



M.CAP

MARIAN COLLEGE OF ARCHITECTURE & PLANNING
KAZHAKUTTOM, TRIVANDRUM 695 582

**Proceedings of the Principal
(Abstract)**

Sub :- Constitution of Grievance Redressal Committee for Faculty/Staff - reg

Academic Section

No. M.CAP/A-22/Grievance Redressal Committee for Faculty&Staff /2024/02

19/02/2024

- Read :- 1) Appendix 15 of AICTE Greivance Redressal Mechanism for students & Faculty - Sub-clause (2)
2) AICTE (Redressal of Grievance of Faculty/Staff Member) regulations, 2021 Vide F.No.1-103/AICTE/PGRC/Regulation/2021 dated 25/03/2021
3) DTE Circular No. L3/996/24/DTE dated 12/01/2024
4) This office letter No. M.CAP/A-22/Grievance Redressal Committee for Faculty & Staff /2024/01 dated 10/01/2024
5) CUSAT Order No. CUSAT/AD(F)/F1.696/2024 dated 12/02/2024

ORDER

As per the Regulations of AICTE read as (1) and (2), Grievance Redressal Committee for Faculty and Staff is constituted with the following Members. Faculty and Staff can approach the Committee for any kind of grievance issues.

No.	Name of Faculty	Designation
1.	Prof. Ar. Suja Kumari L., Principal	Chairman
2.	Dr. Jayadas N.H. Professor Division of Mechanical Engg., School of Engineering, CUSAT (CUSAT Nominee)	Member
3.	Joint Registrar, Academic (CUSAT Nominee)	Member
4.	Ar. Adarsh Viswam, Associate Professor, M.CAP	Member

Procedure of Grievance Redressal

- 1) A complaint from an aggrieved Faculty/Staff Member relating to the institution shall be addressed to the Chairperson Grievance Redressal Committee.
- 2) The Grievance Redressal Committee shall send its report with recommendations, if any, to the concerned DTE or University and a copy thereof to the aggrieved Faculty/Staff member within a period of 15 days from the date of receipt of the complaint.
- 3) In case the Faculty/Staff is not satisfied with the decision of Grievance Redressal Committee, they may appeal to the concerned affiliating University/State DTE for redressal of their grievance.

Prof. Ar. Suja Kumari L.

PRINCIPAL

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