



SRIMAN MADHWA SIDDHANTA PRABODHINI SAMSKRITA COLLEGE, UDUPI

(Affiliated to Karnataka Sanskrit University, Bengaluru)

Estd : 1904

Web : www.smspudupi.in

Phone : 0820-2521441

E-mail : smspanskritcollege.udupi@gmail.com

Ref No.: GEN:2026-27

Date: 22.07.2026

GRIEVANCE REDRESSAL COMMITTEE (STUDENT & STAFF)

Subject: Constitution of the Staff & Student Grievance Redressal Committee – Reg.

In order to provide a fair, transparent and time-bound mechanism for addressing the genuine grievances of staffs & students and to ensure a healthy academic environment in the College, the following Staff & Student Grievance Redressal Committee is hereby constituted with immediate effect.

Sl. No.	Name	Designation	Role
1	Prof. Amrithesha Acharya D S	Principal	Chairperson
2	Prof. D Shivaprasad	Professor	Member - Secretary
3	Sri. Narahari Acharya	Hon. Lecturer	Member
4	Sri. Srinivasa Tantri	Hon. Lecturer	Member
5	Sri. Prashanth	First Div. Assistant	Member
6	Shreyas H A	Student Representative	Member

Functions and Responsibilities

- To receive and examine genuine grievances submitted by students and staffs relating to academic, administrative, infrastructural or other matters connected with the College.
- To provide a fair and impartial opportunity to the aggrieved student to present the grievance.
- To examine the facts and relevant records and recommend appropriate remedial measures.
- To maintain confidentiality of grievance proceedings wherever necessary.
- To ensure that grievances are dealt with promptly and that the student is informed of the action taken.
- To maintain proper records of grievances received, action taken and disposal of cases.
- To submit periodic reports to the principal regarding the functioning of the Committee.

Procedure for Submission of Grievances

Students/staffs may submit their grievances in writing to the Member Secretary / Grievance Redressal Committee through the prescribed grievance box, written application or any other mechanism notified by the College. The Committee shall examine the grievance and take appropriate action in accordance with applicable rules and regulations.



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General Provisions

The Committee shall function in accordance with the applicable rules, regulations, guidelines and directions issued by the competent authorities from time to time. The Committee may seek information or assistance from any member of the College whenever required for the effective disposal of a grievance.

This Office Order shall come into force with immediate effect and shall remain valid until further orders.

Place : Udupi


Principal
Principal
SMSP Sanskrita Snathaka-Snathakottara
Adhyayana Kshetram
UDUPI (Karnataka) - 576101

Copy to:

1. All Committee Members.
2. College Notice Board.
3. College Office Record.