



## St. Martin's Engineering College

( An Autonomous Institute )

Dhulapally, Secunderabad-500 100

NBA & NAAC A+ Accredited

www.smec.ac.in



### GRIVEVANCES AND REDRESSAL COMMITTEE

Ref No. SMEC/GRC (FF)/2020-21/01

DATE: 09/10/2020

### MINUTES OF MEETING

Meeting of the Grievances Redressal Committee (Faculty and Staff) was held on in the board room of MG Block, SMEC. The following attended.

S.NO	Name of the Faculty	Designation	Dept	Signature
1	Dr. S.V.S Ramakrishnam Raju	Convener	ECE	<i>Sub.</i>
2	Dr.N.Satheesh	Member	CSE	<i>Satheesh</i>
3	Mr.S.Ravikumar	Member	ECE	<i>Ravikumar</i>
4	Mr.K.Govardhan Rao	Member	EEE	<i>Govardhan Rao</i>
5	Mr.M.Ashok	Member	IT	<i>MMAshok</i>
6	Mr.B.Srnivasulu	Member	MECH	<i>SB</i>
7	Mr.T.Saikrishna Teja	Member	CIVIL	<i>Teja</i>
8	Mrs.K.Sudha	Member	H & S	<i>Sudha</i>
9	Mrs.E.Pranavi	Member	MBA	<i>EPranavi</i>

#### Points Discussed

- The Committee reviews the Standard Operating Procedure to redress the grievances of the faculty and staff and approved the SOP.
- The Committee discussed the awareness session to be conducted in the month of and coordinated various administrative arrangements.
- As there are no grievances from faculty and staff, the meeting s declared closed.

*Sub.*  
Convener

Grievances Redressal Cell