

# UNIVERSITY OF HYDERABAD

O/o the Controller of Examinations  
Deputy Registrar (Acad. & Exams)  
Dated: 31<sup>st</sup> January, 2014.

No.UH/DR/Acad/2014

## **CIRCULAR**

The Vice-chancellor has constituted a University Grievance Redressal Committee vide notification No.UH/RG/F.25/2013 dated 3.12.2013 with the following terms of reference.

- 1) To look into the Academic Grievances of the students and recommend suitable measures to the Vice-chancellor to redress the issues.
- 2) To look into the grievances of admissions, attendance, semester registration and other administrative matters pertaining to the students and make appropriate suggestions.
- 3) To look into the issues pertaining to the allotment of research supervisors and doctoral committees.

The University Academic Grievance Redressal Committee met on 13.1.2014 and resolved that any student of the University can submit his/her academic grievances on above issues directly to the P.S. to Deputy Registrar (Acad. & Exams.), Office of the Controller of Examinations on any working day during office hours. All such grievances shall be acknowledged by the P.S. to Deputy Registrar (Acad. & Exams.).

Further, as there are Grievance Committee's constituted in all School/Deptt./Centre, all students are therefore advised to submit their grievance in the respective School/Deptt./Centre. If the student is not satisfied by the decision of the Grievance Committee of his/her School/Deptt./Centre or does not get a reply within a month from the date of submitting his/her grievance, he/she can approach the University Academic Grievance Redressal Committee, for relief. The format for submitting the grievances to the University Academic Grievance Redressal Committee is enclosed. In case of any doubts or clarifications the students can contact Deputy Registrar (Academics & Examinations) at 040-23132102 or email at [acadinfo@uohyd.ernet.in](mailto:acadinfo@uohyd.ernet.in).

Deputy Registrar (Academics & Examinations)

- Copy to: 1. All Deans/Heads/Directors/Coordinators of the School/Deptt./Centres  
2. Secretary to the Vice-chancellor  
3. All Notice Boards

To  
The Chairman,  
UNIVERSITY ACADEMIC GRIEVANCE REDRESSAL COMMITTEE,  
University of Hyderabad

Sir,

I wish to submit my Academic Grievance to the Committee for redressal. My details are as below:

Name of the student	
Registration No.	
Course of Study	
Present Semester	
Name of the School/Deptt./Centre	
Mobile No.	
E.mail address	
Name of the Supervisor in case of Ph.D. research Scholar	
Present residential address	
Grievance submitted to the School/Deptt./Centre	YES/NO, if yes a copy may be enclosed
Whether the decision of the Grievance Committee at the level of School/Dept./Centre has been communicated	YES/No, if yes a copy may be enclosed
Present grievance	

Date:

Signature of the Student