



ARIFA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Arifa Knowledge Village

Esanoor, Keelaiyur Post, Thirukkuvilai Taluk, Nagapattinam District - 611103



ANNOUNCEMENT NO: AIT/2024-2025/SGRC/001

Date: 15/10/2024

STUDENT GRIEVANCE REDRESSAL COMMITTEE

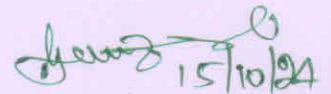
In accordance with the **University Grants Commission (UGC) (Redress of Grievances of Students) Regulations, 2019**, and to ensure a transparent, fair, and responsive mechanism for addressing grievances, Arifa Institute of Technology has constituted the **Students' Grievance Redressal Committee (SGRC)**.

The SGRC is established to address and resolve complaints and concerns raised by students in a timely and effective manner, ensuring a positive and productive campus environment.

S.No	Name	Designation	Position	Contact No.
1	Dr.G.Giftson Samuel	Principal	Chairman	9994445396
2	Mrs.K.Kanimozhi	Head/EEE	Member	7538813094
3	Mr.G.Surender	Head /Mechanical	Convener	8760623975
5	Dr.D.Radha	Head /CSE	Member	6379663454
6	Mr.R.Jayakkumar	Head/AIDS	Member	9159942937
7	Mr.T.Mugundhan (Ombudsperson)	AP, Department of EEE, Anna University AIT, Nagapattinam Email:mugundhan@eee.aittech.org.in	Member	9788938464
8	Mr.M.Abdullah	Rep.of Students	Special Invitee	9047351200
9	Ms.M.keerthika	Rep.of Students	Special Invitee	8940260285
10	Mr.B.Raghavan	Maintenance officer	Member	9486666048

Objectives of the SGRC:

1. To provide an accessible platform for students to voice their grievances.
2. To investigate and address issues in a fair and transparent manner.
3. To recommend measures to prevent similar grievances in the future.


15/10/24

Principal
Arifa Institute of Technology,
Esanoor, Keelaiyur (Po)
Nagapattinam (Dist) - 611 103.

Scope of Grievances:

Students may approach the SGRC for grievances related to:

1. Academic matters (e.g., assessment, attendance, learning resources).
2. Financial matters (e.g., scholarships ,fee-relate issues).
3. Administrative issues (e.g., infrastructure, amenities).
4. Harassment ordiscrimination of any kind.
5. Other concerns affecting students' rights and well-being.

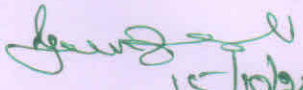
Reporting Mechanism:

Students are encouraged to submit their grievances in writing or via email to the SGRC at arifapincipal@gmail.com. The complaint must include the student's full name, course, contact information, and a detailed description of the issue.

All grievances will be reviewed promptly, and appropriate actions will be taken in compliance with institutional policies and UGC guidelines.

Awareness Initiatives:

The SGRC will organize awareness programs to inform students about their rights and the grievance redressal process. Notices about these events will be shared through the college website, notice boards, and emails.


15/10/24
Principal
Arifa Institute of Technology
Esanoor, Keelaiyur (Po)
Nagapattinam (Dist) - 611

Contact Information:

For further queries or assistance, please reach out to:

Dr. G.Giftson Samuel

Principal

Arifa Institute of Technology

Esanoor

Email: arifaprincipal@gmail.com, <https://aitech.org.in/grievance.php>

Mobile: 9994445396

We are committed to fostering an inclusive and supportive environment for our students.
Your active participation and feedback are valuable in strengthening this initiative.


Principal 15/10/20

Principal
Arifa Institute of Technology
Esanoor, Keelaiyur (Po)
Nagapattinam (Dist) - 611 10

Copy to:

1. The Chairman
2. All HoD's
3. IQAC
4. Office