



Centurion University of Technology and Management

Vizianagaram, Andhra Pradesh, INDIA
(Established Vide AP Act. No. 3 of 2016, G.O.Ms.No. 23)

Recognized under Section 2(f) of the UGC Act 1956, Member of Association of Indian Universities (AIU)

Mobile : 9392901883. E-mail : registrar@cutmap.ac.in Website: www.cutmap.ac.in

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Ref. No.: CUTMAP/Reg. Off/2025-2026

Date: 1st July 2025

Staff / Faculty Grievance Redressal Policy and Committee

Objective

The primary objective of the Committee is to provide a fair, transparent, and time-bound mechanism for addressing grievances raised by teaching and non-teaching staff. It ensures that concerns are resolved impartially while upholding institutional values, service rules, and principles of natural justice.

Scope

The Committee deals with service-related grievances such as promotions, appraisals, workload, leave, salary matters, administrative decisions, and disciplinary issues. It provides a formal platform for employees to raise concerns without fear of bias or retaliation. Matters related to sexual harassment are referred to the Internal Complaints Committee as per applicable regulations.

Composition of the Committee

The Committee consists of senior faculty members, representatives of teaching and non-teaching staff, an administrative/legal officer, and an HR/Registrar representative. This balanced structure ensures representation, neutrality, and administrative oversight. Adequate gender representation is maintained to promote inclusivity and fairness.

Members of the Committee

Sl No.	Position	Name of Person
1	Chairperson	Prof. K.V. Ravi Kumar
2	Vice Chairperson	Mrs. G. Madhavi
3	Member	Prof. R. S. Varma
4	Member	Prof. Pushpalatha G
5	Member	Mr. P. Kiran Kumar
6	Member (Legal)	Dr. A. Satheesh
7	Member	Mrs. M. Sravani
8	Member Secretary (HR/Registrar Representative)	Dr. D. J. M. S. N. K.Sri Veda
9	Special Invitee (Registrar)	Prof. P. Pallavi



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Powers and Functions

The Committee has the authority to receive complaints, conduct inquiries, call for documents, and hear both parties involved. It evaluates evidence objectively and submits recommendations to the competent authority. The Committee ensures confidentiality and follows due process in all proceedings.

Stage	Timeline
Acknowledgement	Within 3 days
Preliminary Review	Within 7 days
Hearing / Inquiry	Within 20 days
Recommendation Submission	Within 30–45 days
Final Order by Authority	Within 15 days of the recommendation

Procedure for Filing Complaint

Any staff or faculty member may submit a written complaint to the authority concerned based on the type of issue. The complaint should clearly state the nature of the grievance along with supporting documents and the relief sought. This structured submission process ensures clarity and effective review.

Redressal Process

Upon receiving a complaint, the Committee acknowledges it promptly, conducts a preliminary review, and proceeds with hearings or investigation if necessary. Recommendations are made within a stipulated timeframe to ensure timely resolution. The competent authority then issues the final decision.

Appeal Mechanism

If the complainant is not satisfied with the decision, they may file an appeal before the Vice Chancellor within the prescribed timeframe. This ensures an additional level of review and reinforces fairness in the grievance redressal system.

Confidentiality Clause

All proceedings of the Committee are strictly confidential. Information related to complaints, hearings, and decisions is disclosed only to authorized persons to protect the dignity and privacy of the individuals involved.



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Reporting

The Committee prepares an annual summary report highlighting the number and nature of cases handled, without disclosing personal details. This promotes transparency, accountability, and institutional improvement.

Compliance

The functioning of the Committee aligns with UGC guidelines, university service rules, and institutional policies. This ensures that the grievance redressal mechanism operates within the framework of statutory and regulatory requirements.

By Order of the Vice Chancellor

Registrar

Copy to:

- All members of faculty and staff
- Website