

IISER-T/RO/Acad/06/001

June 24, 2020

OFFICE MEMORANDUM

The Institute proposes to put in place a grievance redressal mechanism for students pertaining to their academic activities at the Institute in the present context of COVID-19 pandemic. For this purpose, a Grievance Redressal Cell is set up with the following members:

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| 1. Dr. C P Mohan Kumar, Registrar | Convenor |
| 2. Prof G Ambika, Coordinator (Academics). | Member |
| 3. Dr Ramkumar Sambasivan, Associate Dean (Doctoral Studies). | Member |
| 4. Dr Rajesh Viswanathan, Associate Dean (UG Programme). | Member |
| 5. Dr. Raju Mukherjee, Assistant Professor, Biology. | Member |
| 6. Deputy Registrar/Asst. Registrar (Academics) | Member |

The Terms of Reference of the Grievance Redressal Cell for students shall be as follows:-


- 1) Grievances related to post COVID-19 resumption of semester, payment of fees and other academic and research activities.
- 2) Grievances pertaining to online classes
- 3) Grievances pertaining to conduct of examination (both online and offline)
- 4) Grievances and appeals related to continuation in program, medical leave, requests for extra semesters and additional chances etc. for specific cases.
- 5) Grievance Redressal Cell shall meet as and when required.
- 6) The Cell shall submit its recommendations to the Director, whose order shall be final.

Any grievance shall be made in writing by email to the id: grievance@iisertirupati.ac.in.

Ms. Nikhilashri will assist the Grievance Cell in discharging its functions.

This is issued with the approval of the Director.




24/06/20
Dr C P Mohan Kumar
Registrar

Copy for information to:

1) All Deans

- 2) All Chairs
- 3) All Members of the Committee
- 4) All Faculty Members
- 5) All Sections (Administration, Finance and Accounts, Purchase, Academic, Engineering, Library, Security and IT);
- 6) PS to Director
- 7) PS to Registrar

Sd/-
Registrar