



SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY



(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

GRIEVANCE REDRESSAL COMMITTEE

OBJECTIVE

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the Student's Council. In case, the person is unwilling to appear in person, grievances may be dropped in writing at the letterbox/suggestion box of the Grievance Cell at the Administrative Block. The activities of the committee is based on **UGC (Redressal of Grievances of Students) Regulations, 2023**

ACTIVITIES

- ❖ The Grievance Redressal Committee shall consider only individual grievances of specific nature of staff and students of the college raised individually by the concerned aggrieved employee/ student of the college.
- ❖ The Grievance Redressal Committee shall not consider any grievance of general applicability or of any issue raised collectively by more than one employee/ student.
- ❖ After receiving any application the Committee will decide on the merit of the case regarding scope of further discussion.
- ❖ The Grievance Committee may mediate between the complainant and the defendant against whom the complaint has been made, if required.

- ❖ The final settlement of any grievance shall be made within a reasonable period (normally within 15 days) after the recommendations are submitted to the the Management by the Grievance Redressal Committee.

PROCEDURE OF SUBMITTING GRIEVANCE

- ❖ The aggrieved member shall submit his/her petition to the Chairman, Grievance Redressal Committee in a sealed envelope marked "confidential". He/She may also submit petition through online link

- ❖ **For students Grievance link:**

<https://forms.gle/p7dL7myywmQT4HLY8>

- ❖ **For staff Grievance link:**

<https://forms.gle/6ST1gNC15ffkucft7>

- ❖ On receipt of a petition the Grievance Redressal Committee will endeavour to send its recommendation to the Management within 15 days, for further action.
- ❖ In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend the Disciplinary Authority to take appropriate action against the complainant.



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23.07.2024

GRIEVANCE REDRESSAL COMMITTEE MEMBERS

CIRCULAR

The Grievance Redressal Committee has been reconstituted for the academic year 2024-2025. The committee will address grievances raised by students and staff. The duties and responsibilities of the committee members will be in accordance with the guidelines provided by the relevant statutory bodies. The members of the reconstituted committee are as follows:

S.No.	NAME	DESIGNATION	CONTACT	POSITION
1.	Dr.A.ELANGO	PRINCIPAL	9843963007	Chair Person
2.	Dr.V.SARATHI	HOD/AGRI	9943429175	Convenor
3.	Mr.V.MAHALINGA SURESH	VICE PRINCIPAL	7373711343	Member
4.	Dr.R.MEENA DEVI	ADMISSION COORDINATOR	9944566532	Member
5.	Mr.R.SUSIL KUMAR	ASP/CSE	9487441043	Member
6.	Mrs.P.SHEEBA	ASP/EEE	7639309880	Member
7.	Mrs. S. DIVYA	ASP/CIVIL	7092289737	Member
8.	Mr. R. RAJASEKAR	HOD /MECH	9944974739	Member
9.	S. INFAND RAJA	STUDENT-III CSE	7904563657	Student Representative
10.	R. KAJAL	STUDENT-III AGRI	9003948614	Student Representative
11.	S.RAMU	STUDENT-III EEE	7010535210	Student Representative
12.	P. DHARSAN	STUDENT-III Civil	6379675160	Student Representative

Copy to,

- 1.Dean (Academics)
- 2.Director-IQAC
- 3.HOD's of ALL Departments
- 4.Office-SRRCET



PRINCIPAL

PRINCIPAL

Sri Raaja Raajan College of Engg. & Tech.,
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu

SAMPLE REPORT ABOUT THE GRIEVANCE REDRESSAL MEETING HELD ON 10.01.2025 FOR THE ACADEMIC YEAR (2024-2025)

The meeting of the grievance cell committee was held on 10.01.2025 at the Principal chamber, at 11.00 am for the academic of 2024-25.

The following problems were discussed with

- Fan repair in the Agri classroom (F5) reported by A.Atchaya II Year B.Tech Agri
- Need for a sports kit reported by S.Antony Melvin III Year B.Tech Agri
- Delay in bus arrival time for Sarukani stopping reported by R.Naffrin saniya II Year B.E CSE
- Need for dustbin box in G10 class room reported by D.Tarani III Year B.E CSE

ACTION TAKEN FOR THE GRIEVANCE

- **The fan was repaired by an electrician. The issue was resolved in Agri classroom (F5)**

BEFORE



AFTER



- **Cricket sports kit was purchased for students**



- **Dustbin box was arranged for G10 class room**

