



UNNAMALAI INSTITUTE OF TECHNOLOGY

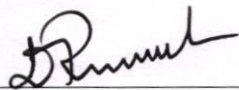
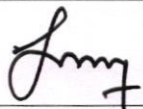
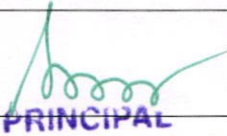
SubaNagar,Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

An ISO 9001:2015 Certified Institution

GRIEVANCE REDRESSAL POLICY

POLICY NO	ISSUE/REVISION NO	DATE OF REVISION	NEXT REVISION
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GRIEVANCE REDRESSAL POLICY

As per UGC Regulation, Unnamalai Institute of Technology have mechanism to address grievance of students and staffs. Based on that norms the objectives, purpose and responsibilities are outlined.

A grievance redressal system is a procedure for handling employee complaints, and it is characterized as a means for staff members to express their issues to management. The grievance redressal mechanism aids in the formal resolution of employee grievances, which may be between coworkers or between coworkers and management.

Employee complaints can be resolved in a fair and open manner through the grievance redressal mechanism. It guarantees that every employee is treated fairly and equally regardless of position or level of seniority. The system is put into place by a number of rules and regulations created to guarantee that complaints are handled fairly and impartially, without prejudice toward anyone involved in the procedure.

The Following Acts are Followed in Grievance Redressal Cell

- To maintain the College's reputation by promoting friendly relationships, as well as a peaceful environment overall the institution.
- To ensure fast resolving mechanisms of student grievances in the college's enterprises in order to preserve a positive educational environment. To provide responsive, accountable, and easily accessible mechanisms for grievance settlement.

PURPOSE AND DUTIES OF GRIEVANCE REDRESSAL CELL

- ✓ The committee's purpose is to investigate complaints made by any student and determine their value. The Grievance cell has the authority to investigate cases of harassment.
- ✓ If the person does not choose to appear in person, complaints may be submitted in writing to the suggestion box (Glass Box).
- ✓ Anyone with an actual issue may speak with the department's staff in person or after consulting the class coordinator.
- ✓ The committee should file and carefully examine the issues that have been given to them through the staff and students, and to take the required action right away.
- ✓ Based on the truthfulness and seriousness of the criticisms made, the complaint must be addressed and the appropriate actions should be taken as per norms.



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GRIEVANCE REDRESSAL POLICY

1. Introduction

Unnamalai Institute of Technology, in accordance with UGC regulations, has established a Grievance Redressal System to effectively address the concerns and issues raised by students and staff members. This policy outlines the objectives, purpose, and responsibilities associated with the grievance redressal mechanism.

2. Scope and Purpose of Grievance Redressal System

2.1 Definition and Importance

The Grievance Redressal System is a structured procedure for handling complaints from students and staff. It plays a vital role in providing an avenue for expressing concerns, ensuring fairness, and fostering a positive and harmonious environment within the institution.

2.2 Fair Treatment for All

The system ensures fair and equal treatment for every member of the institution, irrespective of their position or level of seniority. Rules and regulations are in place to guarantee impartial handling of complaints, promoting a culture of transparency and equality.

3. Acts Followed in Grievance Redressal Cell

3.1 Maintenance of College Reputation

The Grievance Redressal Cell is committed to maintaining the college's reputation by promoting friendly relationships and fostering a peaceful environment throughout the institution. The focus is on resolving grievances promptly to uphold a positive educational environment.

3.2 Fast-Track Resolution Mechanism

The Grievance Redressal Cell is dedicated to ensuring a swift resolution of student grievances within the college's framework. The aim is to provide responsive, accountable, and easily accessible mechanisms for grievance settlement, contributing to a harmonious educational atmosphere.



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4. Purpose and Duties of Grievance Redressal Cell

4.1 Investigation and Evaluation

The primary purpose of the committee is to investigate complaints made by any student or staff member and determine their merit. The Grievance Cell is vested with the authority to investigate cases of harassment and ensure a fair evaluation of grievances.

4.2 Submission Procedures

Complaints may be submitted in person or in writing to the suggestion box (Glass Box) for those who prefer not to appear in person. This multiple-channel approach accommodates varying preferences in raising concerns.

4.3 Accessible Support System

Individuals with genuine grievances have the option to speak with department staff in person or consult the class coordinator for guidance. The Grievance Cell ensures an accessible support system for those seeking resolution.

4.4 Comprehensive Examination of Issues

The committee is responsible for filing and thoroughly examining issues brought forward by staff and students. The immediate and appropriate action is taken based on the truthfulness and seriousness of the criticisms received.

4.5 Timely Actions and Norm Adherence

Based on the findings of the examination, the Grievance Redressal Cell addresses complaints promptly, taking actions in adherence to established norms and regulations. The seriousness of the issue guides the nature of the actions taken.

5. Conclusion

Unnamalai Institute of Technology's Grievance Redressal Policy underscores our commitment to providing a fair, transparent, and effective mechanism for addressing concerns raised by students and staff. By adhering to this comprehensive policy, we strive to maintain a positive educational environment where grievances are resolved promptly and in accordance with established norms, contributing to the overall well-being and satisfaction of our academic community.