



MALLA REDDY INSTITUTE OF TECHNOLOGY & SCIENCE

(SPONSORED BY MALLA REDDY EDUCATIONAL SOCIETY)

Permanently Affiliated to JNTUH & Approved by AICTE, New Delhi
NAAC&NBA Accredited, ISO 9001:2015 Certified, Approved by UK Accreditation Centre
Granted Status of 2(f) & 12(b) under UGC Act, 1956, Govt. of India.



Ref: MRITS/OO/ICC/2021-22/01

Date:23.08.2021

OFFICE ORDER

An **Internal Complaint Committee** has been constituted to resolve any issues related to the complaints received from staff and students. The Internal Complaint committee attempts to address the day to day issues of concern relating to academics and routine activities.


Sno	Name	Designation	Position in Committee
1	Dr. K. Ravindra	Principal	Chairman
2	Dr. A Viswanathan	HOD, CSE	Convener
3	Mr. K. Y. Srinivas	HOD, ECE	Member
4	Mr. B. Mohan Kumar	HOD, H&S	Member
5	Dr. Anand Govindaraju	Vice Principal cum HOD, CE	Member
6	Mrs. P. Manjusha	Coordinator, AAA cum Assoc.Prof., H&S	Member
7	Mr. Ch Hemantha Kumar	Non teaching Faculty	Member
8	Mr. M Krishna Reddy	Non teaching Faculty	Member
9	Ms. Chandana Snigdha Muppaneni (18S11A04C5)	Student	Student Member
10	Mr. Yashvanth J (18S11A0559)	Student	Student Member
11	Mr. Neeraj Akhnoor (18S11A1227)	Student	Student Member
12	Mr. Vamshikrishna Reddy Gankidi (18S11A01G3)	Student	Student Member

The committee is expected to identify the cause of the problem, interact with all involved and recommend an action plan to the principal.

The above committee will come into force with immediate effect and will continue till further orders.

Copy to:

1. All Committee Members
2. All HoD's for information
3. IQAC Coordinator
4. AAA Coordinator
5. From Branch
6. Aamin Office
7. Notice Board
8. PA to Principal for filing
9. JNTUH


PRINCIPAL
PRINCIPAL
Malla Reddy Institute of
Technology & Science













Maisammaguda, Dhulapally, Post Via Kompally, Secunderabad - 500 100.

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www.mrits.ac.in

MRITS

Signature of the Internal Complaint Committee Members

Sno	Name	Designation	Position in Committee	Signature
1	Dr. K. Ravindra	Principal	Chairman	
2	Dr. A Viswanathan	HOD, CSE	Convener	
3	Mr. K. Y. Srinivas	HOD, ECE	Member	
4	Mr. B. Mohan Kumar	HOD, H&S	Member	
5	Dr. Anand Govindaraju	Vice Principal cum HOD, CE	Member	
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Ref: MRITS/ICC/CIR/2021-22/003

Date: 14-03-2022


Circular

The Internal Complaint Committee members are hereby informed to attend the meeting scheduled on 15.03.2022 by 10:00 a.m. in the Board Room of BLOCK-1, MRITS.

AGENDA

- To address the grievances from the students.
- To render timely resolving issues.
- To upgrade facilities based on student requirements.
- To resolve issues in hostel


Convener-IIC


Principal
PRINCIPAL
Malla Reddy Institute of
Technology & Science

Copy To

1. Chairmann
2. Principal
3. All HOD's
4. IQAC
5. ICC-File.



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Ref: MRITS/ICC/MOM/2021-22/003

Date: 16-03-2022

INTERNAL COMPLAINT COMMITTEE

Minutes of Meeting

The Minutes of ICC meeting was held on 15-03-2022 at 10:00 a.m. The following members attended the meeting.

S.No	Name	Designation	Position	Signature
1.	Dr. K. Ravindra	Principal	Chairman	
2.	Dr. A. Viswanathan	HOD, CSE	Convener	
3.	Mr. K. Y. Srinivas	HOD, ECE	Member	
4.	Mr. B. Mohan Kumar	HOD, H&S	Member	
5.	Dr. Anand Govindaraju	Vice Principal cum HOD, CE	Member	
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11.	Mr. Neeraj Akhnoor (18S11A1227)	Student	Student Member	
12.	Mr. Vamshikrishna Reddy (18S11A01G3)	Student	Student Member	

Points Discussed:

- Addressed the grievances from the students.
- Received complaint and requested to resolve immediately.
- Discussed to upgrade the facilities based on student needs.
- We have received complaint from hostel students and requested to resolve the issues.

16 Mar 2022
Convener-ICC

Principal
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Ref: MRITS/ICC/AT/2021-22/003

Date: 21-03-2022


INTERNAL COMPLAINT COMMITTEE

Action Taken

The following actions were taken according to the discussed issues during the meeting

S.No.	Complaints	Action Taken
1	Renovation of Rest rooms	Facility Upgraded
2	Water Level Monitoring in Water Point (Block 3)	Resolved
3	Faculty parking Area	Facility Upgraded


Conzener-ICC


Principal
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