



AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

(Approved by All India Council for Technical Education, New Delhi)

(Affiliated to Anna University, Chennai – 600 025)

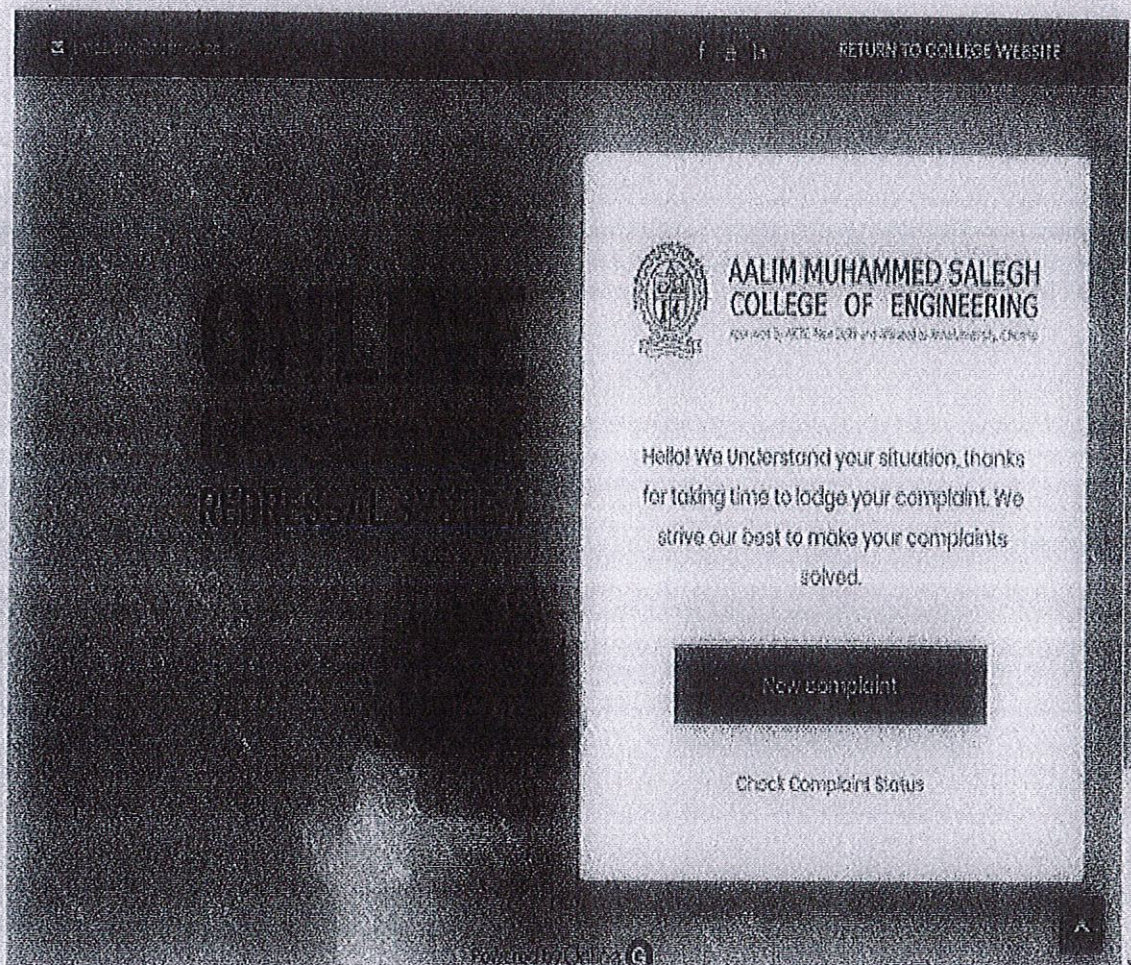
“NIZARA EDUCATIONAL CAMPUS”, MUTHAPUDUPET, AVADI – IAF, CHENNAI – 600055.




5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- OFFLINE GRIEVANCE REDRESSED CASES
- PROOF OF ONLINE GRIEVANCE REDRESSAL PROCESS

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING




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COLLEGE OF ENGINEERING
AVADI - IAF, MUTHAPUDUPE
CHENNAI 600 055





AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

AVADI IAF, CHENNAI – 600 055

DEPARTMENT OF INFORMATION TECHNOLOGY

11.05.2023

MINUTES OF STUDENTS GRIEVANCE REDRESSAL MEETING

The Second year IV semester Grievances cum Redressal committee held on **12.05.2023** at 3 pm in the IT Block HOD Chamber. The student committee expressed difficulty regarding Air conditioning is not functioning properly in Computer Centre 3 Laboratory.

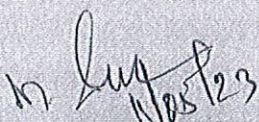
The following students are present in the meeting:

Mr. MOHAMED SHAAHEEN A

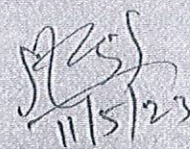
Ms. BARHANA PARVEEN. H

Ms. ASILA JASMINE BALKEES H

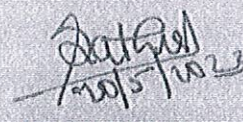
Suggestions given by students are patiently heard and the committee ensured it will be solved in 7 days time.


CHAIRMAN

ASST.PROF. M. ASHAN
SHERIFF / CSE


HOD-IT

DR.ARIF ABDUL
RAHUMAN S


PRINCIPAL

Dr.S.SATHISH

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING
AVADI - IAF, MUTHAPUDUPE
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AVADI IAF, CHENNAI – 600 055
DEPARTMENT OF INFORMATION TECHNOLOGY
ACTION TAKEN REPORT FOR GRIEVANCE REDRESSAL
MEETING 2022/2023

DATE: 16-05-2023

The Second year IV Semester Grievances cum Redressal committee held on **15.05.2023** at 3pm in the IT Block HOD Chamber. As per the Meeting Discussed, Student Committee requested about the issues of air conditioning.

The following faculty members are present in the meeting:


DR.ARIF ABDUL RAHUMAN S

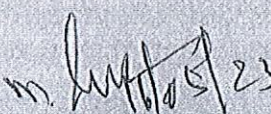
MR. S.ALAGESAN

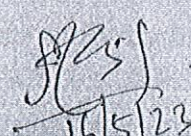
Mrs. DHIVYA BHARATHI P

Mrs. S.SATHIYA PRIYA

Our Department Faculty Members have discussed with HOD about this issues, that has been solved after Four days on **15.05.23**


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HOD-IT
DR.ARIF ABDUL
RAHUMAN S


PRINCIPAL
Dr.S.SATHISH

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DEPARTMENT OF INFORMATION TECHNOLOGY

ACTION TAKEN REPORT FOR GRIEVANCE REDRESSAL

MEETING 2020/2021

DATE: 25-03-2021

The Third year VI semester Grievances cum Redressal committee held on 22.03.2021 at 3pm in the IT Block HOD Chamber. As per the meeting discussed, student committee requested about the issues of air conditioning.

The following faculty members are present in the meeting:

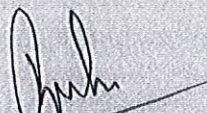
Dr. M. Amanullah HoD/IT

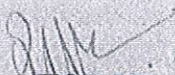
Mrs. Dhiyya Bharathi P

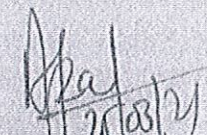
Mr. S. Alagesan

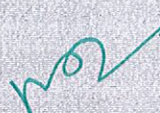
Mrs. R. Lavanya

Our department faculty members have discussed with HOD about this issues, that has been solved after two days on 24.03.21


CHAIRMAN
S. RAJESH KANNA


HOD-IT
Dr. M. AMANULLAH


PRINCIPAL
Dr. AFZAL ALI BAIG


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DEPARTMENT OF INFORMATION TECHNOLOGY

ACTION TAKEN REPORT FOR GRIEVANCE REDRESSAL

MEETING 2020/2021

DATE: 25-03-2021

The Second year IV semester Grievances cum Redressal committee held on 23.03.2021 at 3pm in the IT Block HOD Chamber. As per the meeting discussed, student committee requested about the issues of FAN Switch in Class Room (T-302).

The following faculty members are present in the meeting:

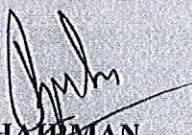
Dr. M. Amanullah HoD/IT


Mrs. S.Revathi

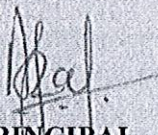
Mrs. Ayisha Ashifa H


Mrs. R. Lavanya

Our department faculty members have discussed with HOD about this issues, that has been solved on that day.


CHAIRMAN
S. RAJESH KANNA


HOD-IT
Dr. M. AMANULLAH


PRINCIPAL
Dr. AFZAL ALI BAIG


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DEPARTMENT OF INFORMATION TECHNOLOGY

24.03.2021

MINUTES OF STUDENTS GRIEVANCE REDRESSAL MEETING

The Second-year IV semester Grievances cum Redressal committee held on 23.03.2021 at 3pm in the IT Block HOD Chamber. The student committee expressed difficulty regarding a Fan Switch is not working properly in the class room (T-302).

The following students are present in the meeting:

Mr.Mohammed Thahir A

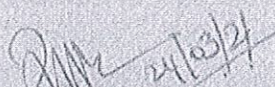
Mr. Syed Ijaz Ahmed Z

Ms.Aaliya Fathima F

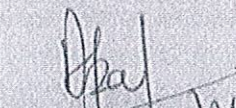
Suggestions given by students are patiently heard and the committee ensured it will be solved in 7 days time.


CHAIRMAN


S. RAJESH KANNA


HOD-IT

Dr. M. AMANULLAH


PRINCIPAL

Dr. AFZAL ALI BAIG


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25.03.2021

MINUTES OF STUDENTS GRIEVANCE REDRESSAL MEETING

The Final Year VIII Semester Grievances cum Redressal committee held on 24.03.2021 at 3pm in the IT Block HOD Chamber. The student committee expressed difficulty regarding cleanliness of restrooms in IT Department 3rd Block.

The following students are present in the meeting:

Mr. Dass E

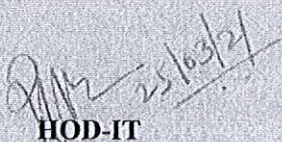
Ms. Rabiya Noorie M.A

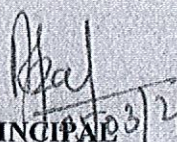
Ms. Mahalakshmi J

Suggestions given by students are patiently heard and the committee ensured it will be solved in 7 days time.


CHAIRMAN

S. RAJESH KANNA


HOD-IT
Dr. M. AMANULLAH


PRINCIPAL
Dr. AFZAL ALI BAIG

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COMPLAINT BOX

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for taking time to lodge your complaint. We
strive our best to make your complaints
solved.

New complaint

Check Complaint Status

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GRIEVANCE REDRESSAL CELL

1. Instruction

2. Complainant

3. Grievance

4. Summary

INSTRUCTION

The function of the cell is to look into the complaints lodged by any student, faculty or parent and judge its merit. The Grievance cell is also empowered to look into matters of sexual harassment. Anyone with a genuine grievance may approach the department members in person, or the respective Grievance Cell in-charge. In case the person is unwilling to appear in person, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Main Block near Principal's office. Grievances may also be sent through online to the officer in-charge of respective Grievance Cell through college website.

Types of Grievances:

The cell will deal with Grievances received in writing or through online from the students about any of the following matters:

1. **Ragging:** To resolve issues pertaining to ragging which involves abuse, humiliation or harassment of new entrants or junior students by their seniors.
2. **Sexual Harassment:** To resolve issues pertaining to girls'/women's sexual harassment.


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Functions of Grievance Cell:

1. The cases will be attended promptly on receipt of written or online grievances from the students.
2. The cell formally will review all cases and will act accordingly as per the Management policy.
3. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Grievance Cell Members:

Grievance Category	Coordinator	Email ID
Ragging	Dr. Suresh Kumar K	k.sureshkumar@aalimec.ac.in
Sexual Harassment	Dr. Salma Banu A S	as.salmabanu@aalimec.ac.in


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aalimecgrievance.co/online-grievance-form/



Email: info@aalimec.ac.in



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COMPLAINT FORM GRIEVANCE STATUS CHECK FORM

GRIEVANCE REDRESSAL CELL

1. Instruction

2. Complainant

3. Grievance

4. Summary

You are*

Back

Continue

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GRIEVANCE REDRESSAL CELL

1. Instruction

2. Complainant

3. Grievance

4. Summary

You are*

Student



Name:*

Gender:*

☒ Male ☐ Female

Registration No:*

Mobile No: (OTP will be sent to submit grievance)*

Email:*

Department:*




Year/Semester/Section:*

Address:*



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GRIEVANCE REDRESSAL CELL

1. Instruction

2. Complainant

3. Grievance


4. Summary

Select the grievance type:*

Brief your complaint:*

Attachment:


No file chosen


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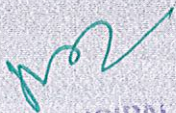
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NAAC Accredited Institution & NBA Accredited Courses (Mech. Engg., ECE, CSE, IT)
"Nizara Educational Campus" Muthapudupet, Avadi-IAF, Chennai - 55.

REPORT GENERATED ON 01-07-2024

Abstract Grievance Reports

📅 July 1, 2023 - June 30, 2024 ▼

In Process	Pending	Rejected	Resolved
0	0	0	0

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1/7/2024
Prof. Dr. P. MARIMUTHU
PRINCIPAL
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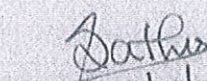
REPORT GENERATED ON 30-06-2023

Abstract Grievance Reports

📅 July 1, 2022 - June 30, 2023 ▾

In Process	Pending	Rejected	Resolved
0	0	0	0


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30/6/2023
PRINCIPAL
Dr. S. SATHISH
PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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REPORT GENERATED ON 30-06-2022

Abstract Grievance Reports

📅 July 1, 2021 - June 30, 2022 ▾

In Process

0

Pending


0

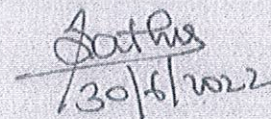
Rejected

0

Resolved

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PRINCIPAL
Dr. S. SATHISH
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REPORT GENERATED ON 30-06-2020

Abstract Grievance Reports

July 1, 2019 - June 30, 2020

In Process

0

Pending

0

Rejected

0

Resolved

0

Dr. M. Afzal Ali Baig
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REPORT GENERATED ON 01-07-2019

Abstract Grievance Reports

July 1, 2018 - June 30, 2019

In Process	Pending	Rejected	Resolved
0	0	0	0

Dr. M. Afzal Ali Baig
Principal

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INSTRUCTION

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2. **Sexual Harassment:** To resolve issues pertaining to girls'/women's sexual harassment.
3. **Faculty Behaviour:** To resolve issues pertaining to faculty behavior towards students.
4. **Academic Probations:** To resolve issues pertaining to all academic related matters.
5. **Hostel:** To resolve issues pertaining to all hostel related matters.
6. **SC/ST:** To resolve issues pertaining to SC/ST scholarships and other related grievances.
7. **Other Matters:** Related to certain misgivings about conditions of sanitation, water availability, quality of food in canteen, availability of transport etc.

Functions of Grievance Cell:

1. The cases will be attended promptly on receipt of written or online grievances from the students.
2. The cell formally will review all cases and will act accordingly as per the Management policy.
3. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.



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8. *Information regarding Ombudsman Grievance Redressal Committee to be published in prospectus -*

The University, the institution deemed to be university and the college concerned shall provide detailed information regarding provisions of Grievance Redressal Committee, Ombudsman and the duties and rights of students in their prospectus prominently.

9. *Consequences of non-compliance -*

The Commission shall in respect of any institution which willfully contravenes or repeatedly fails to comply with orders of the Ombudsman or the Grievance Redressal Committee, as the case may be, may proceed to take one or more of the following actions, namely:-

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) recommend to the Central Government for withdrawal of declaration as Institution deemed to be university, in case of an institution deemed to be university;
- (g) recommend to the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act;
- (h) taking such other action within its powers as the Commission may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations:

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and opportunity of being heard has been provided to it.

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AKHILESH GUPTA
Secy.



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“NIZARA EDUCATIONAL CAMPUS”, MUTHAPUDUPET, AVADI – IAF, CHENNAI – 600055.



GRIEVANCE REDRESSAL COMMITTEE MECHANISM

Introduction:

The grievance redressal mechanism at Aalim Muhammed Salegh College of Engineering is designed to ensure prompt, fair and transparent process for addressing complaints and grievances raised by students, faculty and staff. This mechanism aligns with University Grants Commission (UGC) regulations and aims to foster a positive and conducive academic and working environment.

Objectives of Grievance Redressal Committee:

- To uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship etc
- To provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of Students in order to maintain a harmonious educational atmosphere in the institute.
- It is to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- To support, those students who have been deprived of the services offered by the College, for which he/she is entitled.
- To make officials of the College responsive, accountable and courteous in dealing with the students.
- To ensure effective solution to the student's grievances with an impartial and fair approach.

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Functions of Grievance Redressal Committee

- The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the principal@aalimec.ac.in or officer in-charge of Students' Grievance Cell.
- The cases will be attended promptly on receipt of written grievances from the students. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.

Implementation of Remedies

- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Compliance:

UGC Guidelines: Ensure that all actions and decisions comply with UGC regulations and any other relevant guidelines.

Legal Compliance: Ensure that grievance redressal process complies with all applicable laws and regulations.

Composition of Grievance Redressal Committee

- The principal shall determine the composition and tenures of the Grievance Redressal Committee.
- The committee in Aalim Muhammed Salegh College of Engineering may constitute members from teaching section and nonteaching section.

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S.NO	NAME	POSITION	PRESENT DESIGNATION
1	Dr. S. Sathish	Chairman	Principal
2.	Dr. K. Suresh Kumar	Member	HOD 1
3.	Dr. Ram Kumar	Member	HOD 2
4.	Dr. A.S. Salma Banu	Member	HOD 3
5.	Ms. Bhuvaneshwari Raja	Member	Faculty Member
7.	Dr. Mohanasundaram	Member	Faculty Member
8.	Mr. Anwar Basha	Member	Faculty Member
9.	Mr. S. Babu	Member	Office Superintendent

PROCESS OF CONDUCTING THE ENQUIRY:

The Grievance Redressal Committee will conduct a thorough investigation of the grievances including reviewing relevant documents and interviewing involved parties.

The complainant will have the opportunity to present their case and provide additional information.

The Grievance Redressal Committee will strive to resolve the grievance within 15 working days from the date of receipt.

In cases where additional time is required the Grievance Redressal Committee will inform the complainant of the delay and provide an estimation resolution date.

RECOMMENDATION OF PUNISHMENTS:

Recommendations can include a range of disciplinary actions depending on the severity of the violation. These may include

Minor Infractions:

Warning: A formal written or verbal warning about the behavior.

Community Service: Participation in college related activities or tasks.

Moderate Infractions:

Suspension: Temporary removal from classes or college activities.

Fines: Monetary penalties as per college regulations.

Severe Infractions:

Expulsion: Permanent removal from the college, typically for serious violations.

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STUDENT GRIEVANCE REDRESSAL POLICY

To promote the welfare of students, Aalim Muhammed Salegh College of Engineering has a robust mechanism for handling student grievances related to academic and non-academic matters.

Academic Matters: The grievances related to academic matters like Admissions, Internal Assessment and Examinations are addressed by specific committees designated for this purpose.

Objectives of Grievance redressal committee

Grievance redressal committees are formed with the purpose of providing a platform to the students to address their issues and get them resolved. The committees are required to handle students' grievances and provide speedy resolution for the same. In general, the objectives of these committees are: To ensure that students get prompt solution to their problems

- To ensure harmonious student – faculty relationship
- To provide a platform for essential communications and bridge the communication gap related to various academic matters;
- To provide a platform to students for expressing their grievances freely and ensuring that it would be handled without any biases.

For the purpose of handling grievances in academic areas, the college has the following committees:

1. Admission grievance committee
2. Internal assessment committee
3. Examination committee

ADMISSION GRIEVANCE REDRESSAL MECHANISM

The college ensures that grievances/complaints of students are handled promptly for necessary action. The nature of admission related grievances includes:

Irregularity in the admission process adopted by the college;

Not having relevant certificates

Information furnished in prospectus that might seem false or misleading

Breach in reservation policy in admission as applicable

Refund of fees in case a student withdraws admission within the stipulated time

Issues of clarity relating to admission in various cut-offs

The institution takes necessary steps to ensure smooth conduct of admissions within the college. These are:

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AVADI - IAF, MUTHAPUDUPET
CHENNAI 600 055



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“NIZARA EDUCATIONAL CAMPUS”, MUTHAPUDUPET, AVADI – IAF, CHENNAI – 600055.



1. Formation of committees/Nodal Officers: The names of the committees and their members are displayed/notified on website of College and University portal displays College grievance committee convener's name.

i. Admission Grievance Committee: A separate grievance committee is formed to handle problems of students related to admissions. This committee ensures that all grievances of students are duly taken care off.

ii. Specific Nodal Officers: To ensure just and fair admissions for all, the college goes a step further in appointing separate nodal officers for specific categories such as:

Nodal Officer – SC/ST

Nodal Officer – OBC

Nodal Officer – PwD Category

Nodal Officer – Sports

2. Receipt of complaint: If any student has a complaint/query/grievance, then he/she /they may either lodge a written complaint or may mail it to college.

3. Action taken at committee level: On receipt of the complaint, the grievance committee tries to resolve it within the committee, if unresolved then it is directed to the core admission committee.

4. Action taken by the Head of the institution: If committees are not able to resolve the issue or the student is not satisfied with the committee's decision, then the complaint may be filed with the Head of the Institution for necessary action.

5. Reporting to the University: If the complaint is related to a matter pertaining to decisions at the university level, then the complaint is forwarded to the concerned person at the university level seeking a resolution for the same. Internal Assessment Grievance Redressal Mechanism Aalim Muhammed Salegh College of Engineering in sync with the Anna University's directions follows all the guidelines to ensure that the process of continuous assessment is efficient and in the best interest of students. The Institution has three levels to address the grievances related to internal assessment- Department, College and University. The protocol established by the college for grievance redressal aims to make the mechanism time bound, transparent and efficient.

Nature of Grievances: The Internal Assessment related grievances include:

- Incorrect uploading of Internal Assessment marks
- Marks not visible to the students on the college portal
- Late submission of assignment
- Non submission of assignment due to medical issues, family emergency or academic/non-academic event participation

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CHENNAI 600 055



AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

(Approved by All India Council for Technical Education, New Delhi)

(Affiliated to Anna University, Chennai – 600 025)

“NIZARA EDUCATIONAL CAMPUS”, MUTHAPUDUPET, AVADI – IAF, CHENNAI – 600055.



- Any other

INTERNAL ASSESSMENT GRIEVANCES POLICY

In order to maintain transparent Internal Assessment mechanism, every department may deliberate upon any internal assessment related issues, by discussing it among the faculty members. The College ensures that every student signs the hard copy of the Internal Assessment after a careful scrutiny before sending it to the examination branch of the University.

The college has an examination committee which is responsible and accountable for handling all examination related issues. This committee comprises of nodal officers who act as a connecting link between students and the university. The committee deals with examination related grievances of the following nature:

Pre examination issues:

- Papers opted by the students are not reflected in the date sheet
- Late submission of examination fee.
- Missing admit card.
- Matters related to students found using unfair means.
- Appearing late for the exam.
- Post examination issues Marks are not uploaded
- Delay in declaration of results
- Non transparent or unfair evaluation practices
- Student is wrongly marked absent in the result

Procedure of grievance redressal

The aggrieved student submits the problem/complaint in the form of an application to the committee

Depending on the nature of the issue, the committee tries to resolve the problem as early as possible. If the problem is related to the University, then the committee forwards the same to the University and approaches the concerned person for redressal. If the student is not satisfied with the college level efforts on the matters related to the University, then he/she/they is free to directly write an application to the University.

Non-Academic Matters

Grievances related to non-academic matters are taken care off by separate committees formulated for this purpose, such as:

PRINCIPAL
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MUTHAPUDUPET
AVADI
CHENNAI 600 055



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“NIZARA EDUCATIONAL CAMPUS”, MUTHAPUDUPET, AVADI – IAF, CHENNAI – 600055.



Issues related to indiscipline: Discipline Committee

Issues related to Ragging/Bullying: Anti-Ragging Committee

Issues related to sexual harassment: Internal Complaints Committee

Issues related to Infrastructure/facilities: Administrative section

Any other issues: Grievance Committee.

ANTI – RGGING COMMITTEE MECHANISM

Introduction :

Ragging is defined as an act that violates or is perceived to violate on individual student's dignity. Ragging involves abuse, humiliation or harassment of new entrants or junior students by the senior students. It often takes a malignant form wherein the newcomers may be subjected to psychological or physical torture.

Effects of Ragging :

The victims of ragging suffer maximum in forms of depression, isolation, demoralization & many other forms of detrimental effects on the personality. In extreme cases the victim can even commit suicide due to mental pressures that develop over a period of time.

Government steps against ragging:

It was in the late 70s in the aftermath of the death of two fresher in a Regional Engineering college that the government of India for the first time issued a notification barring ragging in the country. The anti-ragging Campaign got an impetus in 1999 when the Hon'ble Supreme Court, in response to PIL filed by the Vishwa Jagriti Mission asked the University Grants Commission to issue guidelines to universities to curb ragging.

In 2006, the issue of ragging was once again brought to the forefront when the supreme court expressed its disappointment in the implementation of its previous guidelines & constituted another committee to suggest means & methods to prevent ragging. The committee made some strong recommendations to curb ragging.

In order to address the issue of an increase in ragging cases on campuses, the UGC has brought out the UGC regulations on curbing the menace of Ragging in Higher Educational Institutions 2009. These regulations are to be followed mandatorily by all Higher Educational Institutions.

PRINCIPAL
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COLLEGE OF ENGINEERING
AVADI - IAF, MUTHAPUDUPE
CHENNAI 600 055



AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

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(Affiliated to Anna University, Chennai – 600 025)

“NIZARA EDUCATIONAL CAMPUS”, MUTHAPUDUPET, AVADI – IAF, CHENNAI – 600055.



Accordingly, Anti Ragging Committee was formed/established at the college level which consists of the following members.

- 1] Dr. S. Sathish (Chairman)
- 2] Dr. K. Suresh Kumar(Member)
- 3] Dr. Ram Kumar(Member)
- 4] Dr. A.S. Salma Banu(Member)
- 5] Ms. Bhuvaneshwari Raja(Member)
- 6] Ms. Ashma(Member)
- 7] Mr. S. Babu(Member)

OBJECTIVES OF ANTI RAGGING COMMITTEE :

Anti Ragging Committee will be the supervisory & Advisory Committee in preserving a culture of Ragging free environment in the college campus. Anti Ragging committee will be involved in designing strategies & action plans for curbing the menace of Ragging in the college by adopting an array of activities.

POWER AND FUNCTIONS OF ANTI RAGGING COMMITTEE :

1. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;
2. To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
3. To consider the complaints received from the students and conduct inquiry and submit a report to the Anti- Ragging Committee along with punishment recommended for the offenders;
4. Oversee the procedure of obtaining an undertaking from the students in accordance with the provisions;
5. Conduct workshops against ragging menace and orient the students;
6. To provide students the information pertaining to contact address and telephone numbers of the person(s) appointed to receive complaints/distress calls;
7. To offer services of counseling and create awareness to the students;
8. To take all necessary measures for the prevention of Ragging inside the Campus/ Hostels.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING
AVADI - IAF, MUTHAPUDUPET
CHENNAI 600 055



AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

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(Affiliated to Anna University, Chennai – 600 025)

“NIZARA EDUCATIONAL CAMPUS”, MUTHAPUDUPET, AVADI – IAF, CHENNAI – 600055.



ANTI-RAGGING RULES :

Ragging is strictly prohibited in the college premises. If anybody found indulged in such kind of activities, strict action will be taken irrespective of the extent. Supreme Court of India has banned ragging. In order to prevent such activity on campus, several committees have been developed and brought into operation even before the start of 1st-year classes by the Director / Principal. Ragging in any form is strictly prohibited within the premises of the college/department/classroom as well as on public transport. Any individual or group of individuals who indulge in an act or practice of ragging constitutes gross indiscipline then such individual/ groups shall be dealt with as per the ordinance. This includes individual or collective acts or practices that involve physical assault or threat or use of physical force, which violate the status, dignity, and honor of any student.

Students shall not :

- Violate the status, dignity, and honor of girl students.
- Violate the status, dignity, and honor of SC and ST students.
- Expose students to ridicule and contempt thereby affect their self-esteem.
- Entail verbal abuse and aggression indecent gestures and obscene behavior.
- The Principal / the Anti-ragging committee shall take immediate action on any information about the occurrence of ragging.

The procedure for handling issues of ragging will be as follows:

The information on ragging can be received in the following manner :

1. Through the notified contact details of the Committee members and national help-line number on ragging for necessary relief in terms of the provisions of the UGC Regulations.
2. Through any other member of the Institute.
3. From an external source.
4. In the event of receipt of information of ragging by any of the officers mentioned at (i) above, he/she will promptly alert/inform the Chairman of the Anti-Ragging Committee of the Institute or any of its members. The activity shall be completed, at the most, within two hours of receipt of this information.
5. The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot inquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING
AVADI - IAF, MUTHAPUDUPE
CHENNAI 600 055



AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING
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(Affiliated to Anna University, Chennai – 600 025)



“NIZARA EDUCATIONAL CAMPUS”, MUTHAPUDUPET, AVADI – IAF, CHENNAI – 600055.

Chairman of the Institute. The activity shall be completed, at the most, within twenty hours of receipt of information.


6. On the basis of Prima Facie, the Anti-Ragging Committee of the Institute shall promptly conduct an inquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations.
7. The Anti-Ragging Committee of the Institute shall complete the inquiry and submit its report along with recommendations to the Chairman of the Anti-Ragging Committee of the Institute within fifteen days of the incident.
8. Thereafter, the said report and recommendations shall be considered by the Anti- Ragging Committee for deciding the punishment on the erring students in terms of provisions contained at Clause 9.1 of the UGC Regulations.

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING :

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under :

The Anti-Ragging Committee may be depending on the nature and gravity of the guilt may award with following punishments, namely;

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test/ examination or other evaluation processes.
4. Withholding results
5. Debarring from representing the institution in any regional, national or international meet' tournament' youth festival, etc.
6. Cancellation of admission
7. Rustication from the institution for period ranging from one to four semesters'.
8. Expulsion from the institution and consequent debarring from admission to any other institution for a specified.


PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING
AVADI - IAF, MUTHAPUDUPET
CHENNAI 600 055



AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING
(Approved by All India Council for Technical Education, New Delhi)
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“NIZARA EDUCATIONAL CAMPUS”, MUTHAPUDUPET, AVADI – IAF, CHENNAI – 600055.



DISCIPLINE COMMITTEE

Discipline is the bridge between goals and accomplishment. Hence education should bring in moral, ethical values of well being to learners and every educator and educating institution should strive hard to bring in the core human values in the process of learning.

Vision

To inculcate professionalism among students by creating a safe and motivating atmosphere in our institution.

Mission


To have a positive approach in imparting discipline among students. To frame policies to maintain discipline in the college premises.

Objectives

- The committee mainly focuses:
- To solve student related problems and Create a healthy environment in college.
- To make the student aware about the discipline rules and enforces to follow.
- To take disciplinary action against any of the misconduct.

Responsibilities of Discipline Committee

- To ensure calm and peaceful academic atmosphere in the campus.
- To avoid physical confrontation among students.
- To ensure all the students wear ID Cards while they are in the campus.
- To enforce total prohibition of cell phone usage by the students while the class work is going on
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To prevent the students leaving the college early without prior permission from the concerned authorities.
- To prohibited Smoking strictly in the college campus.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- To assist the college anti-ragging committee in preventing ragging in the College.


PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING
AVADI - IAF, MUTHAPUDUPET
CHENNAI - 600 055



AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

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(Affiliated to Anna University, Chennai – 600 025)

“NIZARA EDUCATIONAL CAMPUS”, MUTHAPUDUPET, AVADI – IAF, CHENNAI – 600055.



POLICY FOR DISCIPLINE MONITORING COMMITTEE

OBJECTIVES:

The main function of the Monitoring Committee is to oversee the implementation and the practice of the code of conduct for administrators/ staff/ students and ensure adherence to rules and regulations that govern the management and administration of the College. The monitoring committee will be responsible for educating and creating awareness about the code of conduct that governs all stakeholders. The committee will initiate the following disciplinary action on erring members and ensure the well-being of all stakeholders.

PUNISHMENT AND PENALTIES:

One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct:

Warning: A written letter of reprimand resulting from a student's misconduct.

Suspension: Suspension is a sanction that terminates the student's enrolment at the College campus for a specified period of time.

Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.

Confiscation: Confiscation means confiscation of goods used or possessed in violation of college regulations.

Restriction of Privileges - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programs, college events for a defined period of time.

Dismissal: Dismissal is a sanction which permanently separates a student from the college campus without opportunity to re-enroll in the future.

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