

## **Grievance Redressal Committee**

Keeping in view, strength and location of Institute as well as broad academic infrastructure, Grievance Redressal Committee has been constituted to redress the grievances of students and other stake holders of the institute. The committee comprises of below mentioned members. The students and other stake holders can readily contact members personally or through their department heads or mobile phones for their grievances and other issues.

### **Functions of the Committee**

1. To look into the complaints lodged by any students and other stake holder.
2. To listen to the grievances of students and other stake holders of the institution diligently and incessantly.
3. To work out and take measures according to the grievances of students and other stake holders of the institution.
4. To provide recommendations (if necessary) to the college authorities of the institution.
5. To carefully follow the principles of natural justice while considering the grievances of students.

### **Grievance Redressal Policy**

The College has a Students' Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student, stake holder and judge its merit. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the convenor Grievance Redressal Committee, member, Head of all Departments or Principal.

### **Objectives**


The objective of the Grievance Redressal Committee (GRC) is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / Complaint Box have been installed in front of Departments in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the convener of Antiragging Committee and Principal of the College.
- The Committee is requested to Contribute effectively to dispose the grievances at the earliest.

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the Principal of the college. The Principal will fix a date for hearing the complainant which shall be communicated to the committee and the aggrieved person. In case of any false/frivolous Complaint, the Principal may order appropriate action against Complaint.

## **Grievance Redressal Committee Members**

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