



DVR & Dr. HS
MIC College of Technology
AUTONOMOUS

(Approved by AJCTE & Permanently Affiliated to JNTUK, Kakinada)
Kanchikacherla-521180, NTR Dist, A.P, India.
Tel.No : 08678-273535/9491457799/7382616824
Website : www.mictech.edu.in



5.1.4. The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organization wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

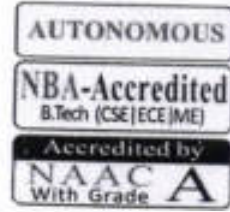
Index Mechanisms for Submission of Online/Offline Student's Grievances

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1.	Grievances Circular
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3.	Grievance and Redressal Cell Minutes of Meeting
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Principal
PRINCIPAL
DVR & Dr. HS MIC College of Technology
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India - Pin: 521180



Devineni Venkata Ramana & Dr.Hima Sekhar
MIC College of Technology
(Approved by AICTE & Permanently Affiliated to JNTUK, Kakinada)
Kanchikacherla - 521180, Krishna Dist, A.P, India.
Phone : 08678 - 273535, 273623, Fax: 08678 - 273569
e mail: dvrhemic@micotech.ac.in, Website: www.micotech.ac.in



Date: 2/07/2018

CIRCULAR

As notified by All India Technical Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, Grievance Redressal Committee (GRC) is Constituted at the college level. GRC provides a means to submit an application for any aggrieved student seeking Redressal of the grievance. Following are nominated to be members of the same for tenure of **two** years. Employees and students are here by informed to use the services of the committee for redressal of their grievances. The procedure for submitting a grievance can be found at our College Website.

1.	Dr. A Jayalakshmi Prof & Head, Department of CSE	Convener	Phone:9490743501 Email:jvallabhaneni@hotmail.com
2.	Dr. A.Guruva Reddy Prof & Head, Department of ECE	Member	Phone:9440505049 Email:guruwareddy78@gmail.com
3.	Dr. T.Vamsee Kiran Prof & Head, Department of EEE	Member	Phone:9885171411 Email:tvamseekiran@yahoo.com
4.	T. Sri Harsha (Regd No:15H71A0546) III B.Tech Department of CSE	Special Invitee	Phone:9295256199 Email:harsha.t@gmail.com

(Dr. Y.Sudheer Babu)

Principal, Chairman - GRC

Devineni Venkata Ramana & Dr. Himasekhara
MIC College of Technology
Kanchikacherla, Krishna Dist

Copy to:

1. All HoD's with a request to circulate among staff and students
2. Signage Boards
3. File



Devineni Venkata Ramana & Dr.Hima Sekhar
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GRIEVANCE REDRESSAL COMMITTEE

Date: 12.07.2018





NOTICE

This is to inform the concerned that meeting of Grievance Redressal Committee will be held on 14-07-2018 (**Saturday**) from 3P.M. onwards. The following members are requested to attend the meeting to be held in Principal's Chamber, Main Block.

AGENDA:

1. To discuss activities to be conducted for creating awareness among the students and employees of the institute
2. Any other item with the permission of the chair

MEMBERS:

- | | | | | |
|----|---------------------|---|-----------------|---|
| 1. | Dr. A Jayalakshmi | Prof & Head,
Department of CSE | Convener | *  |
| 2. | Dr. A. Guruva Reddy | Prof & Head,
Department of ECE | Member | *  |
| 3. | Dr. T. Vamsee Kiran | Prof & Head,
Department of EEE | Member | *  |
| 4. | T.Sri Harsha | Regd No:15H71A0546
I/IVB.Tech
Department of CSE | Special Invitee | *  |



(Dr. Y.Sudheer Babu)
Principal, Chairman, GRC
PRINCIPAL

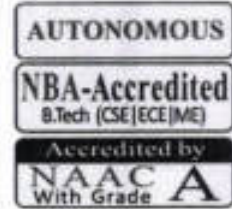
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Kanchikacherla, Krishna District



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Grievance and Redressal Cell Meeting Minutes

Date: 14th July 2018


Time: 3PM


Venue: CSE Conference Room

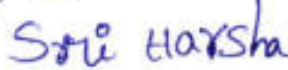
Attendees:

Dr. Y. Sudheer Babu, Chairperson of the Grievance and Redressal Cell 

Dr. A. Jaya Lakshmi, Convener 

Dr. A. Guruva Reddy, Member 

Dr. T. Vamsee Kiran, Member 

T. Sri Harsha, Special Invitee 

Agenda:

- To discuss the activities that can be conducted to create awareness about the grievance and redressal committee among the students and employees of the institute.

Discussion:

The meeting began with a presentation by the chairperson of the grievance and redressal committee. He explained the purpose of the committee, how to file a grievance, and what to expect from the process. He also highlighted the importance of creating awareness about the committee so that everyone knows about it and can use it if they need to.

The representative of the students and Members of the committee then shared their thoughts on the best ways to create awareness about the committee. They suggested that the following activities could be conducted:

- Information sessions:** Information sessions can be held to explain the purpose of the committee, how to file a grievance, and what to expect from the process. These sessions can

be held in person or online, and they can be targeted at specific groups of people, such as students, faculty, or staff.

- **Flyers and posters:** Flyers and posters can be a great way to spread the word about the committee. They can be put up in strategic locations around the institute, such as in classrooms, libraries, Hostels and cafeterias.
- **Emails:** Emails can be sent to the employees to remind them about the committee. These messages can also include information about how to file a grievance.
- **Personal stories:** Personal stories can be a very effective way to raise awareness about the committee. Students and employees who have filed grievances with the committee can share their stories to help others understand the process and the benefits of using the committee.

The meeting concluded with an agreement that the following activities will be conducted to create awareness about the grievance and redressal committee:

- Information sessions will be held in the next few weeks for students and employees.
- Flyers and posters will be put up around the institute.
- Emails will be sent to employees.
- The chairperson of the committee will share his personal story about using the committee.

The meeting was adjourned at 4 PM.

Action Items:

- The chairperson of the grievance and redressal committee will coordinate with the students and the employees to organize the information sessions.
- The Mechanical department will design flyers and posters about the committee.
- The ECE & CSE departments will send emails the committee.
- The BED department will create a newsletter for the committee.
- The chairperson of the committee will share her personal story about using the committee on the social media account.

Next Steps:

- The meeting will be reconvened in one month to review the progress made on creating awareness about the grievance and redressal committee.



Dr. A. Jaya Lakshmi

Convener, GRC

12/10/2018
kanlikacharla.

TO
The Grievance and Redressal cell,
DVR & BHS MIC college of Technology,
kanlikacharla.

①

Sub: request for internet facility in girls hostel to prepare
for campus placements for 3rd year students.

Respected Sir/Madam.

I/on behalf of 3rd year students of BTech CSE
in your college. I am writing to you today to request
for internet facility in the girls hostel.

As you know, campus placements are a very important
part of our college. We need to prepare for them by
doing research taking online test and attending virtual
interviews.

However the internet facility in hostel is very poor.

I would like to request you to kindly provide us
with better internet facility in hostel. This will help us
to prepare better for campus placements and secure good jobs
after graduation.

I hope you will consider my request and provide us
with a better internet facility in girls hostel.

Thank you for your time & consideration.

Sincerely,

M. S. E. - B. Section.

P. S. L. Priyanka. - 

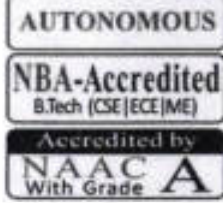
Reg No: 16H71A05A4.



Devineni Venkata Ramana & Dr.Hima Sekhar
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GRIEVANCE REDRESSAL COMMITTEE

Date: 13.09.2018






NOTICE

This is to inform the concerned that meeting of Grievance Redressal Committee will be held on 17-09-2018 (Monday) from 2 P.M. onwards. The following members are requested to attend the meeting to be held in Principal Chamber, Main Block.

AGENDA:

1. To discuss grievance reported by Sri Lakshmi Priyanka P III B.Tech CSE
2. Any other item with the permission of the chair

MEMBERS:

Dr. Y. SudheerBabu	Principal	Chairman, 
Dr. A Jayalakshmi	Prof & Head, Department of CSE	Convener 
Dr. A. Guruva Reddy	Prof & Head, Department of ECE	Member 
Dr. T. Vamsee Kiran	Prof & Head, Department of EEE	Member 
T. SriHarsha	Regd No:15H71A0546 II/IVB.Tech Department of CSE	Special Invitee 



(Dr. Y.SudheerBabu)
Principal, Chairman, GRC
PRINCIPAL

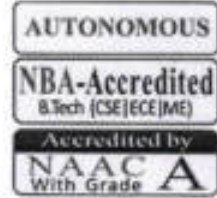
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Grievance and Redressal Cell Meeting Minutes

Date: 17th September 2018

Time: 2 PM

Venue: Principal Chamber
Grievance and Redressal Cell,
DVR & Dr HS MIC College of Technology

Attendees:

Dr.Y.SudheerBabu, Chairperson of the Grievance and Redressal Cell

Dr.A.Jaya Lakshmi, Convener

Dr.A.Guruva Reddy, Member

Dr.T.VamseeKiran, Member

Mr T.SriHarsha, Special Invitee

Dr. A.Anupama Representative of the Hostel Management

Ms. Lakshmi.M Representative of the Girls Hostel Residents

✓ 
✓ 
✓ 
✓ 
✓ Sri Harsha
✓ 
✓ M. Lakshmi

Agenda:

- To discuss the issue of lack of internet facility in the girls hostel.
- To explore possible solutions to the issue.

Discussion:

The meeting began with a presentation by the representative of the girls hostel residents. She explained that the internet facility in the hostel is very poor. It is often slow and unreliable, which makes it difficult for the students to do their work.

The representative of the hostel management acknowledged the problem and apologized for the inconvenience caused to the students. She explained that the hostel is currently using a

shared internet connection, which is not enough to meet the needs of all the students. She also said that the hostel is planning to upgrade the internet connection in the near future.

The chairperson of the Grievance and Redressal Cell suggested that the hostel management provide a temporary solution to the problem by installing a few Wi-Fi hotspots in the hostel. This would allow the students to access the internet at a faster speed.

The meeting concluded with an agreement that the hostel management will install a few Wi-Fi hotspots in the hostel within the next week. The Grievance and Redressal Cell will monitor the situation and ensure that the problem is resolved in a timely manner.

Action Items:

The hostel management will install a few Wi-Fi hotspots in the hostel within the next week.

The Grievance and Redressal Cell will monitor the situation and ensure that the problem is resolved in a timely manner.

Next Steps:

The meeting will be reconvened in one month to review the progress made on resolving the issue.

Adjournment:

The meeting was adjourned at 4PM.



Dr. A. Jaya Lakshmi

Convener, GRC

5th November 2018

Kanchakacherla

To,

The Grievance and Redressal cell,
DVR & Dr HS MIC College of Technology
Kanchakacherla

Subject: Complaint about the cleanliness of the boy's washrooms.

Respected sir/madam,

I am a student of II B.tech in your college. I am writing to you today to complain about the cleanliness of the boy's washrooms. The washrooms are very dirty and unhygienic.

The floors are often wet and slippery, and there is a constant smell of urine. The sinks are often clogged, and the toilets are not flushed properly.

This is a serious problem, as it is affecting the health of the students. I have seen students getting sick after using the washrooms. I have also seen students avoid using the washrooms altogether, which is not healthy.

I have tried to speak to the supervisor about this, but he has not been helpful. He has simply told me that the washrooms are cleaned regularly, and that I should just use them.

I am therefore requesting that you take action to improve the cleanliness of the boy's washrooms.

Thank you for your time & consideration.

Sincerely,

II B.tech Students.



Devineni Venkata Ramana & Dr.Hima Sekhar
MIC College of Technology

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Grievance and Redressal Cell Meeting Minutes

Date: 12th November 2018

Time: 3 PM

Venue: Principal Chamber
Grievance and Redressal Cell,
DVR & Dr HS MIC College of Technology

Attendees:


Dr.Y.SudheerBabu, Chairperson of the Grievance and Redressal Cell

Dr.A.Jaya Lakshmi, Convener

Dr.A.Guruva Reddy, Member

Dr.T.VamseeKiran, Member

T.SriHarsha, Special Invitee

x 
x 
x 
x 
x 

Agenda:

- To discuss the complaint about the cleanliness of the boys' washrooms.

Discussion:

The meeting began with a presentation by the student representative. He explained the complaint that had been filed by a student about the cleanliness of the boys' washrooms. He said that the washrooms were often dirty and unhygienic. He also said that there was a constant smell of urine, and that the sinks were often clogged.

The Supervisor acknowledged the problem and apologized for the inconvenience caused to the students. He explained that the washrooms were cleaned regularly, but that there were not enough cleaners to keep up with the demand. He also said that they were working to improve the cleanliness of the washrooms, but that it would take some time.

The chairperson of the grievance and redressal cell suggested that the following steps be taken to improve the cleanliness of the boys' washrooms:

- The washrooms should be cleaned more frequently.
- Students should be encouraged to use the washrooms responsibly.
- The Supervisor should monitor the cleanliness of the washrooms on a regular basis.

The meeting concluded with an agreement that the following steps would be taken to improve the cleanliness of the boys' washrooms:

- The washrooms will be cleaned more frequently, starting tomorrow.
- Students will be encouraged to use the washrooms responsibly through posters and announcements.
- The Supervisor will monitor the cleanliness of the washrooms on a regular basis.

The meeting was adjourned at 4 PM

Action Items:

- The warden's office will hire more cleaners within the next week.
- The washrooms will be cleaned more frequently, starting tomorrow.
- Students will be encouraged to use the washrooms responsibly through posters and announcements.
- The Supervisor will monitor the cleanliness of the washrooms on a regular basis.

Next Steps:

- The meeting will be reconvened in one month to review the progress made on improving the cleanliness of the boys' washrooms.

✓ *Jayel*

Dr. A.Jaya Lakshmi

Convener, GRC



Devineni Venkata Ramana & Dr.Hima Sekhar
MIC College of Technology

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Accredited by
NAAC
With Grade **A**

Date: 5/07/2019

CIRCULAR

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1.	Dr. A Jayalakshmi Prof & Head, Department of CSE	Convener	Phone:9490743501 Email:jvallabhaneni@hotmail.co
2.	Dr. A. Guruva Reddy Prof & Head, Department of ECE	Member	Phone:9440505049 Email:guruvareddy78@gmail.co
3.	Dr. T. Vamsee Kiran Prof & Head, Department of EEE	Member	Phone:9885171411 Email:tvamseekiran@yahoo.com
4.	T. Sri Harsha (Regd No:15H71A0546) III B.Tech Department of CSE	Special Invitee	Phone:9295256199 Email:harsha.t@gmail.com

(Dr. Y. Sudheer Babu)

Principal, Chairman - GRC

PRINCIPAL

Devineni Venkata Ramana & Dr. Himasekhar
MIC College of Technology
Kanchikacherla, Krishna District

Copy to:

1. All HoD's with a request to circulate among staff and students
2. Signage Boards
3. File



GRIEVANCE REDRESSAL COMMITTEE

Date:23.7.2019

NOTICE

This is to inform the concerned that meeting of Grievance Redressal Committee will be held on 26-7-2018 from 3P.M.onwards. The following members are requested to attend the meeting to be held in Principal's Chamber, Main Block.

AGENDA:

1. To discuss activities to be conducted for creating awareness among the students and employees of the institute
2. Any other item with the permission of the chairman

MEMBERS:

- | | | | | |
|----|---------------------|---|-----------------|------------|
| 1. | Dr. A Jayalakshmi | Prof & Head,
Department of CSE | Convener | Jayal |
| 2. | Dr. A. Guruva Reddy | Prof & Head,
Department of ECE | Member | Guruva |
| 3. | Dr. T. Vamsee Kiran | Prof & Head,
Department of EEE | Member | Vamsee |
| 4. | T.SriHarsha | Regd No:15H71A0546
II/IV B.Tech
Department of CSE | Special Invitee | Sri Harsha |

(Dr. Y. Sudheer Babu)
Principal, Chairman, GRC

PRINCIPAL

Devineni Venkata Ramana & Dr. Himasekha
MIC College of Technology
Kanchikacherla, Krishna District




Grievance and Redressal Cell Meeting Minutes

Date:26th July 2019

Time:3 PM

Venue:CSE Conference Room

Attendees:

Dr. Y. Sudheer Babu, Chairperson of the Grievance and Redressal Cell 

Dr. A. Jaya Lakshmi, Convener



Dr. A. Guruva Reddy, Member



Dr. T. Vamsee Kiran, Member



Mr. Ch.Vijay Kumar



T. Sri Harsha, Special Invitee



Agenda:

- To discuss the activities that can be conducted to create awareness about the grievance and redressal committee among the students and employees of the institute.

Discussion:

The meeting began with a presentation by the chairperson of the grievance and redressal committee. He explained the purpose of the committee, how to file a grievance, and what to expect from the process. He also highlighted the importance of creating awareness about the committee so that everyone knows about it and can use it if they need to.

The representative of the students and members of the committee then shared their thoughts on the best ways to create awareness about the committee. They suggested that the following activities could be conducted:

- **Information sessions:** Information sessions can be held to explain the purpose of the committee, how to file a grievance, and what to expect from the process. These sessions can be held in person or online, and they can be targeted at specific groups of people, such as students, faculty, or staff.
- **Flyers and posters:** Flyers and posters can be a great way to spread the word about the committee. They can be put up in strategic locations around the institute, such as in classrooms, libraries, Hostels and cafeterias.
- **Emails:** Emails can be sent to the employees to remind them about the committee. These messages can also include information about how to file a grievance.
- **Personal stories:** Personal stories can be a very effective way to raise awareness about the committee. Students and employees who have filed grievances with the committee can share their stories to help others understand the process and the benefits of using the committee.

The meeting concluded with an agreement that the following activities will be conducted to create awareness about the grievance and redressal committee:

- Information sessions will be held in the next few weeks for students and employees.
- Flyers and posters will be put up around the institute.
- Emails will be sent to employees.
- The chairperson of the committee will share his personal story about using the committee.

The meeting was adjourned at 4 PM.

Action Items:

- The chairperson of the grievance and redressal committee will coordinate with the students and the employees to organize the information sessions.
- The Mechanical department will design flyers and posters about the committee.
- The ECE & CSE departments will send emails the committee.
- The BED department will create a newsletter for the committee.
- The chairperson of the committee will share her personal story about using the committee on the social media account.

Next Steps:

- The meeting will be reconvened in one month to review the progress made on creating awareness about the grievance and redressal committee.

x *Jayel*
Dr. A. Jaya Lakshmi,
Convener

(2)

To,
The Grievance and Redressal cell,
DVR & Dr HS MIC College of Technology
Kanchikacherla.

Subject : Complaint about the quality of food
in hostel mess.

Respected Sir/Madam,

I am a student of B-Tech ECE II year
C section in your college. I am writing to you today to
complaint about the quality of food in the hostel mess.

The food in the mess is very poor. It is tasteless & some
insects in food on several occasions. This is a serious
problem, as it is affecting my health and I am feeling
unwell. I have tried to speak warden madam about this
but she is not been helpful. I am requesting that
you take action to improve the quality of food in
the hostel. I believe that this is matter of urgency
please solve my problem

Thanking you

Sincerely

II ECE student



Grievance and Redressal Cell Meeting Minutes

Date: 12th Nov 2019

Time: 11:00 AM

Venue: CSE Conference Room

Attendees:

Dr. Y. Sudheer Babu, Chairperson of the Grievance and Redressal Cell

Dr. A. Jaya Lakshmi, Convener

Dr. A. Guruva Reddy, Member

Dr. T. Vamsee Kiran, Member

T.Sri Harsha, Special Invitee

Agenda:

- To discuss the complaint about the quality of food in the hostel mess.

Discussion:

The meeting began with a presentation by the student representative. She explained the complaint that had been filed by a student about the quality of food in the hostel mess. She said that the food was often bland and tasteless, and that it was not always cooked properly. She also said that insects and other foreign objects had been found in the food on several occasions.

The representative of the hostel mess acknowledged the problem and apologized for the inconvenience caused to the students. She explained that the mess was understaffed and that they were struggling to meet the demand for food. She also said that they were working to improve the quality of food, but that it would take some time.

taken to improve the quality of food in the hostel mess:

- The mess should be adequately staffed.
- The food should be cooked properly.
- Regular inspections should be conducted to ensure that the food is of good quality.
- The students should be involved in the planning and monitoring of the food service.

The meeting concluded with an agreement that the following steps would be taken to improve the quality of food in the hostel mess:

- The mess manager will hire more staff.
- The mess manager will work with the students to develop a menu
- The mess manager will conduct regular inspections of the food.
- The students will be encouraged to give feedback on the quality of food.

The meeting was adjourned at 11:00 AM.

Action Items:

- The mess manager will hire more staff within the next week.
- The mess manager will work with the students to develop a new menu by the end of the month.
- The mess manager will conduct regular inspections of the food starting next week.
- The students will be encouraged to give feedback on the quality of food through a survey that will be conducted by the end of the month.

Next Steps:

- The meeting will be reconvened in one month to review the progress made on improving the quality of food in the hostel mess.

✕ *Jayel*
Dr. A. Jaya Lakshmi,
Convener



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Date: 2/08/2021

CIRCULAR

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1.	Dr. B Pragathi	Professor Department of ECE	Convener	Phone: 8639657878 Email:
2.	Mr. N V Subba Rao	Head, Department of CE	Member	Phone: 9010818278 Email: hodce@micttech.ac.in
3.	Dr. P PRADEEP	Prof & Head, Department of EEE	Member	Phone: 9966433440 Email: hodeee@micttech.ac.in
4.	Dr. G Rajesh	Prof & Head, Department of ME	Member	Phone: 9494510199 Email: hodmech@micttech.ac.in
5.	Dr. CH Pulla Rao	Prof & Head, Department of ECE	Member	Phone: 9492123290 Email: hodece@micttech.ac.in
6.	Mr. D Prasad	Prof & Head, Department of CSE	Member	Phone: 9440428638 Email: hodcse@micttech.ac.in
7.	Mrs. A Anuradha	Head, Department of IT	Member	Phone: 9292652526 Email: hodit@micttech.ac.in
8.	Mr. Ch Vijaykumar	Head, Basic Engineering Department	Member	Phone: 9849387206 Email: hodbed@micttech.ac.in
9.	Mr. A. Sai Kiran	Rno:20H71A1233 IVIV B.Tech Department of IT	Special Invitee	Phone: 9392523658 Email:


(Dr. K.Srinivas)

Principal, Chairman – GRC

PRINCIPAL
DVR & Dr. HS MIC College of Technology
Kanchikacherla, Krishna Dt.
Andhra Pradesh, India – Pin: 521180.

Copy to:

1. All HoDs with a request to circulate among staff and students
2. Signage Boards
3. File



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Email: office@mictech.ac.in, Website: www.mictech.edu.in



GRIEVANCE REDRESSAL COMMITTEE

Date: 02/09/2021

NOTICE

This is to inform the concerned that meeting of Grievance Redressal Committee will be held on 03-09-2021 (**Friday**) from 3P.M. onwards. The following members are requested to attend the meeting to be held in Principal's Chamber, Main Block.

AGENDA:

1. To discuss activities to be conducted for creating awareness among the students and employees of the institute
2. Any other item with the permission of the chair

MEMBERS:

1. Dr. B PRAGATHI	Professor Department of ECE	Convener	
2. Mr. N V SUBBA RAO	Head, Department of CE	Member	
3. Dr. P PRADEEP	Prof & Head, Department of EEE	Member	
4. Dr. G RAJESH	Prof & Head, Department of MECH	Member	
5. Dr. CH PULLA RAO	Prof & Head, Department of ECE	Member	
6. Mr. D PRASAD	Prof & Head, Department of CSE	Member	
7. Mrs. A ANURADHA	Head, Department of IT	Member	
8. Mr. CH VIJAYKUMAR	Head, Basic Engineering Department	Member	
9. Mr. A.Sai Kiran	Regd No: 20H71A1233 II/IV B.Tech Department of IT	Special Invitee	

(Dr. K.Srinivas)

Principal, Chairman, GRC
PRINCIPAL

DVR & Dr. HS MIC College of Technology
Kanchikacherla, Krishna Dt.
Andhra Pradesh, India - Pin: 521180.



Grievance and Redressal Cell Meeting Minutes

A.Y:2021-22

03/09/2021

Date: Time: 3PM

Venue: Principal Chamber

Attendees:

Dr. K. Srinivas, Chairperson of the Grievance and Redressal Cell

Dr. B. Pragathi, Convener

Mr. NV Subba Rao

Dr. P. Pradeep, Member

Dr. G.Rajesh, Member

Dr. Ch. Pulla Rao

Mr. D. Prasad

Mrs. A. Anuradha

Mr. Ch. Vijaya Kumar

Mr. A.Sai Kiran, Special Invitee

KV
Pragathi
NV Subba Rao
P. Pradeep
G. Rajesh
Ch. Pulla Rao
D. Prasad
A. Anuradha
Ch. Vijaya Kumar
A. Sai Kiran

Agenda:

- To discuss the activities that can be conducted to create awareness about the grievance and redressal committee among the students and employees of the institute.

Discussion:

The meeting began with a presentation by the chairperson of the grievance and redressal committee. He explained the purpose of the committee, how to file a grievance, and what to expect from the process. He also highlighted the importance of creating awareness about the committee so that everyone knows about it and can use it if they need to.

The representative of the students and Members of the committee then shared their thoughts on the best ways to create awareness about the committee. They suggested that the following activities could be conducted:

- **Information sessions:** Information sessions can be held to explain the purpose of the committee, how to file a grievance, and what to expect from the process. These sessions can be held in person or online, and they can be targeted at specific groups of people, such as students, faculty, or staff.
- **Flyers and posters:** Flyers and posters can be a great way to spread the word about the committee. They can be put up in strategic locations around the institute, such as in classrooms, libraries, Hostels and cafeterias.
- **Emails:** Emails can be sent to the employees to remind them about the committee. These messages can also include information about how to file a grievance.
- **Personal stories:** Personal stories can be a very effective way to raise awareness about the committee. Students and employees who have filed grievances with the committee can share their stories to help others understand the process and the benefits of using the committee.

The meeting concluded with an agreement that the following activities will be conducted to create awareness about the grievance and redressal committee:

- Information sessions will be held in the next few weeks for students and employees.
- Flyers and posters will be put up around the institute.
- Emails will be sent to employees.
- The chairperson of the committee will share his personal story about using the committee.

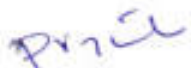
The meeting was adjourned at 4 PM.

Action Items:

- The chairperson of the grievance and redressal committee will coordinate with the students and the employees to organize the information sessions.
- The Mechanical department will design flyers and posters about the committee.
- The ECE & CSE departments will send emails the committee.
- The BED department will create a newsletter for the committee.
- The chairperson of the committee will share her personal story about using the committee on the social media account.

Next Steps:

- The meeting will be reconvened in one month to review the progress made on creating awareness about the grievance and redressal committee.


Dr. B. Pragathi
Convener

08/11/2021,
Ranchi Kacherla.

To,

The Grievance and Redressal Cell,
DVR & DI HS MIC College of Technology,
Ranchi Kacherla.

(3)

Subject: Complaint regarding to the water
Supply in hostel.

Respected Sir/Madam,

I am student of B.Tech (IT) in
our college. Sir, I am complaining about in
Boys hostel frequently left without water supply
during the morning hours, particularly before 9 AM.
This cause significant inconvenience as students prepare
for the day. I am requesting you to take necessary action
for this problem.

Thanking you

Yours Sincerely,

IT - IT student.



GRIEVANCE REDRESSAL COMMITTEE

Date: 10th November 2021

NOTICE

This is to inform the concerned that meeting of Grievance Redressal Committee will be held on 12th November 2021 from 2 P.M. onwards. The following members are requested to attend the meeting to be held in Principal Chamber, Main Block.

AGENDA:

1. To discuss grievance reported by D.Siva Krishna BTech IT student
2. Any other item with the permission of the chair

MEMBERS:

1. Dr. B PRAGATHI	Professor Department of ECE	Convener	
2. Mr. N V SUBBA RAO	Head, Department of CE	Member	
3. Dr. P PRADEEP	Prof & Head, Department of EEE	Member	
4. Dr. G RAJESH	Prof & Head, Department of MECH	Member	
5. Dr. CH PULLA RAO	Prof & Head, Department of ECE	Member	
6. Mr. D PRASAD	Prof & Head, Department of CSE	Member	
7. Mrs. A ANURADHA	Head, Department of IT	Member	
8. Mr. CH VIJAYKUMAR	Head, Basic Engineering Department	Member	
9. Mr. A.Sai Kiran	Regd No: 20H71A1233 IIV B.Tech Department of IT	Special Invitee	

(Dr. K. Srinivas)
Principal, Chairman - GRC

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E mail: office@micttech.ac.in, Website: www.micttech.edu.in



Grievance and Redressal Cell Meeting Minutes

A.Y:2021-22

Date: 12th November 2021

Time: 2 PM

Venue: Principal Chamber
Grievance and Redressal Cell,
DVR & Dr HS MIC College of Technology

Attendees:

Dr.B.Pragathi, Convener

* *Pragathi*

Mr. NV Subba Rao, Member

* *Subba Rao*

Dr.P.Pradeep, Member

* *Pradeep*

Dr.G.Rajesh, Member

* *Rajesh*

Dr. Ch. Pulla Rao, Member

* *Ch. Pulla Rao*

Mr. D.Prasad, Member

* *D. Prasad*

Mrs. A.Anuradha, Member

* *Anuradha*

Mr.Ch.Vijaya Kumar, Member

* *Vijaya Kumar*

Mr. A.Sai Kiran, Special Invitee

* *A.Sai Kiran*

Agenda: Discuss and Resolve Scarcity of Water Supply before 9 AM in Boys' Hostel

Meeting Commencement: The Chairperson called the meeting to order at 3PM and welcomed all the attendees.

Opening Remarks: The Chairperson acknowledged the severity of the issue and highlighted the importance of addressing the lack of water supply in the Boys' Hostel, specifically before 9 AM, to ensure the well-being and comfort of the students.

Complaint Presentation: Mr. D.Siva Krishna, a resident of the Boys' Hostel, presented the complaint. He explained the recurring problems faced by the students, emphasizing the inconvenience, impact on personal hygiene, and disruption of daily routines caused by the inconsistent water supply in the mornings.

Discussion:

The members discussed the gravity of the issue and recognized the adverse effects it has on the students' daily lives.

The Student Representative highlighted that this issue has been ongoing for a significant period and has generated widespread frustration among hostel residents.

Possible reasons for the lack of morning water supply were discussed, including potential infrastructure issues, maintenance problems, or distribution inefficiencies.

Action Plan:

It was decided that an immediate investigation would be conducted to identify the root cause of the morning water scarcity issue.

The maintenance and facilities management teams will be tasked with inspecting the water supply infrastructure within the Boys' Hostel and ensuring it is functioning optimally.

The administration will review the water distribution schedule to ensure an adequate supply before 9 AM and make any necessary adjustments.

Regular communication channels will be established with the Boys' Hostel to promptly report any issues related to water supply.

Timeline:

The Chairperson emphasized the need for swift resolution and committed to a follow-up meeting to review the progress within one week.

Closing Remarks: The Chairperson thanked everyone for their active participation in the meeting and encouraged open communication between students and the administration. The issue will be resolved with the utmost priority.

Meeting Adjournment: The meeting was adjourned at 4PM.

Next Meeting Date: The next meeting to review the progress and resolutions will be scheduled for December 26th 2023.



Dr. K.Srinivas

Chairman, GRC.



Mr. A.Sai Kiran

Student Representative

Grievances Redressal Policy

To address the grievances of the students, parents and others, as per All India Council for Technical Education (AICTE) regulations, 2012 under clause 1 of section 23 of the AICTE Act, 1987 regarding the establishment of Mechanism for Grievance Redressal in Technical Institutions, Grievance Redressal Committee (GRC) is formed in the college. The objective of GRC is to develop a harmonious educational environment in the institute.

Composition and Tenure of the Committee:

- The committee shall comprise of a Chairperson, Convener and two other senior teaching faculty members.
- Principal of the college shall be the chairperson.
- Members of the committee shall be nominated by the chairperson for tenure of two years.
- Out of three (including convener), one member shall be female and other from SC/ST/OBC category.
- A representative from among the students of the college to be nominated by the chairperson as special invitee.

Scope of the grievances:

Grievances may be related to any of the following matters:

- Academic Matters – Issues related to assessment, attendance, marks, and other examination related matters etc.
- Financial Matter – Issues related to charging of fees, scholarships and payments
- Administration Matters – Issues related to infrastructure, basic amenities, sanitation, transport or victimization
- Harassment and Ragging by colleague students or teachers etc.

Grievance receiving mechanisms:

Anyone with a genuine grievance may lodge their complaint to GRC along with necessary documents, if any. The grievance shall be reported by using any of the following modes:

- Report submission in person by approaching the chairman/convener of the Committee
- Through e-mail to GRC@mictech.ac.in
- Writing to “The Chairman, Grievance Redressal Committee, DVR & Dr HS MIC College of Technology, Kanchikacherla”.

Grievance Redressal mechanism:

- After the receipt of the application from the aggrieved, the chairman of GRC shall fix the date, time and venue of the meeting after having a discussion with the members.
- The meeting shall be scheduled within ten days of receipt of the application.

- All relevant papers shall be circulated as hard / soft copy to all the members on or before the date of the meeting.
- After fixing of the date of the meeting, a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievances before the Committee and the acknowledgement of receipt would be placed on record.
- In case of a minor student (applicant), the student may be accompanied by his or her natural / legal guardian (either father or mother). No other person shall be allowed to the meeting.
- The Committee members are expected to deliberate upon the case, the grievance of the applicant and the rules laid down by the institute. The brief facts, evidences and final recommendations by the Committee members shall be recorded in the format of minutes of the meeting.
- The minutes shall be circulated to all the members of the Grievance Committee for their signatures.
- The decision of the Grievance Committee shall be communicated in writing to the applicant at the earliest.

Appeal


- The applicant shall have the right to file an appeal to the Ombudsperson within 15 days from the date of the written communication of recommendations of the committee.
- The applicant shall send written communication to the college conveying his desire to file an appeal to the Ombudsperson. The college shall place the appeal along with all relevant material before the Ombudsperson and inform the applicant accordingly. The Ombudsperson shall within a reasonable time decide the appeal. Final decision would be communicated to the applicant by the college



Date: 5th July 2022

CIRCULAR

As notified by All India Technical Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, Grievance Redressal Committee (GRC) is Constituted at the college level. GRC provides a means to submit an application for any aggrieved student seeking Redressal of the grievance. Following are nominated to be members of the same for tenure of **two** years. Employees and students are here by informed to use the services of the committee for redressal of their grievances. The procedure for submitting a grievance can be found at our College Website.

1.	Mrs. Vijaya R	Associate Professor Department of IT	Convener	Phone: 8247607035 Email: vijayar@micttech.ac.in
2.	Mr. N V Subba Rao	Head, Department of CE	Member	Phone: 9010818278 Email: hodece@micttech.ac.in
3.	Dr. P PRADEEP	Prof & Head, Department of EEE	Member	Phone: 9966433440 Email: hodeee@micttech.ac.in
4.	Dr. D V Siva Reddy	Prof & Head, Department of MECH	Member	Phone: 9494510199 Email: hodmech@micttech.ac.in
5.	Dr. CH Pulla Rao	Prof & Head, Department of ECE	Member	Phone: 9492123290 Email: hodece@micttech.ac.in
6.	Dr. D Prasad	Prof & Head, Department of CSE	Member	Phone: 9440428638 Email: hodcse@micttech.ac.in
7.	Mrs. A Anuradina	Head, Department of IT	Member	Phone: 9292652526 Email: hodit@micttech.ac.in
8.	Mr. Ch Vijaykumar	Head, Basic Engineering Department	Member	Phone: 9849387206 Email: hodbed@micttech.ac.in
9.	Mr A. Sai Kiran	Rno:20H71A1233 I/IV B.Tech Department of IT	Special Invitee	Phone: 9392523658 Email: 

(Dr. K.Srinivas)

Principal, Chairman - GRC

Copy to:

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PRINCIPAL
DVR & Dr. HS MIC College of Technology
Kanchikacherla, Krishna Dt.
Andhra Pradesh, India - Pin: 521180.



GRIEVANCE REDRESSAL COMMITTEE

Date: July 6th 2022










NOTICE

This is to inform the concerned that meeting of Grievance Redressal Committee will be held on 08-07-2022 (**Friday**) from 3P.M. onwards. The following members are requested to attend the meeting to be held in Principal's Chamber, Main Block.

AGENDA:

1. To discuss activities to be conducted for creating awareness among the students and employees of the institute
2. Any other item with the permission of the chair

MEMBERS:

1. Mrs. VIJAYA R	Associate Professor Department of IT	Convener * 
2. Mr. N V SUBBA RAO	Head, Department of CE	Member * 
3. Dr. P PRADEEP	Prof & Head, Department of EEE	Member * 
4. Dr. D V SIVA REDDY	Prof & Head, Department of MECH	Member * 
5. Dr. CH PULLA RAO	Prof & Head, Department of ECE	Member * 
6. Dr. D PRASAD	Prof & Head, Department of CSE	Member * 
7. Mrs. A ANURADHA	Head, Department of IT	Member * 
8. Mr. CH VIJAYKUMAR	Head, Basic Engineering Department	Member * 
9. Mr. A.SAI KIRAN	Regd No: 20H71A1233 IVIV B.Tech Department of IT	Special Invitee * 

(Dr. K.Srinivas)

Principal, Chairman, GRC

PRINCIPAL
Dr. H.S. MIC College of Technology
Kanchikacherla, NTR Dt
Andhra Pradesh, India



Grievance and Redressal Cell Meeting Minutes

A.Y:2022-23

Date: 8/7/2022

Time: 3 PM

Venue: Principal Chamber

Attendees:

Dr.K.Srinivas, Chairperson of the Grievance and Redressal Cell

Mrs. Vijaya R, Convener

Mr. NV Subba Rao, Member

Dr.P.Pradeep, Member

Dr.D V Siva Reddy, Member



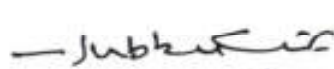







Dr. Ch. Pulla Rao, Member

Mr. D.Prasad, Member

Mrs. A.Anuradha, Member

Mr.Ch.Vijaya Kumar, Member

Mr. A.Sai Kiran, Special Invitee

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Agenda:

- To discuss the activities that can be conducted to create awareness about the grievance and redressal committee among the students and employees of the institute.

Discussion:

The meeting began with a presentation by the chairperson of the grievance and redressal committee. He explained the purpose of the committee, how to file a grievance, and what to expect from the process. He also highlighted the importance of creating awareness about the committee so that everyone knows about it and can use it if they need to.

on the best ways to create awareness about the committee. They suggested that the following activities could be conducted:

- **Information sessions:** Information sessions can be held to explain the purpose of the committee, how to file a grievance, and what to expect from the process. These sessions can be held in person or online, and they can be targeted at specific groups of people, such as students, faculty, or staff.
- **Flyers and posters:** Flyers and posters can be a great way to spread the word about the committee. They can be put up in strategic locations around the institute, such as in classrooms, libraries, Hostels and cafeterias.
- **Emails:** Emails can be sent to the employees to remind them about the committee. These messages can also include information about how to file a grievance.
- **Personal stories:** Personal stories can be a very effective way to raise awareness about the committee. Students and employees who have filed grievances with the committee can share their stories to help others understand the process and the benefits of using the committee.

The meeting concluded with an agreement that the following activities will be conducted to create awareness about the grievance and redressal committee:

- Information sessions will be held in the next few weeks for students and employees.
- Flyers and posters will be put up around the institute.
- Emails will be sent to employees.
- The chairperson of the committee will share his personal story about using the committee.

The meeting was adjourned at 4 PM.

Action Items:

- The chairperson of the grievance and redressal committee will coordinate with the students and the employees to organize the information sessions.
- The Mechanical department will design flyers and posters about the committee.
- The ECE & CSE departments will send emails the committee.
- The BED department will create a newsletter for the committee.
- The chairperson of the committee will share her personal story about using the committee on the social media account.

Next Steps:

- The meeting will be reconvened in one month to review the progress made on creating awareness about the grievance and redressal committee.


Vijaya.R

Convener, GRC

1st August 2022

Kanchikacherla

To,
The Grievance and Redressal Cell,
DVR & Dr HS MIC College of Technology,
Kanchikacherla.

Subject: Proposal for Early Commencement of Placement Training from Second Year B.Tech Onwards

Dear Members of the Grievance and Redressal Cell,

I trust this letter finds you well. My name is POORNIMA P and I am currently a second-year B.Tech (IT) student at our college. I am writing to bring to your attention a matter that we could significantly enhance the overall preparedness and employability of students within our institution.

In recent years, the job market has become increasingly competitive, and the demand for skilled professionals has risen substantially. Recognizing this trend, we would like to propose the early commencement of placement training for B.Tech students, starting from the second year of their academic journey.

Placement training from the second year onwards would have several benefits, including Skill Development, Industry Readiness, Confidence Building, Holistic Development.

I understand that curriculum decisions involve careful consideration and planning. However, I believe that implementing this change would be a proactive step towards ensuring the success and future prospects of our student body.

I kindly request the Grievance and Redressal Cell to explore the feasibility of incorporating placement training for second-year B.Tech students and to initiate necessary discussions with relevant academic authorities.

Thank you for your attention to this matter.

Sincerely,

**Poornima P.*
POORNIMA P

Regd No:21H71A1234



Circular

Date: 8th August 2022

Dear GRC Members,

I trust this message finds you well. We would like to bring to your attention an important proposal that has been raised by our II BTech students regarding the early commencement of placement training for B.Tech students from the second year onwards.

The proposal highlights the growing competitiveness of the job market and the need for our students to be well-prepared and equipped with essential skills earlier in their academic journey. This matter is of significant importance and aligns with our commitment to addressing concerns that impact the overall well-being and development of our student community.

To discuss this proposal in detail and explore its feasibility, we will be conducting a meeting on **9th August 2022 at 11AM** in Principal's Chamber. Your active participation and valuable input in this discussion are crucial.

Agenda:

- Introduction to the Proposal for Early Commencement of Placement Training.
- Rationale and Benefits of Early Placement Training.
- Feasibility and Potential Implementation Strategies.
- Role of the Grievance and Redressal Committee in Facilitating Discussions.
- Next Steps and Action Items.

We look forward to a fruitful discussion that will ultimately enhance the overall educational experience for our students.

Thank you.

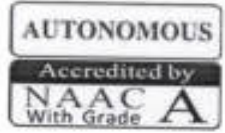
Dr. K.Srinivas

Chairman, Grievance and Redressal Committee
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DVR & Dr HS MIC College of Technology
Kanchikacherla, NTR Dt.
Andhra Pradesh, India - 521180



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E mail: office@micttech.ac.in, Website: www.micttech.edu.in



Grievance and Redressal Cell Members:

Mrs. Vijaya R, Convener

Vijaya R
5/8/2022

Mr. NV Subba Rao, Member — *Subba Rao*

Dr.P.Pradeep, Member — *P. Pradeep*

Dr.D V Siva Reddy, Member — *D.V. Siva Reddy*

Dr. Ch. Pulla Rao, Member — *Ch. Pulla Rao*

Mr. D.Prasad, Member — *D. Prasad*

Mrs. A.Anuradha, Member — *A. Anuradha*

Mr.Ch.Vijaya Kumar, Member — *Ch. Vijaya Kumar*

Mr. A.Sai Kiran, Special Invitee — *A. Saikiran*



Grievance and Redressal Cell Meeting Minutes

A.Y:2022-23

09/08/2022

Date: Time: 11:00 AM

Venue: Principal Chamber

Attendees:

Dr.K.Srinivas, Chairperson of the Grievance and Redressal Cell

K
Vijaya R
9/8/22

Mrs. Vijaya R, Convener

Mr. NV Subba Rao, Member — *Subba Rao*

Dr.P.Pradeep, Member *P.P.*

Dr.D V Siva Reddy, Member *D.V.S.R.*

Dr. Ch. Pulla Rao, Member — *Ch. Pulla Rao*

Mr. D.Prasad, Member — *D.Prasad*

Mrs. A.Anuradha, Member

Mr.Ch.Vijaya Kumar, Member *Ch.V.K.*

Mr. A.Sai Kiran, Special Invitee *A.Sai Kiran*

Agenda: Proposal for Early Commencement of Placement Training from Second Year B.Tech Onwards



Discussion Points:

Introduction and Opening Remarks

The convener introduced the agenda and provided a brief overview of the proposal for early commencement of placement training from the second year of the B.Tech program.

Rationale for Early Placement Training

Discussed the increasing competitiveness of the job market and the need for students to be better prepared for employment opportunities.

Benefits of Early Placement Training

Emphasized the potential benefits of early exposure to placement training, including skill development, industry readiness, confidence building, and holistic development.

Feasibility and Implementation

Explored the feasibility of incorporating placement training into the second-year curriculum.

Discussed potential challenges and solutions, including collaboration with academic authorities and adjustments to the existing curriculum.

Role of the Grievance and Redressal Cell (GRC)

Clarified the role of the GRC in facilitating discussions with relevant academic bodies and ensuring the concerns of students are adequately addressed.

Next Steps and Action Items

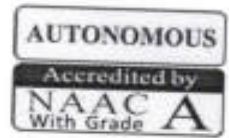
Assigned responsibilities for further investigation and discussion with academic authorities.

Agreed to schedule follow-up meetings to assess progress and discuss any obstacles encountered during the implementation process.



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Closing Remarks

Concluded the meeting by thanking all attendees for their contributions and expressing optimism about the positive impact of the proposed changes.

Action Items:

The convener drafts a formal proposal outlining the specifics of early placement training for second-year B.Tech students.

A Committee is formed with GRC members Dr. Ch. Pulla Rao, Mr. D.Prasad, Mrs. A.Anuradha and Mr.Ch.Vijaya Kumar to schedule meetings with relevant academic authorities to discuss the feasibility of implementing the proposed changes.

Meeting Adjourned at 1PM.


Mrs. Vijaya.R

Convener, GRC.