



Shri Dadasaheb Gawai Charitable Trust, Amravati.

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KGIET/

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JUSTIFYING THE GRIEVANCES AT INSTITUTE LEVEL

As per the guidelines of statutory/regulatory bodies Constitution of Grievance Redressal Cell as per the UGC/AICTE Guidelines 2009, the institute has constituted the following committees to address and timely resolve problems of the students, teaching and non-teaching staff in fair and impartial manner.

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

1. Grievance Redressal Committee

Protection of human rights is essential for all around development of an individual's personality. As per the guidelines of UGC, College Grievance Redressal Committee is constituted to address and effectively resolve grievances of the students and staff; and secures civil liberties for everybody.

Roles and Responsibilities:

- To resolve Reservation Grievances if any/to forward the cases to proper authority for further Action/process.
- If grievance is at institute level, then investigation is carried out and complaint is forwarded to the Principal of the institute.
- If grievance is at University level, then investigation is carried out and complaint is forwarded to university through the Principal.

- If grievance is at DTE level, then investigation is carried out and complaint is forwarded to DTE through the Principal. First member of the committee should write and maintain the record of the minutes of meeting conducted by chairman.

Grievance Redressal Mechanism:

- Institution has formed the College Redressal committee for overseeing the implementation of the provisions of the verdict.

- The college Grievance Redressal Committee will monitor and try to resolve grievances relating to students and staff at the College level.

- The complaint if any received will be forwarded to the said committee.

- The said committee will look into the complaint, will call the concerned complainant personally for hearing the grievance immediately.

- The students and staff can submit their grievances either directly to the Principal or to the committee member by dropping their grievances in the complaint and suggestion boxes placed in all academic blocks of the institution.

- An awareness about the committee can be created among the students and staff.

- The necessary measures for prevention of grievances inside and outside the college campus can be taken.

- Member Secretary will prepare and maintain the record of work as per the guidelines.

2. Anti-ragging Committee

Ragging has ruined countless innocent lives and careers. As per the directives of Hon'ble Supreme Court and under the provision of Maharashtra Prohibition of ragging act 1999 & 2003,

Any type of ragging should be prohibited within or outside the college premises. In order to prevent it, institute has constituted Anti-Ragging committee.

Roles and Responsibilities of Anti-Ragging committee.

- To eliminate ragging in all its forms.
- To provide all the Anti-ragging information to the students.
- The brochure of admission/Instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.
- Organize Anti-Ragging Awareness Program for students.
- Take the affidavit from students and parents at the time of admission.
- Interact with students for their problems.
- Wide publicity through prospectus, college broacher, Anti-ragging broacher, flex boards, meetings etc.
- to arrange visit in college campus.
- To take serious and immediate action in case of ragging.

Grievance Redressal Mechanism:

- Institution has formed the Anti-ragging committee, Cell and squad for overseeing the implementation of the provisions of the verdict.
- The Anti-Ragging Committee will monitor and endeavor to resolve grievances relating to ragging of students at the College level.
- The complaint if any received will be forwarded to the said committee.
- The said committee will look into the complaint and call the concerned complainant personally for hearing the grievance immediately.
- The committee considers the complaints received from the students, conduct enquiry and submit the report to higher authority.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- Conduct workshops against ragging menace and orient the students.
- The contact address and telephone numbers of the committee members can be displayed on all notice boards to receive complaints calls.

- Awareness among the students can be created about the intensiveness of Anti ragging rules and regulations.
- All necessary measures can be taken for the prevention of ragging inside and outside the College campus.
- Member Secretary will prepare and maintain the record of work as per the guidelines

3. Grievance Redressal for Sexual Harrasement.

The objective to establish 'Women's grievance cell is to ensure safe and conductive environment for the female employees and students. It provides confidentiality and support to the campus community who may be the victims of sexual or physical abuse. Further it helps the victims to submit the grievance through informal and formal means; and ensuring the fair and timely redressal of complaints. Women Grievance Cell has been established in the Institute under the Act No 20 of 1990 of Govt. of India.

Roles and Responsibilities :

- A committee for Prevention and Redressal of Sexual Harassment of women at work place.
- This Committee works for women's & girl student's grievances in case of any complaint received.
- Awareness of Internal Complaint Committee (ICC) trough website, prospectus, brochures, Board in college campus.
- Awareness of Gender sensitivity in college campus.
- Conduction of programs concerning women's welfare.
- Deal with the case of Gender discrimination/Sexual Harassment.
- Committee in charge should conduct the meeting regularly and report to the undersigned.

Grievance Redressal Mechanism:

- In case of any incidence occur related to inconvenience, abuse and harassment with respect to girl's student/Women staff, one can register the complaint offline/online to the Secretary/Member of the committee.
- With the permission of the chairman meeting of the committee is called to investigate the matter.
- The fair enquiry related to grievance is carried out with full confidentiality and facts are verified in due course of time.
- By considering the seriousness and intensity of the case, higher authorities are informed and the investigations and recommendation of the committee are submitted for the future action.



Principal
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