

## GRIEVANCES REDRESSAL CELL

### Minutes of meeting (2023/1)

Date :15-08-2023

Time:10:00am

Venue :Seminar hall

- The Grievance Redressal Cell meeting was called to order by Principal Dr.Chandramahalaxmi.

#### Agenda:

- Review of previous meeting
- Review of student academic complaints like mark-list corrections etc.
- Instructing the students for regularity and punctuality
- Instructing the students to maintain their college dress code in the campus regularly

#### Meeting outcomes:

- P.krishnakumari Asst.coordinator instructed the office staff members to resolve the mark list corrections as soon as possible through online process.
- Principal informed the students should be regular and punctual to the classes. All the students should maintain 100% attendance.
- A candidate shall be permitted to appear for the University examination in any semester, only if the candidate secures not less than 75% of the attendance in terms of total number of periods.
- Principal mentioned the students to maintain the college uniform in the campus regularly.
- Principal mentioned about the strictly prohibition usage of cell phones in the college..

#### Signature of the members:

S.no	Name	Designation of Department	Position	Signature
1	Dr. S.Chandra Maha lakshmi	Principial	Co-ordinator	S.C.M.L
2	P. krishna kumari	Lecturer in computer science	Asst. Coordinator	[Signature]
3	N.R.L.N. kameswari	Lecturer in MHRM	Member	[Signature]
4	D.Vasavi	Lecturer in Economics	Member	D.Vasavi
5	Dr. M. siva Prasad	Lecturer in zoology	Member	M.Siva Prasad
6	B. Padma	Lecturer in Hindi	Member	B.Padma
7	K. koteswara Rao	Lecturer in English	Member	K.K.Rao
8	Shaik Basha	Administrative officer	Member	[Signature]



S.C.M.L  
Principal  
Chaitanya Degree & P.G. College for Women  
Chaitanyanagar, Andhra Pradesh, Visakhapatnam-26.

## GRIEVANCES REDRESSAL CELL

### MINUTES OF MEETING (2023/2)

DATE : 15-12-2023  
TIME : 10:00AM  
VENUE:SEMINAR HALL

The Grievance Redressal Cell meeting was called to order by principal Dr. S. Chandra Maha Lakshmi.

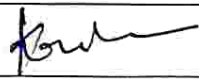
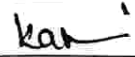
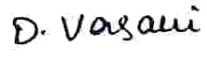
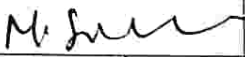

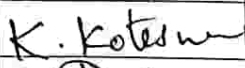

#### AGENDA :

- Replacement of green boards in some classrooms
- Students requested about the issue of recent honours (major, minor) syllabus prescribed textbooks in the library.

#### MEETING OUTCOMES:

- Committee member D . Vasavi madam has been informed by the principal to check out the green boards for replacement.
- Librarian was informed by the principal to place an order for the requisite prescribed textbooks as per the demand of students.

#### SIGNATURE OF THE MEMBERS :

S.no	NAME	DESIGNATION OF DEPARTMENT	POSITION	SIGNATURE
1	Dr S Chandramahalakshmi	Principal	Coordinator	
2	P. Krishna Kumari	Lecturer in computer science	Asst. Coordinator	
3	NRLN Kameswari	Lecturer in MHRM	Member	
4	D .Vasavi	Lecturer in economics	Member	
5	Dr M Siva Prasad	Lecturer in zoology	Member	
6	B Padma	Lecturer in hindi	Member	
7	K Koteswara Rao	Lecturer in English	Member	
8	Shaik Basha	Administrative officer	Member	



  
Principal  
Chaitanya Degree & P.G. College for Women  
Chaitanyanagar, Old Gajuwaka, Visakhapatnam-25.

## GRIEVANCES REDRESSAL CELL

### MINUTES OF MEETING (2023/3)

DATE : 20-10-2023

TIME:10:00AM

VENUE:SEMINAR HALL

The Grievance Redressal Cell meeting was called to order by principal Dr.S. Chandra maha Lakshmi.

#### AGENDA :

- Requirement of QR SCAN facility of the institution in the campus.
- Students requested about the issue of lab requirements.
- Installation of exhaust fans in labs.

#### MEETING OUTCOMES:

- Principal instructed Committee member NRLN.Kameswari madam to take necessary steps regarding the QR SCAN CODE facility.
- Informed to S.Basha for the installation of exhaust fans and fulfil the lab requirements.

#### SIGNATURE OF THE MEMBERS :

S.no	NAME	DESIGNATION OF DEPARTMENT	POSITION	SIGNATURE
1	Dr S Chandramahalakshmi	Principal	Coordinator	<i>scml</i>
2	P. Krishna Kumari	Lecturer in computer science	Asst. Coordinator	<i>pk</i>
3	NRLN Kameswari	Lecturer in MHRM	Member	<i>kami</i>
4	D .Vasavi	Lecturer in economics	Member	<i>D.vasavi</i>
5	Dr M Siva Prasad	Lecturer in zoology	Member	<i>M. Siva Prasad</i>
6	B Padma	Lecturer in hindi	Member	<i>B.Padma</i>
7	K Koteswara Rao	Lecturer in English	Member	<i>K.Koteswara Rao</i>
8	Shaik Basha	Administrative officer	Member	<i>Shaik Basha</i>



*scml*  
Principal  
Chaitanya Degree & P.G. College for Women  
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