

Cell : 09704 333 789



Dr. K.V. Subba Reddy Institute of Pharmacy

(Approved by AICTE, P.C.I New Delhi & Affiliated to JNTUA Anantapuramu,
MoU with Government General Hospital & KMC, Kurnool)

Opp. Dupadu Railway Station, Lakshmipuram (Po), N.H - 44, KURNOOL - 518 218, A.P. INDIA.

Website : www.drkvsrip.in

e-mail : principalkvsrip@gmail.com

Date :

GRIEVANCE REDRESSAL CELL

GUIDELINES



Dr. K.V. Subba Reddy Institute of Pharmacy

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Principal / Correspondent

Date :

GRIEVANCE REDRESSAL COMMITTEE

As part of our constant endeavor to ensure transparency in all the activities at different stages, College provides proper mechanism to students for redressal of their grievances. This committee will deal with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative. The aggrieved member shall submit his/her petition to the Grievance Redressal Committee in a sealed envelope marked 'confidential'. On receipt of a petition the Grievance Redressal Committee will endeavor to send its recommendation to the principal for further action. In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend Principal/ Disciplinary Authority to take appropriate action against the complainant. Complaints dropped in the 'Suggestion Box' by students and parents and oral complaints are also redressed. All complaints are scrutinized by the management and the grievance redressal cell.

To realize the primary needs of the students and staff and secure civil liberties for everybody, a Grievance Redressal Cell already working in college since 9th June, 2016. According to Guide lines of University Grants Commission & Government, a GRC has been constituted.

Objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, Teachers and College administration
- Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the



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9177287508 7660003344



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Date :

Name of the Committee	List of Members		
	Name	Designation	Mobile no
Grievance Redressal Committee	Dr. G.Nagarajan, Principal	Chairman	9866945287
	Dr. B.V.Ramana, Professor in Pharmaceutics	Convener	9177287508
	Dr.K.Chandrasekhar, Associate Professor	Member	7013931980
	Mr.R.Jona Methusala, Associate Professor	Member	9674032015
	Dr. J.Gopala Krishna, Associate Professor	Member	9440429974
	Mrs.SK.Rubina, Assitant Professor	Member	8639893158
	Mr.R.Naganjaneyulu, Associate Professor	Member	8919098517
	Mrs.B.Aruna, Assistant Professor	Member	9160450507
	A.Sreelatha, 19ER1R0001 (IV YEAR STUDENT)	Member	6302333154

Copy: To All Members


Principal & GRC Chairman
PRINCIPAL
Dr. K.V.S.R. Institute of Pharmacy
Opp: Dupadu R.S. N.H.-44
KURNOOL-518218 (A P)



Dr.K.V.SUBBA REDDY INSTITUTE OF PHARMACY

*(Approved by AICTE & PCI New Delhi, Permanent Affiliated to JNTU Anantapur, Anantapuramu,
MoU with Government General Hospital, KMC, Kurnool*

Opp: Dupadu RS, N.H-44, Lakshmipuram (Post), Kurnool-518218

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ANTI-RAGGING COMMITTEE

A.Y: 2021-2022

Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus. The Anti-Ragging Squad- office bearers will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation. Anti-Ragging Committee will be involved in designing strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities.

The Primary tasks of the Committee are as follows:

1. Monitoring the students to avoid ragging and steps to be taken to curb the menace of ragging.
2. To conduct awareness programs on Anti - Ragging in the form of online meetings, flash mobs, seminars & PPTs conducted by the senior students, faculty & non-college personnel.
3. Resolving the issues reported by students regarding misconduct of the students while the online classes were conducted and misbehavior of any sort via electronic media.
4. To conduct anti-ragging campaigns in the form of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging (if offline classes are commenced).
5. To associate with Grievances & Redressal committee and help in anti-ragging activities.
6. A member of staff shall be assigned to each group of freshers, who should interact individually on a daily basis with each other to clarify any problems or difficulties faced by the group.
7. Whenever freshers are admitted to a hostel, it will be the responsibility of the staff incharge to coordinate with the hostel wardens and to make surprise visits to the dormitories where the freshers are staying.
8. A reputable institution should employ or hire professional counselors during the admissions process to help prepare freshers for their future, especially for how to adjust to life in hostels.
9. Upon the commencement of the academic year, the Head of the technical institution, university, including deemed to be university, imparting technical education shall convene and address a meeting of various functionaries/agencies, including Wardens,



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representatives of students, parents, and staff, etc. To discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.

Punishment to those found guilty:

1. Raging incidents must be reported to the local police authorities by the institutional authorities with a First Information Report (FIR).
2. For those found guilty of ragging at the institution level, the punishment will depend on the nature and severity of the offence. The punishments include one or more of the following: -
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.


Convener



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MEMBERS OF THE ANTI RAGGING COMMITTEE

As per the guidelines issued by the AICTE. New Delhi and JNT University Anantapur, for both PG and UG Courses such as B.Pharm, Pharma D and M.Pharm the Anti-Raging Committee is formed for the Academic year 2021-22. The details of the Committee Members are as follows.

S.No	Name of the Member	Department	Designation	Position	Signature
1.	Dr.G.Nagarajan	Pharmaceutical Chemistry	Principal	Chairman	
2.	Dr.B.V.Ramana	Pharmaceutics	Vice principal	Convener	
3.	Dr.R.Sriram	Pharmacology	Associate Professor	Member	
4.	Mr. Jona Methusala	Pharmacology	Pharm D HOD	Member	
5.	Mr.B.Aruna	Pharmacology	Assitant professor	Member	
6.	Mr.K. Chandrasekar	Pharmaceutical Chemistry	B. Pharm HOD	Member	
7.	Mr. Nagasheshulu	LIBRARIAN	Librarian	Member	
8.	R.Naganjaneyulu	PLACEMENT OFFICER	Placement Officer	Member	
9.	Mr.Pawan kumar	ATTENDER	Attender	Member	
10.	K.SREERAMULU	PARENT	Parent	Member	
11.	AVALINTI NANDINI (18R1R0003)	STUDENT	IV student	Member	
12.	KURUVA ANUSHA (19ER1R0032)	STUDENT	I student	Member	

Convener



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Principal / Correspondent

Date :

Establishment of Internal Complaint Committee (ICC) (As per Section 4) All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/WH/ 2016/1 01 dated 10th June, 2016. Internal Complaints Committee is constituted to provide for the effective enforcement of the basic human rights of gender equality and guarantee against sexual harassment and abuse, and to provide conducive atmosphere in the campus, to all the staff members, employees and students of NEC. The committee is constituted for the academic year 2021-22.

S.No.	Name of the Staff	Position	Designation/Department	Gender
1.	DR.B.V.RAMANA	Presiding officer	Pharmacy	Male
2.	Mrs.E.Honey	Member	Pharmacy	Female
3.	Mrs.B.Akhila	Member	Pharmacy	Female
4.	Mrs.B.Jhansi	Member	Pharmacy	Female
5.	Mr.S.Reshma	Member	Pharmacy	Female
6.	Mrs.M.Spurthymithra	Member	Pharmacy	Female
7.	A.Samreen(18ER1R0001)	Member	Pharmacy	Female
8.	B.Sudha rani(18ER1R0006)	Member	Pharmacy	Female
9.	T.Anjali(18ER1R0050)	Member	Pharmacy	Female

Objectives of the Committee:

- To prevent sexual harassment by promoting gender amity among staff, students and other employees.
- To deal with cases of sexual harassment in a time bound manner, aiming at ensuring support services to the victimized, prevention and termination of the harassment.
- Recommend appropriate redressal and punitive action against the guilty to the Management.
- To evolve a permanent mechanism for the prevention, prohibition and redressal of sexual harassment of women at KVSRIIT.

The committee is requested to function and its deliberations as per the provision contained in the above referred Act and nay other rules/amendments to the act notified from time to time.

S. Ramana
PRINCIPAL
PRINCIPAL

Copy to:

Dr. K.V.S.R. Institute of Pharmacy
Opp: Dupadu R.S. N.H.-44,
KURNOOL-518218 (A P)

The Concerned Staff Members & HODs. Copy to Principal/Secretary for information



प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

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F.No. 14-4/2012(CPP-II)

7th December, 2018

PUBLIC NOTICE

ON

UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23rd March, 2013**. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email grmhei.2018@gmail.com on or before **31st December, 2018**.

(Prof. Rajnish Jain)

PRINCIPAL
Dr. K.V.S.R. Institute of Education
Opp: Dupadu R.S. N.H.-44,
KURNOOL-518218 (A.P.)

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002**

NOTIFICATION

F.No.14-4/2012 (CPP-II)

New Delhi, the __ October, 2018

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any

qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

(d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.

(e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;

(f) "grievances" include the following complaints of the aggrieved students, namely:

- i. making admission contrary to merit determined in accordance with the declared admission policy of the institution;
- ii. irregularity in the admission process adopted by the institution;
- iii. refusing admission in accordance with the declared admission policy of the institution;
- iv. non publication of prospectus, (either hard copy / online) as specified in these regulations;
- v. publishing any information in the prospectus, which is false or misleading, and not based on facts;
- vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- vii. demand of money in excess of that specified in the declared admission policy to be charged by such institution;

- viii. breach in reservation policy in admission as may be applicable;
 - ix. nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
 - x. delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
 - xi. on provision of student amenities as may have been promised or required to be provided by the institution;
 - xii. non transparent or unfair evaluation practices;
 - xiii. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
- (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
- (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
- (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
- (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- (l) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
- (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;

(n) "Ombudsperson" means the Ombudsperson appointed under these regulations;

(o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:

i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:

(a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

(b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;

(c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;

(d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

- (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
- (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular / visiting ---- and teaching experience of every member of its teaching faculty.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.
- (k) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

- ii. Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its

publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

4. GRIEVANCE REDRESSAL COMMITTEES (GRC):

A. Department Grievance Redressal Committee (DGRC)

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
 - a) Head of the Department / School / Center – Chairperson
 - b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
 - c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

B. Institutional Grievance Redressal Committee (IGRC)

PRINCIPAL
Dr. K.V.S.R. Gupta
Opp: Dupadu R.S. N.H.-44,
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- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
 - (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI – Chairperson.
 - (b) Dean of students/Dean, Students Welfare
 - (c) Two senior academicians other than Chairperson.
 - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The IGRC shall follow the principles of natural justice while deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 workings days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii) The IGRC shall provide a copy of the report to the aggrieved person(s).

C. College Grievance Redressal Committee (CGRC)


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- (i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:
 - a) Principal of the college -Chairperson
 - b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

D. University Grievance Redressal Committee (UGRC)

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :
 - a) A senior Professor of the university – Chairperson
 - b) Dean, Student Welfare or its equivalent - Member
 - c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.

- (iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.
 - (v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.
- E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

- (i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.
- (ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.
- (iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.
- (iv) The Ombudsperson, or any member of his immediate family shall not -
 - (a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;
 - (b) have any significant relationship, including personal, family, professional or financial, with the university;
 - (c) hold any position in university by whatever name called, in the administration or governance structure of the university.
- (v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of the Governor of the State or his nominee - Chairperson
 - (b) Vice-Chancellor of a University of State to be nominated by the State Government – Member
 - (c) Vice-Chancellor of the concerned State University – Member
 - (d) Registrar of the concerned State University – Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of University Grants Commission – Chairperson
- (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

- (c) The Vice Chancellor of the university – Member
 - (d) The Registrar of the university – Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.

- (ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

6. FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;
- (ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- (iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- (ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.

- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for 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, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- (x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

9. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal

Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- (g) recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

(Prof. Rajnish Jain)
Secretary


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