



KMCT AYURVEDA MEDICAL COLLEGE

Approved by NCISM and Affiliated to Kerala University of Health Sciences.

TO WHOMSOEVER IT MAY CONCERN

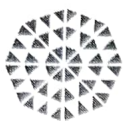
This is to certify that the information in the attachment documents is verified by me and is true to the best of my knowledge

Dr. D. S. S. S.
PRINCIPAL
K.M.C.T. AYURVEDA
MEDICAL COLLEGE



Dr. D. S. S. S.





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GRIEVANCE REDRESSAL CELL

Grievance Redressal Cell is intended to find solutions to problems related to exam. The function of the cell is to look into the complaints lodged by any student, and judge its merit. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge of Students' Grievance Redressal Cell. Grievances may also be sent through e- mail to the officer in-charge of Students' Grievance Redressal Cell.

Objective:

A Grievance Redressal Cell should be constituted for the redressal of the problems in relation to internal and external examinations reported by the Students of the College with the following objectives:

- To Encourage the Students to express their grievances/ problems freely and frankly, without any fear of being victimized.
- To maintain the anonymity of students Suggestion/complaint Box is installed in Administrative block in which the Students, who want to remain anonymous, can put grievances in writing.
- To ensure the fairness of the examination process

Functions:

- The cases will be attended promptly on receipt of written grievances from the students.
- The cell will formally review all cases and will act accordingly as per the Institutional policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the examination cell and drop it in grievance box.
- The Grievance Redressal committee will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Redressal Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.



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GRIEVANCE FORM

Date:

Name of Applicant:

Types of Grievance:

A) General Grievance

B) Exam Grievance

C) Ragging

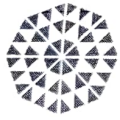
D) Sexual Harassment

Event Occurred Date:



Dr. Anshu
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K.M.C.T. AYURVEDA
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COMPLAINT DESCRIPTION:

Root Cause:



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Sign:

(In case of student details of class with Roll NO)



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Grievance Redressal System



No ERROR only REROR

Resolving Examination Related Offenses and Redressal



Signature

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