

**GOVERNMENT OF PUDUCHERRY
MAHATMA GANDHI GOVERNMENT ARTS
COLLEGE, MAHE**



(Affiliated to Pondicherry University & Accredited (Second Cycle) with B grade by NAAC)

CHALAKKARA, P. O. NEW MAHE - 673 311

www.mggacmahe.ac.in

mggac.mahe@nic.in

Phone : 0490-2332319

**Criteria 5
Student Support and Progression**



**Supporting documents
for
Criterion 5**

KEY INDICATOR - Redressal of Student Grievances including Sexual Harassment and Ragging Cases



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Members of the Internal Complaints Committee for Sexual Harassment of Women at Workplace
(Prevention, Prohibition, Redressal Act, 2013)

No.1-1/A7/SHPC/MGGAC/2022-23/
GOVERNMENT OF PUDUCHERRY
MAHATMA GANDHI GOVT.ARTS COLLEGE, MAHE

Mahe, dt.09.08.2022

OFFICE ORDER

Sub: MGGAC, Mahe- Constitution of Internal Complaints Committee for
Sexual Harassment of Women at Work place (Prevention, Prohibition,
Redressal) Act, 2013 - Orders- Issued.

A committee with the following members is constituted at Mahatma Gandhi
Govt. Arts College, Mahe.

- | | |
|---|---------------|
| 1. Principal | - Chairperson |
| 2. Dr. K.Sasikala, Assistant Professor of Botany | - Member |
| 3. Mrs. Mini C.K. Assistant Professor of English | - Member |
| 4. Dr. Shylaja Vadi, Assistant Professor of Hindi | - Member |
| 5. Ms. Seena Balachandran, Asst. Professor of Zoology | - Member |
| 6. Mrs. A.P. Mookumbika, Asst. Professor of Mathematics | - Member |
| 7. Mrs. P. Sindhu, Asst. Professor of Computer Science | - Member |
| 8. Dr. IndiraP. Asst. Professor of Economics | - Member |
| 9. Dr. Shilpi Agarwal, Asst. Professor of Mathematics | - Member |

The committee shall look into the complaints received with regard to Sexual Harassment of Women at Workplace and suggest measures for redressal of grievances. It shall also create awareness among the staff for prevention and prohibition of sexual harassment at work place.

PRINCIPAL

To
All concerned

PRINCIPAL
MAHATMA GANDHI GOVT ARTS COLLEGE





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Members of the Student Grievance Cell, and Anti-Ragging Committee Displayed on College Calendar

RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)
 Dr. Rajendran M., Asst. Prof. of Economics Nodal Officer

NATIONAL CADET CORPS (NCC)
 A unit of Senior Division NCC (Army Wing) with Dr. Rajesh Kumar, CTO (Assistant Professor of Botany) is attached to the college. All able-bodied students may undergo NCC training. Attendance on Parade is compulsory. Cadets who do not put in the minimum required number of days of attendance on parades will not be allowed to appear for the NCC certificate examinations.

NATIONAL SERVICE SCHEME (NSS)
 Two units of National Service Scheme - one exclusively for girl students - are functioning in the college. The NSS is aimed at fostering national awareness and social responsibility among the students and to help in the implementation of service projects to benefit the peoples in the surrounding areas. The programme officers are

- 1) Dr. A. P. Mookambika, Assistant Professor of Mathematics
- 2) Dr. P. Sindhu, Assistant Professor of Computer Science

STUDENT GRIEVANCE CELL	
1. Dr. C. A. Assif, Principal	Chairperson
2. Dr. G. Pradeepkumar, Asst. Prof. of Botany	Convener
3. Dr. Rajendran M., Asst. Prof. of Economics	Member
4. Dr. K.N. Radhika, Asst. Prof. of Hindi	Member
5. Dr. Roshli Aniyeri, Asst. Prof. of Mathematics	Member
6. Mr. Abhishek Buxi, Asst. Prof. of Zoology	Member
7. Mr. Shijith T., Asst. Prof. of English	Member
8. Dr. Priya Bharali, Asst. Prof. of Physics	Member
9. Dr. S. Hemalatha, Asst. Prof. of English	Member
10. Mr. A. Sajeev Kumar, Superintendent	Member
11. Mr. Ashin P., III B.Com.	Member
12. Ms. Ahilya Santhosh, III B.Sc. Zoology	Member

ECO-CLUB	
1. Dr. C. A. Assif, Principal	Chairperson
2. Dr. K. Sasikala, Asst. Prof. of Botany	Convener
3. Dr. Roshli Aniyeri, Asst. Prof. of Mathematics	Treasurer
4. Dr. Shylaja Vadi, Asst. Prof. of Hindi	Faculty Co-ordinator
5. Ms. Vyshna Vinod., III B.Sc. Botany	Student Co-ordinator
6. Dr. G. Pradeepkumar, Asst. Prof. of Botany	Advisor
7. Mr. Girish Kumar E., Asst. Prof. of Botany	Advisor
8. Dr. Rajendran M., Asst. Prof. of Economics	Member
9. Dr. Rema Kandiyani, Asst. Prof. of Hindi	Member
10. Mr. Abhishek Buxi, Asst. Prof. of Zoology	Member
11. Dr. Anil Raj, Asst. Prof. of Botany	Member
12. Mr. Shijith P.P., Asst. Prof. of Botany	Member
13. Dr. Amal Joseph P.J., Asst. Prof. of Chemistry	Member
14. Ms. S. Valarmathi M.A., Asst. Prof. of English	Member
15. Dr. S. Hemalatha, Asst. Prof. of English	Member
16. Mr. Girish D.S., Assistant	Member

WOMEN'S CELL

1. Dr. C. A. Assif, Principal	Chairperson
2. Mrs. Seena Balachandran, Asst. Prof. of Zoology	Co-ordinator
3. Mrs. Nisha K.V., Asst. Prof. of Zoology	Member
4. Dr. Baby Sumangala, Asst. Prof. of Hindi	Member
5. Mrs. Sheena K.P., Asst. Prof. of Mathematics	Member
6. Dr. S. Hemalatha, Asst. Prof. of English	Member
7. Ms. Seena K., MTS (Housekeeping)	Member

DISCIPLINE & ANTI-RAGGING COMMITTEE

1. Dr. C. A. Assif, Principal	Chairperson
2. Mr. Girish Kumar E., Asst. Prof. of Botany	Convener
3. Dr. Rajendran M., Asst. Prof. of Economics	Member
4. Dr. Rema Kandiyani, Asst. Prof. of Hindi	Member
5. Mrs. Seena Balachandran, Asst. Prof. of Zoology	Member
6. Mrs. Sheena K.P., Asst. Prof. of Mathematics	Member
7. Dr. Satheesh B., Asst. Prof. of Physics	Member
8. Mr. Shijith T., Asst. Prof. of English	Member
9. Ms. S. Valarmathi M.A., Asst. Prof. of English	Member

ANTI-NARCOTIC COMMITTEE

1. Dr. C. A. Assif, Principal	Chairperson
2. Dr. Manoj Pillai, Asst. Prof. of Commerce	Convener
3. Dr. K.N. Radhika, Asst. Prof. of Hindi	Member
4. Dr. A. P. Mookambika, Assistant Professor of Maths	Member
5. Dr. Satheesh B., Asst. Prof. of Physics	Member
6. Mr. Shijith P.P., Asst. Prof. of Botany	Member
7. Mr. A. Sajeev Kumar, Superintendent	Member
8. Indrajit, II B.A. English	Member
9. Nandana Ajesh, III B.A. English	Member
10. Mohammed Nihal Nissar, II B.A. Economics	Member
11. Shervin Rejen S.R., III B.A. Economics	Member
12. Alekh P.K., II B.Sc. Mathematics	Member
13. Jayakrishnan, III B.Sc. Mathematics	Member
14. Nihara Shaji, II B.Sc. Chemistry	Member
15. Niranjana P.M., III B.Sc. Chemistry	Member
16. Nihala Younus P., II B.Sc. Physics	Member
17. Swarn Sai M.A., II B.Sc. Physics	Member
18. Vishnu V., II B.Sc. Computer Science	Member
19. Sreerag K.K., III B.Sc. Computer Science	Member
20. Nandana M., III B.Sc. Zoology	Member
21. Seethu K., III B.Sc. Zoology	Member
22. Abhinav Ram, II B.A. Malayalam	Member
23. Vignesh, II B.A. Malayalam	Member
24. Mrudhuna, II B.A. Hindi	Member
25. Sonu M.M., III B.A. Hindi	Member
26. Amarnath, III B.Com.	Member
27. Vaishnav Shibu, II B. Com	Member
28. Aswin K., II M.Sc. Botany	Member
29. Fathima Zahara K., III B.Sc. Botany	Member

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Members of the Internal Complaints Committee for Sexual Harassment of Women at Workplace displayed on college Calendar provided to students

10. Alekh P.K., III B.Sc. Mathematics	Student Member
11. Nihara Shaji, III B.Sc. Chemistry	Student Member
12. Swarn Sai M.A., III B.Sc. Physics	Student Member
13. Vishnu V, III B.Sc. Computer Science	Student Member
14. Abhinav Ram, III B.A. Malayalam	Student Member
15. Mrudhuna, III B.A. Hindi	Student Member
16. Vaishnav Shibu, III B. Com.	Student Member
17. Gopika Vinod, III B.Sc. Botany	Student Member
18. Pooja Lijesh, III B. Sc. Zoology	Student Member
INTERNAL COMPLAINTS COMMITTEE FOR SEXUAL HARASSMENT OF WOMEN AT WORK PLACE (PREVENTATION, PROHIBITION, REDRESSAL) ACT, 2013	
1. Dr. K.K. Sivadasan, Principal	Chairperson
2. Mrs. Mini C. K., Asst. Prof. of English	Convenor
3. Dr. K. Sasikala, Asst. Prof. of Botany	Member
4. Dr. K. J. Sheela, Asst. Prof. of Hindi	Member
5. Dr. Baby Sumangala, Asst. Prof. of Hindi	Member
6. Dr. P. Sindhu, Asst. Prof. of Computer Science	Member
7. Dr. Indira P. M., Asst. Prof. of Economics	Member
8. Dr. Shilpi Agarwal, Asst. Prof. of Mathematics	Member
RED RIBBON CLUB	
Mr. Shijith P.P., Asst. Prof. of Botany	Co-ordinator
SCIENCE FORUM	
1. Dr. K.K. Sivadasan, Principal	Patron
2. Dr. G. Pradeepkumar, Asst. Prof. of Botany	President
3. Mrs. Sheena K.P., Asst. Prof. of Mathematics	Vice-president
4. Mr. Sandeep K.V., Asst. Prof. of Physics	Secretary
5. Mr. Abhishek Buxi, Asst. Prof. of Zoology	Joint Secretary
6. Dr. P. Sindhu, Asst. Prof. of Computer Science	Member
7. Mr. Shijith P.P., Asst. Prof. of Botany	Member
8. Dr. Priya Bharali, Asst. Prof. of Physics	Member
9. Dr. Savitha K.N., Asst. Prof. of Mathematics	Member
10. Dr. Anul Joseph P.J., Asst. Prof. of Chemistry	Member
STUDENTS CONSUMER CO-OPERATIVE STORES	
Student's consumer Co-operative stores functioning in the college with the objective of supplying note books, text books and other items of stationery articles at fair/concessional price to students. All students are expected to enrol themselves as member of Co-operative stores by contributing to the share capital (Rs.100/-) and paying the registration fee (Re.1/-). The share capital will be refunded on leaving the institution. The Co-operative Stores is Administered by a Management Committee with representatives from students and staff (teaching & non-teaching).	
Management Committee	
1. Dr. K.K. Sivadasan, Principal	Ex-Officio President
2. Mrs. Nisha K.V., Asst. Prof. of Zoology	President
3. Dr. Savitha K.N., Asst. Prof. of Mathematics	Vice-President
4. Dr. Twinkle K., U.D.C.	Secretary
5. Ms. Soniya K.P., U.D.C.	Joint Secretary
6. Mr. Alekh P. K., III B.Sc. Mathematics	Director

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Code of Conduct is provided in the college calendar. Point 26 mentions about the punishment that may arise from ragging.

10. Students with less than 75% attendance are not eligible to appear for the university examinations. They have to redo the semester in the next academic year after obtaining necessary permission from the university.

CODE OF CONDUCT FOR STUDENTS

1. The college is a sacred institution and every student should be on alert to ensure that he/she does not take part in any activity that may tarnish the reputation of the college or jeopardize its security. His/her motto should be to work tirelessly for the progress, prosperity and prestige of the college.
2. Except the classroom, veranda, corridors and the immediate adjoining areas, canteen and the playground, students shall under no circumstance enter any other area in the college campus without the special permission of the principal. They should not assemble in the vehicle parking area or sit on the steps grills.
3. Students are permitted inside the canteen only during lunch time.
4. Students should not, in any way destroy, damage or misuse the plants and trees in and around the college campus.
5. Students are to wear neat and befitting dress.
6. When a member of staff or any visitor enters the class room, students shall stand up as a mark of respect.
7. No student shall enter or leave a class without the permission of or instruction from the teacher concerned.
8. Students shall move from one class to another in an orderly and disciplined manner without causing any disturbance to other classes.
9. During the working hours, students shall not loiter about, make noise or disturb classes in any way. If a particular class becomes free, they have to go to the library/reading room.
10. Students are forbidden from keeping or consuming liquor, intoxicating drinks or narcotics. If anybody is found in possession of the same, severe action will be taken against them. It will be treated as crime and dealt with as "Law and Order" problems by competent authorities.
11. Vehicles should be parked in the parking area only. Students using vehicles should hand over a copy of the driving license and the RC book of the vehicle to the head of department.
12. No student shall misplace, dislocate or tamper with any furniture or equipment. Deliberate vandalism and wilful damage will be viewed very seriously and the guilty will have to pay fine imposed by the principal on the recommendation of the College Council.
13. Students shall refrain from party or communal policies inside the college campus.
14. It shall be the duty of every student to keep the college and the campus neat and clean.
15. The movements of the students in the college premises shall conform to standards of academic decency, decorum and dignity.
16. Students shall desist from demonstrations and campaigning which may tend to disturb work in the classes. However, demonstrations and campaigns may be conducted during such time as may be decided after discussion between the principal and the representatives of student organization.
17. Demonstrations and campaigns, if at all necessary, must be conducted exercising utmost self-control so that political, social, communal and personal sensibilities are neither wounded nor insulted.
18. Armed demonstrations and confrontations with or without arms are strictly forbidden. Such activities will be deemed criminal and dealt with as "Law and Order" problems by competent authorities.

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19. Exhibiting posters and writings on or disfiguring the walls in the college campus are strictly forbidden.
20. Notices relating to Registered Students' Organisations shall be displayed only on the notice boards specially earmarked by the principal for the purpose.
21. Every student is expected to provide himself/herself the necessary text books.
22. Every student must obey the teachers and respectfully carry out their instructions. The students shall observe politeness towards the non-teaching staff of the college and behave decorously with his/her fellow students.
23. Students are prohibited from organising any meeting or entertainments in the college or collecting money for any purposes without the permission of the principal.
24. Students guilty of going over to other colleges and institutions to take part in act of indiscipline such as organizing demonstrations and strikes would be deemed especially culpable and would be punished accordingly.
25. Students shall not hold meeting for criticizing the conduct of the university or the college authorities. Such meeting shall be deemed unlawful and the principal may take such action as he deems necessary to prohibit or to punish and in case he considers it very serious, to report to the University for rustications.
26. Teasing, ragging etc, are punishable offences, to the extent of summary expulsion from the college.
27. The name of the college or its authorities shall not be used in any publications or in any manner without the permission of the principal.
28. No class or group of students should engage themselves in any public activity, even on purely social nature, without the principal's permission.
29. Students who do not abide by the above instructions are liable to be punished by the principal.
30. The principal may impose the following punishments pursuant to the decision taken by the college council - Fines, withholding of term certificates, forfeiture of educational concessions and scholarships, suspension and expulsion.
31. However serious the problems might be, these are to be sorted out through peaceful and useful negotiations and discussions and students shall not boycott the classes and resort to strikes which paralyze the effective functioning of the college and is detrimental to the students.

RULES FOR LAB SESSIONS

1. Students are not to enter Laboratory in the absence of a staff member.
2. Instructions of the staff members should be strictly followed inside the lab.
3. They must bring their observation note books to the practical sessions and submit their fair record regularly on the stipulated dates. Failing to do so may entail his/her losing the day's practical work.
4. Students who fail to perform the required number of experiments will not be allowed to attend the university examinations.

RULES OF DISCIPLINE

1. The Principal of the college shall have complete authority for the maintenance of discipline of the students of the college. He may frame and issue from time-to-time disciplinary rules of a temporary or permanent character, regulating the conduct of the students within the campus or outside the college.

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Awareness about what constitutes ragging and its prohibition is displayed at different places in the college




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Enclosed Documents

1. Minutes of the Meeting Students' Grievance Cell
2. Sample Undertaking Letters of Students and Parents/Guardians
3. Sample Grievance Redressal Letters

MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE

STUDENTS' GRIEVANCE REDRESSAL CELL

Meeting

Date: 20/07/2023

Time: 2.30 pm

Venue: Principal's Chamber

Agenda: To discuss the action plan of the committee

Members Present

1. Dr. C. A. Assif- Principal
2. Dr. G. Pradeep Kumar- Convenor
3. Dr. Rajendran M.- Member
4. Dr. Radhika, K.N.- Member
5. Dr. Roshli Aniyeri- Member
6. Mr. Abhishek Buxi- Member
7. Mr. Shijith, T.- Member
8. Dr. Priya Bharali- Member
9. Dr. S. Hemalatha- Member
10. Mr. A. Sajeev Kumar- Member
11. Mr. Ashin, P.- Member
12. Ms. Ahilya Santhosh- Member

Minutes

The first meeting of the committee for the academic year 2023-24 was held on 20/07/2023. The convenor welcomed the members and the Principal made the introductory remarks. The members actively participated in the discussion.

Decisions

- Decided to communicate to the students about the committee and its role and also to upload the names of the committee members in the College website.
- Decided to provide an email id and communicate the same to the students for registering their grievances.
- Decided to create a provision in the website for registering the grievances online.
- One of the committee members was given in-charge of checking the email regularly and collect the grievances if any.

- Decided to convene meetings at an interval of three months or as and when grievances are received.

The meeting ended with the vote of thanks


Convenor




Principal
PRINCIPAL
MAHATMA GANDHI GOVT. ARTS COLLEGE
MAHE

MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE
STUDENTS' GRIEVANCE REDRESSAL CELL

Meeting

Date: 17/10/2023

Time: 2.30 pm

Venue: Principal's Chamber

Agenda: To discuss the grievances if any and the general matters.

Members Present

1. Dr. C. A. Assif- Principal
2. Dr. G. Pradeep Kumar- Convenor
3. Dr. Rajendran M.- Member
4. Dr. Radhika, K.N.- Member
5. Dr. Roshli Aniyeri- Member
6. Mr. Abhishek Buxi- Member
7. Mr. Shijith, T.- Member
8. Dr. Priya Bharali- Member
9. Dr. S. Hemalatha- Member
10. Mr. Ashin, P.- Member

Minutes

The convenor welcomed the gathering and explained the agenda of the meeting. The Principal made the introductory remarks. The committee member in charge of receiving the grievances informed that no complaints have been received so far.

Decisions

- Decided to give awareness about the existence of the committee among the students. For this the committee requested the Principal to inform the HODs to take the responsibility of informing the same to the students.

The meeting ended with the vote of thanks.


Convenor




Principal
MAHATMA GANDHI GOVT. ARTS COLLEGE
MAHE

MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE

STUDENTS' GRIEVANCE REDRESSAL CELL

Meeting

Date: 05/01/2024

Time: 11.30 am

Venue: Principal's Chamber

Agenda: To discuss the grievances if any and the general matters.

Members Present

1. Dr. C. A. Assif- Principal
2. Dr. G. Pradeep Kumar- Convenor
3. Dr. Rajendran M.- Member
4. Dr. Roshli Aniyeri- Member
5. Mr. Abhishek Buxi- Member
6. Mr. Shijith, T.- Member
7. Dr. Priya Bharali- Member
8. Dr. S. Hemalatha- Member
9. Mr. A. Sajeev Kumar- Member
10. Ms. Ahilya Santhosh- Member

Minutes

The convenor welcomed the members and the Principal made the introductory remarks. The committee member in-charge of receiving the complaints informed that there were no grievances of any sort received so far.

Decisions

- Decided to keep a "Drop-in Box" in the College office to facilitate the students to register their grievances in the offline mode too.

The meeting ended with the vote of thanks.


Convenor




Principal
MAHATMA GANDHI GOVT. ARTS COLLEGE
MAHE

MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE

STUDENTS' GRIEVANCE REDRESSAL CELL

Meeting

Date: 07/04/2024

Time: 2.30 pm

Venue: Principal's Chamber

Agenda: To discuss the action plan of the committee

Members Present

1. Dr. C. A. Assif- Principal
2. Dr. G. Pradeep Kumar- Convenor
3. Dr. Rajendran M.- Member
4. Dr. Roshli Aniyeri- Member
5. Mr. Abhishek Buxi- Member
6. Mr. Shijith, T.- Member
7. Dr. S. Hemalatha- Member
8. Mr. A. Sajeev Kumar- Member
9. Ms. Ahilya Santhosh- Member

Minutes

The Convenor welcomed the members and the Principal made the introductory remarks. The committee member in charge of receiving the grievances informed that grievances of any sort has not been received so far.

Decisions

- Decided to make the students aware of the Grievance redressal Cell.

The meeting ended with the vote of thanks.


Convenor




Principal
MAHATMA GANDHI GOVT. ARTS COLLEGE
MAHE



RAGGING AND REGULATIONS ON CURBING THE MENACE OF RAGGING AS PER THE 2009 UGC GUIDELINES

I What is Ragging?

- Any rude word or deed that causes annoyance, hardship or physical or psychological harm to any other student
- Raising fear or apprehension in a fresher, junior or any student
- Forcing a student to do anything that will cause shame or embarrassment
- Indulging in any undisciplined activity that adversely affects the physique or psyche of a student

II Undertaking by Student

I AMAYA K.P S/o. P/o. of Mr./Mrs./Ms. ANILKUMAR K.P have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in the regard. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it. I hereby undertake that

- I will not indulge in any behavior or act that may come under the definition of ragging
- I will not participate in or abet or propagate ragging in any form
- I will not hurt anyone physically or psychologically or cause any other harm

I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force. 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 the declaration is found to be untrue, I am aware that my admission is liable to be canceled.

Signed on 21 of the month 10 of the year 2021

Name AMAYA K.P

Signature Amaya

III Undertaking by Parent/Guardian

I ANILKUMAR K.P F/o. M/o. G/o _____ have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. I assure you that my son/daughter/ward will not indulge in any act of ragging. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

Signed on 21 of the month 10 of the year 2021

Name ANILKUMAR K.P

Signature [Signature]



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U.T. OF PUDUCHERRY - 605001
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RAGGING AND REGULATIONS ON CURBING THE MENACE OF RAGGING AS PER THE 2009 UGC GUIDELINES

I What is Ragging?

- Any rude word or deed that causes annoyance, hardship or physical or psychological harm to any other student
- Raising fear or apprehension in a fresher, junior or any student
- Forcing a student to do anything that will cause shame or embarrassment
- Indulging in any undisciplined activity that adversely affects the physique or psyche of a student

II Undertaking by Student

I, AMAAN MAHAROOF S/o. D/o. of Mr./Mrs./Ms. PAZIYA K have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in the regard. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it. I hereby undertake that

- I will not indulge in any behavior or act that may come under the definition of ragging
- I will not participate in or abet or propagate ragging in any form
- I will not hurt anyone physically or psychologically or cause any other harm

I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force. 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 the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Signed on of the month of the year

Name Amaan maharoor.c

Signature

III Undertaking by Parent/Guardian

I, PAZIYA K F/o. M/o. G/o. AMAAN MAHAROOF have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. I assure you that my son/daughter/ward will not indulge in any act of ragging. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

Signed on of the month of the year

Name Amaan maharoor

Signature



GOVERNMENT OF PUDUCHERRY
MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE

P.O. NEW MAHE - 621111
www.mggacmahe.ac.in
mggacmahe@nic.in
admission@mggacmahe.ac.in
0490-2332319

**RAGGING AND REGULATIONS ON CURBING THE MENACE OF RAGGING
AS PER THE 2009 UGC GUIDELINES**

What is Ragging

- * Any rude word or deed that causes annoyance, hardship or physical or psychological harm to any other student.
- * Raising fear or apprehension in a fresher junior or any student.
- * Forcing a student to do anything that will cause shame or embarrassment.
- * Indulging in any undisciplined activity that adversely affects the physique or psyche of a student.

Undertaking by Student

I, Abhiram S S/o/D/o of Mr. /Mrs./Ms. Sudeep K
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in the regard. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.

I hereby undertake that

- * I will not indulge in any behaviour or act that may come under the definition of ragging.
- * I will not participate in or abet or propagate ragging in any form.
- * I will not hurt anyone physically or psychologically or cause any other harm.

I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of UGC Regulations mentioned above and/or as per the law in force. 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 the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Signed on 24th of the month August of the year 2023

Name Abhiram S

Signature [Signature]

Undertaking by Parent/Guardian

I, Roopa P P F/o/M/o, G/o Abhiram S
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. I assure you that my son/daughter/ward will not indulge in any act of ragging. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

Signed on 24th of the month August of the year 2023

Name Roopa P P

Signature [Signature]

From 12/08/2023
Dr. Manoj Pillai
Assistant Professor & Head
Department of Commerce & Nodal Officer, Examination Wing
Mahatma Gandhi Government Arts College, Mahe

emailed 12.08.2023
pursuant to
COE@pondicherry
21/8/23

To,
The Controller of Examinations
Pondicherry University
Pondicherry

Through: The Principal, Mahatma Gandhi Government Arts College, Mahe.

Dear Sir,

Subject: Non – Receipt of Semester Grade Cards of the Degree Final Year Students – reg. *

I bring to your kind notice that the following departments of Mahatma Gandhi Government Arts College, Mahe have not yet received the Semester Grade Cards of the outgoing sixth semester students of 2020 – 2023 Batch:

1. UNDER GRADUATE COURSES:

Serial Number	Name of the Department	Details of the Document	Semester	Academic Batch
1.	Department of Commerce	Grade Card	Vth Semester	2020 - 2023
2.	Department of Chemistry	Grade Card	III rd and IV th Semesters	2020 - 2023
3.	Department of Mathematics	Grade Card	IV th Semester	2020 - 2023
4.	Department of Computer Science	Grade Card	IV th Semester	2020 - 2023
5.	Department of Physics	Grade Card	IV th Semester	2020 - 2023

2. POST GRADUATE COURSES:

Serial Number	Name of the Department	Details of the Document	Semester	Batch
1.	Department of Botany	Consolidated Mark list	I st to IV th Semesters	2020 - 2022
2	Department of Hindi	Grade Card	I st and II nd Semesters	2021 - 2023

Kindly treat this letter as a matter of utmost importance and release of the above-mentioned grade cards at the earliest. Many students have secured admissions to various post graduate courses and they urgently require these documents for academic verification for the finalization of their admission.

Thanking You

Yours Truly

(Manoj Pillai)

Place: Mahe

Date: 02/08/2023

Encl. No. 1827/MG/AC/A7/2023-24 dt. 02/08/2023/365
Forwarded for necessary action, please.

To The Controller of Examinations
Pondicherry University, Pdy.

PRINCIPAL
MAHATMA GANDHI GOVT ARTS COLLEGE
MAHE
DESPATCHED

From
Dr. Manoj Pillai
Nodal Officer, Examination Wing
Mahatma Gandhi Government Arts College, Mahe

To,
The Controller of Examinations
Pondicherry University
Pondicherry

Through: The Principal, Mahatma Gandhi Government Arts College, Mahe.

Dear Sir,

Subject: Misprint of name in the University Records – reg.

I bring to your kind notice that the names of two students of Department of Chemistry, Mahatma Gandhi Government Arts College are wrongly recorded in the Pondicherry University Records. The details of the students are as follows:

Serial Number	University Register Number	Name wrongly recorded in the University records	Actual name of the students
1.	21CH0210	FATHIMATHUL RUMANA. P.	FATHIMATHUL RUMANA F.
2.	21CH0213	MUHAMMED NAHYAN. N.K.	MUHAMMED NAHYAN. K.

Kindly make necessary corrections in the official records of Pondicherry University and oblige.

Thanking You

Yours Truly

(MANOJ PILLAI)

Place: Mahe

Date: 21/8/2023

Enclosures:

1. Application of the concerned students.

Enclt. No. 2005/MGAC/A7/2023-24 dt. 23/08/2023 (40)

Submitted for necessary action.

To The Controller of Examinations
Pondicherry University
Pondicherry

23/8/23
DESPATCHED

O/c

JK

PRINCIPAL
MAHATMA GANDHI GOVT ARTS COLLEGE
MAHE

From
Dr. Manoj Pillai
Assistant Professor & Head
Department of Commerce & Nodal Officer, Examination Wing
Mahatma Gandhi Government Arts College, Mahe

To,
The Controller of Examinations
Pondicherry University
Pondicherry

Through: The Principal, Mahatma Gandhi Government Arts College, Mahe.

Dear Sir,

Subject: Dispatch of Consolidated Mark lists, Provisional Certificates, and semester mark lists of the graduated-out Degree Final Year Students – reg.

I bring to your kind notice that the Final Year results of the various degree courses of the students of Mahatma Gandhi Government Arts College, Mahe, belonging to 2020 – 23 batch have been declared and the result declaration details are as follows:

Serial Number	Name of the Course	Date of Declaration of Result
1.	B. Sc. Physics	17/8/2023
2	B.Com.	18/8/2023
3	B.Sc. Computer Science	24/8/2023
4	B.A. English	24/8/2023
5	B.Sc. Mathematics	29/8/2023
6	B.Sc. Zoology	29/8/2023
7	B.Sc. Botany	31/8/2023
8	B.Sc. Chemistry	04/09/2023

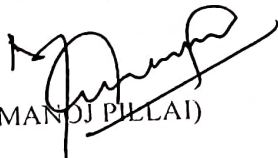
Many of the students have been selected for higher studies in Universities and Professional Institutes and they have to submit their original Consolidated Mark list, Provisional Certificate and Semester Grade Card for verification. Kindly expedite the release of the above-mentioned documents at the earliest so that students can submit these documents in time for verification.

I also request you to dispatch all the pending semester grade cards of the students of Mahatma Gandhi Government Arts College, Mahe, particularly relating to the students of 2020 – 2023 batch.

Kindly treat this matter in top priority and oblige.

Thanking You

Yours Truly


(MANOJ PILLAI)

Place: Mahe

Date: 13/9/2023.

Encl. No. 2199/MCA GAC/A7/2023 dt. 14/9/2023 (44)
forwarded for necessary action, plz.

To
The Controller of Examinations of
Pondicherry University
Puducherry.

PRINCIPAL
MAHATMA GANDHI GOVT. ARTS COLLEGE
MAHE
DESPATCHED

DESPATCHED

From
Manoj Pillai
Nodal Officer, Examination Wing
Mahatma Gandhi Government Arts College, Mahe



To,
The Controller of Examinations
Pondicherry University
Pondicherry

Through: The Principal, Mahatma Gandhi Government Arts College, Mahe.

Dear Sir,

Subject Mistakes and Omissions in Semester Grade Cards and Consolidated Marksheet. – reg.

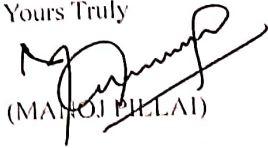
I bring to your kind notice that there are mistakes and data omissions in the semester grade cards and consolidated mark sheet of three students of Department of Physics, Mahatma Gandhi Government Arts College, Mahe. The details are as follows:

Serial Number	University Register Number	Name	Mistake/Omission
1.	20 PH0 203	Akshay Raj	Omission of Grade Points and Credit Points of all the six subjects of Vth Semester in the University Records.
2	20PH10 214	Sayooj C.V.	Omission of Grade Points and Credit Points of all the six subjects of Vth Semester in the University Records.
3.	20 PH0 217	Sooraj V.K.	A. Omission of Grade Points and Credit Points of all the six subjects of Vth Semester in the University Records. B. Omission of the Credit Points and Grades of all the subjects of Vth Semester in the Consolidated Grade Report

Kindly make necessary corrections in the official records of Pondicherry University and issue corrected documents at the earliest.

Thanking You

Yours Truly


(MANOJ PILLAI)

Place: Mahe


Date: 29/9/2023

Enclosures: Photocopies of Semester Grade Cards (Downloaded from University Website) and Consolidated Grade Report of the concerned students.

Encl. No. 2351/MGGAAC/A7/2023-24 dt. 29/9/2023/464

Forwarded for necessary action.

Received
1.8.2023


PRINCIPAL
MAHATMA GANDHI GOVT. ARTS COLLEGE
MAHE

APR 2024

MAHATMA GANDHI

22 APR 2024

From
Dr. Manoj Pillai
Assistant Professor, Department of Commerce & Nodal Officer (Examinations)
Mahatma Gandhi Government Arts College, Mahe

Az-485

To
The Controller of Examinations
Pondicherry Central University
Puducherry

Through: The Principal, Mahatma Gandhi Government Arts College, Mahe.

Respected Sir,

Subject: Technical issues relating to the access of the results of Vth Semester B.A. (Hindi) through University Website.

I bring to your kind notice that due to certain technical fault in the results link of the University website, students of the Vth Semester of B.A. Hindi are not been able to access/ view their results. I request you to kindly look into this matter and rectify the above-mentioned fault at the earliest.

Thanking You

Yours truly

(MANOJ PILLAI)
Place: Mahe
Date: 19/3/2024.

Already received
on 28/4/24

Principal
Date: 22 APR 2024
From 1118

send post.
Speed post

From
Dr. Manoj Pillai
Assistant Professor, Department of Commerce & Nodal Officer (Examinations)
Mahatma Gandhi Government Arts College; Mahe

To
The Controller of Examinations
Pondicherry Central University
Puducherry

Through: The Principal, Mahatma Gandhi Government Arts College, Mahe.

Respected Sir,

Subject: Non receipt of marksheets of VIth Semester – reg.

I bring to your kind notice that two students of **2020 - 2023 Batch** of Department of Malayalam, Mahatma Gandhi Government Arts College, Mahe, have not yet received their 6th Semester mark lists. The details of the students are as follows:

Serial Number	Name of the student	University Register Number
1.	Nithya. P.K.	20MA 0017
2	Sanika M.P.	20MA 0018

Both the students urgently require their final year mark lists and other related documents to apply for higher education courses. I request you to kindly look into this matter and expedite the release of the marksheets at the earliest and oblige.

Thanking You

Yours truly

(MANOJ PILLAI)
Place: Mahe
Date: 19/3/2024.

Endt - No. 1118/MGAC/A7/2024-25 dt. 25/04/2024 | 222
forwarded for necessary action,

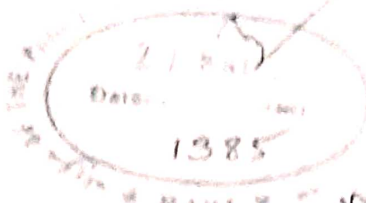
To
The Controller of Examination
Pondicherry University
Puducherry - 14.

Principal
MAHATMA GANDHI GOVT. ARTS COLLEGE
MAHE

25/4/24
DESPATCHED

From
Dr. Manoj Pillai
Jodal Officer (Examinations)
Mahatma Gandhi Government Arts College, Mahe

To
The Assistant Registrar (Arts & Science)
Pondicherry University
Kalapet
Puducherry - 605014



Respected Madam

Subject: Error/ Anomalies in the uploading of marks in the University Records - reg.

I bring to your kind notice about the errors/anomalies in the online registration of the following two students of Mahatma Gandhi Government Arts College, Mahe.

1. University Register Number 21 CS 0223 (Theertha. G) - The University examination records is now showing the paper "Programming with Visual Basic" of fourth semester as FAIL whereas the student has passed the paper with B Grade. When the online examination registration for the fifth semester examination were made this paper was not highlighted by the computer software as an arrear paper which means that the student is pass in this subject at that time. Now when the examination registration was being done for the sixth semester, this paper is being highlighted as an arrear paper.
2. University Register Number 22 PH 0215 (Ummu Rumana. A.) - The result of the student for the third semester is withheld for some unknown reasons.

The online examination registration of the above-mentioned students was not possible during the stipulated time allotted by the Pondicherry University as a result of the above-mentioned anomalies. If the anomaly is not rectified soon, the registration of the students for the forthcoming semester examination will not be possible and the students may not be able to write the examination for no fault of theirs. I request you to kindly look into this matter and intimate the computer section to immediately rectify the error and open the registration portal so that we can upload the examination application forms of these two students. Please treat this request as urgent and reply with the requested information as soon as possible.

Thanking You

Yours Sincerely

(MANOJ PILLAI)

Date: 24/5/2024

SPEED POST

311
Endt. No. 1385/MGGAAC^x/A7/2024 dt. 24/5/24
Forwarded for necessary action pl.

To
The Asst. Registrar (Arts & Science)
Pondicherry University
Puducherry - 14

PRINCIPAL
MAHATMA GANDHI GOVT ARTS COLLEGE
MAHE