



VIJAYAM SCIENCE AND ARTS DEGREE COLLEGE

#20-49, Beside Overbridge, Naidu Buildings, Mittoor, Chittoor, Andhra Pradesh - 517001.

GRIEVANCE & REDRESSAL CELL

Committee Members:

Sl. No	Name of the members	Designation	Role in the Committee
1	Sri. Dr.M.Thejomoorthy	Principal	Chairman
2	Sri. R.Rajagopal	A. O	Coordinator
3	Smt. K.Sabitha	Lecturer	Member
4	Sri. G.E.Satheesh Kumar	Lecturer	Member
5	Sri. S.Kishore Kumar	Lecturer	Member
6	Smt. K.Lakshmi Bai	Lecturer	Member
7	Smt. G.S.Nauhira Bhanu	Lecturer	Member
8	ManasaS	Student	Member
9	S Rajesh	Student	Member

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 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 institute.

- Upholding the dignity of the Institute by ensuring strife free atmosphere in the Institute 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 Institute 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.

The committee for the academic year 2020-21 is constituted with the following members.

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.

Procedure for lodging complaint:

- The students/employees may feel free to put up 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.