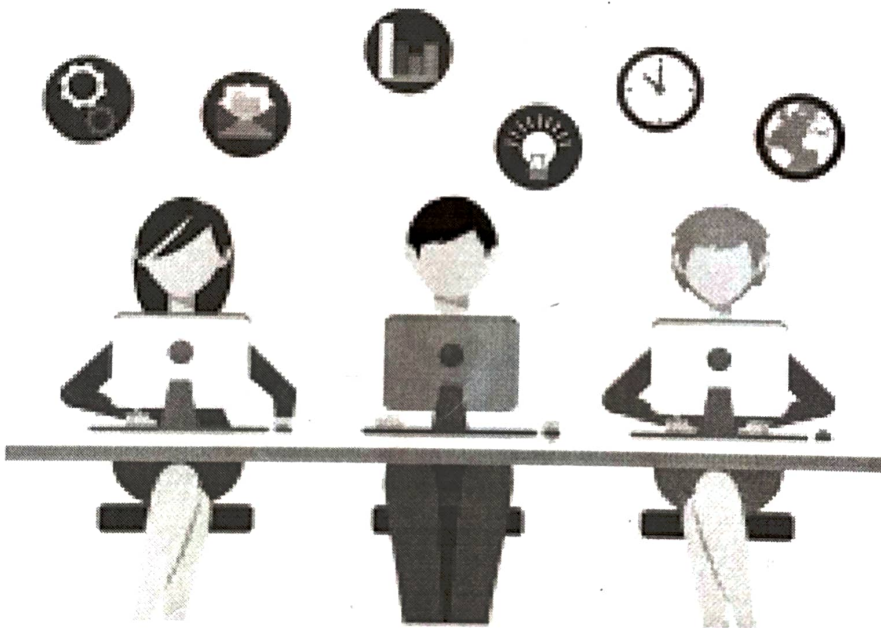




ADITYA COLLEGE OF ENGINEERING
Punganur Road, Valasapalle (Post), Madanapalle, Annamayya (Dist.) - 517326
(An Autonomous Institution)

GRIEVANCE REDRESSAL CELL



**CONSTITUTION, CIRCULARS
AND MINUTES OF THE
MEETING FOR THE ACADEMIC
YEAR 2025-26**



ADITYA COLLEGE OF ENGINEERING

Punganur Road, Valasapalle (Post), Madanapalle, Annamayya (Dist.,) - 517326

(An Autonomous Institution)

Ref.: ACEM/Office order/Constitution/ AY: 2025-26/ SEM-I/53

Date: 26.06.25

****OFFICE ORDER****

Subject: Constitution of Grievance Redressal Cell - Academic Year 2025-26-Reg.

The Grievance Redressal Cell has been constituted with the following members, comprising faculty and students from various departments. The composition of the Grievance Redressal Cell is as follows:

S. No.	Name of the Member	Designation	Role
1.	Dr. P. Rayudu	Principal	Chairman
2.	Dr. R. Thriveni	Professor	Convener
3.	Dr. D. Sreenivasulu Reddy	Professor, A.I. & D.S. Department	Member
4.	Mr. D. Ramakanth	Assistant Professor, C.S.E(A.I.) Department	Member
5.	Mrs. S. Heena Kousar	Assistant Professor, E.C.E. Department	Member
6.	Mrs. S. Reddy Mubaraq	Assistant Professor, C.S.E. Department	Member
7.	Mrs. V. Sunitha	Assistant Professor, E.E.E. Department	Member
8.	Ms. M. Harini	Student, C.S.E. Department	Member
9.	Mr. C. Nanda Kishore	Student, C.S.E. (A.I.) Department	Member
10.	Ms. N. Mamatha	Student, A.I. & D.S. Department	Member
11.	Ms. V. Meghana	Student, E.C.E. Department	Member
12.	Ms. K. Harathi	Student, E.E.E. Department	Member

Objectives:

- To provide a fair, transparent, and impartial mechanism for resolving grievances of students, faculty, and staff.
- To uphold the principles of justice and ensure timely redressal of academic, administrative, and personal issues.
- To promote harmony, trust, and accountability by safeguarding the rights and dignity of all stakeholders.

Functions:

- To receive, examine, and address grievances from students, faculty, and staff in a fair and confidential manner.
- To investigate the issues, recommend suitable actions, and ensure timely resolution of the grievances.
- To maintain records of grievances and actions taken, and periodically review the effectiveness of the redressal mechanism.

The Chairman of the Grievance Redressal Cell is authorized to conduct at least one meeting per semester to fulfill its objectives, organize activities, prepare the Minutes of the Meeting, and compile the Action Taken Report (ATR).


PRINCIPAL
PRINCIPAL

Aditya College of Engineering
MADANAPALLE - 517325



ADITYA COLLEGE OF ENGINEERING

Punganur Road, Valasapalle (Post), Madanapalle, Annamayya (Dist.) - 517326

(An Autonomous Institution)

Ref. No.: ACEM/GRC/CIR/2025-26/02

Date: 20.08.2025

CIRCULAR

All the Grievance Redressal Cell Members are requested to attend a Meeting on 02.07.2025(i.e., Friday) at 2:00 PM in Room No. 110.

Agenda:

1. Welcome and opening remarks by the Chairperson.
2. Review and discussion of grievances received and their redressal status.
3. Discussion on the procedures and best practices for effective grievance resolution.

Chairman

Grievance Redressal Cell

PRINCIPAL

Aditya College of Engineering

MADANAPALLE - 517325

Copy To:

All Committee Members



ADITYA COLLEGE OF ENGINEERING

Punganur Road, Valasapalle (Post), Madanapalle, Annamayya (Dist.), - 517326

(An Autonomous Institution)

GRIEVANCE REDRESSAL CELL - MINUTES OF MEETING

Academic Year: 2025-26 & Sem - I

The Convener of the Grievance Redressal Cell(GRC) conducted a meeting with its members on 02.07.2025 at the Conference Hall (Room No. 110).

Agenda:

1. Welcome and opening remarks by the Chairperson.
2. Review and discussion of grievances received and their redressal status.
3. Discussion on the procedures and best practices for effective grievance resolution.

Members Present:

S. No.	Name of the Member	Designation	Role
1.	Dr. P. Rayudu	Principal	Chairman
2.	Dr. R. Thriveni	Professor	Convener
3.	Dr. D. Sreenivasulu Reddy	Professor, A.I. & D.S. Department	Member
4.	Mr. D. Ramakanth	Assistant Professor, C.S.E(A.I.) Department	Member
5.	Mrs. S. Heena Kousar	Assistant Professor, E.C.E. Department	Member
6.	Mrs. S. Reddy Mubaraq	Assistant Professor, C.S.E. Department	Member
7.	Mrs. V. Sunitha	Assistant Professor, E.E.E. Department	Member
8.	Ms. M. Harini	Student, C.S.E. Department	Member
9.	Mr. C. Nanda Kishore	Student, C.S.E. (A.I.) Department	Member
10.	Ms. N. Mamatha	Student, A.I. & D.S. Department	Member
11.	Ms. V. Meghana	Student, E.C.E. Department	Member
12.	Ms. K. Harathi	Student, E.E.E. Department	Member

1. Welcome and opening remarks by the Chairperson:

The Chairperson welcomed all the committee members and emphasized the importance of maintaining a fair and transparent grievance redressal system within the institution. The objectives of the meeting were outlined, highlighting the need for timely and effective resolution of issues.

2. Review and discussion of grievances received and their redressal status:

The Committee noted that no major grievances were reported, and minor issues were addressed and resolved satisfactorily.

3. Discussion on the procedures and best practices for effective grievance resolution:

The Committee deliberated on improving the existing procedures for grievance handling. Suggestions included enhancing communication between complainants and committee members, setting clear timelines for resolution, and maintaining confidentiality throughout the process.

The meeting concluded with a vote of thanks proposed by the Convener of the Cell.


Chairman

PRINCIPAL
Grievance Redressal Cell
Aditya College of Engineering
MADANAPALLE - 517325



ADITYA COLLEGE OF ENGINEERING

Punganur Road, Valasapalle (Post), Madanapalle, Annamayya (Dist.) - 517326
(An Autonomous Institution)

Attendance

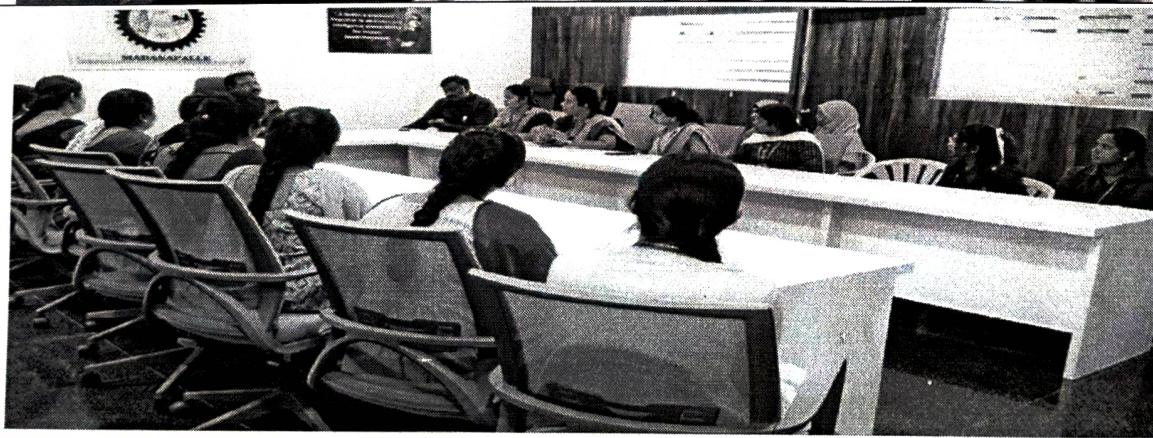
Academic Year & Sem: 2025-26 & I

Date of Meeting: 13.12.2024.

Total Number of Committee Members : 12

Number of Committee Members attended the Meeting : 12

S. No.	Name of the Member	Role	Signature
1.	Dr. P. Rayudu	Chairman	
2.	Dr. R. Thriveni	Convener	
3.	Dr. D. Sreenivasulu Reddy	Member	
4.	Mr. D. Ramakanth	Member	
5.	Mrs. S. Heena Kousar	Member	
6.	Mrs. S. Reddy Mubaraq	Member	
7.	Mrs. V. Sunitha	Member	
8.	Ms. M. Harini	Member	
9.	Mr. C. Nanda Kishore	Member	
10.	Ms. N. Mamatha	Member	
11.	Ms. V. Meghana	Member	
12.	Ms. K. Harathi	Member	



Grievance Redressal Committee members attended the meeting

Chairman

Grievance Redressal Cell
Aditya College of Engineering
MADANAPALLE - 517325



ADITYA COLLEGE OF ENGINEERING

Punganur Road, Valasapalle (Post), Madanapalle, Annamayya (Dist.,) - 517326

(An Autonomous Institution)

Ref. No.: ACEM/GRC/CIR/2025-26/03

Date: 5.01.2026

CIRCULAR

All the Grievance Redressal Cell Members are requested to attend a Meeting on 10.01.2026(i.e., Saturday) at 11:00 AM in Room No. 110.

Agenda:

1. Welcome and opening remarks by the Chairperson.
2. Review and discussion of grievances received and their redressal status.
3. Discussion on the procedures and best practices for effective grievance resolution.

Chairman

**Grievance Redressal Cell
PRINCIPAL**

**Aditya College of Engineering
MADANAPALLE - 517325**

Copy To:

All Committee Members



ADITYA COLLEGE OF ENGINEERING

Punganur Road, Valasapalle (Post), Madanapalle, Annamayya (Dist.), - 517326

(An Autonomous Institution)

GRIEVANCE REDRESSAL CELL - MINUTES OF MEETING

Academic Year: 2025-26 & Sem - II

The Convener of the Grievance Redressal Cell(GRC) conducted a meeting with its members on 10.01.2026 at the Conference Hall (Room No. 110).

Agenda:

1. Welcome and opening remarks by the Chairperson.
2. Review and discussion of grievances received and their redressal status.
3. Discussion on the procedures and best practices for effective grievance resolution.

Members Present:

S. No.	Name of the Member	Designation	Role
1.	Dr. P. Rayudu	Principal	Chairman
2.	Dr. R. Thriveni	Professor	Convener
3.	Dr. D. Sreenivasulu Reddy	Professor, A.I. & D.S. Department	Member
4.	Mr. D. Ramakanth	Assistant Professor, C.S.E(A.I.) Department	Member
5.	Mrs. S. Heena Kousar	Assistant Professor, E.C.E. Department	Member
6.	Mrs. S. Reddy Mubaraq	Assistant Professor, C.S.E. Department	Member
7.	Mrs. V. Sunitha	Assistant Professor, E.E.E. Department	Member
8.	Ms. M. Harini	Student, C.S.E. Department	Member
9.	Mr. C. Nanda Kishore	Student, C.S.E. (A.I.) Department	Member
10.	Ms. N. Mamatha	Student, A.I. & D.S. Department	Member
11.	Ms. V. Meghana	Student, E.C.E. Department	Member
12.	Ms. K. Harathi	Student, E.E.E. Department	Member

1. Welcome and opening remarks by the Chairperson:

The Chairperson welcomed all the committee members and emphasized the importance of maintaining a fair and transparent grievance redressal system within the institution. The objectives of the meeting were outlined, highlighting the need for timely and effective resolution of issues.

2. Review and discussion of grievances received and their redressal status:

The Committee noted that no major grievances were reported, and minor issues were addressed and resolved satisfactorily.

3 Discussion on the procedures and best practices for effective grievance resolution:

The Committee deliberated on improving the existing procedures for grievance handling. Suggestions included enhancing communication between complainants and committee members, setting clear timelines for resolution, and maintaining confidentiality throughout the process.

The meeting concluded with a vote of thanks proposed by the Convener of the Cell.

Chairman
PRINCIPAL

Grievance Redressal Cell
Aditya College of Engineering
MADANAPALLE - 517325



ADITYA COLLEGE OF ENGINEERING

Punganur Road, Valasapalle (Post), Madanapalle, Annamayya (Dist.) - 517326

(An Autonomous Institution)

Academic Year & Sem: 2025-26 & II

Attendance

Date of Meeting: 10.1.2026.

Total Number of Committee Members : 12
Number of Committee Members attended the Meeting : 12

S. No.	Name of the Member	Role	Signature
1.	Dr. P. Rayudu	Chairman	
2.	Dr. R. Thriveni	Convener	
3.	Dr. D. Sreenivasulu Reddy	Member	
4.	Mr. D. Ramakanth	Member	
5.	Mrs. S. Heena Kousar	Member	
6.	Mrs. S. Reddy Mubaraq	Member	
7.	Mrs. V. Sunitha	Member	
8.	Ms. M. Harini	Member	
9.	Mr. C. Nanda Kishore	Member	
10.	Ms. N. Mamatha	Member	
11.	Ms. V. Meghana	Member	
12.	Ms. K. Harathi	Member	



Grievance Redressal Committee members attended the meeting

Chairman

Grievance Redressal Cell

PRINCIPAL

Aditya College of Engineering
MADANAPALLE - 517325