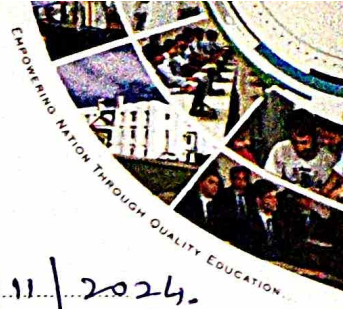




VAISHNO COLLEGE OF ENGINEERING

Approved by AICTE & Affiliated to HPTU & HPTSB



Ref. No. VGE/Eng/Notice/010/2024 25/163

Date: 11/11/2024

CIRCULAR

INTERNAL COMPLAINT COMMITTEE

The college management has constituted internal complaint Committee for students, teaching and non teaching staff with the following members.

COMMITTEE

(i)	Mr. Narinder Kumar	Chairman
(ii)	Ms. Disha Kumari	Member
(iii)	Mr. Mohit Sharma	Member
(iv)	Ms. Bhawana Bavouria	Member
(v)	Mr. Bachan Lal	Member

SCOPE

The committee will deal with complaints received in writing from students / teaching / Non Teaching Staff members as the case may be about any of the following matters:-

- (i) Academic Matters
- (ii) Financial Matters
- (iii) Other Matters related to certain misgiving about condition of sanitation, Preparation of food, availability of transport, victimization by teachers. Salary related issues etc.

PROCEDURE FOR LODGING A COMPLAINT

- (i) The aggrieved students / staff members may feel free put up a internal complaint in writing.
- (ii) The internal complaint committee will act upon those cases which have been forwarded along with the necessary documents.
- (iii) The internal complaint committee will assure that the internal complaint has been properly solved in a stipulated time provided by the cell.

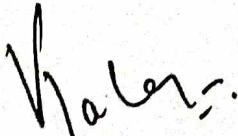
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FUNCTIONS

- (i) The cases will be attended promptly on receipt of written internal complaints from the students/Staff.
- (ii) The committee will give to the College management about the cases attended to and the no of cases pending. If any which require directions and guidance from higher authorities.
- (iii) A separate record of the complaints received and solved shall be maintained by the committee.

POWER OF THE COMMITTEE

In case of internal complaint the members of the committee are empowered to sort out the problems at their level through discussions with students and staff members as the care may be. In such cases where the members fail to find out any solution then the matter shall be referred to the Director for final commitment on the matter.


Vaishno College of Engineering
Vill. Thapkour, P.O. Bhadroya,
Teh. Nurpur, Distt. Kangra (H.P.) - 176403