

**CHIRALA**  
ENGINEERING COLLEGE

**Awarded 'A' Grade by APSCHE**

**(Approved by AICTE and Affiliated to JNTUK - Kakinada)**

**Chirala, Prakasam District, Andhra Pradesh, India. Pin – 523157**

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**DATE: 23-09-2022**

**CIRCULAR**

This is here by informed to all the GRIEVANCES & REDRESSAL committee members that a meeting is scheduled on 24-09-2022, Saturday in Board room at 12:30 PM.

Agenda of the meeting:

- 1) Revised roles and responsibilities of the committee members.
- 2) Interaction with first year students to introduce committee to boys and girls.
- 3) Planning for events to be conducted during the current semester.
- 4) Any other points for discussion.

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Chirala, Prakasam District, Andhra Pradesh, India. Pin – 523157

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### Minutes of meeting for Grievances & Redressal Committee

**Date:** 24-09-2022

**Time:** 12:30 PM

**Venue:** Board Room

**Meeting Headed by:** Dr. P. Ravi Kumar (Chairman of Grievances & Redressal Committee)

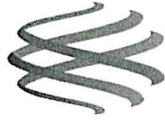
#### Points Discussed:

1. Chairman revised roles and responsibilities of Grievances & Redressal Committee in the institution and explained them to the new members in the team
2. Revised assigned duties to the members of the committee.
3. Establishment of new student & faculty coordinators for departmental activities.
4. Establishment of new complaint & suggestions boxes in the campus.
5. Discussed to plan orientation program in order to encourage new students and also to make them familiar with the professional environment.
6. Review on the response of the freshers towards college facilities and the team members suggested few modifications for classroom allotments for the freshers.

#### Signatures of the participants:

Ganga Bhargava  
Pratyaksha  
K. Tulasi  
Suman Pappala  
A  
A

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**DATE: 27-10-2022**

**CIRCULAR**

This is here by informed to all the ANTI RAGGING committee members that meeting is scheduled on 28-10-2022, Friday in the Board room at 10:00 AM.

Agenda of the meeting:

- 1) Measures to stop ragging in college as well as in hostel.
- 2) Display of Anti Ragging rules and Action against ragging.
- 3) Any other points for discussion.

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### Minutes of meeting for Anti Ragging Committee

**Date:** 28-10-2022

**Time:** 10:00 AM



**Venue:** Board Room

**Meeting Headed by:** Dr. P. Ravi Kumar (Chairman of Anti Ragging Committee)

**Points Discussed:**

1. All the notice boards should be posted with the updated Anti ragging penalties.
2. Anti ragging squad is to be constructed with at least four to five members.
3. To organize activities for developing good relationship between senior and junior students.
4. Chairman instructed that every faculty must take the responsibility to counsel the students in order to reduce the ragging issues.
5. Chairman instructed wardens of the hostels to be very strict and careful.

**Signatures of the participants:**

  
  
A. Raga Sudha

J. Prakash Raj  
A. Raga Sudha

  
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**DATE: 15-12-2022**

**CIRCULAR**

This is here by informed to all the GRIEVANCES & REDRESSAL committee members that meeting is scheduled on 16-12-2022, Friday in the Board room at 11:30 AM.

Agenda of the meeting:

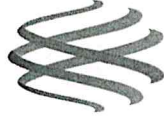
- 1) To assign student coordinators for the committee.
- 2) About improvement of food quality in hostel mess.
- 3) To discuss code of conduct for teaching, non-teaching & Students.
- 4) To create a procedure for registration of grievance.
- 5) Any other points for discussion.

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### **Minutes of meeting for Grievances & Redressal Committee**

**Date:** 16-12-2022

**Time:** 11:30 AM

**Venue:** Board Room

**Meeting Headed by:** Dr. P. Ravi Kumar (Chairman of Grievances & Redressal Committee)

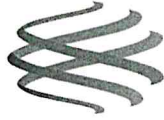
**Points Discussed:**

1. Review on the previous committee meeting held on 29-09-2022.
2. Committee discussed and allotted few student coordinators.
3. All the members in the committee discussed about the enhancement of food quality for the hostel students in the mess
4. Hostel management is given responsibility to improve the quality of food in hygienic manner.
5. Chairman reviewed and modified code of conduct for the teaching, non-teaching and students.
6. Chairman requested the committee to display the code of conduct in all the notice boards in the college.
7. The committee formed a procedure for registration of grievance and chairman asked the committee to make every student familiar with the procedure.
8. The meeting ended with the review on academic activities.

**Signatures of the participants:**

*Ganga Bhoop*  
*K. Tulasi*  
*Suma Pappala*  
*Pratya*  
*DD*  
*d*

*Manj*  
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**DATE: 21-01-2023**

**CIRCULAR**

This is here by informed to all the GENDER SENSITIZATION COMMITTEE AGAINST SEXUAL HARASSMENT members that meeting is scheduled on 23-01-2023, Monday in the Vishwamitra Seminar Hall at 10:30 AM.

Agenda of the meeting:

- 1) Resolving conflicts.
- 2) Planning of awareness program on sexual Harassment eradication.
- 3) Any other points for discussion.

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## Minutes of meeting for Gender Sensitization Committee Against Sexual Harassment

**Date:** 23-01-2023

**Time:** 10:30 AM

**Venue:** Vishwamitra Seminar Hall

**Meeting Headed by:** Dr. P. Ravi Kumar (Chairman of Gender Sensitization Committee Against Sexual Harassment)

### Points Discussed:

1. Committee discussed to develop measures to reduce conflicts of harassment and action to be taken over violation of rules.
2. Committee decided to create an awareness program for the students to reduce the conflicts.
3. Finally, committee decided to display the actions against violation of rules all over the campus.
4. Committee also decided to keep strict monitoring over the issue and also to take regular feedbacks and suggestions from the students.

### Signatures of the participants:

T. Pachu

*[Handwritten signature]*

*[Handwritten signature]*

Ganga Das

Suma Pappala

*[Handwritten signature]*

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**DATE: 14-03-2023**

**CIRCULAR**

This is here by informed to all the GRIEVANCES & REDRESSAL committee members that meeting is scheduled on 15-03-2023, Wednesday in the Board room at 11:30 AM.

Agenda of the meeting:

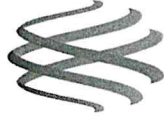
- 1) To assign student coordinators for the committee.
- 2) Organization of Departmental Fests in the college.
- 3) Increasing of water facility in the campus to fulfill the need of students.
- 4) Servicing of the fans and lights.
- 5) Any other points for discussion.

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### Minutes of meeting for Grievances & Redressal Committee

**Date:** 15-03-2023

**Time:** 11:30 AM

**Venue:** Board Room

**Meeting Headed by:** Dr. P. Ravi Kumar (Chairman of Grievances & Redressal Committee)

**Points Discussed:**

1. Review on the previous committee meeting held on 16-12-2022.
2. Principal discussed with respective Heads of the departments about conducting department fests and decided date of organization for each department.
3. Committee discussed and decided to maintain good discipline during the fest and assigned student coordinators.
4. As per the request received from the students the committee discussed to install additional water coolers so as to meet the needs of students.
5. The maintenance and repair team are instructed to service the fans and lights in all the classrooms and go for the replacements if necessary.
6. The meeting ended with the review on college activities.

**Signatures of the participants:**

*Suma Pappala*

*Pratya*

*K. Tulasi*

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DATE: 23-09-2021

**CIRCULAR**

This is here by informed to all the GRIEVANCES & REDRESSAL committee members that meeting is scheduled on 24-09-2021, Tuesday in the Vishwamitra seminar hall at 12:30 PM.

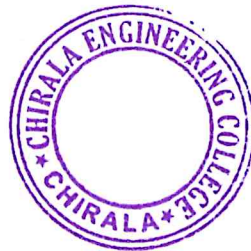
Agenda of the meeting:

- 1) Duty allotment regarding any Grievance activity.
- 2) To guide the first years about the rules and action taken for violation of rules.
- 3) To project the fresher's about internal activities held in the college.
- 4) Any other points for discussion.

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### Minutes of meeting for Grievances & Redressal Committee

**Date:** 28-09-2021

**Time:** 11:00 AM

**Venue:** Vishwamitra seminar hall

**Meeting Headed by:** Dr. P. Ravi Kumar (Chairman of Grievances & Redressal Committee)

**Points Discussed:**

1. Explanation regarding role of Grievances & Redressal Committee in the institution.
2. Assigned duties to the members of the committee.
3. Revised all the rules of the institution and actions taken for violation.
4. Establishment of new post boxes (for complaints) in the campus.
5. Establishment of new student & faculty coordinators for departmental activities.
6. Small review on the response of the fresher's to the college facilities.

**Signatures of the participants:**

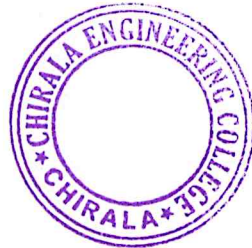
*Ganga Rao*

*A*

*Suma pappala*

*Kanetkar*

*K. Tulaji*



*[Signature]*  
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DATE: 08-11-2021

**CIRCULAR**

This is here by informed to all the ANTI RAGGING committee members that meeting is scheduled on 09-11-2021, Tuesday in the Board room at 01:00 PM.

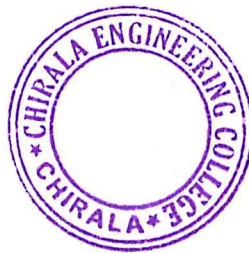
Agenda of the meeting:


- 1) Measures to stop ragging
- 2) Regulate ragging issues in the hostel.
- 3) Any other points for discussion.

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### Minutes of meeting for Anti Ragging Committee

**Date:** 09-11-2021

**Time:** 01:00 PM

**Venue:** Board Room


**Meeting Headed by:** Dr. P. Ravi Kumar (Chairman of Anti Ragging Committee)

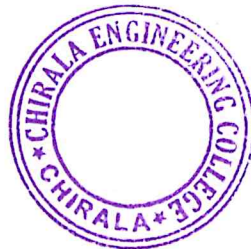
#### Points Discussed:

1. All the notice boards should be erected with the Anti ragging provisions and penalties.
2. Anti ragging squad is to be constructed comprising four or five members particularly seniors.
3. To establish good relationship between senior and junior students.
4. To teach the seniors about their responsibilities towards juniors by helping and encouraging them to involve in all the activities.
5. Every faculty must take the responsibility to counsel the students in order to reduce the ragging issues.
6. Strict and experienced wardens should be appointed especially for girls.

#### Signatures of the participants:



  
A. Raga Sudha  
Manikumar



  
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DATE: 04-01-2022

**CIRCULAR**

This is here by informed to all the Gender Sensitization Committee Against Sexual Harassment members that meeting is scheduled on 05-01-2022, Wednesday in the Board room at 12:00 PM.


Agenda of the meeting:

- 1) Resolving conflicts.
- 2) Planning of awareness program on sexual Harassment prevention.
- 3) Any other points for discussion.

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## Minutes of meeting for Gender Sensitization Committee Against Sexual Harassment

**Date:** 05-01-2022

**Time:** 12:00 PM

**Venue:** Board Room

**Meeting Headed by:** Dr. P. Ravi Kumar (Chairman of Gender Sensitization Committee Against Sexual Harassment)

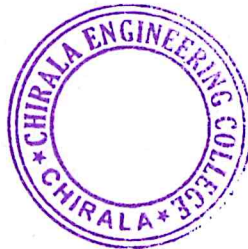
**Points Discussed:**

1. The Chairman and Convenor Detailed the types and stages of Sexual Harassment.
2. Committee discussed the ways to reduce conflicts of harassment and action to be taken over violation of rules.
3. One of the committee members proposed for awareness program.
4. T. Padma is given the responsibility to conduct the program with the support of other committee members.
5. Finally, committee recall the objectives and duties and also projecting those among the students.
6. Committee also decided to keep strict monitoring over the issue.

**Signatures of the participants:**

T. Padma  
Sumanth

Suma Pappala  
Ganga Bhp



  
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DATE: 02-02-2022

**CIRCULAR**

This is here by informed to all the GRIEVANCES & REDRESSAL committee members that meeting is scheduled on 03-02-2022, Tuesday in the Board room at 11:00 AM.

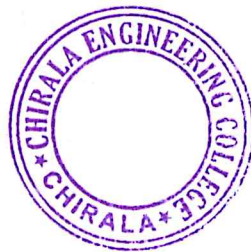
Agenda of the meeting:

- 1) Improvements needed in Vehicle parking.
- 2) Student request to assist in applying for scholarships.
- 3) To enhance the indoor and outdoor gymnasium facilities.
- 4) Any other points for discussion.

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### Minutes of meeting for Grievances & Redressal Committee

**Date:** 03-02-2022

**Time:** 11:00 AM

**Venue:** Board Room

**Meeting Headed by:** Dr. P. Ravi Kumar (Chairman of Grievances & Redressal Committee)

**Points Discussed:**

1. Committee discussed and decided to allot new area for vehicle parking.
2. After discussion committee has planned to enhance the indoor and outdoor gym facility by procuring outdoor gym equipment and improve available indoor facilities.
3. Physical Director is given this responsibility of gym enhancement.
4. Decided to display all the circulars and notifications released by the respective scholarship issuing departments on the notice board
5. Chairman told our staff to help the students in filling the forms.
6. The meeting ended with the review on academic activities.

**Signatures of the participants:**

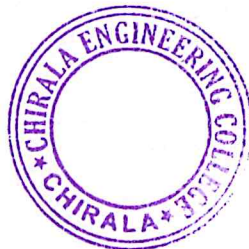
Ganga Bhas  
Somas Pappala

A

A

S. Suresh

K. S. S. S.



  
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