



SRI RANGAPOOPATHI COLLEGE OF EDUCATION

Alampoondi Village, Gingee - Tk, Villupuram Dist, Tamilnadu - 604151

(Approved by NCTE & Affiliated to Tamilnadu Teachers Education University)

Phone: 04145-231557, Website: www.srpcoe.org Email: srptrust@gmail.com

Dr. G. GOVINDHARAJAN M.Sc., M.Ed., M.Phil., Ph.D.,
Principal

Criteria-5	
Student Support and Progression	
5.1	Student Support
5.1.3	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

INSTITUTIONAL GUIDELINES FOR STUDENTS

GRIEVANCE REDRESSAL

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INSTITUTIONAL GUIDELINES FOR STUDENTS



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POLICY OF STUDENTS' GRIEVANCE AND REDRESSAL CELL

The function of the cell is to look into the complaints lodged by any student. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the members in person, or 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 suggestion box of the Grievance Cell.

Procedure for Lodging Complaint:

The students may feel free to put up a grievance in Grievance Redressal Cell form which is available in the website or drop in suggestion box.

The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.

The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell

Policy:

A Grievance cell is constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Grievance Redressal form is available in website and Suggestion / Complaint Box is installed near the reception area 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.



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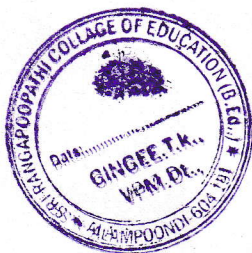
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging 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:

- To make all necessary arrangements for receiving representations/ complaints/ grievances from students relating to general administration, examination and evaluation and any other problems relating to the functioning of a student in the college.
- To examine the grievances.

To make necessary recommendations to the Principal.

- To do all such things as may be assigned by the principal.



PRINCIPAL

Sri Rangapoopathi College of Education
Alampoondi – 604 151. Gingee T.K.,
Villupuram D.T., Ph:04145-231557

G. Govindharajan
Dr. G. GOVINDHARAJAN, M.Sc., M.Ed., M.Phil., Ph.D.,

PRINCIPAL

SRI RANGAPOOPATHI COLLEGE OF EDUCATION
Alampoondi, Gingee Taluk,
Villupuram District, Pin-604 151



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Principal

5.1.3 The institution has a transparent mechanism for timely redressal of student grievance including sexual harassment and ragging cases

1. Institutional has guidelines regarding redressal mechanism approved by appropriate statutory/regulatory bodies
2. Details of members of grievance redressal committees are available on the institutional website
3. Awareness programmes are conducted to communicate the guidelines for redressal of student grievances to teachers and students
4. Provision for students to submit grievances online/offline
5. Grievance redressal committee meets on a regular basis

Note: The Supporting documents for this metric exceed the upload limit of 5 Mb. Hence the documents are made available in HEI website and links for the metric is given below

METRIC	PARAMETER	LINK
5.1.3	The institution has a transparent mechanism for timely redressal of student grievance including sexual harassment and ragging cases	View



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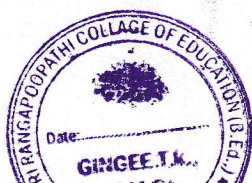
TO WHOMSOEVER IT MAY CONCERN

This is to certify that the institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases are given below

Sl.NO	Details
1	Institution has guidelines regarding redressal mechanism approved by appropriate statutory regulatory bodies
2	Details of members of grievance redressal committees are available on the institutional website
3	Awareness programmes are conducted to communicate the guidelines for redressal of student grievances to teacher and students
4	Provision for students to submit grievances online/offline
5	Grievance redressal committee meets on a regular basis
6	Students' grievances are addressed within 7 days of receiving the complaint

Options :

A. All the above



G. Govindharajan
Dr. G. GOVINDHARAJAN, M.Sc., M.Ed., M.Phil., Ph.D.
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Criteria -5

Student Support and Progression

5.1	Student Participation and Activities
5.1.3	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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4.	Composition of the student grievance redressal committee including sexual harassment and ragging	view



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Criteria -5

Student Support and Progression

5.1	Student Support
5.1.3	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

UPLOAD ANY ADDITIONAL INFORMATION

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GRIEVANCE AND REDESSAL CELL MEETING – 1



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Circular No: SRP/GRC/2021-22/01.

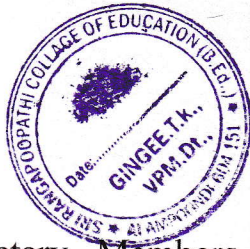
Date: 17.07.2021

CIRCULAR

We would like to bring to your kind notice that we have planned to conduct a meeting on 23.07.2021 at 3.00 pm from Grievance & Redressal cell. So GRC Secretary, members and student Representative are asked to take part in the above meeting for a fruitful forthcoming era

Your presence is highly important to make this programmed a great success

To



GRC Secretary , Members & Student Representative

G. Govindharajan
Dr.G.GOVINDHARAJAN, M.Sc., M.Ed., M.Phil., Ph.D.,
PRINCIPAL
SRI.RANGAPOOPATHI COLLEGE OF EDUCATION
Alampoondi, Gingee Taluk,
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Principal

2021- 2022

GRIEVANCE & REDRESSAL CELL

Grievance& Redressal cell was recontructed in our college on 23.07.2021. The members of Grievance & Redressal cell are as followes:

CHAIR PERSON. : Dr.G Govindharajan, Principal

SECRETARY. : Mrs.S.Sasikumar, Assistanprofessor

MEMBERS. : Dr.P.Tamilselvi Assistanprofessor

Mr .G.Thirugnanam Assistant professor

Dr.V.Ragothaman ,Assistant professor

**Mrs B.Chamundeeswari. Assistant
professor**

STUDENT REPRESENTATIVE : M. Anju

G.MUTHUPOORANI IInd B.Ed.,



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MINUTES

Minutes of Grievance & Redressal meeting held on 23.07.2021. The chairperson introduced the members.

1. The minutes of previous meeting was approved by the members, as the resolutions passed were accomplished successfully.
2. As per the letter from suggestion box, the students asked for R.O water tap in all the floors. The committee resolved to fix 2 water taps in each floor.
3. Student representative G.Muthu poorani explained that the two buses running between Arts College & B.Ed, college were overcrowded. Hence, they require one more additional bus for B.Ed College. The committee resolved to provide one more bus in the same route.

S.NO.	Name	Nature of Grievance	Source	Resolution	Remarks
1	M.Anju	Requirement of R.O Water up tap in all the floors	Suggestion Box	To fix 2 water taps in each floor	Resolved
2	G.Muthupoorani	Requirement of additional bus facility from arts campus to B.Ed campus	Student Representative	To provide two bus	Resolved



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POST EVENT REPORT

Name of the cell : Grievance & Redressal cell

Date : 17-07-2021

Objectives

- Encouraging the student to express their grievance / problems freely and frankly, without any fear of being victimized.
- The aim of the Grievance procedure is to provide student with easy and trust worthy environment

Outcome:

- In our experience ,most Grievances are appealed and resolved

Report

The Grievance & redressal cell aims to look into complaints lodged by any student and redress it as per requirement.

The student can state their Grievance regarding any academic and non – academic matter with in the campus through different Modes like suggestion box, which available in every floor, through online website and Grievance note



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As a result of the resolution passes successfully.



Training to register Grievance through online

Each Monday we used to collect the Grievance from suggestion box, in the student are asked for R.O water in all the floors .so the committee resolved to fix water in each floor.





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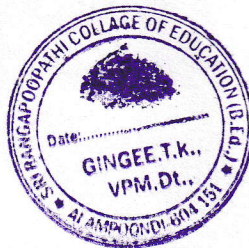
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And through the student representative P. Shanthi there was one more Grievance that the one bus running B.Ed, College were over crowded . Hence they required one more additional bus for B,Ed college. The committee resolved to provide one more bus in the same route .



Provided Bus facility as per the convenience of the student

Signature of the GRC Secretary



Signature of principal

G. Govindharajan
Dr.G.GOVINDHARAJAN, M.Sc., M.Ed., M.Phil., Ph.D.
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Principal

MEMBERS

S.NO.	Category	Name & Designation	Signature
1	CHAIR PERSON	Dr. G. Govindharajan , Principal	
2	SECRETARY	Mr.S. Sasikumar Assistant Professor	
3	MEMBER	Mrs.G. P. Nandhabai Assistant Professor	
4	MEMBER	Dr.P.Tamilselvi Assistant Professor	
5	MEMBER	Dr.V.Ragothaman Assistant Professor	
6	MEMBER	Mr .G.Thirugnanam Assistant Professor	
7	STUDENT REPRESENTATIVE	M.Anju , B.Ed	



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SAMPLES OF GRIEVANCE SUBMITTED OFFLINE

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From:-

N. Santhi
Student Representative
Sri Rangapooopathy College of
Education, Alampoondi.

To:-

The Principal
Sri Rangapooopathy College of
Education, Alampoondi.

Respected Sir,

With due respect I want to
say that student of the college are
having problem with safe drinking water.
The water is supplied of the college is not
proper condition and safe to use. There are
complaints are an essential constituent of
life and its safe, and fresh availability
is a necessity in a college. Kindly
ensure the availability safe drinking
water at college the faculty and student
of school will be obliged to your act
of kindness.

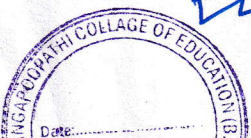
I hope that you will act
up on my request as soon as possible
we look forward to the availability of
clean drinking water.

G. Gowaly
Dr. G. GOVINDHARAJAN, M.Sc., M.Ed., M.Phil., P.H.D.

Principal

SRI RANGAPOOPATHI COLLEGE OF EDUCATION

Yours obediently



From :

20/12/2018

K. Sujatha,
Student Representative,
Sri Rangapoopathi College of Education,
Alampoondi.

TO :

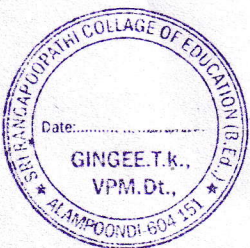
The Principal,
Sri Rangapoopathi College of Education,
Alampoondi.

Respected Sir,

Sub: Need of immunity Booster-Req.

I would like to bring your kind notice that I am writing this letter on behalf of students to give immunity booster after reopening the college so I request you to provide Albendazole tablets and Kabasura Kudineer to all students. Hope you grant my request.

K. Sujatha.
Yours obediently



G. Govindharajan
Dr.G.GOVINDHARAJAN, M.Sc., M.Ed., M.Phil., P.h.D.,
PRINCIPAL
SRI RANGAPOOPATHI COLLEGE OF EDUCATION
Alampoondi, Gingee Taluk,
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5.1.3.2

5/4/21

From :-

M. ANJU

Student Representative

Sri Rangapoopathi college of education
Alampoondi

TO

The Principal

Sri Rangapoopathi college of education
Alampoondi

Respected Sir :-

sub : BUS facility

with due respect, I am writing
this letter to provide additional bus facility
from B, ed campus. The buses coming now
are over packed to their capacity

I therefore request you to
introduce additional buses from B, ed
campus

M. ~~ANJU~~

yours obediently

G. Govindharajan
Dr. G. GOVINDHARAJAN, M.Sc., M.Ed., M.Phil., P.H.D.,
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