

A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY

(Autonomous)

Approved by AICTE New Delhi, Permanently Affiliated to JNTU - Kakinada, Accredited by NAAC
Recognized by UGC 2(f), An ISO Certified 9001:2015

Vinukonda Road, Petlurivaripalem, Narasaraopet, Palnadu District, Andhra Pradesh - 522 601.



Faculty Grievance & Redressal Committee 2025-26

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.	Dr. 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
7.	Dr. S. Simhachalam	Faculty, EEE	Faculty Representative

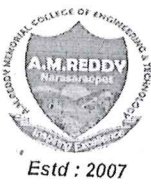
Meeting Frequency

- **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



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Office of the Principal
Ref: AMR/FGRC/2025-26/01
Date: 12-07-2025

CIRCULAR

All members of the **Faculty Grievance & Redressal Committee** are hereby informed that the first meeting for the academic year **2025-26** will be held as per the details below:

- **Date:** 19-07-2025
- **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.

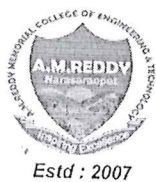

Dr. Ch. Mallikarjun

Principal

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Copy to:

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



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MINUTES OF THE MEETING

Date: 19-07-2025

Venue: Principal's Conference Hall

Chairperson: Dr. Ch. Mallikarjun

Discussion Summary

- The committee was formally constituted for the academic year 2025-26.
- 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 25-07-2025.
- An orientation session for faculty on the grievance mechanism to be held on 02-08-2025.
- 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.	Dr. 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	
7.	Dr. S. Simhachalam	Faculty, EEE	Faculty Representative	<i>N.V. Krishna Reddy</i> <i>D. Simhachalam</i>

Action Items

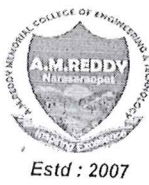
Task	Responsible Person	Deadline
Re-circulate grievance process details to all faculty	Member Secretary	25-07-2025
Organize and conduct faculty orientation session	Member Secretary & HODs	02-08-2025
Set up a dedicated and confidential channel for grievance receipt	Admin Officer	22-07-2025

Meeting Concluded at: 12:45 PM

Next Meeting Scheduled: 15-01-2026

Prepared by: Mr. N V Krishna Reddy Coordinator	
Approved by: Dr. Ch. Mallikarjun Principal – Chairman.	 PRINCIPAL

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Office of the Principal
Ref: AMR/FGRC/2025-26/02
Date: 08-01-2026

CIRCULAR

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

- **Date:** 15-01-2026
- **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

PRINCIPAL
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Minutes of the Meeting

Date: 15-01-2026

Venue: Principal's Conference Hall

Chairperson: Dr. Ch. Mallikarjun

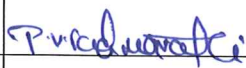
Discussion Summary

- 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.
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Resolutions Passed

- To submit a recommendation to management for a standardized resource request form by 01-02-2026.
- To conclude the hearing for the ongoing case by 30-01-2026.
- To conduct a mid-year feedback survey among faculty regarding the committee's effectiveness in March 2026.
- 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.	Dr. 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	NVK Reddy
7.	Dr. S. Simhachalam	Faculty, EEE	Faculty Representative	R. Simhachalam

Action Items

Task	Responsible Person	Deadline
Draft recommendation for resource allocation process	Member Secretary	01-02-2026
Conclude hearings for the ongoing case	Chairman & Committee	30-01-2026
Develop a feedback survey for faculty	Faculty Representative	20-02-2026

Meeting Concluded at: 12:00 PM

Next Meeting Scheduled: 16-07-2026

Prepared by: Mr. N.V Krishna Reddy Coordinator	NVK Reddy
Approved by: Dr. Ch. Mallikarjun Principal – Chairman.	 PRINCIPAL A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS) PETLURIVARIPALEM, NARASARAOPET (MD), PALNADU (DT) - 522601