

	<h1>Dental College HITEC-Institute Of Medical Sciences</h1>	
	<h2>SOP Grievance for Students</h2>	
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Scope

The College guarantees that any grievance reported by the student will be taken seriously and will be investigated expeditiously and that all students will be treated with respect.

Committee

The Investigating Committee will be comprised of:

- The Vice-Principal Chair of the Committee
- Head of Student Affairs Department
- One Faculty Member of Basic Dental Sciences
- One Faculty Member of Clinical Dental Sciences
- Two members of faculty appointed by the Principal.

Procedure

The College encourages the reporting of all grievances and should be immediately discuss their concerns with the Head of Department of their academic entity.

The procedures noted in this section of the Policy deal with formal inform of grievances among students.

Reports / complaints of grievances from students must be made in writing and signed by the person preparing the complaint within 10 working days of the incident.

The complaint should then be submitted to the Vice-Principal Office.

The Vice-Principal in coordination with the respective academic entity head, will review the information provided by the student.

Once it has been determined that all of the relevant information has been provided, the Vice-Principal will convene an Investigating Committee to consider the case.

Wherever possible, within five working days, from the day is communicated, the student shall be requested to appear before the Committee for an interview.

The Committee may request the attendance of appropriate individuals to appear before the Committee in order to provide information pertinent to the case.

The Investigating Committee shall give its findings and recommendations in writing with appropriate reasons within 10 working days of the initiation of inquiry to the chair person of institute.

Appropriate action will be taken be the head of institute regarding the grievances of student according to the finding and recommendation of committee.