

## **Faculty Grievance & Redressal Committee 2024-25**

### **Purpose**

To provide a fair, impartial, and confidential mechanism for the faculty members to voice their grievances and seek resolution, thereby promoting a harmonious, transparent, and supportive work environment.

### **Functions**

- Receive and acknowledge grievances submitted by faculty members.
- Conduct impartial and discreet inquiries into the matters raised.
- Provide a fair hearing to all parties involved in a grievance.
- Recommend appropriate resolutions and corrective actions to the management.
- Ensure strict confidentiality throughout the grievance redressal process.
- Maintain records of all grievances, proceedings, and outcomes.
- Suggest policy changes to management to prevent future grievances.
- Work towards fostering a culture of open communication and trust.

### **Objectives**

- **Fair & Impartial Process**  
Ensure every grievance is heard and addressed without bias.
- **Confidentiality**  
Maintain the highest level of confidentiality to protect all parties involved.
- **Prompt Redressal**  
Work towards resolving issues in a time-bound manner.
- **Supportive Environment**  
Create a safe space for faculty to raise concerns without fear of reprisal.
- **Policy Improvement**  
Use insights from grievances to improve institutional policies and practices.
- **Harmony & Trust**  
Strengthen trust between faculty and administration, promoting workplace harmony.

## Committee Composition

| S. No. | Name                    | Designation            | Role in Committee      |
|--------|-------------------------|------------------------|------------------------|
| 1.     | Dr. Ch. Mallikarjun     | Principal              | Chairman               |
| 2.     | Mrs. P.V. Padmavathi    | Administrative Officer | Member                 |
| 3.     | Mr. M. Anand Kumar      | HOD -- CSE             | Member                 |
| 4.     | Mr. P S K. Ganesh Kumar | HOD -- ECE             | Member                 |
| 5.     | Dr. G. Bhaskar Reddy    | HOD -- H&S             | Member                 |
| 6.     | Mr. N V Krishna Reddy   | Senior Faculty, S&H    | Member Secretary       |
| 7.     | Dr. S. Simhachalam      | Faculty, EEE           | Faculty Representative |

## Meeting Frequency

- **Biannual Meetings:** One per semester to review pending and resolved cases.
- **Emergency Meetings:** Convened as required upon receipt of a formal grievance requiring immediate attention.

## Reporting & Documentation

- **Minutes of Meeting (MoM):** Recorded for every meeting, maintaining confidentiality.
- **Grievance Forms:** Standardized forms for submission of grievances.
- **Case Files:** Confidential files for each grievance, containing submissions, findings, and resolutions.
- **Annual Report:** An anonymized summary of grievance types and resolutions, submitted to the management.
- **Compliance Records:** Documentation of adherence to internal and statutory grievance redressal policies.

  
**PRINCIPAL**  
A.M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
(AUTONOMOUS)  
PETLURIVARIPALEM,  
NARASARAOPET (MD), PALNADU (DT) - 522601

**Office of the Principal**  
**Ref: AMR/FGRC/2024-25/01**  
**Date: 12-07-2024**

## CIRCULAR

All members of the **Faculty Grievance & Redressal Committee** are hereby informed that the first meeting for the academic year **2024--25** will be held as per the details below:

- **Date:** 19-07-2024
- **Time:** 11:00 AM
- **Venue:** Principal's Conference Hall

### Agenda:

- Constitution of the committee and reaffirmation of its roles.
- Review of the grievance redressal protocol for clarity and effectiveness.
- Planning awareness sessions to inform faculty about the grievance mechanism.
- Discussion on maintaining utmost confidentiality in all proceedings.
- Any other matters.

  
**Dr. Ch. Malikanjun**

**Principal**  
A.M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Mdi), Guntur Dt

### Copy to:

- All Members of the FGRC
- Dean -- Academics
- All HODs
- Administrative Officer
- College Office

## MINUTES OF THE MEETING

**Date:** 19-07-2024

**Venue:** Principal's Conference Hall

**Chairperson:** Dr. Ch. Mallikarjun

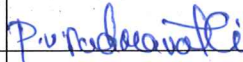
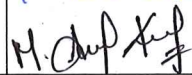
### **Discussion Summary**

- The committee was formally constituted for the academic year 2024-25.
- The existing grievance redressal protocol was reviewed and deemed robust.
- Decided to conduct an orientation session for all faculty members to explain the grievance submission process.
- Emphasized the non-negotiable aspect of confidentiality in all committee workings

### **Resolutions Passed**

- The grievance portal/process to be re-circulated to all faculty by 25-07-2024.
- An orientation session for faculty on the grievance mechanism to be held on 02-08-2024.
- The Member Secretary to be the first point of contact for receiving grievance forms.
- All cases to be acknowledged within 48 hours of receipt.

### **Members Present**

| S. No. | Name                 | Designation            | Role in Committee | Signature                                                                             |
|--------|----------------------|------------------------|-------------------|---------------------------------------------------------------------------------------|
| 1.     | Dr. Ch. Mallikarjun  | Principal              | Chairman          |  |
| 2.     | Mrs. P.V. Padmavathi | Administrative Officer | Member            |  |
| 3.     | Mr. M. Anand Kumar   | HOD -- CSE             | Member            |  |
| 4.     | Mr. P S K Ganesh     | HOD -- ECE             | Member            |  |
| 5.     | Dr. G. Bhaskar Reddy | HOD -- H&S             | Member            |  |

|    |                       |                     |                        |                           |
|----|-----------------------|---------------------|------------------------|---------------------------|
| 6. | Mr. N V Krishna Reddy | Senior Faculty, S&H | Member Secretary       | <i>N.V. Krishna Reddy</i> |
| 7. | Dr. S. Simhachalam    | Faculty, EEE        | Faculty Representative | <i>Simha</i>              |

## Action Items

| Task                                                              | Responsible Person      | Deadline   |
|-------------------------------------------------------------------|-------------------------|------------|
| Re-circulate grievance process details to all faculty             | Member Secretary        | 25-07-2024 |
| Organize and conduct faculty orientation session                  | Member Secretary & HODs | 02-08-2024 |
| Set up a dedicated and confidential channel for grievance receipt | Admin Officer           | 22-07-2024 |

**Meeting Concluded at:** 12:45 PM

**Next Meeting Scheduled:** 15-01-2025

|                                                                     |                                                                                                                                  |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Prepared by:</b><br>Mr. N V Krishna Reddy<br><br>Coordinator     | <i>N.V. Krishna Reddy</i>                                                                                                        |
| <b>Approved by:</b><br>Dr. Ch. Mallikarjun<br>Principal – Chairman. | Principal<br>A.M. REDDY MEMORIAL COLLEGE OF<br>ENGINEERING & TECHNOLOGY<br>PETLURIVARI PALEM<br>Narasaraopet (Midi), Guntur (Dr) |

**Office of the Principal**  
**Ref: AMR/FGRC/2024-25/02**  
**Date: 08-01-2025**

## CIRCULAR

All members of the **Faculty Grievance & Redressal Committee** are requested to attend the follow-up meeting scheduled as follows:

- **Date:** 15-01-2025
- **Time:** 10:30 AM
- **Venue:** Principal's Conference Hall

### **Agenda:**

- Review of grievances received and resolved in Semester I.
- Discussion on the effectiveness of the redressal process.
- Planning for any necessary interventions or awareness based on feedback.
- Any pending or ongoing cases.
- Any other matters.

  
**Dr. Ch. Mallikarjun**  
Principal

A.M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIYARI PALEM  
Narasaraopet (M.D), Guntur, Dr.

### **Copy to:**

- All Members of the FGRC
- Dean -- Academics
- All HODs
- Administrative Officer
- College Office

## Minutes of the Meeting

**Date:** 15-01-2025

**Venue:** Principal's Conference Hall

**Chairperson:** Dr. Ch. Mallikarjun

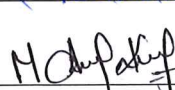
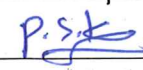
### **Discussion Summary**

- Reviewed 5 grievances received in Sem-I; 4 were successfully resolved, 1 is ongoing.
- The orientation session was effective; faculty are more aware of the mechanism.
- Noted that most grievances were related to resource allocation; will recommend a review to management.
- The process was commended for its confidentiality and fairness.
- 

### **Resolutions Passed**

- To submit a recommendation to management for a standardized resource request form by 01-02-2025.
- To conclude the hearing for the ongoing case by 30-01-2025.
- To conduct a mid-year feedback survey among faculty regarding the committee's effectiveness in March 2025.
- To continue the current confidential and efficient process for Semester II.

### **Members Present**

| S. No. | Name                 | Designation            | Role in Committee | Signature                                                                             |
|--------|----------------------|------------------------|-------------------|---------------------------------------------------------------------------------------|
| 1.     | Dr. Ch. Mallikarjun  | Principal              | Chairman          |  |
| 2.     | Mrs. P.V. Padmavathi | Administrative Officer | Member            |  |
| 3.     | Mr. M. Anand Kumar   | HOD -- CSE             | Member            |  |
| 4.     | Mr. P S K Ganesh     | HOD -- ECE             | Member            |  |
| 5.     | Dr. G. Bhaskar Reddy | HOD -- H&S             | Member            |  |

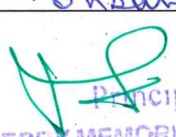
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| 6. | Mr. N V Krishna Reddy | Senior Faculty, S&H | Member Secretary       | <i>N.V. Krishna Reddy</i> |
| 7. | Dr. S. Simhachalam    | Faculty, EEE        | Faculty Representative | <i>Simhachalam</i>        |

## Action Items

| Task                                                 | Responsible Person     | Deadline   |
|------------------------------------------------------|------------------------|------------|
| Draft recommendation for resource allocation process | Member Secretary       | 01-02-2025 |
| Conclude hearings for the ongoing case               | Chairman & Committee   | 30-01-2025 |
| Develop a feedback survey for faculty                | Faculty Representative | 20-02-2025 |

**Meeting Concluded at:** 12:00 PM

**Next Meeting Scheduled:** 16-07-2025

|                                                                     |                                                                                                                                                                                                                       |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Prepared by:</b><br>Mr. N.V Krishna Reddy<br><br>Coordinator     | <i>N.V. Krishna Reddy</i>                                                                                                                                                                                             |
| <b>Approved by:</b><br>Dr. Ch. Mallikarjun<br>Principal – Chairman. | <br>Principal<br>A.M REDDY MEMORIAL COLLEGE OF<br>ENGINEERING & TECHNOLOGY<br>PETLURIVARI PALEM<br>Narasaraopet (Midi), Guntur(Dr |