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Registrar

DATE: 16.05.2020

Proceedings

Sub: SRMIST – Guidelines issued by UGC on conducting of examinations and the Academic Calendar in view of COVID-19 – Establishment of Cell for handling student's grievances – Orders issued.

Ref: UGC D.O. Lr. No.F.1-1/2020 (secy) dated 29.04.2020 from Secretary.

The UGC in the letter cited has prescribed the guidelines on Examination and academic calendar for the Universities in view of COVID-19 Pandemic and subsequent lockdown.

Among the guidelines issued, for conducting examinations the UGC vide para No.14 of the letter has directed to establish a “**Cell**” for handling student's grievances related to examinations the academic activities during COVID-19 Pandemic and to notify to the students effectively.

In accordance with the above guidelines of UGC, the cell is established in SRM Institute of Science and Technology with the following members.

Sl.No.	Name and Designation	Faculty	Position
1.	Dr. T. Mythili, Director, Students Affairs	Directorate of Students Affairs	Chairperson
2.	Prof. A. Rathinam, Professor, EEE	Faculty of E&T	Member
3.	Dr. Sridhar Krishnasamy, Dy. Dean,	Faculty of Science and Humanities	Member
4.	Dr. Nisha Asokan, Assistant Professor	Faculty of Management	Member
5.	Dr. S. K. Sivakumar, HOD i/c	Faculty of Law	Member
6.	Dr. K. Subramanian, Professor, General medicine	Faculty of Medical and Health Sciences	Member
7.	Dr. S. Geetha, Assistant Professor, Agroecology	Faculty of Agricultural Sciences	Member

The above members of the cell shall look into the grievances of the students on Examination and Academic activities during COVID-19 and sort out the issues at the earliest possible.

The Director, ITKM shall create a portal in consultation with the Director, Student Affairs so as to enable the students to register their grievances therein.

The Director, Students Affairs / Chairperson shall have access to the grievances, download and communicate the same to the committee members. After the grievances are sorted out, the action taken may be uploaded on the portal by the Director, Students Affairs / Chairperson.

REGISTRAR

To
All committee members
The Director, ITKM

Copy to
The COE / All Directors / All Deans – For information