



# SAHITHYA DEGREE COLLEGE

Affiliated to Yogi vemana University (Co-Education )

Accredited with B+ Grade by NAAC

Recognised by UGC u/s 2(f), ISO 9001-2015 certified Institution

Near Cherlopalle Road, Khajipeta, Y.S.R KADAPA Phone No. 7702801559



## CIRCULAR

No.: SHDC/OMBUD/2025-26/001

Date: 05-06-2025

### Subject: Appointment of Ombudsperson for Redressal of Grievances

In accordance with the regulations/guidelines issued by University Grants Commission (UGC), and to ensure a transparent and effective grievance redressal mechanism, Sahithya Degree College, Khajipeta is pleased to announce the appointment of an **Ombudsperson** for the academic year 2025-26.

We are pleased to inform that **Mr. J. Rajesh**, Associate Professor, has been appointed as the **Ombudsperson** of Sahithya Degree College, Khajipeta with effect from 05-06-2025.

### Role and Responsibilities:

The Ombudsperson shall:

- Address grievances from students, faculty, staff, and stakeholders impartially and confidentially.
- Ensure fair and timely resolution of complaints.
- Monitor the functioning of internal grievance redressal mechanisms.
- Submit periodic reports on grievance handling and resolutions to the appropriate authority.

All members of the institutional community are encouraged to approach the Ombudsperson with their grievances as per the guidelines provided in the Grievance Redressal Policy, available on the institutional website or through the administration office.

### Contact Details of Ombudsperson:

**Name:** Mr. J. Rajesh  
**Email:** Jagili.rajesh74@gmail.com  
**Phone:** 9550029149  
**Office Hours:** 8.00 am – 5.00 pm

For further details, please refer to the official grievance redressal portal/page or contact the Office of the Principal.



  
Principal

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