



**CIRCULAR**

**REF No: MLRS/FGC-01/2025-2026**

**Date: 16-02-2026**

This is to inform you that a meeting of the *Grievances Redressal Committee* is scheduled as per the details given below:

**Meeting:** Grievances Redressal *Committee*

**Date:** 24-02-2026

**Time:** 11:00 AM

**Venue:** Aroha conference hall

All the members are requested to attend the meeting without fail.

**Agenda for the Meeting:**

1. Action taken report for previous minutes
2. Salary, increments, and benefits related grievances
3. Workload and non-teaching duties related grievances
4. Harassment, discrimination, and workplace environment related grievances
5. Performance assessment related grievances
6. Infrastructure / facilities related grievances
7. Any Other matter with the permission of the chair

**Director**  
**DIRECTOR**

**MARRI LAXMAN REDDY**  
INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
DUNDIGAL, QUTHBULLAPUR, HYD-43, TELANGANA

**Copy to:**

3. Principal Office
4. IQAC



## MINUTES OF MEETING

Chairperson, formally welcomed the members of the faculty grievances redressal committee to the meeting held on 24.02.2026 at 2 pm.

Venue: Yukti Board room, MLRITM

The following members were present:

S. No	Committee members	Designation	Role
1	Dr. R. Murali Prasad	Principal	Convenor
2	Dr. K. Vijaya Kumar	University Nominee to the Grievance Redressal Committee	University Nominee
3	Dr. R. Sayanna	University nominee-OMBUDS Person (Retired Professor)	University Nominee
4	Dr. P. Sridhar	Director	Member
5	Dr. K. Abdul Basith	Convenor, Faculty Grievance HOD - CSE	Member
6	Dr. B. Ravi Prasad	HOD-CSM, Dean Academics	Member
7	Dr. K. Ashok	Convenor, Student Grievance, HOD-H&S	Member
8	Dr. V. Vara Lakshmi	Professor, Civil	Member
9	Dr. K. Sravanthi	Convenor, Internal Compliance Committee,	Member
10	Dr. G. Kalyani	NGO (Swarna Foundation)	Member
11	Ms. A. Varshini	CSE-III Year Student	Member
12	Ms. Swathi	CSE-II Year Student	Member
13	Mrs. M. Anuradha	Non-Teaching	Member
14	Dr. K. Chaithanya	Dean IQAC	Member
15	Dr. K. Veeraiah	HOD-MBA, Disciplinary	Member
16	Dr. Amarender Reddy	Additional Controller of Examination	Member
17	Mr. K. Naga Bhushanam	Controller of Examination	Member
18	Dr. G. Narsing Rao	Dean R&D	Member
19	Dr. N. Srinivas	HOD-ECE	Member
20	Dr. A. Vinod	HOD-EEE	Member
21	Dr. A. Arun Kumar	HOD-CSD	Member
22	Dr. I. Adum Babu	Dean-HR	Member
23	Mr. Y. Apparao	Dean-Student Affairs	Member



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24	Dr. M. Naga Lakshmi	HOD-IT			
25	Mr. Ayush Mahanthi	III Year Student			
26	Mr. Bhavik Varma	II Year Student			

## The following points were discussed in the Meeting:

**Item no. 1:** Action taken report for previous minutes

**Item no. 2:** Salary, increments, and benefits related grievances

**Item no. 3:** Workload and non-teaching duties related grievances

**Item no. 4:** Harassment, discrimination, and workplace environment related grievances

**Item no. 5:** Performance assessment related grievances

**Item no. 6:** Infrastructure / facilities related grievances

**Item no. 7:** Any Other matter with the permission of the chair

## Item No.1: Action taken report for previous minutes

Refer MLRS/FGC-26/24-25

### Item no. 2: Salary, Increments, and Benefits

- A well-defined and transparent salary administration system is in place, aligned with UGC/AICTE regulatory norms, ensuring timely disbursement of salaries and annual increments.
- The HR Department regularly reviews compensation structures to maintain compliance and equity.
- Clear documentation of pay scales and automated payroll processes minimize delays, discrepancies, and improper deductions, thereby safeguarding faculty welfare.
- Retention of faculty is well maintained as faculty members are provided with ELs, PLs, gifts for marriage, and transport concessions.

### Item no. 3: Workload and Non-Teaching Duties

- The institution strictly adheres to AICTE workload norms, ensuring balanced distribution of teaching responsibilities.
- Adequate academic and administrative support staff are appointed to prevent faculty overload with non-teaching duties.



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- A structured policy for compensatory leave and workload monitoring ensures that faculty contributions beyond regular duties are acknowledged appropriately, thereby maintaining professional balance and reducing stress-related grievances.
- Training is provided to non-teaching staff to improve their work efficiency in view of their welfare.

## **Item no. 4: Harassment, Discrimination, and Workplace Environment**

- A robust and transparent Grievance Redressal Mechanism is operational, supported by a zero-tolerance policy toward harassment, discrimination, or workplace bullying.
- Regular conduction of sensitization and awareness programs foster an inclusive and respectful work culture.
- Confidential and time-bound (7 working days) inquiry procedures ensure fairness, accountability, and protection of faculty rights, thereby preventing hostile work environment concerns.

## **Item no. 5: Performance Assessment**

- A structured appraisal system based on measurable Key Performance Indicators (KPIs) ensures objectivity and transparency in performance evaluations.
- The review process promotes two-way communication, allowing faculty members to present their perspectives.
- A formal appeal mechanism is established to address any concerns regarding evaluations, ensuring fairness and minimizing appraisal-related grievances.

## **Item no. 6: Infrastructure / Facilities**

- Regular infrastructure audits and periodic review meetings are conducted to ensure well-maintained laboratories, research facilities, internet services, and campus amenities.
- A dedicated maintenance and monitoring committee addresses reported issues promptly through a documented tracking system.
- A dedicated WhatsApp group for faculty to raise infrastructure related grievances which are immediately addressed by the maintenance department.
- Proactive planning and periodic upgrades ensure that academic and support facilities meet institutional standards and faculty expectations.

## **Suggestions Proposed:**

1. Data-driven analysis ensures preventive interventions rather than reactive responses, thereby strengthening institutional governance.



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2. Feedback-based revisions ensure that policies remain relevant, equitable, and aligned with regulatory standards.
3. Preventive well-being initiatives reduce stress-related concerns and foster long-term institutional commitment.
4. Audit observations are documented and acted upon systematically to strengthen procedural transparency and minimize recurrence of issues.

## The meeting concluded with thanks to the members:

1	Dr. R. Murali Prasad	Principal
2	Dr. K. Vijaya Kumar	University Nominee to the Grievance Redressal Committee
3	Dr. R. Sayanna	University nominee-OMBUDS Person (Retired Professor)
4	Dr. P. Sridhar	Director
5	Dr. K. Abdul Basith	Convenor, Faculty Grievance HOD - CSE
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25	Mr. Ayush Mahanathi	III Year Student
26	Mr. Bhavik Varma	II Year Student

**The meeting concluded with thanks to the members:**

S.no	Name	Designation	Role	Signature of the faculty
1	Dr. R. Murali Prasad	Principal		
2	Dr. K. Vijaya Kumar	University Grievance Redressal Person		
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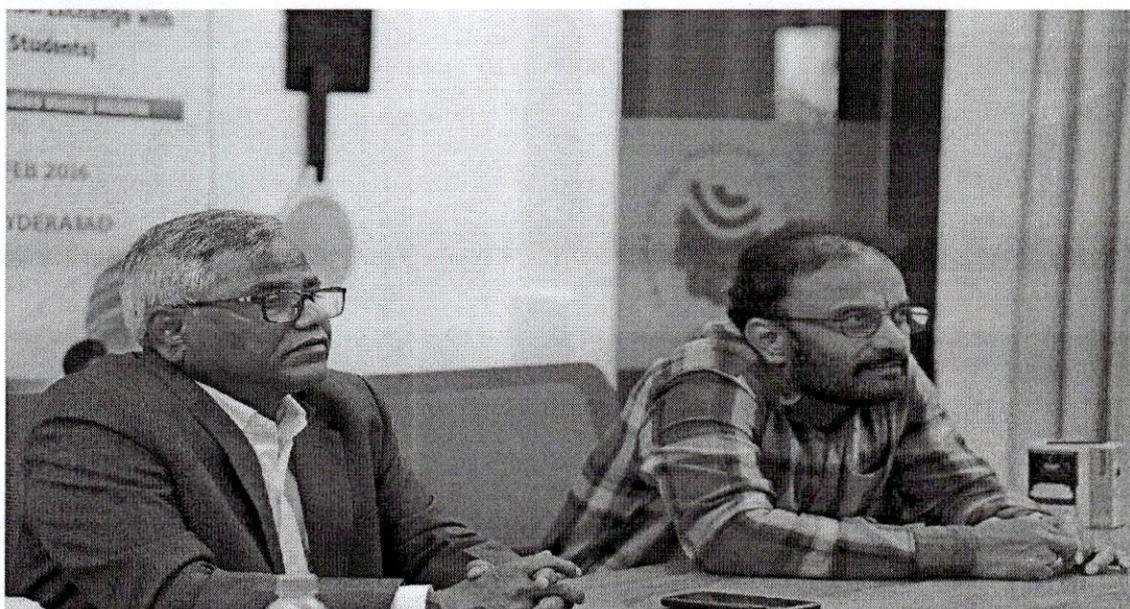
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25	Mr. Ayush Mahanthi	III Year Student		<i>Ayush Mahanthi</i>
26	Mr. Bhavik Varma	II Year Student		<i>Bhavik Varma</i>

Director



Dr. R. Sayanna, University nominee-OMBUDS Person (Retired Professor) (on the left)

Dr. K. Vijaya kumar, University Nominee to the Grievance Redressal Committee (on the right)



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