

# **Grievance Redressal Policy of Govt. College Mananthavady**

Govt. College Mananthavady is dedicated to ensure redressals for various grievances in the academic and non-academic matters of the college. College council has created a transparent mechanism to address issues related to assessment, victimization, attendance, charging of fees, conducting of examinations and harassments by students or teachers. There are five bodies in this regard:

## **1. Anti-Ragging Cell**

1. Principal	Coordinator
2. Dy.Collector,Mananthavady	Rep.of Civil Administration
3. C I of Police,Mananthavady	Rep.of Police Department
4. Sajayan K. S.	Rep. of Local Media (Open Newser)
5. P.Sudheer Kumar (Asst.Prof)	Rep.of Faculty Member
6. Dr.Rohith K. Raj (Asst.Prof)	Rep.of Faculty Member
7. Seena P. C (Asst.Prof)	Rep.of Faculty Member
8. Nisha P. (Asst.Prof)	Rep.of Faculty Member
9. Nikhil Baby	Rep.of NGO (Thanal)
10. Radhakrishnan	Rep.of Parent
11 Anu Babu	Rep.of Senior Student
12. Muhammed Shanoop	Rep.of Junior Student
13. Padmavathy M A (Supdt.)	Rep.of Non-Teaching Staff

Anti-Ragging cell functions as the supervisory and advisory body to shape a culture of ragging free environment in the college Campus. The Anti-Ragging

Squad- office bearers work under the Supervision of Anti Ragging Cell and monitor places like Hostels, Buses, Canteens, Classrooms and other places of student congregation. Anti-Ragging cell involved in designing strategies and plan of action for curbing the menace of ragging in the college by adopting array of activities.

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments

1. Debarring from appearing in any sessional test / University Examination
2. Suspension from college
3. Withdrawing scholarships and other benefits
4. Cancellation of admission.
5. Withholding the results.

## **2. Internal Complaints Committee**

1. Suma Balakrishnan (Asst.Prof)	Presiding Officer
2. Dr.Sajith M. (Asst.Prof)	Coordinator, IQAC
3. Deeshma M.P.(Asst.Prof)	Member(Employee)
4 Jais George	Member (NGO)

An internal complaints committee functions with four members to address various complaints. Suma Balakrishnan, Asst. Professor of Economics is the presiding officer and the other committee members include Dr. Sajith M., IQAC coordinator, Deeshma MP, Asst. Professor of Mathematics and Jais George, member from non-governmental organization.

## **3. Grievance Redressal Cell**

1. Principal	Chairperson
2. Dr. Sajith M.	Coordinator, IQAC
3. Dr. Abdul Salam K. (Asst.Prof)	Member (Senior Faculty)
4. Dr. Denny Joseph(Asst.Prof)	Member(Senior Faculty)

The purpose of the Grievance Redressal Cell is to ensure a speedy response to the grievances of students of Govt. College Mananthavady.

**The objectives of the Grievance Redressal Committee:-**

- To Maintain a harmonious student – Student and faculty –Student relationship
- Create an environment in which students can freely express their grievances without fear of discrimination or victimization
- Counsel students to refrain provoking of their fellow students against faculty and staff of the University.
- Even though the Anti-Ragging Cell functions well, the students can bring their grievances of any kind to this cell.

The committee shall deal grievances received in writing about any of the following

- Academic Matters – Issues related to marks, grade cards and other examination related matter, Transfer Certificate etc.
- Financial Matter – relating to dues and payments
- Administration Matters – Infrastructure related, food, sanitation, transport or victimization
- Harassment and Ragging

**Procedure for Redressal of Grievance:**

An aggrieved student shall first submit his complaint in written form/ email to his/her mentor/ tutor who shall resolve the grievance within two days. In case the mentor is not able to resolve the grievance, he shall forward it to the chairperson of the Departmental Level Grievance Committee. The chairperson of the Departmental Committee shall convene a meeting of the committee within 2 days of receiving the complaint from the faculty mentor or from the aggrieved student in case he/she applies directly to the committee. The chairperson shall attempt to resolve the grievance as early as possible. If the student is not satisfied with the solution of the department level committee, he/she shall appeal to the college level cell by giving the reasons for his/her dissatisfaction.

The chairperson of the college level redressal committee shall convene a meeting of the committee within 2 days of receiving the complaint. The committee

shall verify the facts and shall either endorse the decision of the school level committee or shall an appropriate order within a week of receipt of the grievance.

If the student is not satisfied with the decision of the redressal offered by the College Level Grievance Redressal Committee he /she can submit an appeal to the Vice Chancellor of Kannur University.

The Vice Chancellor, if needed may recommend, necessary corrective action as he/she may seem fit , to ensure avoidance of recurrence of similar grievance at the college.

At all levels a fair hearing shall be given to all parties at all levels/committees. The law of natural justice shall be observed and a fair hearing to the complainant and concerned persons shall be given at all levels. The relevant provisions of the Act/Regulations shall be kept in mind while passing an order on the grievance at any level, and no order shall be passed in contradiction of the same.

#### **4. Anti-Sexual Harassment Cell**

1. Principal	Chairman
2. Radhakrishnan	(PTA Vice Presi.) Vice Chairman
5. Jaseela Thanikkad (Asst.Prof)	Convenor (Fermale Faculty Member)
4. Athira M S (Asst.Prof)	Lady Faculty Member
5. Subha P P. (Asst.Prof)	Lady Faculty Member
6. Deeshma M.P. (Asst.Prof)	Lady Faculty Member
7. Muhammed Jamshad K. C.	Discipline Committee Convenor
8. Sheeja P.M. (Senior Clerk)	Member,Office Staff
9. Anju Mary (III B Com)	Member,Student

Sexual harassment involves any unavoidable sexual advances either verbal or through gestures or through use of sexually suggestive or pornographic material, and includes amongst others; whistling, sexually slanting and obscene remarks or jokes, comments about physical appearance, demands for sexual favours, threats, innuendos, avoidable physical contacts, touching, patting, pinching, kissing, physical assaults and molestation of and towards women workers by their male colleagues or anyone who for the time is in a position to sexually harass a woman.

## **Procedure**

Despite the preventive efforts made by the committee, any incidents of sexual harassment should take place; registration of complaints shall follow the following procedures.

1. Complaints can be lodged directly with any member of the committee. The person to whom the complaint is made should bring to the notice of the committee within 2 working days of receiving it.
2. As far as possible attempt should be made to explore whether mediation or conciliation can provide a suitable solution to the case. This should be desirable in so far it can spare trauma of formal procedure for both the complainant and the accused.
3. The complaint may be oral or in writing, if the complaint is oral it shall be reduced in writing by the committee or the member who has received the complaint with the signature of the complainant.
4. A complaint should be lodged within four weeks of the incident. In extraordinary circumstances this could be extended to four months.

### **5. SC/ST/OBC/Minorities Cell&Equal Opportunity Cell**

1. Principal	Chairman
2. Dr. Rameshan K. (Asst.Prof)	Advisor (Senior Faculty)
3. Padmavathy M A	Member ( Office Sup)
4. Anil Kumar R. (Asst.Prof)	Member ( Faculty)
5. Jaseela Thanikkad (Asst.Prof)	Member ( Faculty)

The SC, ST and EO Cell sensitizes and orients students, faculty and admin staff regarding the zero-tolerance policy of Govt. College Mananthavady towards discrimination and violation of dignity of fellow students or other members of

college community on the basis of caste, religion, region, disability, gender, sexual orientation and race. The Cell provides guidance and support to SC, ST, OBC and Minority students. The Cell conducts Pre-Admission Orientation Programme for applicants belonging to SC, ST, OBC, Minority sections.

### **6. Womens' Cell**

1. Vidya S. Chandran (Asst.Prof)	Coordinator
2 Nisha P. (Asst.Prof)	Member
3 DeeshmaM.P. (Asst.Prof)	Member
4. Dr.Seena P C.(Asst.Prof)	Member
5. Shahala Asheefa	(I MA English)
6. Amalendu V A	(III BA Eng)
7. Aleena Abraham	(III B Sc)
8. Neethu Antony	(III BCom)
9. Swetha P S	(I M Com)
10. Arya K V	(II MA Eco)

Women's cell organises various events to empower women and aware society of gender equality. The cell also takes up and discusses various issues related to gender and sexuality. Women's cell organizes programmes on women's representation on various platforms and how such representations affect the perspectives of the public.