



EXCEL POLYTECHNIC COLLEGE
KOMARAPALAYAM – 637303

Establishment of Grievance Redressal Committee in the Institution

NAME	DESIGNATION & ADDRESS	CATEGORY
Prof.A.SUBRAMANIAN	PRINCIPAL, EXCEL POLYTECHNIC COLLEGE	CHAIRMAN
Dr.P.VENKATACHALAM,Ph.D.	RETIRED PROFESSOR	OMBUDSMAN
Er.R.VENKATESHWARAN	TEACHING FACULTY, EXCEL POLYTECHNIC COLLEGE	MEMBER
Er.S.SUNDHARAPANDIYAN	TEACHING FACULTY, EXCEL POLYTECHNIC COLLEGE	MEMBER
Er.M.TAMILSELVAN	TEACHING FACULTY, EXCEL POLYTECHNIC COLLEGE	MEMBER
Er.K.LEELAVATHI	TEACHING FACULTY, EXCEL POLYTECHNIC COLLEGE	MEMBER
Er.S.KARTHIK	TEACHING FACULTY, EXCEL POLYTECHNIC COLLEGE	MEMBER
Er.R.PRASANTH	TEACHING FACULTY, EXCEL POLYTECHNIC COLLEGE	MEMBER
Er.R.KUMARESAN	TEACHING FACULTY, EXCEL POLYTECHNIC COLLEGE	MEMBER

Objective:-

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

Scope:- The Committee deals with Grievances received in writing from the students about any of the following matters:-

Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

Financial Matters: Related to dues and payments for various items from library, hostels etc,
Other Matters : Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc.,

Functions:- The cases are attended promptly on receipt of written grievances from the students. The Committee formally meets to review all cases, prepares a statistical reports about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

The Committee is requested to Contribute effectively to dispose the grievances at the earliest.

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN" appointed by the Affiliating University.

The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person.

The Institution shall comply with the order of the ombudsman. Any order of the OMBUDSMAN not complied with by the Institution, will be reported to AICTE for appropriate action. In case of any false/frivolous Complaint, the ombudsman may order appropriate action against Complaint.

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

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