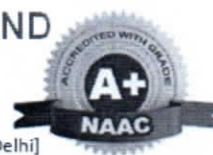




# VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(An Autonomous Institution)

[Sponsored by Lavu Educational Society, Affiliated to JNTUH & Approved by AICTE, New Delhi]  
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301. Phone: 96529 10002/3



**VMTW/EST/00/GRC/2026-27/01**

**Date: 02-05-2026**

## PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE A.Y. 2026-2027

The chairman of the committee further resolved to nominate the following staff members to act as grievance redressal committee of the institution.

| S.N | Name of the Committee Member | Designation          | Position           |
|-----|------------------------------|----------------------|--------------------|
| 1   | Dr. G. Apparao Naidu         | Principal            | Chairman           |
| 2   | Dr.A.Niranjan Reddy          | Dean Academics       | Member             |
| 3   | Dr. P. Rajendra Prasad       | Dean IQAC            | Member             |
| 4   | Dr. B. Phijik                | HOD-CSE              | Member             |
| 5   | Dr. M.Vishnu Vardhana Rao    | HOD-CSE(AI&ML)       | Member             |
| 6   | Mr. P. Hari Krishna          | HOD-ECE              | Member             |
| 7   | Dr. T. Srinivasulu           | HOD-BS&H             | Member             |
| 8   | Dr T. Pullaiah               | Associate Professor, | Member             |
| 9   | Mr. K. Bharath Reddy         | Associate Professor  | Member             |
| 10  | Dr.V.Raju                    | Asst.Prof.,          | Member             |
| 11  | Dr.V. Suzan Shalini          | Asst.Prof.,          | I/C Grievance Cell |

### Functions of GRC:

1. The committee should meet once in a month.
2. Receives complaints and grievances from students
3. The coordinator compiles the complaints received from the students and submits the same to the committee.
4. Suggestion boxes are placed in all A & B blocks and students are drop their grievances in the boxes.
5. The boxes should be opened in the presence of Principal and I/C of the Grievance Cell.

**Term:** Two years and shall continue to be in force until reconstruction.

**Meetings:** The meetings may be scheduled as and when necessary.

  
**PRINCIPAL**

### Copy to:

All members of GRC,  
Principal Office file.



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**VMTW/GRC/Cir/2026-27/ 01**

**Date: 14-07-2026**

**CIRCULAR**

The 18<sup>th</sup> Grievance Redressal Cell (GRC) meeting for the academic year 2026-27 has been planned to conduct on 16<sup>th</sup> April 2026, Friday at 2:00 P.M. All the members of the Grievance Redressal Committee are hereby informed to attend the meeting.

**AGENDA**

1. Review and confirmation of the minutes of 17<sup>th</sup> GRC meeting held on 16<sup>th</sup> Sept, 2025
2. Action taken on GRC meeting held on 16<sup>th</sup> Sept, 2025.
3. Discussion on
  - i. ELCS Lab for first-year students.
  - ii. AECS- Lab for third-year students
4. Planning and discussion about Wi-Fi band and implementing in next 15 days
5. Any other matter with the permission of the chair

  
**Principal**

**Copy to**

1. All members of GRC
2. Office file



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## Member Present:

| S.N | Name of the Committee Member | Designation          | Position           | Signature |
|-----|------------------------------|----------------------|--------------------|-----------|
| 1   | Dr. G. Apparao Naidu         | Principal            | Chairman           |           |
| 2   | Dr. B. Phijik                | Dean Academics       | Member             |           |
| 3   | Dr. P.Rajendra Prasad        | Dean IQAC            | Member             |           |
| 4   | Mrs. M. Parimala             | HOD-CSE              | Member             |           |
| 5   | Dr. M.Vishnu Vardhana Rao    | HOD-CSE(AI&ML)       | Member             |           |
| 6   | Mr. P. Hari Krishna          | HOD-ECE              | Member             |           |
| 7   | Dr. T. Srinivasulu           | HOD-BS&H             | Member             |           |
| 8   | Dr T. Pullaiah               | Associate Professor, | Member             |           |
| 9   | Mr. K. Bharath Reddy         | Associate Professor  | Member             |           |
| 10  | Mrs. B. Geetha               | Asst.Prof.,          | Member             |           |
| 11  | Mrs.V. Suzan Shalini         | Asst.Prof.,          | I/C Grievance Cell |           |

## **Minutes of the 18<sup>th</sup> Grievance Redressal Committee Meeting held on 16<sup>th</sup> April 2026**

The Quorum (Minimum 40%) was satisfied'

The Grievance Redressal Committee (GRC) meeting for the Academic Year 2026-2027 was held on 16<sup>th</sup> April 2026, at 2:00 PM, at Board Room, Vignan's Institute of Management and Technology for Women, Hyderabad with the following members are present the meeting.

The Convener welcomed all the members to the meeting of the internal complaints committee (GRC) and the following agenda points were discussed during the meeting.

### **Agenda 1: Review and confirmation of the minutes of 17<sup>th</sup> GRC meeting held on 16<sup>th</sup> Sept, 2025**

The Committee reviewed the minutes of the previous GRC meeting. The members confirmed that the minutes accurately reflected the discussions and decisions taken. The minutes were approved.

### **Agenda 2: Action taken on the meeting held on 16<sup>th</sup> sept, 2025, if any.**

The Committee reviewed the action items from the 16<sup>th</sup> GRC meeting

| Item                                                                                        | Action Taken                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English language software needs to be enhanced for <b>ELCS Lab for first-year students.</b> | Resolution: The Principal reviewed the The English language software in the ELCS Lab for first-year students has been enhanced with updated software from Softex Technologies to support better language learning. |
| English language software need to be enhanced for <b>AECS- Lab for third--year students</b> | . The English language software in the AECS Lab for third-year students has been enhanced by installing updated software from Softex Technologies to improve communication skills.                                 |

### **Agenda 3: Discussion on Purchase request by GRC.**

NO issues were received during the reporting period of 16<sup>th</sup> Sept meetings

### **Agenda 4: Planning and discussion about learning and implementing next 15 days**

The committee discussed and with recommendations of the approved system Latest ELCS/AECS lab Software.

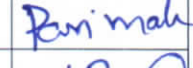
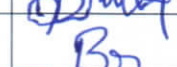
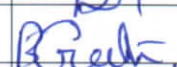
### **Agenda 5: Any other matter with the permission of the chair**

With the permission of the Chair, no further matters were brought forward for discussion. The meeting concluded with a vote of thanks to the Chair and all members.

**Convener**

  
**Principal**

**Members Present:**

| S.N | Name of the Committee Member | Designation          | Position           | Signature                                                                            |
|-----|------------------------------|----------------------|--------------------|--------------------------------------------------------------------------------------|
| 1   | Dr. G. Apparao Naidu         | Principal            | Chairman           |   |
| 2   | Dr. B. Phijik                | Dean Academics       | Member             |   |
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| 4   | Mrs. M. Parimala             | HOD-CSE              | Member             |   |
| 5   | Dr. M.Vishnu Vardhana Rao    | HOD-CSE(AI&ML)       | Member             |   |
| 6   | Mr. P. Hari Krishna          | HOD-ECE              | Member             |   |
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| 8   | Dr T. Pullaiah               | Associate Professor, | Member             |   |
| 9   | Mr. K. Bharath Reddy         | Associate Professor  | Member             |   |
| 10  | Mrs. B. Geetha               | Asst.Prof.,          | Member             |   |
| 11  | Mrs.V. Suzan Shalini         | Asst.Prof.,          | I/C Grievance Cell |  |