



## KAKINADA INSTITUTE OF TECHNOLOGY AND SCIENCE

(Approved by AICTE, New Delhi, Affiliated to JNTUK, Kakinada)  
Tirupathi (V), Divili, Peddapuram Mandal, East Godavari District, Pin:533433

Accredited by NAAC B<sup>+</sup> Grade

Counseling Code **KTSP**

College Code **JQ**

Minutes of the Students Grievance redressal committee held on 13-07-2018  
at 3.30 pm in the Principal's office.

The following Members were Present:

Sl No.	Name	Designation	Dept.	Signature
1	B.VEERENDRA	MEMBER	CSE	
2	B.RAMESH	MEMBER	EEE	
3	M.ISHAQ	MEMBER	CE	
4	V.SATYANARAYANA	MEMBER	MECH	
5	G.NAVEEN	STUDENT	EEE	

Principal welcomed all the members. He mentioned that student council meeting and said that the representatives of all the classes have attended the meeting. He gave the highlights of the student council meeting.

- They were happy that all the following major grievances put up in the last meeting were redressed.
- Installation of 3 more water coolers
- Installation of sanitary napkin vending machines and incinerators in the girls' washroom
- Up gradation of computers in the labs
- Expansion of space in the canteen
- Regular checking up for the portability of the drinking water
- Formation of canteen committee to monitor the cleanliness and hygiene of the canteen

Principal mentioned that the requests put up by students should be looked into immediately and the college should make the life of students more comfortable. He said that

- i. HOD of Computer Science and Engineering has been informed to monitor and get the CPUs replaced with the updated version.
- ii. Faculty in charges makes necessary arrangements to schedule special classes for the students missing their regular classes due to attending CRT classes, if they need.
- iii. Canteen would be kept open for long hours on the days when there are some special events in the college for student organizers

The Principal thanked all the members and the meeting ended at 4.20 pm as there were no other points for discussion.

  
PRINCIPAL

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**Institute of Technology and Science**  
**Divili (V), Divili, Peddapuram (M)**  
**Tirumakudaluru Dist.-533 433**



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The Second meeting of the committee in the session 2018-2019 was held on dated 22/02/2019 at 11.00am in seminar hall.

The following members were present:

Sl No.	Name	Designation	Dept.	Signature
1	T.PRABHAKARRAO	MEMBER	AGR	T. Prabha
2	E.ATCHA RAO	MEMBER	ECE	E. Atcha
3	K.PEDAKAPU	MEMBER	MBA	K. Pedakapu
4	Y.DHANASEKHAR	MEMBER	MECH	Y. Dhana
5	P.JAGADEESH	STUDENT	MECH	P. Jagadeesh

**Agenda of meeting**

1. To read and Confirm minutes of the previous meeting.
2. To discuss the major grievances of student.
3. To discuss any other matters coming up on time with the permission of chair.

**Minutes of meeting.**

1. The teacher in-charge read out the minutes of the last meeting the members Present approved them.
2. Among various issues prominent discussion held on.
  - i) Repairing of the tables of classrooms. It was decided to request the authority for the work and do the work as a part of beautification.
  - ii) The members felt the urgent need for replacing the damaged electric switches it decided to convey the matter to the authority and request him to look the matter.
3. No other matter came up for discussion. The teacher in-charge summed up the proceeding. The members approved it. The teacher in-charge proposed the vote of thanks and the meeting was concluded.

  
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**Students Grievance Cell**  
**Minutes Of the Meeting**

A meeting of students Grievance Redressal Committee is scheduled on 15-07-2019 at 3.30 pm in Principal's office. The agenda for the meeting is as follows.

- Discussion of Grievances recorded in the last Student council meeting.

The following Members were Present:

Sl No.	Name	Designation	Dept.	Signature
1	POOJA B.G	MEMBER	AGR	<i>Pooja B.G</i>
2	R.DAYAKARBABU	MEMBER	CE	<i>R.Dayakarbabu</i>
3	P.S.V.SWAMY	MEMBER	MBA	<i>P.S.V.Swamy</i>
4	N.PRAVEEN	MEMBER	ECE	<i>N.Praveen</i>
5	S.SOWMYA	STUDENT	AGR	<i>S.Sowmya</i>

Agenda:

1. Constitution of students Grievance cell.
2. To discuss code of conduct for teaching staff, non teaching staff and students.

Minutes:

1. All the teaching and non teaching staff are required to adhere to the college timings and abide by the code of conduct.
2. To Finalize, the objectives and the functioning of the committees.

*[Signature]*  
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**Students Grievance Cell Minutes Of the Meeting**

A meeting of students Grievance Redressal Committee is scheduled on 10-08-2021 at 3.30 pm in Principal's office. The agenda for the meeting is as follows.

- Discussion of Grievances recorded in the last Student council meeting.

The following Members were Present:

Sl No.	Name	Designation	Dept.	Signature
1	B.SASI	MEMBER	AGR	
2	Dr.B.SURIBABU	MEMBER	CE	
3	G.NAGAKUMAR	MEMBER	MECH	
4	M.SATHIBABU	MEMBER	ECE	
5	T.VIJAYA LAKSHMI	STUDENT	AGR	

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