

S.V.K.P & Dr.K.S.RAJU ARTS & SCIENCE COLLEGE (A)

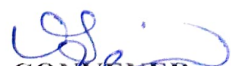
Recognized by UGC as "College with Potential for Excellence"

Accredited by NAAC with 'A'

PENUGONDA - 534320

GRIEVANCE AND REDRESSAL GUIDELINES

- The complaint boxes are arranged at three different places in the college campus (Administrative block, UG block and PG block).
- All the complaints and grievances should be in written form. No oral complaints will be entertained.
- The students should write down their complaints and grievances on a plain paper addressed to Principal/Convener, S.V.K.P & Dr.K.S.Raju Arts & Science College (A), Penugonda and lodge in the complaint box or by the hand. Clearance will be done periodically for every 15 days.
- The students should write down their names, class and duly signed by the complainer along with the date.
- The complaint and grievance should not have tinge of bias or prejudice against the staff members.
- The complaints should not resort to forms of accusations and tarnish the image of any person in the college.
- Anonymous complaints or complaints lodged by outsider will be rejected.
- The Grievance and Redressal Cell has full right to reject the false and meaningless complaints and there shall be no appeal on the decision of the cell. However the cell Chairman, Convener and Members will sympathetically and carefully look into the matter and try to reduce the genuine grievances of the students.
- The name of the complainer will not be disclosed. However they will have to appear before the cell committee, if it feels necessary to interrogate him personally.


CONVENER

Associate Professor

PG Dept. of Management Studies (MBA),
S.V.K.P. & Dr. K.S. Raju Arts & Science College (A)
PENUGONDA - 534 320, W.G.DL.A.P




PRINCIPAL

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