

GOVT. OF ANDHRA PRADESH  
DEPARTMENT OF TECHNICAL EDUCATION

Proceedings of the Principal, Government Polytechnic, Tadepalligudem.

Present : SRI. D.PHANEENDRA PRASAD, M.Tech., PRINCIPAL

**Procds. No.B/01/AICTE/2024(4).**

**Dated: 10-07-2025.**

Sub:- Technical Education – Govt. Polytechnic, Tadepalligudem – Establishment – Constitution of committee for Grievance Redressal Committee (GRC) – orders issued.

Ref:- AICTE approved Hand Book 2025-26.

<<<<◇>>>>

**Orders:**

With reference to the instructions contained in the APH cited in reference, the Principal, Govt. Polytechnic, Tadepalligudem is pleased to constitute the Grievance Redressal Committee (GRC) with immediate effect i.e., on 10.07.2025 to address the various complaints received from students of this institution.

- |  |            |
|--|------------|
| 1. Sri D. Phaneendra Prasad, Principal | - Chairman |
| 2. Dr.A.Gopi, HMES                     | - Convener |
| 3. T.V.S.Suryanaryana, SL/CE           | - Member   |
| 4. RVS Kali Prasad, L/Phy.& HGS(i/c)   | - Member   |
| 5. CH.Prasad, SL/ME                    | - Member   |
| 6. Smt. S.Padma, L/Chy.                | - Member   |

**The committee formed will deal with the complaints as listed below.**

- a) Admission(s) made contrary to merit determined in accordance with the declared admission policy of the institution and as per the instructions, admission policy and guidelines of the Commissioner of Technical Education, Govt. of Andhra Pradesh.
- b) Breach of the policy for reservation in admission as may be applicable.
- c) Delay in conduct of examinations or declaration of results beyond that specified in that specified in the academic calendar.
- d) Non-transparent or unfair evaluation practices.
- e) Denial of quality education as promised at the time of admission or required to be provided.
- f) Withholding or refusing to return any document, such as secondary school certificate, marks Memos, Diploma Certificate, any certificate related to the student with intentions like compelling the student to pay any fee or fees in respect of his/her course/program of study which he/she does not intend to pursue.
- g) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority.
- h) Complaints of alleged discrimination of students, from the scheduled castes, schedules tribes, other backward classes, women, minority or disabled categories.
- i) Harassment and victimization of students, including sexual harassment.
- j) On provision of student amenities as may have been promised or required to be provided by the institution.

**Procedure for submission of complaints.**

The aggrieved student may submit his complaint in an application giving full details, along with supporting documents. The application may be handed over to Head of Mechanical Engineering Section. The head of Mechanical Engineering Section would be responsible for forwarding the application to the Principal. Alternatively, the student may be lodge his complaint by mailing his grievance to the institution mail ([gpt178@gmail.com](mailto:gpt178@gmail.com)).

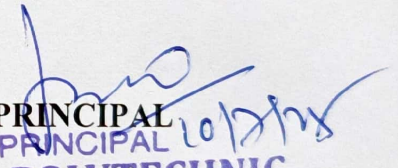
**P.T.O....**

Procedure to be adopted by the Grievance Redressal Committee.

1. A date for hearing of the complaint will be fixed by the Grievance Redressal Committee. It will be communicated to all the members of the committee and the aggrieved student.
2. An aggrieved student has to appear in person before committee on specified date at specified venue. In exception circumstances, the student is allowed to be represented by such person as may be authorized by the student to present his case.
3. Grievance Redressal Committee shall be guided by the principal of natural justice while hearing the grievances.
4. Grievance Redressal Committee shall ensure quick disposal of every application received by it and not later than a month of receipt of the grievance.
5. Grievance Redressal Committee, upon concluding the proceedings, shall pass such order as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
6. The order so passed shall be provided to the aggrieved student and shall be placed on the website of the institution.
7. The institution complies with the order and the information of grievance redressal will be submitted to the Commissioner of Technical Education, Govt. of Andhra Pradesh and the Regional Joint Director of Technical Education, A.U. Region, Kakinada.

Action by Higher Authorities.

In case, the students is not satisfied with the decision given by the Grievance Redressal Committee, he/she may approach the higher authorities i.e. O/o. the Commissioner of Technical Education, Govt. of Andhra Pradesh in the manner specified for Grievance Redressal Committee to hear and dispose the complaint. In case of any false or frivolous complaint, the chairman of the committee may order appropriate action against the complaint.

  
PRINCIPAL  
PRINCIPAL  
GOVT. POLYTECHNIC  
TADEPALLIGUDEM  
26/10/25

To  
The members of the committee through concerned HODs.  
Copy submitted to the Commissioner of Technical Education, A.P., Vijayawada for information  
Copy submitted to the RJD of Technical Education, A.U. Region, Kakinada for information  
Copy to Notice Board.