



## Grievance Redressal Committee

PEC/ GRC /2025-26/ Circular/01

Date: 08-09-2025

### CIRCULAR

All members of the Grievance Redressal Committee (GRC) are hereby notified to attend the meeting scheduled to take place in the Board Room at 3 pm on 9<sup>th</sup> September- 2025, without fail.

#### Agenda:

1. Introduction of new committee members for GRC for the academic year 2025-2026.
2. Discussion on issues faced by students within the campus.
3. Planning activities for student welfare.
4. Any other matters with the permission of the chair.

S.No	Name of the Faculty	Designation	Role
1.	Dr.Ch. Ravi Kumar	Principal	Chairman
2.	Mr. M. Nikhil	Assistant Professor	Convener
3.	Dr. G. Prasad	Dean - Student Affairs	Co-Convener
4	Dr G. Suresh	HOD, ECE	Member
5	Dr. SK.Meera Shareef	HOD, EEE	Member
6	Dr.K. Subba Reddy	HOD, CSE(AI)	Member
7	Dr. SK.Suriya Shihab	HOD, S&H	Member
8	Dr K. Singaiah	HOD, MECH	Member
9	Dr R.V.S Raghava Sarma	HOD, CIVIL	Member
10	Dr. K. Lakshmi Pavani	HOD, MBA	Member
11.	Mr. D. Kondala Rao	AO	Member
12	Mrs. G. Harini	Student Representative	Member
13	Mrs. Ch. Indu Sree	Student Representative	Member
14	Mr. P. NagaRaju	Student Representative	Member
15	Mr. K. Sai Srinivas	Student Representative	Member

  
PRINCIPAL

#### Copy to:

1. To all the concern
2. HODs for information
3. Office file.



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## Grievance Redressal Committee

PEC/ GRC /2025-26/ MOM/01

Date: 09-09-2025

### Minutes of the Meeting Held on 09-09-2025

1. The chairperson commenced the meeting by introducing the newly appointed members of the Grievance Redressal Committee (GRC) and provided a brief overview of the committee's role within the PEC campus.
2. The committee engaged in a discussion regarding the common problems encountered within the campus, aiming to identify key issues affecting students and stakeholders.
3. A detailed discussion took place regarding the mechanism for grievance redressal within the campus. Various aspects of the existing grievance redressal system were deliberated upon, with a focus on ensuring efficiency and effectiveness in addressing grievances.
4. The chairperson thanked all the members of the committee for their active participation and suggestions.

#### Members Attended:

S.No	Name of the Faculty	Designation	Role	Signature
1.	Dr.Ch. Ravi Kumar	Principal	Chairman	
2.	Mr. M. Nikhil	Assistant Professor	Convener	
3.	Dr. G. Prasad	Dean - Student Affairs	Co-Convener	
4.	Dr G. Suresh	HOD, ECE	Member	
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15.	Mr. K. Sai Srinivas	Student Representative	Member	

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## Grievance Redressal Committee

PEC/ GRC /2025-26/ Circular/02

Date: 07-01-2026

### CIRCULAR

All members of the Grievance Redressal Committee (GRC) are hereby notified to attend the meeting scheduled to take place in the Board Room at 3 pm on 7<sup>th</sup> January- 2026, without fail.

#### Agenda:

1. Introduction of new committee members for GRC for the academic year 2025-2026.
2. Discussion on issues faced by students within the campus.
3. Planning activities for student welfare.
4. Any other matters with the permission of the chair.

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PRAKASAM ENGINEERING COLLEGE  
Kandukur Road  
KANDUKUR, KAPPAHALI, KANAKURU DISTRICT, A.P.



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## Grievance Redressal Committee

PEC/ GRC /2025-26/ MOM/02

Date: 08-01-2026

### Minutes of the Meeting Held on 08-01-2026

1. The chairperson commenced the meeting by introducing the newly appointed members of the Grievance Redressal Committee (GRC) and provided a brief overview of the committee's role within the PEC campus.
2. The committee engaged in a discussion regarding the common problems encountered within the campus, aiming to identify key issues affecting students and stakeholders.
3. A detailed discussion took place regarding the mechanism for grievance redressal within the campus. Various aspects of the existing grievance redressal system were deliberated upon, with a focus on ensuring efficiency and effectiveness in addressing grievances.
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Requesting letter

Date : 27/12/25

To  
The Grievance redressal co-ordinator  
Prakasam Engineering college  
Kandukur

Sub:- Complaint Regarding classroom lights, bulbs

Respected Sir/Madam,

I would like to bring to your kind notice that the bulbs/lights in our classroom are not working properly. Due to this, we are facing difficulty in attending classes, especially during low light condition.

I kindly request you to take necessary action to repair or replace the faulty bulbs as soon as possible. This will help us to continue our studies without any inconvenience

Thanking you.

# Requesting Letter...

7/02/2026,  
Kandukur

TO

The Grievance redressal co-ordinator  
Prakasam Engineering College  
Kandukur.

Sub:- Complaint Regarding Hostel day celebrations.

Respected Sir/Madam

I am writing to bring to your attention the issue regarding the Hostel day celebrations in our college. It has been come for the Hostel day celebrations to all the Freshers and our seniors too. The celebrations will be held in hostel. There will be cultural, speeches and other activities during the event.

I kindly request you to attend the function and their is need of presence of yours.

Thank you.

Requesting letter

Date: 23/26  
Kandukur

To  
The Grievance Redressal co-ordinate  
Prakasam Engineering college  
Kandukur.

Subject : complaint regarding poor classroom facilities

Respected Sir/Madam,

I am a student of [your course/year].  
I would like to bring to your notice the poor  
condition of our classroom. The fans and lights are not  
working properly, and the benches are damaged. This  
is making it difficult for students to concentrate  
on studies.

I kindly request you to take necessary action  
to improve the classroom facilities at the earliest

Thank you.