



PRINCIPAL

POLICY DOCUMENT ON GRIEVANCE REDRESSAL

Introduction:

In order to redress individual as well as collective grievances; general in nature, and also related to ragging and sexual harassment of the students and the staff of the college, Grievance Redressal Committee has been devised by the institution. Staff refers to all academic and non-academic staff members. As per the rules and regulations addressed by the UGC/ AICTE for students or other stakeholders in an academic institution College Grievance Redressal Committee has been constituted with the following details and the representations of the stakeholders in different capacities to enquire the nature and extent of the grievances.

What is a Grievance?

A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the college that a student or staff thinks, or even feels, is unfair, unjust or inequitable. Any grievance/complaint relating to sexual harassment and ragging will be covered by different committees mentioned above for the purpose under a separate mechanism for addressing such matters.

Objectives:

1. To formulate the policy to investigate and review complaints or grievances of students and faculties.
2. To create awareness of availability of members for students and faculties to report grievances.
3. To investigate the causes of the grievances
4. To ensure effectual solution depending upon the gravity of the grievance.

The committee has three layers working separately to address the specific issues. The three segments of the committee are

1. Grievance Redressal Committee
2. Vishaka Sexual Harassment Committee
3. Anti-Ragging Committee

Awareness Policy:

The institution has devised its fix policy to undertake various measures to create awareness to avoid the cases of grievances in regards to sexual harassment, ragging and general grievances of the students and the staff. The awareness among the students and the staff has been created through-

- Undertaking of students and parents at the time of admission
- Institutional website
- On campus display of rules, regulations and punishment

Mechanism of Governance:

These three committees shall work under the control and guidance of the Principal to redress the grievances. Grievances of serious nature if any can only be forwarded to the highest authority viz. College Development Committee or the Governing Body. Issues common in nature can be sorted out then and there only at the committee level. The grievances shall be collected through boxes placed at various places in the campus, in person: oral or written and cases detected during the vigilance of the Discipline Committee. The Committee shall meet at least twice in an academic year but in emergency, it can meet any number of times. The committees are required to maintain the record sincerely in the form of notice, agenda, minutes and action taken, etc.

Committees to redress the Grievances:**1. Grievance Redressal Committee**

There shall be a grievance redressal committee at the institutional level to redress the grievances of students and the staff occurred in the institution during the general functioning. The Committee shall meet at least twice in a year or as and when required. One senior faculty member shall facilitate it as its Convener followed by many senior faculty members as its members.

2. Vishaka Sexual Harassment Committee

Sexual Harassment at educational institution and in work place is a violation of women's right to gender equality, life and liberty. Harassment by co worker/ fellow student/faculties etc are listed under this category either in online or offline. It creates an insecure and hostile work and study environment, which discourages women's participation in work, education, thereby adversely affecting their economic empowerment and the goal of inclusive growth. One woman senior faculty member shall facilitate it as its Convener followed by many senior faculty members as its members.

3. Anti-Ragging Committee

Ragging is a form of abuse on a fresher or any other student, of the institution. To check the menace of ragging, PSNCET has constituted Anti Ragging Committee and squad to keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence. It is the duty of the Anti- Ragging Committee to ensure compliance with the provision of the regulations set forth by the AICTE as well the provisions of any law for the time being in force concerning ragging and also to monitor and oversee the performance of the Anti- Ragging squad in prevention of ragging in the institution. The committee is constituted by Principal as Chairman followed by team of senior faculty members as members. Anti ragging squad is lead by the team of senior faculty members.

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