



ATRIA INSTITUTE OF TECHNOLOGY

GRIEVANCE REDRESSAL POLICY

The College has a Students' Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. The students may feel free to put up a grievance in writing and drop it in box installed in administration block. Students can also register their grievance in the given format in the college website at: "**grievanceredressal@atria.edu**"

Objectives:

- Upholding the dignity of the college by ensuring strife free atmosphere in the College through promoting cordial student-student relationship and student-teacher relationship.
- Encouraging students to express their grievances / problems freely and frankly without any fear of being victimized.
- Advising students to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the students to refrain from inciting students against other students, teachers and college administration.
- Advising all staff to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

Functions:

- To frame the rules and regulations of the Grievance cell, so that natural justice is given to the aggrieved.
- To make sure that all students are aware of the existence of the cell in the college
- The students may feel free to put up a grievance in writing/or in the format available in the department and drop it in boxes.
- Students can register their grievance in the given format in the college website at: "**grievanceredressal@atria.edu**"
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

Rules & Regulations

- In case of any grievance, the members of the cell are empowered to sort out the problems at their level through discussion with students.
- In case the members fail to find out any solution then the matter is referred to the principal for final commitment on the matter.
- The Grievance Redressal cell **shall not** entertain the following issues:
 - Decisions of the executive council, academic council, board of studies and other administrative or academic committees constituted by the university.
 - Decisions with regard to award of scholarship, fee concessions, medals etc;
 - Decisions made by the university with regard to disciplinary matters and misconduct.
 - Decisions of the university about admissions in any courses offered by the institute.
 - Decisions by competent authority on assessment and examination result.


Principal
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