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GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
GOVERNMENT POLYTECHNIC :: RAJAMPETA
Near Akepadu X Road, Kadapa - Tirupati Hwy, Rajampeta, Andhra Pradesh- 516126



MINUTES OF GRIEVANCE REDRESSAL CELL MEETING

Venue: Principal's Chamber

Date: 21.09.2022

Time: 11:00 AM onwards

Agenda:

1. Review of grievances received from staff and students during the academic year 2021-22.
2. Status of redressal and resolution timelines.
3. Functionality of grievance boxes and online portal.
4. Action plan to improve grievance transparency and awareness.

Minutes of the Meeting:

- A total of **3 student grievances** and **1 staff grievance** were received.
- All grievances were resolved within the institutional time frame of 15 working days.
- Grievance box was reviewed and found functional; online mechanism is being updated.
- Suggested to sensitize students on how to raise grievances responsibly.

Resolutions:

1. Conduct awareness sessions for students on grievance procedures.
2. Ensure monthly check and documentation of grievance box content.
3. Encourage resolution at departmental level before escalation.

Signatures:

Name	Designation	Role	Signature
Dr. Y. Sudhakar	Principal	Chairman	
Sri M. Venkata Narayana	HMES	Convener	
Dr. P. Sujatha	HCES	Member	
Sri M.N. Pradeep Kumar	Office Superintendent	Member	