

**Thejus Engineering College**  
**Vellarakad, Thrissur**

**Grievance redressal policy**

**Objective:** The objective of the grievance redressal committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the college.

**Scope:** The committee deals with grievances received from the students related to academic and non-academic matters.

In order to comply with the AICTE/University regulations for addressing students' grievance, the Grievance redressal committee of Thejus Engineering College has been reconstituted with effect from 17<sup>th</sup> September 2018 to enquire the nature and extent of grievance and a satisfactory reply to the students.

The Committee consists of the following members from various departments.

Sl.No	Name	Department	Designation	Cont.details	Position Held
1	Prakasan NP	ME	W/Supt	9497249857	In-Charge
2	Aswathy P	CE	Asst.Professor	9946056735	Member
3	Sneha Johnson	CSE	Asst.Professor	9495987499	Member
4	Remya Krishna	ECE	Asst.Professor	9947937880	Member
5	Anil Antony	EEE	Asst.professor	9048815564	Member
6	Nandhana Muraleedhran	ME	Asst.Professor	9946783772	Member

**Procedure/Guidelines**

The function of the committee is to look into the complaints/grievances lodged by any student and judge its merit. Anyone with a grievance may approach the committee in person or grievance may be dropped in writing at the letterbox/suggestion box of the committee provided at the principal's office. Grievance may also be sent through e-mail to the officer in charge of the student's redressal committee.

In consultation with the Academic and Management Council, the Committee will ensure that grievance has been properly solved in a stipulated time limit (within one week after receiving the grievance) and a satisfactory reply will be given to the students.

