



**TATKARE CHARITABLE TRUST'S
DR. SHREE NANASAHEB DHARMADHIKARI
ART'S, COMMERCE & SCIENCE COLLEGE GOVE-KOLAD**

Policy Document

Grievance Redressal Mechanism

Introduction:

A grievance can be any type of i.e. unjust behaviour, stalking, use of pretext to do wrong things, dissatisfaction, displeasure, the bad perception among the employee. The institution believes that grievances led by the employees and students should be addressed with a proper mechanism. The institution has accepted it as a policy to redress every form of grievance with great sensitivity. Institution envisions comprehensive development of the organisation by addressing all sorts of complaints. Any complaint or grievance related to sexual harassment, the outrage of modesty of women and ragging handles with extra sensitivity. For that organisation frame several committees to solve every sort of complexities with utmost care.

The college has created a Grievance redressal procedure to resolve individual and group grievances of a general character, as well as those linked to ragging and sexual harassment of the college's students and employees.

As per the UGC's and University of Mumbai norms and regulations, College Grievance Redressal Committee has been formed with the representations of various stakeholders to deliver justice to complainers.

Objectives:

- To develop a policy for investigating and reviewing complaints or grievances raised by students and faculties.
- To create awareness among the committee members to listen to complaints from students and faculties and find out justiciable solutions.
- To instil confidence among the victim to come forward about their unjust treatment.
- To deliver effective responses based on the severity of the complaint.

The grievance redressal mechanism is categorized into four sections, each of them working on a separate issue.

1. Grievance redressal committee
2. Women Development Cell
3. Anti-Ragging Committee
4. Internal Complaints Committee

Awareness Mechanism:

The college has established a definite policy to implement various methods to raise awareness to prevent cases of sexual harassment, ragging, of student and staff-related issues.

The following methods have been used to raise awareness among students and staff:

- Prospectus
- Institutional website
- Awareness program
- Display of rules and regulations in campus citing its punishment

Governance Mechanisms:

To address the issues, these three committees will work under the direction and authority of the Principal. If there are any major grievances, they must be addressed to the highest authority, which is the College Development Committee or the Governing Body. Only at the committee level may issues of a common nature be resolved immediately.

The grievances will be collected through boxes posted throughout campus, in person: oral or written, and cases discovered during the Discipline Committee's monitoring. The Committee should meet at least twice during the academic year, but it can meet as many times as required in an emergency. The committees are supposed to keep meticulous records in the form of notices, agendas, minutes, and actions taken, among other things.

While this platform enables for open communication of concerns, it is critical that the complainant exercise due diligence and care in determining what he or she considers to be a grievance substantial enough to warrant the attention of this committee of senior faculty members.

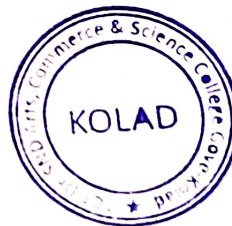
Committees


1. **Grievance Redressal Committee:** A grievance redressal committee will be established at the college level to address student and staff issues that arise during the normal operation of the institution. The Committee will meet at least twice a year, or more frequently as needed. The Principal will serve as the committee's Chairperson, and a senior faculty member will serve as the committee's Co-ordinator. The Chairperson will appoint two faculty members to the committee.
2. **Women Development Cell:** A Women Development Cell will be established at the college level to resolve student and staff issues while the institution is open for business. The cell will also concentrate on developing gender equality awareness strategies for students. The Committee will meet at least twice a year, and as needed, more frequently. The committee will be chaired by the Principal, and a senior faculty member will serve as the committee's co-ordinator. Staff will be represented by faculty members who have been suggested by the Principal.
3. **Anti-Ragging Committee:** At the college level, there will be an Anti-Ragging committee to monitor and manage student ragging instances that arise during the normal operation of the institution. The

Committee will meet at least twice a year, or more frequently as needed. The Principal will serve as the committee's Chairperson, and a senior faculty member will serve as the committee's co-ordinator. The Chairperson will appoint academic members who are knowledgeable about the situation to serve as members of the committee.

4. Internal Complaints Committee: At the college level, there will be an Internal Complaints Committee dealing with sexual harrasment complaints instances that arise during the normal operation of the institution. The Committee will meet when complaints are received as needed. The committee has a Presiding officer who is a senior lady teacher and the committee will consist of four to six out of which some are men senior faculty members.

H. B. 1198
Co-Ordinator
IQAC




PRINCIPAL
TCT Dr. Shree. Nanasahab Dharmadhikari
Arts, Commerce & Science College Gove-Kolad
Tal. Roha, Dist. Raigad.



TATKARE CHARITABLE TRUST, KOLAD
DR. SHREE. NANASAHEB DHARMADHIKARI

Kolad - Gove, Tal - Roha, Dist - Raigad, Pin - 402304,
Register No E-536 (Raigad) Date - 19/8/2006.

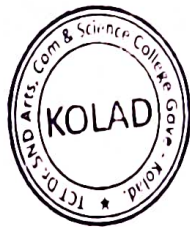
Email ID - dr.snd.acsc.kolad288@gmail.com / Principal Mob. No. 8983512652

CHAIRMAN: AVADHUT ANIL TATKARE SECRETORY: SANDEEP ANIL TATKARE PRINCIPAL: Dr. MUNDE SHANKAR S.

ANTI RAGGING COMMITTEE

2017-2018

| Sr.No | Name Of Member | Designation |
|-------|----------------------|-------------|
| 1 | Dr .Munde S.S. | Chairman |
| 2 | Mr. Sawale S.V. | Convener |
| 3 | Miss. Pradhan N.A. | Member |
| 4 | Mr. Amalpure S.V | Member |
| 5 | Miss .Shelke R.M. | Member |



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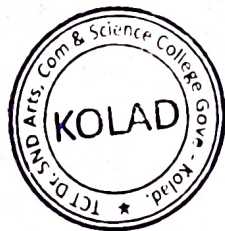
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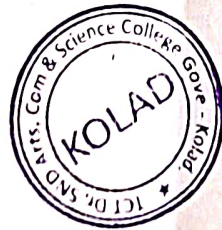
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CHAIRMAN : AVADHUT ANIL TATKARE SECRETARY : SANDEEP ANIL TATKARE PRINCIPAL : Dr. MUNDE SHANKAR S.

College Grievance Redressal Cell (CGRC)

2017-18

| Sr.No. | Name Of Member | Designation |
|--------|--------------------|-------------|
| 1 | Dr. Munde S.S. | Chairman |
| 2 | Mr. Sawale S.V. | Convenor |
| 3 | Mrs. Muthe S.B. | Member |
| 4 | Miss. Mahadik P.M. | Member |
| 5 | Mr. More A.A. | Member |



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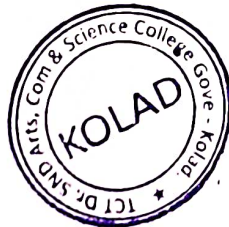
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CHAIRMAN: AVADHUT ANIL TATKARE SECRETARY : SANDEEP ANIL TATKARE PRINCIPAL: Dr .MUNDE SHANKAR S.

Women Empowerment Cell 2017-18

| Sr. No. | Name | Designation |
|---------|-----------------------------|------------------------|
| 1 | Mrs.Muthe S.B. | Chairperson |
| 2 | Mrs.Adlikar J.M. | Convener |
| 3 | Miss. Mahadik P.M | Member |
| 4 | Mrs. Shelke R.M | Member |
| 5 | Miss. Mali D.D | Member |
| 6 | Miss. Pradhan N.A | Member |
| 7 | Miss.Padval Pratiksha Uttam | Student Representative |
| 8 | Miss.Jambekar Namita Sharad | Student Representative |



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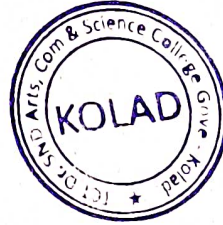
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CHAIRMEN : AVADHUT ANIL TATKARE SECRETORY : SANDEEP ANIL TATKARE PRINCIPAL : DR. SHANKAR S MUNDE

Internal Compliance Committee

| Sr.No | Name of the Member | Position | Sign |
|-------|-----------------------------|----------|------|
| 1 | Dr. Shankar Munde | Chairman | |
| 2 | Asst.Prof. Jaywanti Adlikar | Convenor | |
| 3 | Asst.Prof. Nehal Pradhan | Member | |
| 4 | Asst.Prof. Reshma shelke | Member | |
| 5 | Mrs. Karuna Bade | Member | |



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MINUTES OF ANTI-RAGGING COMMITTEE MINUTES OF THE 1ST MEETING OF THE COLLEGE ANTI-RAGGING COMMITTEE FOR THE ACADEMIC YEAR 2017-2018 HELD ON 14th June 2017 IN THE PRINCIPAL'S OFFICE AT 12:30 P.M

The 1st Meeting of the Anti-Ragging Committee constituted for the academic session 2017-2018 was held on 14th June 2017 at 12:30 p.m. in the Principal's Office to discuss on the agenda.

The following members are present:

| | | | | |
|-----------------------------|---|-----------|---|--|
| Dr. Shankar Munde | - | Principal | - | |
| Asst.Prof. Jaywanti Adlikar | - | Convener | - | |
| Asst.Prof. Reshma Shelke | - | Member | - | |
| Asst.Prof. Nehal Pradhan | - | Member | - | |
| Asst.Prof. Darshana Mali | - | Member | - | |
| Mrs. Supriya Kasbale | - | Member | - | |

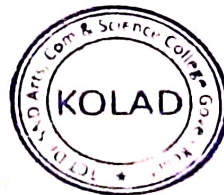
The 1st meeting of the College Discipline and Anti-Ragging Committee Meeting of the members for the academic session 2017-2018 started sharply at 12:30 p.m. under the Chairmanship of Asst.Prof. Jaywanti Adlikar. Initially the Vice president welcomed all the members to the meeting. Afterwards, the business of the meeting was carried forward on the agenda.

Regarding monitoring measures to prevent ragging in the college campus, it was decided that the Members of the Anti-Ragging Committee will act as squad members for overall monitoring and supervision in the classrooms as well in the campus. Any student found indulge in such cases may immediately brought into the notice of the authority.

Regarding any matters related to complaint, no such cases have been recorded, as a matter of fact; the campus is a ragging free zone.

It was decided by the house that early measures to be taken to further consolidate prevention and prohibition of ragging in the college. As there were no other items for discussion, the meeting ended up with a vote of thanks to the members present.

Asst Prof: Adlikar J. M.
Convener



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