

## ATTENDANCE AND FEES GRIEVANCE GUIDELINES

- Students who have grievances or concerns pertaining to Attendance, University fees, Research Project Report or any other issues are expected to meet the coordinator with prior appointment.
- Students are strictly prohibited to call the coordinator over phone or sending any representation through your well wishers
- Any grievances pertaining to attendance has to be done in a formal manner by addressing your concerns in a handwritten letter or typed or email to [director@sjput.in](mailto:director@sjput.in)
- Please download the attendance grievance form from the website for attendance claim
- Coordinator is available on Sunday, 26 May, 2019 between 8:00 AM to 11:00 AM in his office to address concerns or grievances pertaining to Attendance, Fees, and Research Project etc.