



Rishi M.S. Institute of Engineering & Technology for Women

(Approved by A.I.C.T.E., & Affiliated to J.N.T.U.H.)

(In Memory of "BHARAT RATNA" Mrs. M.S. Subbulakshmi)

Near J.N.T.U.H, Metro Station, Kukatpally, Hyderabad - 500 085.

E-mail : rishims2009@gmail.com, Phone : 040-23892878, Fax : 040-23892858

Ref.

Date : 04-08-2023

GRIEVANCE REDRESSAL COMMITTEE

MINUTES OF OPENING MEETING 2022-2023

Date of Meeting: 04.08.2023

Venue: Conference Hall

Grievance Redressal System is a vital part of any administration. It is the responsibility of the College Administration to provide a secure and contented environment to all its Staff and Students. The Grievance Redressal Committee has been formed in the College as per the UGC guidelines to redress the grievances of both the staff and the students. Since the inception of the college, the Committee has been under the direct purview of the Principal.

The following items were discussed during the meeting:

- To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- To accept written grievances from students and staff related to the system.
- To create and implement a mechanism to handle the reported grievances.
- To forward the findings to the Management if necessary for further action.
- To attend to the grievances based on the authenticity and gravity of the criticisms made.
- To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
- To convene periodical meetings to discuss whether the grievances have been settled.
- To make a follow-up of these matters at regular intervals till their final disposal.
- To maintain strict confidentiality, if necessary.

Principal
Rishi M S Institute of Engineering
& Technology for Women
1-2-54/1/2, Kukatpally,
Hyderabad - 500 085.



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Date : 04-08-2023

Grievance Redressal Committee

SNO	NAME OF THE COMMITTEE MEMBER	DESIGNATION	SIGNATURE
1	Mrs.J.Madhavi Latha	CHAIRMAN	J.M. Latha
2	Mr.L.K.Reddy	CONVENER	L.K. Reddy
3	Mrs.Archana Patil	MEMBER	Archana Patil
4	Mrs.Radhika Goud	MEMBER	Radhika
5	Mrs.Aruna Kumari	MEMBER	Aruna
6	Mrs.P.Soujanya	MEMBER	Soujanya
7	Mrs.Ch.Sireesha	MEMBER	Sireesha
8	Mrs.Y.V.V.Satyavathi	MEMBER	Y.V.V. Satyavathi

Website: www.rishimsengg.ac.in

toll free number:-100

website:- www.tspolice.gov.in


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Date : 25-11-2023

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Closing Meeting 2022-2023

Date of Meeting : 25-11-23

Venue : Conference Hall

The following points were discussed during the Grievance Redressal Committee Meeting held

- Assigning staff members as in charges to receive complaints.
- Placed number of complaint box at Office of Principal for students to lodge their complaints / suggestions.
- The report of grievance committee is forwarded to Principal for further action.
- To discuss and approve the methods of Redressal and appropriate action to be taken in the matter.
- Any other item with the permission of Chair. As per the discussions conducted and the approved minutes in the said meeting action was taken as under.
- Due to Covid-19 induced pandemic situation and the lockdown imposed thereby, there had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date.
- The mechanism of grievance Redressal by the College Grievance Redressal Cell was communicated to all the learners through:
 - a. Issuance of Notice to learners.
 - b. Comprehensive information link made available on the College website.


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3	Mrs.Archana Patil	MEMBER	Archana Patil
4	Mrs.Radhika Goud	MEMBER	Radhika
5	Mrs.Aruna Kumari	MEMBER	Aruna
6	Mrs.P.Soujanya	MEMBER	Soujanya
7	Mrs.Ch.Sireesha	MEMBER	Sireesha
8	Mrs.Y.V.V.Satyavathi	MEMBER	


Principal

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