

MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS

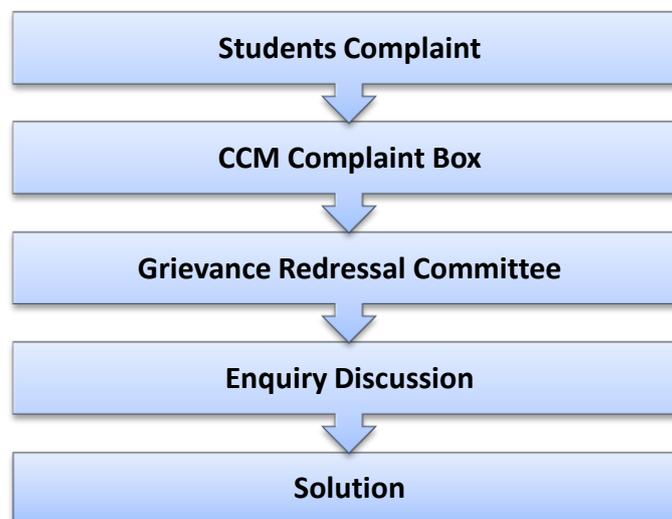
The students are the main stakeholders in any institution imparting education, and its our endeavour to take all efforts to ensure transparency in all the activities at different stages.

Taking this in consideration, the institute has decided to provide the following mechanism to the students for the redressal of their grievances.

The Grievances may broadly include the following complaints of the aggrieved students

1. Academic
2. Non-Academic.

It is good to air a grievance rather than to keep it bottled up. The grievance redressal Cell is set up for the protection of human rights which is essential for all round development of the students. The cell is indented to find solutions for the problems related to physical or mental harassment and other difficulties faced by the students. Redressal Cell convenes meetings periodically and takes steps to redress the grievance of the students.



STRUCTURE OF GRIEVANCE REDRESSAL CELL

FUNCTIONS:

The cases will be attended promptly on receipt of written grievances from the Students posted in the complaint box.

The Cell formally reviews all the cases and act according to the Management policy.

The Cell will give report to the management about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities for necessary action.

PROCEDURE FOR LODGING COMPLAINTS:

The students may feel free to put up their grievances in writing and drop it in boxes and also they can register in CCMs. (Class Committee Meeting)

The Grievance Cell will suggest actions upon those cases which have been forwarded along with the necessary documents.

RESPONSIBILITY FOR GRIEVANCE REDRESSAL CELL

1. The final responsibility for grievance redressal rests with the Principal/Management of the college.
2. The college expects that grievance redressal be time bound and result oriented.

Every grievance is expected to be resolved within a reasonable period.

3. The Grievance Redressal Cell of the college shall monitor the status and progress of grievances and shall furnish report on Grievance Redressal position to the Principal Management.

EXCLUSIONS

The grievance Redressal Cell shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of Studies and Other Administrative or Academic Committees constituted by the University.
- Decisions with regard to award of scholarship. fee concessions. medals etc;
- Decisions made by the university with regard to disciplinary matters and misconduct.
- Decisions of the university about admissions in any courses offered by the institute
- Decisions by competent authority on assessment and examination result.