

INTERNAL COMPLAINT COMMITTEE

Committee Members

S.No	Name	Designation	Role
1	Dr.M.Suchitra	Professor	Secretary
2	Dr.Ch.Lalitha	Professor	Member
3	Mrs. Sk.Karimunnisa	Associate professor	Member
4	Mrs.K.Suma	Lab technician	Member
5	Mrs. L.Jyothi	NGO	Member
6	Mrs. K.Ramadevi	Advocate	Member

RESPONSIBILITIES

- ❖ Establish and manage confidential channels for receiving and documenting complaints from students, faculty, and staff, ensuring that all grievances are addressed promptly and fairly.
- ❖ Carry out thorough and impartial investigations into complaints by gathering evidence, interviewing involved parties, and assessing the situation to determine the validity of the issues raised.
- ❖ Facilitate resolution processes, which may include mediation or other conflict resolution methods, to address and resolve complaints effectively, ensuring fair outcomes for all parties involved.
- ❖ Ensure that all grievance handling procedures comply with the college's policies and relevant legal regulations, maintaining transparency and adherence to established guidelines.
- ❖ Prepare and present periodic reports on complaint trends and resolutions to college administration, and use this feedback to recommend improvements in policies and procedures to enhance the grievance resolution process.