

GRIEVANCE REDRESSAL COMMITTEE

The committee considers the grievances if any impartially and objectively. It makes the suggestion to the concern a student or a faculty or a member of non-teaching staff, if necessary. A college has a suggestion box through which suggestions or grievances are obtained and boxes opened every Saturday, otherwise grievances can be made to the principal orally.

The complaints cum redressal/ general grievances committee headed by the PRINCIPAL and other senior staff in the different department as a member

COMPOSITION OF GRIEVANCE REDRESSAL COMMITTEE

S.NO	NAME	DESIGNATION	POSITION	MOBILE NUMBER	SIGNATURE
1	Dr. M. Purushothaman	Professor cum Principal	Chairman	9440754715	<i>M. Purushothaman</i>
2	A Satyanarayana Rao	NGO	President	9265489710	<i>A. Satyanarayana Rao</i>
3	Dr. S. Varalakshmi	Faculty Representative	Member	9849199376	<i>S. Varalakshmi</i>
4	Dr. C.R Akila	Assistant Professor	Member	8012941155	<i>C.R Akila</i>
5	Mrs. MD. Nazia	Assistant Professor	Member	8309901876	<i>M.D. Nazia</i>
6	Mrs. H soujanya	Assistant Professor	Member	7095359830	<i>H. Soujanya</i>
7	Mr. S. Seshaiyah	Involved in Youth Activity	Member	7396942053	<i>S. Seshaiyah</i>
8	Mr.B. Dasya	Representative of Parents	Member	896587158	<i>B. Dasya</i>
9	Ms. R. Sravani	Representative of Student (Fresher)	Member	9440938386	<i>R. Sravani</i>
10	Mr. M. Raja	Representative of Student (Fresher)	Member	8367764883	<i>M. Raja</i>
11	Mr. M. Rohit	Representative of Student (Senior)	Member	9505705843	<i>M. Rohit</i>
12	Ms. S. Sirisha	Representative of Student (Senior)	Member	8142407979	<i>S. Sirisha</i>
13	Mr. P. Janardan	Non- Teaching	Member	9989430897	<i>P. Janardan</i>
14	V. Krishnaveni	Non- Teaching	Member	9701173103	<i>V. Krishnaveni</i>
15	V Swami	Civil and Police Administration	Member	9490617233	<i>V. Swami</i>

Functions

- To enquire in to complaints received from the aggrieved student or staff of the college including the complaints of ragging.
- Recommend to the principal of the college, the penalty to be imposed or any other action recommended by the committee.

Procedure for Redressal of Grievances: Students

- An aggrieved student who has the grievance or grievances at the department level shall make an application first to the faculty head/ faculty incharge. Faculty head/ / faculty incharge of the department after verifying the facts will try to redress the grievance within a reasonable time, if the student is not satisfied with the verdict or solution of the faculty head / faculty incharge, then the same should be placed before the department level committee.
- If the student is not satisfied with the decision of department level committee, he/she can submit an appeal to the students grievance committee, he/she can submit an appeal to the students grievance committee within a week from the date of the receipt of the reply from the department level committee.
- If the student is not satisfied with the redressal offered by the department level committee and feel that his/her grievance is not redressed, he/she can submit an appeal to the grievance redressal committee within a week from the date of receipt of decision with the relevant details.
- While dealing with the complaint, the committee at all levels will observe law of natural justice and hear the complainant and concerned people.

- While passing an order on any grievance at any level the relevant provisions of act/regulations should be kept in mind and no such order should be passed in contradiction of the same.
- The student will submit the application of grievance or appeal to the department level committee or central grievances redressal committee, as the case may be, through the head of department.

SCOPE:

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

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing.
- The grievance committee will act upon those cases which have been forwarded along with the necessary documents.
- The grievance committee will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.