



B.S. Abdur Rahman

# Crescent

Institute of Science & Technology  
Deemed to be University u/s 3 of the UGC Act, 1956

**Dr. A. AZAD, REGISTRAR**

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Ref. No. 108/reg/2020

07.05.2020

**Circular**

*Subject: Establishment of a special cell for handling student grievances on examinations and academic activities during COVID-19 pandemic issue.*

*Reference: UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown, April, 2020*

As per UGC guidelines, a special cell is established to handle the student grievances on examinations and academic activities during this COVID-19 pandemic. A separate web link will be available in our Crescent website for the students to raise their grievances. The following members will constitute the cell and handle student grievances related to the issues mentioned above.

1. Dr. R. Karthikeyan, Dean Student Affairs ([dean\\_student@crescent.education](mailto:dean_student@crescent.education)),  
Head of Special Cell
2. Dr. S.M. Shaheedha, Deputy Dean Student ([deputydean\\_student@crescent.education](mailto:deputydean_student@crescent.education))
3. Mr. M. Abdur Rahman, Assistant Dean Student ([abdurrahman@crescent.education](mailto:abdurrahman@crescent.education))

**REGISTRAR**

To:

All UG/PG/Ph.D. students

Copy to:

All HODs, Deans and Directors with a request to disseminate through class advisors

Sr. General Manager

Director Data Centre

Copy Submitted to:

Pro Vice Chancellor

Vice Chancellor