



AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY (Autonomous)

Tamaram, Makavarapalem, Narsipatnam(R D), Anakapalli Dist-531113

FACULTY AND STAFF GRIEVANCE REDRESSAL COMMITTEE

The College has a Faculty/Staff Grievance Redressal Committee. This committee aims to look into the complaints lodged by any staff and redress it as per requirement.

Roles of the committee:

- To receive written complaints or emails from teaching, non-teaching staff regarding any kind of grievances and suggest appropriate remedies.
- Anyone with a genuine grievance may approach the department grievance members in person.
- To establish cohesive work environment in the institute.
- To establish to take up institute level activities.
- To see the responsibilities of various roles and see that no one is overloaded, and to forward recommendations to the Principal for consideration and necessary action.
- To look after the implementation of comfortable transportation for the faculty & staff.

Committee Members responsibilities:

- Arranges the meeting for the committee members periodically.
- Maintains minutes for every meeting held with committee members.
- Make resolutions during gathering of committee members.
- Provides environment for lodging the complaints from the staff.
- Furnish report on grievance redressal position to the Principal.
- Every grievance is expected to be resolved within a reasonably period.

Frequency of meeting: As and when required.