



GRIEVANCE REDRESSAL MECHANISM

“Personal Grievance” means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:

- i. The college reserves the right to reject any document or award that a student submits for admission or scholarship unless it is in the form of a certificate or degree or diploma or any other document that shows that he or she is committed to pursuing any course or program of study.
- ii. The college may also refuse admission to a student if it has received a demand for money beyond the stipulated amount.
- iii. Non-payment of scholarship or delay in payment of financial aid may also be considered as an admission condition.
- iv. If the college has to delay the declaration of results or the conduct of examinations beyond the schedule prescribed by the UGC, this condition may be considered an admission condition.
- v. The college may also ask for an extension of the deadline if it cannot provide student amenities as per the prospectus.
- vi. Grievances may also be made in connection with the evaluation of answer scripts.
- vii. The college may also deny admission to a student who withdraws within the time indicated in the prospectus. or delay in the refund of fees.
- viii. Complaints of discrimination against students from various backward classes, women, minorities, and persons with disabilities may be made to the college.
- IX. Quality education that is not provided or promised at the time of admission is denied. Also, harassment or discrimination is committed against students.

The College has a multi-tiered grievance redressal mechanism that is effective and objective, consisting of several forums and committees, and focuses on the careful and sensitive handling of student grievances. For the resolution of various types of grievances, the following committees/cells/units have been established:

A. Academic and Curricular Issues

- a. Matters pertaining to Admissions: **Admission Grievance Committee**



b. Matters pertaining to Teaching-Learning: **Teacher-In-Charges of respective classes**

c. Matters pertaining to Internal Assessment: **Heads of the respective Department**

B. Non-Academic Issues

a. Matters pertaining to general discipline: **Discipline Committee**

b. Matters pertaining to discrimination: **Equal Opportunity Cell**

c. Matters pertaining to infrastructure: **Administrative Office**

d. Matters pertaining to sexual harassment: **Anti-Sexual Harassment Committee.**

e. Matters pertaining to ragging: **Anti-Ragging Committee**

C. Grievances related to Hostel

a. Matters pertaining to Boys Hostel: **Discipline Committee for Hostel (Boys Hostel)**

b. Matters pertaining to Girls Hostel: **Discipline Committee for Hostel (Girls Hostel)**

D. General Grievances For any other grievances not covered by the categories above:

Students' Grievance Resolution Committee

Students may file complaints through the channels listed below.

Offline	<ol style="list-style-type: none">1. The aggrieved student(s) may approach the convenor of the appropriate committee directly with a written application or via email.2. In the event of a ragging-related grievance, the aggrieved student (s) may contact any member of the Anti-Ragging Committee and/or Anti-Ragging Cell, SRCC via mobile. The website contains information about the Anti-Ragging Committee and the Anti-Ragging Cell.3. Plain paper grievances may be posted in complaint boxes located around campus at the following locations:<ol style="list-style-type: none">a. Outside the library;b. Outside the Administrative Office on the first floor. <p>Students are advised to first address their concerns to the relevant faculty members when it comes to teaching-learning and internal assessment. If the grievance is not resolved, the student may approach</p>
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	<p>the Convenor of the Internal Assessment Committee with a written application or via email.</p> <p>Dissatisfied students may also submit their complaint in writing or via email to the Principal, SEICOM DEGREE COLLEGE, Tirupathi.</p>
Online	<p>The student may register their grievance through the following links (redirects to another window in the browser):</p>
	<p>For matters pertaining to the College and affiliating University</p> <p>https://seicomcollege.ac.in/</p>