



**Office of the Dean Student Affair**  
**Student Grievance and Redressal Committee**  
**Preamble**

### **1. Introduction**

The Student Grievance and Redressal Committee (SGRC) is constituted for the year 2020 with the purpose of ensuring fairness, transparency, and timely resolution of student concerns. The Committee plays a vital role in safeguarding student interests and addressing issues related to academics, administration, conduct, or general welfare.

### **2. Tenure of the Committee**

The Student Grievance and Redressal Committee constituted in 2020 shall function for a period of three (3) years from 2020 to 2023, unless reconstituted earlier by the competent authority. The Committee shall consistently review and act upon grievances submitted through the prescribed institutional mechanisms.

### **3. Purpose and Objectives**

The primary objectives of the Committee include:

- Providing an accessible and structured platform for grievance submission.
- Ensuring impartial, transparent, and timely resolution of grievances.
- Maintaining confidentiality throughout the grievance-handling process.
- Guiding students toward institutional support facilities.
- Documenting grievances and recommending improvements for systemic enhancement.

### **4. Roles and Responsibilities**

The Committee shall perform the following roles and responsibilities:

- Receiving, acknowledging, and reviewing grievances submitted by students.
- Ensuring confidentiality and impartial assessment of each case.

- Recommending corrective measures or elevating cases to higher authorities when required.
- Maintaining documentation of grievances, meetings, and resolutions.
- Communicating decisions promptly to concerned students.
- Suggesting preventive actions and institutional improvements.

## 5. Core Committee

S.N.	Designation	Role
1	Principal	Chairperson
2	Dean Student Affair	Convener
3	Minimum 3 Senior Faculty Members nominated by the Principal and out of three one member shall be female	Member