

PROCEEDINGS OF THE PRINCIPAL DR.DHARMAMBAL GOVERNMENT POLYTECHNIC  
COLLEGE FOR WOMEN, THARAMANI, CHENNAI 600 113.

PRESENT : Dr. P. KURINCHI, M.E., Ph.D.,  
PRINCIPAL (FAC)

Proceedings No. 2004/A3/ 2023, Dated: 15.05.2023.

**Sub:** Technical Education – Dr. Dharmambal Government Polytechnic College for Women, Chennai-113 –AICTE - Grievance Redressal Committee Constituted for the year 2023 – 2024 onwards -Regarding.

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Principal is pleased to constitute a Grievance Redressal Committee comprising of the following staff members with details given as under to address the complaints of the students.

**Ombudsman:** Tmt. J. VIJAYA  
Formerly Principal  
Tamilnadu Govt. Polytechnic College (Autonomous)  
No. 52, 1<sup>st</sup> Cross Street, T.M. Nagar, Madurai - 625 107  
Mobile No.9003093791

Sl. No.	Acted As	Name (Thiruvallur)	Designation	Email-Id	Contact No.
1.	Chairman	Dr. P. KURINCHI	Principal (FAC)	kurinchisenthilkumar@gmail.com	9840242989
2.	Member	Dr. B. BALACHANDRAN	HOD / Commercial Practice	bsri2512@gmail.com	9790534308
3.	Member	Dr. R. KANAGARAJAMMAL	Lecturer/ Commercial Practice	kanaka7373@gmail.com	9841984424
4.	Member	Dr. A.R. SARAVANAN	Lecturer (SG)/ Garment Technology	arskavi@gmail.com	9788524313
5.	Member	Dr. P. PRAHASINI	Lecturer / BEC, (Physics)	hasinikarthik2010@gmail.com	9789696339
6.	Member	Dr. R. SELVARAJ	Lecturer / Civil Engineering	selvacdm4440@gmail.com	9942441149
7.	Member	K. JAYALAXMI	PA to Principal	jayapandian265@gmail.com	9551698085
8.	Member	A. VARALAKSHMI	Superintendent	tamilselvanvaralakshmi@gmail.com	9080024543
9.	Member	K. SABARI	Lecturer / Electronics and Communication Engineering	sabarimangai82@gmail.com	6382987353
10.	Member	A. BHAVITHRACHELVI	Lecturer/ Computer Engineering	bhavithrachelvi@gmail.com	8903401807
11.	Member	M. DHARANI	Lecturer/ Civil Engineering	dharanimurali0896@gmail.com	9486002149

**The Committee formed will deal with the complaints as listed below:**

- (a) Any admission contrary to merit determined in accordance with the declared admission policy of the Institute;
- (b) Irregularity in the admission process adopted by the Institute;
- (c) Refusing admission in accordance with the declared admission policy of the Institute;
- (d) Non-publication of prospectus, as specified.
- (e) Publishing any information in the prospectus, which is false or misleading and not based on facts.
- (f) Withholding or refusing to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in the Institute, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;
- (g) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by Institute;
- (h) Breach of the policy for reservation in admission as may be applicable;
- (i) Complaints, of alleged discrimination of students, from the Scheduled Castes, the Schedule Tribes, Other Backward Classes, Women, Minority or Disabled categories.
- (j) Nonpayment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority;
- (k) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
- (l) On provision of student amenities as may have been promised or required to be provided by the Institute;
- (m) Denial of quality education as promised at the time of admission or required to be provided.
- (n) Non-transparent or unfair evaluation practices.
- (o) Harassment and victimization of students, including sexual harassment;
- (p) Refund of fees on withdrawal of admissions as per AICTE instructions from time to time.

**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 (Academics). The Vice Principal (Academic) 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 either in person or represented by such person as may be authorized to present his case.
- (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 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 and provide such relief as may be desirable to the affected party at issue.
- (f) The order so passed shall be provided to the aggrieved student and the Registrar and shall be placed on the website of the Institute.
- (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.

Copy to:

All HODs & HOD's (i/c),  
Above Committee Members.

Notice Board,  
College Website,  
Stock File

15/05/2023

Principal (FAC)

15/05/2023

Principal  
Dr. Dharmambal Government  
Polytechnic College for Women  
Vbaraman, Chennai-113