

TAU/CAO/R/Est-SGRC (REVISED)/341/2026

16th June 2026

RECONSTITUTION OF UNIVERSITY GRIEVANCE REDRESSAL COMMITTEE (UGRC)

In pursuance to mandatory requirements by various regulations, the Vice Chancellor has directed to constitute the University Grievance Redressal Committee (UGRC) of The Apollo University.

Constitution of UGRC:

Sl. No.	Name	Department/School	Role
1	Dr Y. Sreeraman	Asso. Professor, SoT	Chairman
2	Dr. P. Sucharitha	Asso. Professor, AIPS	Member
3	Mr Ramesh Kumar K	DGM, HR	Member Secretary

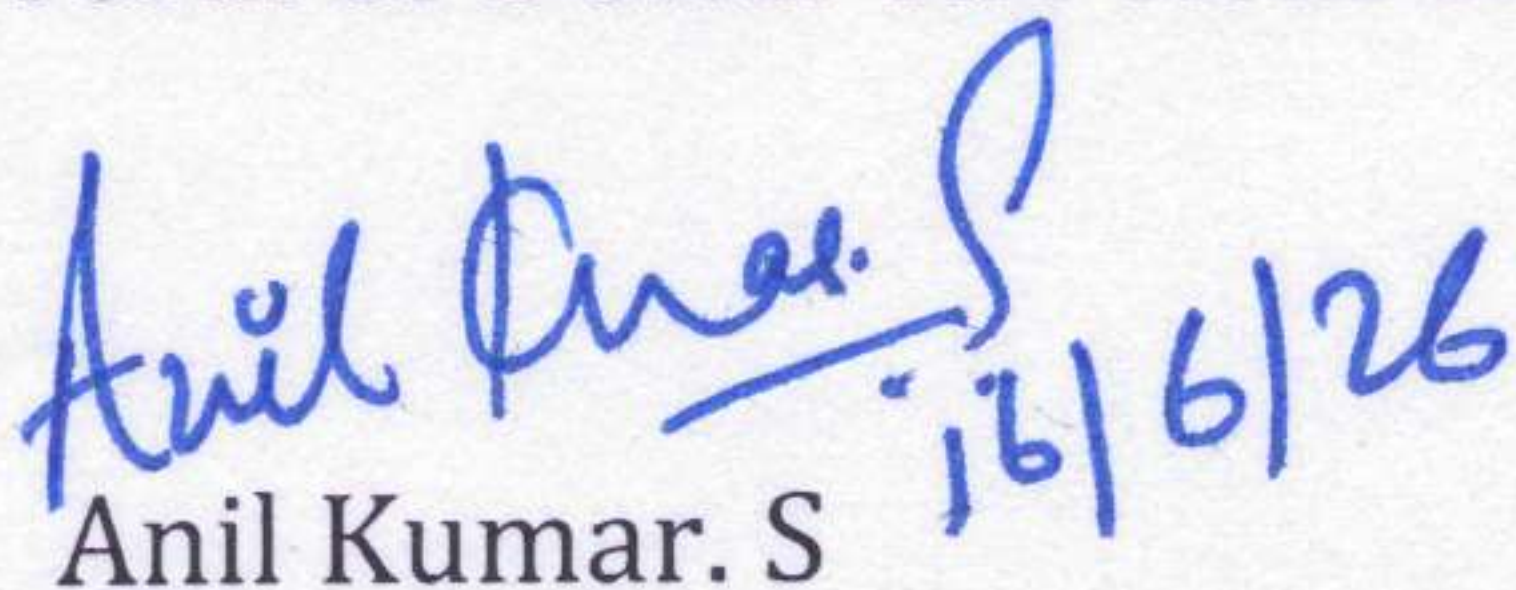
The UGRC shall function under the overall supervision of the Registrar and shall consider and hear all grievances of the University staff, except those related to pay and remuneration. The Committee shall be empowered to convene meetings, call upon the aggrieved staff member and any other concerned personnel, and examine all relevant matters pertaining to the grievance.

An aggrieved staff member shall submit the grievance in writing to the Chairman of the University Grievance Redressal Committee (UGRC). Upon receipt of the grievance, the Member Secretary shall convene a meeting of the UGRC in consultation with the Chairperson.

After due deliberation, the Chairman shall submit the Committee's report along with its recommendations to the Registrar. The Registrar shall take appropriate action for redressal of the grievance in accordance with the rules, regulations, and policies of the University.

The UGRC shall meet as and when required to address grievances referred to it.

Term of UGRC: The term of UGRC is One Year subject to review thereafter.


Anil Kumar. S

REGISTRAR

The Apollo University

Copy to:
Murukambattu, Chittoor-517127.A.P.
Members of the Grievance Redressal Committee
UH/DGM-HR/PA to R

Scope and Operative part of the Grievance Redressal Committee briefed in the annexure enclosed in page 02 of this circular.

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ANNEXURE TO THE GRIEVANCE REDRESSAL COMMITTEE, TAU,

The scope and responsibilities of the University Grievance Redressal Committee (UGRC) shall include, but not be limited to, the following:

1. To examine and inquire into any grievance submitted by an employee of The Apollo University and referred to the UGRC for consideration.
2. To address grievances relating to alleged irregularities, deficiencies in services, workplace discrimination, unfair treatment, harassment, administrative lapses, or any other matter affecting the welfare and working conditions of employees.
3. To consider any other grievance brought to the notice of the Chairperson, provided such grievance falls within the purview of the Committee.

Operational Procedures of the UGRC

1. The UGRC shall establish and maintain a register of grievances and keep a proper record of all complaints received, proceedings conducted, and decisions/recommendations made.
2. The Member Secretary, under the directions of the Chairman, shall convene meetings of the Committee and communicate the details of such meetings to all members.
3. Upon receipt of a grievance, the Chairman shall fix a date, time, and venue for the hearing and communicate the same to the aggrieved employee(s). The concerned employee(s) shall appear before the Committee on the scheduled date for the hearing.
4. The Chairperson shall endeavor to ensure that every grievance is examined and disposed of within fifteen (15) working days from the date of receipt of the complaint and shall submit the Committee's report along with its recommendations to the Registrar.
5. Based on the recommendations of the UGRC, the Registrar shall pass appropriate orders, as deemed fit under the rules and regulations of the University, for redressal of the grievance. A copy of such order shall be communicated to the aggrieved employee(s).
6. The decisions and recommendations of the UGRC shall be maintained as part of the official records of the University.

The Chairman, UGRC and the members of the Grievance Redressal Committee are not entitled for any monetary compensation / payments in performing the duties related to Grievance Redressal Committee.



Arul Anand
16/6/26