



# Sir C.V. RAMAN DEGREE COLLEGE

Affiliated to Sri Krishnadevaraya University, Anantapuramu.  
TADIPATRI - 515 411. Anantapuramu Dist. (A.P) Ph : 08558 - 222929



Date...04-09-2023

## GRIEVANCE REDRESSAL COMMITTEE

### MINUTES OF OPENING MEETING 2023-2024

DATE OF MEETING :- 04-09-2023

VENUE :- SEMINAR HALL

Grievance Redressal System is a vital part of any administration. It is the responsibility of the College Administration to provide a secure and contented environment to all its Staff and Students. The Grievance Redressal Committee has been formed in the College as per the UGC guidelines to redress the grievances of both the staff and the students. Since the inception of the college, the Committee has been under the direct purview of the Principal.

The following items were discussed during the meeting:

- To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- To accept written grievances from students and staff related to the system.
- To create and implement a mechanism to handle the reported grievances.
- To forward the findings to the Management if necessary for further action.
- To attend to the grievances based on the authenticity and gravity of the criticisms made.
- To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
- To convene periodical meetings to discuss whether the grievances have been settled.
- To make a follow-up of these matters at regular intervals till their final disposal.
- To maintain strict confidentiality, if necessary.

Signature of the Chairman



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Date...04.10.2023

## Grievance Redressal Committee

| S No | Name                    | Designation in the Committee | Signature     |
|------|-------------------------|------------------------------|---------------|
| 1    | Mr. G Ravindra reddy    | Chairman                     |               |
| 2    | Mr. Y.G Dayananda reddy | Convener                     |               |
| 3    | Mr. N Mohan             | Member                       | N.Mohan.      |
| 4    | Mr. S Raja Babu         | Member                       | S. Raja Babu  |
| 5    | Ms.P.Lavanya            | Member                       | P.Lavanya     |
| 6    | Ms. N.V. Sowjanya       | Member                       | N.V. Sowjanya |
|      |                         |                              |               |

Website: [www.scvrdc.com](http://www.scvrdc.com)

toll free number:-100

special room no:-

website:- [www.appolice.gov.in](http://www.appolice.gov.in)



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Date...07/09/2024

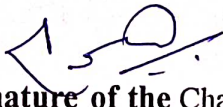
## GRIEVANCE REDRESSAL COMMITTEE

### Minutes of Closing Meeting 2023-2024

Date of Meeting :- 07-02-2024  
Venue :- SEMINAR HALL

The following points were discussed during the Grievance Redressal Committee Meeting held

- Assigning staff members as in charges to receive complaints.
- Placed number of complaint box at Office of Principal for students to lodge their complaints / suggestions.
- The report of grievance committee is forwarded to Principal for further action.
- To discuss and approve the methods of Redressal and appropriate action to be taken in the matter.
- Any other item with the permission of Chair. As per the discussions conducted and the approved minutes in the said meeting action was taken as under.
- Due to Covid-19 induced pandemic situation and the lockdown imposed thereby, there had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date.
- The mechanism of grievance Redressal by the College Grievance Redressal Cell was communicated to all the learners through:
  - a. Issuance of Notice to learners.
  - b. Comprehensive information link made available on the College website.

  
Signature of the Chairman



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Grievance Redressal Committee

Date....07.10.2024

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|------|-------------------------|------------------------------|---------------|
| 1    | Mr. G Ravindra reddy    | Chairman                     |               |
| 2    | Mr. Y.G Dayananda reddy | Convener                     |               |
| 3    | Mr. N Mohan             | Member                       | N. Mohan      |
| 4    | Mr. S Raja Babu         | Member                       | S. Rajababu   |
| 5    | Ms.P.Lavanya            | Member                       | P. Lavanya    |
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