



Ref: SMEC/SGR/2023-24/03

DATE: 12/09/2023

MINUTES OF MEETING

Minutes of meeting of the **STUDENT GRIEVANCE REDRESSAL COMMITTEE** held on 11.09.2023 at 11:00 A.M at IQAC, MG Block.

S. No	Name of the faculty	Designation	Department	Signature
1	Dr. M. Sreenivasa Rao	Chairperson	PRINCIPAL	
2	Dr. D.V. Sreekanth	Member	Dean Admin, HOD, ME	
3	Dr. N. Ramchandra	Member	HOD, EEE	
4	Dr. K. Srinivas	Member	HOD CSE(AI&ML)	
5	Dr. S. Hemambika	Member	S&H	
6	Ms. A. Akshara	Student (Special Invitee)	ECE	
7	Mr. A .S .Sai Tarun	Student (Special Invitee)	CSE	

Points Discussed:

1. The committee has discussed and analyzed related to the previous grievances raised by the students. The committee has observed that all the grievances were successfully resolved.
2. The chairperson of the committee has instructed all the committee members to educate the students of all departments regarding the grievance mechanism followed in the institute.
3. The committee has instructed the AO to ensure the grievances boxes are installed properly in the prescribed places.
4. The committee has checked the working condition of the grievance portal in the college website.
5. The committee has approved the dedicated helpline number and email id for student grievances.
6. Some students has raised grievance regarding the food quality in the canteen. The chairperson of the committee has instructed the canteen owner to improve the quality of the food and the quality of the food will be checked again in one week of time.

CHAIR PERSON
PRINCIPAL

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