

CIRCULAR

Constitution of Faculty Grievance Committee 2024

The Faculty Grievance Committee is constituted and the list of the members is given below:

S. No.	Name	Committee Members	Phone No.	E mail ID
1.	Dr M Muthu Kannan, Principal	Chairman	9965035070	principal@kcgcollege.com
2.	Dr S Jothi, Prof. Faculty Affairs, CSE	Convenor	9840717930	jothi.cse@kcgcollege.com
3.	Dr P Vincent, Registrar & Prof.	Member	9443110487	registrar@kcgcollege.com
4.	Dr Z Edward Kennedy, Head IQAC, Prof.	Member	8939933031	iqac@kcgcollege.com
5.	Ms D Revathy, Student Counsellor	Member	9840147366	student.counsellor@kcgcollege.com
6.	Dr Karthikeyan, Assoc. Prof. EEE	Member	9444036520	karthikeyan.eee@kcgcollege.com
7.	Dr Anumula Swarnalatha, Asst. Prof. Aero	Member	9884130026	swarnalatha.aero@kcgcollege.com

The Faculty Grievance Committee is formed with the objective of addressing the grievances of the faculties. Faculties can approach any of the committee members and share their grievances. The identity of the staff and the issue to be addressed will be confidential. Faculty can also reach the committee members through the email ID facultygrievances@kcgcollege.com

KCG ensures peaceful and happy working atmosphere for the staff.

Faculty Grievance Redress Cell

The College has a Faculty Grievance Redress Committee. It looks into the grievances of any staff and redress it.

Functions of the committee:

- To receive written complaints or emails from staff regarding any kind of grievances and suggest appropriate remedies
- Anyone with a genuine grievance may approach the committee members in person regarding - Work Environment, Faculty Co-ordination, Work overload, Hygiene, Transportation
- Conduct impartial investigations into the complaints received
- Facilitate mediation and resolution between the parties involved
- Provide recommendations for addressing and resolving grievances
- Submit regular reports to higher authorities on grievance patterns and resolutions
- To forward recommendations to the Principal for consideration and necessary action

Mechanism for lodging complaint:

The Faculty/Staff may put up a grievance in person / writing to the committee or email to facultygrievances@kcgcollege.com

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Committee Composition:

The Committee is formed with Principal, Registrar, Head IQAC, Counsellor and faculty members. The term of the committee members is 3 years.

Responsibilities of the Committee Members:

- Arranges the meeting for the committee members periodically
- Maintains minutes for every meeting held with committee members
- Make resolutions during gathering of committee members
- Provides environment for lodging the complaints from the staff
- Furnish report on grievance redress position to the principal
- Every grievance is expected to be resolved within a reasonably period

Procedure for redress of grievances:

- The convener of Institute grievance committee, after verifying the facts and the papers concerned and having discussion with the committee members will place the matter before the Institute level committee which shall pass appropriate order in the best possible manner within a reasonable time
- While dealing with the complaint the committee at all levels will observe law of natural justice and hear the complainant and concerned people
- While passing an order on any Grievance at any level the relevant provisions of Act/Regulations should be kept in mind and no such order should be passed in contradiction of the same

The Faculty Grievance Redress Cell fosters a healthy and supportive work environment for KCG faculty / staff members