

KPTC/A-015/2025 Date: 2.12.2025

Office of the Principal

GRIEVANCE REDRESSAL COMMITTEE- STAFF

The Grievance Redressal Committee (GRC) is re-constituted to address grievances of faculty and staff members and ensure a fair, transparent, and timely resolution of issues in accordance with AICTE guidelines.

Functions of the Committee

- To receive and examine grievances from faculty and staff.
- To investigate complaints related to service conditions, workplace issues, or administrative matters.
- To ensure confidentiality and fairness in grievance handling.
- To recommend appropriate actions to the management for resolution.
- To maintain proper records of grievances and their resolutions.

Composition of the Committee

Sl.No	Name	Designation	Role in Committee
1	Ms Ms Jilja T M	Principal	Chairperson
2	Ms Asamol M A	Senior Faculty Member	Member
3	Ms Jitha K Wilson	Senior Faculty Member	Member
4	Ms Malini T B	Administrative Representative	Member
5	Ms Harisankar H	Faculty Representative	Member Secretary

Procedure for Submitting Grievances

- The faculty member shall submit the grievance in writing to the committee.
- The committee will acknowledge the complaint and review the matter.
- The committee may call the concerned parties for discussion or clarification.
- Recommendations will be submitted to the Head of Institution / Management for appropriate action.

The grievance will normally be resolved within 15–30 days.



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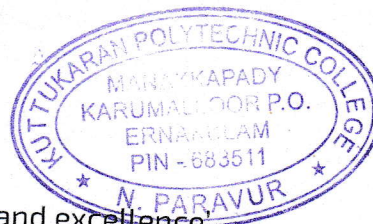
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