



ST. JAMES' COLLEGE OF PHARMACEUTICAL SCIENCES
St. James Medical Academy
River Bank, Chalakudy-680307

COLLEGE GRIEVANCE REDRESSAL CELL

1. Chairman	Dr. K. Krishna Kumar Principal St. James' College of Pharmaceutical Sciences (SJCOPS) Chalakudy-680307
2. Co-Chairman	Rev. Fr. Manoj Mekkadath Associate Director St. James' College of Pharmaceutical Sciences, Chalakudy-680307
3. Secretary	Mrs. Geeta Elias , Assistant Professor, SJCOPS
4. Faculty Members	1. Dr. Smitha.K.Nair , Assistant Professor, SJCOPS 2. Mrs. Rosmin Jacob , Assistant Professor, SJCOPS
5. Student representative (Only for student related issues)	Ms. Anna Thomas 5 th year-Pharm.D St. James' College of Pharmaceutical Sciences Chalakudy-680307

Email: sjcopsgrievancecell@gmail.com

Mechanism for lodging grievances

- The college Grievance Redressal Cell(CGRC) has been formed solely to provide solutions for the grievances of the students which arise then and there
- If grievance is received from students, the college Grievance Redressal cell will meet and take necessary steps to redress the grievance
- Grievance related to gender issues, college admissions, academic matters and examinations may be submit to grievance cell.
- The procedure to be followed for submission of grievances is through online .They have to mail the complaint to sjcopsgrivancecell@gmail.com or by dropping in suggestion boxes provided in our campus.
- On receipt of grievance, the CGRC will scrutinize, analyse and discuss the problem with concerned person to find out an amicable solutions ,within a week, without affecting the interests of both the parties
- If the grievances are found to be not genuine, the students are explained about the reason for not implementing them. In all cases maintaining strict confidentiality is ensured by CGRC.