

# SWAMI VIVEKANAND GOVERNMENT COLLEGE SUSNER

Affiliated to  
Vikram University Ujjain, M.P.



## Student Grievances and Redressal Policy

## Objective:-

- (1) To redress student grievances by transparent ,fair and timely process.
- (2) To encourage the students to report their grievances without any fear.
- (3) To maintain a harmonious educational atmosphere in the college.
- (4) To make college functioning more effective and efficient.

## Student grievance and Redressal Committee:-

S.N.	Name	Charge	Designation	Department	Contact No.
1.	Dr. Radha Vallabha Gupta	In charge Committee	Associate Professor,Commerce	HOD ,Commerce Department	9977404185
2.	Dr. Virendra Khare	Member	Assistant Professor,Sociology	Art Department	8707280275
3.	Mr. Kashiram Prajapati	Member	Assistant Professor,Mathematics	Science Department	9826971342

## Mechanism and procedure:-

- (1) For any query related to any process students also verbally contact to committee member .
- (2) Student who have any grievance has contact to student grievance committee and give their complain in written form to any one of the committee member.
- (3) Students also drop their written complain in the complain box present near the office in the college.

- (4) Students identity is not disclosed by this committee.
- (5) Committee Member resolve students complain in timely manner(in 15 days).
- (6) If students are not satisfied by the committee decision then he contact to the principal of the college in given time( in 7 days).
- (7) Principal redress the grievance of the students as according to the procedure in given time( in 7 days).
- (8) Again if students are satisfied with the principal decision then he/she contact to the Additional Director of Higher Education,Ujjain Region.