



AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)

Affiliated to the University of Madras | A Jain Minority Institution

Re-Accredited by NAAC

Meenambakkam, Chennai – 600061

MECHANISM FOR SUBMISSION OF STUDENTS' GRIEVANCES



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DISPLAY OF COMPLAINT BOXES AT COLLEGE PREMISES



ANTI-RAGGING COMPLAINT BOX & GRIEVANCE FILING BOXES **AT MAIN BLOCK**



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DISPLAY OF GRIEVANCE/RAGGING FILING IN COLLEGE ERP STUDENT MANUAL

Step 1: Go to the official website of the college, click on Campus Portal at the right side of the screen and click “Student Login”:



LOGIN SECTION IN OFFICIAL COLLEGE WEBSITE

Step 2: Enter the login credentials in the Student Login Portal - Register number and Date of Birth as Password, and click Login:



LOGIN SECTION IN OFFICIAL COLLEGE WEBSITE



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Step 3: After entering the portal, click on “Grievance Entry” among the various options displayed on the left side of the screen to file a complaint; then click on the blank space next to “Grievance Type” to choose the type of grievance and select the appropriate type:

GRIEVANCE FILING SECTION IN STUDENT HOME PAGE

Step 4: Next, click on the blank space next to “Grievance Category” and select the appropriate category:

GRIEVANCE FILING SECTION IN STUDENT HOME PAGE



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Step 5: After Step 4, enter the subject of the grievance in brief in the blank space next to “Subject”, attach the proof of grievance (should be less than 200 KB) in “File Attachment” and enter the details in the blank space next to “Description”. Once the details are entered, click SEND to file the grievance:

The screenshot shows the 'Student Home Page' with a sidebar menu on the left. The main content area is titled 'Students Grievances'. It contains a form with the following fields: 'Grievance Type' (dropdown), 'Grievance Category' (dropdown), 'Subject' (text input), 'File Attachment' (button with 'Choose File' and 'Name' labels), and 'Description' (text area). A red error message below the attachment button states: 'Note: Upload File Size Should Less Than 200 KB'. At the bottom of the form are 'Send' and 'Cancel' buttons. The browser address bar shows the URL: 'studenthomepagecollege.edu.in/management/studenthomepage/MISSystem.asp'.

GRIEVANCE FILING SECTION IN STUDENT HOME PAGE

DISPLAY OF “VIEW GRIEVANCES” IN STUDENT PORTAL

The screenshot shows the 'Student Portal' with a sidebar menu on the left. The main content area is titled 'STUDENT GRIEVANCES'. It displays a table with the following columns: 'Grievance Type', 'Grievance Category', 'Subject', 'Attachment', and 'Status'. The table is currently empty, showing only the header row. The browser address bar shows the URL: 'studenthomepagecollege.edu.in/management/studenthomepage/MISSystem.asp'.

Grievance Type	Grievance Category	Subject	Attachment	Status
No Student Grievance Found				

VIEW GRIEVANCES SECTION IN STUDENT HOME PAGE



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DISPLAY OF GRIEVANCE/RAGGING FILING IN COLLEGE ERP

FACULTY MANUAL

Step 1: Go to the official website of the college, click on Campus Portal at the right side of the screen and click “Staff Login”:



STAFF LOGIN SECTION IN OFFICIAL COLLEGE WEBSITE

Step 2: Enter the login credentials in the Staff Login Portal - Employee ID and Date of Birth as Password, and click Login:



STAFF LOGIN SECTION IN OFFICIAL COLLEGE WEBSITE



AGURCHAND MANMULL JAIN COLLEGE

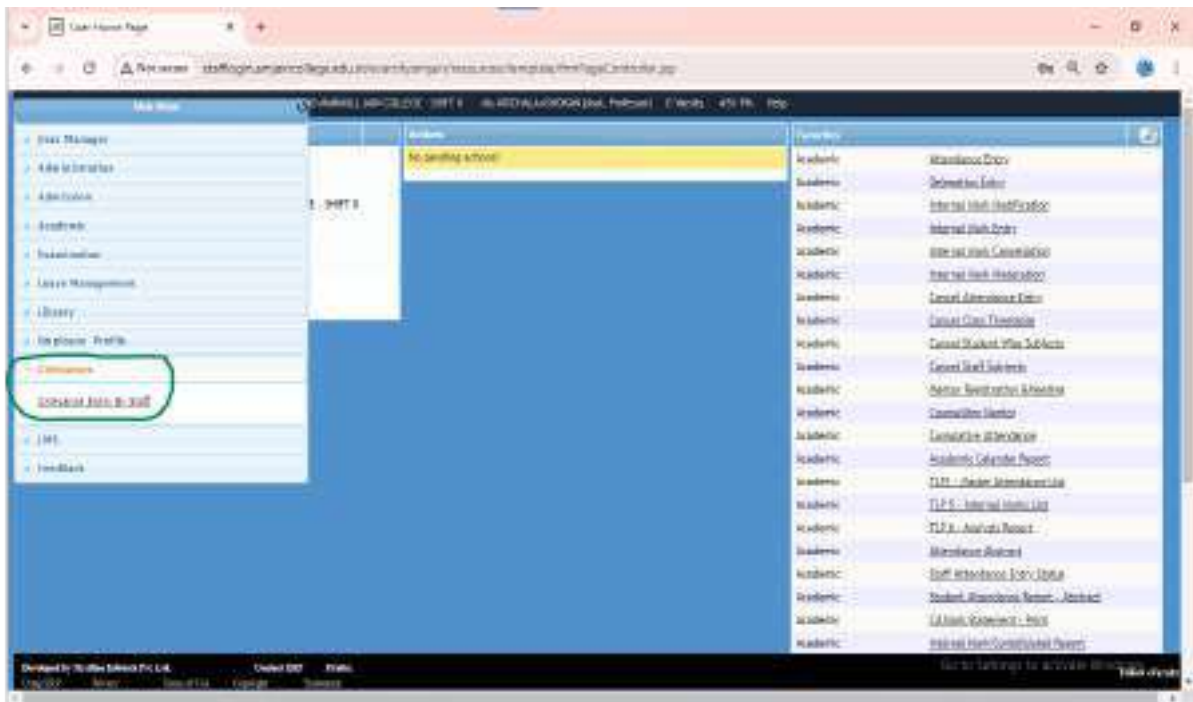
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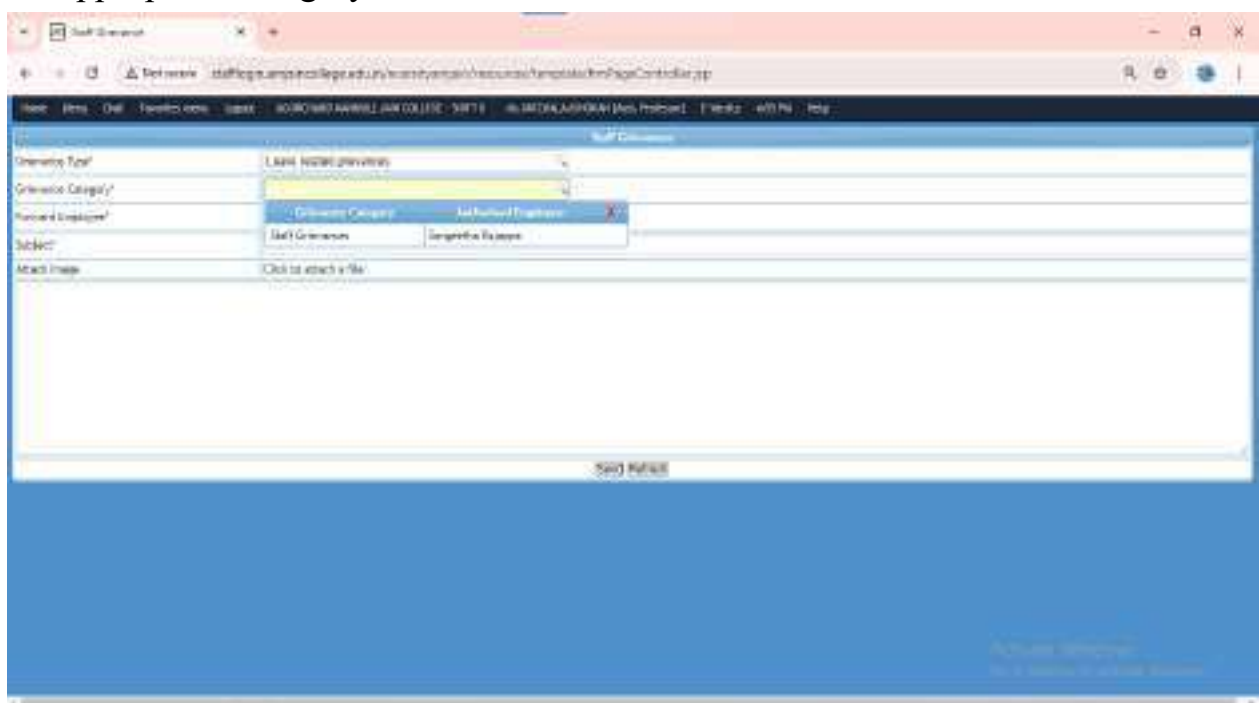
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Step 3: After entering the portal, click on “Menu” on the top left side of the screen. Click the “Grievances” dropdown and select “Grievance Entry By Staff” to enter any grievance”



“GRIEVANCE ENTRY BY STAFF” SECTION IN OFFICIAL COLLEGE WEBSITE

Step 4: Next, click on the blank space next to “Grievance Type” and select the appropriate type. After selecting the grievance type, click on the blank space next to “Grievance Category” and select the appropriate category:



“GRIEVANCE ENTRY BY STAFF” SECTION IN OFFICIAL COLLEGE WEBSITE



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Step 5: After Step 4, enter the subject of the grievance in brief in the blank space next to “Subject”, attach the proof of grievance as Image file in “File Attachment” and enter the details in the blank space below “File Attachment”. Once the details are entered, click SEND to file the grievance:

Staff Grievance

Grievance Type*	Leave related grievances
Grievance Category*	Staff Grievance
Grievance Employer*	Sri. S. S. Jain Educational Society
Subject*	
Attach Image	<input type="button" value="Choose File"/> No file chosen <input type="button" value="SEND"/>

Entered 21 of 1000 characters.

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“GRIEVANCE ENTRY BY STAFF” SECTION IN OFFICIAL COLLEGE WEBSITE



“STUDENTS UNDERTAKING” SECTION IN OFFICIAL ANTI-RAGGING WEBSITE



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Step 3: In the “College and Course Details” section, select the State and College name displayed as “AM JAIN COLLEGE (C-44012):

College and Course Details

Search by College Name & State

College Name (Select College name from)

State (Select State)

Course Name (Select Course name from)

Course Code

Course Type

College Details

College Address

College Phone

College Email

College Website

Course Details

Course Name

Course Code

Course Type

Submit Form

“COLLEGE AND COURSE DETAILS” SECTION IN OFFICIAL ANTI-RAGGING WEBSITE

Step 4: Fill the rest of the details and click on “Submit Form” to submit the undertaking:

Submit Form

UGC Regulations

Confidential Survey

Submit Form

“SUBMIT FORM” SECTION IN OFFICIAL ANTI-RAGGING WEBSITE



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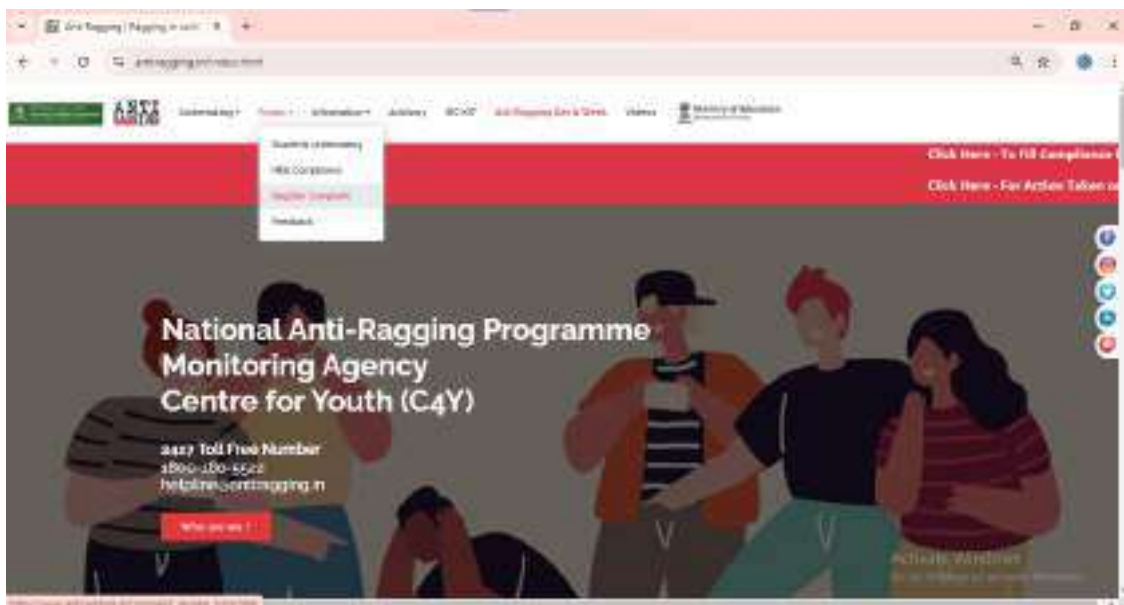
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DISPLAY OF ANTI-RAGGING IN THE OFFICIAL GOVERNMENT PORTAL

REGISTER COMPLAINT MANUAL

Step 1: Go to the official government website “www.antiragging.in”, click on Forms at the top of the screen and click “Register Complaint”:



MAIN PAGE OF OFFICIAL ANTI-RAGGING WEBSITE

Step 2: Enter the necessary details such as Complaint Category, Victim’s details and the details of the ragging complaint:

REGISTER COMPLAINT PAGE OF OFFICIAL ANTI-RAGGING WEBSITE



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Step 3: After entering the necessary details, click on the “Submit” button to file the ragging complaint:

The screenshot shows a web browser window with the URL antiragging.gov/complaint/register/form.html. The page header includes the ANTI-RAGGING logo and navigation links: Home, About Us, How to File, Contact Us, and Anti-Ragging Cell Address. The form itself is titled "Anti-Ragging Complaint Register" and contains the following fields:

- Victim's College Name:** A text input field.
- College Pin Code:** A text input field.
- Victim's Address:** A text input field.
- Ragging Details:** A large text area for describing the incident.

Below the form, there is a note: "If you have any evidence, Kindly mail them to helpine@antiragging.in with the same email id you are using here and do not forget to mention that you are sending the attachments in ragging details." A red "Submit" button is located at the bottom of the form.

REGISTER COMPLAINT PAGE OF OFFICIAL ANTI-RAGGING WEBSITE