



SCIENT INSTITUTE OF TECHNOLOGY

Ibrahimpattam, R.R.District-501506

(Approved by AICTE and Affiliated to JNTU, Hyderabad)

Website:www.scient.ac.in

5.1.4 Mechanisms for submission of online/offline student's grievances.

The college has established various committees to handle the grievances of students, the ragging related issues, specific issues related to SC/ST students, the girl students and the women stall. The Institute will receive the complaints from students through offline or online mode and resolve the issues through the appropriate committees and the suitable mechanism.

Grievance Redressal Mechanism:

The Institute provide the students an easy and readily accessible mechanism for prompt disposal of their day-to-day grievances. Complaints affecting one or more individual students in respect of the course content, lectures, availability of books, transportation and other facilities, Internal evaluation, tussle between students, teasing, insulting through color, caste/ religion, women harassment cases etc., are received for redressed

Stages for Redressed of grievances are:

First stage (Section Department level)

The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept, which is acknowledged. A written reply is sent to the student under the signature of the In-charge/HOD within 15 days.

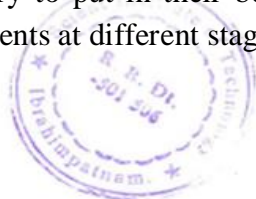
Second stage (Administration level)

If the student is not satisfied, he/she may request the Person In-charge / HoD to forward his/her grievance to the grievance committee constituted at Administration level comprising the following:

a. Concerned Head of the Department b. Legal Advisor c. Principal. Along with concerned HOD, any one among the other two (b and c) would address the issue/grievance and after thorough screening of the grievance recommendations of the grievance committee will be communicated to the concerned student within 15 days.

The representation will be disposed of in the Grievance redressed Meeting which meets as per the Requirement or at least once in a semester.

All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expeditiously.




Principal

PRINCIPAL
Scient Institute of Technology
Ibrahimpattam, R. R. District-501506

Seeking Guidance/ Information

Department of Electronics And Communication Engineering

Date:-

Format for Internal Exam Grievances

A.Y:

SEM:

To

The Subject Teacher

Sir,

I -----With Roll No.-----Studying in B. Tech ----
----Sem request you to consider the following correction in my answer scrip. Counting Marks not
include in total / Answer not corrected.

(Mention section and question number)

Student Name:

Roll Number:

Class:

Sem:

Subject:

Subject Teacher Comment and signature



A handwritten signature in green ink, appearing to be "S. S. S.", written over a horizontal line.

PRINCIPAL

PRINCIPAL
Solent Institute of Technology,
Machhindranagar, B. H. Dt. 501 506