



NARSIMHA REDDY ENGINEERING COLLEGE
(UGC-AUTONOMOUS)
(Sponsored by Jakkula Educational Society)

Maisammaguda (V), Dhulapally Post, Near Kompally, Secunderabad - 500 100 Telangana
Affiliated to JNTUH, Approved by AICTE, New Delhi, Courses Accredited by NBA, NAAC with "A" Grade, An ISO 9001: 2015 Certified Institution

NRCM/ GRC/2023-2024/02

Date:5/01/2024

CIRCULAR

This is to inform that all the members of Grievance Redressal Committee are requested to attend the meeting which is scheduled to be held on January 6th 2024 i.e Saturday at 2:00 P.M in Conference Hall.


Agenda of the Meeting:

- Confirmation of Minutes of the Previous Meeting
- Presentation of report of the actions taken after previous meeting
- To hear and address the Grievances received from the students and staff

- Copy to: (1) Deans
(2) All HoD's
(3) All Committee Members-GRC
(4) Controller of Examination
(5) Administrative Office
(6) The Chairman (For Kind Information)


PRINCIPAL
PRINCIPAL

NARASIMHA REDDY ENGINEERING COLLEGE
UGC AUTONOMOUS
Survey No.518, Maisammaguda (V), Dhulapally
Medchal (M), Medchal Dist., Hyderabad-500


(H&S)


(ESE)


NVE


JRM
CE


(MBA)


(ESE)



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Grievance Redressal Committee

Minutes of Meeting Held On 6/01/2024

With Reference to Circular NRCM/ GRC/2023-2024/02 dated on 5th January 2024, a meeting was held on 6th January 2024 with all the members of Grievance Redressal Committee.

Members Present:

S.No.	Member Name	Designation in the Committee	Designation	Signature
01	Prof.Ch Srilakshmi	Convener	Dean, FME	
02	Dr.A.Chennakesava Reddy	Member from University	Professor, Mechanical	
03	Dr. C Sasikala	Member	HOD, EEE	
04	Dr.M.Ashok Kumar	Member	HOD, ME	
05	Dr. Purushotham Prasad Kaliseti	Member	HOD, ECE	
06	Dr A V L N Sujith	Member	HOD, CSE	
07	Mr. M Parthasaradhi	Member	HOD, CSE(E)	
08	Dr.T.L.Ramadasu	Member	HOD-CE	
09	Prof.N Sai Kiranmai	Member	HOD, H&S	
10	Dr.Shailendra Yadav	Member	HOD, MBA	
11	Mr.P.Ramesh	Member	Accountant	

Agenda of the Meeting:

- Confirmation of Minutes of the Previous Meeting
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Grievances Received:

- A total of Zero Grievance Received .

CONVENOR



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Grievance Redressal Committee

Action Taken Report

Grievance and Redressal Committee Meeting was held on 06-01-2024. The following are the actions taken for the discussions held and suggestions given during the meeting.

There was no request and complaint from the staff and the students. So, all precautions for general good maintenance are being monitored.


CONVENOR

Grievance & Redressal Form

The form typically includes specific fields and sections to gather relevant information and details about the grievance.

The respondent's email (**thanvikashyap12@gmail.com**) was recorded on the submission of this form.

Name of the Student / Staff *

Thanvi Kashyap

Roll Number

19X01A0556

Mobile Number *

09949171169

Department *

CSE

Category of Grievance *

- Academics
- Examinations
- Administration
- Facilities (Canteen, Hostel, Transport, Sports)
- Others

Describe Your Grievance *

Sir, I am Thanvi Kashyap from CSE Department 2023 Passout student. I have requested for issue of my certificates in the admin office. I got selected for ZeroCode HR and I need to upload my certificates. Admin office incharge asking me to come next day. Staying outstation students another day is expensive. Please issue certificates on the same day for the outstation pass out students.

This form was created inside Narsimha Reddy Engineering College.

Google Forms

Request Submitted to the Principal for issue of Passout student Certificates on the same day of student Request. Principal instructed the concern incharge to issue certificates on the same day of representation by submitting no due form.

