



## **KARPAGA VINAYAGA COLLEGE OF ENGINEERING AND TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
GST Road, Chinna Kolambakkam, Chengalpattu (Dt) 603 308, Tamil Nadu



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### **GRIEVANCE REDRESSAL CELL**

Grievances Redressal Cell is formed by the Head of the Institution to solve the complaints /suggestion received from faculty and students and subsequent remedial measures adopted.

#### **Objectives:**

- To initiate proactive measures to redress the grievances of the students.
- To ensure effective solution to Students grievances with an impartial and fair approach.
- To develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious academic atmosphere in the Institute

<b>Sl.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Position</b>	<b>Frequency of meeting</b>
1	Dr.L. SUBBARAJ	Professor & Dean	<b>Convenor</b>	<b>Once in a Month</b>
2	Dr. MANIMARAN A	Professor/ECE	<b>Co-Convenor</b>	
3	Ms. JAYADEVI S	Representative from NGO	<b>Member</b>	
4	Ms.LAKSHMIPRABHA K.E	Associate Professor/EEE	<b>Member</b>	
5	Ms. ABBIRAME KS	Assistant Professor/BME	<b>Member</b>	

#### **Composition of Grievance Redressal Cell**

**Functions:**

- The grievances at departmental level are dealt by the concerned mentors and class coordinators, Deputy Wardens in hostels and Department Heads then and there and also during Class Committee meetings, Department meetings and Personal interactions.
- Unresolved grievances at the departmental level are referred to the Grievance Redressal Cell of the institution.
- The institution has suggestion boxes which are set up in main location of the campus/hostels. Regularly the grievances are collected from the suggestion boxes and respective mail id and are forwarded to the cell for appropriate action.
- Suggestion boxes will be open every Monday at 10.00a.m.

**Few grievances reported:**

- Removal of Bushy plants
- Placing Trash Bins in Campus
- Additional Bus routes

**Meeting:**

The committee shall meet at least once in a month