

Grievance Redressal Committee

The Institution has a
Transparent Mechanism for
Timely Redressal of
Student Grievances





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Grievance Redressal Committee


Consolidated Report From 2018-19 to 2022-23

Academic Year

S.No	Academic Year	No. of Grievances Received	No. of Grievances Resolved
1	2022-23	NIL	NIL
2	2021-22	NIL	NIL
3	2020-21	NIL	NIL
4	2019-20	NIL	NIL
5	2018-19	NIL	NIL


Co-ordinator




Principal
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

GRIEVANCE REDRESSAL COMMITTEE
ISSUES REPORTED AND ACTION TAKEN
ACADEMIC YEAR 2022-23



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Grievance Redressal committee


Summary of Issues reported and Action Taken

Academic Year 2022-23

S.No	Issues Reported	Reporting Date	Action Taken	Closing Date
1	NIL	--	NIL	--


Co-ordinator




Principal
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. DIST.



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

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GRIEVANCE REDRESSAL COMMITTEE
ISSUES REPORTED AND ACTION TAKEN
ACADEMIC YEAR 2021-22



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Grievance Redressal Committee


Summary of Issues reported and Action Taken

Academic Year 2021-22

S.No	Issues Reported	Reporting Date	Action Taken	Closing Date
1	NIL	--	NIL	--


Co-ordinator




Principal
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. DIST.



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

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GRIEVANCE REDRESSAL COMMITTEE
ISSUES REPORTED AND ACTION TAKEN
ACADEMIC YEAR 2020-21



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Disciplinary Committee


Summary of Issues reported and Action Taken

Academic Year 2020-21

S. No	Issues Reported	Reporting Date	Action Taken	Closing Date
1	NIL	--	NIL	--


Co-ordinator




Principal
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

GRIEVANCE REDRESSAL COMMITTEE
ISSUES REPORTED AND ACTION TAKEN
ACADEMIC YEAR 2019-20



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist.A.P.

Email : sairamreddy53@gmail.com

Grievance Redressal Committee

Summary of Issues reported and Action Taken

Academic Year 2019-20

S. No	Issues Reported	Reporting Date	Action Taken	Closing Date
1	NIL	--	NIL	--


Co-ordinator




Principal
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.



SAHITHYA DEGREE COLLEGE

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GRIEVANCE REDRESSAL COMMITTEE
ISSUES REPORTED AND ACTION TAKEN
ACADEMIC YEAR 2018-19



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Grievance Redressal committee


Summary of Issues reported and Action Taken

Academic Year 2018-19

S.No	Issues Reported	Reporting Date	Action Taken	Closing Date
1	NIL	--	NIL	--


Co-ordinator




Principal
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

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GRIEVANCES REDRESSEL COMMITTEE

ACADEMIC YEAR 2022-23



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

CONSTITUTION OG GRIEVANCE REDRESSAL COMMITTEE

ACADEMIC YEAR 2022-23

SHDC/Grievances Redressal/2022-23/001

Date: 16-06-2022

The function of the Grievance Redressal Committee (GRC) is to look into the complaints lodged by any student, employee and judge its merit. The Grievance committee is also empowered to look into matters of harassment in any manner. Anyone with a genuine grievance may approach the committee members in person or contact coordinator of GRC. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box of the Grievance Committee in the Administrative Block.

Objectives of GRC:

The objective of the Grievance Rommittee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution.

- Upholding the dignity of the institution by ensuring strife free atmosphere in the institution through promoting cordial student-student relationship and student teacher relationship etc.
- Encouraging the students/employees to express their grievances/problems freely and frankly without any fear of being victimized.
- Advising students/employees of the institution to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the staff to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

The committee for the academic year 2021-22 is constituted with the following members.

S.No	Name of the Members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member
4	Mr.G.Vijay Kumar	Assistant Professor	Member
5	Mr.G.Sreedhar Babu	Assistant Professor	Member
6	Ms.T.Suhashini	Assistant Professor	Member
7	Mr.K.Ramesh Reddy	Assistant Professor	Member
8	Ms.B.Supriya	Student	Member
9	Mr.C.Bhaskar	Student	Member

Functions of GRC:

Key function of GRC is mentioned below:

- The cases will be attended promptly on receipt of written grievances from the students/employees.
- The committee formally will review all cases and will prepare statistical reports about the number of cases received.
- The committee 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.

Procedure for lodging complaint:

- The students/employees may feel free to put a grievance in writing and drop it in boxes.
- 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 committee.

This committee will meet at least once in a semester and submit its minutes of meeting to the principal for necessary actions.

Coordinator

Chairman, Grievances Redressal Committee

SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. D





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

CIRCULAR

SHDC/Grievances Redressal/2022-23/002

Date: 22-06-2022

It is hereby informed that all the Grievance Redressal Committee members are requested to meet at 11.00 AM today in the Seminar Hall.

AGENDA:

- Discussions on constitution of Grievance Redressal Committee
- Measures to prevent grievances.
- Complaint received from students about poor water facility in restrooms.

Coordinator

Chairman

PRINCIPAL

Grievances Redressal Committee

SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R.



Copy to:

1. All committee members
2. The Chairman
3. File



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Minutes of meeting of grievance Redressal committee held on 22-06-2022

Time: 11:00 AM

Venue: Seminar Hall

The following members attended the meeting of grievance Redressal committee:

S.No	Name of the Members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman <i>N. Sanjeeva</i>
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator <i>D. Venkataiah</i>
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member <i>L. Anil Kumar</i>
4	Mr.G.Vijay Kumar	Assistant Professor	Member <i>G. Vijay Kumar</i>
5	Mr.G.Sreedhar Babu	Assistant Professor	Member <i>G. Sreedhar Babu</i>
6	Ms.T.Suhashini	Assistant Professor	Member <i>T. Suhashini</i>
7	Mr.K.Ramesh Reddy	Assistant Professor	Member <i>K. Ramesh Reddy</i>
8	Ms.B.Supriya	student	Member <i>Supriya</i>
9	Mr.C.Bhaskar	student	Member <i>J. Bhaskar</i>

Points discussed during meeting:

1. Chairman's addressed the meeting initially.
2. Minutes of the last meeting were presented by the Co-ordinator.
3. It was resolved to take action to minimize complaints.
4. Successfully reviewed the persuasions of grievance Redressal committee.
5. It was resolved to facilitate uninterrupted water facility in restrooms.

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Coordinator

N. Sanjeeva
Chairman PRINCIPAL Grievances Redressal Committee
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

CIRCULAR

SHDC/Grievances Redressal/2022-23/003

Date: 16-02-2023

This is the circular for the meeting scheduled at 4.00 PM in the seminar hall to discuss the grievances in our college.

AGENDA:

- Planning to create awareness about Grievance Redressal Committee among students.
- A glance over constitution of Grievance Redressal Committee.
- A complaint received about poor working condition of fans.


Coordinator


Chairman **PRINCIPAL** **Grievances Redressal Committee**
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.

Copy to:

1. All committee member
2. the Chairman
3. File





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Minutes of meeting of grievance redressal committee held on 16-02-2023

Time: 04:00 PM to 04:30 PM

Venue: seminar Hall

The following members attended by the meeting of Grievance Redressal Committee:

S.No	Name of the members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman <i>N. Sanjeeva</i>
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator <i>T. Venkataiah</i>
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member <i>L. Anil Kumar</i>
4	Mr.G.Vijay Kumar	Assistant Professor	Member <i>G. Vijay Kumar</i>
5	Mr.G.Sreedhar Babu	Assistant Professor	Member <i>G. Sreedhar Babu</i>
6	Ms.T.Suhashini	Assistant Professor	Member <i>T. Suhashini</i>
7	Mr.K.Ramesh Reddy	Assistant Professor	Member <i>K. Ramesh Reddy</i>
8	Ms.B.Supriya	student	Member <i>B. Supriya</i>
9	Mr.C.Bhaskar	student	Member <i>C. Bhaskar</i>

Points discussed and the resolutions made in the meeting are prescribed below:

1. Address of the meeting by Chairman.
2. Glance on minutes of previous meeting.
3. It was resolved to check the fans in class rooms and repair the poor one.
4. It was agreed to follow the same mechanism as was followed in the previous academic year to receive and resolve any grievances from any of the stakeholders.

[Signature]
Coordinator

[Signature]
Chairman **Grievances Redressal Committee**

SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. KADAPA DIST.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

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GRIEVANCES REDRESSEL COMMITTEE

ACADEMIC YEAR 2021-22



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

CONSTITUTION OG GRIEVANCE REDRESSAL COMMITTEE

ACADEMIC YEAR 2021-22

SHDC/Grievances Redressal/2021-22/001

Date: 22-07-2021

The function of the grievance Redressal Committee (GRC) is to look into the complaints lodged by any student, employee and judge its merit. The Grievance committee is also empowered to look into matters of harassment in any manner. Anyone with a genuine grievance may approach the committee members in person or contact the coordinator of GRC. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box of the Grievance Committee at Administrative Block.

Objectives of GRC:

The objective of the grievance committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution.

- Upholding the dignity of the institution by ensuring a strife free atmosphere in the institution through promoting cordial student-student relationship and student teacher relationship etc.
- Encouraging the students/employees to express their grievances/problems freely and frankly without any fear of being victimized.
- Advising students/employees of the institution to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all staff to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

The committee for the academic year 2021-22 is constituted with the following members:

S.No	Name of the members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member
4	Mr.G.Vijay Kumar	Assistant Professor	Member
5	Mr.G.Sreedhar Babu	Assistant Professor	Member
6	Ms.T.Suhashini	Assistant Professor	Member
7	Mr.K.Ramesh Reddy	Assistant Professor	Member
8	Mr.K.Manoj Kumar	Student	Member
9	Ms.J.SivaParvathi	Student	Member

Functions of GRC:

Keyfunction of GRC is mentioned below:

- The cases will be attended promptly on receipt of written grievances from the students/employees.
- The committee formally will review all cases and will prepare statistical reports about the number of cases received.
- The committee 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.

Procedure for lodging complaint:

- The students/employees may feel free to put a grievance in writing and drop it in boxes.
- 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 committee.

This committee will meet at least once in a semester and submit its minutes of meeting to principal for necessary actions.


Coordinator


Chairman, Grievances Redressal Committee

PRINCIPAL
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

CIRCULAR

SHDC/Grievances Redressal/2021-22/002

Date: 29-07-2021

It is hereby informed that all the Grievance Redressal members are required to meet at 11.00 A.M. today in the Seminar Hall.

AGENDA:

- Discussions on constitution of grievance Redressal committee.
- Measures to prevent grievances.
- Complaint received from students about poor water facility in restrooms.


Coordinator


Chairman **Grievances Redressal Committee**

PRINCIPAL
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.

Copy to:

- All committee members
- The Chairman
- File





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Minutes Of Meeting of Grievance Redressal Committee Held On 29-07-2021

Time: 11:00 A.M.

Venue: Seminar Hall

The following members attended the meeting of grievance redressal committee:

S.No	Name of the members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman <i>N. Sanjeeva</i>
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator <i>T. Venkataiah</i>
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member <i>L. Anil Kumar</i>
4	Mr.G.Vijay Kumar	Assistant Professor	Member <i>G. Vijay Kumar</i>
5	Mr.G.Sreedhar Babu	Assistant Professor	Member <i>G. Sreedhar Babu</i>
6	Ms.T.Suhashini	Assistant Professor	Member <i>T. Suhashini</i>
7	Mr.K.Ramesh Reddy	Assistant Professor	Member <i>K. Ramesh Reddy</i>
8	Mr.K.Manoj Kumar	Student	Member <i>K. Manoj Kumar</i>
9	Ms.J.SivaParvathi	Student	Member <i>J. SivaParvathi</i>

Points discussed during meeting:

- Chairman addressed the meeting initially.
- Minutes of the last meeting were presented by the Co-ordinator.
- It is resolved to take action to minimize complaints.
- Successfully reviewed the persuasions of Grievance Redressal committee.
- It is resolved to facilitate uninterrupted water facility at restrooms.

[Signature]
Coordinator

[Signature]
Chairman *N. Sanjeeva*
PRINCIPAL
Grievances Redressal Committee
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. DIST.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist.A.P.

Email : sairamreddy53@gmail.com

CIRCULAR

SHDC/Grievances Redressal/2021-22/003

Date: 11-02-2022

This is the circular for the meetingscheduled at 4.00 pm in the seminar hall to discuss the grievances in our college.

AGENDA:

- Planning to create awareness about Grievance Redressal committee among students.
- A glance over constitution of Grievance Redressal.
- A complaint received about poor working condition of fans.


Coordinator


Chairman **PRINCIPAL** **Grievances Redressal Committee**
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.

Copy to:

- All committee member
- The Chairperson
- File





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Minutes Of Meeting of Grievance Redressal Committee Held On 11-02-2022

Time: 04:00 pm to 04:30 pm

Venue: seminar Hall

The following members attended by the meeting of Grievance Redressal Committee:

S. No	Name of the members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairperson <i>N.S.</i>
2	Dr.T.Venkataiah	NSS Officer	Co-ordinator <i>T.V.</i>
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member <i>L.A.</i>
4	Mr.G.Vijay Kumar	Assistant Professor	Member <i>G.V.</i>
5	Mr.G.Sreedhar Babu	Assistant Professor	Member <i>G.S.</i>
6	Ms.T.Suhashini	Assistant Professor	Member <i>T.S.</i>
7	Mr.K.Ramesh Reddy	Assistant Professor	Member <i>K.R.</i>
8	Mr.K.Manoj Kumar	Student	Member <i>M.K.</i>
9	Ms.J.SivaParvathi	Student	Member <i>J.S.</i>

Points discussed and the resolutions made in the meeting are prescribed below:

- Address of the meeting by Chairperson' addressed.
- Glance on minutes of previous meeting.
- It was resolved to check the fans in class rooms and repair the poor one.
- It was agreed to follow the same mechanism as was followed in the previous academic year to receive and resolve any grievances from any of the stakeholders.

[Signature]
Coordinator

N.S.
Chairman *PRINCIPAL* **Grievances Redressal Committee**
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.





SAHITHYA DEGREE COLLEGE

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GRIEVANCES REDRESSEL COMMITTEE

ACADEMIC YEAR 2020-21



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

ACADEMIC YEAR 2020-21

SHDC/Grievances Redressal/2020-21/001

Date: 09-07-2020

The function of the Grievance Redressal Committee (GRC) is to look into the complaints lodged by any student employee, and judge its merit. The Grievance committee is also empowered to look into matters of harassment in any manner. Anyone with a genuine grievance may approach the committee members in person or contact coordinator of GRC. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box of the Grievance Committee at Administrative Block.

Objectives of GRC:

The objective of the Grievance Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution.

- Upholding the dignity of the institution by ensuring strife free atmosphere in the institution through promoting cordial student-student relationship and student teacher relationship etc.
- Encouraging the students/employees to express their grievances/problems freely and frankly without any fear of being victimized.
- Advising students/employees of the institution to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the staff to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

The committee for the academic year 2020-21 was constituted with the following members:

S.No	Name of the Members	Designation	Role In the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member
4	Mr.G.Vijay Kumar	Assistant Professor	Member
5	Mr.G.Sreedhar Babu	Assistant Professor	Member
6	Ms.T.Suhashini	Assistant Professor	Member
7	Mr.K.Ramesh Reddy	Assistant Professor	Member
8	Mr.A.Rami Reddy	student	Member
9	Mr.M.Narsimha Reddy	student	Member

Functions of GRC:

Keyfunction of GRC is mentioned below:

- The cases will be attended promptly on receipt of written grievances from the students/employees.
- The committee formally will review all cases and will prepare statistical reports about the number of cases received.
- The committee 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.

Procedure for lodging complaint:

- The students/employees may feel free to put a grievance in writing and drop it in boxes.
- 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 Committee.

This committee will meet at least once in a semester and submit its minutes of meeting to the principal for necessary actions.

Coordinator

Chairman, Grievances Redressal Committee

SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

CIRCULAR

SHDC/Grievances Redressal/2020-21/002

Date: 17-07-2020

It is hereby informed that all the Grievance Redressal Committee members are requested to meet at 11.00 A.M. today in the Seminar Hall.

AGENDA:

- Discussions on constitution of Grievance Redressal Committee
- Measures to prevent Grievances.
- Complaint received from students about poor water facility in restrooms.


Coordinator


Chairman **PRINCIPAL** **Grievances Redressal Committee**
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.

Copy to:

- All committee members
- The Chairman
- File





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Minutes of meeting of grievance redressal committee held on 17-07-2020

Time: 11:00 A.M.
venue: Seminar Hall

The following members attended the meeting of grievance redressal committee:

S. No	Name of the members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman <i>N. Sanjeeva</i>
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator <i>T. Venkataiah</i>
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member <i>L. Anil Kumar</i>
4	Mr.G.Vijay Kumar	Assistant Professor	Member <i>G. Vijay Kumar</i>
5	Mr.G.Sreedhar Babu	Assistant Professor	Member <i>G. Sreedhar</i>
6	Ms.T.Suhashini	Assistant Professor	Member <i>T. Suhashini</i>
7	Mr.K.Ramesh Reddy	Assistant Professor	Member <i>K. Ramesh Reddy</i>
8	Mr.A.Rami Reddy	student	Member <i>A. Rami Reddy</i>
9	Mr.M.Narsimha Reddy	student	Member <i>M. Narsimha Reddy</i>

Points discussed during meeting:

1. Chairman's addressed the meeting initially.
2. Minutes of the last meeting were presented by the Co-ordinator.
3. It was resolved to take action to minimize complaints.
4. Successfully reviewed the persuasions of Grievance Redressal Committee.
5. It was resolved to facilitate uninterrupted water facility in restrooms.

[Signature]
Coordinator

[Signature]
Chairman *N. Sanjeeva*
Grievances Redressal Committee
PRINCIPAL
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. D.D.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

CIRCULAR

SHDC/Grievances Redressal/2020-21/003

Date: 19-02-2021

This is the circular for the meetingscheduled at 4.00 pm in the seminar hall to discuss the grievances in our college.

AGENDA:

- Planning to create awareness about Grievance Redressal committee among students.
- A glance over constitution of Grievance Redressal.
- A complaint received about poor working condition of fans.

Coordinator

Chairman *N. S. S.*
PRINCIPAL
Grievances Redressal Committee
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.

Copy to:

1. All committee member
2. The Chairman
3. File





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Minutes of Meeting of Grievance Redressal Committee Held On 19-02-2021

Time: 04:00 P.M. to 04:30 P.M.

Venue: seminar Hall

The following members attended by the meeting of Grievance Redressal Committee:

S.No	Name of the Members	Designation	Role In the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman <i>N. Sanjeeva</i>
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator <i>T. Venkataiah</i>
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member <i>Anil Kumar</i>
4	Mr.G.Vijay Kumar	Assistant Professor	Member <i>G. Vijay Kumar</i>
5	Mr.G.Sreedhar Babu	Assistant Professor	Member <i>G. Sreedhar Babu</i>
6	Ms.T.Shashini	Assistant Professor	Member <i>T. Sashini</i>
7	Mr.K.Ramesh Reddy	Assistant Professor	Member <i>K. Ramesh Reddy</i>
8	Mr.A.Rami Reddy	Student	Member <i>A. Rami Reddy</i>
9	Mr.M.Narsimha Reddy	Student	Member <i>M. Narsimha Reddy</i>

Points discussed and the resolutions made in the meeting are prescribed below:

- Address of the meeting by Chairman, addressed.
- Glance on minutes of previous meeting.
- It was resolved to check the fans in class rooms and repair the poor ones.
- It was agreed to follow the same mechanism as was followed in the previous academic year to receive and resolve any grievances from any of the stakeholders.

hm
Coordinator

N. Sanjeeva
Chairman *PRINCIPAL* Grievances Redressal Committee
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

GRIEVANCES REDRESSSEL COMMITTEE

ACADEMIC YEAR 2019-20



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

CONSTITUTION OG GRIEVANCE REDRESSAL COMMITTEE

ACADEMIC YEAR 2019-20

SHDC/Grievances Redressal/2019-20/001

Date: 01-07-2019

The function of the Grievance Redressal Committee (GRC) is to look into the complaints lodged by any student, employee and judge its merit. The Grievance committee is also empowered to look into matters of harassment in any manner. Anyone with a genuine grievance may approach the committee members in person or contact coordinator of GRC. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box of the Grievance Committee in the Administrative Block.

Objectives of GRC:

The objective of the grievance committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution.

- Upholding the dignity of the institution by ensuring strife free atmosphere in the institution through promoting cordial student-student relationship and student teacher relationship etc.
- Encouraging the students/employees to express their grievances/problems freely and frankly without any fear of being victimized.
- Advising students/employees of the institution to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the staff to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist.A.P.

Email : sairamreddy53@gmail.com

The committee for the academic year 2019-20 is constituted with the following members:

S.No	Name of the Members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member
4	Mr.G.Vijay Kumar	Assistant Professor	Member
5	Mr.G.Sreedhar Babu	Assistant Professor	Member
6	Ms.T.Suhashini	Assistant Professor	Member
7	Mr.K.Ramesh Reddy	Assistant Professor	Member
8	Mr.R.Abdulla	Student	Member
9	Mr.M.Karthik Reddy	Student	Member

Functions of GRC:

Key function of GRC is mentioned below:

- The cases will be attended promptly on receipt of written grievances from the students/employees.
- The committee formally will review all cases and will prepare statistical reports about the number of cases received.
- The committee 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.

Procedure for lodging complaint:

- The students/employees may feel free to put a grievance in writing and drop it in boxes.
- 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 Committee.

This committee will meet at least once in a semester and submit its minutes of meeting to the principal for necessary actions.


Coordinator


Chairman, Grievances Redressal Committee

SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. KADAPA DIST.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist.A.P.

Email : sairamreddy53@gmail.com

CIRCULAR

SHDC/Grievances Redressal/2019-20/002

Date: 05-07-2019

It is hereby informed that all the Grievance Redressal members are requested to meet at 11.00 am today in the Seminar Hall.

AGENDA:

- Discussions on constitution of Grievance Redressal Committee
- Measures to Prevent grievances.
- Complaint received from students about poor water facility in restrooms.


Coordinator


Chairman **PRINCIPAL** **Grievances Redressal Committee**
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.

Copy to:

1. All committee members
2. The Chairman
3. File





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Minutes of meeting of grievance redressal committee held on 05-07-2019

Time: 11:00 am
Venue: Seminar Hall

The following members attended the meeting of grievance redressal committee:

S.No	Name of the Members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman <i>N. Sanjeeva</i>
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator <i>T. Venkataiah</i>
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member <i>L. Anil Kumar</i>
4	Mr.G.Vijay Kumar	Assistant Professor	Member <i>G. Vijay Kumar</i>
5	Mr.G.Sreedhar Babu	Assistant Professor	Member <i>G. Sreedhar Babu</i>
6	Ms.T.Suhashini	Assistant Professor	Member <i>T. Suhashini</i>
7	Mr.K.Ramesh Reddy	Assistant Professor	Member <i>K. Ramesh Reddy</i>
8	Mr.R.Abdulla	student	Member <i>R. Abdulla</i>
9	Mr.M.Karthik Reddy	student	Member <i>M. Karthik Reddy</i>

Points discussed during meeting:

1. Chairman addressed the meeting initially.
2. Minutes of the last meeting were presented by the Co-ordinator.
3. It was resolved to take action to minimize complaints.
4. Successfully reviewed the persuasions of Grievance Redressal committee.
5. It was resolved to facilitate uninterrupted water facility in restrooms.

[Signature]
Coordinator

[Signature]
Chairman
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. DIST.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist.A.P.

Email : sairamreddy53@gmail.com

CIRCULAR

SHDC/Grievances Redressal/2019-20/003

Date: 07-02-2020

This is the circular for the meetingscheduled at 4.00 PM in the seminar hall to discuss the grievances in our college.

AGENDA:

- Planning to create awareness about Grievance Redressal Committee among students.
- A glance over constitution of Grievance Redressal.
- A complaint received about poor working condition of fans.


Coordinator


Chairman ^{PRINCIPAL} **Grievances Redressal Committee**
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.

Copy to:

1. All committee member
2. The Chairman
3. File





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist.A.P.

Email : sairamreddy53@gmail.com

Minutes of meeting of grievance redressal committee held on 07-02-2020

Time: 04:00 PM to 04:30 PM

Venue: Seminar Hall

The following members attended by the meeting of Grievance Redressal Committee:

S.No	Name of the Members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman <i>N. Sanjeeva</i>
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator <i>T. Venkataiah</i>
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member <i>L. Anil Kumar</i>
4	Mr.G.Vijay Kumar	Assistant Professor	Member <i>G. Vijay Kumar</i>
5	Mr.G.Sreedhar Babu	Assistant Professor	Member <i>G. Sreedhar Babu</i>
6	Ms.T.Suhashini	Assistant Professor	Member <i>T. Suhashini</i>
7	Mr.K.Ramesh Reddy	Assistant Professor	Member <i>K. Ramesh Reddy</i>
8	Mr.R.Abdulla	Student	Member <i>R. Abdulla</i>
9	Mr.M.Karthik Reddy	Student	Member <i>M. Karthik Reddy</i>

Points discussed and the resolutions made in the meeting are prescribed below:

1. Address of the meeting by Chairman.
2. Glance on minutes of previous meeting.
3. It was resolved to check the fans in class rooms and repair the poor ones.
4. It was agreed to follow the same mechanism as it was followed in the previous academic year to receive and resolve any grievances from any of the stakeholders.

[Signature]
Coordinator

N. Sanjeeva
Chairman **PRINCIPAL** Grievances Redressal Committee
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

GRIEVANCES REDRESSEL COMMITTEE

ACADEMIC YEAR 2019-20



SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

CONSTITUTION OG GRIEVANCE REDRESSAL COMMITTEE

ACADEMIC YEAR 2018-19

SHDC/Grievances Redressal/2018-19/001

Date: 09-07-2018

The function of the Grievance Redressal Committee (GRC) is to look into the complaints lodged by any student, employee and judge its merit. The Grievance Committee is also empowered to look into matters of harassment in any manner. Anyone with a genuine grievance may approach the committee members in person or contact coordinator of GRC. In case the person is unwilling to appearing self, grievances may be dropped in writing at the suggestion box of the Grievance Committee in the Administrative Block.

Objectives of GRC:

The objective of the Grievance Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution.

- Upholding the dignity of the institution by ensuring strife free atmosphere in the institution through promoting cordial student-student relationship and student teacher relationship etc.
- Encouraging the students/employees to express their grievances/problems freely and frankly without any fear of being victimized.
- Advising students/employees of the institution to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the staff to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

The committee for the academic year 2021-22 is constituted with the following members:

S.No	Name of the members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member
4	Mr.G.Vijay Kumar	Assistant Professor	Member
5	Mr.G.Sreedhar Babu	Assistant Professor	Member
6	Ms.T.Suhashini	Assistant Professor	Member
7	Mr.K.Ramesh Reddy	Assistant Professor	Member
8	Mr.K.Vamsi	Student	Member
9	Mr.M.Madhusudhan	Student	Member

Functions of GRC:

Key function of GRC is mentioned below:

- The cases will be attended promptly on receipt of written grievances from the students/employees.
- The committee formally will review all cases and will prepare statistical reports about the number of cases received.
- The committee 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.

Procedure for lodging complaint:

- The students/employees may feel free to put a grievance in writing and drop it in boxes.
- 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 committee.

This committee will meet at least once in a semester and submit its minutes of meeting to the principal for necessary actions.

Coordinator

Chairman **Grievances Redressal Committee**

SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. D.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist.A.P.

Email : sairamreddy53@gmail.com

CIRCULAR

SHDC/Grievances Redressal/2018-19/002

Date: 13-07-2018

It is hereby informed that all the Grievance Redressal Committee members are requested to meet at 11.00 AM today in the Seminar Hall.

AGENDA:

- Discussions on constitution of Grievance Redressal Committee
- Measures to Prevent grievances.
- Complaint received from students about poor water facility in restrooms.


Coordinator


Chairman **Grievances Redressal Committee**
PRINCIPAL
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M) Y.S.R.

Copy to:

1. All committee members
2. The Chairman
3. File





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Minutes of meeting of grievance redressal committee held on 13-07-2018

Time: 11:00 AM
Venue: Seminar Hall

The following members attended the meeting of grievance redressal committee:

S.No	Name of the members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman <i>N. Sanjeeva</i>
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator <i>T. Venkataiah</i>
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member <i>L. Anil Kumar</i>
4	Mr.G.Vijay Kumar	Assistant Professor	Member <i>G. Vijay Kumar</i>
5	Mr.G.Sreedhar Babu	Assistant Professor	Member <i>G. Sreedhar Babu</i>
6	Ms.T.Shashini	Assistant Professor	Member <i>T. Sashini</i>
7	Mr.K.Ramesh Reddy	Assistant Professor	Member <i>K. Ramesh Reddy</i>
8	Mr.K.Vamsi	Student	Member <i>K. Vamsi</i>
9	Mr.M.Madhusudhan	Student	Member <i>M. Madhusudhan</i>

Points discussed during meeting:

1. Chairman's addressed the meeting initially.
2. Minutes of the last meeting were presented by the Co-ordinator.
3. It was resolved to take action to minimize complaints.
4. Successfully reviewed the persuasions of grievance redressal committee.
5. It was resolved to facilitate uninterrupted water facility in restrooms.

[Signature]
Coordinator

[Signature]
Chairman **PRINCIPAL** Grievances Redressal Committee
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

CIRCULAR

SHDC/Grievances Redressal/2018-19/003

Date: 01-02-2019

This is the circular for the meeting scheduled at 4.00 PM in the seminar hall to discuss the grievances in our college.

AGENDA:

- Planning to create awareness about Grievance Redressal Committee among students.
- A glance over constitution of Grievance Redressal Committee.
- A complaint received about poor working condition of fans.


Coordinator


Chairman **Grievances Redressal Committee**
PRINCIPAL
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. D.

Copy to:

1. All committee member
2. The Chairman
3. File





SAHITHYA DEGREE COLLEGE

10

KHAJIPET - 516203, Y.S.R. Kadapa Dist. A.P.

Email : sairamreddy53@gmail.com

Minutes of meeting of grievance redressal committee held on 01-02-2019

Time: 04:00 PM to 04:30 PM

Venue: Seminar Hall

The following members attended by the meeting of Grievance Redressal Committee:

S.No	Name of the members	Designation	Role in the Committee
1	Mr.N.Sanjeeva Reddy	Principal	Chairman <i>N.S.</i>
2	Dr.T.Venkataiah	NSS Officer	Co-Ordinator <i>T.V.</i>
3	Mr.L.Anil Kumar Reddy	Assistant Professor	Member <i>L.A.K.R.</i>
4	Mr.G.Vijay Kumar	Assistant Professor	Member <i>G.V.</i>
5	Mr.G.Sreedhar Babu	Assistant Professor	Member <i>G.S.</i>
6	Ms.T.Suhashini	Assistant Professor	Member <i>T.S.</i>
7	Mr.K.Ramesh Reddy	Assistant Professor	Member <i>K.R.</i>
8	Mr.K.Vamsi	student	Member <i>K.V.</i>
9	Mr.M.Madhusudhan	student	Member <i>M.M.</i>

Points discussed and the resolutions made in the meeting are prescribed below:

1. Address of the meeting by Chairman.
2. Glance on minutes of previous meeting.
3. It was resolved to check the fans in class rooms and repair the poor ones.
4. It was agreed to follow the same mechanism as was followed in the previous academic year to receive and resolve any grievances from any of the stakeholders.

[Signature]
Coordinator

[Signature]
Chairman **PRINCIPAL** Grievances Redressal Committee
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R. Dist.





SAHITHYA DEGREE COLLEGE

KHAJIPET - 516203, Y.S.R. Kadapa Dist.A.P.

Email : sairamreddy53@gmail.com

Procedure to Resolve the Complaints in Grievance Redressal Committee

- Firstly, the Grievances Redressal Committee enters the grievance formally in its register as soon as it receives the grievances by any mode of communication from any grievant in the college.
- Secondly, the Committee will categorise and analyse the grievances received in terms of the college general Administration. Then the Head of the committee will forward the grievance to the respective department/office/individual requesting them to look into the grievance and redress it within the stipulated period that may be a week.
- The committee will monitor whether the grievance has been redressed by the respective Department/Office/Individual. The head of the committee will appoint a day for hearing by informing both the grievant and the indicted.
- The committee will enquire both the parties thoroughly without any partiality by having the evidence submitted by the grievant.
- If it doesn't reach any resolution in terms of grievance, it will enquire again about that on another day. It will try hard to redress the grievance in that session itself.
- In case it does not reach any resolution on the grievance in that session as well, the Grievance Redressal Committee will take a decision on its own. It will be informed to both the parties. it should be agreed by both of them because the Grievance Redressal Committee's decision is final.
- Thus, any grievance will be redressed by the Grievance Redressal Committee in a month's time.


Coordinator


Chairperson **Grievances Redressal Committee**
PRINCIPAL
SAHITHYA DEGREE COLLEGE
KHAJIPETA (M), Y.S.R.

