Member	
4	Mr. S. UpenderRao	Assistant Professor	Member	
5	Mrs. D. Kavitha	Assistant Professor	Member	

Principal

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Date: 05-03-2019


Complaints received by the Grievances Redressal Committee

1. Quality and taste of the food in the canteen
2. Extra classes for Campus Recruitment Training Programme

As per the committee recommendations and with the discussions of the management the following tasks are completed

1. After changing the cook, the quality and taste of the food is improved, also cleanliness is maintained properly.
2. Extra classes for the students in CRT programme were arranged.


Convener


Principal
Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt)-501301
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Action taken by the Grievance Redressal Committee for the A.Y. 2018-19

S. No.	Date of Appeal	Complaint Received	Date of Redressal	Action taken
1	13-07-2018	<p>Water seepage on the ceiling in front of the Library</p> <p>Electrical problems in room no.AGF9</p> <p>III-CSE students lost wallet in class room.</p>	03-08-2018	<p>It is brought to the notice of I/c Admin/Management as the problem occurs due to raining. Therefore it is decided to repair the seepage on the ceiling in front of the Library.</p> <p>Students have raised an issue that they are suffering from electrical problem in room no. AFF9. During class time, projector faces unexpected shut down which leads to class disturbances. Therefore it is decided to resolve the electrical problem very soon.</p> <p>III-CSE Students have raised an issue that nowadays they are losing money from their bags in the laboratory. Therefore, it is proposed to install CCTV cameras in every laboratory and corridors in the next semester.</p>




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2	09-11-2018	Unhealthy surroundings of washrooms. Replacement of benches from room no. ATF 9	19-11-2018	Students have raised an issue that cleanliness of the washrooms and the surroundings are not proper. Because of that some students have fallen in sick. Therefore, it is decided to check the washroom daily whether it is properly cleaned or not. Students have wished for the replacement of partially broken benches from room no: ATF9 as it is difficult to write the notes in the class. Therefore it is decided to repair the broken tables as soon as possible.
3.	23-02-2019	Quality and taste of the food in the canteen Extra classes for Campus Recruitment Training Programme	05-03-2019	After changing the cook, the quality and taste of the food is improved, also cleanliness is maintained properly. Extra classes for the students in CRT programme were arranged


Convener


Principal
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VIEW/Principal/Office order/2017/12(11)

Date: 15-07-2017

PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE A.Y. 2017-18

The Chairman of the Committee further resolved to nominate the following staff members to act as GRIEVANCE REDRESAL COMMITTEE of the institution.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE
2	Mrs. A. Narmada	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE
4	Mr. S. Upender Rao	Assistant Professor	Member	EEE
5	Mrs. M.S.Bindhu Madhavi	Assistant Professor	Member	BS&H

Functions of GRC:

1. The committee should meet once in a month.
2. Receives complaints and grievances from students.
3. The coordinator compiles the complaints received from the students and submits the same to the committee.
4. Suggestion boxes are placed in all A & B blocks and students are drop their grievances in the boxes.
5. The boxes should be opened in the presence of Principal and I/C of the Grievance Cell.

Term: Two years and shall continue to be in force until reconstruction.

Meetings: The meetings may be scheduled as and when necessary.

Dr. P. SudhakaraRao
Principal
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D)-501301
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Copy to

1. Principal Office
2. To All HoD's

EEE

ECE

CSE

BS&H



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VMTW/GRC/Cir/2017-2018 /01

Date: 17-07-2017

CIRCULAR

All the GRIEVANCE REDRESSAL COMMITTEE Members are hereby informed to attend a formal meeting on 24-07-2017 at 2:00 P.M at Board Room.

Agenda:

1. Action taken on previous minutes of the meeting.
2. Air conditioners in the computer labs.
3. Maintenance of drinking water cooler.
4. Mirror and hand wash facility in washrooms.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE
2	Mrs. A. Narmada	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopu	Assistant Professor	Member	CSE
4	Mr. S. Upender Rao	Assistant Professor	Member	EEE
5	Mrs. M.S.Bindhu Madhavi	Assistant Professor	Member	BS&H

PSudhakara

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VMTW/GRC/Cir/2017-2018 /01

Date: 24-07-2017

Minutes of the Grievance Redressal Committee Meeting held on 24th July, 2017

The Grievance Redressal Committee meeting of Vignan's Institute of Management and Technology for Women for the Academic Year 2017-2018 was held on 24th July 2017 at 2:00 PM at Board Room with the following members present the meeting.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. P. Sudhakara Rao	Professor	Chairman	ECE
2	Mrs. A. Narmada	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopaa	Assistant Professor	Member	CSE
4	Mr. S. Upender Rao	Assistant Professor	Member	EEE
5	Mrs. M.S.Bindhu Madhavi	Assistant Professor	Member	BS&H

Minutes of meeting:

1. Action taken on previous minutes of the meeting

Agenda Point	Action taken
1.1 facilities in new classrooms.	Projector and smart boards are provided in ASF1 and ASF2.
1.2 Request for Air conditioned hostel facility	This request was conveyed to the management.

2. Air conditioners in the computer labs

Students have asked to provide air conditioning facility in ATF 5B as in the computer lab the air flow is not proper and the processor used to trip due to high heating. Therefore, it is proposed to provide air conditioners in ATF 5B.

3. Maintenance of drinking water cooler

Students have requested drinking water cooler should be cleaned properly. Therefore, it is proposed to clean the drinking water cooler daily with proper water drainage facility.

4. Mirror and hand wash facility in washrooms.




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Students have requested to provide mirror and hand wash in the washrooms. That request is accepted by the Principal. Mirror and proper setting to place hand wash will be provided as early as possible.

The principal proposed the tentative date of next meeting during the month of December 2017. The meeting was concluded with vote of thanks by the principal.

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. P. Sudhakara Rao	Professor	Chairman	ECE	<i>PSW</i>
2	Mrs. A. Narmada	Associate Professor	Convener	ECE	<i>bb</i>
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE	<i>S</i>
4	Mr. S. Upender Rao	Assistant Professor	Member	EEE	<i>Upender</i>
5	Mrs. M.S.Bindhu Madhavi	Assistant Professor	Member	BS&H	<i>Poin</i>

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PSW
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VMTW/GRC/Cir/2017-2018 /01

Date: 07-08-2017

Complaints received by the Grievances Redressal Committee

1. No Air conditioners in the computer labs.
2. Maintenance of drinking water cooler.
3. Mirror and hand wash facility in washrooms

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. It was already brought to the notice of the management, because all the power fluctuations A/c machines were damaged. The Management has planned to provide the same and the work is in progress.
2. The issue is reported to the office manager and it would be resolved. It is used to clean the drinking water cooler daily with proper water drainage facility.
3. Mirror and proper setting to place for hand wash has been provided.

Convener

Principal

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VMTW/GRC/Cir/2017-2018 /02

Date: 16-12-2017

CIRCULAR

The Grievances and Redressal Cell Meeting for the Academic year 2017-2018 has been planned to conduct on 22nd December 2017, by 2pm at Boardroom. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Agenda:

1. Action taken on previous minutes of the meeting.
2. Frequent change of classrooms in the timetable.
3. College buses are not coming in right time.
4. Request to provide additional buses.

S.No	Name	Actual Designation	Position in the committee	Department	Signature
1	Dr. P. Sudhakara Rao	Professor	Chairman	ECE	<i>PS</i>
2	Mrs. A. Narmada	Associate Professor	Convener	ECE	<i>HN</i>
3	Mrs. Duli Swaroop	Assistant Professor	Member	CSE	<i>D</i>
4	Mr. S. Upender Rao	Assistant Professor	Member	EEE	<i>Upender</i>
5	Mrs. M.S.Bindhu Madhavi	Assistant Professor	Member	BS&H	<i>Pow</i>

P. Sudhakara Rao

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[Handwritten Signature]

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VMTW/GRC/Cir/2017-2018 /02

Date: 22-12-2017

Minutes of the Grievance Redressal Committee Meeting held on 22nd December, 2017

The Grievance Redressal Committee meeting of Vignan's Institute of Management and Technology for Women for the Academic Year 2017-2018 was held on 22nd December, 2017 at 2:00 PM at Board Room with the following members present the meeting.

S.No	Name	Actual Designation	Position in the committee	Signature
1	Dr. P. Sudhakara Rao	Professor	Chairman	
2	Mrs. A. Narmada	Associate Professor	Convener	
3	Mrs. Duli Swaroopa	Assistant Professor	Member	
4	Mr. S. Upender Rao	Assistant Professor	Member	
5	Mrs. M.S.Bindhu Madhavi	Assistant Professor	Member	

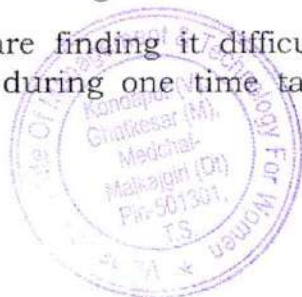
Minutes of meeting:

1. Action taken on previous minutes of the meeting

Agenda Point	Action taken
1.1. Air conditioners in the computer labs	It was already brought to the notice of the management, because all the power fluctuations A/c machines were damaged. The Management has planned to provide the same and the work is in progress.
1.2. Maintenance of drinking water cooler	The issue is reported to the office manager and it would be resolved. It is used to clean the drinking water cooler daily with proper water drainage facility.
1.3. Mirror and hand wash facility in washrooms	Mirror and proper setting to place for hand wash has been provided.

2. Frequent change of classrooms in the time table

Students are finding it difficult to move from one classroom to another classroom during one time table. That's why students have requested to



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conduct the classes in a single classroom. Therefore, it is proposed to instruct all the departments to conduct classes in a single classroom.

3. College buses are not coming in right time

Students have raised the issue that college buses are not coming in right time. Consequently, students are being late in the classes or sometimes missed buses. Therefore, it is decided to convey this issue to the transport manager of the college.

4. Request to provide additional buses

Students have requested to provide additional college buses as nowadays there is shortage of sitting place in the bus. Therefore, it is proposed to convey this request to the transport manager of the college.

The Principal proposed the tentative date of next meeting during the month of April 2018. The meeting was concluded with vote of thanks by the Principal.

S.No	Name	Actual Designation	Position in the committee	Signature
1	Dr. P. Sudhakara Rao	Professor	Chairman	
2	Mrs. A. Narmada	Associate Professor	Convener	
3	Mrs. Duli Swaroopa	Assistant Professor	Member	
4	Mr. S. Upender Rao	Assistant Professor	Member	
5	Mrs. M.S.Bindhu Madhavi	Assistant Professor	Member	

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VMTW/GRC/Cir/2017-2018 /02

Date: 29-12-2017

Complaints received by the Grievances Redressal Committee

1. Frequent change of classrooms in the time table.
2. College buses are not coming in right time
3. Request to provide additional buses

As per the committee and with the discussions of the management, the following tasks are completed.

1. It is proposed to instruct all the departments to conduct classes in a single classroom.
2. It is decided to convey this issue to the transport manager of the college.
3. It is proposed to convey this request to the transport manager of the college.

Convener

Principal

Vignan's Institute of Management & Technology For Women
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Telangana State



Principal

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VMTW/GRC/Cir/2017-2018 /03

Date: 12-03-2018

CIRCULAR

The Grievances and Redressal Cell Meeting for the Academic year 2017-2018 has been planned to conduct on 16th March 2018, by 2pm at Board room. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Agenda:

1. Action taken on previous minutes of the meeting.
2. Quality and taste of the food in the canteen.
3. Extra classes for Campus Recruitment Training Programme

S.No	Name	Actual Designation	Position in the committee	Signature
1	Dr. P. SudhakaraRao	Professor	Chairman	
2	Mrs. A. Narmada	Assistant Professor	Convener	
3	Mr. Duli Swaroopa	Associate Professor	Member	
4	Mr. S. UpenderRao	Assistant Professor	Member	
5	Mrs. M.S. Bindu Madhavi	Assistant Professor	Member	

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2. All the GRC Members



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VMTW/GRC/Cir/2017-2018 /03

Date: 16-03-2018

Minutes of the Grievance Redressal Committee Meeting held on 16th March, 2018

The Grievance Redressal Committee meeting of Vignan's Institute of Management and Technology for Women for the Academic Year 2017-2018 was held on 16th March, 2018 at 2:00 PM at Board Room with the following members present the meeting.

S.No	Name	Actual Designation	Position in the committee	Department
1	Dr. P. SudhakaraRao	Professor	Chairman	ECE
2	Mrs. A. Narmada	Associate Professor	Convener	ECE
3	Mrs. Duli Swaroopa	Assistant Professor	Member	CSE
4	Mr. S. Upender Rao	Assistant Professor	Member	EEE
5	Mrs. M.S.Bindhu Madhavi	Assistant Professor	Member	BS&H

Minutes of meeting:

1. Action taken on previous minutes of the meeting

Agenda Point	Action taken
1.1. Frequent change of classrooms in the time table	Students are finding it difficult to move from one classroom to another classroom during one time table. That's why students have requested to conduct the classes in a single classroom. Therefore, it is proposed to instruct all the departments to conduct classes in a single classroom.
1.2. College buses are not coming in right time	Students have raised the issue that college buses are not coming in right time. Consequently, students are being late in the classes or sometimes missed buses. Therefore, it is decided to convey this issue to the transport manager of the college.




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1.3. Request to provide additional buses

Students have requested to provide additional college buses as nowadays there is shortage of sitting place in the bus. Therefore, it is proposed to convey this request to the transport manager of the college.

2. Quality and taste of the food in the canteen.

The canteen in charge is asked to improve the ambience, taste of the food by changing the surroundings of the canteen and food items in the menu

3. Extra classes for Campus Recruitment Training Programme

The principal instructed the HoD's and TPO to arrange the appropriate number of classes for cam recruitment training.

S.No	Name	Actual Designation	Position in the committee	Signature
1	Dr. P. SudhakaraRao	Professor	Chairman	
2	Mrs. A. Narmada	Assistant Professor	Convener	
3	Mr. Duli Swaroopu	Associate Professor	Member	
4	Mr. S. UpenderRao	Assistant Professor	Member	
5	Mrs. M.S. Bindu Madhavi	Assistant Professor	Member	

Principal

PRINCIPAL

Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt.)-501301
Telangana State



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VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

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VMTW/GRC/Cir/2017-2018 /02


Date: 23-03-2018

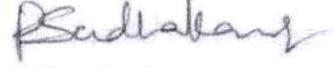
Complaints received by the Grievances Redressal Committee

1. Quality and taste of the food in the canteen.
2. Extra classes for Campus Recruitment Training Programme

As per the committee and with the discussions of the management, the following tasks are completed.

1. The canteen in charge is asked to improve the ambience, taste of the food by changing the surroundings of the canteen and food items in the menu
2. The principal instructed the HoD's and TPO to arrange the appropriate number of classes for cam recruitment training.


I/c Grievance Cell


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Action taken by the Grievance Redressal Committee for the A.Y. 2017-18

S. No.	Date of Appeal	Complaint Received	Date of Redressal	Action taken
1	24-07-2017	Air conditioners in the computer labs Maintenance of drinking water cooler Mirror and hand wash facility in washrooms.	07-08-2017	Students have asked to provide air conditioning facility in ATF 5B as in the computer lab the air flow is not proper and the processor used to trip due to high heating. Therefore, it is proposed to provide air conditioners in ATF 5B. Students have requested drinking water cooler should be cleaned properly. Therefore, it is proposed to clean the drinking water cooler daily with proper water drainage facility. Students have requested to provide mirror and hand wash in the washrooms. That request is accepted by the Principal. Mirror and proper setting to place hand wash will be provided as early as possible.



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2	22-12-2017	<p>Frequent change of classrooms in the time table.</p> <p>College buses are not coming in right time.</p> <p>Request to provide additional buses.</p>	27-12-2017	<p>Students are finding it difficult to move from one classroom to another classroom during one time table. That's why students have requested to conduct the classes in a single classroom. Therefore, it is proposed to instruct all the departments to conduct classes in a single classroom.</p> <p>Students have raised the issue that college buses are not coming in right time. Consequently, students are being late in the classes or sometimes missed buses. Therefore, it is decided to convey this issue to the transport manager of the college.</p> <p>Students have requested to provide additional college buses as nowadays there is shortage of sitting place in the bus. Therefore, it is proposed to convey this request to the transport manager of the college.</p>



ASH
PRINCIPAL

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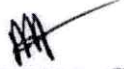
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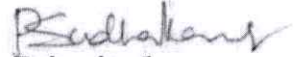
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		Quality and taste of the food in the canteen		The canteen in charge is asked to improve the ambience, taste of the food by changing the surroundings of the canteen and food items in the menu. The quality and taste of the food improved.
3.	16-03-2018	Extra classes for Campus Recruitment Training Programme	23-03-2018	Extra classes for the students in CRT programme were arranged


I/C Grievance Cell


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