

### **2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time bound and efficient.**

Govt. PG College for Women, Rohtak is affiliated to Maharishi Dayanand University, Rohtak. The College compiles with the guidelines that the University periodically issues for award of Internal Assessment and the conduct of External/Final Examinations. The concerned class teachers provide Internal Assessment based on student's assignments/presentations, attendance and class tests. The concerned class teacher provides information about the syllabus and Internal Assessment awards.

#### **For Grievances related to Internal/External Examination**

1. The grievance related to Internal Assessment is primarily resolved by the concerned subject teacher
2. If the grievance is not resolved by the concerned subject teacher, then the student can also make an appeal to the HOD of the concerned department.
3. University examinations are conducted as per the M.D. University guidelines. Students are informed of the schedule of Theory /practical examinations timely through WhatsApp group, College Website and on display boards.
4. The common problems e.g. non-receipt of Roll Number slip, withholding of results, question paper related issues and any other discrepancies are properly and timely addressed by the Examination Superintendents.

Hence, the College employs an efficient system to ensure transparency to deal with grievances of the students.

**OFFICE OF THE PRINCIPAL, GOVT. (P.G.) COLLEGE FOR WOMEN, ROHTAK**

To

All Head of Departments  
Govt. P.G. C.W. Rphatak


**Subject :- Conduct of Practical Examination of all UG/PG course , April/May-2024 uploading of marks-regarding.**

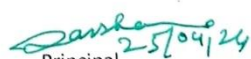
Kindly refer to MDU Rohtak letter no. conduct /Practical /2024/735-934 Dated 19.04.24 (copy attached) regarding conduct of practical examination of all UG and PG courses. The HODs concerned are requested to ask the external examiners to submit their award list to the following persons after conducting their exam and the external examiner should check that the awards are properly filled and locked in their presence.

| Sr.No. | Name of Course  | Name  | Last Date                         |
|--------|---|---|-----------------------------------|
| 2.     | All UG Course 2 <sup>nd</sup> 4 <sup>th</sup> -6 <sup>th</sup> Sem. Regular/Re-Appeal & 5 <sup>th</sup> Sem (Only Reappear) Except Commerce & BBA | Ms. Teena CS<br>Ms. Pooja CS<br>Ms. Monika Ahlawat CS | As mentioned in above said letter |
| 3.     | Commerce & BBA (2 <sup>nd</sup> 4 <sup>th</sup> 6 <sup>th</sup> Sem. regular/re-appear and 5 <sup>th</sup> Sem re-appear only)                    | Ms. Jyoti<br>Ms. Kavita                               | As mentioned in above said letter |
| 4.     | All PG (all sem regular/re-appear)  | Mr. Vikram  | As mentioned in above said letter |
| 5.     | EVS (All regular/reappear of 2 <sup>nd</sup> Sem)   | Ms. Jyoti CS<br>Ms. Babita L.A.                       | As mentioned in above said letter |

Concerned Internal Examiner should also remain present while uploading the internal awards and will be responsible for the correct uploading of awards within time. Please note that the delay in this regard will attract the penal provision from university.

**Note: It is requested to consider the University Roll No. for preparing the list of practical awards.**

  
(Dr. Parmod Kumar)  
(Convener University  
Reg. and Examination Committee)


  
Principal  
Govt. P.G. College For Women  
Rohtak

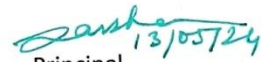
## Office of the Principal, Govt. PG College for Women, Rohtak

### Notice

Dated: 11.05.2024

All the Students are hereby informed that the process of awarding Internal Assessment of Even Semester of session 2023-24 is started by the college. The students may check their awards from their concerned subject teacher within 5 days. In case of any grievance, the students are directed to contact to HOD of the concerned department.

  
11/05/2024  
(Convener University  
Reg. and Examination Committee)

  
Principal  
Govt. P.G. College For Women  
Rohtak



# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

No. : Conduct/ AC-II/Practical/24/735-934  
Dated 19.04.2024

To

The Directors/Heads/Principals,  
All the Institutes/Depts./Colleges affiliated to M.D.University, Rohtak.

Sub: Conduct of UG/PG/Engg./Professional/Pharmacy/Law Programs Practical Examinations  
April 2024.

Madam/Sir,

I have been directed to inform you that the Practical examinations of subject cited programs are to be conducted as per schedule given as under :

| Sr. No | Name of Course   | Semester  | Date of Exams                  |
|--------|--|---|--------------------------------|
| 1.     | B.A./B.Com./B.Sc.(Pass/Hons)/B.Com(Vocational) / B.Voc.(all Courses) / B.S.W./B.Sc.(Home Sc.) /B.Sc. Sports Sc./ B.Sc. Bio-Tech/B.B.A/ B.B.A(CAM/BE/II)/B.CA/B.J.M.C/ including EVS/EVN subject etc. | 2nd , 4th , 6th Sem.(Regular/Re-appear) & 5th Sem (Re-appear)   | 25.04.2024<br>to<br>08.05.2024 |
| 2.     | 4 Yr - B.A. B.Ed/ B.Sc B.Ed/B.Com B.Ed/ BTM/BHMCT etc.   | 2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> (Regular/Re-appear) & 7 <sup>th</sup> Semester (Re-appear)  |                                |
| 3.     | B.P.Ed.  | 2nd , 4th Regular/Re-appear) & 3 <sup>rd</sup> Sem (Re-appear)  |                                |
| 4.     | LL.B/B.A LL.B -Moot Court  | 10 <sup>th</sup> Semester (Regular/Re-appear)   |                                |
| 5.     | M.A./M.Sc./M.Com/M.Voc./MCA/ MHMCT/MTM/MBA(Hons, BE, General, Executive) /M.Tech/M.Arch/ M.Planning/M.Lib.Sc.  | 2 <sup>nd</sup> , 4 <sup>th</sup> semester (Regular/Re-appear) & 3 <sup>rd</sup> semester (Re-appear),  |                                |
| 6.     | MCA 3 Year   | 2 <sup>nd</sup> 4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Semester (Re-appear)  |                                |
| 7.     | MCA Bridge Course  | Re-appear   |                                |
| 8.     | 4/5 Year Integrated courses except MHMCT (including all NEP-2020 courses)  | 2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> semester (Regular/ Re-appear) & , 5 <sup>th</sup> , 9 <sup>th</sup> semester (Re-appear)                   |                                |
| 9.     | 5 Year Integrated MHMCT  | 2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> semester (Regular/ Re-appear) & 9 <sup>th</sup> semester (Re-appear)                                       |                                |
| 10.    | B.Pharmacy   | 2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> Semester (Regular/Re-appear) and 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> & 7 <sup>th</sup> Semester (Re-appear)   |                                |
| 11.    | M.Pharmacy   | 2nd , 4th Semester (Regular/Re-appear) & 1 <sup>st</sup> , 3 <sup>rd</sup> Semester (Re-appear)   |                                |
| 12.    | M.F.A. 6 Year Integrated course  | 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> , 12 <sup>th</sup> semester (Regular/ Re-appear) & 2 <sup>nd</sup> , 9 <sup>th</sup> , 11 <sup>th</sup> semester (Re-appear) |                                |
| 13.    | Ph.D Course work   | (Re-appear)   |                                |
| 14.    | B.Tech   | 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> (Regular/Re-appear) & 7 <sup>th</sup> Semester (Re-appear)  |                                |
| 15.    | 5 Year B.Arch  | 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> (Regular/Re-appear) & 9 <sup>th</sup> Semester (Re-appear)   |                                |

While conducting the Practical Examinations as per above schedule, the Director/Heads/Principals concerned will be required to ensure that:

1. The appointment of Practical Examiners will be made only out of the latest approved panel(s) of Practical Examiners of subject concerned, which is available on the University website [www.mdu.ac.in](http://www.mdu.ac.in). and may be downloaded therefrom;
2. The External Examiners for conduct of Practical Examinations may be invited from the places having distance not more than 100 kms (each way);

3. The Practical Examinations shall be conducted judiciously as per above schedule;
4. The uploading of Practical Awards is mandatory. Therefore, after conducting the Practical Examination, the Instt./Deptt./Colleges concerned must upload the marks awarded by the Examiner on the University portal latest by **15.05.2024**;
5. In case due to any technical reason, if any awards could not be uploaded on the portal, the same may be sent to the Conduct Branch with separate covering letter mentioning therein the specific technical reason for not uploading the awards. Such awards must reach the Conduct Branch with justification latest by **last date of uploading of awards i.e 15.05.2024**;
6. After uploading the Awards, the Instt./Deptt./Colleges shall also submit External Awards as well as Forwarding Memo of Practical Awards List (in original) duly properly filled in all respects to the Asstt. Registrar(Conduct), M.D. University, Rohtak, within further fifteen days after uploading the External Practical Award i.e. latest by **30.05.2024**;
7. While submitting TA/DA Bills, the Practical Examiner must be required to clearly mention their full name, designation with Grade Pay, Name of College, Contact no., Name of Course with Semester and Session and the same may be submitted to the Accounts Branch of the University directly;
8. In case any Instt./Department/College does not upload the external awards on the University Portal latest by **15.05.2024**, the late fee will be levied w.e.f. **16.05.2024** as per University Rules, irrespective of the submission of original external awards in time;
9. The Director/Heads/Principals concerned are also requested to ensure to supply the required details as mentioned below for the remuneration of external Practical examiners. It is mandatory to supply Beneficiary ID of Practical examiner for their remuneration:

**"Name of College:**

**Course:**

| Sr No | Name & Designation of External Examiner | College of the External Examiner | Date of Practical Exams | Semester | Total No of Students examined | Beneficiary ID | Amount (in Rs) | Remarks (if Any) |
|-------|---|----------------------------------|-------------------------|----------|-------------------------------|----------------|----------------|------------------|
|       |   |                                  |                         |          |                               |                |                |                  |

10. All such bills and lists must be verified by the Director/Head/Principal concerned.

#### **Important Notes (for Attention of the students):-**

1. The Practical Examinations of Reappear students shall be conducted in their respective Colleges of which they were regular students.
2. The Theory examinations of these programs will commence w.e.f. 09.05.2024.

Yours faithfully,

Asstt. Registrar (Conduct)  
for Controller of Examinations

Endst. No. : Conduct/ AC-II/Practical/24/G 35-38

Dated 19.04.2024

Copy of the above is forwarded to the following information and necessary action:

1. Director, UCC, M.D.U. Rohtak with the request to arrange to get it uploaded on the University website.
2. A.R./In-charge (R-I,R-II,R-III,R-IV), M.D.U, Rohtak.
3. PRO, M.D.U.,Rohtak, with the request to release a press note in this behalf for wide publicity in leading newspapers.
4. PA to COE(for kind information of Controller of Examinations), M.D.U, Rohtak.

Asstt. Registrar (Conduct)  
for Controller of Examinations




# GOVT P.G. COLLEGE FOR WOMEN, ROHTAK

## FINAL NOTICE

महाविद्यालय की सभी छात्राओं को सूचित किया जाता है कि उनकी एग्जामिनेशन डिटेल कॉलेज की वेबसाइट [gpgcw.ac.in](http://gpgcw.ac.in) पर अपलोड कर दी गई है। अतः सभी छात्राएं अपनी पर्सनल डिटेल तथा सब्जेक्ट चेक कर लें।

इसके अतिरिक्त सभी छात्राएं [student.mdu.ac.in](http://student.mdu.ac.in) पर लॉगिन करके अपनी सभी डिटेल चेक कर लें तथा अपनी पर्सनल डिटेल को कंप्लीट कर लें। प्रथम वर्ष की छात्राओं के लिए Login Id उनका रजिस्ट्रेशन नंबर है तथा पासवर्ड DOB है। 2<sup>nd</sup> and 3<sup>rd</sup> Year की जिन छात्राओं ने अपना पासवर्ड चेंज कर रखा है वह अपना चेंज किया हुआ पासवर्ड डालें। लॉगिन करने से पहले Old Student (With MDU Registration No.) बटन को सेलेक्ट करें। पर्सनल डिटेल कंप्लीट होने के बाद रिफ्रेश मेनू बटन को दबाए तथा अपनी सब्जेक्ट डिटेल भी चेक कर ले। छात्राएं अपने फोटो और सिग्नेचर भी जांच कर ले। इसमें किसी प्रकार की भी त्रुटि होने अथवा नाम न होने पर कमरा नंबर 36 B में दिनांक 18 मार्च 2024 तक संपर्क करें। इसके बाद छात्रा स्वयं जिम्मेवार होगी।

  
Principal 10/03/24  
Govt.PG College for women,  
Rohtak



# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)  
'A+' Grade University Accredited by NAAC

No. : Conduct/Pract/23/

Dated:-.....

To

The Directors/Heads/Principals,  
All the Institutes/Deptt./Colleges affiliated to M.D. University, Rohtak.

**Sub: Conduct of Practical Examination of UG/PG/Engg. Courses, January-2024.**

Sir/Madam,

I have been directed to inform you that the Practical examinations of following UG/PG/Engg. courses are to be conducted as per schedule given as under :

| Sr. No | Name of Course  | Semester   | Date of Exams                  |
|--------|---|--|--------------------------------|
| 1      | B.A./B.Com./B.Sc. (Pass/Hons/Vocational)/B.Sc. (Home Sc.) / B.Sc. Sport Sci. B.Sc Bio-Tech/ B.S.W./ B.Voc.(all Courses)/ B.B.A.(all Courses)/B.CA/ B.J.M.C/ D.P.Ed/ B.P.Ed including EVS/EVN subject etc. | 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> (Reg. /Re-appear) & 6 <sup>th</sup> Semester (only Re-appear)  | 01.01.2024<br>to<br>15.01.2024 |
| 2      | 4 Yr – B.A. B.Ed/ B.Sc B.Ed/B.Com B.Ed/ BTM/BHMCT etc.  | 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> (Regular & Re) & 8 <sup>th</sup> Semester (only Re)  |                                |
| 3      | 4 Yr / 5 Yr Integrated Course –(NEP-2020)   | 1 <sup>st</sup> Semester   |                                |
| 4      | B.P.Ed. (2 Year Course)   | 1 <sup>st</sup> , 3 <sup>rd</sup> Sem (Regular & Re) & 4 <sup>th</sup> Sem (Only Re)   |                                |
| 5      | LL.B/B.A LL.B -Moot Court   | (as applicable)  |                                |
| 6      | M.A./M.Sc./M.Com/MHMT/MTTM/M.P.Ed./M.Voc/M.Lib.I.Sc.  | 1 <sup>st</sup> , 3 <sup>rd</sup> (Regular & Re) & 4 <sup>th</sup> Semester (only Re)  |                                |
| 7      | All 5 Years Integrated Courses  | 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> sem (Regular & Re) and 1 <sup>st</sup> , 6 <sup>th</sup> & 10 <sup>th</sup> sem (Only Re)                    |                                |
| 8      | M.F.A. 6 Years Integrated Course  | 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> , 11 <sup>th</sup> sem (Regular & Re) and 1 <sup>st</sup> , 8 <sup>th</sup> , 12 <sup>th</sup> Sem (Only Re) |                                |
| 9      | M.Phil / Ph.D Course work (Only Re-appear)  | 1 <sup>st</sup> & 2 <sup>nd</sup> semester (Only Re-appear)  |                                |
| 10     | B.Tech  | 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> semesters (Regular/Re-appear) & 8 <sup>th</sup> Sem (Only Re-appear)   |                                |
| 11     | B.Arch  | 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> (Regular/Re-appear) 10 <sup>th</sup> Sem (Only Re-appear)/                                 |                                |
| 12     | M.Tech/M.Planning/M.Arch  | 1 <sup>st</sup> , 3 <sup>rd</sup> (Regular/Reappear) and 4 <sup>th</sup> Sem (Only Re)   |                                |
| 13     | MBA 2 Years(General/BE/Hons/Executive(Evening)  | 1 <sup>st</sup> , 3 <sup>rd</sup> (Regular/Re-appear) and 4 <sup>th</sup> sem (Only Re)  |                                |
| 14     | MCA 2 Years   | 1 <sup>st</sup> Sem (including Bridge Course), 3 <sup>rd</sup> Sem (Regular/Re-appear) and 4 <sup>th</sup> sem (Only Re)   |                                |
| 15     | MCA 3 Years   | 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Sem(Only Re-appear)  |                                |
| 16     | MHMT 5, Years   | 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> Sem. (Regular/Re-appear) and 10 <sup>th</sup> sem (Only Re-appear)                         |                                |

- While conducting the Practical Examinations as per above schedule, the Director/Heads/Principals concerned will be required to ensure that:
- The appointment of Practical Examiners will be made only out of the latest approved panel(s) of Practical Examiners of subject concerned, which is available on the University website [www.mdu.ac.in](http://www.mdu.ac.in). and may be downloaded therefrom.
  - The External Examiners for conduct of Practical Examinations may be invited from the places having distance not more than 100 kms (each way).
  - The Practical Examinations shall be conducted judiciously as per above schedule.
  - The uploading of Practical Awards is mandatory. Therefore, after conducting the Practical Examinations the Instt./Deptt./Colleges concerned must upload the marks awarded by the Examiner on the University portal latest by 22.01.2024.
  - In case due to any technical reason, if any awards) could not be uploaded on the portal, the same may be sent to the Conduct with separate covering letter mentioning therein the specific technical reason for not uploading the awards.
  - After uploading the Awards, the Instt./Deptt./Colleges shall also submit External Awards as well as Forwarding Memo of Practical Awards List (in original) duly properly filled in all respects to the Asstt. Registrar(Conduct), M.D. University, Rohtak, within further seven days after uploading the External Practical Award i.e. latest by 29.01.2024.
  - While submitting TA/DA Bills, the Practical Examiner must be required to clearly mention their full name, designation with Grade Pay, Name of College, Contact no., Name of Course with Semester and Session and the same may be submitted to the Accounts Branch of the University directly;
  - In case any Instt./Department/College does not upload the external awards on the University Portal latest by 22.01.2024, the late fee will be levied w.e.f. 23.01.2024 as per University Rules, irrespective of the submission of original external awards in time;
  - The Director/Heads/Principals concerned are also requested to ensure to supply the required details as mentioned below for the remuneration of external Practical examiners.

| S No | Name of External Examiner | College Name of Examiner | Exams centre Name | Date of Practical Exams | Subject | Semester | Total No of Students examined | Beneficiary ID | Remarks (if Any) |
|------|---------------------------|--------------------------|-------------------|-------------------------|---------|----------|-------------------------------|----------------|------------------|
|      |                           |                          |                   |                         |         |          |                               |                |                  |

## Important Notes(for Attention of the students:-

- The Practical Examinations of Reappear students shall be conducted in their respective Colleges of which they were regular students.

Yours faithfully,

*[Signature]* 21/1/24


Asstt. Registrar (Conduct)  
for Controller of Examinations

## GOVT P.G. COLLEGE FOR WOMEN, ROHTAK

### NOTICE

महाविद्यालय की सभी छात्राओं को सूचित किया जाता है कि उनकी एग्जामिनेशन डिटेल कॉलेज की वेबसाइट [gpgcw.ac.in](http://gpgcw.ac.in) पर अपलोड कर दी गई है। अतः सभी छात्राएं अपनी पर्सनल डिटेल तथा सब्जेक्ट चेक कर लें।

इसके अतिरिक्त सभी छात्राएं [student.mdu.ac.in](http://student.mdu.ac.in) पर लॉगिन करके अपनी सभी डिटेल चेक कर लें तथा अपनी पर्सनल डिटेल को कंप्लीट कर लें। प्रथम वर्ष की छात्राओं के लिए Login Id उनका रजिस्ट्रेशन नंबर है तथा पासवर्ड DOB है। 2<sup>nd</sup> and 3<sup>rd</sup> Year की जिन छात्राओं ने अपना पासवर्ड चेंज कर रखा है वह अपना चेंज किया हुआ पासवर्ड डालें। लॉगिन करने से पहले **Old Student (With MDU Registration No.)** बटन को सेलेक्ट करें। पर्सनल डिटेल कंप्लीट होने के बाद रिफ्रेश मेनू बटन को दबाए तथा अपनी सब्जेक्ट डिटेल भी चेक कर ले। छात्राएं अपने फोटो और सिग्नेचर भी जांच कर ले। इसमें किसी प्रकार की भी त्रुटि होने अथवा नाम न होने पर कमरा नंबर 36 B में दिनांक 10 अक्टूबर 2023 तक संपर्क करें। इसके बाद छात्रा स्वयं जिम्मेवार होगी।

  
Principal 06/10/2023



# Govt. PG College for Women, Rohtak

## Urgent Notice/Examination Matter

UG/PG प्रथम वर्ष की सभी छात्राओं को सूचित किया जाता है कि यूनिवर्सिटी द्वारा ABC ID, 10वीं, 12वीं की मार्कशीट तथा ओरिजिनल माइग्रेशन (हरियाणा बोर्ड को छोड़कर) जमा करने की तिथि 20 सितंबर तक बढ़ा दी है। जिन छात्राओं ने उपरोक्त में से कोई भी दस्तावेज अभी तक जमा नहीं कराया है वह इसे 20 सितंबर, 2023 तक अवश्य जमा कर दें। इसके उपरांत देरी के लिए छात्रा स्वयं जिम्मेदार होगी। छात्राएं अपनी एबीसी आईडी अपने मैन्टर के पास जमा कराएं तथा दसवीं, बारहवीं एवं ओरिजिनल माइग्रेशन को कमरा नंबर 36-B में जमा कराएं। 10वीं 12वीं एवं ओरिजिनल माइग्रेशन के लंबित दस्तावेजों की सूची महाविद्यालय की वेबसाइट पर उपलब्ध है। जिन छात्राओं के आधार कार्ड पर मोबाइल नंबर अपडेट नहीं है वह छात्राएं तुरंत अपने आधार कार्ड पर मोबाइल नंबर अपडेट करा लें क्योंकि इसके बिना ABC ID जेनरेट नहीं हो सकती।

इसके अतिरिक्त प्रथम वर्ष की सभी छात्राओं के नाम तथा माता-पिता का नाम यूनिवर्सिटी द्वारा हिंदी भाषा में मांगा गया है जिसकी जानकारी शीघ्र ही आपसे मांगी जाएगी। अतः प्रथम वर्ष की सभी छात्राएं अपनी 12वीं की मार्कशीट के अनुसार अपना तथा माता-पिता का नाम हिंदी भाषा में लिखकर तैयार रखें। छात्राओं को यह भी निर्देश दिया जाता है कि वह महाविद्यालय की वेबसाइट को प्रत्येक दिवस पर देखते रहें।

  
Principal

Govt. PG College for Women  
Rohtak

## **GRIEVANCES REDRESSAL CELL**

Grievances Redressal Cell Including Redressal of Sexual Harassment Cases [Internal Complaints Committee] maintains discipline, dignity, decorum and rapport of the institute. For the sake of convenience and division of labor, Grievances Redressal Cell Including Redressal of Sexual Harassment Cases [Internal Complaints Committee] deals different category of complaints separately as under:

### **The Grievance Redressal**

#### **Redressal of Sexual Harassment Cases**

The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redresses it as per requirement. The students can state their grievance regarding any academic and non- academic matter within the campus through online mode and grievance/suggestion box. The institution aims at solving the grievances of the students within stipulated time. The Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning. GRC also plays an important role in controlling the students through rules and regulations and channelization of their youth energy into positive and creative direction and promotion of the manners, personality, character and civilization.

#### **Objectives**

Upholding the dignity of the College by ensuring strife free atmosphere in the college through promoting cordial Student-Student relationship and StudentTeacher relationship. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized. Suggestion / complaint Box is installed in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improvement of the Academics / Administration in the College. Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

Advising all the Students to refrain from inciting students against other students, teachers and

college administration. Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason. Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the principal.

### **SCOPE**

The cell will deal with Grievances received in writing from the students about any of the following matters

**Academic Matters:** Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

**Financial Matters:** Related to dues and payments for various items from library, hostels etc.

**Other Matters:** Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.