



IIT PALAKKAD

Indian Institute of Technology Palakkad

भारतीय प्रौद्योगिकी संस्थान पालक्काड

Nurturing Minds for a Better World

Dr. Deepak Rajendraprasad
Dean (Student Affairs)

No. STDT/IITPKD/OO-19/2024

15/Oct/2024

Office Order

Sub: Reconstituting Grievance Cell for Students

Ref: Office Order STDT/IITPKD/Com-25/2023 dated 14/Aug/2024

The Students' Grievance Cell of IIT Palakkad is reconstituted with the following members with effect from 16/Oct/2024. The mandate and operating procedures of the cell are appended at the end of this order.

Dr. Afzaal Ahmed	Warden, Malhar Boys Wing	(Chair)
Dr. Amrita Roy	Warden, Tilang A	
Dr. Buchibabu Vicharapu	Warden, Saveri Boys Wing	
Dr. K. V. N. Surendra	Warden, Tilang B & Brindavani	
Dr. Rositha Kuniyil	Warden, Saveri Girls Wing	
Dr. Sarmistha Singh	Warden, Malhar Girls Wing	
Dr. Sahely Bhadra	Associate Professor, Data Science & Engineering	

The services rendered by Dr. Sahely Bhadra as the chair and Dr. Prithvi Narayan P, Dr. Amrita Roy, Dr. Amit Kumar Pal, Dr. Parangama Sarkar, Dr. Rohith Varma, and Dr. Koninika Pal as members of the cell from 14/Aug/2023 to 15/Oct/2024 is highly appreciated and placed on record.

Copy To:

1. New and old members
2. Student Section, Registrar's Office, Director's Office
3. Deans, Associate Deans, Heads of Departments
4. Student Secretaries
5. Media Cell (for website)

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Students' Grievance Cell

Purpose

The grievance cell of IIT Palakkad was constituted to provide a safe, unbiased and congruous environment for the students at the institute by handling various grievances related to the nonacademic activities.

The objectives and responsibilities

1. To receive, and to take appropriate prompt actions and measures on the non-academic grievances of the students of IIT Palakkad in a confidential manner.
2. To ensure an impartial and reliable mechanism for redressal of varied non-academic issues faced by the students.
3. To encourage cordial relationships among the students, between students and the faculty/staff and thus providing a harmonious learning and working environment.
4. To nurture the characters of accountability and receptivity among the students and to support their personality development.
5. To provide special inputs to the heads of various sections of the institute in the areas where the students experience difficulties.

Scope

A "Grievance" refers to any communication or complaint that expresses discontentment on a particular act, unsatisfactory services, lack of action on a particular matter in the institute and asks for remedial action. The non-academic grievances include harassment, discrimination, discipline matters, student conduct, violation of the rules, living condition in the campus (drinking water, sanitation and hygiene, general maintenance, Wi-Fi or Internet connectivity, medical services, ambulance), safety and security, emergency services, insurance Claims, transport and other issues.

Standard operating procedures (SOPs)

1. Students may represent their grievances through the student representatives or directly in person or via email at **mydost@iitpkd.ac.in**.
2. The grievance cell acknowledges the receipt of each grievance complaint immediately.
3. The cell will consider only the formal grievances.
4. Depending on the nature of grievances, the cell may transfer the complaints to more appropriate committees/sections to address them, not exceeding 7 days from the receipt of grievance complaint.
5. Grievance cell shall coordinate, monitor and ensure redressal within a month. Depending upon the seriousness of grievance, the cell will follow them up regularly till

their final disposal.

6. Once the cell feels satisfied with the resolution provided by the respective department/office/individual, then it will intimate the same to the student. Once the student accepts the resolution at this level, then the matter is deemed closed.
7. The cell shall also share broad details of the grievances received without confidential information and the status (resolved/pending/nature of the grievance...) periodically to the Dean (student affairs).

Roles and Responsibilities

Chairperson: He/She is responsible to chair the meetings to address the grievance and liaise directly with the grievant, various sections of the institute, and to report the outcomes in a confidential and fair manner.

The members

1. Regularly attend and actively participate in the grievance cell meetings.
2. Discuss and propose the actions for the submitted grievance.
3. Evaluate final reports and outcomes.
4. Maintain confidentiality of the documents and meetings deliberations.

General Guidelines

Timeframe: The Grievance cell should make prompt effort to ensure redressal/disposal of a grievance from the student within a month of the receipt of grievance complaint

Quorum Requirements: A quorum of three members (including the chairperson) must be present at a meeting in order to issue a valid advice and/or decision.

Prohibition against Retaliation: Institute will strictly prohibit retaliation against any grievant, witness, or any other participant in the grievance redressal process by reason of such participation. Any concerns regarding the retaliation should be communicated to the Grievance cell by the party via mydost@iitpkd.ac.in.

Alternative avenues for redressal of grievances: Students may also try to resolve issues informally if such an option is possible.

Exclusions

The following complaints/grievances shall not be construed by the Grievance cell for consideration and disposal.

1. Anonymous and non-serious or silly complaints.
2. Complaints concerning the institute and hostel policy matters.
3. Decisions on the award of hostel/mess concessions, socio-economic support via various schemes and others.
4. Decisions made by the institute disciplinary committee.