



SAMSKRUTI COLLEGE OF ENGINEERING & TECHNOLOGY

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

Kondapur(V), Ghatkesar(M), Medchal(Dist)



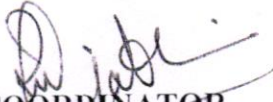
Circular

Date :20-09-2023

All the women grievance and redressal cell committee members are hereby informed to attend the meeting scheduled on 23-09-2023 at 11:30AM in the women grievance redressal cell to discuss the following agenda points. All the members of committee are solicited to make their presence.

AGENDA:

- Performance of the committee for the academic year 2023-2024
- Review of previous grievances and their resolution status
- Discussion on new grievances and concerns raised
- To look into various grievances lodged by the women of the institute and take necessary action against them


COORDINATOR


PRINCIPAL

PRINCIPAL
Samskruti College of Engineering and Technology
Kondapur (V), Ghatkesar (M), Medchal (D).

CC: Director
CC: Principal
CC: Dean
CC: IQAC
CC: All HODs (w.r.t staff members)
CC: File Copy


PRINCIPAL
Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)



SAMSKRUTI COLLEGE OF ENGINEERING & TECHNOLOGY

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

Kondapur(V), Ghatkesar(M), Medchal(Dist)



Date :23-09-2023

MINUTES OF MEETING

The meeting of WGRC cell was held on 23-09-2023 at 11:30 AM in the women grievance redressal cell

The following members were present during the meeting.

S.NO.	NAME	DESIGNATION & DEPARTMENT	DESIGNATION IN COMMITTEE
1.	Dr.M. Pavani	Professor &HOD MBA	Chairperson
2.	Mrs. Y. Jalajakshi	Assistant professor(ECE)	Coordinator
3.	Ms. T. Laxmi	Assistant professor(H&S)	Member
4.	Mrs. A. Rajini Devi	Assistant professor(CSE)	Member
5.	Mrs. R. Sreelakshmi	Assistant professor(CSD)	Member
6.	Mrs. G. Swathi	Assistant professor(CSM)	Member
7.	Mrs. M. Swarna	Assistant professor(MECH)	Member

MINUTES OF MEETING

The chairperson cordially welcomed all the members to the meeting and commenced the meeting.

1. To read and confirm the minutes of the previous meeting. The members unanimously confirm the minutes.
2. All the events for the academic year 2022-2023 were conducted smoothly as planned. Due to good vigilance and performance of wrge, there were no sexual harassment incidents.
3. The committee asked to conduct awareness program at regular intervals.
4. Regarding matter of grievance complaint, it was found by the members that not a single grievance has been brought to the notice of the committee during the session, thus the redressal is nil.


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Kondapur, Ghatkesar Municipality, Medchal (D)



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Kondapur(V), Ghatkesar(M), Medchal(Dist)



The meeting ended with vote of thanks to all the members.

S.NO.	NAME	DESIGNATION IN COMMITTEE	SIGNATURE
1.	Dr.M. Pavani	Chairperson	
2.	Mrs. Y. Jalajakshi	Coordinator	
3.	Ms. T. Laxmi	Member	
4.	Mrs. A. Rajini Devi	Member	
5.	Mrs. R. Sreelakshmi	Member	
6.	Mrs. G. Swathi	Member	
7.	Mrs. M. Swarna	Member	

PRINCIPAL

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Samskruti College of Engineering and Technology
Kondapur (V), Ghatkesar (M), Medchal (D).

PRINCIPAL
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Kondapur, Ghatkesar Municipality, Medchal (D)



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Kondapur(V), Ghatkesar(M), Medchal(Dist)



Circular

Date :25-09-2023

All the staff members and students are hereby informed that, the college management has decided for constitution of grievances/suggestion box committee for the academic year 2023-2024. Grievances/suggestion box will be opened periodically in the presence of this committee members.

The committee members are listed below:

S.NO.	NAME	DESIGNATION & DEPARTMENT	DESIGNATION IN COMMITTEE
1.	Dr.M. Pavani	Professor & HOD MBA	Chairperson
2.	Mrs. Y. Jalajakshi	Assistant professor(ECE)	Coordinator
3.	Ms. T. Laxmi	Assistant professor(H&S)	Member
4.	Mrs. A. Rajini Devi	Assistant professor(CSE)	Member
5.	Mrs. R. Sreelakshmi	Assistant professor(CSD)	Member
6.	Mrs. G. Swathi	Assistant professor(CSM)	Member
7.	Mrs. M. Swarna	Assistant professor(MECH)	Member


PRINCIPAL

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Kondapur (V), Ghatkesar (M), Medchal (D).


PRINCIPAL
Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)

26/1/23,
Ghatkesar.

To

The Respected Principal
Samskruti College of Engineering and Technology
Ghatkesar
Hyderabad

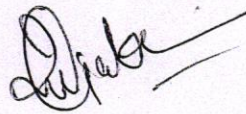
Respected Sir,

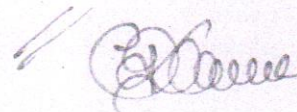
We the students of Samskruti College
coming in route Number 1. We are facing the
issue in the college bus They are no enough
seats in the bus for the students. We are
kindly requesting you to provide new bus.

Thanking You

Yours faithfully,

Manasa,
Sahithi,
Shivani,
Janani,
Anshika.





To. Bus anshika
check availability


PRINCIPAL
Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)

4/10/23

Ghatkesar

To, the MOD sir,

SMSK

Ghatkesar

Hyderabad

Sub: requesting for providing drinking water

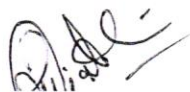
Respected sir,

I am M. TRIVENI (23011A05A0) studying in 1st year CSE-B, In our city we are suffering with drinking water due to less water in the drinking mechanism. The water cans are not get filling time to time because of that we are not able to drink water. So I am requesting to make fill the cans time to time so that we can get sufficient water to drink

Yours faithfully

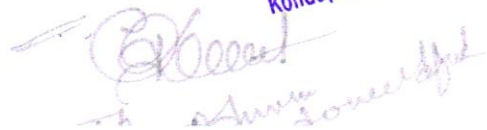
M. TRIVENI

(23011A05A0)



Thank you


PRINCIPAL
Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)





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Kondapur(V), Ghatkesar(M), Medchal(Dist)



Date :10-10-2023

Women Grievances For The Academic Year 2023-2024

S.NO.	GRIEVANCE TYPE	ACTION TAKEN	NO.OF DAYS TAKEN FOR RESOLVING
1.	Sanitary Napkins	Informed to the concerned person and provided.	3
2.	Seats are not sufficient in the college bus	The committee requested the principal to provide additional bus	5
3.	Drinking water is not sufficient in 1 st floor	Committee members forwarded the problem to the maintenance incharge.	1


COORDINATOR


PRINCIPAL

PRINCIPAL
Samskruti College of Engineering and Technology
Kondapur (V), Ghatkesar (M), Medchal (D).


PRINCIPAL
Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)



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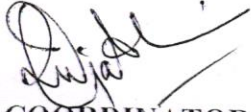
Circular

Date :18-11-2023

All the women grievance and redressal cell committee members are hereby informed to attend the meeting scheduled on 20-11-2023 at 12:33PM in the women grievance redressal cell to discuss the following agenda points. All the members of committee are solicited to make their presence.

AGENDA:

- Review of previous meeting
- To discuss about cases reported and action taken against them.
- To discuss about the performance of women grievance and redressal cell this academic year.
- Any subject with the permission of chairperson.


COORDINATOR


PRINCIPAL

PRINCIPAL
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Kondapur, Ghatkesar Municipality, Medchal (D)



SAMSKRUTI COLLEGE OF ENGINEERING & TECHNOLOGY

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Kondapur(V), Ghatkesar(M), Medchal(Dist)



Date :21-11-2023

MINUTES OF MEETING

The meeting of WGRC cell was held on 20-11-2023 at 12:35 PM in the women grievance redressal cell

The following members were present during the meeting.

S.NO.	NAME	DESIGNATION & DEPARTMENT	DESIGNATION IN COMMITTEE
1.	Dr.M. Pavani	Professor &HOD MBA	Chairperson
2.	Mrs. Y. Jalajakshi	Assistant professor(ECE)	Coordinator
3.	Ms. T. Laxmi	Assistant professor(H&S)	Member
4.	Mrs. A. Rajini Devi	Assistant professor(CSE)	Member
5.	Mrs. R. Sreelakshmi	Assistant professor(CSD)	Member
6.	Mrs. G. Swathi	Assistant professor(CSM)	Member
7.	Mrs. M. Swarna	Assistant professor(MECH)	Member

MINUTES OF MEETING

Initially the coordinator gave a warm welcome to all the members to the meeting. Afterwards the meeting is followed by taking the agenda points.

1. To read and confirm the minutes of the previous meeting of women's grievance and redressal cell. The members unanimously confirm the minutes.
2. Regarding matter of grievance complain, Some students complaint that ground floor washrooms are not maintained properly during afternoon sessions so the committee members discussed about the problem with sweepers to maintain cleanliness.
3. some students complained that, there is lack of snacks in general canteen, regarding this the committee members informed to the concerned person to provide the snacks.
4. The committee members requested the maintenance incharge to clean the classrooms daily.
5. The committee asked to conduct awareness program at regular intervals.


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Kondapur, Ghatkesar Municipality, Medchal (Dist)



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Kondapur(V), Ghatkesar(M), Medchal(Dist)



The meeting ended with vote of thanks to all the members.

S.NO.	NAME	DESIGNATION IN COMMITTEE	SIGNATURE
1.	Dr.M. Pavani	Chairperson	
2.	Mrs. Y. Jalajakshi	Coordinator	
3.	Ms. T. Laxmi	Member	
4.	Mrs. A. Rajini Devi	Member	
5.	Mrs. R. Sreelakshmi	Member	
6.	Mrs. G. Swathi	Member	
7.	Mrs. M. Swarna	Member	

PRINCIPAL

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Kondapur (V), Ghatkesar (M), Medchal (D).

PRINCIPAL
Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)

Ghatkesar

To,

The HOD,

SMSK,

Ghatkesar, Kondapur,

Sub:- Requesting for dustbin in our class.

Dear Sir,

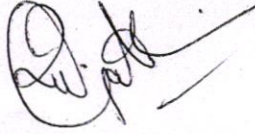
I am K. Sravani my Roll number 20V11A0414 writing to inform you that there is no dustbin in our class room (206). So that it is difficult to maintain cleanliness so please provide us a new dustbin


Thanking you.

Yours faithfully

K. Sravani

20V11A0414

To
Samskrti
Prin. de. shud. 


PRINCIPAL
Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)

8/11/23,
Ghatkesar.

To,
The Respected HOD,
Samskruti College of Engineering and Technology,
Ghatkesar, Hyderabad.

Respected Sir,

We the Students of 1st year of CSE.


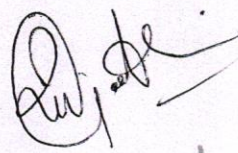
This letter brings the issue of Canteen. there
are lack of Snacks in the canteen. we are
requesting you to provide more Snacks to the
Students.

Kindly requesting you to approve my letter.

Thanking you.

yours obediently,

Sneha,
Sahithi,
neha,
Pujitha,
Sneetha.

To
Admin & Canteen
Team
check the things and
make them ready


PRINCIPAL
Samskruti College of Engineering & Technology
Road No. 1, Ghatkesar Municipality, Medchal (D)

Date: 11-11-22

Ghatkesar.

To,
The HOD,
Samskruthi college of engg and tech,
Ghatkesar.

Sub: Complent regarding ground floor wash room

Dear Sir.

I am Gi. Manasa My Roll Number is:

- 2311A0556 I'm writing this letter to complent about ground floor wash room, when ever we go to wash room in the afternoon the washrooms are not clean so we are unable to go to wash room so please tel the cleaning person to clean the wash room. hope you understand our Problem and solve it as soon as possible.

Thanking you,

your's faithfully


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Kondapur, Ghatkesar Municipality, Medchal (D)

Gi. Manasa
TO: Asish Dwivedi

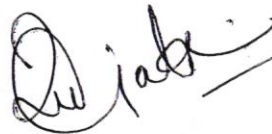
Ghatkesar.


To
The Respected Principal
Samskruti College of Engineering and Technology
Ghatkesar
Hyderabad.

Respected Sir,

We the students of 1st yr CSE-C Room No:-113. We are writing this letter to express my concerns regarding, the cleanliness and maintenance of our classroom. A clean and organized learning environment is essential for fostering focus and productivity. We believe that some improvements in this area would greatly enhance our experience.

Your's Sincerely,
CSE-C students
1st years.




To Admin,
Domeedfull.


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Kondapur(V), Ghatkesar(M), Medchal(Dist)



Date :29-11-2023

Women Grievances For The Academic Year 2023-2024

S.NO.	GRIEVANCE TYPE	ACTION TAKEN	NO.OF DAYS TAKEN FOR RESOLVING
1.	Sanitary Napkins	provided.	4
2.	Neat class rooms	Action taken immediately.	1
3.	Lack of snacks in General canteen	Informed to the concerned person and provided.	6
4.	Dustbins	Provided	6
5.	Washrooms of the ground floor are not maintained properly during the afternoon sessions	Discussed with the sweepers to maintain cleanliness	1


COORDINATOR


PRINCIPAL

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PRINCIPAL

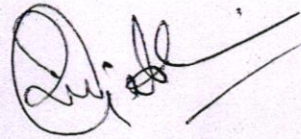
Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)

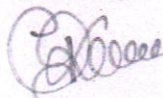
2/12/23
Ghatkesar

To
The Respected principal
Samskruti College of Engineering and Technology
Ghatkesar
Hyderabad
Respected sir,

I am Afreen from CSM - 2nd year. I am writing this letter to request you for providing Text books in library as they are not sufficient text books (~~are~~ software engineering) so please accept my Request and provide books as soon as possible.

Thanking you.
your faithfully
-Afreen.
CSM - 2nd year.




To Librarian
check availability
of books


PRINCIPAL
Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (T)

22/11/23.

To,
The Head of Department
Samskruti college of Engg and Tech
Kondapur, Ghatkesar.

Sub: Reporting Damage of Benches in classroom.

Respected sir,

I hope this letter finds you well.
I am writing to bring the attention of the
recent damage of several benches in our
classroom (Room no: 321). It has come to
my notice that a few benches in the class
room are significantly damaged and pose a
risk to the students who use them daily.

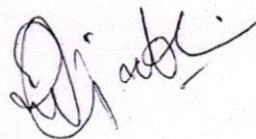
I kindly request that necessary
repairs or replacements be arranged. Ensuring
safety and comfort of students.

Thank you for your understanding
and prompt action in this regard.

Yours sincerely,

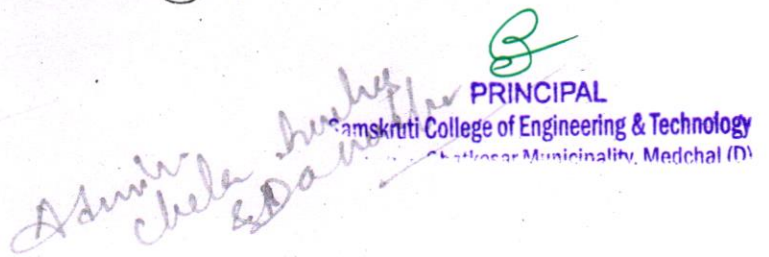
V. Pujitha

22U11A669.





To


PRINCIPAL
Samskruti College of Engineering & Technology
Ghatkesar Municipality, Medchal (D)

Date: -13/12/23
Ghatkesar.

To,
The Coordinator mam.
Samskruthi college of engineering and technology
Ghatkesar.

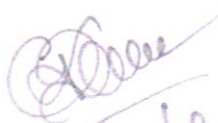
Sub: Requesting to provide mirror in washrooms
Respected Sir/mam

We are students of 1st year CSD. We are writing this letter to request you to provide mirror in the girls washroom.

Thank you for your attention to this request. I hope you will take the necessary steps to address this matter as soon as possible.

Yours sincerely,
Pooja
Vaishnavi
Manasa.




To Admin of 1st year
purchase the
Items need


PRINCIPAL
Samskruthi College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)



SAMSKRUTI COLLEGE OF ENGINEERING & TECHNOLOGY

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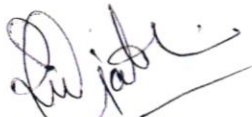
Kondapur(V), Ghatkesar(M), Medchal(Dist)



Date :20-12-2023

Women Grievances For The Academic Year 2023-2024

S.NO.	GRIEVANCE TYPE	ACTION TAKEN	NO.OF DAYS TAKEN FOR RESOLVING
1.	Sanitary Napkins	provided.	3
2.	Benches damaged in the classrooms	Informed to A.O.	5
3.	To increase the library books issue to the students	Committee members informed the issue to the principal	6
4.	Handwash	Provided handwash	3
5.	Mirrors in washroom	Informed to A.O.	6


COORDINATOR


PRINCIPAL

PRINCIPAL
Samskruti College of Engineering and Technology
Kondapur (V), Ghatkesar (M), Medchal (D).


PRINCIPAL
Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)



SAMSKRUTI COLLEGE OF ENGINEERING & TECHNOLOGY

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Kondapur(V), Ghatkesar(M), Medchal(Dist)



Circular

Date :02-02-2024

All the women grievance and redressal cell committee members are hereby informed to attend the meeting scheduled on 06-02-2024 at 12:33PM in the women grievance redressal cell to discuss the following agenda points. All the members of committee are solicited to make their presence.

AGENDA:

- Review of previous meeting
- To discuss about cases reported and action taken against them.
- To discuss about the performance of women grievance and redressal cell this academic year.
- Any subject with the permission of chairperson.

COORDINATOR

PRINCIPAL

PRINCIPAL

Samskruti College of Engineering and Technology
Kondapur (V), Ghatkesar (M), Medchal (D).

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Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)



SAMSKRUTI COLLEGE OF ENGINEERING & TECHNOLOGY

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Kondapur(V), Ghatkesar(M), Medchal(Dist)



Date :07-02-2024

MINUTES OF MEETING

The meeting of WGRC cell was held on 06-02-2024 at 12:35 PM in the women grievance redressal cell

The following members were present during the meeting.

S.NO.	NAME	DESIGNATION & DEPARTMENT	DESIGNATION IN COMMITTEE
1.	Dr.M. Pavani	Professor &HOD MBA	Chairperson
2.	Mrs. Y. Jalajakshi	Assistant professor(ECE)	Coordinator
3.	Ms. T. Laxmi	Assistant professor(H&S)	Member
4.	Mrs. A. Rajini Devi	Assistant professor(CSE)	Member
5.	Mrs. R. Sreelakshmi	Assistant professor(CSD)	Member
6.	Mrs. G. Swathi	Assistant professor(CSM)	Member
7.	Mrs. M. Swarna	Assistant professor(MECH)	Member

MINUTES OF MEETING

Initially the coordinator gave a warm welcome to all the members to the meeting. Afterwards the meeting is followed by taking the agenda points.

1. To read and confirm the minutes of the previous meeting of women's grievance and redressal cell. The members unanimously confirm the minutes.
2. Regarding matter of grievance complain, Some students complaint that there is water problem in 2nd floor girls washroom so the committee members informed about the problem to A.O and requested to solve the issue as soon as possible.
3. Some students complaint that drinking water is not sufficient in 1st floor so the committee members forwarded the problem to the maintenance incharge and asked to solve the issue.
4. The committee members requested the maintenance incharge to clean the classrooms daily.
5. The committee asked to conduct awareness program at regular intervals.


PRINCIPAL
Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)