



# MIC ARTS AND SCIENCE COLLEGE

Recognised by UGC under Section 2(f), 9001:2015 ISO Certified by IAC  
(Affiliated to University of Calicut & Recognised by Govt. of Kerala)



## GRIEVANCE REDRESSAL FORUM

## INTERNAL QUALITY ASSURANCE CELL (IQAC)



## STUDENTS' GRIEVANCE REDRESSAL FORUM

MIC Arts and Science College (MICASC) is committed to providing a safe and supportive environment for students' academic and personal growth. To ensure transparency and fairness, the college has established a structured grievance redressal mechanism, enabling students to express concerns regarding academic and non-academic matters without fear.

### POLICIES AND PROCEDURES

- Students can submit grievances in writing, through the online redressal portal, or via the grievance box on campus.
- All complaints will be treated with confidentiality and privacy.
- The Grievance Redressal Cell will examine and forward cases to the appropriate committees.
- Respective committees must address grievances within seven working days and submit a report to the principal for immediate action.

### COMMITTEES FOR GRIEVANCE REDRESSAL

#### 1. Anti-Ragging Committee

Ragging in any form is a serious, non-bailable offense. The committee is responsible for preventing and addressing acts of ragging, including any disorderly conduct causing physical, mental, or emotional distress. If found guilty, students may face:

- Suspension from classes, exams, or academic privileges
- Cancellation of scholarships and benefits
- Expulsion from the hostel or institution
- Rustication for one to four semesters
- Permanent expulsion and debarment from admission to other institutions
- In cases where the perpetrators remain unidentified, collective punishment may be imposed.
- Faculty or staff found negligent in reporting incidents will face disciplinary action.

#### 2. Anti-Sexual Harassment Cell

This cell ensures gender equality and a safe campus, as per UGC regulations and the Supreme Court's 1997 judgment. It actively combats sexual harassment, violence, and ragging.

- If an incident is reported, the accused will have the opportunity to present their case.
- If found guilty, they will face suspension or expulsion as recommended by the committee.

### 3. Student Grievance Redressal Committees (SGRC)

Formed under UGC (Redress of Grievances of Students) Regulations, 2019, SGRC aims to maintain transparency, prevent unfair practices, and resolve student grievances effectively.

#### A) Collegiate Student Grievance Redressal Committee (CSGRC)

- Addresses grievances at the college level.
- Reports to the Vice-Chancellor of the affiliating university within 15 days of complaint receipt.

#### B) Departmental Student Grievance Redressal Committee (DSGRC)

- Handles grievances related to specific departments.
- Reports findings to the Head of Institution within 15 days.

#### C) Online Grievance Portal

- A platform for students and faculty to lodge complaints and track resolutions.
- Ensures transparency and fairness in the redressal process.
- The Student Grievance Redressal Committee investigates and resolves issues promptly.

### COMPOSITION OF COMMITTEES

#### Collegiate Student Grievance Redressal Committee (CSGRC)

- Chairperson: Principal of the college
- Members: Three senior faculty members, one student representative (nominated by the Principal)

#### Departmental Student Grievance Redressal Committee (DSGRC)

- Chairperson: Head of the Department
- Members: One faculty member, one student representative

### USEFUL RESOURCES

For further details, refer to the UGC Grievance Redressal Regulations (2019):

[Click Here](#)