



VIVEKANANDA COLLEGE OF COMPUTER SCIENCES
Chattanpally, Shadnagar, R.R(Dist)509216

Formation of Grievance Cell

Ref: GRC/2025

Date: 10-11-2025

This is informed that **Grievance Redressal Committee** has been formed with the following members in the Vivaknanda College of computers sciences to whom the issues relating to Grievance have to be lodged.

Our Institute **Grievance Redressal Committee** has been constituted on 10th November 2025. The composition of the Committee is as under:

Faculty	Dr.Mahesh Chandra	Chairman
Advocate	Girivardhan Reddy	Member
Faculty	C Ravi Kumar	Member

The Grievance Redressal Cell was constituted to probe into the student grievances. The Grievance Redressal Cell attempts to address genuine problems and complaints of students whatever be the nature of the problem.

Objective

A Grievance Redressal committee has been formed in our college to settle genuine grievances of students, staff and parents up to a satisfaction level so as to create a healthy relationship among the students, parents employees and employer. The grievance will include any matter relating to student and staff. The committee is requested to contribute effectively to dispose the grievances at the earliest.

Rules

- 1) To deals with all the genuine grievances of students and staff of the college. All complainants should file their grievances either by writing in paper to the committee or by online on the website of the college.
- 3) The committee will meet at regular intervals depending on need to resolve the grievances.
- 4) To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.
- 5) The student/staff shall bring up his/her grievance in a prescribe format immediately to the grievance cell without fail. The number of grievance settled or pending will be reported to the Principal/Director in every month.

Procedure-

- 1) A compliant box is provided at the ground floor of Admin block for students.
- 2) Similarly another compliant box is provided at the ground floor (near Secretary’s Cabin) of the same block for the staff.
- 3) All grievances referred to the Grievance Redressal committee shall be entered in a Register by designated member.
- 4) All complaints should be resolved within a time frame by looking into its seriousness and by two way approach.
- 5) The result of the grievance will be informed to the complainant within the period defined.
- 6) Any staff/ student may report directly to the principal/Director for resolving their grievance if he/she is dissatisfied by the GRC

GRIEVANCE FORMAT:

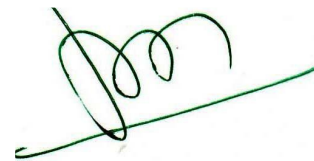
Name of the complainant-----
Designation (if any) -----
Place of Work-(Department) -----
Nature of Grievance-----

Undertaking

I here declare that the information furnished above by me is true and accurate. Further, I understand that disciplinary action can be taken against me if the above allegations are found incorrect or malicious.

Signature of the Complainant

Date-



PRINCIPAL
PRINCIPAL
VIVEKANANDA COLLEGE OF COMPUTER SCIENCE
CHATTANPALLY, SHADNAGAR,
RANGAREDDY (Dist), PIN - 509216