



Ref. No.: SRNBDPGC/GRC/2025-26/003

Date: 01-07-2025

## Constitution of Grievance Redressal Committee Cell

### 1. Preamble

In compliance with the regulations of the All India Council for Technical Education (AICTE), and in order to ensure transparency, fairness, and accountability in addressing grievances of students, Sri Rachapudy Nagabhushanam Degree & PG College, Badvel hereby constitutes the Grievance Redressal Committee (GRC).

The Committee shall function in accordance with the provisions of the AICTE (Redressal of Grievance of Students) Regulations, 2019.

### 2. Objectives

The Grievance Redressal Committee shall:

1. Provide a mechanism for prompt redressal of grievances of students.
2. Ensure fair, impartial, and transparent resolution of complaints.
3. Prevent discrimination, harassment, or victimization.
4. Maintain discipline and harmony within the institution.
5. Safeguard the rights of students as per statutory regulations.

### 3. Composition of the Grievance Redressal Committee

As per AICTE norms, the Grievance Redressal Committee shall consist of:

S. No.	Name	Designation
1	R. V Sai Krishna/	Chairman
2	M. Lakshmi Devi	Faculty Member
3	Sk. Salma	Faculty Member
4	B. Raghu Ram	Faculty Member
5	S. Saini	Student
6	D. Ramesh Reddy	Special Invitee, Century Ply Wood Company.

At least one member of the Committee shall be a woman faculty member.

The tenure of the members shall be **two academic years**.

#### **4. Scope of Grievances**

The Committee shall address grievances relating to:

- Academic matters (teaching, evaluation, attendance, etc.)
- Infrastructure and facilities
- Examination-related issues (within institutional purview)
- Harassment, discrimination, or unfair practices
- Administrative issues affecting students

The Committee shall not entertain matters that are sub judice or beyond the jurisdiction of the institution.

#### **5. Procedure for Filing Grievances**

1. Students may submit grievances in writing or through an online portal/email.
2. Anonymous complaints shall generally not be entertained unless accompanied by substantial evidence.
3. Every grievance shall be acknowledged within three working days.
4. The Committee shall conduct a preliminary inquiry and provide an opportunity for both parties to be heard.
5. The Committee shall recommend appropriate action within 15 working days from receipt of the complaint.

#### **6. Powers and Functions**

The Committee shall:

- Conduct inquiries in a fair and transparent manner.
- Call for relevant documents and records.
- Recommend corrective/disciplinary action to the Principal.
- Maintain proper records of complaints and their resolutions.
- Submit periodic reports to the Head of the Institution.

#### **7. Appeal Mechanism**

If a student is not satisfied with the decision of the Grievance Redressal Committee, an appeal may be made to the Ombudsperson appointed by AICTE as per regulations.

#### **8. Confidentiality**

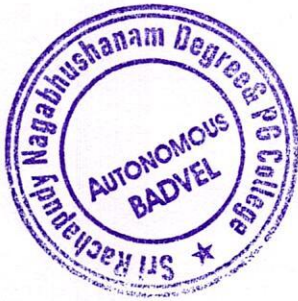
All proceedings and records shall be treated as confidential. The identity of the complainant shall not be disclosed unless necessary for the inquiry process.

## 9. Meetings


- The Committee shall meet as and when grievances are received or at least once in a semester.
- Emergency meetings may be convened by the Chairperson if required.
- A minimum of three members shall constitute the quorum.

## 10. Implementation

This Constitution shall come into effect from the date of approval by the Principal and shall remain in force until further revision as per AICTE guidelines.



  
**Chairman**

  
**Principal**  
**Sri Rachapudy Nagabhushanam**  
**Degree & P.G. College (Autonomous)**  
**Badvel, 516227, YSR (Dist), A.P**

**SRI RACHAPUDY NAGABHUSHANAM DEGREE & P.G COLLEGE  
AUTONOMOUS**



**Accredited by NAAC with A Grade**  
Permanently Affiliated to Yogi Vemana University  
Recognized Under 2(f) & 12(B) of UGC Act 1956  
Nellore Road, Badvel-516227, Kadapa Dist. A.P.  
Contact Details: +91 9440261908; +91 9989951908



**Ref. No.: SRNBDPGC/GRC/2025-26/004**

**Date: 04-07-2025**

**CIRCULAR**

**Subject:** Conduct of Meeting – Grievance Redressal Committee Cell

All the members of the Grievance Redressal Committee Cell of **Sri Rachapudy Nagabhushanam Degree & PG College, Badvel** are hereby informed that a meeting is scheduled to be held as per the details mentioned below:

**Date:** 10-07-2025

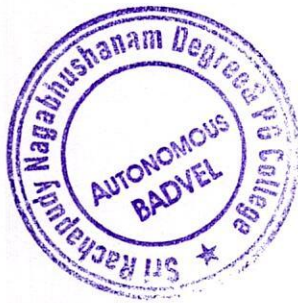
**Time:** 10:30 am

**Venue:** Seminar Hall-1

Agenda:

1. Review of grievances received from students and staff.
2. Discussion on pending cases and their status.
3. Strengthening the grievance redressal mechanism.
4. Awareness measures regarding grievance submission procedures.
5. Any other matter with the permission of the Chair.

All the committee members are requested to attend the meeting without fail and come prepared with relevant records and reports for effective discussion and resolution.



**Principal**

**Principal**  
**Sri Rachapudy Nagabhushanam**  
**Degree & P.G. College (Autonomous)**  
**Badvel, 516227, YSR (Dist), A.P**

Copy to:

- All GRC Members
- Office File
- Notice Board / College Website



## MINUTES OF THE MEETING

### Grievance Redressal Committee Cell

Date: 10-07-2025

#### Members Present:

S. No.	Name	Designation	Signature
1	R. V Sai Krishna	Chairman	
2	M. Lakshmi Devi	Convener	
3	Sk. Salma	Member	
4	B. Raghu Ram	Member	
5	D. Ramesh Reddy	Member	
6	S. Saini	Student	

#### Agenda:

1. Review of grievances received from students and staff.
2. Discussion on pending grievance cases.
3. Strengthening the grievance redressal mechanism.
4. Awareness measures regarding grievance submission procedure.
5. Any other matter with the permission of the Chair.

#### Proceedings:

The meeting of the Grievance Redressal Committee Cell was conducted as per the circular issued by the Principal. The Chairperson welcomed the members and initiated the proceedings.

##### 1. Review of Grievances Received:

The Committee reviewed the grievances received during the current period. The complaints were mainly related to academic issues, infrastructure facilities, attendance concerns, and student welfare matters.

## 2. Discussion on Pending Cases:

Pending grievances were discussed in detail. The members examined the reasons for delay and emphasized the need for timely disposal of cases.

## 3. Strengthening the Grievance Mechanism:

It was proposed to:

- Increase awareness among students about the grievance submission process.
- Display grievance procedures on the notice board and college website.
- Ensure easy accessibility to the grievance submission mechanism.

## 4. Awareness Measures:

The Committee resolved to conduct orientation sessions for students regarding grievance redressal procedures and to ensure confidentiality in handling complaints.

## 5. Other Matters:

No additional matters were raised for discussion.

## Resolutions Passed:

- All grievances shall be acknowledged within three working days.
- Pending cases shall be resolved within a stipulated time frame.
- Periodic review meetings shall be conducted once every semester.
- Proper documentation and record maintenance shall be ensured.

The meeting concluded with a vote of thanks by the Convener.

  
Coordinator



  
Chairman

Principal  
Sri Rachapudy Nagabhushanam  
Degree & P.G. College (Autonomous)  
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