



Nawab Shah Alam Khan

COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to OU | Approved by AICTE | Accredited by NAAC | Permitted by Govt. of TS | Included in 2F UGC | Registered with TASK | Cisco Networking Academy



Decentralization in working and grievance redressal mechanism:

List of faculty members and their delegated powers

The institution has various committees to ensure the decentralization and efficient execution of academic and administrative work. Each committee has one coordinator and faculty members from every department. These committees are monitored by the head of the institution. All these committees are involved in data collection, organizing activities, periodical reviews and providing suggestions for further actions. They frequently conduct meetings and maintain the records.

S.No	Faculty Name	Delegated Power	Decision/Activity
1	Dr.Syed Abdul Sattar	Chairman/ Convener Finance Committee	<ul style="list-style-type: none"> To prepare budget for the financial year based on probable income and expenditure related to the grants received/receivable from UGC if any, and income fees,etc. To plan for the functional and developmental activities of the institute on par with the latest contemporary technological developments.
2	Mr.Mohammad Qaseem S	Chairman/ Convener College Academic Committee	<ul style="list-style-type: none"> To review the academic and other related activities of the institution. To review the students and faculty development programs. To visualize and formulate perspective plans for the development and growth of the College / Institute.
3	Ms.Pushpanjali Patra	Convener Women	<ul style="list-style-type: none"> To address the needs of women faculty, staff & students

		Protection committee	<ul style="list-style-type: none"> To identify the personal issues so that the women will have gender equality & dignity
4	Dr.S.Mujahid Hussaini	Convener Entrepreneurship Development Committee	<ul style="list-style-type: none"> To conduct different entrepreneurship awareness & Skill development programme in the college premises among the young technocrats. To motivate the young technocrats for innovation, new idea generation & start up.
5	Mr.Raza Ahmed Khan	Convener Grievance Redressal Committee	<ul style="list-style-type: none"> To enquire into complaints or grievances received from aggrieved students and faculty. To take corrective measures.
6	Dr.Zahir Hasan	Convener R&D Committee	<ul style="list-style-type: none"> To help the faculty and staff in submitting the proposals to AICTE, DST etc. To guide the faculty in identifying industry oriented projects.
7	Dr.Amaresh Babu	Convener Anti-Ragging Committee	<ul style="list-style-type: none"> To prevent ragging in campus and surrounding areas
8	Dr.Mohammad Qaseem S	Convener Internal Quality Assurance Committee	<ul style="list-style-type: none"> Development and application of quality benchmark/parameters of various activities in the institution. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
9	Mr.Hakeem	Convener Sports and Cultural Committee	<ul style="list-style-type: none"> To plan and schedule cultural and sports events for the academic year. To suggest the methods so that students and faculty utilize sports and games facilities available in the college.

			<ul style="list-style-type: none"> To conduct science Tech-fest by involving students on recent technological developments.
10	Mr. Syed Farrukh Anwar	Convener Disciplinary Committee	<ul style="list-style-type: none"> To maintain discipline in classroom and campus.
11	Mr.M.S.Bhatia	Convener Training and Placement	<ul style="list-style-type: none"> To provide information about various careers available in this competitive world. To conduct campus recruitment training program by making MOU with the companies. To enhance the soft skills of students so that they will be ready for industry. To identify industries/software companies and convince them for campus placement.
12	Mr.Mohd Ayazuddin	Convener Alumni Association	<ul style="list-style-type: none"> Maintaining communication channels with alumni keeping them informed of institutional achievements and make them part of the institutions future. Participate actively in strategic and long-range program planning to promote alumni awareness and commitment to the college.
13	Dr.S.Mujahid Hussaini	Convener Library Committee	<ul style="list-style-type: none"> To suggest improvements to run the library smoothly, orderly and satisfactorily. To suggest improvements in digital library.

Mechanism and composition of grievance redressal Cell Grievance:

Appeal Committee: The Grievance Appeal committee is intended to undertake the processes of attending to the grievances put forward by the students and staff. It focuses on setting proper facilitation procedures for settling the issues in a cordial atmosphere. The committee is expected to initiate proper or appropriate enquiry or investigative mechanism within 24 hours from the receipt of the complaint in written form duly signed by complainant(s). The committee is expected to meticulously adhere to the standard arbitration procedures of the college and Government of Telangana. The institute made online grievance Redressal mechanism. The grievance can be submitted online in addition to offline also.

Scope of the operations: The committee shall take into consideration all the redressal criteria and rules and regulations of the college and government of Telangana both in admitting the complaint and in conducting the enquiry. The committee is expected to commence its operations by constituting a special committee in case of need. The observations, findings, suggestions and recommendations are merely recommendatory in nature and do not carry any legal binding for the college to follow or implement. The committee is expected to submit the minutes of its meetings along with observations, suggestions, if any, and resolutions to the respective statutory committees for further processing the same at the deliberations. The Convener and the members of the committee shall undertake all the operations in coordination with the Heads of the departments and administrative office.

Composition of the committee: A senior member of faculty as convener and few faculty members are appointed by the principal. The convener is expected to undertake all the prime duties of the committee, namely convening the meetings, recording minutes, recording special observations and suggestions, if any, processing the data and obtaining ratification of the minutes, resolutions, observations, taking necessary steps for tabling the said documents for ratification by the statutory bodies etc.



Members of the grievance Redressal Committee

S.No	Member Name	Designation in the Committee	Designation
1	Dr.Syed Abdul Sattar	Chairman	Principal
2	Mr.Raza Ahmed Khan	Convener	Vice Prinipal (Admin)
3	Mr. Syed Farrukh Anwar	Member	Vice Prinipal
4	Dr.Mir Moazzam Ali	Member	Prof (H&DS)
5	Mr.Nisar Ahmed	Member	CAO
6	Dr.Mohammad S Qaseem	Member	VP ACAD & CSE-HOD
7	Mrs.Shanila Mehreen	Member	Member
8	Mrs.Rehana Firdous	Member	Member
9	Mrs.Fatima Zehra	Member	Member
10	Ms.Sabiha Khatoon	Member	Member

STUDENTS GRIEVANCE CELL:

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students Grievance Cell. In case the person unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the officer in-charge of Student's Grievance Cell.

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be



constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances/problems freely and frankly, without any fear of being victimized.
- Suggestion/complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics/ Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Bagging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Scope:

The cell will deal with Grievances received in writing from the students about any of the following matters:-

- Academic Matters: Related to timely issue of duplicate Mark sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.



- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

Functions:

- The cases will be attended promptly on receipt of written grievances from the students.
- The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

S.NO	CO-ORDINATORS	MOBILE NUMBER
1	Mr.NISAR AHMED	9908229803
2	Mr.SALAM QURAISHI	7032580275

info@nsakcet.ac.in

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop in boxes.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.





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STUDENT'S GRIEVANCE CELL:

NAME:	HALL TICKET/ROLL NO:
COURSE STUDIED IN NSAKCET:	BRANCH:
ACADEMIC YEAR OF B.TECH:	ACADEMIC YEAR OF M.TECH:
PHONE NUMBER (WITH CODE) :	EMAIL:
SUBJECT:	



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CIRCULAR

Date: 16-08-2018

Sub: Convening the meeting of GRC [1/2018-19] – Reg.

A meeting of GRC is to be convened on 18-08-2018 at 02.00 P.M in the Principal's office.


Agenda:

1. Issues about course content, teaching methodology, etc.
2. Issues about Violations of the Student Code of Conduct.

All members of GRC should make it convenient to attend the meeting without fail.



Chairman GRC



Convener, GRC



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Minutes of the GRC meeting held on 18-08-2018 at 02:00 P.M

S.NO	NAMES	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	
2.	MR. RAZA AHMED KHAN	CONVENOR	
3.	PROF. SYED FARRUKH KHAN	MEMBER	
4.	DR. MIR MOAZZAM ALI	MEMBER	
5.	MR. NISAR AHMED	MEMBER	
6.	DR. MOHAMMAD S QASEEM	MEMBER	
7.	DR. REHANA FIRDOUS	MEMBER	
8.	MS FATIMA ZEHRA	MEMBER	
9.	MS. SABIHA KHATOON	MEMBER	

Convener, GRC welcomed the members of GRC to the 1st meeting of AY 2018-19 at 2-00 P.M.

- 1. Issues about course content, teaching methodology, etc:** The chairman discussed with committee members about teaching methodology used in our college and conclude that we have to increase the level of the teaching levels and we have teach the lessons by using projectors.
- 2. Issues about Violations of the Student Code of Conduct:** The chairman discussed with committee members that students should not violation of rules of college and we have to monitor every students that they follow all rules of college.
- 3. Any other events with the permission of the chair.**

The Convener, GRC concluded the meeting with a vote of thanks

Chairman – GRC

Convener – GRC



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CIRCULAR

Date: 03-01-2019

Sub: Convening the meeting of GRC [2/2018-19] – Reg.

A meeting of GRC is to be convened on 05-01-2019 at 02.00 P.M in the Principal's office.

Agenda:

1. Issues regarding disabilities.
2. Issues about health.

All members of GRC should make it convenient to attend the meeting without fail.

Chairman GRC

Convener, GRC



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Minutes of the GRC meeting held on 05-01-2019 at 02:00 P.M

S.NO	NAMES	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	
2.	MR. RAZA AHMED KHAN	CONVENOR	
3.	PROF. SYED FARRUKH KHAN	MEMBER	
4.	DR. MIR MOAZZAM ALI	MEMBER	
5.	MR. NISAR AHMED	MEMBER	
6.	DR. MOHAMMAD S QASEEM	MEMBER	
7.	DR. REHANA FIRDOUS	MEMBER	
8.	MS FATIMA ZEHRA	MEMBER	
9.	MS. SABIHA KHATOON	MEMBER	

Convener, GRC welcomed the members of GRC to the 2nd meeting of AY 2018-19 at 2-00 P.M.

- 1. Issues regarding disabilities:** The chairman discussed with committee members that we have special care for disabled students who has taken admission in our college that they should have different seating arrangement and different washrooms where they can use it freely.
- 2. Issues about health:** The chairman discussed with committee members that students should special sick room where if any students got sick in college campus he/she can take rest and medication is also provided in our college.
- 3. Any other events with the permission of the chair.**

The Convener, GRC concluded the meeting with a vote of thanks

Chairman – GRC

Convener – GRC



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CIRCULAR

Date: 05-09-2019

Sub: Convening the meeting of GRC [1/2019-20] – Reg.


A meeting of GRC is to be convened on 07-09-2019 at 02.00 P.M in the Principal's office.

Agenda:

1. Issues about parking, parking tickets, etc.
2. Water cleanliness.

All members of GRC should make it convenient to attend the meeting without fail.


Chairman GRC


Convener, GRC



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Minutes of the GRC meeting held on 07-09-2019 at 02:00 P.M

S.NO	NAMES	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	
2.	MR. RAZA AHMED KHAN	CONVENOR	
3.	PROF. SYED FARRUKH KHAN	MEMBER	
4.	MR MOHD YOUSUF AHMED	MEMBER	
5.	MR. NISAR AHMED	MEMBER	
6.	DR.MOHAMMAD S QASEEM	MEMBER	
7.	MRS AYESHA FATIMA	MEMBER	
8.	MRA REHANA FIRDOUS	MEMBER	
9.	MS. SABIHA KHATOON	MEMBER	
10.	MS FARHEEN SULTANA	MEMBER	

Convener, GRC welcomed the members of GRC to the 1st meeting of AY 2019-20 at 2-00 P.M.

- 1. Issues about parking, parking tickets, etc:** The chairman discussed with committee members problem faced parking of vehicles in our college for that we have conclude that we have extended the place for parking and and there is no parking ticket applicable .
- 2. Water cleanliness:** The chairman discussed with committee members that water facility in our college is better we have to make it perfect then we have improve our water facility but adding RO water plant in our college, by these students and faculty can use the facilities of water.
- 3. Any other events with the permission of the chair.**

The Convener, GRC concluded the meeting with a vote of thanks

Chairman – GRC

Convener – GRC



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CIRCULAR

Date: 06-02-2020

Sub: Convening the meeting of GRC [2/2019-20] – Reg.

A meeting of GRC is to be convened on 08-02-2020 at 02.00 P.M in the Principal's office.

Agenda:

1. Ramps problem for physically handicap.
2. Lift problem.

All members of GRC should make it convenient to attend the meeting without fail.


Chairman GRC


Convener, GRC



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CIRCULAR

Date: 24-09-2020

Sub: Convening the meeting of GRC [1/2020-21] – Reg.

A meeting of GRC is to be convened on 26-09-2020 at 02.00 P.M in online mode using Zoom application. The Zoom link will be shared in the whatsapp group.

All members of GRC should make it convenient to attend the meeting without fail.

Chairman GRC

Convener, GRC



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Minutes of the GRC meeting held on 26-09-2020 at 02:00 P.M

S.NO	NAMES	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	
2.	MR. RAZA AHMED KHAN	CONVENOR	
3.	PROF. SYED FARRUKH KHAN	MEMBER	
4.	DR. MIR MOAZZAM ALI	MEMBER	
5.	MR. NISAR AHMED	MEMBER	
6.	DR. MOHAMMAD S QASEEM	MEMBER	
7.	DR. REHANA FIRDOUS	MEMBER	
8.	MS. ZAHOORA ABID	MEMBER	
9.	MS. SABIHA KHATOON	MEMBER	
10.	MRS. SHARIYA TAKREEM	MEMBER	
11.	MR. MOHAMMEED SADDAM HUSSAIN	MEMBER	

Convener, GRC welcomed the members of GRC to the 1st meeting of AY 2020-21 at 2-00 P.M.

1. No grievances received.

The Convener, GRC concluded the meeting with a vote of thanks

Chairman – GRC

Convener – GRC



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CIRCULAR

Sub: Convening the meeting of GRC [2/2020-21] – Reg.

Date: 11-02-2021

A meeting of GRC is to be convened on 13-02-2021 at 02.00 P.M in online mode using Zoom application. The Zoom link will be shared in the whatsapp group.

All members of GRC should make it convenient to attend the meeting without fail.

Chairman GRC

Convener, GRC



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To
The Principal,
Nawab Shah Alam Khan College of Engineering and Technology,
Malakpet,
Hyderabad.

Dt: 08-02-2020

Subject :- Regarding Approval of

- a) Issue about ramp problem for physically handicap
- b) Issue about lift problem

Respected Sir,

As per the Grievance Redressal Cell meeting conducted on 06/02/2020, in that meeting the committee members has discussed about the issues about ramp problem for physically handicap and lift problem and so to implement the action as coordinators should guide the handicap students to come from the ramp way where the wheelchair is also available in case and the lift is in construction, once completed students and faculty can utilize it. So kindly approve the above actions taken by GRC Committee members.

Thanking you,

Yours Sincerely,
Convenor
GRC



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To
The Principal,
Nawab Shah Alam Khan College of Engineering and Technology,
Malakpet,
Hyderabad.

Dt: 07-09-2019

Subject :- Regarding Approval of

- a) Issues about parking, parking tickets
- b) Issues about drinking water cleanliness

Respected Sir,

As per the Grievance Redressal Cell meeting conducted on 05/09/2019, in that meeting the committee members has discussed about the issues about parking, parking tickets and drinking water cleanliness and so to implement the action as extending the parking slot and no parking tickets applicable and also adding RO water plant in our college. So kindly approve the above actions taken by GRC Committee members.

Thanking you,

Yours Sincerely,
Convenor
GRC



Nawab Shah Alam Khan

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To
The Principal,
Nawab Shah Alam Khan College of Engineering and Technology,
Malakpet,
Hyderabad.

Dt: 05-01-2019

Subject :- Regarding Approval of

- a) Issues regarding disabilities
- b) Issues about health

Respected Sir,

As per the Grievance Redressal Cell meeting conducted on 03/01/2019, in that meeting the committee members has discussed about the issues regarding disabilities and issues about health and so to implement the action as the students with disabilities should have different seating arrangement and different washrooms for free access and students should have special sick room where if any students gets sick in college campus he/she can take rest and basic medication will be provided. So kindly approve the above actions taken by GRC Committee members.

Thanking you,

Yours Sincerely,
Convenor
GRC



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To
The Principal,
Nawab Shah Alam Khan College of Engineering and Technology,
Malakpet,
Hyderabad.

Dt: 18-08-2018

Subject :- Regarding Approval of

- a) Issues about course content, Teaching methodology
- b) Issues about Violations of Subject Code of Conduct

Respected Sir,

As per the Grievance Redressal Cell meeting conducted on 16/08/2018 , in that meeting the committee members has discussed about the issues of course content , teaching methodologies and violations of subject code of conduct and so to implement the action as to increase the level of the teaching levels and to teach the lessons by using projectors, and students should not violate the college rules and faculty should monitor every student that they follow all rules of the college. So kindly approve the above actions taken by GRC Committee members.

Thanking you,


Yours Sincerely,
Convenor
GRC



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ACTION TAKEN REPORT

Date: 13-02-2020

Based on the meeting held on 08-02-2020 the grievances had taken into consideration and the ramp has been constructed at the left side entrance of the Heritage Building for the physically handicap people and the other grievance about lift is under construction.


Chairman GRC


Convener GRC



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ACTION TAKEN REPORT

Date: 22-08-2018

Based on the meeting held on 18-08-2018 the grievances had taken into consideration and implemented new teaching methodologies like explaining on power point presentation and course content in detail and other grievance about violations of the student code of conduct is considered and solved.

Chairman GRC

Convener GRC



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ACTION TAKEN REPORT

Date: 09-01-2019

Based on the meeting held on 05-01-2019 the grievances had taken into consideration and implemented a wheel chair for the students having disabilities who are coming to college during examinations from other colleges and the issue about health are solved by adding sanitizer stands at different places and RO water plant is implemented.

Chairman GRC

Convener GRC



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ACTION TAKEN REPORT

Date: 13-09-2019

Based on the meeting held on 07-09-2019 the grievances had taken into consideration and appointed a security guard at the parking slots and cancelled taking parking tickets inside the college premises and also ensuring to clean the water filters in every 15 days span .

Chairman GRC

Convener GRC