



HABIB EDUCATIONAL & WELFARE SOCIETY'S M.S. COLLEGE OF LAW

Affiliated to University Of Mumbai & Approved By Bar Council Of India and Govt. of Maharashtra
At. Devghar, Post Khanivali Via Kudas Tal. Wada, Dist. Palghar - 421 312

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Grievance Redressal Mechanism

Introduction

Grievance redressal is a crucial mechanism in any educational institution to ensure a fair, just, and transparent system for addressing the concerns of students, faculty, and staff. MS College of Law, Wada, has established various committees to address grievances effectively and uphold institutional integrity.

Types of Grievances

Grievances can be categorized into the following types:

1. **Academic Grievances** - Issues related to examinations, evaluation, attendance, etc.
2. **Administrative Grievances** - Concerns regarding admission procedures, fee structures, scholarships, etc.
3. **Disciplinary Grievances** - Complaints related to student conduct, disciplinary actions, etc.
4. **Sexual Harassment and Gender Issues** - Addressed under the Internal Complaints Committee (ICC) as per UGC norms.
5. **Infrastructure-Related Grievances** - Issues concerning library facilities, classrooms, hostels, and sanitation.

Grievance Redressal Mechanism


The redressal of grievances is carried out through various institutional committees:

1. Grievance Redressal Committee (GRC)

- **Objective:** To address general grievances related to academic, administrative, and infrastructure issues.
- **Composition:**
 - Principal (Chairperson)
 - Senior Faculty Members
 - Student Representative
 - Administrative Staff Member
- **Procedure:**
 1. Complaint submission through an online/offline grievance portal.
 2. Review of the complaint within seven working days.
 3. Investigation and recommendations.
 4. Resolution and communication to the complainant.

2. Internal Complaints Committee (ICC)




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- **Objective:** To address issues related to sexual harassment as per the Vishaka Guidelines and UGC regulations.
- **Composition:**
 - Presiding Officer (Senior Female Faculty Member)
 - Two Faculty Members
 - One Legal Expert
 - One NGO Representative
- **Procedure:**
 1. Confidential complaint submission.
 2. Inquiry and evidence collection.
 3. Report submission and recommendation of actions.
 4. Disciplinary action as per institutional and legal norms.

3. Student Grievance Cell

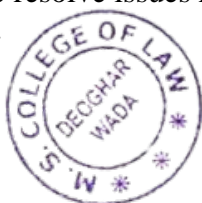
- **Objective:** To address student-specific complaints related to academic and non-academic matters.
- **Composition:**
 - Faculty Advisor
 - Student Representatives
 - Administrative Staff Member
- **Procedure:**
 1. Complaint registration.
 2. Preliminary inquiry.
 3. Resolution and feedback to students.

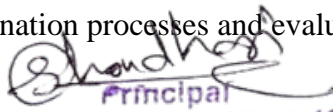
4. Anti-Ragging Committee

- **Objective:** To prevent and address incidents of ragging in the institution.
- **Composition:**
 - Principal
 - Faculty Members
 - Student Representatives
 - Police and Civil Society Representatives
- **Procedure:**
 1. Awareness campaigns and sensitization programs.
 2. Reporting mechanisms for victims.
 3. Strict action against offenders.

5. Examination and Evaluation Grievance Committee

- **Objective:** To resolve issues related to examination processes and evaluation discrepancies.




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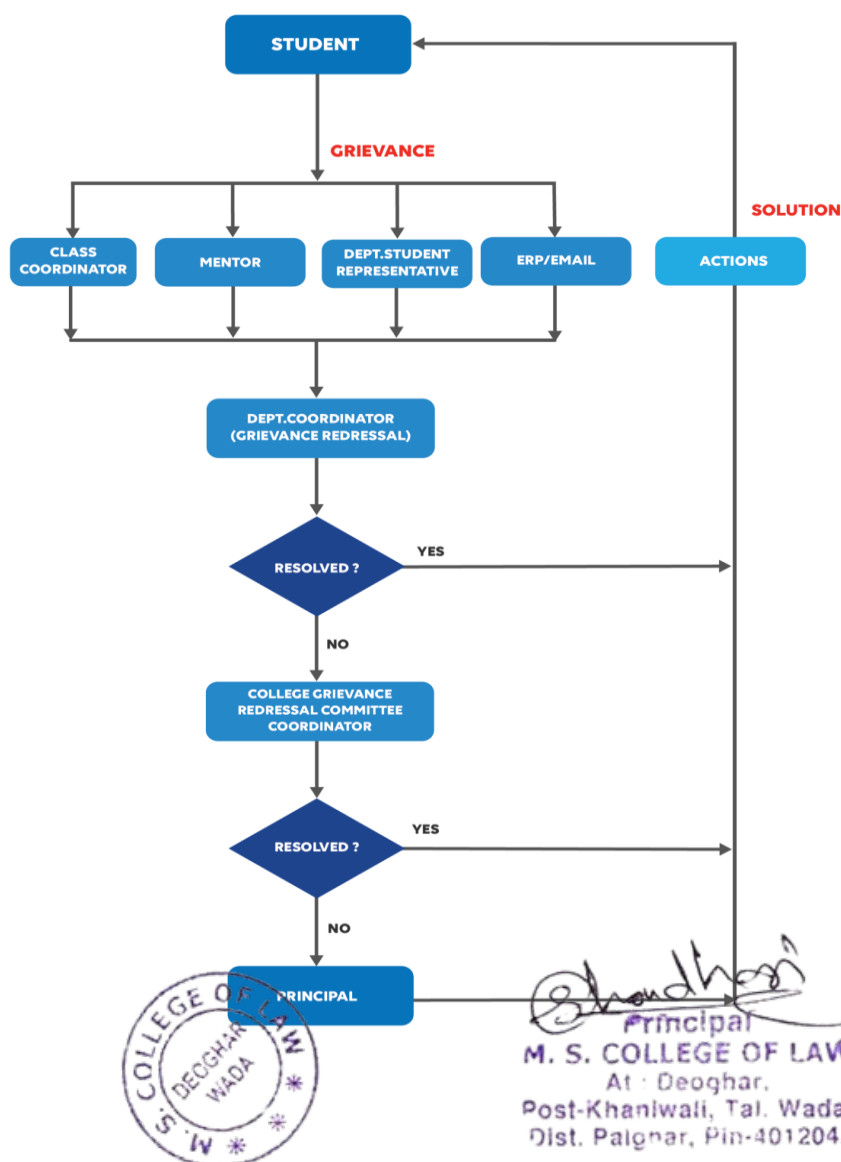
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- **Composition:**
 - Examination Controller
 - Faculty Members from Different Disciplines
- **Procedure:**
 1. Submission of complaints regarding exams and results.
 2. Review of grievances.
 3. Re-evaluation and corrective measures if required.

Grievance Redressal Process Flowchart

Student/Faculty/Staff Complaint Submission --> Grievance Committee Review
--> Investigation & Discussion --> Resolution & Communication

GRIEVANCE REDRESSAL MECHANISM





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Zero Tolerance Policy

Introduction

MS College of Law, Wada, is committed to maintaining a safe, respectful, and inclusive academic environment. The institution upholds a **Zero Tolerance Policy** to ensure that all students, faculty, staff, and visitors adhere to the highest standards of conduct. This policy applies to all forms of misconduct, including but not limited to harassment, discrimination, violence, substance abuse, academic dishonesty, and unethical behavior.

Objective

The objective of this policy is to:

1. Foster a safe and respectful educational environment.
2. Promote fairness and accountability.
3. Prevent misconduct through clear guidelines and strict enforcement.
4. Ensure immediate and appropriate action against violations.

Scope

This policy applies to all students, faculty members, administrative staff, and visitors within the premises of MS College of Law, Wada. It extends to all activities conducted under the institution's name, including online interactions, off-campus events, and social media conduct.

Zero Tolerance Areas

1. Harassment and Discrimination

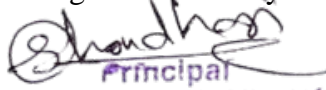
MS College of Law has a zero-tolerance stance against harassment and discrimination in any form, including but not limited to:

- Sexual harassment
- Racial or caste-based discrimination
- Gender-based violence
- Bullying and intimidation
- Cyber harassment

Consequences:

Individuals found guilty of harassment or discrimination will face strict disciplinary actions, including expulsion, termination, or legal action, depending on the severity of the violation.




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2. Violence and Threats

Any act of physical violence, threats, or intimidation within the college premises will not be tolerated. This includes:

- Physical assault
- Verbal abuse
- Possession of weapons
- Threatening behavior

Consequences:

Immediate suspension or expulsion from the institution, legal intervention if required, and a permanent ban from the campus.

3. Substance Abuse

The use, possession, or distribution of drugs, alcohol, or any intoxicating substances within the college premises is strictly prohibited.

Consequences:

Offenders will be subject to immediate disciplinary action, which may include suspension, expulsion, mandatory counseling, and legal action.

4. Academic Integrity

MS College of Law, Wada, upholds the highest standards of academic integrity. Any form of academic dishonesty, including:

- Plagiarism
- Cheating in exams
- Fabrication of data
- Unauthorized use of resources
- Collusion in assignments

Consequences:

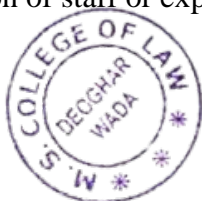
Penalties include failing grades, suspension, expulsion, and permanent marks on the student's academic record.


5. Unethical Behavior

Unethical behavior such as bribery, corruption, and falsification of records will not be tolerated.

Consequences:

Immediate termination of staff or expulsion of students, along with potential legal proceedings.




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Reporting and Investigation

1. Reporting Violations

Anyone who witnesses or experiences misconduct must report it immediately to the college administration through:

- Confidential complaint forms
- Email to the disciplinary committee
- Directly approaching designated faculty members

2. Investigation Process

Upon receiving a report, the college will:

1. Conduct an initial review to assess the credibility of the complaint.
2. Appoint an investigation committee if required.
3. Ensure a fair and unbiased inquiry.
4. Take appropriate disciplinary action based on findings.

Confidentiality and Protection Against Retaliation

The college ensures confidentiality in all reports and investigations. Retaliation against individuals who report misconduct will lead to strict disciplinary action against the offender.

Awareness and Training


To prevent misconduct and promote ethical behavior, MS College of Law, Wada, conducts:

- Orientation sessions on zero-tolerance policies
- Regular workshops and training programs
- Awareness campaigns on ethical conduct

Implementation and Compliance

All students and staff must acknowledge their understanding of this policy and agree to comply with its provisions. Compliance will be monitored regularly, and failure to adhere will result in strict disciplinary measures.




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