

**VELS INSTITUTE OF SCIENCE, TECHNOLOGY  
AND ADVANCED STUDIES (VISTAS)**

**GRIEVANCE REDRESSAL COMMITTEE**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>
<b>CHAIRMAN</b>		
1	Dr.R.Dinakaran Michael	Dean, School of Life Sciences,
<b>CO-CONVENOR</b>		
2	Dr.K.P.Kumar	Dean School of Management Studies,
<b>MEMBERS</b>		
3	Dr.M.Chandran	HOD, Dept. of Commerce
4	Ms.K.Kalaivani	Asst. Professor, Dept. of CSE
5	Dr.P.Mayilvahanan	HOD, Dept. of M.C.A
6	Mr.S.Sivaganesan	HOD Dept. of Mechanical Engg.,
<b>STUDENT'S NOMINEE</b>		
7	D.Praveen	Pharm.D - V Year 30, Sriraman Salai, Thanikachalam Nagar, Chennai – 600 110
8	R.Sai Prasanth	MCA – III Year
<b>CONVENOR</b>		
9	Dr.B.Krishnamurthy	Registrar

## **POWER AND FUNCTIONS OF GRIEVANCE REDRESSAL COMMITTEE:**

- i) To entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- ii) To enquire into the grievances, and make recommendations and report to the concerned authorities Academic Council and BoM for Redressal or suitable action; and
- iii) To recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.
- iv) An appeal may be made to Ombudsman if not satisfied with the decision of Grievance Redressal Committee.

### **Conducting Enquiry by the Grievance Redressal Committee**

Any person aggrieved by any contravention of this code, shall prefer a complaint before the Grievance Redressal Committee at the earliest point of time in any case within 15 days from the occurrence of the alleged contravention.

Complaint shall contain all the materials and relevant details concerning the alleged contravention including the names of the contravener and the complainant shall be addressed to the Chairperson of the Grievance Committee.

However, if the complaint does not reveal the identity, this may be addressed to the Head of the Institution for disposal on merit.

After the receipt of such complaint, the Head of the Institution shall retain original complaint and forward the gist of the complaint with other details to the Grievance Committee.

The Grievance Redressal Committee upon receipt of any complain or gist of the complain cause an enquiry to be made directly.

Where the Grievance Redressal Committee is satisfied that the complaint is justified

(i) In the case of person complained against is member of the body of management, Grievance Redressal Committee shall report to the management.

If the person is an employee of the university it shall be reported to the Vice-Chancellor.

In case of the person complained against happens to be a student it shall submit the report to the Head of the Institution.

Head of the Institution may suspend a person against whom complaint is made.

The Head of the Institution, upon receipt, of report from the Grievance Redressal Committee, shall give an opportunity (show cause notice) to the student / employee against whom the complaint is made for his reasonable defense.

After, seeking the explanation, the Head of the Institution shall submit the report with his / her recommendation to the Management for punishment or otherwise.

Nothing in this code shall prevents the Head of the Institution from lodging a complaint straight away with the police in respect of any act amounting to any criminal or cognizable offense under the existing laws.

#### **OMBUDSMAN :**

<b>Name of the Committee Member</b>	<b>Profession</b>	<b>Address, Mobile No. and E.mail. ID</b>	<b>Associated with</b>	<b>Designation(not below the rank of District Retired judge or a retd. Professor</b>	<b>Department</b>
Dr.R.Sivakumar	Professor(Retd.)	No.62, Ritherdan Road, Vepery, Chennai-600 007	Vels University	Professor(Retd)	Dept. of English, Presidency College, Chennai.

Any person aggrieved by the decision of the Grievance Redressal Committee may prefer an appeal to the Ombudsman within a period of 60 days.

#### **Powers and Functions of Ombudsman:**

- 1) The Ombudsman shall exercise his powers to hear any grievance:-
  - a) Of any student against the university or institution, as the case may be, after the student has availed of remedies available in such institution for redressal of grievances and
  - b) Any applicant for admission as student to such institution.
- 2) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- 3) The Ombudsman shall have powers to seek the assistance of any person belonging to the SC / ST, Socially and Economically Backward Classes, Minority or Differently-able category, as Amicus Curiae, for hearing complaints of alleged discrimination.