

5.1.5 The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

Offline Grievances Redressal Mechanism of the College

STUDENT GRIEVANCE REDRESSAL PROCESS:

- An aggrieved student shall first present his/her grievance verbally or in writing to the Batch Coordinator/ HoD concerned or directly to the Principal. The student is to receive a response within one week of the presentation of grievance.
- For matters concerning a class or the campus as a whole, the aggrieved can maintain the anonymity if he/she wishes so. A registry is maintained for the purpose. A response is made available to the student community, if it is a matter of common interest. Otherwise, it is set aside
- The HoDs concerned have to forward the written grievances which requires the attention of the Grievance Redressal Committee within a week.
- The IQAC shall also function as a Registry to Grievance Redressal Committee. On receipt of grievance it shall be informed to the HoDs concerned.
- The aggrieved person may appear either in person or may be represented by such person as may be authorized to present his/case.

COMMON GRIEVANCES THROUGH STUDENT COUNCIL

The college has a Student Council chosen from the broader student parliament consisting of two elected representatives from each class and also some nominated members by the college administration. The council consists of the student representatives, the student advisor(s), Dean of the Student Services, Sports Director, representatives of HoDs/Deans, senior most faculty, elected representatives of the staff members, office superintendent and the Principal. The council meets once every month and discusses various matters of campus life. The students are given opportunity to voice their suggestions, opinions and grievances if any during the meetings. Appropriate actions are taken on the same.



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