

**PAAVAI ENGINEERING COLLEGE**  
**(Autonomous)**  
**Pachal, Namakkal - 637 018.**

**Students Grievance Redressal Mechanism**

Procedure for logging a complaint

The students can submit their grievance in writing and drop it in suggestion box placed in the college main block, temple tower, exam cell, First year block and hostels. The complaint can be lodged are through online portal in person to the committee. The committee will act upon the grievances, which have been forwarded, along with the necessary documents, for further process and rectification. The committee will ensure that the grievances are redressed within stipulated time.

**Grievance handling Mechanism**

**Mentor-mentee system:** For the benefit and guidance of the students, Mentor-mentee system is effectively implemented in the college. Regular meetings between the Mentor and mentee are held wherein students can discuss their personal or academic problem being by faced them.

**Counseling cell:** The cell is functional to counsel and guide the students for their overall development, including appropriate intervention needed to redress any grievance at the initial stage.

**Complaint box:** A complaint box is placed in college main block, temple tower, exam cell, First year block and hostels. The grievance can submit through writing or in person or through meetings.

**Online portal:** The complaint can be sent through online portal, the redressal form will be available and it can be filled and submitted.

**Examination:** Students can submit their grievance regarding Examination to the Controller of Examination through HoDs. The grievance will be taken into account and action will be taken depend upon the cases.

**Open door policy:** All students are free to contact personally the HoDs, and the Principal, if required.

**Confidentiality:** The college maintains the confidentiality of the information

**Withdrawal:** Students can withdraw their grievance at any period of time.

Based on the above mentioned, students can contact

Dr.M.Premkumar, M.E.,Ph.D.,  
Principal,  
Paavai Engineering College,  
Namakkal-637 018.  
Phone No.9965466888.  
Email: pecprincipal@paavai.edu.in



## Prevention of Sexual Harassment -Redressal Mechanism

Procedure for logging in complaint: Complaints should be submitted either through email or by post or in person as soon as possible after an incident has occurred, preferably in writing with his or her details of name, designation, contact number and address.

The complaint should provide the following information: 1. The name, department and position of the person allegedly committing harassment.

2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.

3. The names of other individuals who might have been subject to the same or similar harassment.

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. Procedure for resolving the issue: 1. On receiving the complaint by the Women Welfare Committee (WWC), the Chair person of WWC will initiate an enquiry by forming a committee with the members along with the approval of the Principal. The committee will meet and interview the complaint, the respondent and any witnesses to determine whether the alleged conduct occurred. 2. Upon conclusion of an investigation, the Chairperson will submit a written report of the committee findings to the Principal. The committee will recommend appropriate disciplinary action. The appropriate action will depend on the severity, frequency and pervasiveness of the conduct, the quality of the evidence. Finally, recommendations submitted will be implemented by the Principal.

  
PRINCIPAL

PRINCIPAL  
PAAVAI ENGINEERING COLLEGE  
NH.7 PACHAL Post, NAMAKKAL Dist



Copy to:

All HoDs