



5.1.4: Institutional mechanism for redressal of student grievances

Mechanism for Student Grievances

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CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW
MANGALURU - 575003

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MECHANISMS FOR STUDENT GRIEVANCES





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DLC/49/2023-24

OFFICE ORDER

As per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, institution shall constitute POSH Internal Committee to Redress the Grievances of employees relating to Sexual Harassment at Workplace. Accordingly the Internal Committee is constituted as per POSH Act. Kindly find the details here below:

Details of the Members of Internal Committee 2023-24

- Dr. Annapoorna Shet – Presiding Officer
- Mrs. Deepa Salian – Member
- Mr. Ashwin – Member
- Dr. Akshatha Adarsh – External Member

Principal/Chairman

PRINCIPAL

Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru

To,

1. All Members

2. For Office Records





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DLC/ 18 /2022-23

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Details of the Members of Internal Committee 2022-23

- Mrs. Shubhalakshmi P – Presiding Officer
- Dr. Chandralekha V – Member
- Dr. Ravindra Krishna Rajput – Member
- Mrs. Kavitha Murugesh –External Member

To,

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Principal/Chairman
PRINCIPAL
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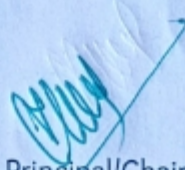
DLC/72 /2021-22

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Details of the Members of Internal Committee 2021-22

- Mrs. Sharika Rai – Presiding Officer
- Mrs. Sachitha Nandagopal – External Member
- Mrs. Shubhalakshmi P – Member
- Dr. Santhosha Kumara A – Member


Principal/Chairman

PRINCIPAL

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DLC/ 61 /2020-21

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- Mrs. Shubhalakshmi P – Member
- Mr. Santhosha Kumara A – Member

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DLC/52/2019-20

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- Mrs. Sharika Rai – Presiding Officer
- Mrs. Sachitha Nandagopal – External Member
- Mrs. Shubhalakshmi P – Member
- Mr. Santhosha Kumara A – Member

Principal/Chairman

PRINCIPAL

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DLC/Q4/2018-19

OFFICE ORDER

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Principal/Chairman

PRINCIPAL

Shri Dharmasthala Manjunatheshwara
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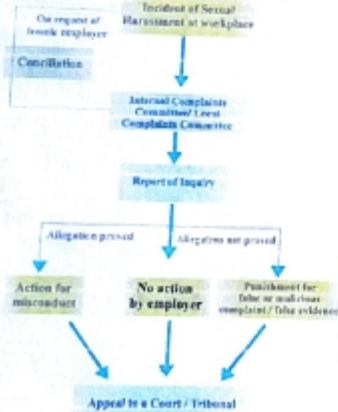
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India: Sexual Harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act, 2013

Procedure to be followed



TIMELINES

A written complaint has to be filed by the female employee within 3 months of the date of the incident

The inquiry has to be completed within 90 days

The inquiry report has to be issued within 10 days from the date of completion of inquiry

Employer is required to act on the recommendation of the committee within 60 days of the receipt of Inquiry report

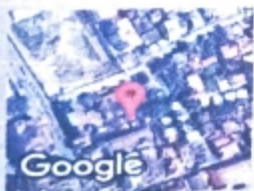
Appeal against the decision of the committee is allowed within 90 days of the date of recommendation.

ENSURING SAFETY AT WORK

PREVENTION OF SEXUAL HARASSMENT CELL

Internal Committee Members

Dr. Annapoorna Shet (Chairperson)
Mrs. Deepa Salian (Member)
Mr. Ashwin (Member)
Dr. Akshatha Adarsh (External Member)



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GPS Map Camera



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India: Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013



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Mr. Ashwin (Member)

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GPS Map Camera

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Long 74.841392°

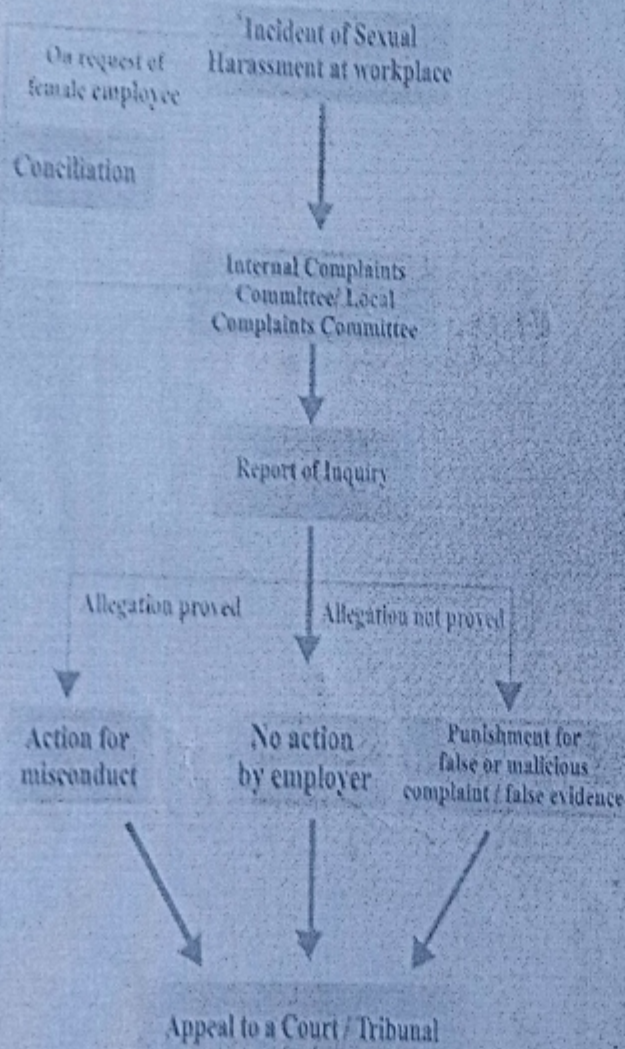
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PRINCIPAL

India: Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

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Handwritten signature and stamp: Shri Dharmasthala Manu...
Shri Dharmasthala Manu...
Law College, Mandla

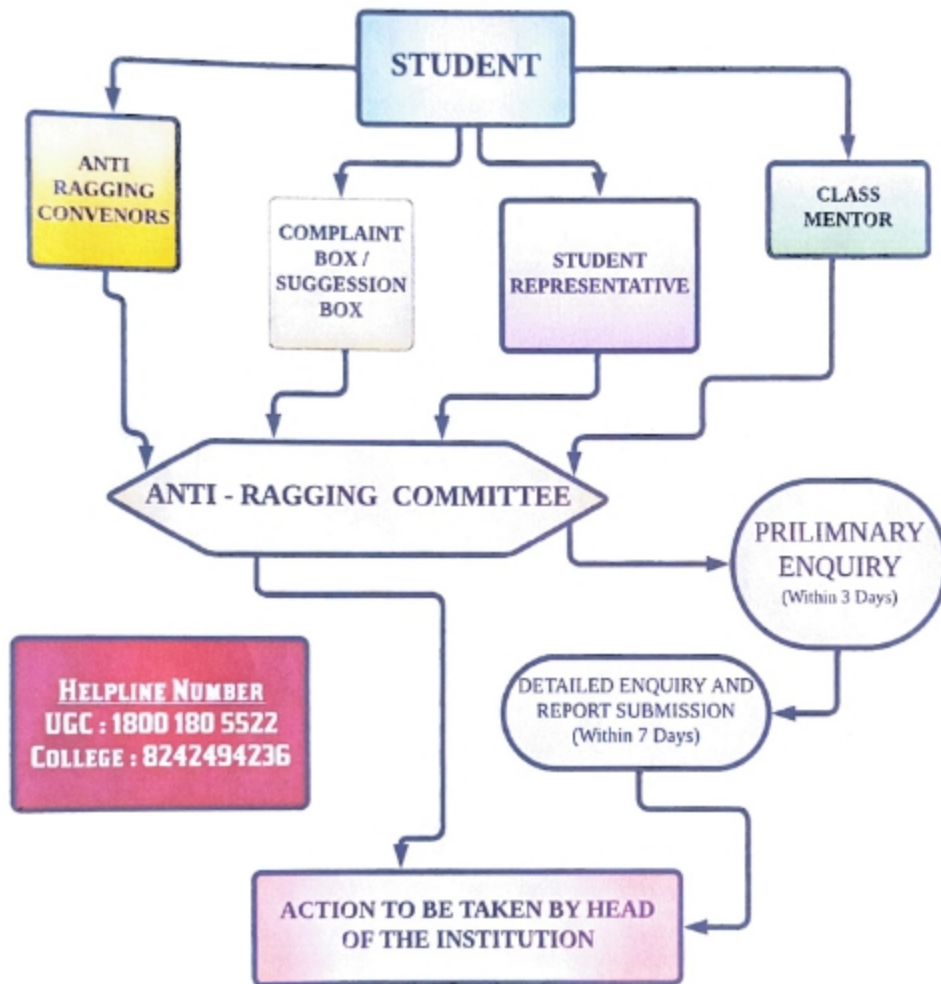


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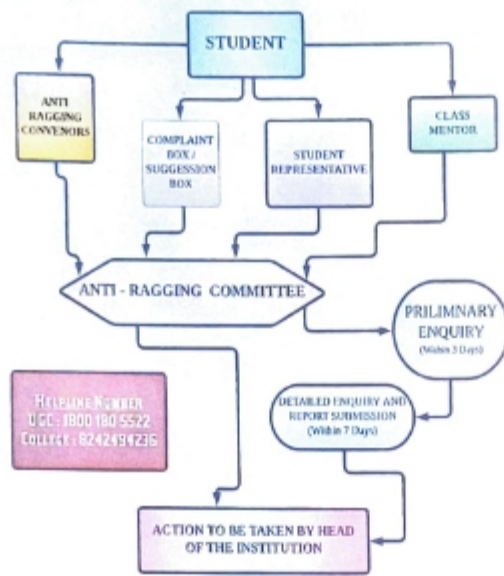
SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE MECHANISM OF ANTI - RAGGING COMMITTEE



Complaints are also received through College Mail ID - sdmlaw@gmail.com or anonymously through Complaint and Suggestion Box, in College or the Anti Raging Application https://www.antiragging.in/complaint_register_form.html Directly.



SRI DEVI MASTHANA MANJUNATH SWARAJOU COLLEGE
MECHANISM OF ANTI - RAGGING COMMITTEE

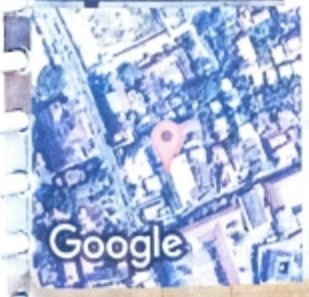


Members of Anti Ragging Committee

Dr. Yamathla Principal	Chairman	Mr. Ashwin Asst. Professor
Dr. Balika Vice Principal	Caravara	Dr. Chandrabhika Asst. Professor SWD
Dr. Sarthash Prabh Asst. Professor	Member	Mr. Balakrish B V Asst. Professor
Dr. Annapurna Shet Asst. Professor	Member	Mr. Shriniprasad Physical Director
Mr. Pashuraj K Asst. Professor	Member	Sri Rajkowsra Police Department, Barke P.S
Mrs. Shaba Balika Advocate	External Representative	Mrs. Sahana Jini Office Superintendent
Mr. Shalish N Manager, SIMLC	Non Teaching	Student Executive Council
Student Executive Council	Student Representative	Chief Executive Secretary
Class Representatives of Year	Fresher Representatives	BALIJI, BHALLIB, H. B



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Committee Members 2023 - 2024

S/L	NAME	POSITION
1	Dr. Tharnatha Principal	Chairman
2	Dr. Balika Vice Principal	Convenor
3	Mr. Ashwin Asst. Professor	Convenor
4	Dr. Santhosh Prabhu Asst. Professor	Member
5	Dr. Chandralekha Asst. Professor SWO	Member
6	Dr. Annapoorna Shet Asst. Professor	Member
7	Mr. Rakshith B V Asst. Professor	Member
8	Mr. Pushparaj K Asst. Professor	Member
9	Miss. Suma Suresh Kogilgere Asst. Professor	Member
10	Mr. Shashiprasad Physical Director	Member
11	Mrs. Shuba Baliga Advocate	Parent Representative
12	Sri Raghavendra Police Department, Barke P.S	External Representative
13	Mr. Shailesh N Manager, SDMLC	Non Teaching
14	Mrs. Sahana Jain Office Superintendent	Non Teaching
15	Miss Prathiksha Pai	Student Representative
16	Class Representatives of IBA LLB	Fresher Representative
17	Class Representative of I BBA LLB	Fresher Representatives
18	Class Representative of I LLB	Fresher Representative





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5	Dr. Chandralekha Asst. Professor	Member
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7	Mr. Maheshchandra Nayak Asst. Professor	Member
8	Mr. Pushparaj K Asst. Professor	Member
9	Miss. Suma Suresh Kogilgere Asst. Professor	Member
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15	Miss Ancita	Student Representative
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Committee Members 2021 - 2022

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8	Mr. Pushparaj K Asst. Professor	Member
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Committee Members 2019 - 2020

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Roles and Responsibilities

Chairman

- To ensure compliance with the provision of UGC Regulation on Anti-ragging at the institution level
- To monitor and oversee the performance of an Anti-Ragging squad in prevention of ragging in the institution.
- To take appropriate action in case an incident of ragging is reported by the Anti- Ragging Squad of the institute and to further inform/get approval of action to be taken from the University Anti-Ragging Committee.

Convenors

- Devise mechanism for receiving, processing and addressing all information regarding incidence of ragging.
- Devise and promote a credible anti-ragging policy in college.
- Advise Disciplinary Committee and subcommittees on new policies or directives on handling cases of ragging (as applicable) from time to time.
- Sensitization of employees towards cases of ragging.
- Seek advice of expert to handle complicated grievance cases related to ragging apart from advise by other committee(s) if need arises.
- Compile/ submit biannual basis, the grievance summary report (on cases related to ragging) if any along with recommendations.
- Maintain all records, statements, actions and other correspondences related to ragging cases.





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- Discuss major cases of ragging to generate awareness amongst students and faculty.
- Ensure the formation of the various cells and committees and their proper functioning
- Take an appropriate decision with regard to punishment depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

Members

- Devise policies to supervise and advise in preserving a Culture of Ragging Free Environment in the college Campus.
- Engage squad team in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student gathering.
- Design strategies and action plan for curbing the Menace of Ragging in the college by adopting an array of activities.
- Adopt a range of positive reinforcement activities for orienting students and molding their personality for a better cause.





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Anti Ragging Squad

Formation

Mobile squads shall be formed from time to time for every year to facilitate, keeping and upholding the objectives of the Committee. The Squad so formed shall be with the approval of the chairman and known only to ARC.

Roles

- The Anti-ragging squad is formed to oversee the implementation of the recommendations of the anti-ragging committee.
- The Anti-Ragging Squad shall be maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times in the campus.
- In any case of ragging sighted, the situation shall be secured, reported to the Anti- Ragging Cell for further course of actions





Duties of Ragging Grievant or Witness

Ragging is a very prohibited and punishable offense by law. If any ragging instances take place, then the following guidelines will help you.

1. Do not panic or get scared, start walking towards principal's office
2. Do not abuse back or try to answer or to settle the issue on spot
3. Immediate help could be requested from any of the Anti-Ragging Cell (ARC) members or SDM Law College staff members who are found in the nearest distance
4. If ragging is observed by a third person then the same may be immediately brought to the notice of any of the Anti-Ragging Cell (ARC) members or SDMLC staff members for help in the nearest distance
5. A written complaint has to be submitted to the Anti-Ragging Cell (ARC) describing the ragging instance completely with date, time and place of happening
6. The complaint should contain the identity of the complainant and the identity of the alleged
7. The complainant should submit the complaint in person to any of the Anti-Ragging Cell (ARC) members
8. The confidentiality of the complainant and any other applicable issues shall be maintained





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Redressal of Ragging Cases

In case of any ragging case reported

1. If the ragging instance is reported to be in occurrence, then the Anti-Ragging Cell (ARC) members shall immediately arrange for securing the complainant and/or victim
2. The victim should be taken for counseling
3. A written complaint shall be received from the complainant and/or victim describing the full details instance, date, time and place of occurrence
4. The complainant's and/or victim's identity such as name, branch, semester, section, contact number, e-mail id, parent's name, parent's contact shall be obtained
5. The alleged's identity such as name, branch, semester, section, contact number, e-mail id, parent's name, parent's contact shall be obtained
6. The complaint shall be documented in the file with member secretary
7. The complaint shall be brought to the notice of the chairman
8. A hearing shall be held in consultation with the chairman to resolve the issue to decide upon the action
9. The actions against the alleged if found guilty shall be recommended by the Anti-Ragging Cell (ARC) to the Head of the institution in reference to the recommended actions by the SDM Education Society or the University and Supreme Court orders.





SHRI DHARMASTHALA MANJUNATHESHWARA LAW COLLEGE
CENTRE FOR POST GRADUATE STUDIES & RESEARCH IN LAW
MANGALURU - 575003

AFFILIATED TO KARNATAKA STATE LAW UNIVERSITY, HUBBALLI
RECOGNIZED BY BAR COUNCIL OF INDIA, NEW DELHI
(NAAC Accredited B++ CGPA 2.9)

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Actions

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offense as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.





- (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Annexure

→ SELF DECLARATION

Self Declaration by Parents/Guardians

- 1) I, Mr./Mrs./Ms. (Full name of Parents / Guardians in CAPITAL letters) Father / Mother / Guardian of Mr. / Ms. (Full name of student in CAPITAL letters with Roll number) who has been admitted to SDM Law College, Mangalore have:
 - a) Been advised to read carefully and understand the Supreme Court Judgement on Ragging hosted in **SC Judgment link on Anti-Ragging Website**
 - b) Received a copy of the Essential Extracts of relevant Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the relevant Regulations)
 - c) Carefully read and fully understand the provisions contained there-in.
- 2) I have, in particular, understood Clause 3 of the relevant Regulations and I am aware as to what constitutes ragging and the implications thereof.
- 3) I have also, in particular, understood Clause 7 and Clause 9.1 of the relevant Regulations and am fully aware of the penal and administrative actions that are liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly state and undertake that:
 - a) My ward will not indulge in any behavior or act that may be considered as ragging under Clause 3 of the relevant Regulations.





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b) My ward will not participate in or abet or propagate through any act of commission or omission that may be considered as ragging under Clause 3 of the relevant Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to Clause 9.1 of the relevant Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging, and further affirm that, in case this declaration is found to be untrue, my ward's admission is liable to be canceled.

Name:

Address:

Signature of Father/Mother/Guardian

Telephone / Mobile No.

SELF DECLARATION BY PARENTS/GUARDIAN

Verified that the contents of this self-declaration are true to the best of my knowledge and no part of the self- declaration is false and nothing has been concealed or mis-stated therein.

Place:

Date:

Signature of Father/Mother/Guardian





SELF DECLARATION BY THE STUDENT

- 1) I, _____ (Full name of student in CAPITAL letters with ROLL NUMBER) S/o D/o Shri./ Smt. _____ having been admitted to SDM Law College, Mangalore have:
 - a) Been advised to read carefully and understand the Supreme Court Judgement on Ragging hosted in **SC Judgment link on Anti-Raging Website**
 - b) Received a copy of the Essential Extracts of relevant Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the relevant Regulation)
 - c) Carefully read and fully understood the provisions contained therein.
- 2) I have, in particular, understood Clause 3 of the relevant Regulations and am aware as to what constitutes ragging and the implications thereof.
- 3) I have also, in particular, understood Clause 7 and Clause 9.1 of the relevant Regulations and am fully aware of the penal and administrative actions that are liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly state and undertake that:
 - a) I will not indulge in any behavior or act that may be considered as ragging under Clause 3 of the relevant Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be considered as ragging under Clause 3 of the relevant Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Clause 9.1 of the relevant Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.





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- 6) I hereby declare that I have not been expelled or debarred from admission in any Institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote ragging and further affirm that, in case this declaration is found to be untrue, I am aware that my admission is liable to be canceled.

Place:

Date:

Name:

Signature of Student

Telephone/Mobile No:

Address:

SELF DECLARATION BY STUDENT

Verified that the contents of this self-declaration are true to the best of my knowledge and no part of the declaration is false and nothing has been concealed or misstated therein.

Place:

Date:

Signature of Student





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DLC/96/2023-24

Date: 23-11-2023

OFFICE ORDER

The student grievance redressal cell of SDM Law College, Centre for PG Studies and Research in Law is hereby constituted with following members for the academic year 2023-24.

1. Ex-officio Chairman – Principal (Dr. Tharanatha)
2. Chairman – Vice principal (Dr. Balika)
3. Member – HOD Law (Mrs. Sharika Rai)
4. Member – HOD Humanities (Mrs. Ujwala)
5. Convener – Student Welfare Officer (Dr. Chandralekha V)

Copy to: 1) All Concerned
2) For Office File

PRINCIPAL

Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru



**SHRI DHARMASTHALA MANJUNATHESHWARA LAW
COLLEGE AND CENTRE FOR POST GRADUATE STUDIES AND
RESEARCH IN LAW MANGALURU – 575003**

Fax : 0824-2492636

Email : sdmlaw@gmail.com

Web: www.sdmlc.ac.in

PRINCIPAL : 2492636

OFFICE : 2494360

DLC/ 85 /2022-23

Date: 24-11-2022

OFFICE ORDER

The Student Grievance Redressal Cell of SDM Law College, Centre for P.G. Studies & Research in Law is hereby constituted with following members for the academic year 2022-23.

Sl.No.	Name	Designation
1.	Dr. Tharanatha	Principal & Ex-Officio Chairman
2.	Dr. Balika	Vice Principal - Chairman
3.	Prof. Maheshchandra Nayak	HOD, Law - Member
4.	Mr. Naresh M	HOD, Humanities - Member
5.	Mr. Rakshith B.V.	Student Welfare Officer, Convenor

Copy to : 1) All Concerned
2) For Office File


PRINCIPAL

PRINCIPAL

Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru



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COLLEGE AND CENTRE FOR POST GRADUATE STUDIES AND
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Web: www.sdmlc.ac.in

PRINCIPAL : 2492636
OFFICE : 2494360

DLC/ 72 /2021-22


Date: 10-11-2021

OFFICE ORDER

The Student Grievance Redressal Cell of SDM Law College, Centre for P.G. Studies & Research in Law is hereby constituted with following members for the academic year 2021-22.

Sl.No.	Name	Designation
1.	Dr. Tharanatha	Principal & Ex-Officio Chairman
2.	Dr. Balika	Vice Principal - Chairman
3.	Prof. Maheshchandra Nayak	HOD, Law - Member
4.	Mr. Naresh M	HOD, Humanities - Member
5.	Mr. Rakshith B.V.	Student Welfare Officer, Convenor

Copy to : 1) All Concerned
2) For Office File


PRINCIPAL
Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru



SHRI DHARMASTHALA MANJUNATHESHWARA LAW
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PRINCIPAL : 2492636
OFFICE : 2494360

DLC/ 91 /2020-21


Date: 15/07/2020

OFFICE ORDER

The Student Grievance Redressal Cell of SDM Law College, Centre for P.G. Studies & Research in Law is hereby constituted with following members for the academic year 2020-21.

Sl.No.	Name	Designation
1.	Dr. Tharanatha	Principal & Ex-Officio Chairman
2.	Dr. Balika	Vice Principal - Chairman
3.	Prof. Maheshchandra Nayak	HOD, Law - Member
4.	Mr. Naresh M	HOD, Humanities - Member
5.	Mr. Rakshith B.V.	Student Welfare Officer, Convenor

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PRINCIPAL PRINCIPAL
Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru



SHRI DHARMASTHALA MANJUNATHESHWARA LAW
COLLEGE AND CENTRE FOR POST GRADUATE STUDIES AND
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Web: www.sdmlc.ac.in

PRINCIPAL : 2492636
OFFICE : 2494360

DLC/ 101 /2019-20

Date: 24.07.2019

OFFICE ORDER

The Student Grievance Redressal Cell of SDM Law College, Centre for P.G. Studies & Research in Law is hereby constituted with following members for the academic year 2019-20.

Sl.No.	Name	Designation
1.	Dr. Tharanatha	Principal & Ex-Officio Chairman
2.	Dr. Balika	Vice Principal - Chairman
3.	Prof. Maheshchandra Nayak	HOD, Law - Member
4.	Mr. Naresh M	HOD, Humanities - Member
5.	Mr. Rakshith B.V.	Student Welfare Officer, Convenor

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Law College, Mangaluru



SC / ST Cell

Social Welfare Schemes

Scholarship

Complaints of Caste Discrimination by SC/ST Students

Registering the Complaint Click below link

<https://docs.google.com/forms/d/e/1FAIpQLSerYT6hs4DCm2ebm2MzIqqnewxdXSFEKTTuZAmwQCNFsIGMA/viewform>

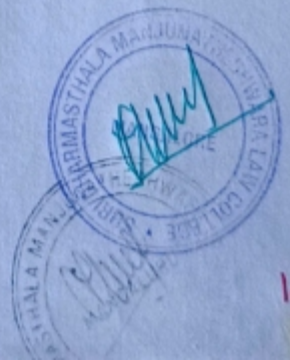
Aims and objectives

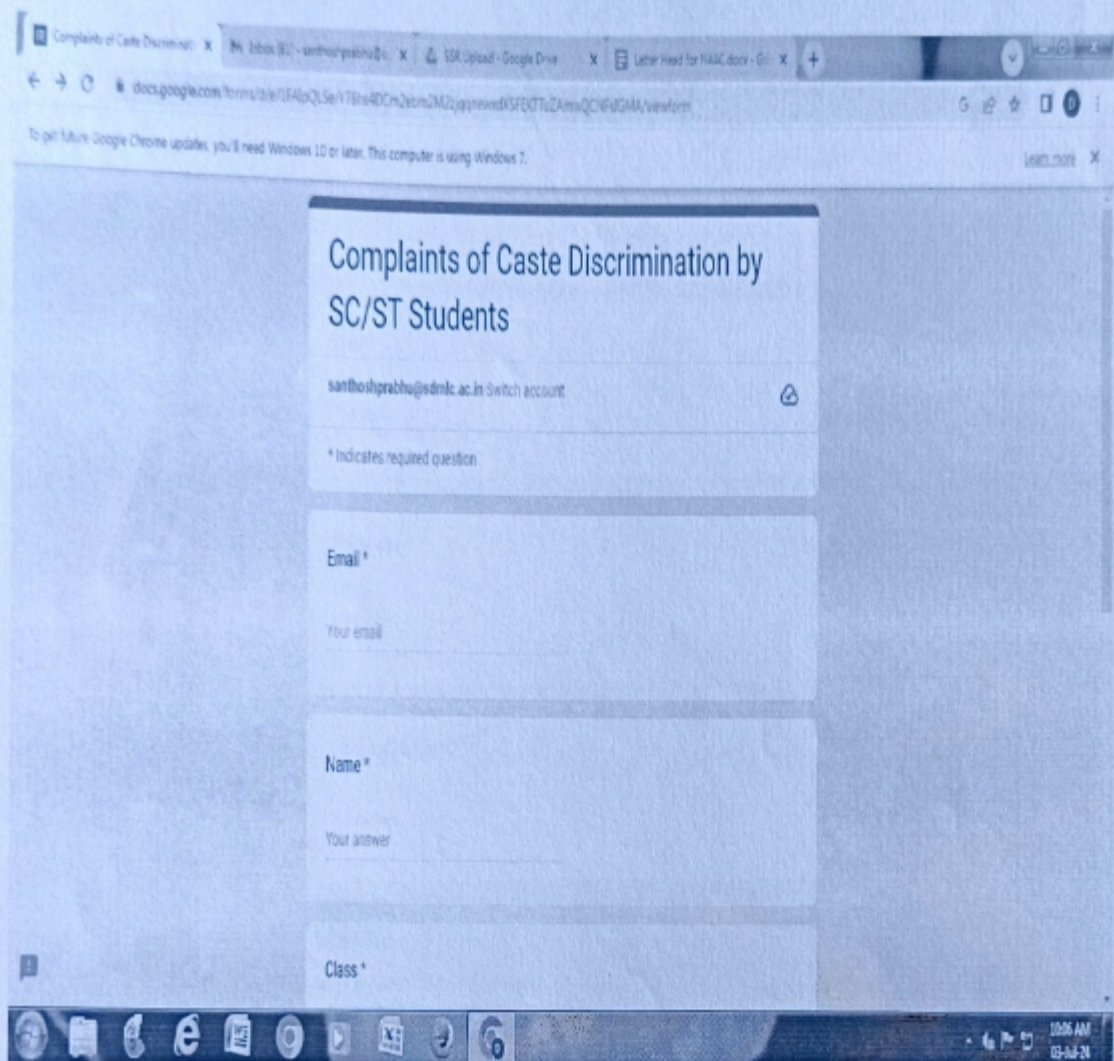
This cell is formed to enable SC/ST students to have access to the facilities provided by the College/University/Social Welfare Department. This Cell also ensures to redress the grievances of the students if any. It is a statutory cell which aims at welfare of SC/ST students. The main objectives of the cell are as follows:

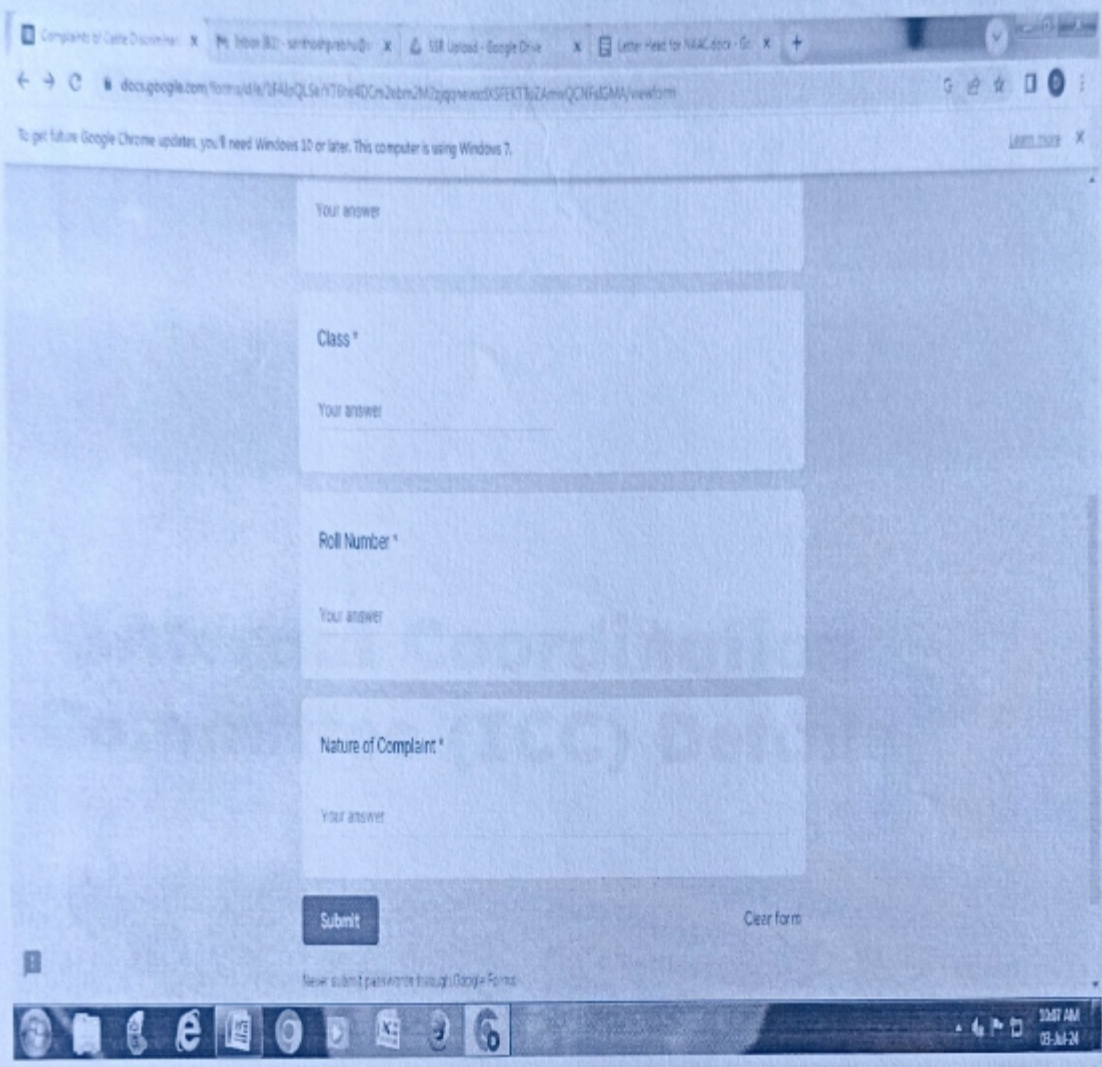
1. It provides information on the social welfare scheme of Government of Karnataka/India as well as local authorities.
2. It provides information about books available from the social welfare department to assist slow learners.
3. It gives detailed information about scholarship facilities.
4. It reviews the performance of the students in the examination.

Composition of the Committee

1. Dr. Tharanath, Principal, Chairman
2. Dr. Reshma, Assistant Professor









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Internal Coordination Committee (ICC) Details





Golden Jubilee
1974-2024

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MANGALURU - 575 003

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PRINCIPAL : 2492636

OFFICE : 4294360

Internal Co ordination Committee

Internal Assessment Verification Panel

I hereby nominate the following faculty members with immediate effect for the verification panel as the members of verification panel to check and verify the internal assessment marks before uploading the same to the University portal.

The tenure of the members shall hold their office for a tenure of 05 years. However, the chairman of the ICC holds the right to reconstitute the Panel

Pre law subjects

Mr. Pushparaj K

Dr. Annapoorna Shet

B.A. LLB (Law Subjects)

Dr. Ravindra k Rajput

Ms. Suma S Kogilgeri

B.B.A. LLB (Law Subjects)

Mr. Maheshchandra Nayak

Ms. Deepa Salyan

LLB (3 years)

Dr. Balika

Dr. Ahwini P

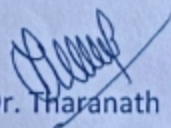
Overall Supervision

HOD of Humanities by Designation

HOD of Law by Designation

Date: 25.02.2024

Place: Mangalore


Dr. Tharanath

Principal & Chairman ICC

PRINCIPAL

Shri Dharmasthala Manjunatheshwara
Law College, Mangaluru

