**J.J. COLLEGE OF ENGINEERING AND TECHNOLOGY**
Approved by AICTE | Affiliated to Anna University | ISO 9001 : 2015 Certified
(Sowdambikaa Group of Institutions)
Ammapettai, Tiruchirappalli - 620 009, Tamil Nadu
Mobile: 98428 11776, 98652 11776 | Website:www.jjcet.ac.in | email:principal@jjcet.ac.in

Ref.:JJCET/GRC/Committee/2024 Date: 01.07.2024

## Office Order

**Sub: Constitution of Grievances and Redressal Committee- Reg.**

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The undersigned is pleased to constitute the **Grievances and Redressal Committee** with the following members for the period of two years 2024-2025 and 2025-2026.The convener is required to oversee the activities of the committee, convene the meeting and report the recommendations to the Principal.

### Grievances and Redressal Committee

| S. No | Name | Designation | Position |
|---|---|---|---|
| 1. | Dr. P. Mathiyalagan | Principal, JJCET | Chairman |
| **2.** | **Mr. Y. Mohamed Badcha** | **Associate Professor/ EEE** | **Convener** |
| 3. | Mr. P. Sankarlal | Assistant Professor / Mech | Co-Convener |
| 4. | Mr. K. Vinoth | Assistant Professor. / Physics | Member |
| 5. | Mrs. J. S. Jaslin | Assistant Professor / CSE | Member |
| 6. | Mr. R.Elangovan | Assistant Professor / CIVIL | Member |
| 7. | Mrs. J. Veni | Assistant Professor / MBA | Member |

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## Roles and Responsibilities

### Grievances and Redressal Committee

1. To develop a responsive and accountable attitude among all the students/staff in order to maintain a harmonious educational atmosphere in the Institute.

2. Grievances received in writing from the students about any of the following matters:-

   a. Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

   b. Financial Matters: Related to dues and payments for various items from library, hostels etc.

   c. Complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories.

   d. Harassment and victimization of students, including sexual harassment.

3. Any other related work arising in the college to be resolved.

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PRINCIPAL 2/24

PRINCIPAL
J.J. COLLEGE OF ENGG. & TECH.
TIRUCHIRAPPALLI-620 009.

Copy to:

1) The Vice Chairman for kind information
2) All Deans
3) All Heads with a request to circulate among students and staff members
4) All members Concern
5) IQAC
6) File