



Indian Institute of Materials Management

Complaints & Grievances Management System

The Institute has constituted a committee for managing complaints and grievances from Students.

Following are the committee Members

- **Mr. G K Singh – National President (Chairman of the Committee)**
- **Dr. M K Bhardwaj – Chairman BOS**
- **Mr. Malay Mazumdar – Sr. Vice President**
- **Mr. V K Jain – Former President**

The committee members of complaints and Grievance redressal cell will meet every 3 months on the convenient date of the third month.

Aim: To make the committee aware about grievances of the students.

Objectives:

- To ensure a student friendly environment in the Institute.
- To solve the various education, examination and evaluation related grievances of the student.
- To ensure the qualitative as well as quantitative development of the institution through the complaints and grievance redressal cell.
- Matters related to internal marks and academic performance.
- Non issuances Mark Sheets and Certificate.
- Refund of original certificates
- Matters related to library books issues.
- Fees related Matters.

Collection of grievances in written format through complaint and suggestions by Email at nhqde.iimm@gmail.com with a CC to iimm2delhi@gmail.com & iimmnpgks@gmail.com or through Hard copy at the address given below

Indian Institute of Materials Management
NHQs, Plot no. 102 & 104, Sector 15
Institutional Area, CBD Belapur
Navi Mumbai – 400614
Ph. 0222 7565592

Committee will sort out the grievances based on the nature and further for:

1. Academic Improvement
2. Administrative Improvements
3. Facilities Improvements

Unresolved Grievances: The decisions will be taken by the National President.

Format for Filing Grievances

For Office Use

Sr. No.

Date of Receipt:

Name of the Student:	
Roll No.:	
Course/Program:	
Subject:	
Date:	

Description of the Grievance

Thanks & Regards

(Student)