



# SADHU VASWANI AUTONOMOUS COLLEGE

(Govt. Aided College)

NAAC Reaccreditation 2014 -- 'A' grade CGPA-3.03

Affiliated to Barakatullah University, Bhopal

Recognised by Higher Education, Govt. of MP & UGC NEW DELHI

## Grievances & Redressal Cell Policy

Women Empowerment Cell is designed to empower women socially, economically, politically and legally with a focus on promoting decision making. It conducts various activities and arranges Guest Lectures to accelerate the academic enhancement, leadership development and cultural enrichment in the lives of young women.

### VISION

To empower, enlighten the young women and pave their way to grow into successful women in the society.

### MISSION

Our Mission is to support and empower women, seek justice, reduce the impact of sexual violence, challenge oppression and identify barriers to equality. Impart ethical value, positive self-esteem and confidence in the young women so that they can take the decision.

### MOTTO

**Ability to Women Empowerment.**

### GRIEVANCE REDRESSAL CELL

As per guidelines of University Grants Commission, New Delhi, the College has established a Grievance Redressal Cell, to provide a mechanism for redressal of students' grievances and ensure the transparency in admission, and prevention of unfair practices, etc. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Grievance Redressal Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the officer in-charge of Student's Grievance Cell.

### Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

### **Scope:**

The cell will deal with Grievances received in writing from the students about any of the following matters: -

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.
- Retaliation for sexual harassment complaints.

### **Policy and guidelines (as per guidelines of UGC New Delhi)**

**NO. 171 NEW DELHI, MONDAY 2 MAY, 2016/VAISAKHA 12, 1938**

- This policy informs employees and students of the recourse available to them if they are victims of sexual harassment.
- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student.

- Hostel wardens, Provosts, Principals, Vice Chancellors, legal officers and other functionaries must be brought within the domain of accountability through amendment in the rules or ordinances where necessary.
- Retaliation for sexual harassment complaints.
- Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
- Adequate health facilities are equally mandatory for all students. In the case of women this must include gender sensitive doctors and nurse, as well as the services of a gynaecologist.

### **Functions:**

- The cases will be attended promptly on receipt of written grievances from the students. The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

### **Procedure for lodging complaint:**

- The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

### **Punishment for sexual harassment**

- Any member of the institute fraternity (student/employee/outsider related to institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government/ university rules.
  - A student guilty of sexual harassment shall be liable for any of the following penalties:
    - a) Warning or reprimand.
    - b) Suspension from university/ college for a period of one month.
    - c) Debarment from appearing for the examination for a period up to three years.
    - d) Rustication from the university as the case may be.
    - e) Any other punishment as defined by the government/ university act.

**STAFF INCHARGE**

<b>Sr No.</b>	<b>Name</b>	<b>Nominated as</b>
1.	Smt Neha Santani	<b>Convener</b>
2.	Dr. Mani Shugani	<b>Member</b>
3.	Smt. Meena khiyani	<b>Member</b>
4.	Smt. Pooja Agarwal	<b>Member</b>
5.	Tanisha Kulshrestha	<b>Student Representative</b>
6.	Pooja Jaiswal	<b>Student Representative</b>

**Principal**

**Chairman and Governing Body**  
**Sadhu Vaswani Autonomous College**