

**m.CAP**MARIAN COLLEGE OF ARCHITECTURE & PLANNING  
KAZHAKUTTOM, TRIVANDRUM 695 582**Proceedings of the Principal  
(Abstract)**

Sub :- Re-constitution of College Student Grievance Redressal Committee (CSRGC) - Students Internal Assessment & Grievance Cell - for the academic year 2024-2025 - reg

**Academic Section**

No. M.CAP/A-22/College Student Grievance Redressal Committee /2024/02

30/12/2024

**Read :-** (1) No. M.CAP/A-22/Internal Assessment & Grievance Cell/2018/01 dated 21/09/2018 (2) No. M.CAP/A-22/Internal Assessment & Grievance Cell/2021/01 dated 13/10/2021 (3) No. M.CAP/A-22/College Student Grievance Redressal Committee /2022/01dt19/12/2022 (4) No. M.CAP/A-22/College Student Grievance Redressal Committee /2023/01dt06/10/2023 (5) No. M.CAP/A-22/College Student Grievance Redressal Committee /2024/01dt 26/09/2024

**ORDER**

The **College Student Grievance Redressal Committee (CSRGC)** in accordance with Clause 5 of UGC Regulations is re-constituted for the Academic Year 2024-2025 w.e.f. 30<sup>th</sup> December 2024. Students can approach the Committee for any kind of grievance issues and issues related with their Internal Assessments. The following Faculty will be members of the Committee during the academic year 2024-2025.

No.	Name of Faculty	Designation	Contact	Email Id
1.	Prof. Ar. Suja Kumari L.	<b>Principal (Chairman)</b>	<b>9847490486</b>	sukartha@gmail.com
2.	Prof. Ar. Baby Paul K.	<b>Director (Hon)</b>	<b>9447241014</b>	babypaulk@gmail.com
3.	Prof. Ar. Adarsh Viswam	<b>H.O.D.</b>	<b>8547052817</b>	adarshviswam.mcap@gmail.com
4.	Prof.Ar. Ganga Krishnan	<b>Professor</b>	<b>9744555470</b>	landarchganga@gmail.com
5.	Ms. Roshna M.M.	<b>Students Rep (S7A)</b>	<b>8089479921</b>	roshna.manoj03@gmail.com

**Grievance Procedure:** - If you have any Grievance, you may request it by submitting a written explanation together with the material (Submission/Answer Book) in question to the Chairman within two weeks of the occurrence of grievance. The Committee will enquire/examine the issue and suggest remarks to the Principal for necessary action.

**Academic Honesty Policy of M.CAP :-**

- 1) The student should be regular in the Class and be present in the scheduled time. (Late Comers will not be permitted in the Class).
- 2) The student should submit the Assignments as scheduled (without any delay or late submission).
- 3) Students are not permitted to copy the Assignments from other students or use other students' work for the Assignments/submissions.
- 4) The Assignment/Team Papers submitted should be their own with reference. Bibliography should be mentioned at the end.

An Instructor who finds that a student has violated the College Academic Honesty policy may lower the students' grade/marks or fail the student for the course. Such students have the right to appeal such issues to the Grievance Committee. The Committee will review the appeal.



Prof. Ar. Suja Kumari L.  
**PRINCIPAL**

To be published in the Website & Notice Boards Copy to all the Members listed