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THANJAVUR - 613 403 - TAMIL NADU

Ref: PRIST/REG/OFF/CIRC/8-01

Date. 21.08.2018

**CIRCULAR**

Sub: Awareness Program on "Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism" - Reg

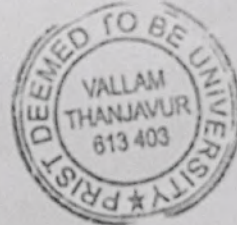
All Students are informed that an Awareness Program on "Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism" will be held as per the details provided below.

Date: 24.08.2018

Time: 10:00 A.M to 5:00 P.M

Venue: Seminar Hall, PRIST Block

The Dean of Student Affairs and team will address the gathering. Faculty, staff members, and students can attend the program. Attendance is mandatory for all first-year students, and interested second, third, and fourth-year PG and UG students are also welcome to attend. All HODs are requested to inform the faculty, staff members, and students of their respective departments about this program.



*S. Velumy*  
REGISTRAR

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### Report on Awareness Program

Title: Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism

Date: 24th August 2018

Venue: PRIST Seminar Hall

Conducted by: Prof. T. Subhashini

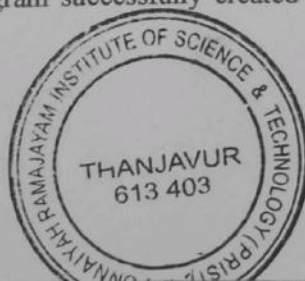
The awareness campaign sought to inform students, professors, and staff about the grievance submission and redressal methods available at PRIST. Prof. T. Subhashini oversaw the session, which was attended by all students, teachers, and staff. The lecture began with an overview of the importance of grievance redressal in sustaining a peaceful academic atmosphere. Prof. Subhashini discussed the online and offline grievance submission procedures, highlighting their convenience and accessibility. She also highlighted the Grievance Redressal Cell's tasks and responsibilities, emphasizing their commitment to timely and equitable resolution.

Key aspects covered included:

- Online and offline grievance submission procedures
- Timeline for grievance redressal
- Importance of prompt grievance resolution
- Confidentiality and anonymity in grievance submission
- Grievance Redressal Cell's composition and functions

The session was interactive, with participants asking questions and seeking clarification on various aspects. Prof. Subhashini provided detailed explanations and examples, ensuring a comprehensive understanding of the mechanisms. She also addressed concerns and doubts, providing reassurance and confidence in the grievance redressal process.

Feedback from participants was overwhelmingly positive, with many appreciating the initiative and the clarity of the presentation. The program successfully created awareness and promoted a culture of transparency and accountability.



Recommendations:

- Display of grievance submission and redressal procedures on the PRIST website
- Regular awareness programs to sustain awareness
- Easy accessibility of the Grievance Redressal Cell
- Feedback mechanism to assess the effectiveness of the grievance redressal process

Conclusion:

The awareness program was a resounding success, thanks to Prof. Subhashini's expertise and engagement. By empowering the PRIST community with knowledge, we can ensure timely and effective grievance resolution, fostering a positive and supportive environment. The program has set a benchmark for future awareness initiatives, and we look forward to continued success in promoting a culture of transparency and accountability.



*T. Subhashini*  
**DEAN SA,**  
**Student Affairs**  
Ponnaiyah Ramajayam Institute of  
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Ref: PRIST/REG/OFF/CIRC/8-01

Date: 27.08.2019

**CIRCULAR**

Sub: Awareness Program on "Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism" - Reg

All Students are informed that an Awareness Program on "Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism" will be held as per the details provided below.

Date: 30.08.2019

Time: 10:00 A.M to 5:00 P.M

Venue: Seminar Hall, PRIST Block

The Dean of Student Affairs and team will address the gathering. Faculty, staff members, and students can attend the program. Attendance is mandatory for all first-year students, and interested second, third, and fourth-year PG and UG students are also welcome to attend. All HODs are requested to inform the faculty, staff members, and students of their respective departments about this program.

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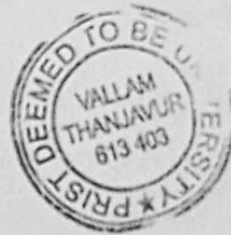
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*S. J. Srinivasan*  
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### Report on Awareness Program

Title: Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism

Date: 30<sup>th</sup> August 2019

Venue: PRIST Seminar Hall

Conducted by: Prof. T. Subhashini

The awareness program sought to educate students, professors, and staff about PRIST's grievance submission and redressal methods. Prof. T. Subhashini chaired the session, which was attended by all students, teachers, and staff.

The program commenced with an introduction to the importance of grievance redressal in maintaining a harmonious academic environment. Prof. Subhashini elaborated on the online and offline grievance submission procedures, emphasizing the ease and accessibility of the processes.

Key aspects covered included:

- Roles and responsibilities of the Grievance Redressal Cell
- Timeline for grievance redressal
- Importance of prompt grievance resolution
- Confidentiality and anonymity in grievance submission

The discussion was interactive, with attendees asking questions and requesting clarification on many topics. Prof. Subhashini provided detailed explanations and examples to ensure a thorough comprehension of the mechanisms.

Participants provided overwhelmingly good feedback, with many praising the initiative and clarity of the presentation. The initiative effectively raised awareness and fostered a culture of transparency and responsibility.

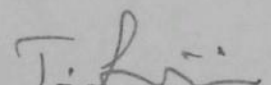
Recommendations:

- Display of grievance submission and redressal procedures on the PRIST website
- Regular awareness programs to sustain awareness
- Easy accessibility of the Grievance Redressal Cell

Conclusion:

The awareness campaign was a smashing success because to Prof. Subhashini's experience and involvement. By educating the PRIST community, we can assure prompt and effective grievance resolution while also cultivating a friendly and supportive atmosphere.



  
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Ref: PRIST/REG/OFF/CIRC/8-01

Date. 25.08.2020

CIRCULAR

Sub: Awareness Program on "Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism" - Reg

All Students are informed that an Awareness Program on "Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism" is organized by the Dean - Student Affairs on Tuesday, 28<sup>th</sup> August 2020, at 11:30 A.M. through online mode - MS Teams.

Deans of Schools are requested to inform about this to the students concerned.



*S. Velumani*  
REGISTRAR

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### Report on Awareness Program

Title: Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism

Date: 28th August 2020

Mode: Online through Teams-Class Room

Conducted by: Prof. T. Subhashini

The awareness campaign sought to inform students, professors, and staff about the grievance submission and redressal methods available at PRIST. Prof. T. Subhashini facilitated the online session, which was attended by all students, teachers, and staff.

Despite the constraints of the virtual mode, Prof. Subhashini used multimedia tools to illustrate the methods, making the seminar very engaging. The primary aspects covered were:

- Grievance submission methods, both online and offline, and the Grievance Redressal Cell's responsibilities.
- Timeline for Grievance Redressal
- Importance of timely grievance resolution.

Participants enthusiastically participated in the Q&A session, addressing their concerns and seeking help. The program's online nature ensured that all members of the PRIST community had access to the information, regardless of their location.

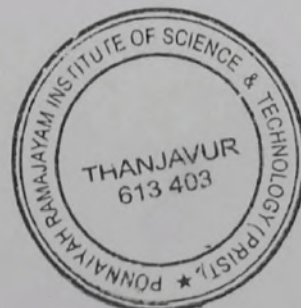
Feedback from participants was overwhelmingly positive, with many appreciating the initiative and the clarity of the presentation. The program successfully created awareness and promoted a culture of transparency and accountability.

Recommendations:

- Regular online awareness programs to raise awareness
- Virtual Grievance Redressal Cell sessions for convenient access
- The PRIST website provides online tools and FAQs.

Conclusion:

The online awareness program was a resounding success, thanks to Prof. Subhashini's expertise and adaptability. By leveraging technology, we can ensure that our community is informed and empowered to resolve grievances effectively.



*T. Subhashini*  
DEAN SA

Student Affairs

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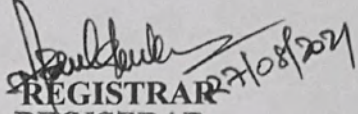
Date. 27.08.2021

**CIRCULAR**

Sub: Awareness Program on "Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism" - Reg

All Students are informed that an Awareness Program on "Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism" is organized by the Dean - Student Affairs on Friday, 31<sup>st</sup> August 2021, at 10:30 A.M. through online mode - MS Teams.

Deans of Schools are requested to inform about this to the students concerned.

  
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Report on Awareness Program

Title: Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism

Date: 31<sup>st</sup> August 2021

Venue: PRIST Seminar Hall

Conducted by: Prof. T. Subhashini

The awareness program was aimed to educate students, faculty, and staff about the grievance submission and redressal mechanisms available at PRIST. Prof. T. Subhashini led the sessions, which was attended by all students, faculty, and staff members.

The program covered the following key aspects:

- Online and offline grievance submission procedures
- Roles and responsibilities of the Grievance Redressal Cell
- Timeline for grievance redressal
- Importance of prompt grievance resolution

The workshop was engaging, with attendees asking questions and clearing misconceptions. Prof. Subhashini provided detailed explanations and examples to ensure a thorough comprehension of the mechanisms.

The feedback from attendees was favourable, with many appreciating the informative workshop. The initiative met its goal of raising awareness and fostering a pleasant environment at PRIST.

Recommendations:

- Regular awareness programs to ensure sustained awareness
- Display of grievance submission and redressal procedures on the PRIST website
- Easy accessibility of the Grievance Redressal Cell

Conclusion:

The awareness campaign was a success because to Prof. Subhashini's experience and involvement. By educating the PRIST community, we can assure prompt and effective grievance resolution while also cultivating a friendly and supportive atmosphere.



*T. Subhashini*  
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Ref: PRIST/REG/OFF/CIRC/8-01

Date: 23.08.2022

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Sub: Awareness Program on "Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism" - Reg

All Students are informed that an Awareness Program on "Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism" will be held as per the details provided below.s

Date: 26.08.2022

Time: 10:00 A.M to 5:00 P.M

Venue: Seminar Hall, PRIST Block

The Dean of Student Affairs and team will address the gathering. Faculty, staff members, and students can attend the program. Attendance is mandatory for all first-year students, and interested second, third, and fourth-year PG and UG students are also welcome to attend. All HODs are requested to inform the faculty, staff members, and students of their respective departments about this program.

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*[Handwritten Signature]*  
23/08/2022  
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Declared as DEEMED-TO-BE-UNIVERSITY  
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### Report on Awareness Program

Title: Grievance Submission (Online/Offline) Mechanism and Grievance Redressal Mechanism

Date: 26<sup>th</sup> August 2022

Venue: PRIST Seminar Hall

Conducted by: Dr. A. Usha

#### **Objective:**

The objective of the program was to create awareness among students, faculty, and staff about the mechanisms for submitting grievances (both online and offline) and their redressal.

#### **Attendance:**

The program was attended by all students, faculty, and staff members.

#### **Key Takeaways:**

- The program covered the procedures for submitting grievances online and offline.
- The importance of prompt grievance redressal was emphasized.
- The roles and responsibilities of the Grievance Redressal Cell were explained.
- The attendees were informed about the timeline for grievance redressal.

#### **Feedback:**

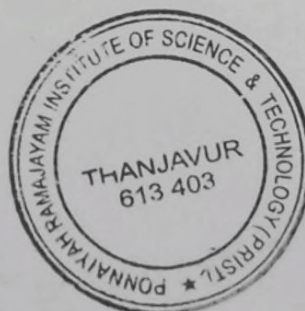
The attendees appreciated the informative session and expressed their gratitude for the initiative.

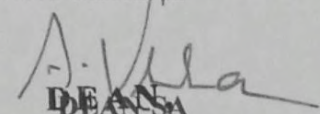
#### **Recommendations:**

- Regular awareness programs should be conducted to ensure that all members of the PRIST community are aware of the grievance submission and redressal mechanisms.
- The Grievance Redressal Cell should be easily accessible and responsive to the grievances of the students, faculty, and staff.

#### **Conclusion:**

The awareness program was successful in creating awareness about the grievance submission and redressal mechanisms. The program will help in creating a harmonious and conducive environment in the institution.



  
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