



# **GURUDEV ARTS & SCIENCE COLLEGE**

( Affiliated to KANNUR UNIVERSITY )

Managed by the Catholic Diocese of Bathery

## **GRIEVANCE POLICY**

### **INTERNAL ASSESSMENT- RELATED GRIEVANCES**

The Gurudev Arts and Science College has an effective system to address the grievances of the students for internal assessment. The mechanism is transparent, time-bound, and efficient. Any grievances arising are resolved immediately after the discussion with the class teachers and serious matters are taken to the knowledge of the principal. The College has set up an Internal Examination Grievance Committee of 7 members involving Principal, Vice Principal, three other teaching faculties and students' representative, where almost all the academic and non-academic issues are redressed. College follows a 3-tier grievance mechanism system at Department, College, and University levels.

1. Any grievances on internal assessment can be initially informed to the department head.
2. If it remains unsolved in the first stage, the issue can be brought to the notice of the Principal.
3. The serious issues are taken to the University level after appropriate discussion with management and students.

### **SEXUAL HARASSMENT**

The college has an effective system to address the grievances of the students and teachers for sexual harassment. The grievance mechanism is transparent, time-bound, and efficient. Any grievances arising are resolved immediately after the discussion with the women cell committee and serious matters are taken to the knowledge of the Principal. The College has set up a Women Cell Committee of 6 members involving 5 teaching faculties and one students' representative, where almost all the academic and domestic issues are redressed with zero tolerance. If there are any serious issues,

the principal gives orders to the College Discipline Committee for studying the issues and submitting the report immediately. The College Discipline Committee functions in the college to maintain the discipline in the campus by overseeing the conduct of the students in and outside of the college. All the department heads are members of the college discipline committee.

If any student faces domestic violence, the information will be immediately handed over to the local police and arrange counselling facilities for the affected person. Any grievances on sexual harassment can be initially informed to the Women Cell committee. The committee will discuss the problem and give counselling to the students, teachers, or affected persons.

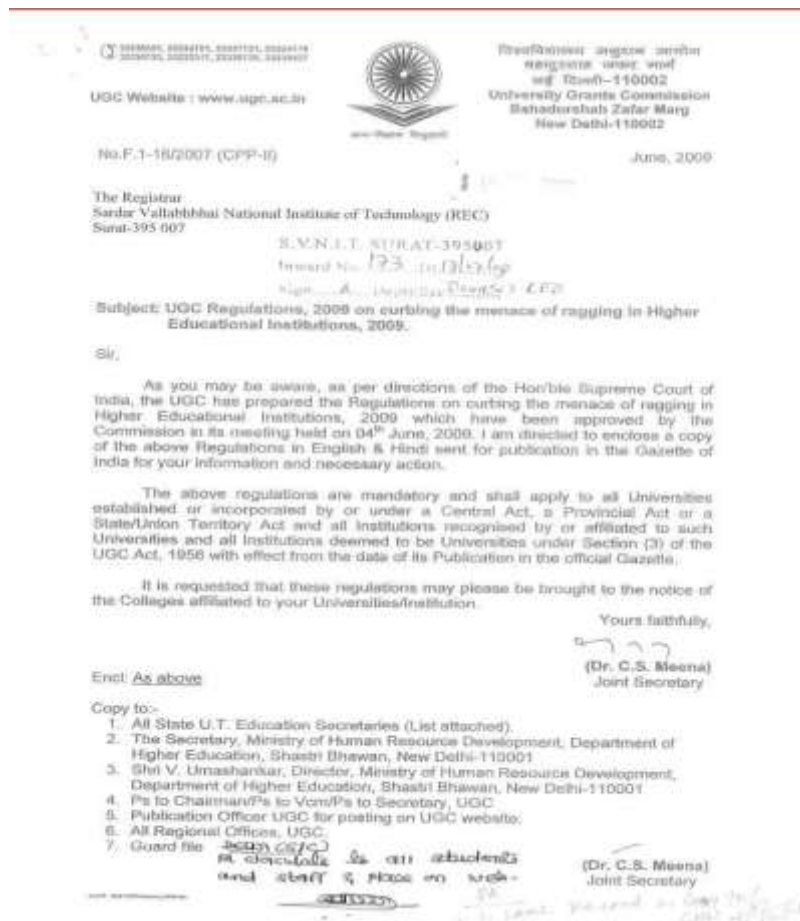
1. The serious issue can be brought to the notice of the principal. The principal gives orders to the College Discipline Committee for inspecting the problem and submitting their report to the principal, immediately.
2. The serious issues are handed over to the local police after appropriate discussion with management and students or affected persons. And provides a period of 15 days for the suspected persons and initiates punishment.

### **PREVENTION OF SUBSTANCE (DRUGS, TOBACCO, AND ALCOHOL) ABUSE**

Gurudev Arts and Science College is committed to create and maintain a campus environment that is free from drugs, tobacco, and alcohol. Usage, possession, consumption, sale, or distribution of drugs, tobacco, and alcohol are prohibited on Gurudev Arts and Science College campus. Each individual in an institution is responsible for making known and for advising all their staff, faculty, and students about the mandatory nature of this policy. GASC is concerned about the welfare of individuals and recognizes the importance of maintaining the safety and well-being of the community as a whole. As soon as a member of the staff identifies a substance abuser, he/she should immediately refer the case to the counsellor for psychological guidance. Confidentiality in these circumstances will be protected. In the event of the violation of this policy, a variety of punishments can be imposed, including fines, denial of access to GASC facilities and services as well as suspension and even dismissal.

### **RAGGING**

Gurudev Arts and Science College is committed to create and maintain a campus environment that is free from ragging. Ragging involves abuse, humiliation, or harassment of new entrants or junior students by the senior students. Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.



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Prepared By – Nithya K U  
Asst. Professor- GASC

*[Signature]*  
Director & CEO  
Gurudev Arts & Science College  
Mathil, Kannur Dt- 670343

*[Signature]*  
Dr. K. T. RAVINDRAN  
PRINCIPAL  
GURUDEV ARTS & SCIENCE COLLEGE  
MATHIL, KANNUR DIST.

Reviewed By – Rev. Fr. Shibin P James  
Director & CEO – GASC

Approved By- Dr. K T Ravindran  
Principal -GASC

