



**MARRI LAXMAN REDDY  
INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

(AN AUTONOMOUS INSTITUTION)

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

Accredited by NBA and NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

**INVITATION**

Date: 14/03/2024

EVENT: GRIEVIENCE COMMITTEE MEETING

VENUE: CSE DEPT







TIME : 4.00 PM

AGENDA:

1. Stationary.
2. Lab furnisher damage


All the faculty members of the committee are informed to attend the meeting without fail.

**Members Present:**

1.Mr K Abdul Basith	Convener	
2.Mr Nagabhushanam	Member	
3.Mr U Sudhakar	Member	
4.Mrs CH Hemalatha	Member	
5.Mrs V Varalakshmi	Member	
6.Mrs B Sireesha	Member	

**The cooperation of the committee members is highly solicited**

  
**Convener**

  
**Principal**



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



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## MINUTES OF THE MEETING HELD ON 14.03.2024

### Members Present:

1. Mr K Abdul Basith	Convener	
2. Mr Nagabhushanam	Member	
3. Mr U Sudhakar	Member	
4. Mrs CH Hemalatha	Member	
5. Mrs V Varalakshmi	Member	
6. Mrs B Sireesha	Member	

### AGENDA:

#### 1. STATIONARY:

As all of you know our semester is going to begin, we required attendance registers, chalk pieces, dusters and necessary stationery. Dustless chalk pieces are required because some of staff members are suffering from dust allergy.

Committee requested AO to procure stationery in time and also requested to purchase dustless chalk pieces.

#### 2. Lab furnisher damage:

In labs students were damage the furnishers and switch boards, so it will give some problem in class and labs also.

Committee discuss with AO and all HODs to repair the damages things in the class and labs.

Convener extended his happiness towards committee members and sought their cooperation in future endeavors.

  
Convener

  
Principal



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## ACTION TAKEN

1. All required stationary attendance registers, pens, dustless chalk pieces, dusters and white papers were procured and made available to the faculty.
2. Verify if any furnisher damage in labs, gathering all damages details, committee will provide rearrangement of all damages in labs.

  
Convener

  
Principal