

MARIAN COLLEGE OF ARCHITECTURE & PLANNING, KAZHAKUTTOM, THIRUVANANTHAPURAM

No. M.CAP/A-22/Internal Assessment Grievance Cell/2017/01

20/09/2017

OFFICE ORDER

Sub :- M.CAP –Students Internal Assessment Grievance Cell - reg

A Students Internal Assessment Grievance Cell is formed with the below members of Faculty as office bearers. Students can approach them for any kind of grievance issues related with their Internal Assessments.

No.	Name of Member	Designation	Contact No.	Email ID
1	Ar. Riby Rachel Mathew (Chairman)	Associate Professor	8943081833	<a href="mailto:ribymathew@gmail.com">ribymathew@gmail.com</a>
2	Ar. Devika Hemalatha Devi (Member)	Assistant Professor	9724349662	<a href="mailto:devika_hemalathadevi@gmail.com">devika_hemalathadevi@gmail.com</a>
3	Ar. Neenu Thomas (Member)	Assistant Professor	9496709747	<a href="mailto:neenutsmthomas@gmail.com">neenutsmthomas@gmail.com</a>
4	Ar. Sairam R. (Member)	Assistant Professor	9496821251	<a href="mailto:r.sairam13@gmail.com">r.sairam13@gmail.com</a>
5	Ar. Devi Syam (Member)	Assistant Professor	9449525728	<a href="mailto:shyam.devi@gmail.com">shyam.devi@gmail.com</a>

**Grievance Procedure:-**

If you have any Academic 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.



  
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