



Rajgad Dnyanpeeth's
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

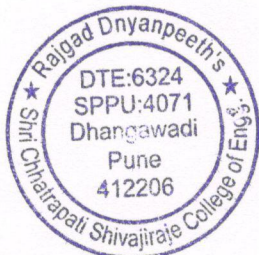
Criterion 5: Student Support and Progression


5.1 Student Support

5.1.6 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging case.

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1. Summary of Grievances.
2. Minutes of Meeting of Anti Ragging Committee.
3. Minutes of Meeting of Women Grievance Cell.
4. Minutes of Meeting of Student Grievance Redressal Committee.




Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Rajgad Dnyanpeeth,s
SHRI CHHATRAPATI SHIVAJI RAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Criterion-5 Student Support and Progression

Key indicator - 5.1 Student Support

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Year	No. of grievances appealed	No. of grievances redressed	Average time for grievance redressal in number of days
2017-18	2	2	15
2016-17	Nil	Nil	Nil
2015-16	Nil	Nil	Nil
2014-15	Nil	Nil	Nil
2013-14	Nil	Nil	Nil



Principal

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.
Dhangawadi, Bhor, Pune-412 205

Anti-ragging Committee

Shri Chhatrapati Shivajiraje College of Engineering

Approved by AICTE, Govt of Maharashtra and Affiliated to the University of Pune (ID NO PU/PN/Engg/376/2009)

Dr. Bhagyashree s. Patil

Hon. secretary

Anantrao ThopteFounder President
Ex. Education Minister
Maharashtra State

Ref. No: RD/SCSCOE/2017-18/402-B

Date: 24/08/2017

OFFICE ORDER

Following staff members have been assigned additional institute level responsibilities from the academic year 2017-18 until further order.

The **Anti Ragging committee** comprises of the following members have to perform their related duties.

Sr.No.	Name of Staff Members	Designation	Position
1.	Prof. Dr. Patil S.B.	Principal	Chairman
2.	Prof. Mane S.M.	Staff Representative, Gents	Secretary
3.	Prof. Bhapakar S.T.	Anti ragging Counselor	Member
4.	Mr. Salawane S.G	A.S.I Kikavi Police Station	Member
5.	Mr.Salunkhe R.G.	N.G.O	Member
6.	Adv. Mr. Dhadve M.R.	Lawyer	Member
7.	Mr. Wani D.R..	Parents Representative	Member
8.	Prof. Kale J.G.	Staff Representative	Member
9.	Mr. Khamkar R.S	Estate Manager, RDTC	Member
10.	Mr. Jagtap G.D.	Non Teaching Representative	Member
11.	Mr. Malekar K.D.	Boys Hostel Rector	Member
12.	Prof. Bandal J.J.	Girls Hostel Rector	Member
13.	Mr. Khedekar G.I.	Student Representative, Boys	Member
14.	Ms. Disale K.B	Student Representative, Girls	Member

All above Committee Members are requested to cooperate in this regard.




Prof. Dr. S. B. Patil

Principal

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Shri Chhatrapati Shivajiraje College of Engineering

Approved by AICTE, Govt of Maharashtra and Affiliated to the University of Pune (ID NO PU/PN/Engg/376/2009)

Dr. Bhagyashree s. Patil

Hon. secretary

Anantrao Thopte

Founder President
Ex. Education Minister
Maharashtra State



Date: 30/08/2017

OFFICE ORDER

Following staff members have been assigned additional institute level responsibilities from the academic year 2017-18 until further order.

The **Anti Ragging Squad** comprises of the following members have to perform their related duties.

Sr.No.	Name of Staff Members	Designation	Position
1	Prof. Dr. Patil S. B.	Principal	Chairman
2	Mr. Khamkar R. L.	Estate Manager, RDTC	Member
3	Prof. Dudhane T.M	HOD E&TC Dept.	Member
4	Mr. Jagtap G.D	Office Superintendent	Member
5	Prof. Mane S.M	Member Secretary	Member
6	Prof. Wagh M.B	HOD Comp. Dept	Member
7	Prof. Maskepatil L.P	Faculty Mechanical	Member
8	Prof. Mrs. Lalge R.V.	Faculty Mechanical	Member
9	Prof. Suryawanshi K.R	Faculty Civil	Member

All above Committee Members are requested to cooperate in this regard.



Prof. Dr. S. B. Patil

Principal
Principal

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

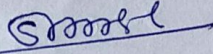
Rajgad Dnyanpeeth's
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Ref: RD/SCSCOE/Anti Ragging Cell/2017-18/01

Date: 25/08/2017

Notice

All the Antiragging Committee members of SCSCOE are hereby informed that meeting is scheduled on 29/08/2017 at 3:00 pm in board room.



Prof.S.M.Mane

Member Secretary



Prof.Dr.S.B.Patil
Principal

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

- CC to i) All Anti Ragging Committee Member
ii) Anti Ragging Cell File

Meeting No. 8
[Anti Ragging Committee]

Rajgad Dnyanpeeth Technical Campus,
Shri Chhatrapati Shivaji Raj College of
Engineering, Dhangawadi.

Meeting Date: → 29-08-2017, 3:00 Pm.

Meeting called to form a
Anti-ragging Squad for academic year 2017-18.

Meeting venue: → Board Room.

Committee:

Following members are
appointed as Squad for Anti-ragging.

Sr No	Name of member	Designation	Sign.
1	Prof. D.D. Patil S.B.	Chairman	
2	Mr. Khamkar R.S.	Member	
3	Prof. Dudhane T.M.	Secretary	
4	Prof. Mane S.M.	Member Secretary	
5	Prof. Maske Patil L.P.	Member	
6	Prof. Mrs. Laje R.V.	Member	
7	Prof. Suryanishi K.R.	Member	
8	Mr. Jagtap G.D.	Member	
9	Prof. Wagh M.B.	Member	

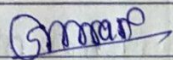
Member Present :-


1) D.R. Wani	Member	
2) Malekar K.D.	Member	
3) Kedekar G.I.	Member	
4) K.B. Disale	Member	
5) Kale J.G.	Member	
6) Dhadave G.M.	Member	

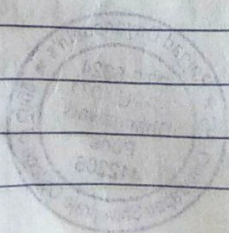


All the members to ensure regular visits to hostel and keep vigil in institute premises so that ragging does not take place, by generating awareness about the grave consequences of ragging.

The meeting ended with a Vote of thanks to the chair.


Prof. Dr. Mane S.M.
Member secretary


Prof. Dr. Patil S.B.
Chairman



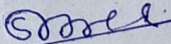
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SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Ref: RD/SCSCOE/Anti Ragging Cell/2017-18/02

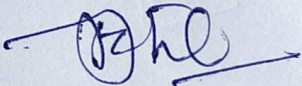
Date: 3/10/2017

Notice

All the Antiragging Committee members of SCSCOE are hereby informed that meeting is scheduled on 5/10/2017 at 3:00 pm in board room.


Prof.S.M.Mane
Member Secretary




Prof.Dr.S.B.Patil
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

CC to i) All Anti Ragging Committee Member
ii) Anti Ragging Cell File

Meeting No. 9
[Anit Ragging Committee]

Rajgad Dnyanpeeth Technical Campus,
Shri Chhatrapati college of engineering,
Phangawadi.

Meeting Date: → 5-10-2017

Meeting called for awareness
of posters and Banners at prominent
places.

Meeting time: 3 pm

Meeting venue: → Board Room:

Members present: →

Sr NO	Name of committee member	Designation	Sign.
1	Prof. Lahu P. Muskepatr	Member	
2	Mr. Khamkar R.S.	Member	
3	Prof. Dudhane T.M.	Secretary	
4	Prof. Suryawanshi K.R.	Member	
5	Mr. Jagtap G.D.	Member	
6	Prof. Wagh M.B.	Member	
7	Prof. Mrs. Lulge R.V.	Member	
8	Prof. S.M. Mane	member secretary	
9	Prof. G.J. Kale	Member	



1) An undertaking for not indulging in ragging be made mandatory for admission to student hostels.

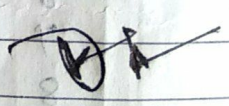
2) It is suggested that institutions should take measures to reduce the dependence of 'freshers' on the senior student.

3) It is recommended that vigilance committees should enquire into reported incidents of ragging and a disciplinary committee should prescribe appropriate punishment based on which the chairman should act immediately and promptly.

The meeting ended with a vote of thanks to the chair.

Mane
Prof. Mane S. M.
member secretary.




Prof. Dr. Patil S. B.
chairman.

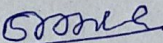
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SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Ref: RD/SCSCOE/Anti Ragging Cell/2017-18/03

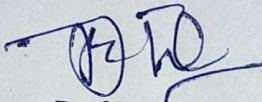
Date: 16/01/2018

Notice

All the Antiragging Committee members of SCSCOE are hereby informed that meeting is scheduled on 20/01/2018 at 2:30 pm in board room.


Prof.S.M.Mane
Member Secretary




Prof.Dr.S.B.Patil
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

CC to i) All Anti Ragging Committee Member
ii) Anti Ragging Cell File

Meeting No. 10.
[Anti Ragging Committee]

Rajgad Dnyanpeeth Technical Campus,
Shri Chhatrapati Shivaji Rajie College of
Engineering, Dhargawadi.

Meeting Date: 20-01-2018

Meeting called for awareness
of ragging and action taken against
ragging.

Meeting time: 2:30 PM

Meeting venue: Board room

Members present:

Sl No	Name of committee member	Designation	sig n.
1.	Mr. Khamkar R.S.	Member	
2.	Prof. Dudhane T.M	Secretary	
3.	Prof. LP Maskepatu	Member	
4.	Prof Suryawanshi K.R.	Member	
5.	Mr. Jagtap G.D.	Member	
6.	Prof. Mrs. Bandal J.J	Member	
7.	Dr. S. B. Pawar	Chairman	
8.	Prof. S. M. Mane	Member Secretary	



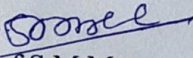
Rajgad Dnyanpeeth's
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Ref: RD/SCSCOE/Anti Ragging Cell/2017-18/04

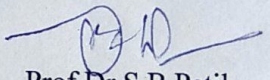
Date: 2/04/2018

Notice

All the Antiragging Committee members of SCSCOE are hereby informed that meeting is scheduled on 5/04/2018 at 3:00 pm in board room.


Prof.S.M.Mane
Member Secretary




Prof.Dr.S.B.Patil
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

CC to i) All Anti Ragging Committee Member
ii) Anti Ragging Cell File

Meeting No. 11
[Anti Ragging Committee]

Rajgad Dnyanpeeth Technical Campus,
Shri Chhatrapati Shivaji Raj College of
Engineering, Dhargawadi





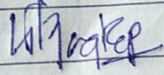
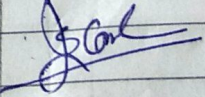

Meeting Date: → 05-04-2018

Meeting called for action and
compliance report for prevention of
ragging.

Meeting time: 3 pm

Meeting venue: → Board Room.

Members present: →

Sl NO	Name of committee member	Designation	Sign.
1	Lahu P. Maskekar	Member	
2	Dr. S. B. Pawar	Chairman	
3	Prof. Dudhane T. M.	Secretary	
4	Prof. S. M. Mane	Member Secretary	
5	Mr. Jagtap G. D.	Member	
6	Mr. Khamkar R. S.	Member	
7	K. R. Suryawanshi	Member	



1) The committee was of opinion that, there was not a case of ragging did not take place.

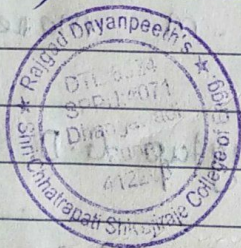
2) It was a joint meeting of the Anti-ragging committee, Anti-ragging squad and the students of all courses of a college.

3) After having thoughtfully discussed, it was unanimously resolved that there was not a case of ragging at all.

The meeting ended with a vote of thanks to the chair.

~~Prof. M. S. M.~~
Prof. M. S. M.
member secretary

~~Prof. Dr. Patil S. B.~~
Prof. Dr. Patil S. B.
chairman.



Internal Complaint Committee

Shri Chhatrapati Shivajiraje College of Engineering

Approved by AICTE, Govt of Maharashtra and Affiliated to the University of Pune (ID NO PU/PN/Engg/376/2009)

Dr. Bhagyashree s. Patil

Hon. secretary

Anantrao ThopteFounder President
Ex. Education Minister
Maharashtra State

Ref.No. RDTTC/SCSCOE/Women Cell/2015-16/01

Date:24th July 2015**SEXUAL HARASSMENT PREVENTION COMMITTEE**

The following staff members have been assigned additional institute level responsibilities of ICC for the academic year 2015-16.

Sr. No	Name	Designation	Post	Mobile Number
1	Prof.Mrs.Kale J.G	Chairman	F.E(HOD)	9011826102
2	Prof. Sondkar A.S	Member	Faculty, Comp. Dept.	9881257775
3	Dr. Mrs. Pathak V. J	Member	Doctor	9881073073
4	Adv.Mrs. Shinde J.R.	Member	Advocate	9922366618
5	Mrs. Mankar D. K	Member	NGO Member	9527179687
6	Miss. Swami Aishwarya	Member	Ladies Representative	70205576849
7	Mr. Shevte K.V	Member	Police Inspector	2113-272233
8	Prof .Bandal J.J	Member	Faculty, E & TC	9373420291
9	Dr. Patil S.B	Member	Principal	9970397696
10	Mr.Rahul S.Khamkar	Member	Estate Manager	9764105699

All above committee members are requested to cooperate in this regard.



Dr. S.B.Patil

Principal
Principal

Rajgad Dnyanpeeth's

Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

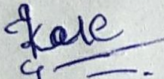
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SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Ref: RD/SCSCOE/Women Cell/2015-16/01

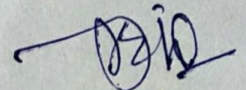
Date: 10/06/2015

Notice

All the **Ladies Staff Members** of SCSCOE are hereby informed that meeting is scheduled at 1:00 P.M in seminar hall for formation of **“SEXUAL HARASSMENT PREVENTION COMMITTEE”**.


Prof.J.G.Kale
Chairman




Prof.Dr.S.B.Patil
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Name of Institute: Rajgad Dnyanpeeth's
Shri Chhatrapati Shivaji Raj College of Engineering.

Kind of Meeting: Quarterly Sr. No. 01

Ref. No. RD/SCSCOE/Women Cell/2015-16/01

Date 10th June 2015 Time: 1:00 p.m Place: Seminar Hall

Minutes of the Meeting

In the presense of Principal his meeting was held on 10th June in seminar Hall.

1. In the meeting 'sexual Harassment prevention comitee' is formed.
2. New members are elected as Secretary, Ladie Representative and Ladies Hostel Rector.
3. Prof. A.S. Sondkar, is now secretary of the comitee.
4. New Ladies Hostel Rector is Prof. Bandal J.J
5. New Ladies Representative from Student is Miss. Aishwarya Swami from B.E Mechanical.



Member Present :-

Following member present at the meeting

Sl. No.	Names	Signs
1.	Mrs. Yadav G.B.	
2.	Mrs. Dere AA	
3.	Ms. Ramteke K.B.	
4.	Mrs. Jamdar R.S.	
5.	Mrs. M.H. Gholve	
6.	P.R. Bhattachar	
7.	A.P. Sonawane	
8.	R.V. Lalge	
9.	Gole S.P.	
10.	Dighe S.S.	
11.	S.M. Pethkar	
12.	Atpadkar sayali	
13.	thube M.V	
14.	Jadhav Y.G	
15.	shinde S.R	
16.	Bandal J.J	
17.	Anire R.S	
18.	Dixit V.D.	



(Chairman ICC)

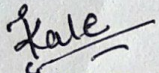
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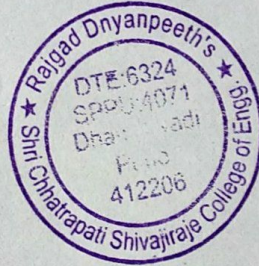
Ref: RD/SCSCOE/Women Cell/2015-16/02

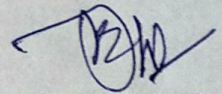
Date: 10/07/2015

Notice

All the Ladies Staff Members & Girls students of SCSCOE are hereby informed that meeting is scheduled at 12:00 P.M in seminar hall under “**SEXUAL HARASSMENT PREVENTION COMMITTEE**” to be familiar about sexual harassment of women at work place act, 2013 & rules.


Prof. J.G. Kale
Chairman




Prof. Dr. S.B. Patil
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.
Dhangawadi, Pune-412206

Name of the Institute: Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje college of Engineering.

Kind of Meeting: quarterly Sr. No. 02

Ref. No. RD/SCSCOE/Women cell/2015-16/03

Date: 10th July 2015 Time: 12.00 p.m Place: Seminar Hall

Minutes of the Meeting

Meeting was held in the presence of Principal Dr. S. B. Patil Sir and Adv. Mrs. Jayashree Shinde member of sexual harassment prevention committee.

Points Discussed are:

1. Importance of 'Sexual Harassment Prevention Committee' in workplace.
2. Roles of various members.
3. Central Government & Maharashtra state Act No. 14 dt. 23.04.2013 rules.
4. Prevention measures.
5. Different unwelcome acts, behaviours, various circumstances that comes under Harassment.
6. Where to make complaints?



Member Present :-

Sr.No.	Names	Signs
1.	Mrs. Yadav G.B	
2.	Ms. Deoe AA	
3.	Ms. Ramteke K.B.	
4.	Mrs. Jamdar R.S.	
5.	Ms. M.H. Gholve	
6.	Ms S.M. Pethakar	
7.	Ms A.P. Sonawane	
8.	P. R. Bhalchakar	
9.	R. V. Lalge	
10.	Gole S.F.	
11.	Dighe S.S	
12.	Pethkar S.M	
13.	Atpadkar sayali	
14.	M.V Thube	
15.	Jadhav Y.G	
16.	Shinde S.R	
17.	Bandal J.J	
18.	Ahir R.S.	
19.	Dixit V.D.	
20.	Sankle S.P	

21. P.M. Jadhav



(Chairman I.C.C.)

Shri Chhatrapati Shivajiraje College of Engineering

Approved by AICTE, Govt of Maharashtra and Affiliated to the University of Pune (ID NO PU/PN/Engg/376/2009)

Dr. Bhagyashree s. Patil

Hon. secretary

Anantrao ThopteFounder President
Ex. Education Minister
Maharashtra State

Ref.No. RDTC/SCSCOE/Women Cell/2016-17/01

Date:29th Aug. 2016**INTERNAL COMPLAINTS COMMITTEE**

We have formed ICC committee at institute level to look into complaints of sexual harassment of women at workplace. The following staff members have been assigned additional responsibilities for the same in the academic year 2016-17.

Sr. No	Name	Designation	Post	Mobile Number
1	Prof.Mrs.Kale J.G	Preceding Officer	F.E(HOD)	9011826102
2	Prof.Mrs.Sondkar A.S	Faculty Member 1	Asst.Prof.Computer	9881257775
3	Prof.Mrs.Bandal J.J	Faculty Member 2	Asst.Prof.E&TC	9657498032
4	Mr.Rahul S.Khamkar	Non Teaching 1	Estate Manager	9764105699
5	Mrs.Ahire R.S	Non Teaching 2	Asst.Librarian	7040083070
6	Aishwarya Swami	Student	B.E Mechanical Student	7588944564
7	Dr.Vijayalaxmi Pathak	Outside Member 1	Lady Doctor	9881073073
8	Adv.Mrs.Jayshree Shinde	Outside Member 2	Lady Advocate	9922366618
9	Mrs.DeepaliMankar	Outside Member 3	NGO	9225495554

All above committee members are requested to cooperate in this regard.



Dr. S.B.Patil

**Principal
Principal**Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

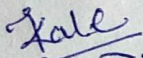
Rajgad Dnyanpeeth's
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Ref: RD/SCSCOE/Women Cell/2016-17/01

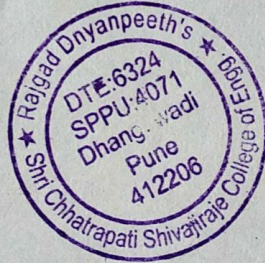
Date: 09/08/2016

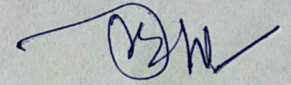
Notice

All the **Ladies Staff & Internal Complaints Committee Members** of SCSCOE are hereby informed that meeting is scheduled at 3:00 P.M in Board room to discuss issues regarding uniform.


Prof. J.G. Kale

Chairman





Prof. Dr. S.B. Patil

Principal
Principal

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Name of the Institute: Rajgad Dnyanpeeth's shri chhabapati shivajiraje college of engineering.

Kind of Meeting: Quarterly

Sr. No. 01

Ref No. RD/SCSCOE/Women cell/2016-17/01

Date: 9th Aug. 2016

Time: 3:00

Place: Board Room.

Minutes of the Meeting

1. Issues Regarding Ladies Uniform availability.
2. Department-wise co-ordinator selection for women cell activities. is made.

comp dept - Yadavo madam Parnam Nagale

enftc dept - ~~Daksh~~ Snawane Shriti

Mechanical dept - Amruta Snawane.

Civil dept - Salunke shital

3. Preparation of Girls students ^{List} in college will be made
4. Toilet's cleanliness should be made
5. Placement of sanitary Napkin wending Machine

Meeting was held in the presence of
prof Kale J.G & Sondkar A-S (chairman & secretary) of
the committee.



Member Present :-

Sr. No.	Name	Sign
1.	Prof. Sandkar A.S	<u>Sandkar</u>
2.	Prof. S.M. Jadhav	<u>Shinde</u>
3.	Prof. Y.G. Jadhav	Shinde
4.	Ahire R.S	<u>Shinde</u>
5.	Dixit V.D.	<u>Dixit</u>
6.	Khuskar Daulari	<u>Khuskar</u>
7.	S.M. Sonawane	<u>Shinde</u>
8.	S.P. Salunkhe	Shinde
9.	A.P. Sonawane	<u>Shinde</u>
10.	Prof. J.G. Kare	<u>Jale</u>



Jale
(Chairman Fee)

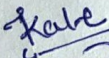
Rajgad Dnyanpeeth's
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Ref: RD/SCSCOE/Women Cell/2016-17/02

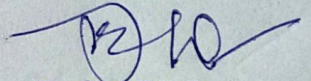
Date: 03/02/2017

Notice

All the staff members of Internal Complaints Committee are hereby informed that meeting is scheduled at 3:00 P.M in F.E HOD cabin regarding arrangement of “hemoglobin checkup” for first & second year girl’s students.


Prof. J.G. Kale
Chairman




Prof. Dr. S.B. Patil
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Name of the Institute:- Rajgad Dnyanpeeth's,
Shri Chhatrapati Shivajiraje college of Engineering

Kind of Meeting:- Quarterly Sr. No:- 02

Ref. No:- RDTC/SCSCOE/Women cell/2016-17/02

Date:- 3rd Feb 2017 Time:- 3.00 p.m Place:- HOD cabin(Fx)

Minutes of the Meeting:-

1. Overview of Health programs conducted by SPPU.
2. Arrangement of "Hemoglobin checkup" for First year & second year girl students.
3. Planning for organising program in SCSCOE Health center.
4. Decided coordinators from all the departments to conduct program.



Member Present :

3rd Feb 2017

Sl. No	Name	Sign
1.	Prof. Sandkar A-S	<u>Bandkar</u>
2.	S.M. Jadhav	<u>Mhatre</u>
3.	Prof. Y.G. Jadhav	<u>Jadhav</u>
4.	Ahire R.S.	<u>Ahire</u>
5.	Dixit V.D.	<u>Dixit</u>
6.	Khuskhe Daulhi	<u>Khuskhe</u>
7.	Salunke S.P	<u>Salunke</u>
8.	Bandal J.J	<u>Bandal</u>
9.	Prof. A.P. Sonawane	<u>Sonawane</u>
10.	Prof. Kale J.G.	<u>Kale</u>



(Chairman Dec)

Shri Chhatrapati Shivajiraje College of Engineering

Approved by AICTE, Govt of Maharashtra and Affiliated to the University of Pune (ID NO PU/PN/Engg/376/2009)

Dr. Bhagyashree s. Patil

Hon. secretary

Anantrao ThopteFounder President
Ex. Education Minister
Maharashtra State

Ref.No. RD/SCSCOE/Women Cell/2017-18/01

Date: 31st July, 2017**INTERNAL COMPLAINTS COMMITTEE**

The following staff members have been assigned additional responsibilities of ICC for the academic year 2017-18.

Sr. No	Name	Designation	Post	Mobile Number
1	Prof. Mrs. Kale J.G	Preceding Officer	F.E(HOD)	9011826102
2	Prof. Mrs. Sondkar A.S	Faculty Member 1	Asst. Prof. Computer	9881257775
3	Prof.Mrs. Bandal J. J	Faculty Member 2	Asst. Prof. E&TC	9657498032
4	Prof. Sonawane A.P.	Faculty Member 3	Asst. Prof. Mechanical	7709356158
5	Mr.. Khamkar Rahul S.	Non Teaching 1	Estate Manager	9764105699
6	Mrs. Ahire R.S	Non Teaching 2	Asst. Librarian	7040083070
7	Ms.Komal Disale	B.E Mechanical Student	B.E Mechanical Student	9657368032
8	Dr.Vijayalaxmi Pathak	Outside Member 1	Lady Doctor	9881073073
9	Adv.Mrs. Jayshree Shinde	Outside Member 2	Lady Advocate	9922366618

All above committee members are requested to cooperate in this regard.



Dr. S.B.Patil

PrincipalRajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

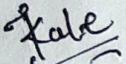
Rajgad Dnyanpeeth's
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Ref: RD/SCSCOE/ICC/2017-18/01

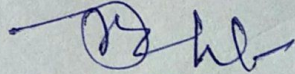
Date: 10/07/2017

Notice

All the **INTERNAL COMPLAINTS COMMITTEE** member of SCSCOE are hereby informed that meeting is scheduled on 11/07/2017 at 12:30 P.M in board room regarding different activity planning for A.Y. 2017-2018.


Prof. J.G. Kale
Chairman




Prof. Dr. S.B. Patil
Principal
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Name of the Institute:- Rajgad Dnyanpeeth's
"Shri Chhatrapati Shivajiraje College of Engineering"
Dhargwadi.

Kind of Meeting:- quarterly sr.No:- 01.

Ref. No:- RD/SES/COE/ICC/2017-18/01.

Date:- 11/07/17 Time:- 12:30pm Place:- Board Room

Minutes of Meeting:-

1. Activity Planning for current A.Y. 2017-18.
2. Preparation of Budget for different activities of A.Y. 2017-18.



Member present:

Sr. No.	Staff Name	Sign
01	pmj Mrs J. G. Kale	<u>Kale</u>
02.	pmj Mrs Sondkar A.S.	<u>Sondkar</u>
03.	pmj Mrs yadar G.P.	<u>yadar</u>
04	pmj Mrs Jadhav Y.G.	<u>Jadhav</u>
05	pmj Me. Bobade A.R.	<u>Bobade</u>
06.	pmj Mrs Bandal J.J.	<u>Bandal</u>
07	pmj Mrs Zende T.	<u>Zende</u>
08	pmj Mrs. Shinde S.R.	<u>Shinde</u>
09	pmj Me Salunkhe B.P.	<u>Salunkhe</u>
10	pmj Ms. Shelke A.A.	<u>Shelke</u>
11	pmj Me. Sonawane A.P.	<u>Sonawane</u>
12.	Mrs Dixit V.D.	<u>Dixit</u>
13.	Mrs Lalge L.R.	



Stale
(Chairman DCC)



Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

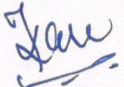
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Date: 04/10/2017


NOTICE

Ref. No. RD/SCSCOE/ICC/2017-18/02

All the INTERNAL COMPLAINTS COMMITTEE members of SCSCOE are hereby informed that meeting is scheduled on 04/10/2017 at 3 PM in Board Room.


Prof. J. G. Kale
Chairman




Prof. Dr. S. B. Patil
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Name of Institute:- Shri Chhatrapati Shivajiraje
College of Engineering, Dhangwadi

Kind of Meeting:- Quarterly Sr. No. 02

Ref. No:- RD/SCSCOE/ICC/2017-18/02

Date:- 04/10/2017 Time:- 3-00 PM Place:- Board Room

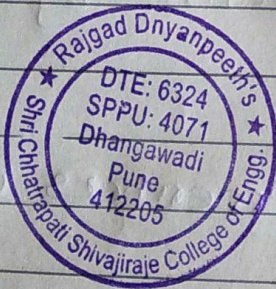
Minutes of Meeting:-

1. Discussion regarding complaint by a Girl student to IEC.
2. After discussion the committee members called both students.
3. Took apology letter from that person & warned him to not to do same in future.
4. With this the meeting was concluded.



Member Present :-

Sr. No.	Staff Name	Sign.
01.	pnj kale J.G.	<u>kale</u>
02	pnj. Sondkar A.S.	<u>Sondkar</u>
03	pnj. Bandal J.J.	<u>jj</u>
04	pnj. Ahire R.S.	<u>Ahira</u>
05	Pret. Shelle A.A	<u>Shelle</u>



Shelle
(Chairman PCC)

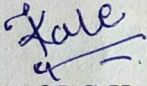
Rajgad Dnyanpeeth's
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Ref: RD/SCSCOE/ICC/2017-18/03

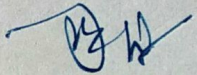
Date: 24/11/2017

Notice

All the **INTERNAL COMPLAINTS COMMITTEE** member of SCSCOE are hereby informed that meeting is scheduled on 27/07/2017 at 1:00 P.M in board room regarding execution of program on “Legal Right of Women”


Prof.J.G.Kale
Chairman




Prof.Dr.S.B.Patil
Principal
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Name of the Institute:- Rajgad Dnyapeeth's
"Shri Chhatrapati Shivaji Raje College of Engineering
Dhargwadi, Pune.

Kind of Meeting:- Quarterly Sr.No:- 03

Ref. No:- RD/SCSLOE/ICC/2017-18/03

Date:- 27/11/2017 Time:- 1.00 PM Place:- HOD Cabin

Minutes of Meeting:-

1. Discussion about program execution of competition of "Legal Rights of women".
2. Work allotment for the program to the committee members.
3. Provision for emergency medical help to students.



Member Present :-

Sr. No.	Staff Name	Sign
01	prof. Mykale J.S.	<u>Stale</u>
02	prof. Mysondkar A.S.	<u>Faulkar</u>
03	prof. My Bandal J.G.	<u>Jin</u>
04	prof. Mr. Alaire R.S.	<u>Alaire</u>
05	prof. Shete A.A.	<u>Shete</u>



Stale
(chairman Icc)

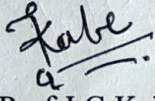
Rajgad Dnyanpeeth's
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Ref: RD/SCSCOE/ICC/2017-18/04

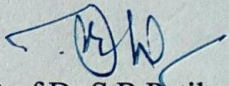
Date: 03/01/2018

Notice

All the **INTERNAL COMPLAINTS COMMITTEE** member of SCSCOE are hereby informed that meeting is scheduled on 04/01/2018 at 12:30 P.M in F.E HOD cabin regarding planning activity & execution of program "Speech & Easy Writing" under election literacy club.


Prof.J.G.Kale
Chairman




Prof.Dr.S.B.Patil
Principal
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Name of Institute:- Rajgad Dnyanpeeth's
"Shri Chhatrapati Shivaji Raje College of Engineering"
Dhangwadi, Pune.

Kind of Meeting: Quarterly SR.No. 04

Ref. No:- RD/SCS COE/ICC/2017-18/04

Date:- 04/01/18 Time:- 12.30 Place:- HOD Cabin

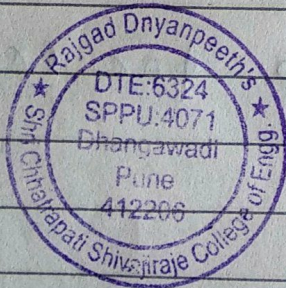
Minutes of Meeting:-

1. Planning of "speech & essay writing" competition" under Election Literary club
2. Work allocation to members for execution of program.



Member Present :-

sr. No.	Staff Name	sign
1.	Prof Ms Kale J.G.	<u>Kale</u>
2.	Prof Ms Sondkar AS	<u>Sondkar</u>
03.	Prof Mrs Bandal J.J.	<u>in</u>
04	Prof Ms Sonawane A.P.	<u>Sonawane</u>
05.	Prof Mrs Ahire R.S.	<u>Ahire</u>



(Kale)
Chairman Sec

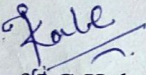
Rajgad Dnyanpeeth's
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Ref: RD/SCSCOE/ICC/2017-18/05

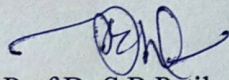
Date: 05/03/2018

Notice

All the **INTERNAL COMPLAINTS COMMITTEE** member of SCSCOE are hereby informed that meeting is scheduled on 06/03/2018 at 3:00 P.M in seminar hall regarding Women's Day celebration.


Prof. J.G. Kale
Chairman




Prof. Dr. S.B. Patil
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Name of the Institute:- Rajgad Dayanpeeth's
" Shri Chhatrapati ShivajiRaje College of Engineering
Dhargwadi, Pune.

Kind of Meeting:- Quarterly SR No:- 05

Ref. No:- RD/SCSCE/ICC/2017-18/05

Date:- 06/03/18 Time:- 3 Pm Place:- Seminar
Hall

Minutes of Meeting:-

1. Discussion Regarding planning of Klonan's Day celebration
2. Program execution work allotment to committee members.



Member Present :-

Sr. No.	Name of staff	Sign.
1.	Prof Mrs Kale J.G.	<u>Kale</u>
2.	prof Mrs Sondkar A.S.	<u>Sondkar</u>
3.	prof Mrs Bendal J.J	<u>jin</u>
4.	prof Mrs Jadhav Y.G.	<u>Jadhav</u>
5.	prof Mrs Shinde S.R	<u>Shinde</u>
6.	prof Mrs Bobade A.R.	<u>Bobade</u>
7.	prof Mrs Zende T.S.	<u>Zende</u>
8.	prof Mrs Shelke T.	
9.	prof Mrs Nipnikar R.S	<u>Rahni</u>
10.	prof Ms Nimkar	<u>Nimkar</u>
11.	prof Mrs Salunkhe S.P.	<u>Salunkhe</u>
12.	prof Mrs Shelke A.A	<u>Shelke</u>
13.	prof Mrs Sonawane AP.	<u>Sonawane</u>
14.	prof Mrs Dixit V.D	<u>Dixit</u>
15.	prof Mrs Yadav. G.B	<u>Yadav</u>
16.	prof Mrs Sang Sherkhi.	<u>Stave</u> Chairman (I.C.C)

Grievances Redressed

Harassment/Discrimination Complaint Form

Shri Chhatrapati Shivajiraje College of Engineering (SCSCOE), Dhangwadi.

Directions:

If you believe that you have been unlawfully harassed/ discriminated against, please fill out this form (giving as much details as possible) and return it to the Internal Complaints Committee (ICC)

By Hand: Prof. J.G.Kale, Presiding Officer, ICC (Head, F.E Engineering) OR
Prof. A.S. Sondkar (Dept. Computer Engineering)

PART I

Name : Miss. Ishita Rajoria
Date of Complaint : 04/10/2017
Department/Section : Computer Engg (F.E).
Designation : Student

Individual(s) who allegedly committed harassment/discrimination:

- a.) Sunny Sathe
b.) _____
c.) _____
d.) _____

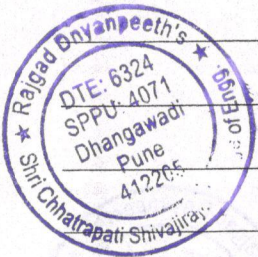


1. Describe the nature of your complaint. Include dates and the incident in as much detail as possible.

Respected Mam, I am Ishita Rajoria student of F.E computer wants to do complaint about person student named Sunny Sathe from S.F. comp. He always asks me personal questions, always makes comments while I am moving in corridor / in college premises. It is getting difficult me for handle him.

Due to his behaviour I am not able to focus in classes & also not concentrate in my studies. I have spoken with him more times but he is not listening to me.

So I raised complaint against him to ICC.



2. Your relationship to the individual/s engaging in alleged harassment:

Supervisor /Colleague /Student/ Faculty member

Others (specify if any) Student

3. Is there any physical evidence that supports your complaint? If so, please describe or attach a copy.

No. I dont have.

4. Have you previously complained about this or related acts of sexual harassment/discrimination to aICC officials or any other Higher Authority? If so, please identify the individual to whom you complained, the date of the complaint and the resolution of your complaint.

No. This is my first time.

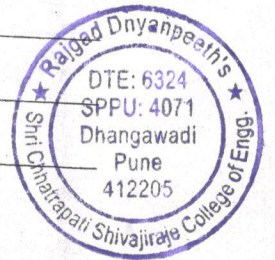
Part II

5. Why do you believe this incident occurred?

I dont know.

6. Identify all employees/students/colleagues or others with knowledge of the conduct about which you are complaining:

No.



7. Did colleagues/students/or others listed on the previous page personally observe or overhear the alleged conduct? If yes, please indicate the dates of observed/overheard behavior.

No.

8. Are there documents or emails which contain information supporting the occurrences described above?

No.

9. Have you missed any work time/class time as a result of the alleged harassment/discrimination? If yes, please indicate dates of absences.

Yes I missed my some lectures due to his behaviour.

10. Have you received any counseling or received medical treatment as a result of this alleged harassment? If yes, indicate dates of counseling/treatment. What is your requested remedy in this complaint?

I get counseling from counseling dept
Dr. Dewkar

11. Are there any other individuals you want the ICC to contact regarding your complaint? If so, who do you wish to be contacted and why?

His parents & principal Sir.



Part III

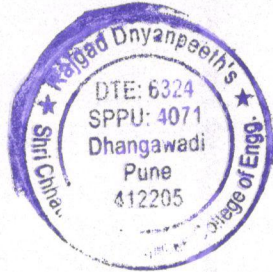
Acknowledgment

To investigate your complaint, it will be necessary to interview you, the alleged harasser(s), and any witnesses with knowledge of the allegations or defenses. The ICC will notify all persons involved in the investigation that it is confidential and that unauthorized disclosures of information concerning the investigation could result in disciplinary action, up to and including termination of employment.

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the ICC deems relevant.

Shoba 4/10/17
Signature Date

-----For ICC Use Only-----



Complaints Received on

Date: 04/10/17

J.G.Kale
Presiding Officer

Prof. J.G. Kale
Chairman

I.C.C.

RDTC, Shri chhatrapati Shivaji Maharaj
College of Engineering,
Dhangawadi, Pune-412205.



Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

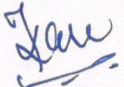
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Date: 04/10/2017


NOTICE

Ref. No. RD/SCSCOE/ICC/2017-18/02

All the INTERNAL COMPLAINTS COMMITTEE members of SCSCOE are hereby informed that meeting is scheduled on 04/10/2017 at 3 PM in Board Room.


Prof. J. G. Kale
Chairman




Prof. Dr. S. B. Patil
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Name of Institute:- Shri Chhatrapati Shivajiraje
College of Engineering, Dhangwadi

Kind of Meeting:- Quarterly Sr. No. 02

Ref. No:- RDM / SCSCOE / ICC / 2017-18 / 02

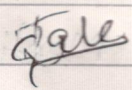

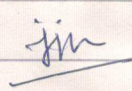

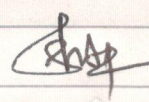
Date:- 04/10/2017 Time:- 3-00 PM Place:- Board Room

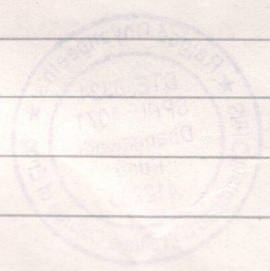
Minutes of Meeting:-

1. Discussion regarding complaint by a Girl student to TCC.
2. After discussion the committee members called both students.
3. Took apology letter from that person & warned him to not to do same in future.
4. With this the meeting was concluded.



only

sr. No.	staff Name	sign.
01.	pry kale J.G.	
02	pry. Sondkar A.S.	
03	pry. Bandal J.J.	
04	Mrs. Shire R.S	
05	Pret. Shelle A.A	



प्राति,
प्राचार्य

शाब्दात् ज्ञानपीठ श्री छत्रपती शिवाजी रावे कॉलेज इंजिनीअरींग
मु.जे. धांगवडी. दि. पुणे.

विषय - माफी नामा पत्र

लिहून देणार. सनी सोमनाथ राठे. मु.जे. पौड. ता. मुळशी.
दि. पुणे.

महोदय,

मी. आपल्या इंजिनीअरींग कॉलेजमध्ये द्वितीय वर्ष कॉम्प्युटर
इंजिनीअरींगमध्ये शिकत आहे. आभिकडोळ दोन महीन्यात माझ्याकडून
काही, आपल्याक महाविद्यालयातील विद्यार्थीनीच्या बाबतीत अप्रत्यक्ष
रित्या रित्या झोड्याची प्रकार घडले. हे मी स्वखुरीने मान्य करतो.
महाराष्ट्र झोड्यास कायदा यानुसार मी गुन्ध्यास घाप्त ठरतो. हे मला
समजून सांगितल्यामुळे मी इथून पुढे अशा पद्धतीत चुक अथवा
घर्तन करणार नाही म्हणून लिहून देत आहे.

मला माझे कर्तव्य न्यात करून दिले याबद्दल
मनस्वी आभार मानतो.

आपला नम्र

सनी राठे

Sunil

साक्षीदार

1) आ. वाघ एके. सी. - *[Signature]*

2) प्रा. जाधव एके. एके. - *[Signature]*

3) श्री. वाटे प्रशांत कुंजलीक - *[Signature]*

Rewardded to Mrs Raj Kabe

Women Empower cell

[Signature] 10/2017





Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Date: 28th Dec. 2017

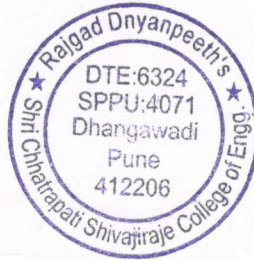
Performa –I

Complaints available to Internal Complaints Committee(ICC)

Name of Institute: Rajgad Dnyanpeeth's , Shri Chhatrapati Shivajiraje College of Engineering, Dhangawadi, Tal-Bhor, Dist-Pune.

Sr.No.	Name of Department	No. of Complaints available to committee	No. of Cases Solved	No. of Cases Unsolved	Remark
1	Hostel	NIL	NIL	NIL	One complaint received and resolved at ICC Level.
2	E&TC	NIL	NIL	NIL	
3	Mechanical	NIL	NIL	NIL	
4	Civil	NIL	NIL	NIL	
5	Computer	1	1	NIL	

Prof. J.G. Kale
Presiding Officer
Internal Complaints Committee (ICC)



Dr. S.B. Patil
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206



Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Date: 28th Dec. 2017

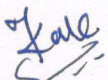
Performa-II

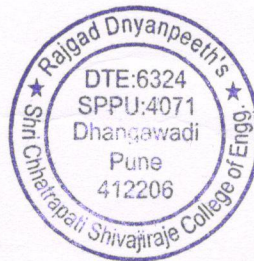
Name of Institute: - Rajgad Dnyanpeeth's Shri Chhatrapati Shivajiraje College of Engineering, Dhangawadi, Tal-Bhor Dist-Pune


Internal Complaints Committee Members

1. Prof.Mrs.Kale J.G
2. Prof.Mrs.Sondkar A.S
3. Prof.Mrs.Bandal J.J
4. Prof.A.P.Sonawane
5. Mr.Rahul S.Khamkar
6. Mrs.Ahire R.S
7. Komal Disale
8. Dr.Vijayalaxmi Pathak
9. Adv.Mrs.Jayshree Shinde

Sr.No.	No.of Complaints available	No. of complaints Enquiry completed	Complaints under process	Analysis of the cases pending			Total pending Cases
				0 to 6 months	7 to 12months	More than one year	
1	01	01	NIL	NIL	NIL	NIL	NIL


Prof.J.G.Kale
Presiding Officer
Internal Complaints Committee(ICC)




Dr. S.B.Patil
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Grievance Redressal Cell

Shri Chhatrapati Shivajiraje College of Engineering

Approved by AICTE, Govt of Maharashtra and Affiliated to the University of Pune (ID NO PU/PN/Engg/376/2009)

Dr. Bhagyashree s. Patil

Hon. secretary

Anantrao ThopteFounder President
Ex. Education Minister
Maharashtra State

Ref: RD/SCSCOE/2017-18/402-A

Date: 24/08/2017

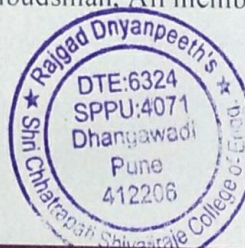
GRIEVANCE REDRESSAL CELL


Ref: AICTE Regulation for Establishment of Grievance Redressal Committee & Appointment of Ombudsman, by the Technological & Affiliating Universities/AICTE Approved Institutions & Letter from AICTE No. I-101/DPG/AICTE/ombudsman/2012 Dated 9th July, 2012

Following faculty members and student representatives of the institute are appointed as Grievance Redressal Committee members for A.Y. 2017-18. Accordingly, you are hereby informed to follow the instructions given by the AICTE from time to time. Students having complaints/ grievances shall contact any of the following members of the Grievance Cell.

Sr. No.	Name of Staff	Designation & Address	Appointed as	Email ID
1	Dr. S. B. Patil	Principal RD's SCSCOE, Dhangwadi Cell - 9970397696	Chairman	principal@rajgad.edu.in
2	Dr. S. S. Kale	Ex Principal RD, SNTCOE, Bor Cell - 9822618262	Ombudsman	kaless9000@gmail.com
3	Prof. T. M. Dudhane	Head of E & TC Engg. Department Cell - 9922341662	Member	entchod@rajgad.edu.in
4	Prof. S. K. Pawar	Head of Mechanical Engg. Department Cell - 9970893232	Member	mechhod@rajgad.edu.in
5	Prof. G. S. Jadhav	Head of Civil Engg. Department Cell-9730315385	Member	civilhod@rajgad.edu.in
6	Prof. M. B. wagh	Head of Computer Engg. Department Cell-9850025551	Member	comphod@rajgad.edu.in
7	Prof. J. G. Kale	Head of General Science Department Cell - 9011826102	Member	fehoda@rajgad.edu.in
8	Mr. R. S. Khamkar	Estate Manager, SCSCOE Cell- 9764105699	Member	khamkarrahul@rediffmail.com
9	Mr. G. D. Jagtap	Office Superintendent, SCSCOE Cell- 9028509410	Member	goraknath27jagtap@gmail.com
10	Mr. G. T. Gade	Account officer, SCSCOE Cell- 9657311213	Member	ganeshgade@gmail.com
11	Mr. A. R. Gore	Student Representative (Boys) Cell- 9860505348	Student Member	akashgore100296@gmail.com
12	Ms. J. A. Kshirsagar	Student Representative (Girls) Cell- 9960568841	Student Member	Jyotikshirsagar239@gmail.com

- Copy to: 1. Committee Chairman, Ombudsman, All members
2. All Notice Boards
3. Establishment section




Prof. Dr. S. B. Patil
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

Notice.

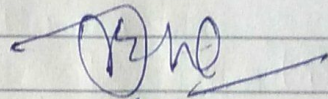
21/08/17.

Following staff members are requested to attend the meeting on 22/08/17 related to Grievance Redressal Committee.

Date: 22/08/17

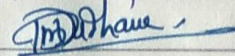
Time: 11.00 am

Venue: Board Room



Dr. S. B. Patil

Principal

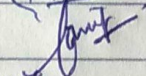


Sare





Sakale



K. S. Patil

- 1) Prof. T. M. Dhadhane.
- 2) Prof. S. K. Pawar.
- 3) Prof. G. S. Jadhav.
- 4) Prof. M. B. Wagh.
- 5) Prof. J. G. Kale.
- 6) Mr. G. T. Gade.
- 7) Mr. G. D. Jagtap



22/08/2017.

Minutes of Meeting :-

Prof. Dr. S.B. Patil welcomes all the members present in the meeting. The principal decided to retain same comitee members, with minor changes, ~~and~~ The comitee has been reformed as follows

Chairman: ^{Prof.} Dr. S. B. Patil
Ombudsman: Dr. S. S. Kale

Members

- 1) Prof. T. M. Dudhane
- 2) Prof. S. K. Pawar
- 3) Prof. G. S. Jadhav
- 4) Prof. M. B. Wagh
- 5) Prof. J. G. Kale
- 6) Mr. R. S. Khamkar
- 7) Mr. G. D. Jagtap
- 8) Mr. G. T. Gade
- 9) Mr. A. R. Gore
- 10) Miss. J. A. Shirsagar

Following point were discussed were meeting.

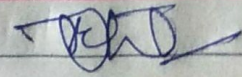
- 1) GRC should handle grievances of student, staff & faculty
- 2) Redress grievance promptly
- 3) Use positive friendly ways to resolve crisis.

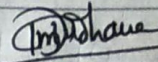


Chairman: Dr. S.B. Patil

Members Present:

- 1) Prof. J. M. Dudhane
- 2) Prof. S.K. Patwar
- 3) Prof. G.S. Jadhav
- 4) Prof. M.B. Wagh
- 5) Prof. J.G. Kale
- 6) Mr. R.S. Khamkar
- 7) Mr. G.D. Jagtap
- 8) Mr. G.T. Gade
- 9) Mr. A.R. Gore
- 10) Ms. J. A. Kshirsagar

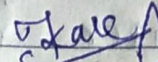


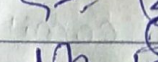


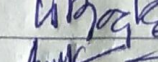


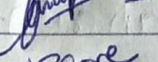




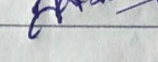




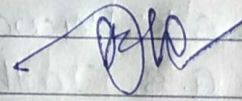











(Chairman)



Notice.

05/01/2017.

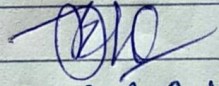
This is to inform you that a meeting of Grievance Redressal Committee of SCSOE will be held on 06/01/2017 in board meeting Room at 3 Pm.

All members are requested to attend the meeting to discuss following agenda.

Agenda:-

- 1) To resolve complaint received from students.
- 2) Miscellaneous, by permission of chair.




Prof. Dr. S. B. Patil

Principal

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

- 1) Prof. T. M. Dudhane.
- 2) Prof. S. K. Pawar.
- 3) Prof. G. S. Jadhav
- 4) ~~Prof.~~ Mr. G. T. Gade.
- 5) Prof. J. G. Kale.
- 6) Prof. M. B. Wagh.
- 7) Mr. G. D. Jagtap.

~~Prof. Dudhane~~

~~Prof. Pawar~~

~~Prof. Jadhav~~

~~Prof. Gade~~

~~Prof. Kale~~

~~Mr. Jagtap~~

06/01/2017

Minutes of Meeting:

Following points were discussed in the meeting.

- 1) Complaint received from students regarding.
 - a) Canteen food quality.
 - b) Electric appliances (Fan & Bulb) not working.
- 2) After discussion with GRC members it was resolved and following actions are taken.
 - a) Strict instructions given to canteen manager to improve food quality.
 - b) One of the GRC member will monitor the same.
 - c) Instructions given to electrician to repair or replace ~~to~~ the electric appliances of concerned students room on urgent basis.

Members Present:-

- 1) Prof. T. M. Dhadhane.
- 2) Prof. S. K. Pawar.
- 3) Prof. G. S. Jadhav.
- 4) Prof. M. B. Wagh.
- 5) Mr. G. T. Gade
- 6) Mr. G. D. Jagtap.

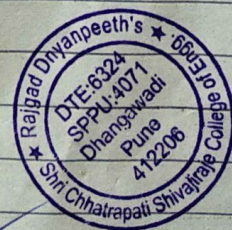
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[Signature]
(Chairman)
Dr. S. B. Patil

Notice .

11/07/2018.

Following staff member are requested to ~~attend~~ attend the meeting for reformation of grievance redressal committee in the institution

Date : 12/7/2018

Time : 3:00 pm

Venue : Board Room



Dr. S.B. Patil

Principal
Rajgad Dnyanpeeth's

Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

- 1) Prof. T.M. Dudhane
- 2) Prof. S.K. Patwar
- 3) Prof. M.B. Wagh
- 4) Prof. G.S. Jadhav
- 5) Prof. J.G. Kale
- 6) Prof. R.S. Nipanikar
- 7) Prof. A.S. Sondkar
- 8) Prof. N.T. Mehtre
- 9) Prof. S.R. Sutar
- 10) Mr. R.S. Khamkar

12/07/18.

Minutes of Meeting.

The principal ^{Prof.} Dr. S.B. Patil welcomes all the member present in the meeting. For reformation of grievance redressal comitee.

Following staff members are nominated as comitee members

Chairman: ^{Prof.} Dr. S.B. Patil
Ombudsman: Dr. S.S. Kale

Members

- 1) Prof. R.S. Nipanikar
- 2) Prof. A.S. Sandkar
- 3) Prof. M.B. Wagh
- 4) Prof. S.R. Sutar
- 5) Prof. N.T. Mehtre
- 6) Mr. R.S. Khamkar
- 7) Mr. G.D. Jagtap
- 9) Ms. Pooja Kagade - Student member
- 10) Mr. Prathmesh Deshpande - Student member



Following points discussed in meeting

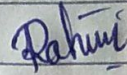
- 1) One grievance is received from student.
- 2) The objective rules & regular procedure of comitee member are discussed. The chairman, directed to take the responsibility assigned to new member & also to ensure that there is proper investigation of facts related to the problem.

It is Comitee members also discussed the various point regarding circumstances & seriousness of grievance for further investigation.

Chairman: Dr. S.B. Patil
Members Present



1. R.S. Nipami kar



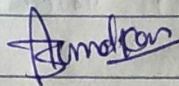
2. Prof. M.B. Wagh



3. Prof. S.R. Sutar



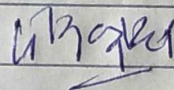
4. Prof. A.S. Sondkar



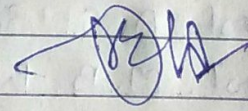
5. Prof. N.G. Mhetre



6. Mr. G.D. Jagtap






(Chairman)

Policies of Student Grievances

ANTI-RAGGING COMMITTEE

ANTI-RAGGING POLICY

1. INTRODUCTION

1.1 'Merit' and 'Ethics' being the core driving values towards turning out professionals of high caliber with strong sense of ethical judgments, social integration of student's population coming from different parts of the country with most diverse cultural and social back grounds, becomes a matter of prime importance. 'Ragging' a social menace, as such has no place in academic environment of the Institute and concerted efforts are required to be in place to prevent its occurrence at any point of time. Hence the need for a balanced 'anti-ragging policy' to be adopted by the Institute.

1.2 Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.

1.3 The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in "ragging" so that these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon'ble Supreme Court on this issue has also been stressed by the Ministry.

1.4 Ragging is a criminal offence and lowers the standards of education. The 'anti-ragging policy' adopted by the Institute takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the Ministry of HRD (Govt. of India).

2. ANTI-RAGGING POLICY

2.1 This policy encourages socialization of students to the academic environment of the Institute, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of socio-academic integration. The 'anti-ragging policy' adopted by the Institute therefore is aimed at:

- (a) Creation, development and nurturing a conducive, socio-academic environment within the student population.
- (b) Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the Institute are welcome and provided support, rather than being harassed and intimidated.
- (c) Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.
- (d) Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.



3. DEFINITIONS

3.1 For the purpose of this policy the following are defined as under: -

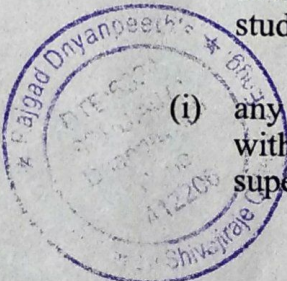
'Institute' means the Rajiv Gandhi Indian Institute of Management Shillong.

'Student' includes any person who is enrolled for any course, whether full time or part time with the Institute. This also includes research associates/scholars or a visitors, and / or a repeaters.

'Hostel' includes the place/(s) where students are accommodated through institutional arrangement.

'Ragging' constitutes one or more of any of the following acts:

- (a) a conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any other student with rudeness;
- (b) indulging in rowdy or undisciplined activities by a student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- (c) asking a student to do any act which the student will not carry out in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such student(s);
- (d) any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student(s);
- (e) exploiting the services of any student for completing the academic tasks assigned to an individual or a group of students.
- (f) any act of financial extortion or forceful expenditure burden put on a student by any other student or a group of students;
- (g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, emails, posts, social networking posts, e-posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a student(s);
 - (i) any act that affects the mental health and self-confidence of a student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by any student or a group of students over any other student(s).



4.1 Systemized Efforts for Socio-Academic Integration of New Entrants.

- (a) **Address by the Competent Authorities of the Institute.**
The Director, Dean Academics, Chairperson Admissions, Chairperson Academic Programmes and other concerned official(s) during their address/discussions to/with parents/guardians, admission aspirants/ fresh entrants/ students at the time of counselling meets, new batch induction on registration, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the 'Anti Ragging Policy' of the Institute. The efforts during such meets be directed towards achieving socio-academic integration of new entrants with the specific merit oriented environment of mutuality and trust of the Institute.
- (b) **New batch inaugurals**
The Director and faculty members, during new batch inaugurals may provide to the students, the guidelines on expected behavioural norms wherein a mention to the Anti ragging policy may be made.
- (c) **Welcome Party for New Entrants**
Senior students shall be encouraged to organize a "Welcome Party" for new entrants. For the said purpose an organizing committee may be constituted comprising of selected senior students of which, a senior faculty member will be the Ex-Officio-Chairman cum Patron. The Chairperson - Student Affairs and faculty members, to the extent possible, should participate in such a party.
- (d) **Mentoring Cells**
'Mentoring Cell' shall function under the guidance of a Senior Faculty and in direct supervision of the 'Chairman, Student Affairs'. Such a cell would be manned by senior students. There should be one senior student mentor for a specified group of 10 junior students. Membership to the 'mentoring cell' by senior students would be on voluntary basis by inviting applications and nominating membership on year to year basis.
The senior student mentor will also monitor 'Psychological Behaviour / behavioural aberration of new students. If any abnormal behaviour or environmental adjustment problem observed, the same shall be reported to the 'Chairman, Student Affairs'.
- (e) **Social, Cultural, Sports Activities**
The membership of all student clubs and committees will be coordinated on the lines of this (proposed anti-ragging) policy. The induction process to all students' clubs and committees will be organized in line with the proposed anti - ragging policy.
- (f) **Watch and Ward arrangements**
The Institute has identified following vulnerable locations
- (i) Hostel blocks and mess,
 - (ii) Vacant class rooms.
 - (iii) Auditorium
 - (iv) Canteen,
 - (v) Playground / Gymnasium



- (vi) Student activity centres,
- (vii) Favourite joints of students in the vicinity.

All concerned are to keep a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, Mess etc.), Hostel / accommodations, where students are accommodated.

These areas are needed to be carefully guarded if required by posting security personnel.

4.2 Wide – dissemination of Anti-Ragging Policy

Prospectus and Admission forms

- (i) All prospectus should contain a specific caution that “ragging is banned in the Institute, and anyone found indulging in ragging, is likely to be punished appropriately which may include expulsion from the institute.”
- (ii) All students of the Institute are required to sign an anti-ragging declaration forms (Annexure I and II) at the time of admission to the institute.

Erection of Posters

Academic programme office may put up posters in prominent places within the campus to exhort students to prevent, or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of “ragging”. The same needs to be displayed on the website of the institute.

5. MONITORING ASPECTS OF RAGGING

5.1 Anti-Ragging Surveys

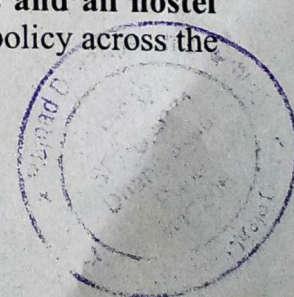
Anonymous random surveys, across first year students be carried out every fortnight, during first three months, at all the constituents of the Institute, to verify and check, whether the campus is indeed free from ‘ragging’.

5.2 Anti – Ragging Committee (ARC) at the Institute Level

An Anti – Ragging Committee (ARC) should be constituted at Institute level to monitor the various aspects related to menace of ragging. The members of this committee can be nominated by the Director (of which one has to be necessarily a female member). The ARC may have ‘**Dean - Academics**’ as chairperson and may also comprise of **Chairperson Student Affairs, Chairperson Academic Programmes and all hostel wardens** as other members in order to carry out the compliance of this policy across the whole institute along with the manner in which the same are dealt with.

6. PROCEDURAL AND PUNITIVE ASPECTS OF “RAGGING”

6.1 First Information Person (FIP)



- (a) 'First Information Person (FIP)' would be nominated by the Institute at beginning of each academic year. The FIP would provide first instance intervention in case of any complaint of "ragging".
- (b) FIP will also need to co-ordinate the preventive aspects of ragging, under guidance of the **Chairperson ARC** aiming to create a "ragging free environment"
- (c) FIP will be responsible for taking steps to ensure that cases of "ragging" within the institute are brought to the notice of the **Chairperson ARC** as soon as possible.
- (d) FIP is empowered to deal with informal complaints of "ragging" and/or take suo-moto cognizance of any such incident.

6.2 Ragging Reporting Procedure

- (a) If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, such person (or FIP, who may have assisted the complainants or those, who have otherwise observed / known about "ragging") shall have option to file a complaint with the **Chairperson ARC**. This may be done in writing or orally. Written complaint is preferable.
- (b) FIP or member/s of the **ARC** will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- (c) All formal/Informal complaints of "ragging" may be made to the FIP within the constituent unit or directly to **Chairperson ARC** as stated above.

6.3 ARC as Enquiry Committee

ARC will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances. The investigations should start maximum within three (03) days of reporting the incident and reports finalized by the ARC pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the competent authority maximum within a period of four (04) weeks. In exceptional circumstances, the Chairperson ARC may grant extension to the time limit under information to the complainant and the accused.

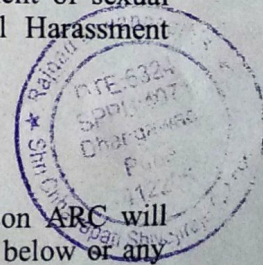
6.4 Process of Enquiry

The process of enquiry should be such to ensure that principles of natural justice are adhered to. Details of the process would be identical as in the case of 'Sexual Harassment Policy' adopted by the Institute. If the ragging also includes an element of sexual harassment then in that case both committees i.e. ARC and Sexual Harassment committee will look into the matter independently of each other.

6.5 Punishment / Penalties for 'ragging'

Based on the report of enquiry submitted by the ARC, the Chairperson **ARC** will recommend to the competent authority any of the punishment/(s) listed below or any other kind of punishment, which she/he may consider to be appropriate.

- (a) Withholding scholarships or other benefits



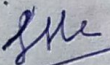
- (b) Debarring from representation of events.
- (c) Withholding results
- (d) Expulsion from Institute.
- (e) Debarring from examination/s.
- (f) Suspension from the institute or class for a limited period.
- (g) Fine with public apology
- (h) Prosecuting for criminal offence.
- (i) Filing FIR with the local police
- (j) Cancellation of admission

6.6 Appeal

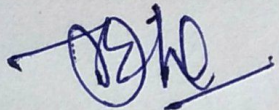
Appeal with regards to any action taken against the accused at any level and / or against the punishment awarded under this policy, shall lie with the Director of the Institute, which should be filed within a period of two weeks from such an action or award of punishment.

7. SAVING AND REPEAL CLAUSE

Director of the Institute will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time. She/He will also possess powers to exercise her/his discretion with respect to any or all of the clauses of this policy.


Secretary




Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

1. Objective of the Women's Grievance Redressal Cell

- 1.1 The Cell will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
- 1.2 The Cell shall process all the individual complaints and take immediate suitable action.
- 1.3 The Cell will provide assistance to the Faculty/Colleges for taking preventive steps in the matter of gender discrimination and sexual harassment.
- 1.4 The Principal will be the Chairman of the Cell and may appoint members of the cell.
- 1.5 The Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.

2. Grievance Procedure

- 2.1 Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the Principal's office.
- 2.2 The complaint will be afforded full confidentiality at this stage.
- 2.3 After receiving the complaint, the chairman shall convene the meeting of the cell.
- 2.4 The chairman will appoint investigation committee, Coordinator will convene the meetings.
- 2.5 The investigation committee shall then decide the course of action to proceed.
- 2.6 The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment by complainer /her representative.
- 2.7 In case the investigation committee decides to proceed with the complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice then alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is just and proper, he will be warned about his behaviour and non-occurrence of it. In case the complainer requests that the complaint should be proceeded with beyond mere a warning, the same may be proceeded with in the manner prescribed hereafter.



3. Procedure for investigation

- 3.1 If the complainer wishes to proceed beyond a mere a warning to the accused, the accused shall be given in writing by the investigation committee an opportunity to explain within one week why he should not be, for good and sufficient reasons, be punished for the act of sexual harassment on his part.
- 3.2 If the written explanation of the accused is not found to be satisfactory or if he does not provide any written explanation, the investigation committee will decide whether the offence deserves a minor penalty or a major penalty.
- 3.3 In the event that the investigation committee deciding that the accused be imposed a minor penalty, the said penalty will be recommended by the investigation committee to the chairman of the cell for decision.
- 3.4 If the investigation committee comes to a conclusion that the accused in case if his guilt proved, should be imposed a major penalty, it shall make a recommendation of action. If the accused is an employee, he may be placed under suspension under the provisions of act.
- 3.5 If a person is charged with physical molestation or rape on college / society's premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry. Appropriate actions can be initiated as per the laws of Indian penal code.

4. Punishment for sexual harassment

- 4.1 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.
- 4.2 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.



5. Protection against Victimization

The committee noted and approved the policy on Protection against Victimization of the Women's Grievance Redressal Cell as following-

- a. In the event of the complainer being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry if the teacher is found to be guilty, the accused will not act as an examiner for any examination for which the student appears.
- b. In the event the complainer and the accused both being employees, during the pendency of the investigation and enquiry even after such an enquiry if the accused is found to be guilty, the accused shall not write the condition reports of the complainer, if it is otherwise so authorized.

Kate
(Chairman ICC)



[Signature]
Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

GRIEVANCE REDRESSAL CELL

INTRODUCTION:

The **Grievance Redressal Cell (GRC)** Committee is formed as per AICTE Regulation for Establishment of Grievance Redressal Committee and Appointment of Ombudsman, by the Technological & Affiliating Universities/AICTE Approved Institutions and as per Letter from AICTE No. 1-101/DPG/AICTE/ombudsman/2012 Dated 9th July, 2012. The **Grievance Redressal Cell** at SCSCOE is formed to provide a fair, secure and harmonious work environment. Grievance Redressal Cell listen the grievances in a confidential, unbiased and fair manner.

OBJECTIVES:

- To provide consistent, fair and impartial mechanism to resolve grievances of students, parents and employees.
- To initiate responsive and accountable perspective among all the stakeholders to maintain harmonious work environment in the College campus.
- To develop an organisational framework to resolve Grievances of Students and other stakeholders
- To maintain cordial Student – Student relationship, Student- Teacher relationship, Teacher- Teacher relationship.
- To ensure effective solution to the grievances in scheduled time and with complete confidentiality.



FUNCTIONS:

- To conduct formal hearings on receipt of written grievances from students, parents and staff members and to hold the investigation according to the case.
- The Committee will review all cases formally and act accordingly.
- To investigate grievances to maintain privacy and confidentiality.
- To work out a resolution of the issues to obtain the facts through relevant sources in a fair manner.
- To ensure disposal of every application in a maximum period of one month of the receipt of application.

TYPES OF GRIEVANCES:

The Grievances may broadly include the following complaints of the aggrieved students

- Academic issues
- Non-Academic issues
- Extra – curricular
- Amenities and Maintenance
- Placement and Internships
- General Administration
- Harassment by colleague students or the teachers etc

PROCEDURE FOR REDRESSAL OF GRIEVANCES:

- In case of any grievance the student, Parent or Staff member who want to place a grievance shall give written complaint first to the Head of the respective Department to resolve the issue.
- The respective Department unable to solve the grievance or grievant is dissatisfied with the resolution the grievant is free to approach the Grievance Redressal cell.
- If, the grievance is against the respective Head of Department/office, then the grievant may directly submit his/her grievance in writing to the Chairman of Grievance Redressal Cell.



- The following procedure is followed to solve the grievances by considering the welfare of the students.
1. **FORMAL REGISTRATION:** Any aggrieved student or parent or staff member with a genuine grievance will submit his/her Grievance in writing along with necessary documents to the Chairman of Grievance Redressal Cell.
In case the person is unwilling to appear in self, grievance may be dropped in writing at letter box/ suggestion box of the Grievance cell.
 2. **ACKNOWLEDGEMENT:** The Grievance Redressal Cell shall acknowledge the receipt of each grievance complainant immediately.
 3. **FORWARDING:** Upon receipt of grievance the Grievance Redressal Cell shall classify, analyse the grievance, and forward the grievance to the respective department/individual requesting them to enquire the grievance and redress within the specified period, not exceeding 7 days from the receipt of grievance complaint.
 4. **FOLLOW UP & MONITORING:** Grievance Redressal Cell shall coordinate, monitor and ensure redressal within the stipulated time. Depending upon the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.
 5. **SCRUITINY:** Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective individual, then it will intimate the same to the grievant. Once the grievant indicates acceptance of the resolution at this level, then the matter is considered as closed.
 6. **CALL FOR HEARING:** If the Grievance Redressal Committee is not satisfied with the resolution provided by the respective department/individual or upon the grievant's written request, the committee shall fix a date for hearing, and intimate the same to the respective department/individual as well as the grievant. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents.
 7. **INVESTIGATION:** If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Committee will have the



right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.

8. FINAL DECISION: After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application - pass an order indicating the reasons for such order, as may be deemed fit.
9. COMMUNICATING THE DECISION: Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties which shall be binding on both the parties.
10. CLOSURE OF COMPLAINT: The complaint shall be considered as disposed off and closed when:
 - a. the grievant has indicated acceptance of the resolution;
 - b. the grievant has not responded within four weeks from the date of receipt of information on resolution

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.



Prof. Dr. S. B. Patil

Principal

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