

(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.



Date:23.08.2021



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

## **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<br>HOD, CE               | Member                |
| 6   | Mrs. P. Manjusha                             | Coordinator, AAA<br>cum Assoc.Prof.,<br>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<br>(18S11A0559)              | Student                                     | Student Member        |
| 11  | Mr. Neeraj Akhnoor<br>(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. Fram Branch
- 6. Aumin 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.

Phone: 7416034230,7207034238,Email: mrits\_prill@yahoo.co.in

www.mrits.ac.in

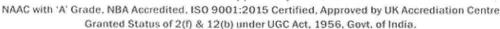
## Signature of the Internal Complaint Committee Members

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



(SPONSORED BY MALLA REDDY EDUCATIONAL SOCIETY)

Affiliated to JNTUH & Approved by AICTE, New Delhi
BA Accredited, ISO 9001:2015 Certified, Approved by UK Ac



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

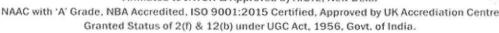
## Copy To

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



#### (SPONSORED BY MALLA REDDY EDUCATIONAL SOCIETY)

Affiliated to JNTUH & Approved by AICTE, New Delhi





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

### 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          | M         |
| 2.   | Dr. A. Viswanathan                      | HOD, CSE                                  | Convener          | A         |
| 3.   | Mr. K. Y. Srinivas                      | HOD, ECE                                  | Member            | tul       |
| 4.   | Mr. B. Mohan Kumar                      | HOD, H&S                                  | Member            | QI        |
| 5.   | Dr. Anand Govindaraju                   | Vice Principal cum<br>HOD, CE             | Member            | AH.       |
| 6.   | Mrs. P. Manjusa                         | Coordinator, AAA cum<br>Assoc. Prof., H&S | Member            | R         |
| 7.   | Mr. Ch Hemantha Kumar                   | Non Teaching Faculty                      | Member            | ch.H. Bul |
| 8.   | Mr. M. Krishna Reddy                    | Non Teaching Faculty                      | Member            | lo Cont   |
| 9.   | Ms. Chandana Snigdha<br>(18S11A04C5)    | Student                                   | Student<br>Member | al Si     |
| 10.  | Mr. Yashvanth J<br>(18S11A0559)         | Student                                   | Student<br>Member | Thirt     |
| 11.  | Mr. Neeraj Akhnoor<br>(18S11A1227)      | Student                                   | Student<br>Member | Buld      |
| 12.  | Mr. Vamshikrishna Reddy<br>(18S11A01G3) | Student                                   | Student<br>Member | Varolar   |

## **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.

Convener-ICC

Principal
PRINCIPAL
Malla Reddy Institute of
Technology & Science



### (SPONSORED BY MALLA REDDY EDUCATIONAL SOCIETY)

Affiliated to JNTUH & Approved by AICTE, New Delhi NAAC with 'A' Grade, NBA Accredited, ISO 9001:2015 Certified, Approved by UK Accrediation Centre

Granted Status of 2(f) & 12(b) under UGC Act, 1956, Govt. of India.

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 |

Principal

Malla Reddy Institute of Technology & Science