



PRAGATI ENGINEERING COLLEGE

(AUTONOMOUS)

#1-378, ADB Road, Surampalem - 515117, Near Peddapuram, Kakimada Dist., A.P.
(Approved by AICTE, Permanently Affiliated to JNTUK Kakimada & Accredited by NBA)
(Recognized by UGC Under Sections 2(f) and 12 (b) of UGC, act. 1956)
Ph: 088852 - 252233, 252234, 252235 Fax: 088852 - 252232, website: www.pragati.ac.in

Date: 01-06-2024

NOTICE

All the members of the Grievance Cell are hereby informed to attend the meeting on 03-06-2023.

Time: 2:00 PM

Venue: TE Lab at ME Block.

Agenda:

1. According to academic calendar for 2024-2025 I Semester, planning of smooth running of grievance cell activities.
2. Grievance Cell member list information must send to students & staff/faculty.
3. Process of grievance cell activities.
4. Any other issues.


CONVENER

Grievance Cell Members:

S.No	Name	Designation	Department	Status
1	Mr. M. Sunil Raj	Assoc. Professor	ME	Convener
2	Dr. Sharon Rose Victor J	Assoc. Professor	ECE	Member
3	Mrs. V Tanuja	Asst. Professor	CE	Member
4	Mrs. P. Puspha Latha	Asst. Professor	EEE	Member
5	Mr. K. Naga Vardhan Reddy	Asst. Professor	EEE	Member
6	Mr. P. Ram Prasad	Asst. Professor	ME	Member
7	Mr. John Saida Shaik	Asst. Professor	ECE	Member
8	Mrs. K. Shyamsri	Asst. Professor	CSE	Member
9	Mr. G. Satya Mohan Chowdary	Asst. Professor	IT	Member
10	Mrs. G. Tejasri Devi	Asst. Professor	CSE(AIML)	Member
11	Mr. M. Veera Babu	Asst. Professor	CSE(AI)	Member
12	Mr. K. Srikanth	Asst. Professor	CSE(DS)	Member
13	Mrs. P. Sravani	Asst. Professor	BS&H	Member
14	Mr. Pynda Sarath	21A31A0348	ME	Student
15	Mr. Ryali Yuvaraj	22A31A44A9	CSE-DS	Student

- Copy to:
- 1) Principal/Vice Principal for kind information
 - 2) All HODs
 - 3) Grievance Cell Members
 - 4) All Maintenance departments
 - 5) Office file



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(AUTONOMOUS)

#1-378, ADB Road, Surampalem - 533 437, Near Peddapuram, Kakinada Dist., A.P.
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Surampalem

DT: 04-06-2024

To,

The Principal,

Pragati Engineering College,

Surampalem.

From,

The Convener (Grievance Cell)

Pragati engineering College

Surampalem.

Respected sir,

Sub: Minutes of Grievance Cellmeeting held on 03/06/2024- Reg

With reference to the subject cited above I am here by enclosing a copy of the minutes of Grievance Cellmeeting held on 03/06/2024.

Thanking you sir,

Yours Faithfully,


CONVENER (Grievance Cell)

Mr.M.Sunil Raj
Assoc.Professor
Dept of ME



PRAGATI ENGINEERING COLLEGE

(AUTONOMOUS)

#1-378, ADW Road, Surampalem - 531437, Near Peddapuram, Kakinada Dist., A.P.
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Minutes of Grievance Cell meeting held on 03/06/2024:

1. According to academic calendar for 2024-2025 I Semester, planning of smooth running of grievance cell activities.
2. Grievance Cell member list information must send to students & staff/faculty.
3. Grievances from student or staff/faculty must be reported grievance cell in the form of written letter which is clearly mentioning the grievance/problem.
4. If grievances from student or staff/faculty reporting orally at first to concern department member means cordially ask them to report in written format representing to grievance cell convener for proper resolving.
5. After receiving grievances from any student or staff/faculty, grievance cell member of corresponding department represent to grievance cell convener and convener act according to grievances received.
6. Grievance cell resolve grievances by coordinating grievance related to all Maintenance departments.
7. After resolving grievances from student or staff/faculty, grievance cell must give feedback to grievances raised from student or staff/faculty.
8. Resolving statement has to mention in written format corresponding letter of grievance raised from student or staff/faculty.
9. According to grievances priority resolution must be one or two days / two or three days.

Grievance Cell Members attended:

S.No	Name	Designation	Department	Status	Signature
1	Mr. M. Sunil Raj	Assoc. Professor	ME	Convener	
2	Dr. Sharon Rose Victor J	Assoc. Professor	ECE	Member	
3	Mrs. V Tanuja	Asst. Professor	CE	Member	
4	Mrs. P. Puspha Latha	Asst. Professor	EEE	Member	
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9	Mr. G. Satya Mohan Chowdary	Asst. Professor	IT	Member	
10	Mrs. G. Tejasri Devi	Asst. Professor	CSE(AIML)	Member	
11	Mr. M. Veera Babu	Asst. Professor	CSE(AD)	Member	
12	Mr. K. Srikanth	Asst. Professor	CSE(DS)	Member	
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