

STUDENTS GRIEVANCES REDRESSAL COMMITTEE-2024-25

Purpose

To provide a transparent, responsive, and student-friendly mechanism for addressing academic, administrative, and personal grievances in a timely and fair manner.

Functions

- Receive and review grievances submitted by students, faculty, or staff
- Investigate complaints and ensure impartial resolution
- Maintain confidentiality and sensitivity in handling cases
- Coordinate with relevant departments for corrective action
- Monitor resolution timelines and ensure compliance
- Promote awareness of grievance procedures and rights
- Submit periodic reports to the Principal and regulatory bodies

Objectives

- **Timely Resolution**
Ensure that all grievances are addressed within a defined timeframe.
- **Fairness & Transparency**
Uphold impartiality and clarity in the redressal process.
- **Student Empowerment**
Encourage students to voice concerns without fear or hesitation.
- **Institutional Accountability**
Strengthen trust between administration and stakeholders.
- **Preventive Action**
Identify recurring issues and recommend systemic improvements.

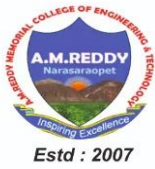
Committee Composition

S. No.	Name	Designation	Role in Committee
1.	Dr. Ch. Mallikarjun	Principal	Chairman
2.	Mrs. P.V. Padmavathi	Administrative Officer	Member
3.	Mr. P S K Ganesh Kumar	HOD – ECE	Member
4.	Mr. M.Anand Kumar	HOD – CSE	Member
5.	Dr.K.Krishna Reddy	HOD – EEE	Member
6.	Mr. Vijay Kumar	HOD – MECH	Member
7.	Dr.M.E.Prasad	HOD – CYBER	Coordinator
8.	Dr. G. Bhaskar Reddy	HOD – H&S	Member
9.	Mr. Ch. Chinna Babu	HOD – AG	Member
10.	Mrs.T.Deepthi	Student Affairs Coordinator	Member Secretary
11.	Ms. I.Iswarya	Student – Third Year CE	Student Representative
12.	Mr. N. Nandan	Student – Final Year ECE	Student Representative

Meeting Frequency

- **Biannual Meetings:** One at the beginning and one mid-year
- **Emergency Meetings:** Convened immediately upon serious complaints

Reporting & Documentation



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, Petturivaripalem, Narasaraopet, Palnadu District, Andhra Pradesh - 522 601.



- **Minutes of Meeting (MoM):** Recorded for every meeting with attendance, agenda, and resolutions
- **Grievance Logs:** Documented complaints, actions taken, and resolution timelines
- **Resolution Reports:** Submitted to Principal and regulatory bodies
- **Awareness Records:** Sessions conducted to educate students on grievance procedures