

**MINUTES OF MEETING OF  
GRIEVANCE REDRESSAL  
COMMITTE**



# ADITYA DEGREE COLLEGE

(Affiliated to Andhra University)

Gopalapatnam, Visakhapatnam - 530 027

Ph: 0891 - 2769469, 7997836662

Email: adcgpt@aditya.ac.in

Date: 01-04-2023.

## CIRCULAR

All the Staff & Student Members of the Grievance Redressal Committee are hereby requested to attend a meeting with the principal at 4 pm on 03-04-23 in the principal's chamber to discuss various aspects of Grievance Redressal Committee.

### **Agenda:**

- 1) To discuss the duties of member of Grievance Redressal Committee
- 2) To Provide safe academic environment for the students
- 3) To Provide safe working environment for the staff.

### **Copy to:**

Office

GRC Members

**Principal**



Principal  
ADITYA DEGREE COLLEGE  
Gopalapatnam, Visakhapatnam-27



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Date:03-04-2023.

## Minutes of the Meeting

The meeting of all the members of the Grievance Redressal Committee under the edict of the Principal has been conducted in the principal's chamber at 4 pm on 03-04-23 to discuss various aspects of Grievance Redressal Committee. The following members of the committee have attended the meeting and the following resolutions have been accepted.

S.No	Name of the member	Designation	Signature
1	K Murali Mohan Rao	Co-ordinator	
2	B.Satish	Staff Member	
3	Gumma Meghana	Student Member	
4	Parapati Jhansi rani	Student Member	

**Co-ordinator**

**Principal**



Principal  
ADITYA DEGREE COLLEGE  
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## Resolutions

1. To publicise rules and regulations of Grievance Redressal Committee .
2. To indicate the name of the members of Grievance Redressal Committee to all the students.
3. To Conduct awareness programs on the importance of Grievance Redressal Committee .
4. To display the phone numbers of all the members of Grievance Redressal Committee on the notice board of the college.
5. To look into various complaints lodged by the Staff & students of the college.
6. To Address the complaints & redress them.
7. To inform the students to lodge their complaints in the complaints box provided in the college or in the website goggle form.
8. A grievance with regard to the change of not working speakers in LCD Class Room was lodged with the grievance redressal committee on 13-02-2023
9. An appropriate action was initiated by the college on 20-02-23 to change the defective Speaker with new Speaker and to redress the grievance effectively.
10. A grievance with regard to the change of broken Dustbin in 1<sup>st</sup> MAIRCS Class was lodged with the grievance redressal committee on 26-02-2023
11. An appropriate action was initiated by the college on 27-02-23 to change the broken Dustbin in 1<sup>st</sup> MAIRCS Class room and to redress the grievance effectively.

**Co-ordinator**

**Principal**



Principal  
ADITYA DEGREE COLLEGE  
Gopalapatnam, Visakhapatnam-27