

## **HINDUSTHAN COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)**

### **STUDENTS GRIEVANCE REDRESSAL COMMITTEE**

The Students Grievance redressal cell formed to create a platform where students can point their problem, regarding, academic and non academic matters. It looks into the grievance lodged by students. The students may approach the cell to voice their grievances regarding academic environment and other services. The students can be informed by way of satisfaction and improvement and any dissatisfaction of their service. The students can represent their grievances directly or any other mode of communication to the co Ordinator or the members of the grievance cell. The cell can redress the grievance promptly and judiciously.

As a result of this mechanism , it leads to creation of the pleasant and ambient atmosphere , healthy environment, Disciplined culture and to develop the mutual and cordial relationship among the students, faculty and Management

#### **OBJECTIVES:**

- ✓ The student's grievance Redressal cell forms in order to keep the healthy working atmosphere, among the students, faculties, parents and management.
- ✓ To create a plat form where students can point out their problems, regarding academic and non-academic matter.
- ✓ This cell helps the students to record their complaints and solve the problems of academic and personal grievance fairly.
- ✓ To keep the dignity of the college ensuring conflict free atmosphere in the college to develop the cordial relationship among the students and faculties.
- ✓ Encouraging the students to express their grievance and problems freely and frankly, without any fear of being victimized.
- ✓ To ensure effective solutions for the student's grievance with an impartial and fair approach.
- ✓ To advise the students to refrain from stirring of students against other students and faculties.
- ✓ To get the suggestions from the students for improvement.
- ✓ Strictly prohibited any form of ragging in and outside institution. Any violation of ragging and disciplinary rules should be brought to the notice of principal, ragging complaints will be handled as per the ragging rules.
- ✓ Women harassment complaints are handled as per government rules

## **FUNCTIONS:**

1. The students can lodge the complaints.
2. Complaints and suggestion box have been installed in the college campus, Suggestions and complaints can be given in writing or through e-mail.
3. The complaints and suggestions relating to improving academics and administration of the college are encouraged.
4. The cases will be handled by the committee members immediately and promptly.
5. The cell will review all the suggestions and will act as per the management rules and regulations.
6. The grievance cell submit the report to the authority about the cases handled solved and pending cases if any which require direction and guidance from the higher authorities.
7. Encouraging the students of the college to respect the rights and dignity of one another and show utmost restraint and patience whenever occasion of right arises.
8. The cell formally will review all cases and will prepare statistical reports about the number of cases received.

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### **DISCIPLINE COMMITTEE**

The College Discipline committee takes keen interest in order to maintain discipline inside and outside the college campus during the working hours. The committee focus towards the best to inculcate among the students, teachers and non teaching staff with right moral and social and intellectual attitude to build a college community of integrity and responsibility it also upholds the academic integrity and good name of the college in and outside the college campus.

The committee will assessed the college authorities in its efforts to completely eradicate the use of alcohol and other drugs, anti ragging and violence against teacher, students a fellow residents etc.. Indulging in such criminal and anti social activities will attract strict disciplinary action including dismissal..

#### **OBJECTIVES:**

- ❖ To maintain discipline in the college campus and class room
- ❖ To ensure calm and peaceful academic atmosphere in the campus.
- ❖ To avoid physical confrontation among students.
- ❖ To initiate model action against involved disciplinary
- ❖ To maintain a sense of decency in physical appearance (About Dress code)
- ❖ To maintain proper discipline in the college premises
- ❖ To create an attitude of social responsibility among the students
- ❖ To clearly define the students –teacher responsibility
- ❖ To strictly prohibit smoking and other unhealthy practices within the college campus

**FUNCTIONS:**

1. To frame the rules and regulations of the committee.
2. To make sure that all the students are aware of the discipline of the college and campus.
3. To encourage the students to maintain discipline inside the college campus.
4. If any indiscipline found by any of the students warn them on the first instance. Take disciplinary action based on the rules and regulation of the committee, if found with indiscipline behaviour by the same students repeatedly.
5. To conduct enquires on report of in disciplinary activities among students.
6. To initiate the steps to reduce violence in future.