



5.1.4. Proof related to Mechanisms for submission of online/offline students' grievances

Mechanisms for submission of online/offline students' grievances

The grievance redressal mechanism is constituted to be implemented in the institute to address the grievance related to students, women harassment, ragging, maintenance and other related issues. The committees look into any grievances reported online or offline by the students. Instruction boards are displayed on the campus regarding anti ragging policy. In online mode the students can report their grievance through the feedback mechanism. The college ensures that there is a timely redressal of the grievances through all the concerned committees. The Internal Complaint Committee has been set up to ensure that students and women can work in a safe environment in the college premises.

The grievance committee members investigate the cases through following mechanism:

1. An individual has to submit a grievance form
2. The submitted form is reported to the IQAC.
3. The IQAC then review the grievance and forward to Registrar office or concerned Department/Section In charge.
4. The concerned section will then takes action and submit the report to the grievance committee for the closure of grievance within stipulated time.
5. The information about the action taken is communicated to the individual who has put up the grievance.



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