

Date: 01-Aug-2026

## Office Order

### Constitution of Faculty & Staff Grievance Redressal Committee (GRC)

In accordance with the All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 the Staff Grievance Redressal Committee (GRC) for Miracle Educational Society Group of Institutions is hereby reconstituted for the academic period.

The committee is tasked with providing a secure, fair, and transparent mechanism to address the complaints and grievances of all teaching and non-teaching staff members.

#### Committee Composition

| Sl. No. | Name of the Member   | Institutional Designation | Phone      | GRC Role                          |
|---------|----------------------|---------------------------|------------|-----------------------------------|
| 1       | Dr.A. Arjuna Rao     | Director & Principal      | 9440803924 | Chairperson                       |
| 2       | Dr.B. Sreenivasa Rao | Dean                      | 9440803906 | Member                            |
| 3       | Dr.S. Sridhar        | Professor                 | 9440337793 | Member                            |
| 4       | Dr.S.A.Hussain       | Associate Professor       | 9515416182 | Member                            |
| 5       | Dr.P. Sujatha        | Professor of AI&DS        | 9703700077 | Member (Female Representative)    |
| 6       | Dr.Ch.Trinadha Rao   | Associate Professor       | 9000834568 | Member (SC/ST/OBC Representative) |
| 7       | Dr.T. Ravi Babu      | Associate Professor       | 8919643590 | Member-Secretary/<br>Convenor     |
| 8       | Mrs.D.Rajitha        | Associate Professor       | 9985239505 | Member                            |
| 9       | Mrs.S. Manimala      | Administrative Officer    | 9247744753 | Member (Non-Teaching Rep.)        |
| 10      | Mr.M.Sravan Kumar    | Sr.Accounts Officer       | 9346424322 | Member (Non-Teaching Rep.)        |

- **Ombudsman Appointed by JNTUGV** : Prof. Hanumanthu Lajipathi Rai, Ex-Vice Chancellor, BR Ambedkar University, Srikakulam, Ex-Director AP Study Circle, Hyderabad. Presently Special Officer, AP, Central Tribal University, Vizianagaram. **Email ID:** [hlajipathirai@gmail.com](mailto:hlajipathirai@gmail.com)  
**Phone No.:** +91 8074911068
- **Penalties for Malicious Actions and Non-Compliance**

To maintain the integrity of the institutional hierarchy, protect employees from character assassination, and ensure quick remediation, the following administrative penalties apply as per AICTE Regulations:

### For Appointed Officials/Respondents Found Guilty of Systemic Injustice or Harassment:

- **Censure/Reprimand:** Formal record of administrative failure or workplace bias entered into the employee's Service Book.
- **Financial Penalty:** Deferment of pending appraisals, withholding of performance-linked increments, or suspension of promotion tracks.
- **Administrative Action:** Relieving the individual from administrative roles (such as HoD, Dean, or Coordinator titles) and reversion to a lower teaching or non-teaching scale.
- **Termination:** Compulsory retirement or immediate dismissal from institutional services for severe professional misconduct or victimization of subordinates.

### For Individuals Filing False, Vexatious, or Malicious Complaints:

- **Minor Offense:** Written warning, mandatory official apology to the wrongly accused party, and monitoring by the Head of the Department.
- **Moderate Offense:** Temporary suspension from duties without pay for a designated period and freezing of internal benefits.
- **Major Offense:** Immediate termination of service contract following due disciplinary inquiry, accompanied by legal processing if character defamation caused institutional or personal damage.

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### How to File a Faculty & Staff Grievance

Aggrieved teaching or non-teaching staff members can seek redressal for professional, administrative, financial, or infrastructural issues through the established multi-channel system:

- **Written Lodgment:** Submit a signed, written petition detailing the gr-  
Grievance, dates, relevant departments, and requested remediation directly to any member of the GRC or the Member-Secretary.
- **Digital Portal:** File a digital complaint through the secure institutional portal link: Staff Grievances - Miracle Educational Society Group of Institutions.
- **Official GRC Email:** Send a detailed statement of facts from your official institutional email ID to [info@miracleeducationalociety.com](mailto:info@miracleeducationalociety.com).

### Core Operating Standards:

- **Absolute Safeguards:** The GRC guarantees complete confidentiality regarding the identity of the complainant and the proceedings throughout the evaluation timeline.
- **Protection Against Victimization:** Any attempt by a senior official to victimize, pressure, or negatively appraise a staff member for filing a genuine grievance will be treated as a severe offense.
- **Fixed Resolution Timeline:** As per AICTE mandates, the GRC is bound to initiate inquiry steps immediately and communicate its final recommendation report to the Principal within **90 days** from the date of submission.



(Dr.A. Arjuna Rao)

Director & Principal

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