



TAWI COLLEGE (TC)

(AN UNDERTAKING OF TAWI EDUCATIONAL TRUST)

Shahpurkandi, Teh. Dharkalan, Distt. Pathankot, Punjab - 145029

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No. TET/TP/2022/1423

Dated: 13/04/2022

ORDER

Subject : Constitution of Student Grievance Redressal Committee

In order to attend the genuine grievances of the students and to redress the same promptly and expeditiously, a committee of the following members is hereby constituted for the year 2022-23:

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|----|---------------------------------|------------------|
| 1. | Ms. Seema Yadav, Asst. Prof. | Convener |
| 2. | Er. Sandeep Gautam, Asst. Prof. | Member |
| 3. | Ms. Geeta, Lect | -do- |
| 4. | Mr. Bhupinder Kumar, W/I | -do- |
| 5. | Mr. Avinash. (Batch-2019) | -do- |
| 6. | Mr. Nand Lal, S.O, Admin | Member Secretary |

The main functions of the committee shall be to:-

- Investigate the factual position of a complaint preferred by a student in writing or dropping the same in the complaint box or informed to course coordinators / faculty members or any authorized officer of the college.
- Forward the factual position of a grievance received from students to the Principal.
- Monitor the follow up action initiated by the Principal or any other authority appointed by the Chairman/Managing Director for redressal of the grievances from time to time.
- Recommend the measures to be taken for the improvement of infrastructure and other facilities at the concerned department which are potential causes of grievances.
- Plan, organize and supervise the working of the canteen, hostel, stores in respect of stationery articles, transport so as to minimize the causes of grievances of the students on rolls with the college.

Records : The Member Secretary shall maintain a register to record the receipt of a complaint / grievance and disposal of the same. The entries in the register need to be signed by Principal, TP or Heads of the concerned disciplines in Engineering and Technology for authentication.

Meeting : The Grievance Redressal Committee shall ensure to meet once in a month to discuss the status of grievances received and depending upon the nature of grievances shall meet instantly. The minutes of the meeting shall be recorded by the Member Secretary.

Issued for strict compliance

Alina Sharma
(Principal)

Copy to:

- Chairman-cum-managing Trustee
- Managing Director
- All HODs
- Concerned Members
- Notice Board