



ALVA'S COLLEGE, MOODUBIDIRI
(Autonomous)



Email: principal@alvascollege.com

Ref: No: AC/PO/2025-125


Date: 26.04.2026

OFFICE ORDER

As per the AICTE Regulations, 2019 (F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019) and the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023, the Students Grievance Redressal Committee (SGRC) has been duly reconstituted.

The following members were nominated and approved during the Special Meeting held in the Principal's Office on 27th April 2026:

No.	Name	Designation	Position
1	Dr. Kurian	Principal	Chairman
2	Mrs. Shwetha K.	Advocate Notary	Ombudsperson
3	Mr. Ashok K G	Department of Commerce	Convenor
4	Ms. Karthika FSN	Department of PG Food Science	Member
5	Mrs. Shruthi	Department of Computer Science	Member
6	Mrs. Shreya	Department of Science	Member
7	Mrs. Sony	Department of Management	Member
8	Mrs. Vaishali	Student Welfare Officer	Member
9	Mr. Gourish S Shetty III BBA	Student	Student Member


Principal
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Moodubidire 574227



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Email: principal@alvascollege.com



Ref: No: AC/PO/2025-126

Date: 26.04.2026

To

Mrs. Shwetha K
Advocate Notary, Moodbidri

Subject: Appointment Order Ombudsperson for the Students Grievance Redressal Committee
Respected Madam,

With reference to the provisions of the UGC (Redress of Grievances of Students) Regulations, 2019 and AICTE Regulations, 2019 (F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019), we are pleased to appoint you as the Ombudsperson for the *Students Grievance Redressal Committee (SGRC)* of ALVAS College(Autonomous), Moodbidri.

Your appointment is based on your vast experience, integrity, and distinguished service in the field of Law. As Ombudsperson, you shall function as an independent authority to consider appeals from students who are not satisfied with the decisions of the SGRC and ensure a fair and transparent grievance redressal process.

Roles and Responsibilities:

- To hear and decide appeals against the decisions of the SGRC
- To ensure timely and impartial resolution of student grievances
- To call for relevant records and interact with concerned parties, if required
- To make appropriate recommendations in accordance with UGC/AICTE norms

The tenure, honorarium (if any), and other terms and conditions of your appointment shall be governed by institutional norms and applicable regulations.

We request you to kindly convey your acceptance of this appointment at the earliest.

We look forward to your valuable contribution in strengthening the grievance redressal mechanism of the institution.

Thank you


Principal

Principal

Alva's College (Autonomous)
Moodubidire 574 227

Date: 26.04.2026

To

Principal

ALVAS College (Autonomous), Moodubidire

Subject: Acceptance of Appointment as Ombudsperson – Students Grievance Redressal Committee

Respected Sir,

I am pleased to acknowledge the receipt of your letter regarding my appointment as the Ombudsperson for the Students Grievance Redressal Committee (SGRC) of your institution, in accordance with the AICTE Regulations, 2019 and UGC Regulations, 2023.

I hereby convey my formal acceptance of the appointment. I assure you that I will discharge my duties with utmost sincerity, fairness, and impartiality, in line with the guidelines prescribed by the regulatory authorities.

I look forward to contributing to an effective and transparent grievance redressal mechanism for the students.

Kindly provide any further details or documentation required to facilitate the smooth functioning of this role.

Thank you

Yours sincerely,

MRS. SHWETHA .K, B.A (Law), L.L.B,LL.M

Advocate & Notary,

Rajmal complex,

Alva's Health Center Road,

Moodbidri, Mangalore Taluk.

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