



BOWRAMPET (V), VIA AIRFORCE ACADEMY, HYDERABAD-500043
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Ref: DRKIST/Grievance/UGC/2024-25/01.

Date: 03-06-2024

CIRCULAR

Subject: Constitution of Student Grievance Redressal Committee for the Academic Years 2024-25 and 2025-26

In accordance with the UGC (Redressal of Grievances of Students) Regulations and guidelines, and to provide a mechanism for redressal of student grievances in a fair and transparent manner, the **Student Grievance Redressal Committee** is hereby constituted for the academic years **2024-25 and 2025-26** as follows:

S.No	Member Name	Actual Designation	Designation in the Committee	Email	Mobile
1	Dr. Gnaneswara Rao Nitta	Principal	Chairperson	gnani.nitta@gmail.com	9000239485
2	Dr. Prasanthi Ponduri	Professor	Member	santhiponduri@gmail.com	9677289523
3	Dr. B. Pavan	Associate Professor	Member	pavanbagali1992@gmail.com	9845559306
4	Jacob Jayaraj Gollamudi	Associate Professor	Member	jacob.gollamudi@gmail.com	8919531356
5	Ms. Srithi Das	Final Year Student	Special Invitee	srithidas601@gmail.com	6304843820

Objectives of the Committee:

- To provide a structured mechanism for resolving student grievances.
- To ensure fairness, equity, and transparency in all academic and administrative dealings with students.
- To maintain a positive and harmonious environment on campus.

Scope of Grievances: The committee shall deal with grievances related to academic matters, facilities, assessment procedures, discrimination, harassment, and any other issues affecting student welfare and dignity.

Meeting Frequency: The committee will meet periodically or as required to address received grievances promptly.

Reporting: All grievances and resolutions will be documented and submitted to the Principal and forwarded to the University and UGC if required.

This committee is effective immediately and all departments are requested to disseminate this information to all students.

With Regards,

Dr. Gnaneswara Rao Nitta
Principal
DRK Institute of Science and Technology

PRINCIPAL
DRK INSTITUTE OF SCIENCE & TECHNOLOGY
Bowrampet, Qethbullapur, Hyderabad-500 043.

GRIEVANCES REDRESSAL COMMITTEE

Objectives:

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

Functions:

The function of the cell is to look into the complaints lodged by any student and judge their merit. The grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the director in person or in consultation with the faculty in charge of the students' grievance cell. In case the person is unwilling to appear in person, the grievance may be dropped in writing in the/suggestions box of the institution. Anonymous complaints will not be treated as grievances. Grievances may also be sent through the faculty in charge of the students.

ROLES AND RESPONSIBILITIES

1. To redress students' grievances with a transparent, impartial and fair approach.
2. To encourage the students to report their grievances without any fear of being victimised.
3. To process all the individual complaints and take immediate and suitable action.
4. To maintain a harmonious educational atmosphere in the college.

PROCEDURE FOR LOADING A COMPLAINT

1. The students may feel free to put up a grievance in writing/ or in the format available in the drop-in boxes and the college website
2. The grievance cell will act upon those cases that have been forwarded along with the necessary documents
3. The grievance cell will ensure that the grievance has been properly solved in the stipulated time limit provided by the cell


Chairperson

Date: 04-06-2024

CIRCULAR

It is hereby informed that all the members of the Student Grievance Redressal Committee to attend the meeting scheduled on 05-06-2024 at 3.40 PM in the Conference Hall

AGENDA

1. Review and discussion of student grievances submitted during the semester.
2. Steps taken on previous complaints.
3. Suggestions for improving the grievance redressal process.



Chairperson

PRINCIPAL
DRK INSTITUTE OF SCIENCE & TECHNOLOGY
Bowrampot, Qethbullapur, Hyderabad-500 043.

Date: 05-06-2024

MEETING PROCEEDINGS

1. The Student Grievance Redressal Committee reviewed 4 grievances, which included issues related to:
 - Lab equipment malfunction
 - Internet access in
2. **Actions taken:**
 - The concerned departments were informed to submit the mark sheet
 - Departments were informed to go for repairs and maintenance of the equipment
 - Chairperson instructed the CSE department to ensure a high-speed, uninterrupted internet facility
 - Update the grievance submission link on the college website.
 - Place a suggestion/complaint box in the library.


Chairperson

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