

A Grievance cell should be constituted for the redresses of the problems reported by the students of the Artificial Intelligence and Data Science Department. A Grievance is any discontent or dissatisfaction, whether expressed or not, whether valid or not, and which a student thinks, believes, or even feels, is unfair, unjust or inequitable.

The objective of the Grievance cell is formed to look after students grievances and monitor the complaints given by the students through mail/personality/suggestion box.

**Grievance Cell Objectives:**

- Friendly environment is provided to the students to express their grievances/problems freely and frankly, without any fear of being victimized.
- Monitoring of the complainants given by the students through suggestion box. Suggestion/complaint box will be placed in the department besides HOD room.
- Suggestions/Complaints are received by the committee (Formed by the HOD).The committee investigates on this matter and based on the findings it prepares a report and submit to the HOD.
- Committee and HOD will take decision with the help of the submitted report.
- Complaints are dealt in fairly and timely manner and committee deals with all complaints confidentially.
- No students will be victimized for raising complaints and strict action will be taken foe all the complaints which are considered as reasonable.
- All the actions taken are prompt for better redressal of a grievance.

HOD,  
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## **Grievance Cell Policy**

1. Suggestion Box is opened twice in a month during on Academic year. The complaints will be attended promptly on receipt of grievances from the students.
2. Every year awareness program will be conducted for 2<sup>nd</sup> yr students about Grievance cell.
3. Advising students of the Department to respect the dignity of co-individuals and show utmost restraint and patience whenever any occasion of rift arises.
4. Advising all the students to refrain from inciting students against other students, teachers and college administration.
5. Striving for imparting the friendly environment between staff and students and also advising the students not to behave in a vindictive manner towards other students for any reason.
6. Very strict measures are taken for prohibition of ragging inside and outside of the department.

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