



# VAGDEVI DEGREE COLLEGE

Affiliated to Acharya Nagarjuna University, C. Code: 116  
Approved by AICTE New Delhi



**Ravipadu Road, Narasaraopet, Palnadu Dt, A.P., Mobile No: 9247025166**

## CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

The function of the grievance Redressal Committee (GRC) is to look into the complaints lodged by any student, employee and judge its merit. The Grievance committee is also empowered to look into matters of harassment in any manner. Anyone with a genuine grievance may approach the committee members in person or contact the coordinator of GRC. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box of the Grievance Committee at Administrative Block.

### **Objectives of GRC:**

The objective of the grievance committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution.

- ✓ Upholding the dignity of the institution by ensuring a strife free atmosphere in the institution through promoting cordial student-student relationship and student teacher relationship etc.
- ✓ Encouraging the students/employees to express their grievances/problems freely and frankly without any fear of being victimized.
- ✓ Advising students/employees of the institution to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- ✓ Advising all staff to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

### **Functions of GRC:**

**Key function of GRC is mentioned below:**

- ✓ The cases will be attended promptly on receipt of written grievances from the students/employees.
- ✓ The committee formally will review all cases and will prepare statistical reports about the number of cases received.
- ✓ The committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

The committee for the Academic year 2024-25 has been constituted with the following members:

S. No	Name Of the Members	Designation	Role In the Committee
1	Sri K Rajendra Prasad	Principal	Chairman
2	Sri S SRINIVAS RAO	HoD Computers	Co-ordinator
3	Sri N Srikanth	PIO	Member

4	Sri T Ashok Babu	Lecturer	Member
5	Sri M Srinivas Rao	Lecturer	Member
6	Sri P Ramireddy	Lecturer	Member
7	Sri Y Parameswara Reddy	Lecturer	Member
8	R Gopi Mahendra (Y227313032)	Student	Member
9	Sk Jani Basha (Y237313035)	Student	Member

**Procedure for lodging complaint:**

- ✓ The students/employees may feel free to put a grievance in writing and drop it in boxes.
- ✓ The grievance committee will act upon those cases which have been forwarded along with the necessary documents.
- ✓ The grievance committee will assure that the grievance has been properly solved in a stipulated time limit provided by the committee.

This committee will meet at least once in a semester and submit its minutes of meeting to principal for necessary actions.



**Chairperson**  
**GRIEVANCE REDRESSAL COMMITTEE**

PRINCIPAL  
VAGDEVI DEGREE COLLEGE  
NARASARAOPET, Palnadu Dist.