



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014

### CONVENING ORDER 2014-2015

#### GRIEVANCES REDRESSAL COMMITTEE (FACULTY AND STAFF)

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Grievances Redressal Committee (Faculty and Staff) is constituted with the following members.

S. No.	Name of the Faculty	Designation	Dept.
1	Dr. A. Amarendra Babu	Convener	CSE
2	A. Mruthyunjayam	Member	CSE
3	J. Rajeshwar Goud	Member	ECE
4	K.V. Govardhan Rao	Member	EEE
5	V. Varalakshmi	Member	IT
6	S. Veeramani	Member	Mech
7	G. Srinivasa Rao	Member	CE
8	K. Swapna Sri	Member	S & H
9	G. Subba Reddy	Member	MBA

**Frequency of Meeting:** Once in a year, as and when required.

#### Functions and Responsibilities

- Grievances Redressal Committee is formed in order to keep the healthy working atmosphere and to uphold the dignity of the College by ensuring strife free atmosphere in the College.
- This Committee helps Staff to record their complaints and solve their problems related to academics, resources and personal grievances.
- Suggestion / complaint Boxes have been installed at different places in the College campus in which the staff, who want to remain anonymous, put their grievances and their suggestions for improving the academics/administration in the College.
- The person concerned can personally approach, record online or send an email to [grievances.smec@gmail.com](mailto:grievances.smec@gmail.com) or write an application and submit it to the convener.

**PRINCIPAL**  
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DHULAPALLY, SECUNDERABAD-14