



ARJUN COLLEGE OF TECHNOLOGY
Thamaraikulam , Coimbatore – Pollachi Highway ,Coimbatore- 642 120
Approved by AICTE ,New Delhi & Affiliated to Anna University, Chennai
An ISO 9001:2015 Certified Institution



Functions of Grievance Redressal Committee

- 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 class in-charge.
- In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the principal@srsect.edu.in or officer in-charge of Students' Grievance Cell.
- The cases will be attended promptly on receipt of written grievances from the students. 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 a stipulated time limit provided by the cell
- The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Composition of Grievance Redressal Committee

- The principal shall determine the composition and tenures of the Grievance Redressal Committee is for two years.
- The committee in SRSIT College may constitute members from teaching section and nonteaching section.
- All grievances referred to the Grievance Redressal committee /Principal/ Director shall be entered in a register to be maintained for the purpose by the Secretary of Grievance Redressal Committee. The number of grievances, settled or pending will be reported to the Principal every month.

GRIEVANCE REDRESSAL COMMITTEE

S.No	Name of the faculty & Designation	Name of the faculty & Designation
1	Dr. D. Kumar (Principal)	Chairman
2	Mrs. D.Chithra(Asst.Prof.)	Secretary
3	Ms. Saranya(Asst.Prof.)	Member
4	Prof. S. A. Vasudevan (ASP)	Member
5	Mrs. Hezipha(Asst.Prof.)	Member

Principal Copy to

1. The Secretary Sir, for kind information
2. All Department HOD's
3. Circulation to all staff members.
4. Circulation to all classes
5. Notice Board