

GRIEVANCE REDRESSAL COMMITTEE (GRC) FOR FACULTY

As per the F.No. 1-103/AICTE/GRC/Regulation/2021 of the All-India Council for Technical Education, notification dated March 22, 2021, A Grievance Redressal Committee (GRC) for faculty and staff members has been constituted.

Objective:

To provide opportunities for redressal of certain grievances of Faculty/Staff Members already appointed in any institution, as well as those seeking appointment to such institutions, and a mechanism thereto.

Committee Members:

S.No.	Position in the committee	Name of the Member	Designation & Department	Mobile No. / Email ID
1	Chairperson	Dr.K.Parimala Geetha	Principal	9524124125 principaloffice@christianengineering.in
2	Member	Dr Nirmala Baby	Professor and Head, Department of Science & Humanities	9842612440 firstyearhodccet@gmail.com
3	Member	Dr V.Premananth	Professor, Department of Mechanical Engineering, University College of Engineering, Dindigul.	9442093694 premananth25@gmail.com
4	Member	Dr P.G Rajan	Professor, Department of Science & Humanities (Mathematics)	9443677404 pgrajan1012@gmail.com

The term of office of the members of the GRC shall be for a period of three years. Members of the committee may also be changed owing to some of the administrative activities.

By whom can the GRC be approached for assistance?

A grievance refers to any complaint made by an aggrieved Faculty or Staff member concerning service-related matters, such as:

- ❖ The refusal to return or withholding of any documents - including degree certificates, diplomas, experience certificates, relieving orders, or other credentials - submitted during the appointment process.
- ❖ The failure to pay salaries, wages, benefits, allowances, or other dues during employment or upon retirement/resignation.
- ❖ Disparities in pay or benefits when compared with other staff in equivalent roles or with similar experience.
- ❖ Termination without a valid reason, notice, or written memorandum.
- ❖ The non-payment of gratuity as required under current government regulations at the time of resignation or retirement.
- ❖ Any other liability arising directly from service that results in financial loss, harm, or psychological distress.

PROCEDURE FOR REDRESSAL:

Grievance Submission Modes:

All grievances, accompanied by required documents, must be submitted to the Grievance Redressal Committee via one of the following:

- ✓ Walk-in: Chairperson, College campus.
- ✓ E-mail: grcf.ccet@gmail.com
- ✓ Snail mail: The Chairperson, Grievance Redressal Committee, Christian College of Engineering and Technology, Oddanchatram, Tamilnadu.

Grievance Redressal Mechanism:

- After the receipt of the application from the aggrieved, the chairperson of the Grievance Redressal Committee shall fix the date, time, and venue of the meeting after having a discussion with all the members.
- The meeting shall be scheduled within five days of receipt of the application.
- All relevant papers shall be circulated as hard/soft copies to all the members on or before the date of the meeting.
- After fixing of the date of the meeting, a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievances before the Committee and the acknowledgment of receipt would be placed on record.
- The Committee members are expected to deliberate upon the case, the grievance of the applicant, and the rules laid down by the institute. The brief facts, evidence, and final recommendations by the Committee members shall be recorded in the format of minutes of the meeting.
- The minutes shall be circulated to all the members of the Grievance Committee for their signatures.
- The decision of the Grievance Committee shall be communicated in writing to the applicant at the earliest.

