



NARASARAOPETA ENGINEERING COLLEGE (AUTONOMOUS)

GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.No.	Name of the Staff Member	Designation	Dept.	Designation in the Committee
1	Dr.M.Sreenivasa Kumar	Principal	ME	Chairman
2	Dr.P.Lakshmanan	Professor & HOD	EEE	Convenor
3	Dr.D.Suneel	Vice Principal	ME	Member
4	Dr.B.Venkata Siva	Professor & HOD	ME	Member
5	Dr.V.Venkata Rao	Professor & HOD	ECE	Convenor
6	Dr.S.N.Tirumala Rao	Professor & HOD	CSE	Member
7	Dr.K.P.Lakshmi	Professor & HOD	BS&H	Member
8	Dr.S.Venkata Ramana	Professor &HOD	MBA	Member
9	M.Mamatha	Assoc. professor &HOD	MCA	Member
10	V.Mahesh Babu	Professor & COE	MCA	Member
11	Dr.T.V.S.M.Mohan Babu	Professor & AO	BS&H	Member

FUNCTIONS OF THE COMMITTEE

1. This committee deals with all the grievances directly which is related to the common problems at Institute level both academic and administrative.
2. The aggrieved individual (Faculty/Staff/Student) shall indicate the details of his/her grievance in a prescribed format (designed for the purpose) and submit the same to the principal, who in turn will refer the same to Chairman of the concerned Redressal Committee.
3. The grievance of the individual will be given fair and reasonable opportunity to the heard to be in detail before the Chairman and other members of the concerned committee, in a peaceful and conciliatory environment depending upon the issue and if need be, appropriate evidence in the form a material evidence or personal witness maybe introduced by the aggrieved person.

4. The Chairman of the committee, in consultation with the other member's will submit the report to the principal, at the earliest possible time.
5. The principal in turn, depending upon the nature, magnitude and jurisdiction of the issue, will arrange for the appropriate and early measure of Redressal of the grievance, under direction of the management and the same will be communicated to the "Aggrieved Person".
6. All the preceding of the grievance, mechanism will be suitably documented and recorded.
7. In case of sensitive matters, related matters related to offences- pertaining to sexual discrimination are damage to any particular individual the matter is kept confidential.
8. Hearing of Grievance Committee is done in such a way that no information purpulate out before action is taken.
9. In case of any penalty is awarded to any faculty members it is recorded and kept in personal file of the concerned faculty.