

**PROCEEDINGS OF THE PRINCIPAL Dr.DHARMAMBAL GOVERNMENT POLYTECHNIC COLLEGE
FOR WOMEN (AUTONOMOUS), THARAMANI, CHENNAI 600 113**

**Present: Tmt. Hepzhiba Angela Durairaj, M.Tech.,
Principal**

Proceedings No.00315 /A3/2024-2, Dated: 11.06.2024

Sub: Technical Education - Dr. Dharmambal Government Polytechnic College for Women, Chennai-113 -AICTE
- Grievance Redressal Cell for staff / students Constituted from the year 2024 – 2025 onwards -Reg.

Ref: AICTE Hand Book

As per the reference cited above, a Grievance Redressal Cell for staff / students Constituted vide F.No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019. The members of the Committee are expected to take necessary measures to address the grievances of staff and students. The constituted committee comes into effect from 11.06.2024.

Ombudsman: Thiru. R. Sornakumar
Principal (Retd.)
Dr. Dharmambal Govt. Polytechnic College (Autonomous)
A-70/2, First floor, Malles Enclave,
Anna Nagar East, Chennai- 102
Mobile No.9840013921 / 9025902337

Grievance Redressal Cell for Staff:

S.No	Acted As	Name (Thiruvallargal)	Designation	Email-Id	Contact No
1	Chairperson	Hepzhiba Angela Durairaj	Principal	hepzibhaangela@gmail.com	9444426086
2	Member	M A Karthick	HOD / AA	karthickmaha@gmail.com	9384802400
3	Member	K Jayalaxmi	PA to Principal	jayapandian265@gmail.com	9551698085
4	Member	M. Mullaivalavan	Lecturer / AA	mullaivalavan@gmail.com	9840330644

Grievance Redressal Committee for student:

S.No	Acted As	Name (Thiruvallargal)	Designation	Email-Id	Contact No
1	Chairperson	Hepzhiba Angela Durairaj	Principal	hepzibhaangela@gmail.com	9444426086
2	Member	Dr. K. Sudhamathi	HOD / ECE	sudhamathi1972@gmail.com	9444050746
3	Member	N. Senthil Kumar	Lecturer / ICE	senram3@gmail.com	9487604206
4	Member	Dr. K. Usha	HOD i/c / BEC	laksusha@gmail.com	8144066890
5	Representative of Student	K. Gayathri	II yr / ECE	akgayathri27@gmail.com	9444762824
6.	Representative of Student	S. Jeevitha	II yr / ICE	j3806421@gmail.com	9360289381

The Committee is constituted for a period of two years from the date of issue of order.

Procedure for Submission of Complaints

Any aggrieved student may submit an application giving full details, along with supporting documents, of the complaint addressed to the Principal, Grievance Redressal Committee. The application may be handed over to Vice Principal. The Vice Principal would be responsible for forwarding the application to the concerned person.

Procedure to be adopted by the Grievance Redressal Committee

- (a) The Grievance Redressal Committee shall fix a date for hearing the complaint, which shall be communicated to the Principal and the aggrieved person either in writing or electronically, as may be feasible.
- (b) An aggrieved student may appear in person in front of the committee.
- (c) Grievance Redressal Committee shall be guided by the principles of natural justice while hearing the grievances.
- (d) Grievance Redressal Committee shall ensure disposal of every application as speedily as possible as and not later than a month of receipt of the grievance.
- (e) On the conclusion of proceedings, the Grievance Redressal Committee shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance.
- (f) The order so passed shall be provided to the aggrieved student.
- (g) The Institute will comply with the order.

Action by Ombudsman

In case, the student is not satisfied with the decision given by the Grievance Redressal Committee, she may approach the Ombudsman in manner similar to that specified for Grievance Redressal Committee.

The Ombudsman will follow the same procedure, as outlined above for the Grievance Redressal Committee, to hear and dispose the complaint.

In case of any false or frivolous complaint, the Ombudsman may order appropriate action against the complaint.


Principal
11/16/24

To: All HODs & HOD's (i/c), (For information and necessary action by way of circulation to faculty and staff)

Copy to:

Above Committee Members