



Ready for
Every Good Work

SACRED HEART COLLEGE (Autonomous)

Tirupattur - 635 601, Tirupattur Dt. ❖ Tamil Nadu ❖ South India

College : (04179) 220553
Resi. : (04179) 220103
Fax. : (04179) 226423

A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987

Accredited by NAAC (4th Cycle - under RAF) with CGPA of 3.31/4 at 'A+' Grade

GRIEVANCES REDRESSAL COMMITTEE

Guidelines and Procedures

In order to ensure transparency, imparting technical education, admissions and with paramount objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances, we constituted GRIEVANCE REDRESSAL COMMITTEE as per the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 under Clause 1 of Section 23 of the AICTE Act, 1987 (52 of 1987) and vide Notification F.No. 37-3/Legal/2012, dated 25-02-2012.

As per the Clause 5 of the above Regulation made by the AICTE, a registry has been established to record the grievances of students, their parents and others and under which a staff member headed to receive the grievances of students, parents or others and send their representations to the Grievance Redressal Committee.

The detailed information regarding the constitution of Grievance Redressal Committee, of its members like names, addresses etc., have been put on all Notice Boards for wide publicity. The kind of grievances under AICTE (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 have also been circulated among all students and also displayed on all Notice Boards.

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 officer in-charge Students' Grievance Cell. 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

OBJECTIVES

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Teacher relationship etc.



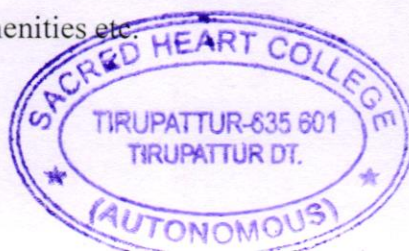

Principal

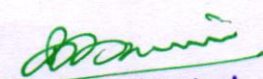
URL : www.shctpt.edu Email : shctpt@shctpt.edu Alumni : shcalum@gmail.com
Tirupattur-635 601, Tirupattur - Dist
arcte_placement_officer@shctpt.edu

- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in AICTE Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, Teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

FUNCTIONS OF THE COMMITTEE:

- To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized;
- To analyze the merits of grievances and conduct formal hearings and investigation as the case may be
- To protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines;
- To obtain the facts through relevant sources in a fair and objective manner o
- To ensure speedy disposal of every grievance application;
- To accept written grievances from students and staff related to the system.
- To create and implement a mechanism to handle the reported grievances.
- To forward the findings to the Management if necessary for further action.
- To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- To attend to the grievances based on the authenticity and gravity of the criticisms made.
- To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.



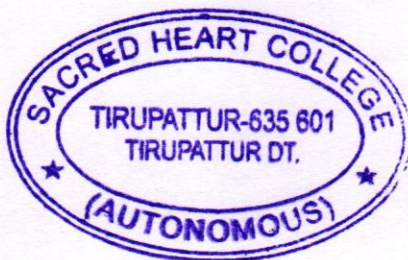

Principal
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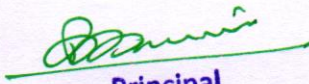
- To convene periodical meetings to discuss whether the grievances have been settled.
- To make a follow-up of these matters at regular intervals till their final disposal.
- To maintain strict confidentiality, if necessary.

GRIEVANCE REDRESSAL COMMITTEE MEMBERS

Si No	Name	Desg / Dept	Capacity	Mobile Number
1	Dr. D. Maria Antony Raj	Principal	Chairperson	9443438658
2	Dr. John Alexander	Secretary	Representative of College Administration	9445238565
3	Dr. J. Sasiganth	Dean- AICTE	Convener	9944321909
4	Dr. George Louis Raja	Prof & HOD-MCA	Member	9443392500
5	Dr. S. Sasi Kumar	Prof & HOD-MBA	Member	9003588110
6	Dr. R. Saravanapriya	Asst. Professor	Member	9965814162
7	Mr. R. Veeraragavan	Asst. Professor	Member	9952598990
8	Dr. R. Arockiamary	Asst. Professor	Member	9952657036

It is good to air a grievance rather than to keep it bottled up. Protection of human rights is essential for all round development of an individual's personality. To realize the primary needs of the students and staff and secure civil liberties for everybody, a Grievance Redressal Cell has been constituted. The cell is indented to find solutions for problems like, (i) Sexual harassment - any kind of physical or mental harassment (ii) Complaints regarding class room teaching - class room management, completion of syllabus, teaching methods, etc., if and when they arise. The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance.




Principal
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