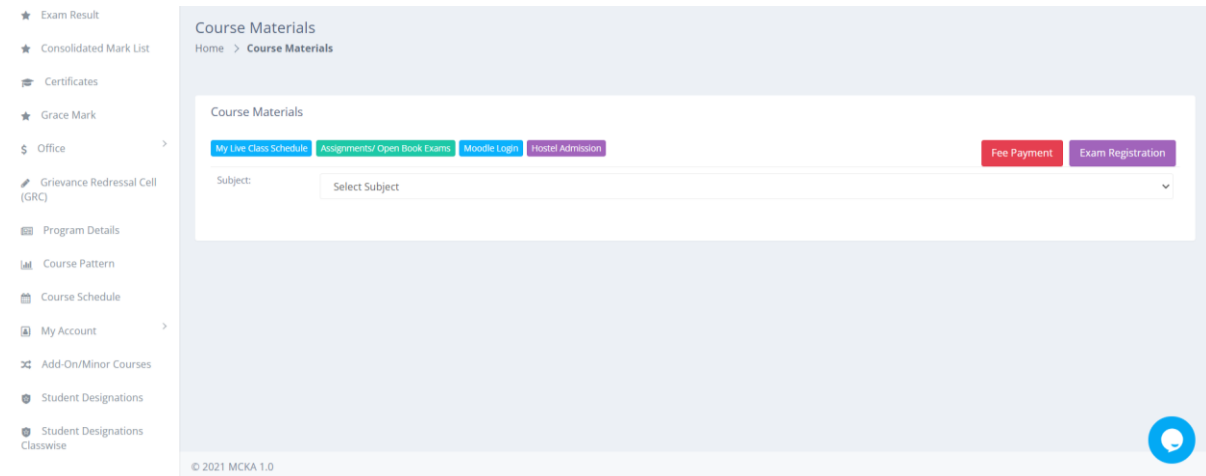


Step by step guide to submit grievances

- **Log in to mcka and find Grievance redressal cell in the mcka dashboard**



- **Click the grievance redressal cell link**



- **Click on the new grievance button and submit your response in the appropriate fields**

The screenshot displays the 'Online ICC/Grievance Redressal System' interface. On the left is a navigation menu with items: Home, Academics, Leave, Course Related, Hostel Admission, Fee Payment, Office Alerts, Project/Seminar, Exam Reg./Hall Ticket, Exam Result, and Consolidated Mark List. The main content area shows the breadcrumb 'Home > ICC/Grievance' and a 'New Grievance' form. The form has two input fields: 'Subject:' and 'Description:'. Below the 'Description:' field is a green 'Submit' button. At the bottom left of the page is the copyright notice '© 2021 MCKA 1.0' and at the bottom right is a blue circular chat icon.

- **Click the submit button and make sure that your response is submitted**