

Notice To All Students

Guidelines for Handling Grievances

A grievance is defined as a complaint/ request/ petition or an appeal made by a student/ group of students registered at the University, concerning a decision or action that is perceived to adversely affect the grievant in her /his /their personal or academic capacity. No appeals made with regard to matters concerning examinations and student discipline shall be considered by the Grievance Committee.

1. A Box is kept in each Faculty Office and any student/ group of students with a grievance/s can put his/ her/ their grievance in writing in a sealed envelope, addressed to the Chairman of the Grievance Committee into the said Box
2. The Box in the Faculty Office shall be opened by the Assistant Registrar of the Faculty concerned on third Wednesday of each month and the sealed grievance/s should be immediately forwarded to the Secretary of the Grievance Committee.
3. The Secretary of the Grievance Committee should record all the grievances as a when they are received in a Register, summarize them and distribute among the members of the Grievance Committee two days prior to the scheduled meeting of the Grievance Committee
4. All the Grievances received shall be considered at the Grievance Committee meeting scheduled to be held on fourth Wednesday of each month
5. The Grievance Committee shall consider and determine whether the grievances submitted by students are within the jurisdiction of the Committee and if so, make required actions to hear the grievances
6. The Committee shall summon the respective grievant/s and the officers concerned, if the Committee is of the view that the respective student/s or the relevant officers should be summoned before the Committee, on a pre-scheduled date
7. The Committee shall consider all the written and verbal (if the grievant was summoned) grievances, examine the relevant documents and evidences, discuss with the relevant officers, if necessary and make recommendations or convey the decisions arrived by the Committee to the Council or the Vice Chancellor as appropriate, on the grievances submitted by student/s
8. The Council, having considered the recommendations made by the Grievance Committee on each of the grievance submitted by any student/ students, shall make the final decision, which shall be executed by the Central Administration