



***Grievance Redress  
Mechanism  
2021-22***



# PALLAVI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)  
R.R. District , Telangana State , India

[principal@pallaviengineeringcollege.ac.in](mailto:principal@pallaviengineeringcollege.ac.in)

Ref: PEC/PRIN/2021-22

Date: 14/07/2021

## OFFICE ORDER

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2021-22.

S. No.	Name	Designation & Department	Role
1	Dr . Mahesh Manivanna Kumar	Principal	Chairman
2	Mrs. T. Sravanti	Associate Professor- ECE Department	Coordinator
3	Mr. V.Saidulu	Associate Professor- EEE Department	Member
4	Mr. R.Jaipal	Assistant Professor- CE Department	Member
5	Mr. N.Mahesh	Assistant Professor -EEE Department	Member
6	Mr. B.Laxman	Assistant Professor- ECE Department	Member
7	Mr. Hussain Basha Shaik	Assistant Professor - MECH Department	Member
8	Mr. B.Naresh	Assistant Professor - CSE Department	Member

## OBJECTIVES OF THE COMMITTEE

1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.

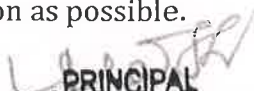
  
PRINCIPAL  
PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana

6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.
7. Online grievance through mail id:  
**[grievance@pallaviengineeringcollege.ac.in](mailto:grievance@pallaviengineeringcollege.ac.in)**



#### **Roles & Responsibilities of the Committee:**

1. The Committee will address the various grievance posted by all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.

  
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Jerabad, R.R. Dist-501505, Telangana.

Copy to:

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer

  
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Ref: PEC/PRIN/GRC/2021-22/CIR-01

Date: 16.07.2021

## CIRCULAR

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 17/07/2021 at 03:30PM in principal chamber. All the members are requested to attend the meeting.

  
Principal  
PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science),  
Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana

Copy to:

1. IQAC coordinator
2. All HODs
3. Administrative Officer
4. Accounts Officer e. Exam Branch

  
Principal  
PALLAVI ENGINEERING COLLEGE  
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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 17/07/2021

--- As per the circular, PEC/PRIN/GRC/2021-22/CIR-01 dated 16/07/2021. A meeting was held on 17/07/2021 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr Mahesh Manivanna Kumar	Principal	Chairman
2	Mrs. T. Sravanti	Associate Professor- ECE Department	Coordinator
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4	Mr. R.Jaipal	Assistant Professor- CE Department	Member
5	Mr. N.Mahesh	Assistant Professor -EEE Department	Member
6	Mr. B.Laxman	Assistant Professor- ECE Department	Member
7	Mr. Hussain Basha Shaik	Assistant Professor - MECH Department	Member
8	Mr. B.Naresh	Assistant Professor - CSE Department	Member

### The Agenda of the Meeting:

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.

  
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Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana.

### **Summary of Committee Resolutions:**

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
3. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.



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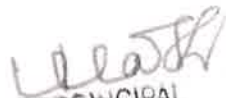
[principal@pallaviengineeringcollege.ac.in](mailto:principal@pallaviengineeringcollege.ac.in)

PEC/PRIN/GRC/2021-22/CIR-02

Date: 18.07.2021

## CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 20/07/2021 at 02:30 AM in principal chamber.. All the members are requested to attend.

  
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PALLAVI ENGINEERING COLLEGE  
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Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

  
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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

### Report of Opening Grievance Boxes in the Campus

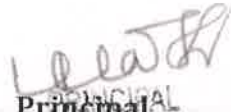
The grievance boxes in the campus are opened on 20/07/2021 in presence of the following members.

1. Chairman - Dr Mahesh Manivanna Kumar, Principal
2. Coordinator- Mrs. T. Sravanti, Associate Professor- ECE Department

After Opening the grievance boxes, the total grievances received are found to be "0"

Copy to:

- A. All HODs
- B. Administrative Officer
- C. Accounts Officer
- D. Exam Branch
- E. Library

  
Principal  
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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 20/07/2021

As per the circular, PEC/PRIN/GRC/2021-22/CIR-02 dated 20/07/2021 . A meeting was held on 20/07/2021 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr Mahesh Manivanna Kumar	Principal	Chairman
2	Mrs. T. Sravanti	Associate Professor- ECE Department	Coordinator
3	Mr. V.Saidulu	Associate Professor- EEE Department	Member
4	Mr. R.Jaipal	Assistant Professor- CE Department	Member
5	Mr. N.Mahesh	Assistant Professor -EEE Department	Member
6	Mr. B.Laxman	Assistant Professor- ECE Department	Member
7	Mr. Hussain Basha Shaik	Assistant Professor - MECH Department	Member
8	Mr. B.Naresh	Assistant Professor - CSE Department	Member

### Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/07/2021

### Grievance received:

A total of "2" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee

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members, committee feels that "2".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/07/2021	Request to establish uninterrupted Wi-Fi facility in student rooms	Accepted
2	20/07/2021	Request to repair the student tables as they are completely damaged	Accepted



Coordinator

GRIEVEANCE REDRESSAL COMMITTEE



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Date: 21/03/2022

## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

### Report of Opening Grievance Boxes in the Campus


The grievance boxes in the campus are opened on 21/03/2022 in presence of the following members.

1. Chairman - Dr Mahesh Manivanna Kumar, Principal
2. Coordinator- Mrs. T. Sravanti, Associate Professor- ECE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

  
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PEC/PRIN/GRC/2021-22/CIR-03

Date: 20/03/2022

## CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 23/03/2022 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/03/2022. All members are requested to attend meeting.

  
Principal

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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 23/03/2022

As per the circular, PEC/PRIN/GRC/2021-22/CIR-03 dated 20/03/2022. A meeting was held 23/03/2022 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr Mahesh Manivanna Kumar	Principal	Chairman
2	Mrs. T. Sravanti	Associate Professor- ECE Department	Coordinator
3	Mr. V.Saidulu	Associate Professor- EEE Department	Member
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5	Mr. N.Mahesh	Assistant Professor -EEE Department	Member
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7	Mr. Hussain Basha Shaik	Assistant Professor - MECH Department	Member
8	Mr. B.Naresh	Assistant Professor - CSE Department	Member

### Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/03/2021

### Grievance received:

A total of "0" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

  
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From the stake holders, with due discussion with all committee members, committee feels that "0".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	23/03/2022	NIL	NIL



Coordinator

GRIEVANCE REDRESSAL COMMITTEE



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To ,

The coordinator  
Internal quality assurance cell  
PEC, Hyderabad

Sub: Report on grievances received from stake holders during the academic year 2021-22reg.,

Respected Sir

The grievance redressal committee has received a total of 01 grievance, out of these a total of 1 grievance is accepted for redressal during the academic year 2021-22, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	20/07/2021	Request to establish uninterrupted Wi-Fi facility in student rooms	As per students request establish ed uninterrupted Wi-Fi facility in canteen, library	Completed
2	20/07/2021	Request to repair the student tables as they are completely damaged	As per student request repaired all the student tables as they are completely damaged	Completed
3	23/03/2022	NIL	NA	NA

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.

  
Coördinátor

GRIEVEANCE REDRESSAL  
COMMITTEE

  
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***Grievance Redress  
Mechanism  
2020-21***





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*[Handwritten Signature]*  
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2. To discuss the roles and responsibilities of each member of the committee.

  
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Date: 18.07.2020

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[principal@pallaviengineeringcollege.ac.in](mailto:principal@pallaviengineeringcollege.ac.in)

## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

### Report of Opening Grievance Boxes in the Campus

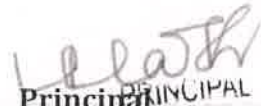
The grievance boxes in the campus are opened on 20/07/2020 in presence of the following members.

1. Chairman - Dr Mahesh Manivanna Kumar, Principal
2. Coordinator- Mrs. T. Sravanti, Associate Professor- ECE Department

After Opening the grievance boxes, the total grievances received are found to be "0"

Copy to:

- A. All HODs
- B. Administrative Officer
- C. Accounts Officer
- D. Exam Branch
- E. Library

  
Principal  
PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana

  
Principal  
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(Formerly Nagole Institute of Technology & Science)  
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Hyderabad, R.R. Dist-501505, Telangana



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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

### Minutes of Meeting held on 20/07/2020

As per the circular, PEC/PRIN/GRC/2020-21/CIR-02 dated 20/07/2020 . A meeting was held on 20/07/2020 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr Mahesh Manivanna Kumar	Principal	Chairman
2	Mrs. T. Sravanti	Associate Professor- ECE Department	Coordinator
3	Mr. V.Saidulu	Associate Professor- EEE Department	Member
4	Mr. R.Jaipal	Assistant Professor- CE Department	Member
5	Mr. N.Mahesh	Assistant Professor -EEE Department	Member
6	Mr. B.Laxman	Assistant Professor- ECE Department	Member
7	Mr. Hussain Basha-Shaik	Assistant Professor - MECH Department	Member
8	Mr. B.Naresh	Assistant Professor - CSE Department	Member

### Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/07/2020.

### Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee

  
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Jerabad, R.R. Dist-501505, Telangana



members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/07/2020	Request to please resolve issue in noise online class	Accepted



Coordinator

GRIEVANCE REDRESSAL COMMITTEE



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[principal@pallaviengineeringcollege.ac.in](mailto:principal@pallaviengineeringcollege.ac.in)

Date: 21/03/2021

## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

### Report of Opening Grievance Boxes in the Campus


The grievance boxes in the campus are opened on 21/03/2022 in presence of the following members.

1. Chairman - Dr Mahesh Manivanna Kumar, Principal
2. Coordinator- Mrs. T. Sravanti, Associate Professor- ECE Department

After Opening the grievance boxes, the total grievances received are found to be "0"

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

  
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PEC/PRIN/GRC/2020-21/CIR-03

Date: 20/03/2022

## CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 23/03/2021 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/03/2021. All members are requested to attend meeting.

  
Principal  
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Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

  
Principal  
PALLAVI ENGINEERING COLLEGE  
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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 23/03/2021

As per the circular, PEC/PRIN/GRC/2020-21/CIR-03 dated 20/03/2022. A meeting was held 23/03/2021 with all the members of grievance redressal mechanism committee.

The following members were present:-

S. No.	Name	Designation & Department	Role
1	Dr Mahesh Manivanna Kumar	Principal	Chairman
2	Mrs. T. Sravanti	Associate Professor- ECE Department	Coordinator
3	Mr. V.Saidulu	Associate Professor- EEE Department	Member
4	Mr. R.Jaipal	Assistant Professor- CE Department	Member
5	Mr. N.Mahesh	Assistant Professor -EEE Department	Member
6	Mr. B.Laxman	Assistant Professor- ECE Department	Member
7	Mr. Hussain Basha Shaik	Assistant Professor - MECH Department	Member
8	Mr. B.Naresh	Assistant Professor - CSE Department	Member

### Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/03/2021

### Grievance received:

A total of "0" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

  
PRINCIPAL

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From the stake holders, with due discussion with all committee members, committee feels that "0".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	23/03/2021	Nil	Nil



Coordinator

GRIEVANCE REDRESSAL COMMITTEE



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To ,

The coordinator  
Internal quality assurance cell  
PEC, Hyderabad


Sub: Report on grievances received from stake holders during the academic year 2020-21reg.,

Respected Sir

The grievance redressal committee has received a total of 01 grievance, out of these a total of 1 grievance is accepted for redressal during the academic year 2020-21, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	20/07/2020	Request to please resolve issue in noise online class	As per students request provided best online tools to the faculty	Completed
2	23/03/2021	Nil	NA	NA

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.

  
Coordinator

GRIEVANCE REDRESSAL COMMITTEE

  
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***Grievance Redress  
Mechanism  
2019-20***



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Ref: PEC/PRIN/2019-20

Date: 15/07/2019

## OFFICE ORDER

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2019-20.

S. No.	Name	Designation & Department	Role
1	Dr. N. Sathyanarana	Principal	Chairman
2	Mr. E.Krishna	Assistant Professor -CSE Department	Coordinator
3	Mr. D. Rupa Kumar	HOD-ECE Department	Member
4	Mr. T.Gk.Vasista	HOD-CE Department	Member
5	Mr. V.Sandhyarani	Assistant Professor- EEE Department	Member
6	Mr. B.Laxman	Assistant Professor- ECE Department	Member
7	Mr. B. Sailesh	Assistant Professor - MECH Department	Member
8	Mr. S. Sree hari raj	Assistant Professor - CSE Department	Member

## OBJECTIVES OF THE COMMITTEE

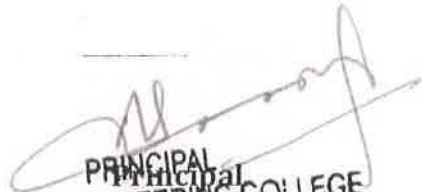
1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

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### **Roles & Responsibilities of the Committee:**

1. The Committee will address the various grievance posted by all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.

  
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Copy to:

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer

  
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Ref: PEC/PRIN/GRC/2019-20/CIR-01

Date: 16.07.2019

## CIRCULAR

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 17/07/2019 at 03:30PM in principal chamber. All the members are requested to attend the meeting.

  
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Principal  
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Copy to:

1. IQAC coordinator
2. All HODS
3. Administrative Officer
4. Accounts Officer e. Exam Branch

  
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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 17/07/2019

As per the circular, PEC/PRIN/GRC/2019-20/CIR-01 dated 16/07/2019. A meeting was held on 17/07/2019 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr. N. Sathyanarana	Principal	Chairman
2	Mr. E.Krishna	Assistant Professor -CSE Department	Coordinator
3	Mr. D. Rupa Kumar	HOD-ECE Department	Member
4	Mr. T.Gk.Vasista	HOD-CE Department	Member
5	Mr. V.Sandhyarani	Assistant Professor- EEE Department	Member
6	Mr. B.Laxman	Assistant Professor- ECE Department	Member
7	Mr. B. Sailesh	Assistant Professor - MECH Department	Member
8	Mr. S. Sree hari raju	Assistant Professor - CSE Department	Member

### The Agenda of the Meeting:

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.

### Summary of Committee Resolutions:

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
3. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.

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Date: 20/07/2019


## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

### Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 20/07/2019 in presence of the following members.

1. Chairman - Dr. N.SATHYANARANA, Principal
2. Coordinator- Mr. E.Krishna Assistant Professor -CSE Department

After Opening the grievance boxes, the total grievances received are found to be "2"

  
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Copy to:

- A. All HODs
- B. Administrative Officer
- C. Accounts Officer
- D. Exam Branch
- E. Library

  
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PEC/PRIN/GRC/2019-20/CIR-02

Date: 18.07.2019

## CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on third Saturday of every month at 02:30 AM in principal chamber.. All the members are requested to attend.

  
Principal  
PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Jorabad, R.R. Dist-501505, Telangana

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

  
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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 23/07/2019

As per the circular, PEC/PRIN/GRC/2019-20/CIR-02 dated 20/07/2019. A meeting was held on 23/07/2019 with all the members of grievance redressal mechanism committee.

The following members were present:

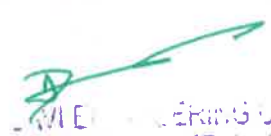
S. No.	Name	Designation & Department	Role
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2	Mr. E.Krishna	Assistant Professor -CSE Department	Coordinator
3	Mr. D. Rupa Kumar	HOD-ECE Department	Member
4	Mr. T.Gk.Vasista	HOD-CE Department	Member
5	Mr. V.Sandhyarani	Assistant Professor- EEE Department	Member
6	Mr. B.Laxman	Assistant Professor- ECE Department	Member
7	Mr. B. Sailesh	Assistant Professor - MECH Department	Member
8	Mr. S. Sree hari raju	Assistant Professor - CSE Department	Member

### Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/07/2019

### Grievance received:

A total of "2" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee members, committee feels that "2".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

  
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The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/07/2019	Request to establish uninterrupted Wi-Fi facility in student rooms	Accepted
2	20/07/2019	Request to repair the student tables as they are completely damaged	Accepted

  
Coordinator

**GRIEVANCE REDRESSAL COMMITTEE**

  
PRINCIPAL

**PALLAVI ENGINEERING COLLEGE**  
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Date: 21/03/2020

## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

### Report of Opening Grievance Boxes in the Campus


The grievance boxes in the campus are opened on-21/03/2020 in presence of the following members.

1. Chairman - Dr. N.SATHYANARANA, Principal
2. Coordinator- Mr. E. Krishna Assistant Professor -CSE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

  
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PEC/PRIN/GRC/2019-20/CIR-03

Date: 21/03/2020

## CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 21/03/2020 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 21/03/2020.all members are requested to attend meeting.

  
Principal  
PALLAVI ENGINEERING COLLEGE  
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3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

  
Principal  
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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 23/03/2020

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The following members were present:

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1	Dr Mahesh Manivanna Kumar	Principal	Chairman
2	Mr. E.Krishna	Assistant Professor -CSE Department	Coordinator
3	Mr. D. Rupa Kumar	HOD-ECE Department	Member
4	Mr. T.Gk.Vasista	HOD-CE Department	Member
5	Mr. V.Sandhyarani	Assistant Professor- EEE Department	Member
6	Mr. B.Laxman	Assistant Professor- ECE Department	Member
7	Mr. B. Sailesh	Assistant Professor - MECH Department	Member
8	Mr. S. Sree hari raj	Assistant Professor - CSE Department	Member


### Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 21/03/2020

### Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

  
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The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	21/03/2020	Request to to increase the number of text books in library	Accepted

  
Coordinator

**GRIEVEANCE REDRESSAL COMMITTEE**

  
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[principal@pallaviengineeringcollege.ac.in](mailto:principal@pallaviengineeringcollege.ac.in)

Date: 20/04/2020

## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

### Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 20/04/2020 in presence of the following members.


1. Chairman - Dr. Mahesh Manivanna Kumar, Principal
2. Coordinator- Mr. E. Krishna, Assistant Professor -CSE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

  
Principal  
PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Te

  
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(Formerly Nagole Institute of Technology & Science)  
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Hyderabad, R.R. Dist-501505, Telangana.



# PALLAVI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)  
R.R. District , Telangana State , India


[principal@pallaviengineeringcollege.ac.in](mailto:principal@pallaviengineeringcollege.ac.in)

PEC/PRIN/GRC/2019-20/CIR-03

Date: 20.04.2020

## CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 22/04/2020 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/04/2020. All members are requested to attend meeting.

  
Principal  
PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

  
Principal  
PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
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Hyderabad, R.R. Dist-501505, Telangana



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## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 22/04/2019

As per the circular, PEC/PRIN/GRC/2019-20/CIR-03 dated 20/04/2019. A meeting was held 22/04/2019 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr Mahesh Manivanna Kumar	Principal	Chairman
2	Mr. E.Krishna	Assistant Professor -CSE Department	Coordinator
3	Mr. D. Rupa Kumar	HOD-ECE Department	Member
4	Mr. T.Gk.Vasista	HOD-CE Department	Member
5	Mr. V.Sandhyarani	Assistant Professor- EEE Department	Member
6	Mr. B.Laxman	Assistant Professor- ECE Department	Member
7	Mr. B. Sailesh	Assistant Professor - MECH Department	Member
8	Mr. S. Sree hari raju	Assistant Professor - CSE Department	Member
9	Mr. Ashok	Student	Member
10	Ms. ravali	Student	Member

### Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/10/2019

### Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

  
PRINCIPAL

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Jerabad, R.R. Dist-501505, Telangana

From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/04/2019	Request to monitor the quality of food in canteen	Accepted

  
Coordinator

**GRIEVANCE REDRESSAL COMMITTEE**

  
PRINCIPAL  
**PALLAVI ENGINEERING COLLEGE**  
(Formerly Nagole Institute of Technology & Science)  
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R.R. District , Telangana State , India

[principal@pallaviengineeringcollege.ac.in](mailto:principal@pallaviengineeringcollege.ac.in)

To ,

The coordinator  
Internal quality assurance cell  
PEC, Hyderabad

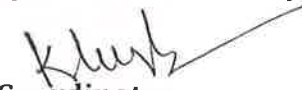
Sub: Report on grievances received from stake holders during the academic year 2019-20reg.,

Respected Sir

The grievance redressal committee has received a total of 03 grievance, out of these a total of "3" grievance is accepted for redressal during the academic year 2019-20, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	20/07/2019	Request to establish uninterrupted Wi-Fi facility in student rooms	This grievance was brought to the notice of management through principal. The management as per request from the students provided the Wi-Fi facility in the campus	Completed
2	20/07/2019	Request to repair the student tables as they are completely damaged	With respect to grievance received from student s all the class room student and staff benches were repaired.	Completed
3	21/03/2020	Request to increase the number of text books in library	Further instruction has been given to the concerned committee members to look in the matter and give latest information available in the library. Based on the information it has been decided to increase the number of book in the library	Completed

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.

  
Coordinator

GRIEVANCE REDRESSAL COMMITTEE

  
PRINCIPAL

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***Grievance Redress  
Mechanism  
2018-19***



## NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)

Kuntloor (V), Hayathnagar (M), R.R.Dist - 501505

Ref: NITS/PRIN/2018-19

Date: 26/07/2018

### OFFICE ORDER

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2018-19.

S. No.	Name	Designation & Department	Role
1	Dr. N. Sathyanarana	Principal	Chairman
2	Mr. T.Gk.Vasista	HOD-CE Department	Coordinator
3	Mr. K Sujesh	HOD-EEE Department	Member
4	Dr.P. Venkateswarlu	HOD-CSE Department	Member
5	Mr. D. Rupa Kumar	HOD-ECE Department	Member
6	Mr. B.Laxman	Assistant Professor- ECE Department	Member
7	Mr. B. Sailesh	Assistant Professor - MECH Department	Member
8	Mr. S. Sree hari raju	Assistant Professor - CSE Department	Member

### OBJECTIVES OF THE COMMITTEE

1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

  
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Hyderabad, R.R. Dist-501505, Telangana

### **Roles & Responsibilities of the Committee:**

1. The Committee will address the various grievance posted by all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.

  
Principal  
**PRINCIPAL**  
NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE  
Kuntloor (V), Hayathnagar (M),  
Ranga Reddy Dist.-501 505.

### **Copy to:**

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer

  
Principal  
**PALLAVI ENGINEERING COLLEGE**  
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Ref: NITS/PRIN/GRC/2018-19/CIR-01

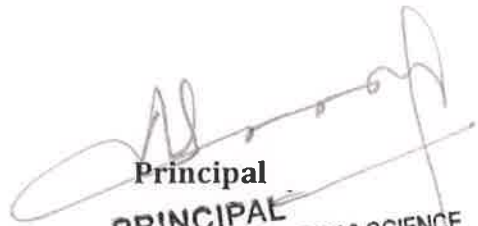
Date: 27.07.2018

### CIRCULAR

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 30/07/2018 at 03:30PM in principal chamber. All the members are requested to attend the meeting.

Copy to:

1. IQAC coordinator
2. All HODS
3. Administrative Officer
4. Accounts Officer e. Exam Branch

  
Principal  
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NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE  
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Kuntloor (V), Hayathnagar (M), R.R.Dist – 501505

### GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 30/07/2018

As per the circular, NITS/PRIN/GRC/2018-19/CIR-01 dated 27/07/2018. A meeting was held on 30/07/2018 with all the members of grievance redressal mechanism committee.

The following members were present:


1	Chairman	Dr. N.Sathyanarana	Principal
2	Coordinator	Mr. T.GK.Vasista	HOD-CE Department
3	Member	Mr. K. Sujesh	HOD-EEE Department
4	Member	DR.P.Venkateswarlu	HOD-CSE Department
5	Member	Dr. K.Srinivasa Reddy	HOD-ECE Department
6	Member	Mr. B.Laxman	Assistant Professor- ECE Department
7	Member	B. Sailesh	ASSOC PROFESSOR- MECH Department
8	Member	S. Sree Hari Raju	ASSOC PROFESSOR- CSE Department

#### The Agenda of the Meeting:

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.

#### Summary of Committee Resolutions:

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
3. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.

  
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## NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)  
Kuntloor (V), Hayathnagar (M), R.R.Dist – 501505

Date: 18/08/2018

### GRIEVANCE REDRESSAL MECHANISM COMMITTEE

#### Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 18/08/2018 in presence of the following members.

1. Chairman - Dr. N.SATHYANARANA, Principal
2. Coordinator- Mr. T.GK.Vasista HOD-CE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

Copy to:

- A. All HODs
- B. Administrative Officer
- C. Accounts Officer
- D. Exam Branch
- E. Library

Principal

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Kuntloor (V), Hayathnagar (M), R.R.Dist - 501505

NITS/PRIN/GRC/2018-19/CIR-02

Date: 18.08.2018

## CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 21/08/2018 at 10:30 AM in principal chamber. To hear and address the various grievances received from the grievance boxes on 18/08/2018. All the members are requested to attend.

PRINCIPAL

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NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE  
Kuntloor (V), Hayathnagar (M),  
Ranga Reddy Dist.-501 505.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

PRINCIPAL

PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
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# NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)

Kuntloor (V), Hayathnagar (M), R.R.Dist - 501505

Date: 22/08/2017

## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 21/08/2018

As per the circular, NITS/PRIN/GRC/2018-19/CIR-02 dated 20/10/2018. A meeting was held on 22/10/2018 with all the members of grievance redressal mechanism committee.

The following members were present:

S.No	Position	Name	Designation
1	Chairman	Dr. N.Sathyanarana	Principal
2	Convener	Mr. T.Gk.Vasista	HOD-CE Department
3	Member	Mr. K Sujesh	HOD-EEE Department
4	Member	Mr. Laxman	Assist. Professor ECE Department
5	Member	Dr. K.srinivasa reddy	HOD-ECE Department
6	Member	K. Uma Maheswara Rao	HOD-MECH Department
7	Member	Mr. B. Sailesh	Assoc. Professor -MECH Department
8	Member	Mr. S. Sree Hari Raju	Assoc. Professor -CSE Department
9	Member	Mr. Jarupula Bhaskar	Student
10	Member	Mr. Rajannagari Navya	Student
11	Member	Mr. Sunkara Murali Krishna	Student
12	Member	Mr, Nenavath Paramesh Naik	Student

### Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/10/2018

### Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

  
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Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana



The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	18/08/2018	Request to change the whiteboards as the installed white boards are not in good condition	Accepted



Coordinator

GRIEVANCE REDRESSAL COMMITTEE



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PALLAVI ENGINEERING COLLEGE  
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## NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)  
Kuntloor (V), Hayathnagar (M), R.R.Dist – 501505

Date: 20/04/2019

### GRIEVANCE REDRESSAL MECHANISM COMMITTEE

#### Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 20/04/2019 in presence of the following members.

1. Chairman - Dr. N.SATHYANARANA, Principal
2. Coordinator- Mr. T.GK.Vasista HOD-CE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

Principal

**PRINCIPAL**

**NAGOLE INSTITUTE OF TECHNOLOGY & SCI**  
Kuntloor (V), Hayathnagar (M),  
Ranga Reddy Dist.-501 505.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

PRINCIPAL

**PALLAVI ENGINEERING COLLEGE**  
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## NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE

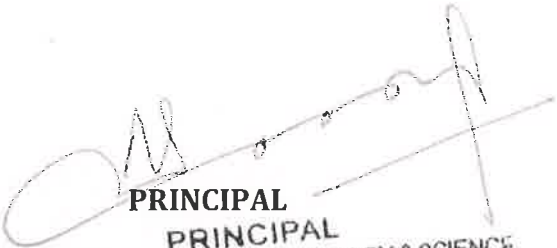
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Kuntloor (V), Hayathnagar (M), R.R. Dist - 501505

NITS/PRIN/GRC/2018-19/CIR-03

Date: 20.10.2018

### CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 22/10/2018 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/10/2018.all members are requested to attend meeting.

  
PRINCIPAL  
PRINCIPAL  
NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE  
Kuntloor (V), Hayathnagar (M),  
Ranga Reddy Dist.-501 505.

Copy to:

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3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

  
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Kuntloor (V), Hayathnagar (M), R.R. Dist - 501505

Date: 22/10/2018

### GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 22/08/2017

As per the circular, NITS/PRIN/GRC/2018-19/CIR-03 dated 20/10/2018. A meeting was held 22/10/2018 with all the members of grievance redressal mechanism committee.

The following members were present:

S.No	Position	Name	Designation
1	Chairman	Dr. N.Sathyanarana	Principal
2	Convener	Mr. T.Gk.Vasista	HOD-CE Department
3	Member	Mr. K Sujesh	HOD-EEE Department
4	Member	Mr. Laxman	Assist. Professor ECE Department
5	Member	Dr. K.srinivasa reddy	HOD-ECE Department
6	Member	K. Uma Maheswara Rao	HOD-MECH Department
7	Member	Mr. B. Sailesh	Assoc. Professor -MECH Department
8	Member	Mr. S. Sree Hari Raju	Assoc. Professor -CSE Department
9	Member	Mr. Jarupula Bhaskar	Student
10	Member	Mr. Rajannagari Navya	Student
11	Member	Mr. Sunkara Murali Krishna	Student
12	Member	Mr, Nenavath Paramesh Naik	Student

#### Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 18/08/2018

#### Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

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The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/10/2018	Request to to repair the student tables as they are completely damaged	Accepted

  
Coordinator

GRIEVEANCE REDRESSAL COMITTEE

  
PRINCIPAL  
PALLAVI ENGINEERING COLLEGE  
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Kuntloor (V), Hayathnagar (M), R.R.Dist - 501505

Date: 20/04/2019

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2. Coordinator- Mr. T.GK.Vasista HOD-CE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

  
Principal  
PRINCIPAL  
NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE  
Kuntloor (V), Hayathnagar (M),  
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## **NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE**

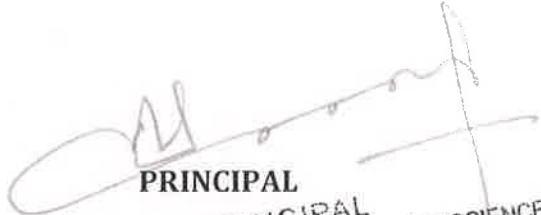
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NITS/PRIN/GRC/2018-19/CIR-03

Date: 20.04.2019

### **CIRCULAR**

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NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE  
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Minutes of Meeting held on 22/04/2019

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The following members were present:

1	Chairman	Dr. N.Sathyanarana	Principal
2	Coordinator	Mr. T.GK.Vasista	HOD-CE Department
3	Member	Mr. K. Sujesh	HOD-EEE Department
4	Member	DR.P.Venkateswarlu	HOD-CSE Department
5	Member	Dr. K.Srinivasa Reddy	HOD-ECE Department
6	Member	Mr. B.Laxman	Assistant Professor- ECE Department
7	Member	B. Sailesh	ASSOC PROFESSOR- MECH Department
8	Member	S. Sree Hari Raju	ASSOC PROFESSOR- CSE Department

#### Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/10/2019

#### Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/04/2019	Request to monitor the quality of food in canteen	Accepted

  
Coordinator

GRIEVANCE REDRESSAL COMMITTEE

PRINCIPAL

PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana





## NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)

Kuntloor (V), Hayathnagar (M), R.R.Dist - 501505

To

The coordinator

Internal quality assurance cell

PEC, Hyderabad

Sub: Report on grievances received from stake holders during the academic year 2018-19 reg.,

Respected Sir

The grievance redressal committee has received a total of 01 grievance, out of these a total of 1 grievance is accepted for redressal during the academic year 2018-19, the details are as follows.

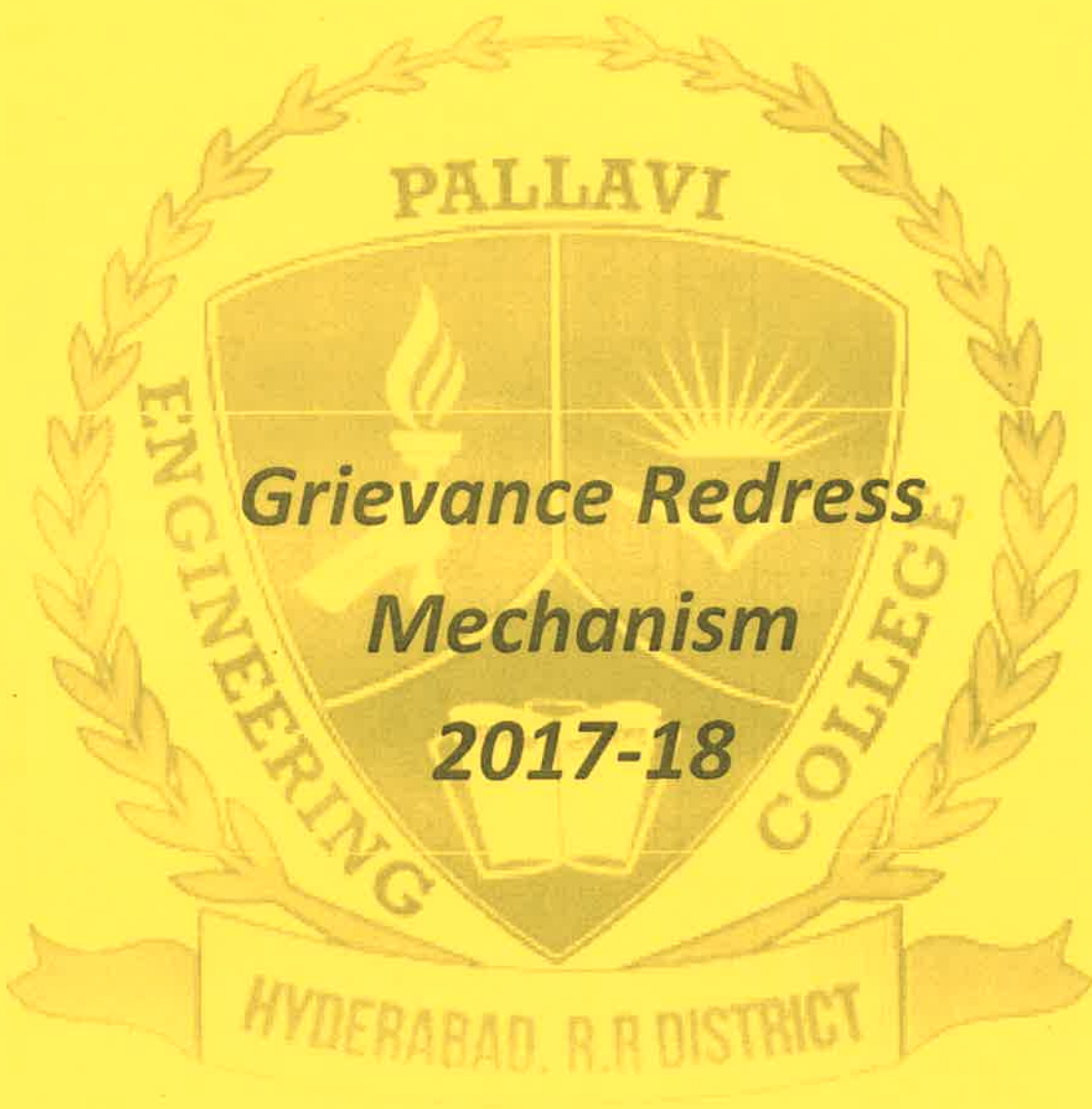
S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	18/08/2018	Request to change the whiteboards as the installed white boards are not in good condition	This grievance was brought to the notice of management through principal. The management replaced all white boards with new white boards	Completed
2	20/10/2018	Request to repair the student tables as they are completely damaged	With respect to grievance received from student s all the class room student and staff benches were repaired.	Completed
3	20/04/2019	Request to monitor the quality of food in canteen	This Grievance has been redressed with due concern. Given strict instructions to monitor the food quality regularly to canteen committee	Completed

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.

Coordinator

GRIEVANCE REDRESSAL COMMITTEE

PRINCIPAL  
PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana



***Grievance Redress  
Mechanism  
2017-18***



## NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)  
Kuntloor (V), Hayathnagar (M), R.R.Dist - 501505

Ref: NITS/PRIN/2017-18

Date: 14/07/2017

### OFFICE ORDER

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2017-18.

S. No.	Name	Designation & Department	Role
1	Dr. N. Sathyanarana	Principal	Chairman
2	Mr. T.Gk.Vasista	HOD-CE Department	Coordinator
3	Mr. K Sujesh	HOD-EEE Department	Member
4	Dr.P. Venkateswarlu	HOD-CSE Department	Member
5	Mr. D. Rupa Kumar	HOD-ECE Department	Member
6	Mr. B.Laxman	Assistant Professor- ECE Department	Member
7	Mr. B. Sailesh	Assistant Professor - MECH Department	Member
8	Mr. S. Sree hari raj	Assistant Professor - CSE Department	Member

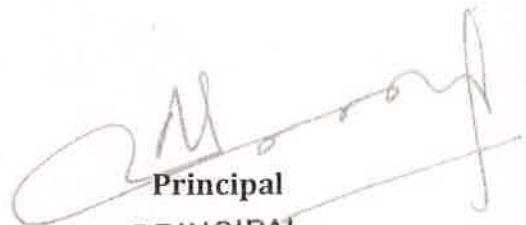
### OBJECTIVES OF THE COMMITTEE

1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

  
PRINCIPAL  
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(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana

### **Roles & Responsibilities of the Committee:**

1. The Committee will address the various grievance posted by all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.

  
Principal  
PRINCIPAL  
NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE  
Kuntloor (V), Hayathnagar (M),  
Ranga Reddy Dist.-501 505.

Copy to:

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer

  
PRINCIPAL  
PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
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## NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE

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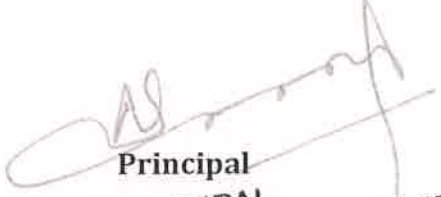
Kuntloor (V), Hayathnagar (M), R.R.Dist - 501505

Ref: NITS/PRIN/GRC/2017-18/CIR-01

Date: 15.07.2017

### CIRCULAR

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 17/07/2017 at 03:30PM in principal chamber. All the members are requested to attend the meeting.

  
Principal  
PRINCIPAL  
NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE  
Kuntloor (V), Hayathnagar (M),  
Ranga Reddy Dist.-501 505.

Copy to:

1. IQAC coordinator
2. All HODS
3. Administrative Officer
4. Accounts Officer e.
5. Exam Branch

  
PRINCIPAL  
PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Jerabad, R.R. Dist-501505, Telangana



## NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)  
Kuntloor (V), Hayathnagar (M), R.R.Dist – 501505

### GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 17/07/2017

As per the circular, NITS/PRIN/GRC/2017-18/CIR-01 dated 15/07/2017. A meeting was held on 17/07/2017 with all the members of grievance redressal mechanism committee.

The following members were present:

1	Chairman	Dr. N.Sathyanaarana	Principal
2	Coordinator	Mr. T.GK.Vasista	HOD-CE Department
3	Member	Mr. K. Sujesh	HOD-EEE Department
4	Member	DR.P.Venkateswarlu	HOD-CSE Department
5	Member	Dr. K.Srinivasa Reddy	HOD-ECE Department
6	Member	Mr. B.Laxman	Assistant Professor- ECE Department
7	Member	B. Sailesh	ASSOC PROFESSOR- MECH Department
8	Member	S. Sree Hari Raju	ASSOC PROFESSOR- CSE Department

#### The Agenda of the Meeting:

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.

#### Summary of Committee Resolutions:

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
3. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.

PRINCIPAL

PALLAVI ENGINEERING COLLEGE:  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana



## NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)  
Kuntloor (V), Hayathnagar (M), R.R. Dist - 501505

Date: 15/07/2017

### GRIEVANCE REDRESSAL MECHANISM COMMITTEE

#### Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 15/07/2017 in presence of the following members.

1. Chairman - Dr. N.SATHYANARANA, Principal
2. Coordinator- Mr. T.GK.Vasista HOD-CE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

Principal

PRINCIPAL  
NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE  
Kuntloor (V), Hayathnagar (M),  
Ranga Reddy Dist.-501 505.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer
4. Exam Branch
5. Library

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## NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE


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NITS/PRIN/GRC/2017-18/CIR-02

Date: 19.08.2017

### CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 22/08/2017 at 3:00 PM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. Collected grievances are to resolve within two weeks.

  
PRINCIPAL  
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NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE  
Kuntloor (V), Hayathnagar (M),  
Ranga Reddy Dist.-501 505.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

  
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PALLAVI ENGINEERING COLLEGE  
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Kuntloor (V), Abdullapurmet (M)  
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Kuntloor (V), Hayathnagar (M), R.R.Dist – 501505

### GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 22/08/2017

As per the circular, NITS/PRIN/GRC/2017-18/CIR-02 dated 19/08/2017. A meeting was held on 22/08/2017 with all the members of grievance redressal mechanism committee.

The following members were present:

S.No	Position	Name	Designation
1	Chairman	Dr. N.Sathyanarana	Principal
2	Convener	Mr. T.Gk.Vasista	HOD-CE Department
3	Member	Mr. K Sujesh	HOD-EEE Department
4	Member	Mr. Laxman	Assist. Professor ECE Department
5	Member	Dr. K.srinivasa reddy	HOD-ECE Department
6	Member	K. Uma Maheswara Rao	HOD-MECH Department
7	Member	Mr. B. Sailesh	Assoc. Professor -MECH Department
8	Member	Mr. S. Sree Hari Raju	Assoc. Professor -CSE Department
9	Member	Mr. Jarupula Bhaskar	Student
10	Member	Mr. Rajannagari Navya	Student
11	Member	Mr. Sunkara Murali Krishna	Student
12	Member	Mr, Nenavath Paramesh Naik	Student

#### Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 15/07/2017.

#### Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

  
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Kuntloor (V), Hayathnagar (M), R.R.Dist - 501505

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	15/07/2017	Request to change the white boards as the installed white boards are not in good condition	Accepted

Coordinator

**GRIEVEANCE REDRESSAL MECHANISAM COMMITTEE**

PRINCIPAL

**PALLAVI ENGINEERING COLLEGE**  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana



# NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)

Kuntloor (V), Hayathnagar (M), R.R.Dist – 501505

Date: 19/05/2018

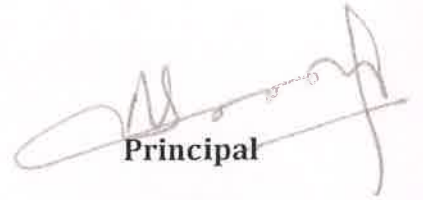
## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

### Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 19/05/2018 in presence of the following members.

1. Chairman - Dr. N.SATHYANARANA, Principal
2. Coordinator- Mr. T.GK.Vasista HOD-CE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

  
Principal

Copy to:

- A. All HODs
- B. Administrative Officer
- C. Accounts Officer
- D. Exam Branch
- E. Library

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NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE  
Kuntloor (V), Hayathnagar (M),  
Ranga Reddy Dist.-501 505.

  
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PALLAVI ENGINEERING COLLEGE  
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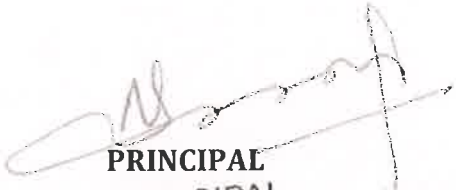
Kuntloor (V), Hayathnagar (M), R.R.Dist - 501505

NITS/PRIN/GRC/2017-18/CIR-03

Date: 19.05.2018

### CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 21/05/2018 at 3:00 PM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 19/05/2018.all members are requested to attend meeting .

  
PRINCIPAL  
PRINCIPAL  
NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE  
Kuntloor (V), Hayathnagar (M),  
Ranga Reddy Dist.-501 505.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
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5. Library
6. Physical director
7. Exam branch

  
PRINCIPAL  
PALLAVI ENGINEERING COLLEGE  
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# NAGOLE INSTITUTE OF TECHNOLOGY & SCIENCE

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Kuntloor (V), Hayathnagar (M), R.R.Dist - 501505

Date: 22/08/2017

## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 22/08/2017

As per the circular, NITS/PRIN/GRC/2017-18/CIR-03 dated 19/05/2018. A meeting was held on 21/05/2018 with all the members of grievance redressal mechanism committee.

The following members were present:

S.No	Position	Name	Designation
1	Chairman	Dr. N.Sathyanaarana	Principal
2	Convener	Mr. T.Gk.Vasista	HOD-CE Department
3	Member	Mr. K Sujesh	HOD-EEE Department
4	Member	Mr. Laxman	Assist. Professor ECE Department
5	Member	Dr. K.srinivasa reddy	HOD-ECE Department
6	Member	K. Uma Maheswara Rao	HOD-MECH Department
7	Member	Mr. B. Sailesh	Assoc. Professor -MECH Department
8	Member	Mr. S. Sree Hari Raju	Assoc. Professor -CSE Department
9	Member	Mr. Jarupula Bhaskar	Student
10	Member	Mr. Rajannagari Navya	Student
11	Member	Mr. Sunkara Murali Krishna	Student
12	Member	Mr, Nenavath Paramesh Naik	Student


### Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 18/08/2018

### Grievance received:

A total of "0" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "0".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

  
Coordinator

GRIEVANCE REDRESSAL MECHANISAM COMITTEE

  
PRINCIPAL  
PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana



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(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)

Kuntloor (V), Hayathnagar (M), R.R.Dist - 501505

To

The coordinator

Internal quality assurance cell

NITS, Hyderabad

Sub: Report on grievances received from stake holders during the academic year 2017-18 reg.,

Respected Sir

The grievance redressal committee has received a total of 01 grievance, out of these a total of 1 grievance is accepted for redressal during the academic year 2017-18, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	15/07/2017	Request to change the white boards as the installed white boards are not in good condition	This grievance was brought to the notice of management through principal. The management provided a continuous water supply and appointed a supervisor for regular supervision	Accepted

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.

Yours truly

Coordinator GRM COMMITTEE

PRINCIPAL  
PALLAVI ENGINEERING COLLEGE  
(Formerly Nagole Institute of Technology & Science)  
Kuntloor (V), Abdullapurmet (M)  
Hyderabad, R.R. Dist-501505, Telangana