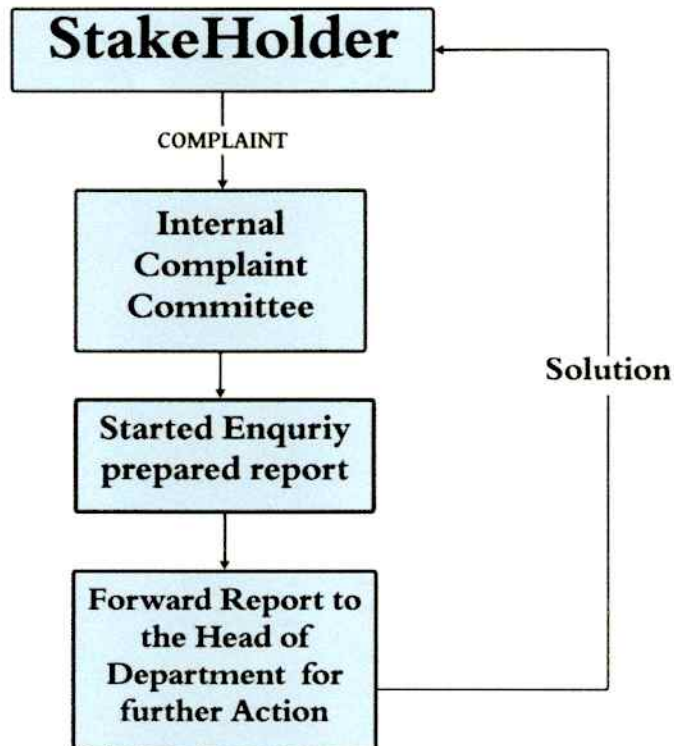


**Internal Complaint Committee
Mechanism For submission of online /offline
student's complaint**




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**Time Line for Procedure of Internal Complaint (ICC) Redressal Procedure
(Confidential)**

Sr. No.	Step	No. of Day	Remark
01	Raise of Grievance	15 days from happening of the Incident	Complaint should be filed within time by Complainant
02	Receipt of Complaint	01 Day	Same day
03	Scrutiny	02 Days	Scrutiny based on sensitivity and validated the Complaint
04	Complaint found In-Valid	02 Days	Communicated to the Complainant and close of Grievance
05	Complaint found Valid	02 Days	Escalate to appropriate Committee
06	Recommendation of Committee	03 Days	If committee proves the grievance appropriate, then escalate for Statutory action to the concerned authority.
07	Corrective Measures	02 Days	Concern authority has to take Appropriate Corrective actions
08	Disposal of Complaint	01 Day	Corrective actions communicated to the Complainant and close of Grievance




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