

# A.S.D Govt. Degree College for Women (Autonomous) Kakinada



## Functions of the Grievance Redressal Committee

- ❖ To accept written grievances from students and staff related to the system.
- ❖ To create and implement a mechanism to handle the reported grievances.
- ❖ To forward the findings to the Management if necessary for further action.
- ❖ To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- ❖ To attend to the grievances based on the authenticity and gravity of the criticisms made.
- ❖ To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
- ❖ To convene periodical meetings to discuss whether the grievances have been settled.
- ❖ To make a follow-up of these matters at regular intervals till their final disposal.
- ❖ To maintain strict confidentiality, if necessary.



V. N. D.  
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