


## **Criterion V – 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 such as**

**Samples of grievance submitted offline**

  
PRINCIPAL  
INDHIRA COLLEGE OF EDUCATION  
PANDUR, TIRUVALLUR-631 203

**Student Grievance / Suggestion Box**



*Ajay Sundar*

**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 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 *M. Latha*  
NOTE: 15-10-2020

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 2<sup>nd</sup> and 4<sup>th</sup> 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.

*Ajay Perinche*  
**PRINCIPAL**  
INDHIRA COLLEGE OF EDUCATION  
PANDUR, TIRUVALLUR-631 205


**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.

  
COORDINATOR

  
MEMBER-1

  
MEMBER-2

  
PRINCIPAL  
INDHIRA COLLEGE OF EDUCATION  
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