



SRI VENKATESWARA ENGINEERING COLLEGE FOR WOMEN

Karakambadi Road, Tirupati - 517 507
Permanent Affiliation to JNTUA & Approved by AICTE
Recognized under section 2(f) of UGC act 1956.

SVEW/ Grievances&Redressal/MOM/2018

27-08-2018

Name of the Organisation: S.V.Engineering College for Women

Purpose of Meeting: To discuss about complaints received by Grievances & Redressal Cell.

Date/Time: 27-08-2018

Venue: 8102

Convener: Dr.K.Suneetha Reddy

Members Present: 9

† **Agenda:**

Complaints from students regarding

- Lack of reference Books in library.
- Hot Water in Hostel.

The Convener has presided over the meeting by addressing all committee members of Grievance Cell with a warm welcome and started discussing the complaints which are stated above in the agenda.

The first complaint discussed in the meeting was related to the deficit of books for the purpose of reference. The cell had received so many complaints from the staff and students of various departments regarding the Lack of reference books in library. The committee members have brought the issue for discussion and the committee has decided to bring it to the notice of Librarian.

The second complaint discussed in the meeting was related to the maintenance of Hot Water in Hostel. The cell has received so many complaints from the students of various departments regarding the hot water problem especially during morning sessions.. The committee members have brought the issue of discussion and the committee has decided to take the issue to the maintenance in-charge along with the remedial measures that are to be taken up.

The Committee has discussed about the issues stated in the agenda and proposed the remedial steps that has to be taken in order to overcome the above issues. Meanwhile the committee members discussed about the complaints received in previous meeting and whether facilities required are provided.



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The list of committee members attended the meeting are:

S.No.	Name	Department	Signature
1	Dr.K.Suneetha Reddy , Convener	S&H	
2	Ms.V.Madhurima	ECE	
3	Ms.D. Lohitha	ECE	
4	Ms.D.Shobha Rani	CSE	
5	Ms.P.Lakshmi	CSE	
6	Ms.K.Prathibha	EEE	
7	Ms.T.N.Haripriya	EEE	
8	Dr. D Benzil	S & H	
9	Dr. M. Vanisree	S & H	

Convener

Copy to:

1. All committee members
2. All HOD's Circulate among staff and students
3. AO for information
4. Canteen
5. Security
6. I/C Transport
7. Library
8. Exam Cell
9. Student Service Centre