

Grievance Redressal Cell

It is natural that grievances occur in social behaviour. To suppress them makes one unhealthy and weaker. Grievance Redressal Cell is functioning in the college to settle such grievances. It does justice in three tiers. Grievance Redressal Cell (GRC)

- A special Cell known as 'Grievance Redressal Cell (GRC)' has been established in the college. The GRC is expected to look into the matters related to grievances of the students and faculty members, including grievances and complaints if any related to the female students, faculty members and workers of the college.

The grievance redressal cell comprising the Correspondent of the college, the Principal and a few faculty members to look into the genuine problems of employees and students and to suggest possible remedies.

For students

Tier I : Class teacher

TierII : Students' Advisor

Tier III : Staff Council consisting of the Principal (Convenor), Students' Advisor/Senior Staff member and the concerned class teacher.

For Staff

Tier I : Staff Secretary/ Superintendent

Tier II : Principal

Tier III : Management Council consisting of the Manager (Convenor), Principal and Staff Secretary/Suptdt.

1. Any matter of complaint or act of indiscipline shall be submitted to the concerned class teacher.
2. If the complainant is denied justice, he/she shall approach tier II(Students' Advisor).
3. If justice is denied there, the third tier can be approached.



4. Similarly, if there is any grievance that need justice for teaching and non-teaching staff, it shall be reported to Staff Secretary by the faculty or to the Office Superintendent by the Administrative staff.

THE COMPLAINTS CELL FOR ADDRESSING ISSUES OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

PROCEDURE FOR ADDRESSING CASES OF SEXUAL HARASSMENT:

- a. An aggrieved person can approach any member of the staff or the Committee directly or through e-mail or phone. The person who receives the complaint should ask the complainant to lodge a formal written complaint of sexual harassment with the Committee.
- b. The written complaint should bear the signature of the complainant and include the details of the incidence in terms of what, when, where, who and how it occurred.
- c. In exceptional cases the committee may take immediate measures to provide support and safety, without waiting for the receipt of the formal complaint.
- d. After the receipt of the written complaint, the Complaints Committee will constitute a Working Committee of 2/3 members, at the earliest.
- e. The Working Committee will acknowledge in writing, the written complaint and inform the names of the members on this Committee to the complainant within the next 5 working days, assuring absolute confidentiality.
- f. The Committee would call for a meeting with the complainant and decide the next course of action.



A handwritten signature in blue ink, appearing to read "Gandhi".

- g. The working committee would inform the alleged harasser/s, in writing, that a complaint of sexual harassment has been received against him/ them and the procedure that would be followed.
- h. The Committee will call for a meeting with the alleged harasser/s for a hearing.
- i. The Committee will hold individual and joint meetings with the complainant and the alleged harasser/s and witnesses, if any, for further investigations.
- j. In the context of the culture of denial that shrouds the issue of sexual harassment, complainants or witnesses will not be victimized or discriminated. Absence of eyewitnesses or delay in filing the complaint will not be the ground for disbelieving a complaint.
- k. The committee may undertake home/ field visits if necessary.
- l. The committee will maintain a confidential record of the case – which would include the complaint, minutes of the various meetings, witness statements, resolution process, recommendations to the Executive Director etc.
- m. The Working Committee will notify the Complaints Committee and the Executive Director about the findings and the decision taken, and about the administrative/ management followup that needs to be undertaken.

7. ACTION TO BE TAKEN BY MANAGEMENT :

The following steps may be taken by the employers/ management so that the affected person gets justice:

Penalties:

The harasser can be asked to give an apology either written or verbal, in public or private.

Where sexual harassment amounts to a specific offence under Indian Penal code (IPC) or



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any other law, the management shall initiate appropriate action in accordance with the law.

Additional penalties may include

- Warning and counseling on misconduct
- Closer supervision of conduct
- Downgrading of job status or responsibilities
- Suspension
- Dismissal

Remedial measures:

The affected person/s can be given adequate compensation for any wages or salary lost as a result of harassment and/or failure on part of the organization to take necessary action for redressal.

Leave with pay to the affected person/s during the period of investigation.

Removal of any detrimental comments/ notings on work performance of the affected person/s during the period of harassment and investigation.

The affected can be given an opportunity, to the extent possible, to choose to either remain in the same job or opt for transfer, without any kind of disadvantages with respect to the job profile.

