



Indhira College of Education
Pandur, Thiruvallur - 631 203

Key Indicator: 5.1 Student Support

Metric No. 5.1.3(The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases)

Samples of grievance


PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

Student Grievance / Suggestion Box



Ajay Periah
PRINCIPAL
INDHIRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203

SAMPLE GRIEVANCE FORM

Student's Grievance Form

NAME (IN CAPITAL LETTERS ONLY)	LATHA. N
COLLEGE ROLL NO. (Please attach a copy of College Identity Card)	11831
COURSE	B.Ed
YEAR OF ADMISSION	2020
EMAIL ID	Latha1845@gmail.com.
CONTACT NUMBER	7453825333
PRESENT ADDRESS	NO 3, Krishna Nagar Tiruvallur.
POSTAL ADDRESS	NO 3, Krishna Nagar Tiruvallur
PARENT'S/GUARDIAN'S NAME	J. SHANMUGAM.
PARENT'S/GUARDIAN'S CONTACT NO.	9444386450
GRIEVANCE:	

I am writing to bring to your attention a concerning issue regarding the restroom facility in our B.Ed Block building.

I am troubled by the condition of the garbage baskets in the restrooms, these baskets are consistently overflowing with trash creating unpleasant atmosphere, I request you to take immediate action.

DISCLAIMER: I hereby undertake that the information provided hereby is up to the best of my knowledge and belief. I will be completely liable for any disciplinary action, if any false information furnished.

SIGNATURE OF THE STUDENT

 15-10-2020

- NOTE :
1. Complaints/Grievances are required to be submitted in the above prescribed format (handwritten) after downloading from the college website only (with relevant documents/proof). Form should be complete in all respects; incomplete forms will not be entertained (Maximum Words Limit 250).
 2. Complaints are required to be submitted in person by the complainant in a sealed envelope only on 2nd and 4th Friday of every month in the P.A. Principal's office.
 3. Complainant will be contacted on given contact number only for the redressal of the grievance.
 4. Complainant should retain a copy of the grievance with himself/herself.
 5. Decision of the committee will be final and binding.


 PRINCIPAL
 INDIRA COLLEGE OF EDUCATION
 PANDUR, TIRUVALLUR-631 203

Action Taken:

Action taken on same day when the grievance received from student and solved. In addition to addressing immediate concerns, the administration may work on implementing long-term solutions to prevent similar grievances from arising in the future. This could involve updating maintenance protocols, providing additional resources, or conducting regular inspections.



Signature of the Coordinator

Mrs. Visalatchi



Signature of the member 1

Mrs. J. Lizzie



Signature of the Coordinator member 2

Dr.M.P. Rama priya



PRINCIPAL
INDHRA COLLEGE OF EDUCATION
PANDUR, TIRUVALLUR-631 203