



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

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# **Grievance Redress Mechanism 2021-22**



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-50088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

14.07.2021


**OFFICE ORDER**

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-06 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2021-22.

S. No.	Name	Designation & Department	Role
1	Dr . Rajeeva shrivastava	Principal	Chairman
2	Mrs. N. Vidhya	Associate Professor- ECE Department	Coordinator
3	Mrs. Sandhya	Associate Professor- EEE Department	Member
4	Mrs. Pavani	Assistant Professor- CE Department	Member
5	Mr. Narendar	Assistant Professor -EEE Department	Member
6	Mrs. Jyothi	Assistant Professor- ECE Department	Member
7	Mrs. Sony	Assistant Professor - CSE Department	Member

**OBJECTIVES OF THE COMMITTEE**

1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.
7. Online grievance through mail id: grievance@petw.in

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, TS-50088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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**Roles & Responsibilities of the Committee:**

1. The Committee will address the various grievance posted by all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500088

Copy to:


1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer



Date: 16.07.2021

**CIRCULAR**

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 17/07/2021 at 03:30PM in principal chamber. All the members are requested to attend the meeting.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T S-500088

Copy to:

1. IQAC coordinator
2. All HODs
3. Administrative Officer
4. Accounts Officer e. Exam  
Branch



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 17/07/2021


As per the circular, PEC/PRIN/GRC/2021-22/CIR-01 dated 16/07/2021. A meeting was held on 17/07/2021 with all the members of grievance redressal mechanism committee.


The following members were present:

S.No.	Name	Designation & Department	Role
1	Dr. A.V.S.Giridhar	Principal	Chairman
2	Mrs. N. Vidhya	Associate Professor- ECE Department	Coordinator
3	Mrs. Sandhya	Associate Professor- EEE Department	Member
4	Mrs. pavani	Assistant Professor- CE Department	Member
5	Mr. Narender	Assistant Professor -EEE Department	Member
6	Mrs. Jyothi	Assistant Professor- ECE Department	Member
7	Mrs. Sony	Assistant Professor - CSE Department	Member

The Agenda of the Meeting:

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T S-500088




**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

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Summary of Committee Resolutions:

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM,
3. grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
4. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.



Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T S-500088



Date: 18.07.2021

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 20/07/2021 at 02:30 AM in principal chamber.. All the members are requested to attend.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500088


GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 20/07/2021 in presence of the following members.

1. Chairman – Dr. Rajeev Shrivastava, Principal
2. Coordinator- Mrs. N. Vidhya, Associate Professor- ECE Department

After Opening the grievance boxes, the total grievances received are found to be "0"

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500088

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer
4. Exam Branch
5. Library





**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 20/07/2021

As per the circular, PETW/PRIN/GRC/2021-22/CIR-02 dated 20/07/2021. A meeting was held on 20/07/2021 with all the members of grievance redressal mechanism committee.

The following members were present:


SNo.	Name	Designation & Department	Role
1	Dr. Rajeev Shrivastava	Principal	Chairman
2	Mrs. N. Vidhya	Associate Professor- ECE Department	Coordinator
3	Mrs. Sandhya	Associate Professor- EEE Department	Member
4	Mrs. Pavani	Assistant Professor- CE Department	Member
5	Mr. Narendar	Assistant Professor -EEE Department	Member
6	Mrs. Jyothi	Assistant Professor- ECE Department	Member
7	Mrs. Sony	Assistant Professor - CSE Department	Member

**Agenda of the Meeting:**

To hear and address the Grievances received from the grievance boxes on 20/07/2021

**Grievance received:**

A total of "2" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
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**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
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members, committee feels that "2".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/07/2021	Request to establish uninterrupted Wi-Fi facility in student rooms	Accepted
2	20/07/2021	Request to repair the student tables as they are completely damaged	Accepted

  
GRIEVANCE REDRESSAL COMMITTEE



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 21/03/2022 in presence of the following members.

1. Chairman – Dr. Rajeev Shrivasthava, Principal
2. Coordinator- Mrs. N. Vidhya, Associate Professor- ECE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T S-500088

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
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PETW/PRIN/GRC/2021-22/CIR-03

Date: 20/03/2022

**CIRCULAR**

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 23/03/2022 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/03/2022. All members are requested to attend meeting.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T S-500088

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 23/03/2022

As per the circular, PETW/PRIN/GRC/2021-22/CIR-03 dated 20/03/2022. A meeting was held 23/03/2022 with all the members of grievance redressal mechanism committee.

The following members were present:


S. No.	Name	Designation & Department	Role
1	Dr. Rajeev Shrivasthava	Principal	Chairman
2	Mrs. N. Vidhya	Associate Professor- ECE De artment	Coordinator
3	Mrs. Sandhya	Associate Professor- EEE Department	Member
4	Mrs. Pavani	Assistant Professor- CE Department	Member
5	Mr. Narendar	Assistant Professor -EEE Department	Member
6	Mrs. Jyothi	Assistant Professor- ECE Department	Member
7	Mrs. Sony	Assistant Professor - CSE Department	Member

**Agenda of the Meeting:**

To hear and address the Grievances received from the grievance boxes on 20/03/2021

**Grievance received:**

A total of "0" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
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From the stake holders, with due discussion with all committee members, committee feels that "0". Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	23/03/2022	NIL	NIL

Coordinator

GRIEVEANCE REDRESSAL COMITTEE



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To ,

The coordinator

Internal Quality Assurance cell

PETW, Hyderabad

Sub: Report on grievances received from stake holders during the academic year 2021-22 reg.,

Respected Sir

The grievance redressal committee has received a total of 01 grievance, out of these a total of 1 grievance is accepted for redressal during the academic year 2021-22, the details are as follows.

<b>S. No</b>	<b>Grievance received on</b>	<b>Brief description of grievance</b>	<b>Action taken</b>	<b>Current status</b>
i	20/07/2021	Request to establish uninterrupted Wi-Fi facility in student rooms	As per students request established uninterrupted Wi-Fi facility in canteen, library	Completed
2	20/07/2021	Request to repair the student tables as they are completely damaged	As per student request repaired all the student tables as they are completely damaged	Completed
3	23/03/2022	NIL	NA	NA

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.



Coordinator

GRIEVANCE REDRESSAL COMMITTEE



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# **Grievance Redress Mechanism 2020-21**





**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
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**OFFICE ORDER**

Date: 14/07/2020

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2020-21.

S. No.	Name	Designation & Department	Role
1	Dr . A.V.S. Giridhar	Principal	Chairman
2	Mrs. N. Vidhya	Associate Professor- ECE Department	Coordinator
3	Mrs. Sandhya	Associate Professor- EEE Department	Member
4	Mrs. Pavani	Assistant Professor- CE Department	Member
5	Mr. Narendar	Assistant Professor -EEE Department	Member
6	Mrs. Jyothi	Assistant Professor- ECE Department	Member
7	Mrs. Sony	Assistant Professor - CSE Department	Member

**OBJECTIVES OF THE COMMITTEE**

1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.
7. Online grievance through mail id:



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
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**Roles & Responsibilities of the Committee:**

1. The Committee will address the various grievance posted by all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.

Copy to:

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer





**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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Date: 16.07.2020

**CIRCULAR**

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 17/07/2020 at 03:30PM in principal chamber. All the members are requested to attend the meeting.

Copy to:

1. IQAC coordinator
2. All HODs
3. Administrative Officer
4. Accounts Officer
5. .Exam Branch

  
*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500088



## **GRIEVANCE REDRESSAL COMMITTEE**

### Minutes of Meeting held on 17/07/2020

As per the circular, PEC/PRIN/GRC/2020-21/CIR-01 dated 16/07/2020. A meeting was held on 17/07/2020 with all the members of grievance redressal mechanism committee.

The following members were present:

<b>S. No.</b>	<b>Name</b>	<b>Designation &amp; Department</b>	<b>Role</b>
1	Dr. A. V.S. Giridhar	Principal	Chairman
2	Mrs. N. Vidhya	Associate Professor- ECE Department	Coordinator
3	Mrs. Sandhya	Associate Professor- EEE Department	Member
4	Mrs. Pavani	Assistant Professor- CE Department	Member
5	Mr. Narender	Assistant Professor -EEE Department	Member
6	Mrs. Jyothi	Assistant Professor- ECE Department	Member
7	Mrs. Sony	Assistant Professor - CSE Department	Member

### **The Agenda of the Meeting:**

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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**Summary of Committee Resolutions:**

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
3. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.



*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T S-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
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PETW/PRIN/GRC/2020-21/CIR-02

Date: 18.07.2020

**CIRCULAR**

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 20/07/2020 at 02:30 AM in principal chamber.. All the members are requested to attend.



Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 20/07/2020 in presence of the following members.

1. Chairman – Dr. A. V. S. Giridhar, Principal
2. Coordinator- Mrs.N. Vidhya, Associate Professor- ECE Department

After Opening the grievance boxes, the total grievances received are found to be "0"



Copy to:

- 1 All HODs
- 2 Administrative Officer
- 3 Accounts Officer
- 4 Exam Branch
- 5 Library



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 20/07/2020

As per the circular, PETW/PRIN/GRC/2020-21/CIR-02 dated 20/07/2020 . A meeting was held on 20/07/2020 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr . A.V.S. Giridhar	Principal	Chairman
2	Mrs. N. Vidhya	Associate Professor- ECE Department	Coordinator
3	Mrs. Sandhya	Associate Professor- EEE Department	Member
4	Mrs. Pavani	Assistant Professor- CE Department	Member
5	Mr. Narendar	Assistant Professor -EEE Department	Member
6	Mrs. Jyothi	Assistant Professor- ECE Department	Member
7	Mrs. Sony	Assistant Professor - CSE Department	Member

**Agenda of the Meeting:**

To hear and address the Grievances received from the grievance boxes on 20/07/2020.

**Grievance received:**

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee





**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
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---

members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/07/2020	Request to please resolve issue in noise online class	Accepted

GRIEVEANCE REDRESSAL COMITTEE



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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21/03/2021

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

**Report of Opening Grievance Boxes in the Campus**

The grievance boxes in the campus are opened on 21/03/2021 in presence of the following members.

1. Chairman – Dr. A. V. S. Giridhar, Principal
2. Coordinator- Mrs. N. Vidhya, Associate Professor- ECE Department

After Opening the grievance boxes, the total grievances received are found to be "0"



*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T S-500088

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer



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**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

PETW/PRIN/GRC/2020-21/CIR-03

Date: 20/03/2021

**CIRCULAR**

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 23/03/2021 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/03/2021. All members are requested to attend meeting.

&

  
**Principal**  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T S-500088

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch



## **GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 23/03/2021

As per the circular, PETW/PRI N/GRC/2020-21/CIR-03 dated 20/03/2021. A meeting was held 23/03/2021 with all the members of grievance redressal mechanism committee.

The following members were present:

S.No.	Name	Designation & Department	Role
1	Dr . A.V.S. Giridhar	Principal	Chairman
2	Mrs. N. Vidhya	Associate Professor- ECE Department	Coordinator
3	Mrs. Sandhya	Associate Professor- EEE Department	Member
4	Mrs. Pavani	Assistant Professor- CE Department	Member
5	Mr. Narendar	Assistant Professor -EEE Department	Member
6	Mrs. Jyothi	Assistant Professor- ECE Department	Member
7	Mrs. Sony	Assistant Professor - CSE Department	Member

### **Agenda of the Meeting:**

To hear and address the Grievances received from the grievance boxes on 20/03/2021

### **Grievance received:**

A total of "0" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "0".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	23/03/2021	Nil	Nil

GRIEVEANCE REDRESSAL COMITTEE



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

To ,

The coordinator  
Internal quality assurance cell  
PETW, Hyderabad

Sub: Report on grievances received from stake holders during the academic year 2020- 21  
Reg.,

Respected Sir

The grievance redressal committee has received a total of 01 grievance, out of these a total of 1 grievance is accepted for redressal during the academic year 2020-21, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	20/07/2020	Request to please resolve issue in noise online class	As per students request provided best online tools to the faculty	Completed
2	23/03/2021	Nil	NA	NA

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.

  
Coordinator

GRIEVANCE REDRESSAL COMMITTEE



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

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# **Grievance Redress Mechanism 2019-20**



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

Ref: PETW/PRIN/2019-20

Date: 15/07/2019

**OFFICE ORDER**

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2019-20.

S. No.	Name	Designation & Department	Role
1	Dr.S.P.R Manohar	Principal	Chairman
2	Miss.Swapna	Assistant Professor -CSE Department	Coordinator
3	Mrs.Vidya	HOD-ECE Department	Member
4	Miss .Pavani	HOD-CE Department	Member
5	Mrs..Sandhyarani	Assistant Professor- EEE Department	Member
6	Mrs.Jyothi	Assistant Professor- ECE Department	Member
8	Miss.Sony	Assistant Professor - CSE Department	Member

**OBJECTIVES OF THE COMMITTEE**

1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Kowemula (V),  
Ghatkesar (M), Medchal Dist, T S-500088





**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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**Roles & Responsibilities of the Committee:**

1. The Committee will address the various grievance posted all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.

Copy to:

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer

  
*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Koramula (V),  
Ghatkesar (M), Medchal Dist, T S-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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Ref: PETW/PRIN/GRC/2019-20/CIR-01

Date: 16.07.2019

**CIRCULAR**

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 17/07/2019 at 03:30PM in principal chamber. All the members are requested to attend the meeting.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremulla (V),  
Ghatkesar (M), Medchal Dist, T S-500088

Copy to:

1. IQAC coordinator
2. All HODS
3. Administrative Officer
4. Accounts Officer e. Exam Branch



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

**GRIEVANCE REDRESSAL COMMITTEE**

Minutes of Meeting held on 17/07/2019

As per the circular, PETW/PRIN/GRC/2019-20/CIR-01 dated 16/07/2019. A meeting was held on 17/07/2019 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr. S.P.R Manohar	Principal	Chairman
2	Miss .Swapna	Assistant Professor -CSE Department	Coordinator
3	Mrs.Vidya	HOD-ECE Department	Member
4	Miss.Pavani	HOD-CE Department	Member
5	Mrs..Sandhyarani	Assistant Professor- EEE Department	Member
7	Mrs.Jyothi	Assistant Professor - ECE Department	Member
8	Miss.Sony	Assistant Professor - CSE Department	Member

**The Agenda of the Meeting:**

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.

**Summary of Committee Resolutions:**

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
3. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.

  
(Principal)  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Koramula (V),  
Ghatkesar (M), Medchal Dist. T S-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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20.07.2019

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 20/07/2019 in presence of the following members.

1. Chairman - Dr.S.P.R Manohar, Principal
2. Coordinator- Miss Swapna Assistant Professor -CSE Department

After Opening the grievance boxes, the total grievances received are found to be "2"

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korumula (V),  
Ghatkesar (M), Medchal Dist, T S-500088

Copy to:

- 1 All HODs
- 2 Administrative Officer
- 3 Accounts Officer
- 4 Exam Branch
- 5 Library



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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PETW/PRIN/GRC/2019-20/CIR-02

Date.- 18.07.2019

**CIRCULAR**

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on third Saturday of every month at 02:30 AM in principal chamber. All the members are requested to attend.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Ghatkesar (M), Medchal Dist. T S-500088

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer
4. Exam Branch
5. Library



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 23/07/2019

As per the circular, PETW/PRI N/GRC/2019-20/CIR-02 dated 20/07/2019. A meeting was held on 23/07/2019 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr. S.P.R Manohar	Principal	Chairman
2	Miss.Swapna	Assistant Professor -CSE Department	Coordinator
3	Mrs.Vidya	HOD-ECE Department	Member
4	Miss. Pavani	HOD-CE Department	Member
5	Mrs..Sandhyarani	Assistant Professor- EEE Department	Member
6	Mrs.Jyothi	Assistant Professor- ECE Department	Member
7	Miss sony	Assistant Professor - CSE Department	Member

**Agenda of the Meeting:**

To hear and address the Grievances received from the grievance boxes on 20/07/2019

**Grievance received:**

A total of "2" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee members, committee feels that "2".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Kothamulla (V),  
Ghatkesar (M), Medchal Dist, TS-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/07/2019	Request to establish uninterrupted Wi-Fi facility in student rooms	Accepted
2	20/07/2019	Request to repair the student tables as they are completely damaged	Accepted

GRIEVANCE REDRESSAL COMMITTEE



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

**Report of Opening Grievance Boxes in the Campus**

The grievance boxes in the campus are opened on 21/03/2020 in presence of the following members.

1. Chairman - Dr.S.P.R Manohar, Principal
2. Coordinator- Miss.Swapna Assistant Professor -CSE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korumula (V),  
Ghatkesar (M), Medchal Dist, T S-500088





**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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PETW/PRIN/GRC/2019-20/CIR-03

Date: 21/03/2020

**CIRCULAR**

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 21/03/2020 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 21/03/2020.all members are requested to attend meeting.

)  
Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Kowemula (V),  
Ghatkesar (M), Medchal Dist, T S-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 23/03/2020

As per the circular, PETW/PRIN/GRC/2019-20/CIR-03 dated 21/03/2020. A meeting was held on 23/03/2020 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr .S.P.R Manohar	Principal	Chairman
2	Mrs.swapna	Assistant Professor -CSE Department	Coordinator
3	Mrs. Vidya	HOD-ECE Department	Member
4	Mrs.Pavani	HOD-CE Department	Member
5	Mrs.Sandhyarani	Assistant Professor- EEE Department	Member
6	Mrs.Jyothi	Assistant Professor- ECE Department	Member
7	Mrs.Sony	Assistant Professor – CSE Department	Member

**Agenda of the Meeting:**

To hear and address the Grievances received from the grievance boxes on 21/03/2020

Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korlamula (V),  
Ghatkesar (M), Medchal Dist. T S-500088

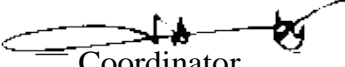


**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	21/03/2020	Request to to increase the number of text books in library	Accepted

  
Coordinator

**GRIEVEANCE REDRESSAL COMITTEE**



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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20.04.2020

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

**Report of Opening Grievance Boxes in the Campus**

The grievance boxes in the campus are opened on 20/04/2020 in presence of the following members.

1. Chairman - Dr.S.P.R Manohar, Principal
2. Coordinator- Mrs.Swapna, Assistant Professor -CSE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

  
*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T S-500088

Copy to:

1. All HODs
2. Administrative  
Officer
3. Accounts Officer



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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PETW/PRIN/GRC/2019-20/CIR-03

Date: 20.04.2020

**CIRCULAR**

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 22/04/2020 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/04/2020. All members are requested to attend meeting.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500088

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 22/04/2019

As per the circular, PETW/PRIN/GRC/2019-20/CIR-03 dated 20/04/2019. A meeting was held 22/04/2019 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr .S.P.R Manohar	Principal	Chairman
2	Mrs.Swapna	Assistant Professor -CSE Department	Coordinator
3	Mrs.Vidya	HOD-ECE Department	Member
4	Mrs.Pavani	HOD-CE Department	Member
5	Mrs.Sandhyarani	Assistant Professor- EEE Department	Member
6	Mrs.Jyothi	Assistant Professor- ECE Department	Member
7	Mrs.Sony	Assistant Professor - CSE Department	Member
8	Miss Nikitha	Student	Member
9	Miss.Divya	Student	Member

**Agenda of the Meeting:**

To hear and address the Grievances received from the grievance boxes on 20/10/2019

**Grievance received:**

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremulla (V),  
Ghatkesar (M), Medchal Dist, T S-500088

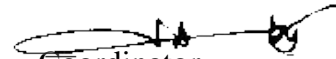


**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/04/2019	Request to monitor the quality of food in canteen	Accepted

  
Coordinator

**GRIEVANCE REDRESSAL COMMITTEE**



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

To

The coordinator  
Internal Quality Assurance Cell  
PETW, Hyderabad

Sub: Report on grievances received from stake holders during the academic year 2019-20 reg.,

Respected Sir

The grievance redressal committee has received a total of 03 grievance, out of these a total of "3" grievance is accepted for redressal during the academic year 2019-20, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	20/07/2019	Request to establish uninterrupted Wi-Fi facility in student rooms	This grievance was brought to the notice of management through principal. The management as per request from the students provided the Wi-Fi facility in the campus	Completed
2	20/07/2019	Request to repair the student tables as they are completely damaged	With respect to grievance received from student s all the class room student and staff benches were repaired.	Completed
3	21/03/2020	Request to increase the number of text books in library	Further instruction has been given to the concerned committee members to look in the matter and give latest information available in the library. Based on the information it has been decided to increase the number of book in the library	Completed

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.

  
**GRIEVANCE REDRESSAL COMMITTEE**





**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

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# **Grievance Redress Mechanism 2018-19**



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

Ref: PETW/PRIN/2018-19

Date: 26/07/2018

**OFFICE ORDER**

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2018-19.

S.No.	Name	Designation & Department	Role
1	Dr. V.Murali Krishna	Principal	Chairman
2	Mr. Ajeesh	HOD-CE Department	Coordinator
3	Mr. Anji	HOD-EEE Department	Member
4	Mrs. Shailaja	HOD-CSE Department	Member
5	Mr.Moshe	HOD-ECE Department	Member
7	Mr. B. Sailesh	Assistant Professor - MECH Department	Member
8	Mr. Praveen Babu	Assistant Professor - CSE Department	Member

**OBJECTIVES OF THE COMMITTEE**

1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. TS-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**


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**Roles & Responsibilities of the Committee:**

1. The Committee will address the various grievance posted by all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.

Copy to:

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T.S-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

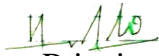
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Ref:PETW/PRIN/GRC/2018-19/CIR-01

Date: 27.07.2018

**CIRCULAR**

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 30/07/2018 at 03:30PM in principal chamber. All the members are requested to attend the meeting.

  
**Principal**  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T. S-500088

Copy to:

1. IQAC coordinator
2. AH HODS
3. Administrative Officer
4. Accounts Officer
5. 5. Exam Branch



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 30/07/2018

As per the circular, PETW/PRIN/GRC/2018 19/CIR-01 dated 27/07/2018. A meeting was held on 30/07/2018 with all the members of grievance redressal mechanism committee.

The following members were present:

1	Chairman	Dr. V.Murali Krishna	Principal
2	Coordinator	Mr. Ajeesh	HOD-CE Department
3	Member	Mr. Anji	HOD-EEE Department
4	Member	Mrs.Shailaja	HOD-CSE Department
5	Member	Dr. Moshe	HOD-ECE Department
6	Member	Mrs.Vidya	Assistant Professor- ECE Department
7	Member	K.Praveen Babu	Assistant Professor –CSE Department

The Agenda of the Meeting:

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.

Summary of Committee Resolutions:

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
3. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.

  
(Principal)  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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Date: 18/08/2018

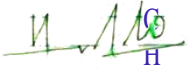
**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 18/08/2018 in presence of the following members.

1. Chairman - Dr.V.Murali Krishna , Principal
2. Coordinator- Mr. Ajeesh ,HOD-CE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500088

Copy to:

- 1 All HODs
- 2 Administrative Officer
- 3 Accounts Officer
- 4 Exam Branch
- 5 Library



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

PETW/PRIN/GRC/2018-19/CIR02

Date: 18.08.2018

**CIRCULAR**

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 21/08/2018 at 10:30 AM in principal chamber. To hear and address the various grievances received from the grievance boxes on 18/08/2018. All the members are requested to attend.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer
4. Exam Branch
5. Library

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T S-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 21/08/2018

As per the circular, PETW/PRIN/GRC/2018-19/CIR-02 dated 20/10/2018. A meeting was held on 22/10/2018 with all the members of grievance redressal mechanism committee.

The following members were present:

S.N	Position	Name	Designation
1	Chairman	Dr.V.Murali Krishna	Principal
2	Convener	Mr. Ajeesh	HOD-CE Department
3	Member	Mr. Anji	HOD-EEE Department
4	Member	Mrs.Vidya	Assist. Professor ECE Department
5	Member	Dr. Moshe	HOD-ECE Department
8	Member	Mr. Praveen Babu	Assist. Professor -CSE Department
9	Member	Miss Tejashwi	Student
10	Member	Miss .Harika	Student
11	Member	Miss. Sushma	Student
12	Member	Miss Shirisha	Student

Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/10/2018

Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V)  
Ghatkesar (M), Medchal Dist. T S-500088





**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	18/08/2018	Request to change the whiteboards as the installed white boards are not in good condition	Accepted



Coordinator

GRIEVANCE REDRESSAL COMMITTEE



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

**Date: 20/04/2019**

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

**Report of Opening Grievance Boxes in the Campus**

The grievance boxes in the campus are opened on 20/04/2019 in presence of the following members.

1. Chairman - Dr. V.Murali Krishna, Principal
2. Coordinator- Mr. Ajeesh HOD-CE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

  
*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Kofremula (V),  
Ghatkesar (M), Medchal Dist, TS-500088

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

PETW/PRIN/GRC/2018-19/CIR-03

Date: 20.10.2018

**CIRCULAR**

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 22/10/2018 at 3:00 PM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/10/2018.all members are requested to attend meeting.

  
**Principal**  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T S-500088

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

Date: 22/10/2018

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 22/10/2018

As per the circular, NITS/PRIN/GRC/2018-19/CIR-03 dated 20/10/2018. A meeting was held 22/10/2018 with all the members of grievance redressal mechanism committee.

The following members were present:

S.N	Position	Name	Designation
1	Chairman	Dr.V.Murali Krishna	Principal
2	Convener	Mr. Ajeesh	HOD-CE Department
3	Member	Mr. Anji	HOD-EEE Department
4	Member	Mrs.Vidya	Assist. Professor ECE Department
5	Member	Dr. Moshe	HOD-ECE Department
8	Member	Mr. Praveen Babu	Assist. Professor -CSE Department
9	Member	Miss Tejashwi	Student
10	Member	Miss .Harika	Student
11	Member	Miss. Sushma	Student
12	Member	Miss Shirisha	Student

**Agenda of the Meeting:**

To hear and address the Grievances received from the grievance boxes on 18/08/2018

**Grievance received:**

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

**Principal**  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
	20.10.2018	Request to to repair the student tables as they are completely damaged	Accepted

Coordinator

GRIEVEANCE REDRESSAL COMITTEE



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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Date: 20/04/2019

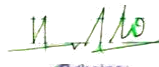
**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

**Report of Opening Grievance Boxes in the Campus**

The grievance boxes in the campus are opened on 20/04/2019 in presence of the following members.

1. Chairman - Dr. V.Murali Krishna, Principal
2. Coordinator- Mr.Ajeesh HOD-CE Department

After Opening the grievance boxes, the total grievances received are found to be“1“

  
*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda Korrevela (V)  
Ghatkesar (M), Medchal Dist. T.S-500088

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

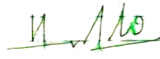
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PETW/PRIN/GRC/2018-19/CIR-03

Date: 20.04.2019

**CIRCULAR**

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 22/04/2019 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/04/2019.all members are requested to attend meeting.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T.S-500088

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 22/04/2019

As per the circular, PETW/PRI N/GRC/2018-19/CIR-03 dated 20/04/2019. A meeting was held 22/04/2019 with all the members of grievance redressal mechanism committee.

The following members were present:

- |   |             |                      |                                     |
|---|-------------|----------------------|-------------------------------------|
| 1 | Chairman    | Dr. V.Murali Krishna | Principal                           |
| 2 | Coordinator | Mr. Ajeesh           | HOD-CE Department                   |
| 3 | Member      | Mr. Anji             | HOD-EEE Department                  |
| 4 | Member      | Mrs.Shailaja         | HOD-CSE Department                  |
| 5 | Member      | Dr. Moshe            | HOD-ECE Department                  |
| 6 | Member      | Mrs.Vidya            | Assistant Professor- CSE Department |
| 7 | Member      | K.Praveen Babu       |                                     |

**Agenda of the Meeting:**

To hear and address the Grievances received from the grievance boxes on 20/10/2019

**Grievance received:**

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T 5-500088



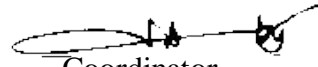


**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

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The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
	20/04/2019	Request to monitor the quality of food in canteen	Accepted

  
Coordinator

GRIEVANCE REDRESSAL COMMITTEE



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

To

The coordinator

Internal quality assurance cell

PEC, Hyderabad

Sub: Report on grievances received from stake holders during the academic year 2018-19  
reg.,

Respected Sir

The grievance redressal committee has received a total of 01 grievance, out of these a total of 1 grievance is accepted for redressal during the academic year 2018-19, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	18/08/2018	Request to change the whiteboards as the installed white boards are not in good condition	This grievance was brought to the notice of management through principal. The management replaced all white boards with new white boards	Completed
	20/10/2018	Request to repair the student tables as they are completely damaged	With respect to grievance received from students all the class room student and staff benches were repaired.	Completed
3	20/04/2019	Request to monitor the quality of food in canteen	This Grievance has been redressed with due concern. Given strict instructions to monitor the food quality regularly to canteen committee	Completed

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.

Coordinator

**GRIEVANCE REDRESSAL COMMITTEE**



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**

**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**

**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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# **Grievance Redress Mechanism 2017-18**



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

Ref: PETW/PRIN/2017-18

Date: 14/07/2017

**OFFICE ORDER**

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2017-18.

S. No.	Name	Designation & Department	Role
1	Dr. V. Murali Krishna	Principal	Chairman
2	Mr. Ajeesh	HOD-CE Department	Coordinator
3	Mr. Anji	HOD-EEE Department	Member
4	Mrs. Shailaja	HOD-CSE Department	Member
5	Mr. Moshe	HOD-ECE Department	Member
6	Mrs. Vidya	Assistant Professor- ECE Department	Member
8	Miss Swapna	Assistant Professor - CSE Department	Member

**OBJECTIVES OF THE COMMITTEE**

1. To ensure a fair, impartial and consistent mechanism for re-dressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for- any reason.

*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

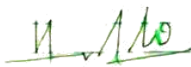
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**Roles & Responsibilities of the Committee:**

1. The Committee will address the various grievance posted by all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.

**Copy to:**

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer

  
**Principal**  
**PRINCETON INSTITUTE OF ENGINEERING**  
**& TECHNOLOGY FOR WOMEN**  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500088



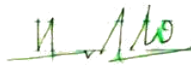
**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

Ref: PETW/PRIN/GRC/2017-18/CIR-01

Date: 15.07.2017

**CIRCULAR**

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 17/07/2017 at 03:30PM in principal chamber. All the members are requested to attend the meeting.

  
Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist, T S-500088

Copy to:

1. IQAC coordinator
2. All HODS
3. Administrative Officer
4. Accounts Officer e.
5. Exam Branch



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 17/07/2017

As per the circular, PETW/PRIN/GRC/2017-18/CIR-01 dated 15/07/2017. A meeting was held on 17/07/2017 with all the members of Grievance Redressal mechanism committee.

The following members were present:

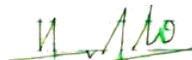
1	Chairman	Dr. V.Murali Krishna	Principal
2	Coordinator	Mr. Ajeesh	HOD-CE partment
3	Member	Mr. Anji	HOD-EEE
4	Member	Mrs.Shailaja	HOD-CSE
5	Member	Mr. Moshe	HOD-ECE
6	Member	Mrs.vidya	Assoc Professor- ECE
7	Member	Miss .Swapna	Assoc Professor- CSE

**The Agenda of the Meeting:**

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.

**Summary of Committee Resolutions:**

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
3. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.

  
*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

---

Date: 15/07/2017

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 15/07/2017 in presence of the following members.

1. Chairman - Dr. V.Murali Krishna Principal
2. Coordinator- Mr.Ajeesh HOD-CE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. TS-500088

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer
4. Exam Branch
5. Library





**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

PETW/PRIN/GRC/2017-18/CIR-02

Date: 19.08.2017

**CIRCULAR**

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 22/08/2017 at 3:00 PM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. Collected grievances are to resolve within two weeks.

*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korvenkula (V),  
Ghatkesar (M), Medchal Dist. T.S-500088

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 22/08/2017

As per the circular, PETW/PRIN/GRC/2017-18/CIR-02 dated 19/08/2017. A meeting was held on 22/08/2017 with all the members of grievance redressal mechanism committee.

The following members were present:

S.No	Position	Name	Designation
1	Chairman	Dr. V.Murali Krishna	Principal
2	Convener	Mr. Ajeesh	HOD-CE Department
3	Member	Mr. Anji	HOD-EEE Department
4	Member	Mrs . Jyothi	Assist. Professor ECE Department
5	Member	Dr. Moshe	HOD-ECE Department
6	Member	Mr.Satyanarayana	HOD-H&S Department
7	Member	Mrs .Swapna	Assoc. Professor - CSE
8	Member	K.Mounika	Student
9	Member	K.Jyothi	Student
10	Member	C.Pravalika	Student

Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 15/07/2017.

Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.

*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T 5-500088



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
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The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	15/07/2017	Request to change the white boards as the installed white boards are not in good condition	Accepted

Coordinator

GRIEVANCE REDRESSAL MECHANISAM COMMITTEE



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
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Date: 19/05/2018

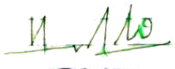
**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 19/05/2018 in presence of the following members.

1. Chairman - Dr. V.Murali Krishna, Principal
2. Coordinator- Mr. Ajeesh HOD-CE Department

After Opening the grievance boxes, the total grievances received are found to be "1"

  
*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korpediguda (V),  
Ghatkesar (M), Medchal Dist. T.S-500088

Copy to:

- 1 All HODs
- 2 Administrative Officer
- 3 Accounts Officer
- 4 Exam Branch
- 5 Library



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
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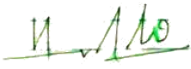
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PETW/PRIN/GRC/2017-18/CIR-03

Date: 19.05.2018

**CIRCULAR**

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 21/05/2018 at 3:00 PM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 19/05/2018.all members are requested to attend meeting.

  
*Principal*  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korremula (V),  
Ghatkesar (M), Medchal Dist. T S-500088

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**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 21/05/2018

As per the circular, PETW/PRIN/GRC/2017-18/CIR-03 dated 19/05/2018. A meeting was held on 21/05/2018 with all the members of grievance redressal mechanism committee.

The following members were present:

S.N	Position	Name	Designation
0			
1	Chairman	Dr. V.Murali Krishna	Principal
2	Convener	Mr. Ajeesh	HOD-CE Department
3	Member	Mr. Anji	HOD-EEE Department
4	Member	Mr. Moshe	Assist. Professor ECE Department
5	Member	Dr. Moshe	HOD-ECE Department
6	Member	Mr. Praveen Babu	Assoc. Professor -CSE Department
7	Member	C.Pravalika	Student
8	Member	K. Jyothi	Student
9	Member	K.Mounika	Student
10	Member	S. Soumya	Student

**Agenda of the Meeting:**

To hear and address the Grievances received from the grievance boxes on 18/08/2018

**Grievance received:**

A total of "0" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "0".Grievances are acceptable grievances and \_\_\_\_\_ grievances as acceptedoon as possible.

  
Coordinator

**GRIEVEANCE REDRESSAL MECHANISAM COMITTEE**



**PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
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To

The coordinator

Internal Quality Assurance Cell

PETW, Hyderabad

Sub: Report on grievances received from stake holders during the academic year 2017-18 reg.,

Respected Sir

The grievance redressal committee has received a total of 01 grievance, out of these a total of 1 grievance is accepted for redressal during the academic year 2017-18, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	15/07/2017	Request to change the white boards as the installed white boards are not in good condition	This grievance was brought to the notice of management through principal. The management provided a continuous water supply and appointed a supervisor for regular supervision	Accepted

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.

**Yours truly**

**Coordinator GRM COMMITTEE**