

**PROCEEDINGS OF THE PRINCIPAL**

**KLRCET/Principal's Office/GRC/2023-24/01**

**Date: 09-11-2023**

**Sub:** KLRCET – Re-constitution of Grievance Redressal Committee for the  
academic year 2023-24 – Reg.

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**ORDER:**

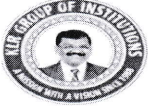
As per the norms of AICTE, Grievance Redressal Committee for the academic year  
2023- 2024 is re-constituted with the following composition:

Sl no	Name of the Member	Designation	Position
1	Dr.M.Surendra Kumar	Principal	Chairman
2	Dr.P.Ramesh Babu	HOD-CSE	Coordinator
3	Mrs.G.SanthoshaRathnam	HOD-MECH	Member
4	G.AshaJyothi	Asst.Prof.ECE	Member
5	K.Sindhura	Asst.Prof EEE	Member
6	MD.Shahida	Asst.Prof CIVIL	Member
7	A.Sai Kumar	Asst.Prof MIN	Member
8	B.Ramya	Asst.Prof MBA	Member
9	M.Vandana(21QT5A0211)	IV-EEE	Student Member
10	K.SpanathiPriya(20QT1A0303)	IV-MECH	Student Member
11	A.Saipriya(20QT1A0508)	IV-CSE	Student Member
12	V.Pooja(21QT5A0105)	IV-CIVIL	Student Member
13	V.Sharanya(20QT1A0403)	IV-ECE	Student Member
14	J.Divya(21QT1A0408)	III-ECE	Student Member
15	V.Anusha(21QT1A0209)	III-EEE	Student Member
16	M.Manasa(21QT1A0307)	III-MECH	Student Member
17	M.Anjali(21QT1A0515)	III-CSE	Student Member
18	N.Mounika(21QT1A0114)	III-CIVIL	Student Member

  
**Principal**  
**PRINCIPAL**

**KLR COLLEGE OF ENG & TECH**  
**Palvancha, BCM Road**  
**Bhadradi Kothagudem Dist**

Copy to Members of the Grievance Redressal Committee



Date:16-11-2023.

Ref:KLR CET/Principal's Office/GRC/2023-24/01

## Circular

The Grievance Redressal Cell meeting will be held on 18-11-2023 at 10:30 AM in the Principal's Chamber

All the committee members are requested to attend the meeting

The agenda for the meeting is as follows

1. To review and confirm the minutes of the last meeting which held on 10-11-2022.
2. To review on the complaints made by the students.
3. To review on the complaints & Suggestions made by staff.
4. To review on the complaints & suggestions made by office staff.
5. Any other matter with the permission of the chair.

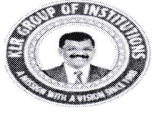
Copy to

1. Principal for Kind Information
2. All the members of the GRC.

Principal

**PRINCIPAL**

**KLR COLLEGE OF ENG & TECH**  
**Palvancha, BCM Road**  
**Bhadradi Kothagudem Dist**



## Minutes of the Meeting of GRC held on 18-11-2023

### Agenda of the Meeting

1. To review and confirm the minutes of the last meeting which held on 10-11-2022.
2. To review on the complaints made by the students.
3. To review on the complaints & Suggestions made by staff.
4. To review on the complaints & suggestions made by office staff.
5. Any other matter with the permission of the chair.

After through discussion among the members the following decisions were taken

### **Item 1: To review and confirm the minutes of the last meeting which held on 10-11-2022**

Coordinator has read the minutes of earlier meeting which was held on 10-11-2022 and the minutes were reviewed and passed by the members.

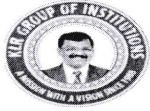
### **Item 2: To review on the complaints made by the students.**

Coordinator has read 2 complaints made by the students before the committee,

Sn	Complaint
1	Students requested to increase Library working hours
2	Bus facility in the route of Pandurangapuram.

On reading of the complaints made by the students the committee decided to increase the library working hours till 8 PM

Providing of bus facility in the route of Pandurangapuram has been taken for consideration



### Item 3: To review on the complaints & Suggestions made by staff

SN	Complaint/Suggestions
1	Transportation facility
2	Relaxation in working hours

Some faculty members have requested to provide transportation facility to gowthampur area; accordingly, the bus route was extended to gowthampur.

The relaxation of working hours for faculty was not considered.

### Item 4: To review on the complaints & Suggestions made by office Staff

SN	Complaint/Suggestions
1	Non-teaching staff expressed their inability to cope up with the new automation system.

The committee members suggested to give training to the office staff on automated software.

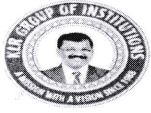
### Item 5: Any other matter with the permission of the chair.

No matter was left for discussion

Coordinator

Coordinator

KLR College of Engineering & Technology,  
Paloncha.



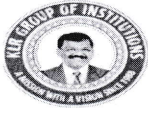
# KLR COLLEGE OF ENGINEERING & TECHNOLOGY

(Affiliated to JNTUH, Approved by AICTE New Delhi, An ISO 9001:2015 Certified)  
BCM ROAD, PALONCHA-507115, BHADRADRI KOTHAGUDEM DIST



The following GRC members attended the meeting and ratified the resolutions made on  
18-11-2023

Sl no	Name of the Member	Position	Signature
1	Dr.M.Surendra Kumar	Chairman	
2	Dr.P.RameshBabu	Coordinator	
3	Mrs.G.SanthoshaRathnam	Member	
4	G.Asha Jyothi	Member	
5	K.Sindhura	Member	
6	MD.Shahida	Member	
7	A.Sai Kumar	Member	
8	B.Ramya	Member	
9	M.Vandana(21QT5A0211)	Student Member	
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16	M.Manasa(21QT1A0307)	Student Member	
17	M.Anjali(21QT1A0515)	Student Member	
18	N.Mounika(21QT1A0114)	Student Member	



## Minutes of the meeting held on 18-11-2023

### Action taken Report of Grievance Redressal Committee.

#### 1. Action taken on the Complaint received from students.

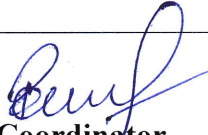
Sn	Complaint	Action Taken
1	Students requested to increase Library working hours	On reading of the complaints made by the students the committee decided to increase the library working hours till 8 PM. The circular was sent by the Principal on 20-11-2023 stating that library working hours have been increased till 8 Pm. Accordingly hostel students are availing library facility till 8 Pm
2	Bus facility in the route of Pandurangapuram.	Providing of bus facility in the route of Pandurangapuram has been taken for consideration

#### 2. Action taken on the complaint received from staff

SN	Complaint/Suggestions	Action Taken
1	Transportation facility	Some faculty members have requested to provide transportation facility to gowthampur area; accordingly, the bus route was extended to gowthampur.
2	Relaxation in working hours	The relaxation of working hours for faculty was not considered.

#### 3. Action taken on the suggestions made by office staff

SN	Complaint/Suggestions	Action Taken
1	Non-teaching staff expressed their inability to cope up with the new automation system.	The training for office staff on new automation system was conducted with the support of System Administrator Mr. P.Subramanyam during 29,30 of November 2023.Seven of the office staff were benefited with this training programme.

  
Coordinator.

Coordinator  
KLR College of Engineering & Technology,  
Paloncha.