

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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*	No student and no faculty members reported any case or issue during academic year 2022-23	

LINK TO THE INSTITUTE WEBSITE:

Internal Complaint Committee : [The Internal Complaints Committee \(ICC\) \(frcrce.ac.in\)](http://frcrce.ac.in)

Anti Ragging Squad and Anti-ragging committee: [Anti-ragging Squad \(frcrce.ac.in\)](http://frcrce.ac.in)

Women Development Cell : [The Women Development Cell \(WDC\) \(frcrce.ac.in\)](http://frcrce.ac.in)

Student Grievance Policy: [Microsoft Word - Students' grievance redressal policy \(frcrce.ac.in\)](http://frcrce.ac.in)

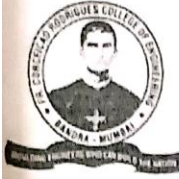
Online Grievance system: [Feedaback \(frcrce.ac.in\)](http://frcrce.ac.in)

5.1.5 -The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. For this purpose, Institute has formed the following internal committees

- 1. Internal complaint committee:** The Internal Complaints Committee (ICC) has been constituted in the college for the sexual harassment of women at the workplace (prevention, prohibition, and redressal) and University of Mumbai Circular No. CONCOL/24/ of 2014-15 dated 12/11/2014. ICC is headed by a senior female faculty of the institute. ICC meets on a need basis to address any complaints from students, teaching and nonteaching members and takes necessary action. The College has a zero- tolerance policy towards any such transgression. The college is committed to providing a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity. Posters are displayed at strategic places within the campus to communicate the philosophy of institute in such matters.



SOCIETY OF ST. FRANCIS XAVIER, PILAR'S
FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to University of Mumbai)

Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai - 400 050.

Phone : (022) 6711 4000, 6711 4101, 6711 4104

Website : www.frcrce.ac.in • Email : crce@fragnel.edu.in

Ref.: CRCE / 2022 / 272B

Date : August 2, 2022

CIRCULAR

To
Faculty and Staff Members

Sub.: Re-constitution of Internal Complaints Committee (ICC) (Gender Sensitisation Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions)

Ref.: 1. AICTE Notification No.F-AICTE/WH/2016/01 dated 10.06.2016
2. University of Mumbai Circular No.CONCOL/24/of 2014-15 dt. 12.11.2014

In compliance with the above referred AICTE Notification and the Circular received from University of Mumbai, the management has nominated the following as members of 'Internal Complaints Committee' under the above Act :

S.No.	Name of the Member	Designation	Contact Nos.	Email Address
1	Prof. Merly Thomas Associate Professor – Computer Engg.	Presiding Officer	9820755087	merly@frcrce.ac.in
2	Prof. Binsy Joseph Associate Professor– Electronics Engg	Member Faculty	9833503363	binsy_joseph@frcrce.ac.in
3	Prof. Sushma Nagdeote Assistant Professor– Info. Tech. Dept.	Member Faculty	8879626260	sushman@frcrce.ac.in
4	Mr. Robert Dias, Office Superintendent	Member Non-Teaching	9730943327	dias@frcrce.ac.in
5	Mrs. Jyoti Kargutkar, Lab. Technician	Member Non-Teaching	9867724555	jyoti@frcrce.ac.in
6	Mr. Tarasingh Ragnal	Member Student	9082343049	taranrajpal11@gmail.com
7	Mr. Anthony Benno	Member Student	9137811659	bennoanthony4@gmail.com
8	Ms. Mugdha Zope	Member Student	9923207636	mugdhadzope@gmail.com
9	Rev. Fr. Joe H. Pereira Founder & Managing Trustee – Kripa Foundation, Bandra	Member - NGO	9820199298	kripabandra@gmail.com

The Presiding Officer and members of the above 'Internal Complaints Committee' will hold the office till 31st July 2023.

We have displayed a copy of the Gazette of India consisting of AICTE (Gender Sensitisation Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulation 2016 on our website for information of all concerned. We have also displayed University of Mumbai Circular No.CONCOL/24/of 2014-15 dated 12th November 2014 for reference.

All concerned are requested to note the above.


(DR. S.S. RATHOD)
PRINCIPAL

Fr Conceicao Rodrigues College of Engineering, Bandra

Date: 06/04/2023

CIRCULAR

A meeting of Internal Complaint Committee (ICC) members is scheduled to be held on 14/04/2022 Friday at 1500 hrs in Room No.603 to discuss the action plan, to create awareness about, Sexual Harassment of Women at Workplace among students and staff.




All committee members are requested to attend the meeting.



Prof Merly Thomas

ICC CRCE Presiding Officer

Members:-

- (i) Prof. Merly Thomas 
- (ii) Prof. Binsy Joseph
- (iii) Prof. Sushma Nagdeote
- (iv) Mr. Robert Dias 
- (v) Mrs. Jyoti Kargutkar
- (vi) Mr. Tarasingh Ragnal
- (vii) Mr. Antony Beno
- (viii) Ms. Mugdha Zope 

- Presiding Officer
- Member - Faculty
- Member - Faculty
- Member – Non-Teaching
- Member – Non-Teaching
- Member – Student
- Member - Student
- Member – Student



Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in CRCE

1. A committee on “Internal Complaint Committee (ICC)” has been duly constituted by the college vide Circular No. CRCE/2021/155. A meeting of ICC CRCE to review the cases of sexual harassment at CRCE was held on **14/04/2023** at 1500 hrs in Room No.603.

2. Following members of ICC attended the meeting:

(i)	Prof. Merly Thomas	Presiding Officer
(ii)	Prof. Binsy Joseph	Member - Faculty
(iii)	Prof. Sarika Davare	Member - Faculty
(iv)	Mr. Robert Dias	Member – Non-Teaching
(v)	Mrs. Jyoti Kargutkar	Member – Non-Teaching
(vi)	Mr. Mr. Antony Beno	Member – Student
(vii)	Mr. Tarasingh Raggal	Member - Student
(viii)	Ms. Mugdha Zope	Member – Student

3. At the outset, Presiding Officer welcomed all the members of the Committee. She described the role of ICC and welcomed suggestions from all members to make it effective.

4. The Committee noted that no complaint of sexual harassment has been received from any students and woman employee of this year. Members discussed need of creating awareness in CRCE campus .

5. The committee had discussions at length and the following suggestions were made:

(i) The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and Child Development and the composition of the Internal Complaints Committee of CRCE be uploaded on CRCE’s website.

(ii) All agreed to the fact that an awareness about, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 along with the latest order of the online management system titled “Sexual Harassment Electronic-Box (SHe-Box)” for registering complaints by female employees as well as girl students of the College, must be created to prevent instances of harassment of women employees in future also.

- (iii) A complaint Drop box must be placed in the office premises and/ or Email-id should be displayed for registering the complaints.
- 6. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet next year or earlier, if need arise. Next meeting of the Committee will be held in the month of March, 2023.

Meeting ended with vote of thanks to the Chair.



2. Anti Ragging committee:

Anti-ragging Squad: The anti-ragging squad is formed and is headed by a senior faculty member of the institute. The students at the entry-level sign an affidavit and submit to the University about non- involvement in ragging activities. Anti-ragging Squad makes sure that there are no instances of ragging anywhere on the campus and hostel. Anti-ragging posters are displayed at places within the campus. Main gates are guarded and entry points are screened. The safety and security of all the students is ensured.



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Phone : (022) 6711 4000, 6711 4101, 6711 4104

Website : www.frce.ac.in • Email : crce@fragnel.edu.in

Ref.: CRCE / 2022 / 272C

Date : August 2 , 2022.

NOTICE

**ANTI-RAGGING COMMITTEE &
ANTI-RAGGING SQUAD**

The ANTI-RAGGING COMMITTEE and ANTI-RAGGING SQUAD has been re-constituted as under :

The re-constituted Anti Ragging Squad and the Anti-Ragging Committee is as under :-

1. Anti Ragging Committee : Anti Ragging Committee will consist the following members:

- | | |
|---------------------------|--|
| a. Dr. S.S. Rathod | - Head of the Institution.(920228275) |
| b. Ms. Pallavi Kulkarni | - Representative of Civil & Police Administration (8689888655) |
| c. Mr. Amit Kocharekar | - Representative of Local Media (9820500110) |
| d. Ms. Juhi Chaudhari | - Representative of Non-Government Organisation (9137630078) |
| e. Dr. Sapna Prabhu | - Representative of Faculty Member (9833545743) |
| f. Dr. Bhushan Patil | - Representative of Faculty Member (9820369797) |
| g. Dr. Sujata Deshmukh | - Representative of Faculty Member (9920510059) |
| h. Dr. Jagruti K. Save | - Representative of Faculty Member (9869621900) |
| i. Ms. Rajeshwari Iyer | - Representative of Parents (9987263283) |
| j. Ms. Vishakha Fernandes | - Representative of Parents (9819624346) |
| k. Mr. Tarasingh Rajpal | - Representative of Students (9082343049) |
| l. Mr. Anthony Benno | - Representative of Students (9137811659) |
| m. Ms. Grace Antony | - Representative of Students (9321182692) |
| n. Mr. C.B. Shetty | - Representative of Non Teaching Staff (9987288538) |

2. Anti Ragging Squad : Anti Ragging Squad consist the following members of the faculty :

- | | |
|------------------------|--|
| a. Dr. V.S. Jorapur | - Associate Professor & HOD - Production Engg. Dept.(9869288147) |
| | - Co-ordinator |
| b. Dr. D.V. Bhoir | - Representative of Faculty Member (9869433765) |
| c. Dr. Jagruti K. Save | - Representative of Faculty Member (9869621900) |
| d. Ms. Merly Thomas | - Associate Professor - Computer Engg Dept. (9820755087) |

All the concerned are requested to note the same.


(DR. S.S. RATHOD)
PRINCIPAL

Minutes of Meetings – Anti – ragging committee



Fr. Conceicao Rodrigues College of Engineering

Anti-Raging Committee

Notice

The Anti-Raging Committee meeting is scheduled to be held on 17th September 2022 in the Conference Room at 10.00am. Agenda for the same is as given below

Agenda:

1. Read and approve the minutes of the meeting held on 19.09.2019
2. Decision on the reported cases of ragging or misconduct
3. Any other topic with the permission of the Chair

Prof. Deepak V. Bhoir

Dr. Sunil K. Surve

Prof. Dileep C. C.

Date: 03/09/2022



Fr. Conceicao Rodrigues College of Engineering

Minutes of the Meeting

Fr. Conceicao Rodrigues College of Engineering

Anti-Raging Committee

Minutes of the meeting of the Advisory committee held on 17th September 2022 in the Conference Room at 10.00am. First of all Chairperson Dr. D V Bhoir welcomed all the members. Following members were present for the meeting:

Dr. Deepak V. Bhoir

Dr. Sunil K. Surve

Prof. Dileep C. C.

- Resolution 1.** Read and approve the minutes of the meeting held on 19.09.2019
Dr. D V Bhoir, read the MOM of the last meeting and were approved unanimously.
Proposed by: Dr. Sunil Surve Seconded by: Prof Dileep C.C.
- Resolution 2.** Decision on the reported cases of raging or misconduct
As there were no cases of ragging or reported misconduct the committee expressed satisfaction and informed to keep the same strategies of decimating the anti-ragging boards at all major places
Proposed by Prof. Dileep C. C. Seconded by: Dr. D V Bhoir

Since there was no other point for discussion the meeting ended with thanks to the chair.

Dr. Deepak V. Bhoir

Chairperson

Date: 20/09/2022

3. The Women Development Cell (WDC):

In an effort to promote the well being of the girl students, Teaching and Non-Teaching Women Staff of the Institute, to deal with thecases/complaints of sexual harassment and to implement the women's policies in general, a Women's Development Cell has been re-constituted in the College. This is in compliance with the decision of the Supreme Court of India.



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Phone : (022) 6711 4000, 6711 4101, 6711 4104
Website : www.frcea.ac.in • Email : crce@fragnel.edu.in

Ref.: CRCE / 2022 / 272A

Date : August 2, 2022

NOTICE

" WOMEN'S DEVELOPMENT CELL "

In an effort to promote the well being of the girl students, Teaching and Non-Teaching Women Staff of the Institute, to deal with the cases / complaints of sexual harassment and to implement the women's policies in general, a **Women's Development Cell** has been re-constituted in the College. This is in compliance with the decision of the Supreme Court of India. The College Women's Development Cell shall consist of the following members :-

S.No.	Name of the Member		Contact Nos.
1	Dr. S.S. Rathod	President	9920228275
2	Dr. Sapna Prabhu	Co-ordinator	9833545743
3	Dr. Jagruti Save	Member	9869621900
4	Dr. Sujata Deshmukh	Member	9920510059
5	Mrs. Sushma Nagdeote	Member	8879626260
6	Mrs. Yvonne Fernandes	Member	9892118413
7	Ms. Neha Prakash	NGO Representative	8419996979
8	Ms. Renu Nanadikar	Students Representative	7447346225

All the concerned are requested to note the contact details of the above members and represent their grievance to any of the member, if any for their consideration and suitable action.


(DR. S.S. RATHOD)
PRINCIPAL

- Copy to : - Fr. Valerian D'Souza
- HODs – Mechanical, Electronics & Computer Sc., Computer, A.I.D.S, H&S
- Members of Women's Development Cell – for information and necessary action
- Staff / Student's Notice Board

Minutes of Meetings-WDC

FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING
Fr. Agnel Ashram, Bandstand, Bandra (west), Mumbai 400050

Ref: CRCE/WDC/2021-22/N/1

Date: 21st February, 2022

CIRCULAR

A meeting is scheduled in connection with Prevention and Redressal of Sexual Harassment at Workplace on 24th February, 2022 in conference room at 2.00pm.

Date: 24th February, 2022

Time: 2.00 pm

Venue: Conference room

Agenda:



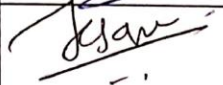
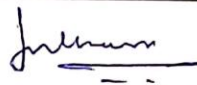
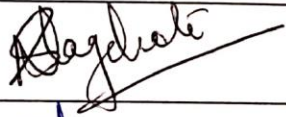


1. To create social awareness about the problems of women and in particular regarding gender discrimination.
2. To develop the self-confidence of female students, teaching and non-teaching women staff of the College by organizing seminars, workshops relating to women development.
3. To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff of the College.

All the WDC faculty members are informed to attend.



SIGNATURE

Sapna Prabhu
Dr. Sapna Prabhu.
WDC co-ordinator

Sr. No.	Name	Signature
1.	Dr. Srija Unnikrishnan (President)	
2.	Dr. Sapna Prabhu (Co-ordinator)	
3.	Dr. Jagruti Save	
4.	Dr. Hemant Khanolkar	
5.	Prof. Sushma Nagdeote	
6.	Ms. Neelam D'silva	
7.	Ms. Palak Joseph	





Fr. Conceicao Rodrigues College of Engineering.

Fr. Agnel Ashram, BandStand, Bandra (West), Mumbai, India - 400050

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Website: www.frerce.ac.in, E-mail: crce@frerce.ac.in

Minutes of the meeting held in connection with Prevention and Redressal of Sexual Harassment at Workplace held on 24th February, 2022 in conference room at 2.00pm.

Following members of WDC attended the meeting:

1. Dr. Srija Unnikrishnan (President)
2. Dr. Sapna Prabhu (Co-ordinator)
3. Dr. Jagruti Save
4. Dr. Hemant Khanolkar
5. Prof. Sushma Nagdeote
6. Ms. Neelam D'silva
7. Ms. Palak Joseph

Agenda of the meeting:

1. To create social awareness about the problems of women and in particular regarding gender discrimination.
2. To develop the self-confidence of female students, teaching and non-teaching women staff of the College by organizing seminars, workshops relating to women development.
3. To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff of the College.

Any other matter with the permission of the President of WDC.

The meeting was organized on 24th February, 2020 and started at 2.00pm by Dr. Srija Unnikrishnan the president of the WDC welcomed the members present in the meeting. The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Institute.

Also, it was decided that in this academic year international women's day will be celebrated in collaboration with IEEE Women in Engineering students' chapter for staff members, non-teaching staff and students.

It was further decided that Self-defence Training Programme and health awareness programme for female students should be conducted at institute level.

All the members agreed to this. The meeting ended with the discussion that all members of WDC to work hard and create safe working environment with respect to women's right.


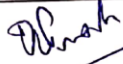
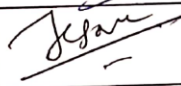
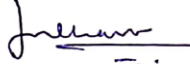
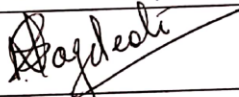

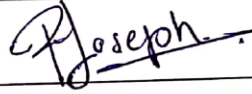


Dr. Srijia Unnikrishnan
(WDC President)



Dr. Sapna Prabhu
(WDC Co-ordinator)

ATTENDANCE

Sr. No.	Name	Signature
1.	Dr. Srija Unnikrishnan (President)	
2.	Dr. Sapna Prabhu (Co-ordinator)	
3.	Dr. Jagruti Save	
4.	Dr. Hemant Khanolkar	
5.	Prof. Sushma Nagdeote	
6.	Ms. Neelam D'silva	
7.	Ms. Palak Joseph	

4. Student Grievance Redressal committee (SGRC/CGRC):

In compliance with the AICTE notification dated 25th May 2012 published in the Gazette of India, institute has constituted a Students' Grievance Redressal Committee (GRC). The main objectives of the Committee are to ensure transparency in the Admission process, prevention of unfair practices, and to provide mechanism to address students Grievances. The aim of this committee is to provide the platform for the students to express their grievances / problems freely and frankly, without any fear of being victimized. The GRC will take up only those matters which have not been solved at the department level. The formation, committee members and the objectives of the Grievance Redressal Committee is widely published on the college web site, under student Notice section for the information to the students.

Objectives of GRC:

- To ensure transparency in admission process
- To prevent any kind of unfair means and practices
- To provide mechanism to address students' grievances in a responsive and accountable manner.
- To maintain a harmonious and healthy educational atmosphere in the institute and among all the stakeholders - students, parents, staff and the management of the Institute.

Mechanisms for appeal:

- Student with a genuine grievance may approach the Grievance Redressal Committee members in person.
- In case the student is uncomfortable to present his grievance personally, the same may be dropped in writing in the Suggestion / Complaint Box that has been kept in the main entrance of the college.
- Grievances may also be sent through online mechanisms - e-mail to the members or registering the same on the grievance portal through college website.
- Students who wish to remain anonymous can do so, for general grievances regarding Academics / Administration of the College

Procedure of grievance Redressal:

- Students can register their grievances through any of the mechanisms mentioned above.
- The GRC will meet and deliberate upon the cases and if required, procure necessary and relevant documents/information.
- GRC decides the final action to be initiated at the institutional level for Redressal of the registered grievance.

Following are the general steps to deal with grievances:

- **Apply:** Students can send the Appeal through any of the mechanisms listed above (online/offline).
- **Acknowledge to the grievance:** Let students know that GRC has received their report/appeal and GRC is taking up the same.
- **Investigate:** Not all issues qualify for a hearing. Generally, it is important to review whether the grievance is valid or not. GRC inquires about the reported grievance and collects relevant information.
- **Hold the formal meeting:** The student/students with the grievance and all other relevant parties are called to be present for a formal hearing with GRC. The aggrieved student can put forward any evidence that backs up the complaint. GRC will keep record of the minutes of the meeting.
- **Decision making:** GRC members deliberate and decide on the action regarding the grievance. The same is communicated to the student who registered the grievance and any other person/persons concerned with the grievance. For very serious grievances, the case can be taken up in committees like College development committee or Governing Council.
- **Further Appeal process:** If student is not satisfied with the decision of the GRC, students can further apply to DTE/University/ AICTE grievances cell.



SOCIETY OF ST. FRANCIS XAVIER, PILAR'S
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Website : www.frce.ac.in • Email : crce@fragnel.edu.in

Ref.: CRCE / 2022 / 272D

Date : August 2, 2022.

NOTICE

Student Grievance Redressal Committee (SGRC)

In compliance with the AICTE Notification dated 7th November 2019, published in Gazette of India, we have constituted 'Student Grievance Redressal Committee' (SGRC) to provide opportunities for redressal of certain grievances of students already enrolled in the Institution, as well as those seeking admission to the institution and to provide a mechanism to address grievances.

The Student Grievance Redressal Committee (SGRC) includes the following members with a tenure of two years :

1. Dr. S.S. Rathod
Principal - Chairperson
2. Dr. Deepak Bhoir
Professor – Electronics & Comp. Sci. Dept. - Member
3. Dr. Hemant Khanolkar
Assistant Professor – Hum. & Sci. Dept. - Member
4. Ms. Monica Khanore
Assistant Professor – Computer Engg. Dept. - Member
5. Mr. Anthony Benno
Student Representative - Special Invitee

A copy of Notification dated 7th November 2019 is displayed on the College website for information of all concerned.


(DR. S.S. RATHOD)
PRINCIPAL

C.C.: Members of Students Grievance Redressal Committee

- Dr. Deepak Bhoir
- Dr. Hemant Khanolkar
- Ms. Monica Khanore
- Mr. Anthony Benno

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Minutes of Meetings - Student Grievance committee



Fr. Conceicao Rodrigues College of Engineering

Grievance Redressal Committee (Students)

(To ensure transparency in admission and address grievances of students, parents and others)

Notice

The Grievance-Redressal Committee meeting is scheduled to be held on 15th October 2022 in the Conference Room at 10.00am. Agenda for the same is as given below

Agenda:

1. Read and approve the minutes of the meeting held on 06.09.2019
2. Decision on the reported cases of grievances during admission
3. Any other topic with the permission of the Chair

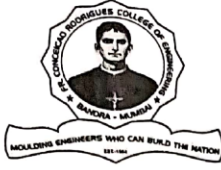
Prof. Deepak V. Bhoir

Prof. D S S Sudhakar

Prof. Kalpana Deorukhakar

Date: 01/10/2022

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Fr. Conceicao Rodrigues College of Engineering

Minutes of the Meeting

Grievance Redressal Committee (Students)

(To ensure transparency in admission and address grievances of students, parents and others)

Minutes of the meeting of the Advisory committee held on 15th October 2022 in the Conference Room at 10.00am. First of all Chairperson Dr. D V Bhoir welcomed all the members. Following members were present for the meeting:

Dr. Deepak V. Bhoir

Pror. D S S Sudhakar

Prof. Kalpana Deorukhakar

- Resolution 1.** Read and approve the minutes of the meeting held on 06.09.2019
Dr. D V Bhoir, read the MOM of the last meeting and were approved unanimously.
Proposed by: Dr. D S S Sudhakar Seconded by: Prof Kalpana D
- Resolution 2.** Decision on the reported cases of grievances
As there were no cases of grievances the committee expressed t satisfaction and decided to keep transparency while admission for all the stake holders.
Proposed by: Prof Kalpana D Seconded by: Prof D V Bhoir

Since there was no other point for discussion the meeting ended with thanks to the chair.

Dr. Deepak V. Bhoir

Chairperson

Date: 18/10/2022

STUDENT GRIEVANCE REDRESSAL POLICY DOCUMENT



SOCIETY OF ST. FRANCIS XAVIER, PILAR'S
FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING
(Approved by AICTE & Affiliated to University of Mumbai)

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STUDENT GRIEVANCE REDRESSAL POLICY

In compliance with the AICTE notification dated 25th May 2012 published in the Gazette of India, institute has constituted a Students' Grievance Redressal Committee. The functions of the Committee are to ensure transparency in the Admission process, prevention of unfair Practices, and to provide mechanism to address students Grievances.

The aim of this committee is to encourage students to express their grievances / problems freely and frankly, without any fear of being victimized. The GRC will take up only those matters which have not been solved at the department level.

The setting up of the Grievance Redressal Committee for students is widely published on the college web site, under student Notice section.

Objectives of GRC:

- To ensure transparency in Admission process
- To prevent unfair means and Practices
- To provide mechanism to address students' grievances in a responsive and accountable manner.
- To maintain a harmonious and healthy educational atmosphere in the institute and among all the stakeholders - students, parents, staff and management of the Institute.

Mechanisms for appeal:

- Student with a genuine grievance may approach the Grievance Redressal Committee members in person.
- In case the student is unwilling to present his grievance personally, the same may be dropped in writing in the Suggestion / Complaint Box that has been installed in the main entrance of the college.
- Grievances may also be sent through online mechanisms - e-mail to the members or registering the same on the grievance portal through college website.
- Students who wish to remain anonymous can do so, for general grievances regarding Academics / Administration of the College

Procedure of grievance Redressal:

- Students can register their grievances through any of the mechanisms mentioned above.
- The GRC will meet and deliberate upon those cases and if required, procure necessary and relevant documents.
- GRC decides the final action to be initiated at the institutional level for redressal of the registered grievance.

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