



Don Bosco College

Co-Ed ♦ Affiliated to Thiruvalluvar University ♦ Accredited by NAAC with "A" Grade in Cycle 1
Guezou Nagar, Yelagiri Hills, Tirupathur Dt, Tamil Nadu, India - 635853

+91 7094214511 +91 4179 295 443 dbcyclagiri.edu.in info@dbcyclagiri.edu.in

STUDENTS GRIEVANCE REDRESSAL COMMITTEE

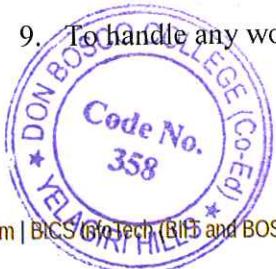
Prepared: Fr.Jerome Hendry (Dean: Student Welfare)

Reviewed and Approved by: Dr. L. Ravi (Principal)

The Students Grievance Redressal Committee (SGRC) is established to provide a platform for students to voice their problems and grievances related to academic and non-academic matters. SGRC looks into the complaints lodged by students and resolves them promptly and fairly. The students can approach SGRC through various modes of communication namely HiGrade (Student Portal), suggestion box, student welfare committee meeting, or the student portal to express their grievances and suggestions regarding the academic environment and other services offered by the college. SGRC aims to create a pleasant, healthy, and disciplined atmosphere in the college and foster mutual and cordial relationships among the students, faculty, and management.

OBJECTIVES

1. To maintain a healthy working atmosphere among the students, faculty, parents, and management.
2. To address the problems and grievances of the students regarding academic and non-academic matters.
3. To ensure the dignity and rights of the students and faculty and prevent any conflict or discrimination in the college.
4. To encourage the students to express their grievances and suggestions freely and frankly, without any fear of being victimized.
5. To provide effective and impartial solutions for the students' grievances and complaints.
6. To advise the students to refrain from any agitation or violence against other students or faculty.
7. To seek feedback and suggestions from the students for improvement.
8. To strictly prohibit any form of ragging in and outside the college and handle any ragging complaints as per the anti-ragging rules.
9. To handle any women's harassment complaints as per the government rules.




Principal

Don Bosco College (Co-Ed)
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Tirupathur Dist. 635 853

FUNCTIONS

1. SGRC has the following ways to receive student grievances through HiGrade (Student Portal), suggestion box, student welfare committee meeting, Head of the Department, Women Cell, Mentor, registers, and by sending an email to principal@dbcyclagiri.edu.in, studentgrievance@dbcyclagiri.edu.in
2. The Dean of Student Welfare is responsible for collating the complaints once in a month and convening SGRC meetings as and when required.
3. SGRC handles the cases immediately and promptly and conducts a preliminary inquiry to verify the facts and evidence. The committee provides an opportunity for the aggrieved party and the respondent to present their case and hear each other's views.
4. SGRC deliberates on the merits of the case and arrives at a fair and impartial decision, based on the rules and regulations of the institution and the relevant laws and guidelines.
5. SGRC communicates the decision and the reasons for it to the concerned parties, including the management body, and suggests corrective or preventive measures if needed.
6. SGRC ensures that the students of the college respect the rights and dignity of one another and show utmost restraint and patience whenever any grievance arises.
7. SGRC ensures that there is no victimization or discrimination of the complainant or the respondent, and that the confidentiality and privacy of the parties are respected.
8. SGRC maintains a record of the grievances and their outcomes and submits reports to the Principal at the end of every semester.
9. SGRC prepares statistical reports about the number of cases received and their outcomes and submits them to the regulatory bodies at the end of every semester.




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Committee Members

S. No	Name	Designation	Capacity	Mobile No
1	Dr.L.Ravi	Chair Person	Principal	9443280319
2	Fr. Jerome Hendry S SDB	Convener	Dean – Student Welfare	8940038224
3	Dr. Rajendran V	Vice Principal	Administration	6383148754
4	Fr. Charles Grace M SDB	Vice Principal	Academics	8900979822
5	Fr. Arokia Berdouil Raj S SDB	Campus Minister	Member	7708289852
6	Mr. Radhakrishnan V	Office Admin	Member	6381118392
7	Dr. Jayamarya A	Women Cell Coordinator	Member	9629577114
8	Ms. Dally Maria Evangeline A	IQAC Representative	Member	9345427643
9	Mr. Ram Kumar M	Physical Director	Member	9843456608
10	Mr. Thamothiran R	GCC Admin In-charge	Member	9629698730

Don Bosco College (Co-Ed)

Guezou Nagar, Yelagiri Hills
Tirupathur District – 635 853
Tamil Nadu, India



Don Bosco
Higher Education
Institution Founded
in 2012



Affiliated
to Thiruvalluvar
University, Vellore,
Tamil Nadu



Accredited by
NAAC (Cycle-I)
with CGPA of 3.03
at 'A' Grade

HANDBOOK and CALENDAR 2025- 2026

Name : _____
Register No. : _____
UMIS ID : _____
EMIS No. : _____
ABC ID : _____
Class : _____
Present Address : _____

① +91 7094214511 ② +91 9385201449

✉ dbe_yelagiri_official (Office Timing)
9.00 AM to 4.00 PM

✉ www.dbyelagiri.edu.in

✉ info@dbeylegiri.edu.in

Student's Grievance Cell E-mail ID: studentgrievance@dbeylegiri.edu.in

Grievance Redressal	
Convenor (Dean: Student Welfare)	Fr Jerome Hendry S SDB
Vice Principal (Admin)	Dr Rajendran V
Vice Principal (Academics)	Fr Charles Grace M SDB
Campus Minister	Fr Arokia Berdouil Raj S SDB
Office Admin	Mr Radhakrishnan V
Women Cell Coordinator	Dr Jayamarya A
IQAC Representative	Ms Dally Maria Evangeline A
Physical Director	Mr Ram Kumar M
GCC Admin i/c	Mr Thamothiran R
Alumni	
Convenor	Mr Sarath Kumar G (DS)
Office Admin	Mr Radhakrishnan V
Management Representative	Dr Thaddeus S SDB
Department Representative	Ms Poovarasi S (CS) Mr John Benetic (CA) Ms Gracy Viji Rose P V (MC) Mr Rajesh Kumar J (CO) Dr Murugan G (MS) Mr Joshua L (EN)
Media & Publication	
Coordinator	Mr John Benetic G (CA)
Cagliero Multimedia Centre	Mr Malick S
College Magazine	Mrs Priyadarshini P (EN)
Guezou Computing Centre	Mr Thamothiran R
Management Representative	Fr Charles Grace M SDB Mr Daniel Abishek (CS) Dr Saravanan P (TA) Ms Dally Maria Evangeline A (MC) Mr Govindraj R T (CO) Ms Gokulalakshmi D (DS) Mr Arul Rozario M (MS)

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Handbook Screenshot


Principal

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Tirupathur Dist. 635 853

Grievance Request

New

0Meetings

Note: While saving a Grievance Request, mail will be sent to the concerned Grievance Authority and Grievance Handler. Kindly make sure that you want to create a Grievance Request or not.

Grievance Title

Requested By Student Staff Date

Grievance Category
Staff Upload

Priority

Description

Student Grievance Form from the ERP-Software (Higrade Web Portal)



Student Grievance Menu from the ERP-Software (Higrade Mobile App)




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