

the Principal may see them at random to make sure that the scheme works effectively and it benefits the students. VJCET considers that mentoring activity will immensely help in improving the academic performance and extra-curricular activities of the institution and the all-round development of the students and therefore attaches great importance to it. VJCET expects the wholehearted cooperation and support of the faculty in this endeavor.

3.1.5.6 Grievance Redressal Machinery

Grievances of staff if any, should be presented in person and in writing before the HOD, Principal, Director or Manager. The concerned authority shall make an effort to solve the problem and redress the grievance informally but if he does not succeed in this, a grievance committee shall be formed, the composition of which shall be decided by the Principal, or the Manager, depending upon the nature and gravity of the grievance. The committee shall look into the grievance objectively and with due regard to the rules and the institutional and academic goals, recommend appropriate action to redress the grievance.

3.1.6 Technical Staff

The technical supporting staff such as Instructors and Technicians are employed in the workshops and laboratories of various departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible

- a) To assist the faculty for an effective and orderly conduct of practical courses.
- b) To ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.
- c) To ensure the safety of the students during lab classes by carefully following the safety instructions
- d) To arrange the equipment/instruments for conducting experiments by students.
- e) To keep the working tables in their respective labs always in working condition by proper maintenance.
- f) To issue the required equipment, instruments, meters, components etc., to the students during practical classes and receiving the same back after checking for any malfunctioning, damage caused etc., and reporting to the faculty any damages etc., if noticed.
- g) To help the students in the fabrication of working models/ in the preparation of specimens required etc. as part of their work.
- h) To maintain the laboratory clean.
- i) All the other works assigned to them by HOD/higher authorities.