



# GALGOTIAS COLLEGE OF ENGINEERING AND TECHNOLOGY

1, Knowledge Park-II, Greater NOIDA, Uttar Pradesh, 201310

DOG CET/Notices/2024/066

2<sup>nd</sup> September, 2024

## NOTICE

### IMPLEMENTATION OF GRIEVANCE MECHANISM

All students, faculty, and staff are requested to maintain a supportive and fair environment. To address any concerns or issues efficiently, the college has established a formal Grievance Mechanism. The College has established a formal grievance mechanism and the format for submitting the grievance is available with HoDs. Grievances can be submitted through the designated channels provided by the college, guaranteeing a systematic and confidential process for resolving matters.


Grievances	1 <sup>st</sup> Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level
Related to Ragging/Discipline	HoD	Proctor	Director
Related to Academic	HoD	Dean Academic	Director
Related to Facilities	HoD	Dean Admin	Director
Related to Exam	CoE	Director	

The appropriate committee will document and review all grievances to ensure timely and fair resolution.

#### Key Points:

- Grievance Submission:** Students, faculty, and staff can submit grievances regarding any aspect of their academic, administrative, or campus life through the designated channels.
- Documentation and Tracking:** All grievances will be documented and tracked systematically to ensure timely resolution.
- Confidentiality:** All submissions will be handled with strict confidentiality to protect the privacy of the individuals involved.
- Resolution Process:** A dedicated committee will review each grievance and work towards a fair and prompt resolution.

We encourage everyone to use this mechanism to address any issues promptly and effectively.

  
Prof. (Dr.) Vikram Bali  
Director

Copy To : Hon'ble Chairman Sir for kind information  
: Hon'ble CEO, Sir, for kind information  
: All Deans, HoDs, and Section Incharges  
: All Faculty, Staff & Students