

• Action Plan:

The Complaint management mechanism is carried out in the following way in the institution.

- The department level grievances are attended by the concerned Class Advisors, Mentors and heads of the Departments.
- The students coordinator and staff coordinators of Grievance Redressal Cell Act as facilitators to communicate and sort out the grievances at the department level.
- Unresolved grievances at the departmental level are referred to the grievance Redressal cell of the institution.
- Online redressal forms are available which is directed to the Head of institution.
- Students are encouraged to use the suggestion box placed on the campus to express constructive suggestions and grievances.
- The college assures students at once the complaint is made, it will be treated confidentially.

• Procedure For Lodging Complaint:

- The students may feel free to put up a grievance in writing and dropping it in complaint box.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in the stipulated time limit provided by the cell.
- Grievance Application Form (Click to Fill Form)
- Action of GRC.