

GRIEVANCE REDRESSAL COMMITTEE

Date: 01-11-2025


In accordance with AICTE / UGC guidelines, the Grievance Redressal Committee is constituted to address grievances of students, faculty, and staff in a fair and transparent manner.

S. No	Name of the Member	Designation	Role in Committee
1	Dr T.Venkata Ramana	Principal	Chairperson
2	Dr K.Uday Kumar	Senior Professor	University Nominee
3	Mr. Ande Chakrapani	Assoc Professor	Member
4	Mr. D. Ravindra Sharma	Assoc Professor	Member
5	Mrs. Vara Lakshmi Reddy	Assoc. Professor	Female Representative
6	Ms. Mende Anjali	Student Representative	Member
7	Mr. Ch.Uday Kumar	Administrative Officer	Member Secretary

Functions of the Committee:

1. To receive and redress grievances related to academic, administrative, and personal issues.
2. To ensure confidentiality and impartiality in grievance handling.
3. To recommend suitable actions to the Principal for resolution.




Principal

(Chairperson, Grievance Redressal Committee)

MINUTES OF THE GRIEVANCE REDRESSAL COMMITTEE MEETING

Date: 01-11-2025

Venue: Principal's Chamber

Time: 11:00 a.m.

Members Present:

S. No	Name of the Member	Designation	Role in Committee
1	Dr T.Venkata Ramana	Principal	Chairperson
2	Dr K.Uday Kumar	Senior Professor	University Nominee
3	Mr. Ande Chakrapani	Assoc Professor	Member
4	Mr. D. Ravindra Sharma	Assoc Professor	Member
5	Mrs. Vara Lakshmi Reddy	Assoc. Professor	Female Representative
6	Ms. Mende Anjali	Student Representative	Member
7	Mr. Ch.Uday Kumar	Administrative Officer	Member Secretary

Agenda:

1. Review of existing grievance redressal mechanism.
2. Discussion on student grievances received during the semester.
3. Suggestions for improvement of grievance redressal process.

Proceedings:

- The Chairperson welcomed all the members.
- The committee discussed and resolved the grievances submitted by students, including issues related to hostel facilities, classroom cleanliness, and examination schedules.
- It was decided to install a grievance drop box and an online grievance submission form for better accessibility.
- The committee agreed to conduct monthly review meetings to ensure timely redressal of complaints.

Resolutions Passed:

- Grievance redressal to be completed within 7 working days of complaint receipt.
- The committee will maintain a grievance register for documentation.
- Awareness sessions on grievance redressal mechanism will be conducted for students and staff.

Meeting Concluded at: 12:15 p.m.



P. Venkatesh
Principal

(Chairperson, Grievance Redressal Committee)

Principal
SAGAR GROUP OF INSTITUTIONS
SVVR EDUCATIONAL SOCIETY
Flame of Forest, Chevella-Urella Road,
Urella (P&V), Chevella, R.R. Dist. Pin501 503.

Members Signatures:

S. No	Name of the Member	Designation	Role in Committee	Signatures
1	Dr T.Venkata Ramana	Principal	Chairperson	<i>P. Venkatesh</i>
2	Dr K.Uday Kumar	Senior Professor	University Nominee	<i>K. Kumar</i>
3	Mr. Ande Chakrapani	Assoc Professor	Member	<i>A. Chakrapani</i>
4	Mr. D. Ravindra Sharma	Assoc Professor	Member	<i>D. Ravindra Sharma</i>
5	Mrs. Vara Lakshmi Reddy	Assoc. Professor	Female Representative	<i>V.L. Reddy</i>
6	Ms. Mende Anjali	Student Representative	Member	<i>Anjali</i>
7	Mr. Ch.Uday Kumar	Administrative Officer	Member Secretary	<i>Ch. Uday Kumar</i>