



SIDDARTHA EDUCATIONAL ACADEMY GROUP OF INSTITUTIONS

(An Integrated Campus for Engineering & MBA)

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapur, AP.

Near C. Gollapalli, Tirupati – 517 505, Andhra Pradesh

Grievances Redressal policy

To address the grievances of the students, parents and others, as per All India Council for Technical Education (AICTE) regulations, 2012 under clause 1 of section 23 of the AICTE Act, 1987 regarding the establishment of Mechanism of Grievance Redressal Committee (GRC) is formed in the college. The objective of GRC is to develop a harmonious educational environment in the institute.

Composition of tenure of the committee: The committee shall comprise of a Chairperson, Conveyor and two or more senior teaching faculty members. Principal of the college shall be the Chairperson. Members of the committee shall be nominated by the Chairperson for tenure of two years. Out of the members, one member shall be female and the other from SC/ST/OBC category. A representative from the students of the college to be nominated by the chairperson as special invitee.

Scope of the grievances:

Grievances may be related to any of the following matters:

Academic Matter- Issues related to assessment, attendance, marks, and other examination related matters etc.

Financial Matter- Issues related to charging of fees, scholarships and payments.

Administration Matters – Issues related to infrastructure, basic amenities, sanitation, transport or victimization or harassment and ragging by colleague students or teachers etc.

Grievance receiving mechanisms: Anyone with a genuine grievance may lodge complaint to GRC along with necessary document, if any. The grievances shall be reported by using any of the following modes:

- ❖ Submission of written complaint in person by approaching the committee.

Grievance redressal mechanism:

- ❖ After the receipt of application from the aggrieved, the chairman of GRC shall fix the date, time and venue of the meeting after having a discussion with the member.
- ❖ The meeting shall be scheduled within ten days of receipt of the application.
- ❖ All relevant papers shall be circulated as hard / soft copy to all the members on or before the date of meeting.
- ❖ After fixing the date of the meeting, a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievance before the committee and the acknowledgement of receipt would be on record.
- ❖ In case of a minor student (applicant), the student may be accompanied by his or her nature / legal guardian (either father or mother). No other person shall be allowed to the meeting.



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- ❖ The committee members are expected to deliberate upon the case, the grievance of the applicant and the rules laid down by the Institute.
- ❖ The brief facts, evidences and final recommendations by the committee members shall be recorded in the format of minutes of the meeting.
- ❖ The minutes shall be circulated to all the members of the Grievance committee for their signatures.
- ❖ The decision of Grievance committee shall be communicated in writing to the applicant at the earliest.

Appeal:

The applicant shall have the right to file an appeal to the ombudsperson within 15 days from the date of the written communication of recommendations of the committee. The applicant shall send written communication to college conveying his desire to file an appeal to the ombudsperson. The college shall place the appeal along with relevant material before the ombudsperson and inform the applicant accordingly. The ombudsperson shall within a reasonable time decide the appeal. Final decision would be communication to the applicant by the college.

Organization wide awareness:

Awareness among stakeholders is created by organizing awareness programs, displaying the grievance registration mechanism on web site, Digital sign boards and posters in prominent places of the campus.

PRINCIPAL

**Siddhartha Educational Academy
Group of Institutions
Near C.GOLLAPALLI, Tirupati (R)-517 505
Tirupati Dist. (A.P.)**