



SARVAJANIK EDUCATION SOCIETY

# P. T. SARVAJANIK COLLEGE OF SCIENCE

NAAC ACCREDITED 'A' ( 3.03 CGPA )

*COLLEGE WITH POTENTIAL FOR EXCELLENCE*

No.:

Policy Document

Date :

on

Grievance Redressal Mechanism

## 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 mechanism 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 for students or other stakeholders in an academic institution College Grievance Redressal Committee of P. T. Sarvajani College of Science, Surat 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:

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

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

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





No. :

Date :

**Awareness Policy:**

The institution has devised the 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

- Orientation of students at the time of admission
- Institutional website

**Mechanism of Governance:**

These three committees shall work under the control and guidance of the Principal to redress the grievances. Issues common in nature can be sorted out then and there only at the committee level.

The grievances shall be collected through complaint box, in person: oral or written, by email and cases detected during the vigilance of the Discipline Committee. The Committee shall meet as and when necessary but in emergency, it can meet any number of times. The committees are required to maintain the record diligently in the form of notice, agenda, minutes and action taken, etc.

**Note:** While this platform allows to voice the concerns in an open manner it is imperative that the complainant exercises due diligence and care in deciding what he/she would qualify as a grievance that is serious enough to deserve the attention of this committee comprising of senior faculty of the institution.

**Committees to redress the Grievances:**

**1. General 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 as and when required. The Principal shall be the Chairperson of the committee and a senior faculty member shall facilitate it as its Convener. The Chairperson shall nominate faculty members as the members of the committee.

**2. Prevention to Sexual Harassment Committee**

There shall be a Sexual Harassment Committee at the institutional level to prevent the sexual harassment of the students and the staff in the institution during the general functioning. The Committee shall meet as and when required. The Principal shall be the Chairperson of the committee and faculty wise representation shall be





SARVAJANIK EDUCATION SOCIETY

# P. T. SARVAJANIK COLLEGE OF SCIENCE

NAAC ACCREDITED 'A' (3.03 CGPA)

COLLEGE WITH POTENTIAL FOR EXCELLENCE

No.:

Date:

given to the staff and a student representative shall act as members nominated by the Principal. A senior faculty member shall facilitate it as its Convener. A legal adviser and/or a social worker shall also be nominated by the Principal as the members.

### 3. Anti-Ragging Committee

There shall be an Anti-Ragging committee at the institutional level to observe and regulate the ragging cases of the students occurred in the institution during the general functioning. The Committee shall meet as and when required. The Principal shall be the Chairperson of the committee and a senior faculty member shall facilitate it as its Convener. The Chairperson shall nominate faculty wise members as the members of it to regulate the affair.



  
Principal  
P. T. Sarvajanik College of Science  
Surat.