

Criteria 5

Student Support and Progression

5.1.4: The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

4. Grievance Redressal Mechanism





GRIEVANCE REDRESSAL MECHANISM

Policy

The Rani Laxmibai Mahavidyalaya, Parola is to providing friendly atmosphere for learning and personal growth of students. Beside other welfare measures, a grievance mechanism is created to encourage students to express individual and group concerns related to academic and nonacademic staff. The grievance mechanism has in place a grievance box, a suggestion box and a complaint box for sexual harassment and Anti Ragging placed near the Principal's office and in library. The students are informed of this redressal mechanism at the time of induction program so the if the need arises, they can drop their suggestion or complaints in the respective drop boxes which will facilitate firsthand information for action to be taken. Complaints are handled in the sympathetic, fair, and efficient manner encouraging informal conciliation, early resolution, individual privacy and confidentiality.

PROCEDURE

- The three boxes will be opened at 12.00 AM on every Saturday by the student Affairs coordinator.
- Letters will be numbered and registered in Complaint Registers, maintained by the student Affairs Coordinator.
- Depending on the nature of the complaint, the grievance will be referred to the concerned authorities.



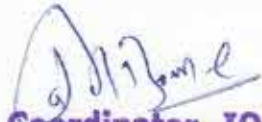


Administration and Infrastructural Grievances:	Director and Secretary
Examination related Grievances	Principal and vice Principal
Students related Grievances	Students affairs Coordinator/Student Development Officer/NSS Coordinator
Academic Grievances:	Academic Affairs Coordinator

- The Action Taken Report (ATR) will be submitted within one week.
- Complaint related to Sexual Harassment will be dealt with by the Disciplinary Committee.
- All suggestions given will be discussed in Management meeting for taking action.

***HEI'S firmly Grievances redressal Committee as-**

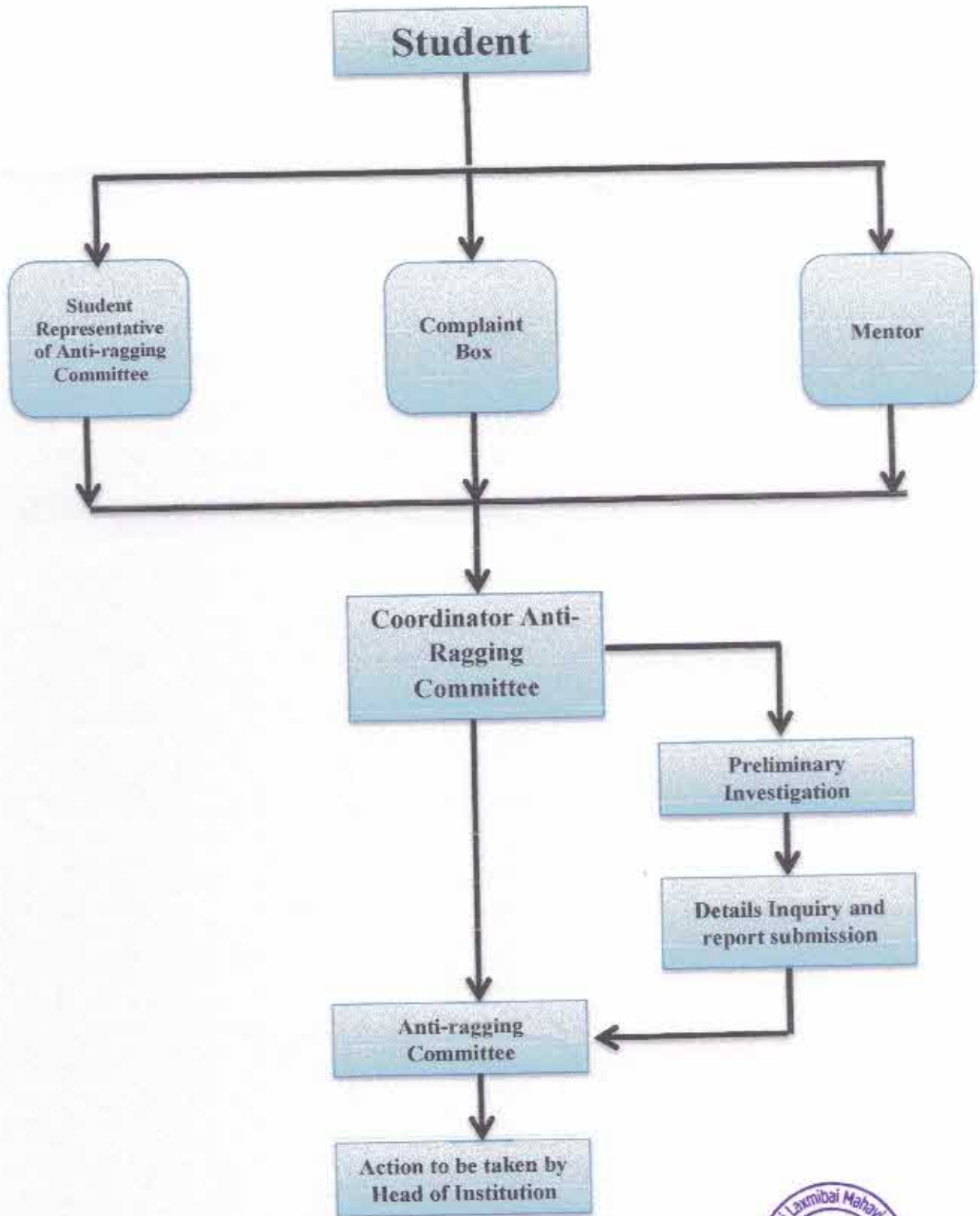
Sr. No.	Name Of the Member	Designation	Position
1	Dr. D. R. Patil	Acting principal	Chairman
2	Dr. S. N. Salunkhe (SDO)	Assistant Professor	Member
3	Dr. S. B. Bhavsar (V.P.)	Assistant Professor	Member
4	Dr. M. R. Karanje	Assistant Professor	Member
5	Dr. S. B. Savant (NSS Coordinator)	Assistant Professor	Member
6	Mr. J. B. Patil (Exam. Coordinator)	Assistant Professor	Member
7	Dr. G. P. Borse (IQAC Coordinator)	Assistant Professor	Member


Coordinator, IQAC
 IQAC Coordinator
 Rani Laxmibai Mahavidyalaya
 Parola, Dist. Jalgaon




Acting Principal
 Rani Laxmibai Mahavidyalaya,
 Parola, Tal. Parola Dist. Jalgaon

SSPMS Rani Laxmibai Mahavidyalaya, Parola
MECHANISM OF ANTI-RAGGING COMMITTEE





Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

Web : www.ricollegeparola.org
Email : principalrcparola@gmail.com

Outward No.

Date : / / 20

IQAC & internal committee against ragging / Sexual Harassment / Students Grievance
Performa for filling of complains

1. Complainant(s):

(Students /Academic Staff /Non-teaching staff/Administrative Staff)

Name:	
Age:	
Sex:	
Address:	
Department:	
Mobile Number:	
Email ID:	

2. Person(s) against Whom the complaint is being logged:

(Students /Academic Staff /Non-teaching staff/Administrative Staff)

Name:	
Age:	
Sex:	
Address:	
Department:	
Mobile Number:	
Email ID:	

3. The Complainants with dates timing and other significant details

(Please attached extra paper if needed and signed in the end).

Name and contact details of Witness :

Name and signature of the complaint :

Date of Submission :

Note: All complaints will be kept strictly confidentially.

