

**CIRCULAR**

**Sub: -** Faculty/Staff/Student Grievance Redressal Committee – Reg.

In accordance with the above subject, the following faculty & staff constitute as Members of the Faculty/Staff/Student Grievance Redressal Committee of the Institute.

**FACULTY/STAFF/STUDENT GRIEVANCE REDRESSAL COMMITTEE**

**Chairperson:** Dr. N. Madhavi, Prof. & HOD of Obst & Gynaecology

**Members:**

1. Dr. B. Ranga Rao, Professor of Hospital Administration
2. Dr. Yamini , Assoc. Professor of Pharmacology
3. Dr. V. Vishvak Reddy, Assist Professor of Pharmacology
4. Mr. B. Raghavendra Kumar, Asst. Manager HR

The committee has the following responsibilities:

- Lay down a policy and procedure for redressal of grievances from Faculty/ Staff/ Students
- The Grievance Redressal Committee shall be guided by the principles of natural justice while hearing the grievance.
- The Grievance Redressal Committee shall ensure speedy disposal of every application and not later than a month of receipt of the grievance.
- Create awareness in Staff & students about redressal system, and prepare a uniform proforma for representation and make it available to stakeholders.
- Maintain regular periodicity to address grievances
- Address the Redressal in a fair and compassionate manner and recommend its disposal
- Maintain a list of all grievances received, addressed and final disposal.



*Sai Surya Kiran*  
**PRINCIPAL**

**Copy to:**

- All Notice Boards
- All Departments
- Medical Superintendent, KIMS Hospital
- Vice Principal (Academic)
- Sai Surya Kiran. Kamineni, Asst. Professor of Hospital Administration

*all*