



## Student Grievance Redressal Cell

The Student Grievance Redressal Cell (SGRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non- academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated time.

### Objectives:

The Student Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further solidification the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for preserving appropriate ambience of academic teaching and learning.

According to the UGC (Grievance Redressal) Regulations, composition of the Grievance Redressal Committee

Sr.No	Name	Designation
1.	Dr B V Sanker Ram	Chairman
2.	Dr B Nageshwara Rao	Convenor
3.	Dr J Malla Reddy	Jt. Convenor

### Scope:

The students may lodge grievance about any academic and non- academic matters related to -

- Timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination and scholarship related matters.
- to dues and payments for various items from the library, hostels and other financial matters.
- certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers and any other offensive activity.
- Further cell has provide student to complain on matters like sexual harassment and ragging within the institution.

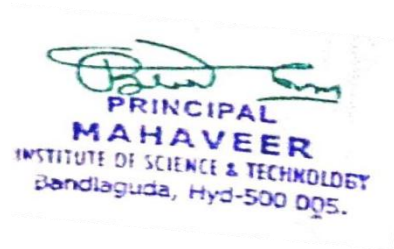
### Procedure for lodging complaint:

- The students can lodge their grievance through online mechanism in the link provided Online Link for lodging grievance.
- The students may feel free to drop the writing (can be anonymous if required) in the grievance/ suggestion box which is installed at principal office.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.



## Mechanism of the GRC-

- Grievance redressal committee (GRC) shall consider only individual grievances of specific nature of students.
- The GRC shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one student.
- Post receipt of the complaint/application the committee will decide on the merit of case regarding scope of further discussion investigation and act promptly.
- The GRC may mediate between complainant and defendant against who the complaint has been made, if required.
- GRC shall consider redressing of grievances within a reasonable time.
- The cell will give report to the authority about the cases attended to and seek guidance from the higher authorities if required.



PRINCIPAL



## STUDENT GRIEVANCES REPORT

GRC has observed and resolved various issues related to student through a mechanism, a brief report has been prepared about the complaints are as follows;

Complaints :

SL NO	NAME	DEPARTMENT	Complaint date	Resolving date
1	Tanushree	Aero	30-08-18	31-08-18
2	T Haripasad	IT	14-02-21	18-02-21
3	Aravind Joshi	ECE	16-12-20	16-02-20
4	R Vaishnavi	IT	24-07-19	27-07-19
5	B Akshay Reddy	IT	24-07-17	25-07-17
6	CH Chaitanya	IT	15-01-19	18-01-19
7	B Upendra	IT	27-09-18	01-10-18
8	V Devendhar	IT	27-07-18	30-07-18
9	Spandana	Aero	12-07-18	13-07-18
10	Byreddi Sridevi	ECE	18-09-18	20-09-18
11	A Shiva Kumari	ECE	23-12-16	24-12-16
12	K Bharath	ECE	16-09-17	17-09-17
13	N Jaswanth	ECE	06-07-20	08-07-20
14	C Tejaswini	ECE	07-06-21	08-06-21
15	B Nagaraju	MECH	08-03-21	08-03-21
16	B Shasidhar	MECH	05-08-20	06-08-20
17	B Gupta	MECH	04-07-19	05-07-19
18	V Vijay Bhaskar	MECH	15-03-17	16-03-17

  
PRINCIPAL  
**MAHAVEER**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

Dt: 04/10/2021.

From:  
Adnan Ahmed,  
17E31A2104,  
Department of Aeronautical Engineering.  
MIST.

Closed on  
9.10.21

File of is  
Grievance file

To,  
The HOD,  
Department of Aeronautical Engineering,  
MIST,  
Hyderabad-500005.

Issue has been  
escalate to grievance  
committee on final  
working has been  
closed

Sub: Grievance Letter - Reg.,

Respected Sir,

I Adnan Ahmed, student of Aeronautical engineering department bearing Roll. No. 17E31A2104, unknowingly used hose pipe to remove cap/hat. I don't know that I should not use that. Upon the counselling by N. Mahesh Sir I am writing this letter that from now on I won't touch that hose pipe & I won't let others to. kindly accept my apology.

Thank You

Yours Truly,  
Adnan Ahmed  
17E31A2104.

They have  
considered  
Sumit  
4/10/21

Hyderabad  
13, Sept 2017.

To,  
The HOD Sir,  
Anaveer College,  
Bandlaguda,  
Hyderabad,

Sir,

I am B. Dhruva Kumar Goud.

I have shortage of attendance percentage and  
I have not paid the fees, please give me  
permission to attend the mid exams, and  
I will pay my fees on 21 sep 2017.

Thanking you

Yours Respectively.

41.77.  
Fees not paid?

B. Dhruva Kumar Goud

15E31A2104

Aeronautical.

27<sup>th</sup> November, 2021

To,  
The HoD,  
Department of Aeronautical Engineering,  
MIST,  
HYD - 500005

Sir,

Subject - Grievance - Reg.,

I am Hammad Quadi of Second Year Aero Branch Bearing Roll no: 20E31A2122 is committing that I would be disciplined in the class and attend the classes with full obedience.

Its a humble request from my side to accept this letter and offer me another chance to improve myself.

Yours Truly,  
Hammad Quadi  
Quadi

~~Warning has been  
This should not be  
repeated again~~

Quadi  
28/11/21

Cell: 7799624837

**LETTER FROM COLLEGE TO PARENTS REGARDING STUDENT'S  
SUSPENSION AND RECOMMENDATION FOR HEARING**

Date: 26/07/2018

Dear Parent,

Sai Gopi Krishna (16E35A2101), Jyothsna Devi(16E35A2102), Zamankhan (15E31A2120), Naresh (15E31A2109), Nidhi Singh (15E31A2114), Faiyz (14R21A2150), Poorna chandar (15E31A2108)

You are being notified in writing that your son/daughter, name, has been suspended from college for seven days. I am requesting a hearing with the Officer at the Student Services office, to examine the possibility of extending this suspension. The reason for this suspension is because of the following incident:

Student has violated the following sections of the Student Code of Conduct:

Level III

003-100 INDICENT BEHAVIOUR IN COLLEGE  
003-116 INFRA STRUCTURE DAMAGING.

During the student's suspension, he/she may not return to college or attend/participate in any college related activities.

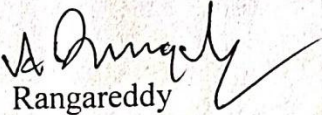
You may request homework through student's counselor. I will check with his/her teachers concerning his/her end of semester exams and notify you if these can be rescheduled.

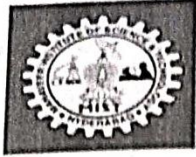
If you have any questions, please call me at (9700509102).

Respectfully yours,

MIST,  
HOD,

A. Rangareddy





**MAHAVEER INSTITUTE OF SCIENCE & TECHNOLOGY**  
( Approved by AICTE, Affiliated to JNTU, Hyd)  
Vyasapur, Bandlaguda, Post : Keshavgiri, Hyderabad - 500 005.  
**DEPARTMENT OF AERONAUTICAL ENGINEERING**

- **Grievance:** students are lagging with personality development skills

**Response:** students have CRT program to improve their personality development skill and goal setting skills.

- **Grievance:** Many of the students are away from their home, they are facing health problems.

**Response:** college is providing health camp with regular health check ups.

- **Grievance:** students facing problem due to outside food.

**Response:** we are providing home made food in our canteen

- **Grievance:** problems due to pollution in the college

**Response:** We have pleasant atmosphere with greenery around the college to avoid pollution

- **Grievance:** teaching is lagging behind due to lack of technology.

**Response:** we have projector halls for teaching students to attain technical standards. and talks are going with management to have projectors for every class.



Dt: 23-07-2018  
Hyderabad.

To,

The head of the department,  
Aeronautical department,  
MIST.

Sir,

I, P. Suryanish sagar 14E31A212A

of IV year, Shrawani madam is not allowing  
me to the class, as I didnot attend  
the classes till now and want your  
permission to continue in the class.

3/20 peno  
Yours sincerely  
23/7

Yours obediently,  
P. Suryanish sagar.  
14E31A212A.



**MAHAVEER INSTITUTE OF SCIENCE & TECHNOLOGY**  
( Approved by AICTE, Affiliated to JNTU, Hyd)  
Vyasaapur, Bandlaguda, Post : Keshavgi, Hyderabad - 500 005.  
**DEPARTMENT OF AERONAUTICAL ENGINEERING**

## **STUDENTS GRIEVANCES/REQUIREMENTS** **Academic year 2017 - 2018**

- **Grievance:** Gender and race problems in the class room

**Response :** Early days when the classes begins, students have introduction classes , so that they interact with their classmates very conveniently and they never face such problems in the further semesters.

- **Grievance:** Falling short of attendance due to sports

**Response :** students who participate in the college tournaments and other Competitions will be given additional sports attendance.

- **Grievance:** Personality conflicts between student and instructor.

**Response :** if students are unable to follow the teaching of a faculty ,change of faculty is done depending upon the faculty feedback, or students who are unable to follow particular faculty are added into the bridge course for repetitive classes

- **Grievance:** Mental health of a student

**Response :** students who come from remote areas and less standard of +2 education may lead students to mental stress seeing the high standards of the college, such students will be given counseling to reduce the stress of the student.

- **Grievance:** Poor time management skills

**Response ;** There are countless number of times when college students say that they were up to 3am typing an assignment or

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 30/08/2021

Sub: Complaint letter

Sir,

I, Tanushree, Student of Aero Dept. studying in the II<sup>nd</sup> Year

I am writing this letter to complain about projector switch board  
damage which leads to follow projector board.  
class

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

Inward to  
electrician Balaram  
Sunil  
31/8/21

Tanushree  
Yours Faithfully,

Name:

Dr.S.R.Dhineshkumar, M.E., Phd.  
Head of the Department  
Department of Aeronautical Engg.

Balaram

Balaram

1-3 Plug connector changed

PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

Date: 14. Feb. 2021

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Sub: Complaint letter

Sir,

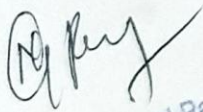
I, T-Hari Prasad, Student of IT Dept. studying in the Final year

I am writing this letter to complain about fan is not working in classroom  
201

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,


Yours Faithfully,



**A. Nanda Gopal Reddy**  
M.S. (Phd.)  
Associate Professor, Dept. of IT  
Mahaveer Institute of Science and Technology  
Hyderabad-5.

Name: T-Hari Prasad

forwarded to maintenance department  
for and conducted a meeting  
with the concern and  
problem has been Resolved  
on 18-02-2021



**PRINCIPAL**  
**MAHAVEER**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyderabad-500 005.

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 16/12/2020

Sub: Complaint letter

Sir,

Aravind Jashi  
17E31A0406, Student of ECE Dept. studying in the 3<sup>rd</sup> Year

I am writing this letter to complain about Class rooms were not opened at-  
time.

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

Issue has been taken  
into consideration called  
the concerned person [Attender]  
& problem has been resolved.  
immediately

Yours Faithfully,

AJ

Name:

Khandy  
PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 24-07-2019

Sub: Complaint letter

Sir,

I, R. Vaishnavi, Student of IT Dept. studying in the 4<sup>th</sup> Year

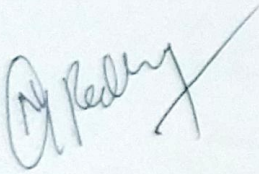
I am writing this letter to complain about Two benches were broken  
in class room 201

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

Yours Faithfully,

Name: R. Vaishnavi

  
**A. Nanda Gopal Reddy**  
M.S. (Ph.D.)  
Associate Professor, Dept. of IT  
Mahaveer Institute of Science & Technology  
Hyderabad-5.

forwarded to maintenance  
department and conducted  
a meeting with the concern  
and problem has been resolved  
on 27-07-2019

  
**PRINCIPAL  
MAHAVEER**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

Date: 24/7/2017.

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Sub: Complaint letter

Sir,


I, B. Akshay Reddy, Student of IT Dept. studying in the 4<sup>th</sup> Year

I am writing this letter to complain about Requested to clean the  
Washroom.


I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

Yours Faithfully,

  
Head of Department  
Department of Information Technology  
MIST Institute of Science & Technology  
Bandlaguda Post, Keshavnagar  
Hyderabad.

Name: B. Akshay Reddy



PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, H, d-500 005.

Forwarded to maintenance  
Department. Issue has been  
resolved on 25/07/2017

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 15-01-2019

Sub: Complaint letter

Sir,

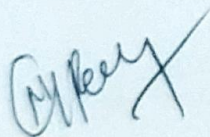
I, Ch. Chaitanya, Student of IT Dept. studying in the 3<sup>rd</sup> Year

I am writing this letter to complain about tubelight is not working in  
class room no-101

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

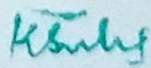
Yours Faithfully,



A. Nanda Gopal Reddy  
M.S. (Phd.)  
Associate Professor, Dept. of IT  
Mahaveer Institute of Science and Technology  
Hyderabad-5.

Name: Ch. Chaitanya

Forwarded to maintenance  
department and conducted  
a meeting with the concern  
and problem has been resolved  
on 18-01-2019

  
PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.



To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 27-9-2018

Sub: Complaint letter

Sir,

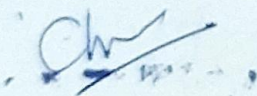
I, B. Upendra, Student of IT Dept. studying in the 4<sup>th</sup> Year

I am writing this letter to complain about No Proper ventilation, Two  
benches were broken.

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,


Yours Faithfully,



Head of Department  
Department of Information Technology  
Institute of Science & Technology  
Bandlaguda Post: Keshavagiri  
Hyderabad

Name: B. Upendra

Forwarded to Maintenance  
department and conducted  
a meeting with the concern  
and problem has been resolved  
on 01/10/2018

  
PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

Date: 27/7/18

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Sub: Complaint letter

Sir,

V. Devendhar, Student of IT Dept. studying in the IV Year

I am writing this letter to complain about Requested to clean the  
washrooms

I request you to please have a look at this matter and take necessary action accordingly.

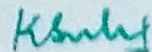
Thanking You,

Yours Faithfully,



Head of Department  
Department of Information Technology  
MIST Institute of Science & Technology  
Bandlaguda Post, Keshavnagar  
Hyderabad

Name: V. Devendhar



Forwarded to maintenance  
Department. Issue has been  
resolved on 30/7/2018

PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyderabad 500 025.

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 12/07/2018

Sub: Complaint letter

Sir,

I, Spandana Student of Aero Dept. studying in the III Year

I am writing this letter to complain about Two fans in the 3<sup>rd</sup>  
Jeas room no: 335 is not working properly.

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

*Forwarded to EEE Head  
and also informed to  
Institute electrician*

*Spandana  
13.7/2018*

*SPS*  
Yours Faithfully,

Name:

*Praveen Kumar*

PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
Bandlaguda, Hyderabad - 500 005.

*TWO CONDENSER*

Dr.S.R.Dhineshkumar, M.E., Phd.  
Head of the Department  
Department of Aeronautical Engg.

Vysapuri, Bandlaguda Post:Keshavgiri,  
Hyderabad-500 005, TELANGANA INDIA  
Tel: 040-64596979,8978380692,Fax: 040-24455003  
E-mail: [e3hod.mech@gmail.com](mailto:e3hod.mech@gmail.com),  
Website: [www.mist.ac.in](http://www.mist.ac.in),

# MAHAVEER

INSTITUTE OF SCIENCE & TECHNOLOGY

Approved by AICTE, Affiliated to JNTUH,Hyd.



## DEPARTMENT OF MECHANICAL ENGINEERING

08-03-2021

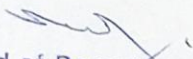
### Minutes of meeting

A complaint has been forwarded to department from the principal office on 8.03.2021. The issue is regarding the student named B.Nagaraju raised a complaint over the senior students for asking the his personal information.

Regarding the complaint HOD MECH has conducted the meeting and following discussion were made

- 1) All the 5 final year students involved in this issue were accepted that they asked personal information of Nagaraju just to know where he is coming from because they also coming on same bus route.
- 2) And they assure that there is no intention for them to harass Nagaraju in any manner
- 3) HOD enquired about the final year students behavior in the class room to the class teacher and Mr. sonachalam class incharge told that those students behavior was good during class hours.
- 4) Therefore the HOD warned all the final year students and explained them regarding the ragging punishments and advised them not to involve in such cases in future.

Members present: Mr.Santhosh kumar ,Mr.Nageshwar,Abhilash chary and V.Sai krishna


  
Head of Department  
Mechanical Engg.

HOD MECH

Nagaraju – Third year student

Final year students

Class incharge

  
PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 8/03/2021

Sub: Complaint letter

Sir,

1. B. Nagaraju Student of mech Dept. studying in the III-IV Year


I am writing this letter to complain about Seniors asked for personal information and family details.

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,


Forwarded to Concerned  
Class teacher

8/03/2021

  
Head of Department  
Mechanical Engg.

I have identified that  
total 4 final year student  
are involved in this issue.

Nagaraju  
Yours Faithfully,

  
Name: \_\_\_\_\_  
PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

meeting has been  
conveyed on 08/03/2021  
all students & class  
incharge faculty should  
Present.

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 5/8/2020

Sub: Complaint letter

Sir,

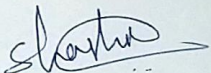
I, B. Shashidhar Student of mech Dept. studying in the II<sup>nd</sup> year

I am writing this letter to complain about claves in rooms wear not opened at time.


I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

Issue has been taken into consideration called the concerned person [Attender] & problem has been resolved.

  
Yours Faithfully,

Name:

  
PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

  
Head of Department  
Mechanical Engg

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 4/7/2019

Sub: Complaint letter

Sir,

I, B. Gupta, Student of Mech Dept. studying in the III-IV Year

I am writing this letter to complain about Electricity Problem in Room No: 235

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

Forwarded to concerned  
class teacher

Gupta  
Yours Faithfully,

I have identified that  
total room nbr: 235 has  
Electricity problem i requested  
Balaram to look over it  
S/C

Name:

Kant  
PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

[Signature]  
Head of Department  
Mechanical Engg

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 15/3/17

Sub: Complaint letter

Sir,

I, V. Vijay Bhaskar, student of mechanical Dept. studying in the Third Year  
I am writing this letter to complain about 1<sup>st</sup> & 2<sup>nd</sup> year students requested for  
tutorial classes

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

*Vijay*  
Yours Faithfully,

Name:

*Kishu*

*21e*  
Head of Department  
Mechanical Engg.

PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.



Date: 6/7/2020

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Sub: Complaint letter

Sir, N. JASHNANTH  
I, 16E31A0487, Student of ECE Dept. studying in the 4<sup>th</sup> Year

I am writing this letter to complain about Some seniors asked  
for personal information [change of Lunch time].

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

Forwarded to concerned  
class teacher.

Yours Faithfully,  
Jashwanth

Name:

*Kishu*

PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

I have identified that total  
5 Final year student are involved  
in this issue

8/7/2020

Meeting has been  
convened on 7/7/20.  
all students & class  
teacher. Faculty should present.

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 16/09/2017

Sub: Complaint letter

Sir,

K. Bharath  
I, 14E31A0426, Student of ECE Dept. studying in the 3<sup>rd</sup> Year

I am writing this letter to complain about 1<sup>st</sup> & 2<sup>nd</sup> year students  
requested for tutorial classes.

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

I requested the Faculty Ms. Aishya  
to take extra tutorial class for  
1<sup>st</sup> & 2<sup>nd</sup> year student. Room No 116  
can be utilized for this purpose.

Yours Faithfully,

K. Bharath

Name:



*K. Bharath*  
PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 23/12/2016

Sub: Complaint letter

Sir, A. Shiva Kumar

I, 14E31A0406, Student of ECE Dept. studying in the 2<sup>nd</sup> Year

I am writing this letter to complain about 3<sup>rd</sup> & 4<sup>th</sup> yr students requested  
for extra communication classes.

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

Yours Faithfully,

A. SK

Name:



*K. Mahaveer*  
PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 18/09/2018

Sub: Complaint letter

Sir, Byreddy Seidevi  
1, 16E31A0410, Student of ECE Dept. studying in the II Year

I am writing this letter to complain about Requested to clean the  
Washrooms

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

Fwd to maintenance dept.  
& conducted a meeting with  
the concerned person &  
problem has been Resolved.  
by 20/09/18

Yours Faithfully,

*Seidevi*

Name:



*Seidevi*  
PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

To  
The Principal,  
MIST,  
Bandlaguda, Hyderabad.

Date: 07-06-2021

Sub: Complaint letter

Sir,

C. Tejaswini  
1, 17E31A0406, Student of ECE Dept. studying in the 4<sup>th</sup> Year

I am writing this letter to complain about Girl students requested  
for sanitary pads disposal Units.

I request you to please have a look at this matter and take necessary action accordingly.

Thanking You,

Forwarded to women  
cell of maintenance

Yours Faithfully,

C. Tejaswini

Name:



*Handwritten signature*

PRINCIPAL  
MAHAVEER  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Bandlaguda, Hyd-500 005.

**To**  
**The Principal,**  
**MIST,**  
**Bandlaguda, Hyderabad.**

**Date:**

**Sub: Complaint letter**

Sir,

I, \_\_\_\_\_, Student of \_\_\_\_\_ Dept. studying in the \_\_\_\_\_ Year

I am writing this letter to complain about \_\_\_\_\_

\_\_\_\_\_.

I request you to please have a look at this matter and take necessary action accordingly.

**Thanking You,**

**Yours Faithfully,**

**Name:**



# Student Grievance

Student Complaints

 **mistnaac5@gmail.com** (not shared) [Switch account](#)

 Draft restored

\* Required

HT No. \*

Your answer

Name of the Student \*

Your answer

Branch \*

Choose

Year \*

Choose

Complaint \*

Your answer

Submit

Clear form

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