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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:** 22.06.2023

**Time:** 11:00 AM onwards

### Agenda:

1. Review of grievance cases from September 2022 – May 2023.
2. Status of redressal implementation.
3. Discuss preventive actions to avoid recurring issues.
4. Updating grievance SOPs if required.

### Minutes of the Meeting:

- **4 grievances** (2 academic, 2 administrative) were received and resolved.
- One case required intervention at the Principal's level; amicably resolved.
- Members suggested having a grievance redressal summary displayed on the notice board for transparency.

### Resolutions:

1. Include grievance redressal updates in student and staff meetings.
2. SOP for grievance redressal to be refined and circulated.
3. Grievance data to be reviewed quarterly in internal meetings.

### 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	