



# SRI VENKATESWARA DEGREE & PG COLLEGE

Recognized by UGC under section 2(F) & 12 (B), Permanently Affiliated to S.K. University, Ananthapuramu  
# 12-3-415, Jesus Nagar, Ananthapuramu - 515 001, (A.P.) Tel : 08554 - 234477, +91-9618469729  
Website : www.svdegrecollege.ac.in, Email : info@svdegrecollege.ac.in



Proceedings of the Principal regarding the constitution of “Students’ Grievance Redressal Committee (Sri Venkateswara Degree College) in accordance with UGC Guidelines dated April 11, 2023.

11 May, 2023

In accordance with the Regulations of the University Grants Commission’s (UGC), notification dated: April 11, 2023, ‘Students’ Grievance Redressal Committee’ (SGRC) has been formed in Sri Venkateswara Degree College, Anantapuramu. The principal is pleased to appoint the following faculty as the members of the Students’ Grievance Redressal Committee. This committee will consider to redress the students’ grievances as per the guidelines mentioned in the UGC regulations.

## Composition of Students’ Grievance Redressal Committee (SGRC)

S.NO	Composition	Name and Designation	Designation in the Committee
1	A professor as chairperson	Dr. Y. Madhusudhana Reddy, Associate Professor of Mathematics, Principal.	Chairperson (OC)
2	4 Members: Professors/Senior Faculty Members	Dr. E. Muralidhar, Senior Lecturer in Telugu.	Member (OC)
3	(At Least one member or the Chairperson shall be a woman and at least one member or the Chairperson shall be from SC/ST/OBC category)	Dr. S. Rizwana, Assistant Professor of Biotechnology.	Member (BC)
4		S. Harikrishna, Assistant Professor of English.	Member (SC)
5		C. Ravindra, Assistant Professor of Statistics.	Member (BC)
6	One student Representative	K. Shireesha, B.Sc, M.S.Cs	Special Invitee (Female) (BC)

## Procedure for Redressal of Grievances by “Students’ Grievance Redressal Committee”:

Sri Venkateswara Degree College will adhere to the University Grants Commission’s (UGC) guidelines for Redressal of Grievances of Students, 2023 (notification dated: April 11, 2023).



  
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Specific Guidelines:

- i. Each institution, within a period of three months from the date of issue of this notification, shall have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- ii. On receipt of an online complaint, the institution shall refer the complaint to the appropriate "Students' Grievance Redressal Committee" along with its reports within 15 days of receipt of the complaint on the online portal.
- iii. The "Students' Grievance Redressal Committee", as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- iv. An aggrieved student may appear either in person or authorize a representative to present the case.
- v. Grievances which are not resolved by the "Students' Grievance Redressal Committee" within the time period provided in these regulations may be referred to the ombudsperson by the university.
- vi. Institutions shall extend cooperation to the ombudsperson or the "Students' Grievance Redressal Committee(s)", for early redressal of grievances.
- vii. The ombudsperson shall, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order with reasons thereof as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- viii. The institution and the aggrieved student shall be provided with copies of the order under the signature of the ombudsperson.
- ix. The institution shall comply with the recommendation of the ombudsperson.
- x. The ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.



  
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## Circular

13-05-2023

A meeting of "Students Grievance Redressal Committee" of the institution will be held on 15-05-2023 at 11:40 AM in the principal's chamber and all members are asked to attend the meeting without fail. The meeting will be presided by the chairperson of the committee Dr. Y. Madhusudhana Reddy.

### Agenda:

1. To explain the new guidelines framed by UGC on Students Grievance Redressal Committee
2. To discuss on the duties and responsibilities of the committee members
3. To discuss on the initiatives to be taken if grievances arise
4. To discuss on conducting an awareness program for students and staff.
5. Any other topic with the permission of the chair.

Members:

4  
E. Murali  
S. H. Reddy  
S. R. S.



  
Chairperson  
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## Minutes of the meeting (Students Grievance Redressal Committee)

16-05-2023

A meeting by Students Grievance Redressal Committee was held on 15-05-2023 at 11:40 AM in the principal's chamber chaired by Dr. Y. Madhusudhana Reddy, Chairperson of the committee and all the members present in the meeting.

### 1. To explain the new guidelines framed by UGC on Students Grievance Redressal Committee

The meeting was initiated by the chairman of the committee and explained in depth the guidelines framed by UGC on "Students Grievance Redressal Committee. Members got clarified their doubts from the chairperson and a copy of the guidelines has been given to each member to go through after the meeting.

### 2. To discuss on the duties and responsibilities of the committee members

It was discussed about being the members of the committee, what their roles, responsibilities and duties are and act accordingly.

### 3. To discuss on the initiatives to be taken if grievances arise

It has been explained to all about the initiatives to be taken depending on the issues rise and not to neglect and take lightly any of the issues raised by the victims.

### 4. To discuss on conducting an awareness program for students and staff.


Decision has been taken to conduct an awareness program on "Students Grievance Redressals" among students and staff after college reopens in July for the academic year 2023-24.

### 5. Any other topic with the permission of the chair.

Nil.

Y E Madhusudhana Reddy  
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The following is the Action Taken Report of the SGRC Meeting conducted on 15-05-2023

As decided in the meeting an awareness program has been conducted in the seminar hall of the institution and the students as well as staff were participated in the program. A prominent personality development speaker and advocate Sri D. Srinivasulu has been invited as the key speaker and he explained everything in detail about the initiatives taken by the UGC to protect the honour and dignity of every individual in the society and asked the students to play their role as responsible citizens and to feel empathy towards fellow human beings. Later the Chairman of the institution spoke about the laws made to protect sensitive students and he assured at most importance will be given to all students and staff in terms of security and safety in all measures.

The committee members decided to conduct a meeting periodically and to take appropriate measures with the help of other cells and committee members in maintaining a grievance free campus.

**IQAC Co-Ordinator**

R

**Principal**

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## Circular

18-09-2023

### Students Grievance Redressal Committee

A meeting of "Students Grievance Redressal Committee" of the institution will be held on 20-09-2023 at 11:40 AM in the principal's chamber and all members are asked to attend the meeting without fail. The meeting will be presided by the chairperson of the committee Dr. Y. Madhusudhana Reddy.

#### Agenda:

1. To read and confirm of the previous meeting minutes held 15-05-2023.
2. To discuss on the grievances reported and action taken from the previous meeting
3. To discuss on initiative measures to be taken on downloading "disha app" for women students.
4. To discuss on conducting an awareness program for students and staff.
5. Any other topic with the permission of the chair.

Members:

*E. Murali*  
*S. H. ...*  
*S. P. ...*



*[Signature]*  
Chairperson  
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## Minutes of the meeting (Students Grievance Redressal Committee)

21-09-2023

A meeting by Students Grievance Redressal Committee was held on 20-09-2023 at 11:40 AM in the principal's chamber chaired by Dr. Y. Madhusudhana Reddy, Chairperson of the committee and all the members present in the meeting.

1. To read and confirm of the previous meeting minutes 15-05-2023

The meeting was initiated by the chairman of the committee and read the minutes of previous meeting held on 15-05-2023 and it was confirmed by all the members.

2. To discuss on the grievances reported and action taken from the previous meeting

It was discussed on whether any grievances were reported in the previous year from students or staff. Since many awareness programs being conducted by the cells and a few committees and the safety initiatives measures taken by the authorities any untoward incident happened and nobody has reported any grievance.

3. To discuss on initiative measures to be taken not to give any scope to curtail grievances.

It was resolved to counsel students and conduct parents meet often collaboratively with other cells, so that preventive measures can be taken quite easily.

4. To discuss on conducting an awareness program for students and staff.

Decision has been taken to conduct awareness programs often on "Students Grievance Redressals" among students and staff for the academic year 2023-24.

5. Any other topic with the permission of the chair.

Nil.

*Y*  
*E. Murali*  
*S. H. Reddy*  
*S. R. Reddy*



*Y. Madhusudhana Reddy*  
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## Action Taken Report

### Students Grievance Redressal Committee

S.No	Topics discussed	Action Taken
1	To read and confirm of the previous meeting minutes of 15-05-2023	Read and confirmed the previous minutes
2	To discuss on the grievances reported and action taken from the previous meeting.	Since taking of safety measures and awareness programs no issues have been reported.
3	To discuss on initiative measures to be taken not to give any scope to curtail grievances.	Initiative has been taken by the members and collaboratively with students counselling cell educated the students and conducted parents meet.
4	To discuss on conducting an awareness program for students and staff.	Awareness program was organized for students and staff and asked to report any incident occurs within the campus.

Members:

4  
E. Murali  
S. J. J. J.  
S. J. J.



Chairperson  
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