

**M.CAP**MARIAN COLLEGE OF ARCHITECTURE & PLANNING
KAZHAKUTTOM, TRIVANDRUM 695 582**Proceedings of the Principal**

(Abstract)

Sub :- Re-constitution of Students Internal Assessment & Grievance Cell for the academic year 2021-2022 - reg

Academic Section

No. M.CAP/A-22/Internal Assessment & Grievance Cell/2021/01

13/10/2021

Read :- 1) No. M.CAP/A-22/Internal Assessment & Grievance Cell/2018/01 dated 21/09/2018

ORDER

The Internal Assessment & Grievance Cell of the College read (1) is re-constituted for the academic year 2021-2022. Students can approach the cell for any kind of grievance issues and issues related with their Internal Assessments. The following Faculty will be members of the Cell during the academic year 2021-2022.

Sl. No.	Name of Faculty	Designation	Contact Number	Email Id
1.	Ar. Vinoop P. Stanley	Associate Professor	8086719870	vinoop.p.stanley@gmail.com
2.	Ar. Arun Raj K.I.	Assistant Professor	8907576885	arunrajki@gmail.com
3.	Ar. Devika Hemalatha Devi	Assistant Professor	9724349662 9037690070	devikah.mcapgmail.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 Cell 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 Cell. The Cell will review the appeal.

Prof. Ar. Dileep Kumar C.V.
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