

GRIEVANCE REDRESSAL CELL

The objective of the grievance cell is to develop a sociable and responsible attitude among the students to uphold a harmonious educational atmosphere in the institute. The grievance redressal cell of the institution investigates academic and non-academic complaints raised by the students and staff. The students can lodge their grievances concerning any academic and non-academic matter within the campus such as administration, accounts, finance, library, academics, hostels, transport etc through the online link or grievance/ suggestion box. The institution aims to solve the grievances of the students within a reasonable time. The issues are brought to the notice of the authorities for further guidance if the grievances are not within the committee's purview.

➤ **Objectives**

- To create a platform where staff and students can raise their issues regarding academic and non-academic matters.
- To receive suggestions from the staff and students for improvement.
- To ensure effective solutions for the staff and students to redress their problems within a reasonable time.

➤ **Functions**

- On the receipt of written grievances from staff and students, the committee attends the cases promptly.
- The cell reviews all cases and acts accordingly as per the policy.
- The cell submits a report to the authority regarding the cases attended.

➤ **Mode of submitting the Grievance**

The students can submit their grievances to the Committee via

- the online portal provided on the website of the college or;
- by dropping the complaint at the grievance box.

➤ **Committee for Student Grievance Redressal Cell 2023-24**

| Sl. No. | Name of the faculty | Designation | Position |
|----------------|----------------------------|--------------------|-------------------|
| 1 | Dr. Ahamed Seyd P T | Principal | Coordinator |
| 2 | Smt. Yamini K P | HOD CHE | Asst. Coordinator |
| 3 | Sri. Sajith C | HOD (C/I)- ME | Member |
| 4 | Dr. Anitha Jacob | HOD (C/I)- CE | Member |
| 5 | Sri. Ajeesh V K | HOD (C/I)- EL | Member |
| 6 | Dr. Maya U C | HOD (C/I)- CT | Member |
| 7 | Ms. Sindhu Narayanan K | Senior Supt. | Member |
| 8 | Mr. Sarath Babu | Clerk | Member |