


**Steps of Students
Grievance Redressal
Process**

1. Students send the complaint through e-mail
(Mentioning of student credentials like Name, Course, Year in the email is mandatory)



2. Verification of the complaint



3. Action taken
(Depending upon findings of the verification report)



4. Information to the complainant on redressal of complaint

STEP 1: LODGING OF COMPLAINT

Students must complete the Student Grievance Form and send it to the Chairperson of Student Affairs through email or handwritten letter. A copy of the complaint must also be given to the Chairperson of the Students Grievance Redressal Committee.

Students must be sure to mention their credentials (name, course, year, etc.) in their complaint.

STEP 2: VERIFICATION

The Chairperson of the Committee will record and verify the complaint as soon as it is received.

STEP 3: ACTION

The Chairperson responds to the complaint and takes appropriate action to address the problem after verifying the complaint.

STEP 4: INTIMATING THE STUDENT

Once the issue has been handled, the committee considers the complaint to be closed and notifies the students of the decision.

- Students can email their complaints to sgrc@vwwusurat.ac.in
- They can also contact the Chairperson of the Students Grievance Redressal Committee.