

Objectives & Functions Of Grievance Redressal Committee

Objectives: The College Administration is responsible for providing a safe and secure environment for all of its employees and students. In accordance with UGC standards, the College has established a Grievance Redressal Committee to address the issues of both staff and students. The Committee is under the direct supervision of the Principal. The Principal's complaints are transmitted to the appropriate Committee members, who investigate the issues based on the severity of the matter. South East Manipur College students have the right to challenge any academic problem in which they believe they have been treated unequally. Disputes over grades, course requirements, faculty or staff conduct, fines, and administrative policies and procedures are all examples of student issues.

Functions:

1. Accept formal complaints about the system from students and staff.
2. To develop and implement a system for dealing with grievances that has been reported.
3. If required, report the findings to management for further action.
4. Listen to, document, and examine the issues brought to their attention by staff and students, and take appropriate action as soon as possible.
5. To respond to complaints based on the veracity and seriousness of the concerns leveled.
6. To represent grievances to the appropriate department, this may include maintenance, transportation, academics, and facilities, among other things.
7. Periodic meetings should be held to discuss whether the grievances have been resolved.
8. Follow up on these issues at regular intervals until they are finally resolved.
9. If necessary, to preserve tight confidentiality.

Committee Members:

1. The grievances redressal committee shall consist of members as required to the work.
2. The Principal shall appoint the members in consultation with the staff, convener from amongst the nominated/elected member shall be appointed by the principal.

Tenure/Terms:

The tenure of grievances redressal committee shall be 3 (three) academic year from the date of committee formation.

Grievances Redressal Committee: (Date: 9th October 2019)

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| 1. L Solomon Dangsawa | (English) |
| 2. Roel Anita Moyon | (English) |
| 3. Ingborni Chara | (English) |
| 4. Dangsha Martha Maring | (Botany) |
| 5. Md. Tajuddin | (Sociology) |
| 6. Mayrose Ngoruh | (Political Science) |
| 7. Dr. Nongmaithem Ajith | (Computer Science) |