



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)

**GRIEVANCE REDRESSAL CELL**

Academic year: 2017-18

Date: 11-09-2017

This is to notify that the college management has decided to constitute the "Grievance Redressal Cell (GRC)" under the chairmanship of Principal.

The following are the committee members have been formed for Grievance Redressal Cell in the college for students & staff to approach the grievance committee regarding any problems.

S.No	Name	Designation	Role
1.	Dr. M. Ekambaramnaidu	Principal	Chairman
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator
3.	Dr. S. Sri Gowri	HOD, ECE	Member
4.	Dr. D. Haritha	HOD, CSE	Member
5.	Dr. N. Subramanyam	HOD, MBA	Member
6.	15X41A0354	Student of III MECH	Member
7.	15X41A1228	Student of III IT	Member
8.	15X41A0229	Student of III EEE	Member
9.	17X41A0457	Student of S&H	Member
10.	15X41A0491	Student of III ECE	Member
11.	15X41A0555	Student of III CSE	Member
12.	16X45A0117	Student of III CIVIL	Member
13.	16X41E0019	Student of II MBA	Member

**Objectives:**

The "Grievance Redressal Cell" will enquire the grievances from the staff, students and suggest the final action to be initiated at the institutional level. Any student may approach the committee members, if he/she has any grievance regarding academic and non-academic matters and the committee will take up necessary action.

**Roles:**

- To promote a support system for the students & staff to address their grievances.
- To initiate proactive measures to redress the grievances of the students and staff.
- To analyse the dissatisfaction of aggrieved students and to take action.
- To get better suggestions from students for solving grievances.

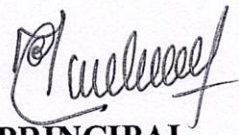
**Responsibilities:**

Create and implement a mechanism to handle the reported grievances/suggestions.



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- Accept written grievances from students and staff.
- The name and identity of the person who reported the Grievance shall be kept confidential.
- The grievances at the departmental level are governed by the concerned mentors, class Coordinators, and Department Heads then and there.
- Unresolved grievances at the departmental level are referred to the Grievance Redressal Cell of the institution.
- The cell reviews all cases and acts accordingly as per the policy
- The cell submits a report to the authority regarding the cases attended.
- To formulate the policy to investigate and review complaints or grievances of students and staff.
- To create awareness of the availability of members for students and staff to report grievances.

  
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Date: 14-09-2017

**CIRCULAR**

This is to inform all the committee members that there will be a meeting of grievance redressal cell (GRC) on 15-09-2017 at Seminar Hall at 10:30 AM.

**Agenda:**

1. To resolve the grievance received.
2. Measures to create awareness about the existence of the committee in college.

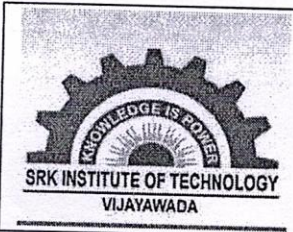
S.No	Name	Designation	Role	Signature
1.	Dr. M. Ekambaramnaidu	Principal	Chairman	
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator	
3.	Dr. S. Sri Gowri	HOD, ECE	Member	
4.	Dr. D. Haritha	HOD, CSE	Member	
5.	Dr. N. Subramanyam	HOD, MBA	Member	
6.	15X41A0354	Student of III MECH	Member	
7.	15X41A1228	Student of III IT	Member	
8.	15X41A0229	Student of III EEE	Member	
9.	17X41A0457	Student of S&H	Member	
10.	15X41A0491	Student of III ECE	Member	
11.	15X41A0555	Student of III CSE	Member	
12.	16X45A0117	Student of III CIVIL	Member	
13.	16X41E0019	Student of II MBA	Member	

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All HODs   
MBA   
CSE & MCA   
ME   
S&H   
IT   
ECE/EEE

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**GRIEVANCE REDRESSAL CELL**

**MINUTES OF MEETING**

Date: 15-09-2017

Today on 15<sup>th</sup> of September from 10:30 AM onwards a meeting of Grievance Redressal Cell (GRC) meeting was held at the Seminar Hall to discuss the following agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr. M. Ekambaramnaidu	Principal	Chairman	
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator	
3.	Dr. S. Sri Gowri	HOD, ECE	Member	
4.	Dr. D. Haritha	HOD, CSE	Member	
5.	Dr. N. Subramanyam	HOD, MBA	Member	
6.	15X41A0354	Student of III MECH	Member	
7.	15X41A1228	Student of III IT	Member	
8.	15X41A0229	Student of III EEE	Member	
9.	17X41A0457	Student of S&H	Member	
10.	15X41A0491	Student of III ECE	Member	
11.	15X41A0555	Student of III CSE	Member	
12.	16X45A0117	Student of III CIVIL	Member	
13.	16X41E0019	Student of II MBA	Member	

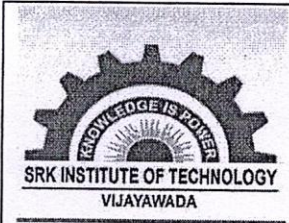
1. The principal gave opening remarks to the members and explain the responsibility and functionality of the cell to committee members.
2. The principal told that create awareness to the students and staff about Grievance Redressal Cell.
3. The committee discussed the grievances received and ways to resolve/implement them.

The meeting was concluded with the vote of thanks by the Coordinator.

COORDINATOR

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Date: 05-02-2018

**CIRCULAR**

Grievance redressal cell (GRC) meeting has been organized on 06-02-2018 at 2:00 PM, ground floor Seminar Hall. All the committee members are hereby informed to attend the meeting without fail.

**Agenda:**

1. To discuss the grievance received.
2. Measures to create awareness about the existence of the committee in college.
3. Updating the committee members on the functioning of the committee and the role of its members.

S.No	Name	Designation	Role	Signature
1.	Dr. M. Ekambaramnaidu	Principal	Chairman	<i>[Signature]</i>
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator	<i>[Signature]</i>
3.	Dr. S. Sri Gowri	HOD, ECE	Member	S. Sri Gowri
4.	Dr. D. Haritha	HOD, CSE	Member	<i>[Signature]</i>
5.	Dr. N. Subramanyam	HOD, MBA	Member	<i>[Signature]</i>
6.	15X41A0354	Student of III MECH	Member	P. Naresh
7.	15X41A1228	Student of III IT	Member	<i>[Signature]</i>
8.	15X41A0229	Student of III EEE	Member	K. Sri Brahman
9.	17X41A0457	Student of S&H	Member	V. Gopi Chandu
10.	15X41A0491	Student of III ECE	Member	G. Srinivas
11.	15X41A0555	Student of III CSE	Member	K. S. Srinivas
12.	16X45A0117	Student of III CIVIL	Member	<i>[Signature]</i>
13.	16X41E0019	Student of II MBA	Member	M. Lakshman Rao

*[Signature]*  
**PRINCIPAL**

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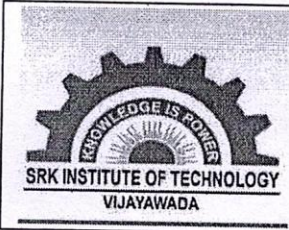
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 ECE & MBA

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*[Signature]*  
 MB IT ECE EEE

*[Signature]*



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**GRIEVANCE REDRESSAL CELL**

**MINUTES OF MEETING**

Date: 06-02-2018

Today on 6<sup>th</sup> of February from 2:00 PM onwards a meeting of Grievance Redressal Cell (GRC) meeting is going to be held at the Seminar Hall to discuss the following agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr. M. Ekambaramnaidu	Principal	Chairman	
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator	
3.	Dr. S. Sri Gowri	HOD, ECE	Member	
4.	Dr. D. Haritha	HOD, CSE	Member	
5.	Dr. N. Subramanyam	HOD, MBA	Member	
6.	15X41A0354	Student of III MECH	Member	
7.	15X41A1228	Student of III IT	Member	
8.	15X41A0229	Student of III EEE	Member	
9.	17X41A0457	Student of S&H	Member	
10.	15X41A0491	Student of III ECE	Member	
11.	15X41A0555	Student of III CSE	Member	
12.	16X45A0117	Student of III CIVIL	Member	
13.	16X41E0019	Student of II MBA	Member	

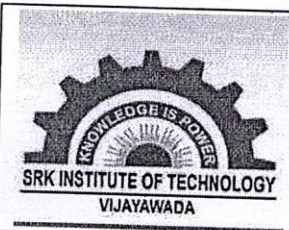
1. The principal has initiated the meeting.
2. Some of the problems like Mosquitoes in labs, cleanliness of washrooms, etc are sorted out immediately and forwarded to concerned authorities.
3. The committee discussed the grievances received and the solutions to resolve them.

The meeting was concluded with the vote of thanks by the Coordinator.

COORDINATOR

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### **GRIEVANCE REDRESSAL CELL**

Academic year: 2018-19

Date: 31-08-2018

This is to notify that the college management has decided to constitute the "Grievance Redressal Cell (GRC)" under the chairmanship of Principal.

The following are the committee members have been formed for Grievance Redressal Cell in the college for students & staff to approach the grievance committee regarding any problems.

S.No	Name	Designation	Role
1.	Dr. M. Ekambaram Naidu	Principal	Chairman
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator
3.	Dr. S. Sri Gowri	HOD, ECE	Member
4.	Dr. D. Haritha	HOD, CSE	Member
5.	Dr. N. Subramanyam	HOD, MBA	Member
6.	16X41A0317	Student of III MECH	Member
7.	16X41A1203	Student of III IT	Member
8.	16X41A0207	Student of III EEE	Member
9.	18X41A0407	Student of S&H	Member
10.	17X41A04A7	Student of II ECE	Member
11.	16X41A05B6	Student of III CSE	Member
12.	17X45A0125	Student of III CE	Member
13.	17X41E0005	Student of II MBA	Member

#### **Objectives:**

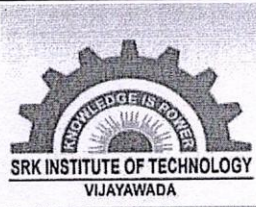
The "Grievance Redressal Cell" will enquire the grievances from the staff, students and suggest the final action to be initiated at the institutional level. Any student may approach the committee members, if he/she has any grievance regarding academic and non-academic matters and the committee will take up necessary action.

#### **Roles:**

- To create a good environment between students & staff.
- To initiate proactive measures to redress the grievances of the students and staff.
- To analyse the complaints and representations of aggrieved students and to take action with the appropriate authorities for redressal.
- To get suggestions periodically from the students for improvement.

#### **Responsibilities:**

Create and implement a mechanism to handle the reported grievances/suggestions.




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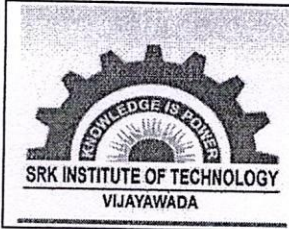
- Accept written grievances from students and staff.
- The name and identity of the person who reported the Grievance shall be kept confidential.
- The grievances at the departmental level are governed by the concerned mentors, class Coordinators, and Department Heads then and there.
- Unresolved grievances at the departmental level are referred to the Grievance Redressal Cell of the institution.
- The cell reviews all cases and acts accordingly as per the policy
- The cell submits a report to the authority regarding the cases attended.
- To formulate the policy to investigate and review complaints or grievances of students and staff.
- To create awareness of availability of members for students and staff to report grievances.

  
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Date: 05-09-2018

**CIRCULAR**

The Grievance committee meeting has been organized on 06-09-2018 at ground floor Seminar Hall at 10:00 AM. All the committee members are hereby informed to attend the meeting without fail.

**Agenda:**

1. To resolve the grievance received.
2. Measures to create awareness about the existence of the committee in college.
3. To start buses early.
4. Other actions to improve facilities.

S.No	Name	Designation	Role	Signature
1.	Dr. M. Ekambaram Naidu	Principal	Chairman	<i>[Signature]</i>
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator	<i>[Signature]</i>
3.	Dr. S. Sri Gowri	HOD, ECE	Member	S. Sri Gowri
4.	Dr. D. Haritha	HOD, CSE	Member	Duarthe
5.	Dr. N. Subramanyam	HOD, MBA	Member	<i>[Signature]</i>
6.	16X41A0317	Student of III MECH	Member	G. Sri Kanth
7.	16X41A1203	Student of III IT	Member	A. Sri Lakshmi Reddy
8.	16X41A0207	Student of III EEE	Member	N. Krupa
9.	18X41A0407	Student of S&H	Member	B. V. S. Krishna
10.	17X41A04A7	Student of II ECE	Member	V. Mohan Sri
11.	16X41A05B6	Student of III CSE	Member	V. Sai Ram
12.	17X45A0125	Student of III CE	Member	B. Trithikunasi
13.	17X41E0005	Student of II MBA	Member	B. Jagantha

*[Signature]*  
**PRINCIPAL**

Circulated to:

All HODs *[Signature]* by *[Signature]*  
 Duarthe MBA CE S&H ME IT ECE, EEE

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*[Signature]*



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**GRIEVANCE REDRESSAL CELL**

**MINUTES OF MEETING**

Date: 06-09-2018

Today on 6<sup>th</sup> of September at 10:00 AM onwards a meeting of held at Seminar Hall to discuss the following agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr. M. Ekambaram Naidu	Principal	Chairman	
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator	
3.	Dr. S. Sri Gowri	HOD, ECE	Member	
4.	Dr. D. Haritha	HOD, CSE	Member	
5.	Dr. N. Subramanyam	HOD, MBA	Member	
6.	16X41A0317	Student of III MECH	Member	
7.	16X41A1203	Student of III IT	Member	
8.	16X41A0207	Student of III EEE	Member	
9.	18X41A0407	Student of S&H	Member	
10.	17X41A04A7	Student of II ECE	Member	
11.	16X41A05B6	Student of III CSE	Member	
12.	17X45A0125	Student of III CE	Member	
13.	17X41E0005	Student of II MBA	Member	

1. The principal gave opening remarks to the members and explain the responsibility and functionality of the cell to committee members.
2. The committee has suggested that the buses should start early so that the students can reach home in time.
3. Internet facilities can be provided so that students can get learning materials from different sources of the world.
4. Suggestion has been forwarded to the higher authority for further action.

The meeting was concluded with the vote of thanks by the Coordinator.

COORDINATOR

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Date: 21-01-2019

**CIRCULAR**

It is to inform that a meeting on the grievance redressal cell (GRC) is going to be held on 22-01-2019 at Seminar Hall at 2:00 PM. All the committee members are hereby informed to attend the meeting without fail.

**Agenda:**

1. Installation of a complaint/suggestion box.
2. Discussed about measures to create awareness about the existence of the committee in college.
3. Familiarising the committee members on the functioning of the committee and the role to be followed by them.

S.No	Name	Designation	Role	Signature
1.	Dr. M. Ekambaram Naidu	Principal	Chairman	
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator	
3.	Dr. S. Sri Gowri	HOD, ECE	Member	S. Sri Gowri
4.	Dr. D. Haritha	HOD, CSE	Member	
5.	Dr. N. Subramanyam	HOD, MBA	Member	
6.	16X41A0317	Student of III MECH	Member	G. Sri Kanth
7.	16X41A1203	Student of III IT	Member	A. Srilakshmi Reddy
8.	16X41A0207	Student of III EEE	Member	N. Kalyan
9.	18X41A0407	Student of S&H	Member	B. V. S. Krishna
10.	17X41A04A7	Student of II ECE	Member	V. Mohan Reddy
11.	16X41A05B6	Student of III CSE	Member	V. Sai Ram
12.	17X45A0125	Student of III CE	Member	B. Jyothikumar
13.	17X41E0005	Student of II MBA	Member	B. Jaganth

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All HODs

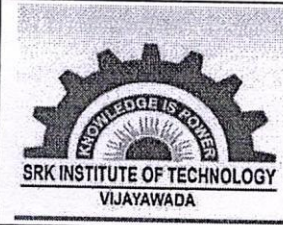
CSE & MBA

MBA CE MB

S&H IT ECE, EEE

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**GRIEVANCE REDRESSAL CELL**

**MINUTES OF MEETING**

Date: 22-01-2019

Today on 22<sup>nd</sup> of February from 2:00 PM onwards a meeting of Grievance Redressal Cell (GRC) meeting was held at the Seminar Hall to discuss the following agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr. M. Ekambaram Naidu	Principal	Chairman	
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator	
3.	Dr. S. Sri Gowri	HOD, ECE	Member	
4.	Dr. D. Haritha	HOD, CSE	Member	
5.	Dr. N. Subramanyam	HOD, MBA	Member	
6.	16X41A0317	Student of III MECH	Member	
7.	16X41A1203	Student of III IT	Member	
8.	16X41A0207	Student of III EEE	Member	
9.	18X41A0407	Student of S&H	Member	
10.	17X41A04A7	Student of II ECE	Member	
11.	16X41A05B6	Student of III CSE	Member	
12.	17X45A0125	Student of III CE	Member	
13.	17X41E0005	Student of II MBA	Member	

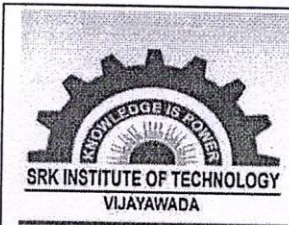
1. The principal gave opening remarks to the members.
2. Action was taken on grievances discussed in the previous meeting. The grievances were sorted out immediately and forwarded to concerned authorities.
3. The committee discussed the grievances received and ways to resolve/implement them.
  - Committee has given inputs to the Principal regarding the installation of the complaint box.

The meeting was concluded with the vote of thanks by the Coordinator.

COORDINATOR

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### **GRIEVANCE REDRESSAL CELL**

Academic year: 2019-20

Date: 11-10-2019

This is to notify that the college management has decided to constitute the “Grievance Redressal Cell (GRC)” under the chairmanship of Principal.

The following are the committee members have been formed for Grievance Redressal Cell in the college for students & staff to approach the grievance committee regarding any problems.

S.No	Name	Designation	Role
1.	Dr. M. Ekambaram Naidu	Principal	Chairman
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator
3.	Dr. T. Satyanarayana	HOD, Civil	Member
4.	Mr. M. Ram Bhupal	HOD, IT	Member
5.	Mr. B. Pratap	Administrative Officer	Member
6.	17X41A0479	Student of III ECE	Member
7.	18X41A0202	Student of II EEE	Member
8.	18X41E0001	Student of II MBA	Member
9.	17X45A0104	Student of IV CE	Member
10.	17X41A1223	Student of III IT	Member
11.	17X45A0352	Student of IV MECH	Member
12.	17X41A0574	Student of III CSE	Member
13.	19X41A1202	Student of S&H	Member

#### **Objectives:**

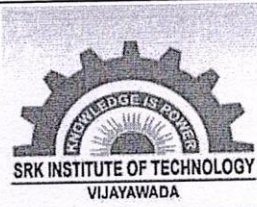
The “Grievance Redressal Cell” will enquire the grievances from the staff, students and suggest the final action to be initiated at the institutional level. Any student may approach the committee members, if he/she has any grievance regarding academic and non-academic matters and the committee will take up necessary action.

#### **Roles:**

- Encouraging the students to express their grievances
- To get suggestion for improving the Academics/Administration in the college.
- To develop an organisational framework to resolve grievances.

#### **Responsibilities:**

Create and implement a mechanism to handle the reported grievances/suggestions.



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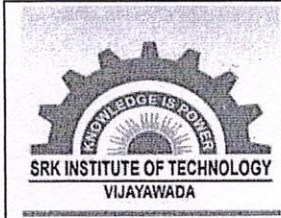
- Install Grievance / Suggestion boxes at important places on the campus accessible to students/staff.
- Grievance / Suggestion boxes are opened during college hours.
- Accept written grievances from students and staff.
- The name and identity of the person who reported the Grievance shall be kept confidential.
- The grievances at the departmental level are governed by the concerned mentors, class Coordinators, and Department Heads then and there.
- Unresolved grievances at the departmental level are referred to the Grievance Redressal Cell of the institution.
- The cell reviews all cases and acts accordingly as per the policy
- The cell submits a report to the authority regarding the cases attended.
- To formulate the policy to investigate and review complaints or grievances of students and staff.
- To create awareness of availability of members for students and staff to report grievances.



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Date: 15-10-2019

**CIRCULAR**

All the members are informed that a meeting on the grievance redressal cell (GRC) will be organized on 16-10-2019 at Seminar Hall at 10:30 AM. All the committee members are required to attend.

**Agenda:**

1. To discuss the grievance/suggestions received.
2. To create awareness about the existence of the committee in college.

S.No	Name	Designation	Role	Signature
1.	Dr. M. Ekambaram Naidu	Principal	Chairman	<i>[Signature]</i>
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator	<i>[Signature]</i>
3.	Dr. T. Satyanarayana	HOD, Civil	Member	<i>[Signature]</i>
4.	Mr. M. Ram Bhupal	HOD, IT	Member	<i>[Signature]</i>
5.	Mr. B. Pratap	Administrative Officer	Member	<i>[Signature]</i>
6.	17X41A0479	Student of III ECE	Member	<i>[Signature]</i>
7.	18X41A0202	Student of II EEE	Member	<i>[Signature]</i>
8.	18X41E0001	Student of II MBA	Member	<i>[Signature]</i>
9.	17X45A0104	Student of IV CE	Member	<i>[Signature]</i>
10.	17X41A1223	Student of III IT	Member	<i>[Signature]</i>
11.	17X45A0352	Student of IV MECH	Member	<i>[Signature]</i>
12.	17X41A0574	Student of III CSE	Member	<i>[Signature]</i>
13.	19X41A1202	Student of S&H	Member	<i>[Signature]</i>

*[Signature]*  
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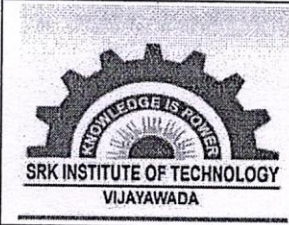
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*[Signature]*



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**GRIEVANCE REDRESSAL CELL**

**MINUTES OF MEETING**

Date: 16-10-2019

Today on 16<sup>th</sup> of September from 10:30 AM onwards a meeting of Grievance Redressal Cell (GRC) meeting was held at the Seminar Hall to discuss the following agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr. M. Ekambaram Naidu	Principal	Chairman	
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator	
3.	Dr. T. Satyanarayana	HOD, Civil	Member	
4.	Mr. M. Ram Bhupal	HOD, IT	Member	
5.	Mr. B. Pratap	Administrative Officer	Member	
6.	17X41A0479	Student of III ECE	Member	
7.	18X41A0202	Student of II EEE	Member	
8.	18X41E0001	Student of II MBA	Member	
9.	17X45A0104	Student of IV CE	Member	
10.	17X41A1223	Student of III IT	Member	
11.	17X45A0352	Student of IV MECH	Member	
12.	17X41A0574	Student of III CSE	Member	
13.	19X41A1202	Student of S&H	Member	

1. The principal has initiated the meeting.
2. The principal instructed to create awareness among students and staff about the Grievance Redressal Cell.
3. The committee discussed the grievances received and ways to resolve/implement them.

The meeting was concluded with the vote of thanks by the Coordinator.

**COORDINATOR**

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Date: 03-02-2020

**CIRCULAR**

A meeting of grievance redressal cell (GRC) has been organized on 04-02-2020 at Seminar Hall at 2:00 PM. All the committee members are hereby informed to attend the meeting without fail.

**Agenda:**

1. To resolve the grievance/suggestions received.
2. Measures to create awareness about the existence of the committee in college.
3. Include more reference books in the library.
4. Updating the committee members on the functioning of the committee and the role of its members.

S.No	Name	Designation	Role	Signature
1.	Dr. M. Ekambaram Naidu	Principal	Chairman	
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator	
3.	Dr. T. Satyanarayana	HOD, Civil	Member	
4.	Mr. M. Ram Bhupal	HOD, IT	Member	
5.	Mr. B. Pratap	Administrative Officer	Member	
6.	17X41A0479	Student of III ECE	Member	
7.	18X41A0202	Student of II EEE	Member	
8.	18X41E0001	Student of II MBA	Member	
9.	17X45A0104	Student of IV CE	Member	
10.	17X41A1223	Student of III IT	Member	
11.	17X45A0352	Student of IV MECH	Member	
12.	17X41A0574	Student of III CSE	Member	
13.	19X41A1202	Student of S&H	Member	

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**GRIEVANCE REDRESSAL CELL**

**MINUTES OF MEETING**

Date: 04-02-2020

On 4<sup>th</sup> of February from 2:00 PM onwards a meeting of Grievance Redressal Cell (GRC) meeting was held at the Seminar Hall to discuss the following in presence of the committee members.

S.No	Name	Designation	Role	Signature
1.	Dr. M. Ekambaram Naidu	Principal	Chairman	
2.	Mr. D. V. Subba Rao	Exam cell Incharge	Coordinator	
3.	Dr. T. Satyanarayana	HOD, Civil	Member	
4.	Mr. M. Ram Bhupal	HOD, IT	Member	
5.	Mr. B. Pratap	Administrative Officer	Member	
6.	17X41A0479	Student of III ECE	Member	H. Mahitha
7.	18X41A0202	Student of II EEE	Member	A. Saath Sundeeep
8.	18X41E0001	Student of II MBA	Member	Ab. Raoop
9.	17X45A0104	Student of IV CE	Member	M. p. s. s. s.
10.	17X41A1223	Student of III IT	Member	M. H. m. m.
11.	17X45A0352	Student of IV MECH	Member	S. s. s. s.
12.	17X41A0574	Student of III CSE	Member	C. A. mani
13.	19X41A1202	Student of S&H	Member	A. S. Anjali

1. The principal gave opening remarks to the members.
2. More reference books are necessary for the students to study in the library and it was sent to the higher authority.
3. The committee discussed the received suggestions and make decision for implementation.

The meeting was concluded with the vote of thanks by the Coordinator

COORDINATOR

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