

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore) Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2nd Cycle) Dr. N.G.P. – Kalapatti Road, Coimbatore-641048, Tamil Nadu, India Web: www.drngpasc.ac.in |Email: info@drngpasc.ac.in | Phone: +91-422-2369100 NAAC 3rd Cycle

Criterion V Metric 5.1.5

AY 2020-21: Redressal of Student Grievance

This is to certify that the following committees are functioning in our institution for the redressal of student grievances

S. No.	Meeting Minutes
1	Students Grievance Cell
2	Sexual Harassment Complaints Committee
3	Anti-Ragging Committee



(Prof. Dr. V. RAJENDRAN) Principal

2021/2/21





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Criterion V Metric 5.1.5

Guidelines of Statutory/Regulatory Bodies

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		विश्वविद्यालय अनुवान आयोग
		University Grants Commission
and the second s	Mark.	(मानव संसाधन विकास पंचालव, चारत सरसार)
ो ली) जसपाल एस समय	120	(Ministry of Human Resource Development, Gent. of India)
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19		Bulodar Shah Zafar Morg, New Dolls1110002 Ph. 011-23239920, 22236208
AREL AL JORIG, DON, Hef, Store, Fartial, Haan, Man, Selectedary		Fax : 011-22/238858, ensel : jcsend/u.ugo@hit.in
D.O.No.F.91-9/2015 (GS/MHRD)		5 th July, 2018
Dear SinMadam,		
University Grants Commission (Prevention, prohibition and redee and studants in higher educations india which are available on UQ clearly describes responsibilities redeessal mechanism, process for redressal, punishment and comp UGC Regulations being statutory in The Ministry of Women and Chi- published a "Handbook on Sexu Institution, prohibition and redress billowed in the regent A copy of the	reset of accurat his al institutions) Reg C website i.e. <u>wo</u> of the higher ed making complain vensation, conseq n nature are bindir ild Development, ual Harassment of sues like what is v rail along with the v	Vassment of women employees watcons, 2015 in the Gazette of mugc.ac.in. These Regulations ucational institutions, grievance I and conducting inquiry, Interim uences of non-compliance etc. ag for Universities and Colleges. Government of India has also of Women at Workplace". The workplace sexual harassment, its alobel morms and good oractices
You are requested to kindly ena- estermed University and affiliate standbook amongst faculty, stad colleges and also upload the same	d colleges. Also lents and staff of	ensure wide circulation of the f your University and affiliated
Viith kind regards,		
Yours sincerely,	-	-
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(Jaspal S. Sandhu)		
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The Vice-Chancellor of All Unive	raities.	
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(Jaspal S Sandhu)		
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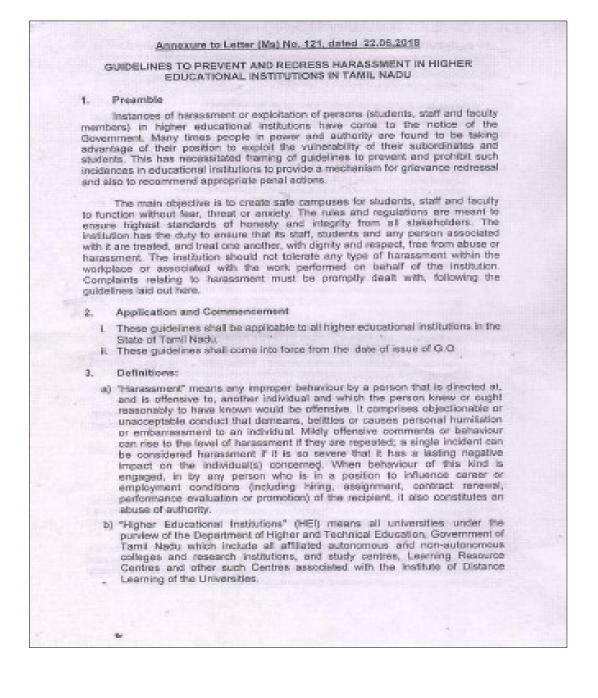
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அனுப்புளர் முனைவர்.(டுருமதி)பா.சு. சாத்தி எம்.எஸ்ஸி, எம்.சுபில், பேசுட், பி.சச்டி, கல்லூரிக் கல்வி இயக்குதர், (மு.சுபொ)	பெறுநர் அனைத்து அரசு கம்லூரி முதல்வர்கள்/ அனைத்து மண்டஙக் கல்லூரிக் கல்வி இணை
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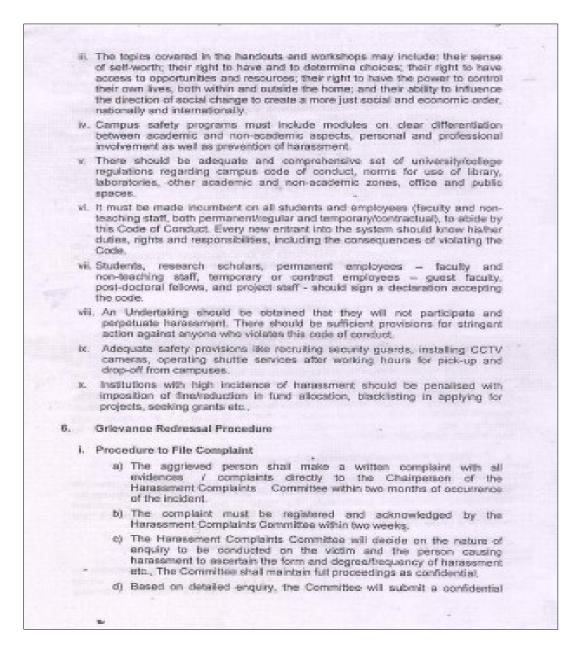
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	"aggrieved person" means a student or employee who has any complaint in the matters concerned, with the grievances or complaints defined in section 4.
ct)	"Victimisation" means any unfavourable treatment meted out to a person with an implicit or explicit intention of harassing.
4.	Grievances and Complaints Relating to Harassment:
aggrie L	"Grievances or Complaints" include, but not limited to, the following from the wed students or employses: Intimidation, open and indirect threats, verbal and non-verbal conduct, physical abuse, such other objectionable behaviours and objectionable material sent through letter, electronic and social media;
п.	Undue delay or unfounded refusal for forwarding applications/ requests/ letters of the faculty, staff and students to higher authorities;
ж.	Seeking favours in cash or kind, gifts and rewards, such other for discharging duties. The situations include, but are not restricted to, M.Phi// Ph.D. registration & guidence, examination and evaluation, excessive spanding by the student on conduct of viva-voce such as examiner's travel and other expenses, etc.,
iv.	Unreasonable delay in the process of completion of M.Phil/ Ph.D thesis by the teacher including examination and evaluation process;
v.	or demanding work after working hours or on holidays, without the willingness of the person;
vi	conferences, seminars or field work or any other academic work;
vi	particular student(s), research scholar, project staff, employee including threat of unfavourable or promise of preferential treatment in the future;
w	 Humiliation by referring to gender, caste etc. including those that affect the dignity of the person thereby imposing subservient attlude.
br	Demand/ assigning work by institution/ department/centre/section heads after working hours, on holidays etc. without any adequate reason for doing so.
×	Complaints relating to examination and evaluation like re-totaling and revaluation of answer scripts etc., do not form part of harassment.
5.	Harassment Awareness and Prevention
K	Campus satisfy has become a recurrent concern among the educational fraternity. All stakeholders should be sensitised and awareness created emong students, non-teaching staff and faculty about forms, causes and prevention of harassment.
	Campus safety awareness can be done by distributing handouts, posters/notices with helpline numbers posted in prominent places. Regular workshops, orientation programmes at the time of entry as well as periodical





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report directly to the head (Vice-Chancellor/ Director/ Principal) of the institution within one to two months and the Head of the Institution shall act within two months. If the complaint is against the head of the Institution, the report shall be submitted to his / her higher authority.	-
 The Complaint shall be disposed off within six months from the date of receipt of the complaint; 	25
ii. Composition of the Harassment Complaints Committee	
Every higher educational institution shall constitute a committee to deal with complaints relating to harassment. The Vice-ChancelonDirector/ Principal of the Institution will take responsibility for constituting the committee with larms of reference and tenure of one or two academic years. The composition of the committee will be as given below:	
a) Dean / Senior Professor / Senior Faculty Member -	-
b) Two faculty members – One Professor and One Associate Professor in Universities or One Associate Professor and One Assistant Professor in Colleges – Members	
c) One Women Faculty – Member	
 One external member with Legal background – Member 	
e) One SiC / ST/ BC representative - Observer	
7. Penal Actions	
Based on the Harassmant Complaints Committee's report, the head of the institution shall take appropriate penal action following the rules, statutes and reputations of the Institution. The penal action can take several forms such as issuing warning, transfer of the Ph.D.W.Phil student to other faculty member, removal from headship, derecognition as M.Phil/ Ph.D guide, cut in increment and demotion, etc., in the pase of students / research scholars, the punishment can be suspension, rustleation, etc.,	
8. False or Frivolous or Malicious Complaints	
The harassment complaints committee shall also have provisions to deal with false or frivelous or malicious complaints and recommend to take action against the complainant with proper justification. The Head of the Institution or Completent Authority shall take appropriate penal action following the rules, statutes and regulations of the Institution.	
9. Conduct that would not be considered harassment	
Personal must have reasonable grounds before making a complaint of narassment. All situations which appear to meet the definition ultimately may not be ound to be instances of harassment. It is important to note that reporting authorities	





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may make negative decisions (e.g. about performance or work sasignments) which do not, in themselves, constitute harassment. Reporting authorities have a responsibility to give fair and objective feedback and to take appropriate action. If such report is biased due to extraneous factors or retaliation against an individual, then it may constitute harassment. The Complaints committee must carefully look into the background of the complaint and take a decision. Appeal Procedure 10. Those found guilty of violations and on whom punishments are initiated may appeal for reconsideration of punishment served on him/her. The appeal can be made to the Head of the institution. This provision to file an internal appeal will depend on the severity of the case. The Head of the Institution / Competent Authority will have the discration to take up the appeal for consideration based on the seventy of the case. SUNL PALMAL PRINCIPAL SECRETARY TO GOVERNMENT //True Copy// OR CAR. 1612-018 SECTION OFFICER





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Higher Education Department: SUNIL PALIWAL, MAS. Secretatet, Cherval 602/28 Principal Secretary to Government 2007 Calify i a Fig. 2367 3456 in a state of the 14 D.O. Letter No.8476/K3/2018 - 1, dated 39.05/2018 Dear Dr.S. Vanitha, HIGHL Higher Education - Sexual Harassenant Complaints in Sub 1 Education Institutions - University Grants Commission (Preventing, Prohibition and redressed of sexual necessment of women employees and students in Higher Educational Institutions) Regulations, 2015-Follow up action - Rep. As you are aware, UGC has issued University Grants Commission Preventing, Prohibition and redressal of securit terratement of voment employees and shugerts in Higher Educational Institutions) Repulsions, 2015 to deal with pasual harassment complaints in the Higher Educational Institutions. (copy enclosed) These segulations were notified by University Gaunas Commission on $\mathbf{2}_{i}$ 52.05.2016. Among other things, these regulations provide for constitution of Internal Complaints Committee (ICC) and also detail the responsibilities of Internal Complaints Committee and the precess to be followed by it I request you to ensure that internal Compliants. Committee have been formed in your University and size in the Higher Educational instructors atMeted to your University / in the colleges under your control. 4. I also request you to ensure that the provisions against Decoil Harassment are mode lineven to entire student community, faculty and staff of all. higher Educational Institutions in your University's jurisdiction I of the colleges. with. mayak. Yours singlessly Te Dr.B. Vanitha. Registrar (Ad). Bharathiar University. Varuchamelai Reid Coinstatione - 641 DHS. (w.m) 11/15





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Ref. Nor. SHCC/201.	8-2009/801 Te	Eute: 25/06/2015
Principal	Doans / HeDs /	Secretary
	All Staff members'	CEO
	All Students	Mombers of SHCC
	to Committee (SHOC) of our college is	
	ya , Professor & Host, BCA	Chiefe Person
	, Professor &Head , B.Com.P.A.	Mensher
 Dr. P.B. Barne Prof. V. Kawit 	devi Professor & Head, B.Com. Figurer	Manher Menher
	Advocate & Notary Public	External Member
and the second second second second	andran. Associate Professor. Tamil	Observer
	committee constituted will take necessary	steps for any related matters.





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Dr. N.G.P. ARTS AND SCIEN	CE COLLEGE
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Sentaria, Chenoai - 00008	
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of the Harathiar University, Coimhatana 46.	
 Lotter in 20258/BH2818, dated 06/91/2018 en 	
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Harausanent Complaints Committee (SHCC) for this academic ;	
regulations 2015 (Prevention, Prohibition and Radorscal of sexas	
Higher Education Department, Chevnai, The composition of Sen-	al Hanssment Complaints Committee
(SHCC) of our college is mentioned below	Chair Prova
I) Dr. R. Konsalya, Brad, BCA	Chair Protest Member
 Dr. K. Vanaja, Head., R.Com, PA. Dr. P.B. Banaderi Hand, B.Com, Finance 	Montor
Sy DV, P.D. Banaderi Hund, D.C. and Pinanca dr. Prof. Y. Kerika, Hund, CDF	New bor
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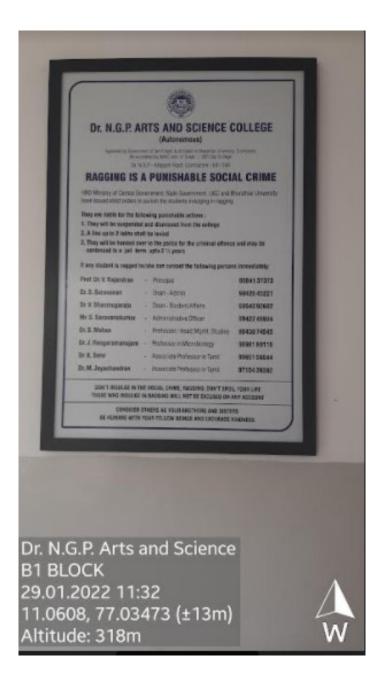




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Criterion V Metric 5.1.5

Organization Wide Awareness on Polices







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Criterion V Metric 5.1.5

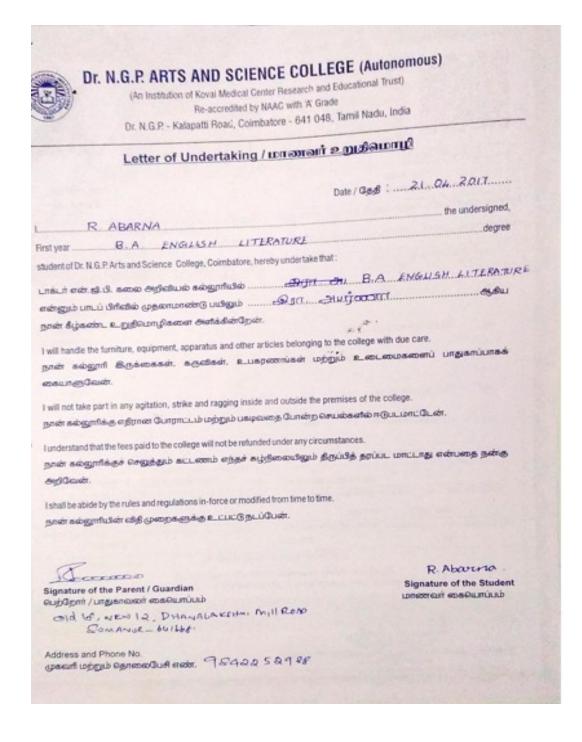
Under Taking on Polices

	Re-accredited by N	ter Research and Educational Trust) AAC with W Grade Istore - 641 048, Tamil Nadu, India
	Letter of U	ndertaking
		Date: 19. 04. 2018
	R.S. Prasanth.	the undersigned,
	and the second	dent of Dr. N.G. P Arts and Science College, Coimbatore, hereby
ndertake that :		
1. I will handle	all the properties of the college with due co	Ire
		iside and outside the premises of the college.
	ek any refund of fees paid to the college un	
4. I shall be ab	ide by the rules and regulations in-force or	modified from time to time.
	உறுதிலா	ழுக் கடிதம்
		and: 19.04.2018
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2. geneti ex		ம் ஆர்ப்பாட்டம், போராட்டம் மற்றும் பக்ஷவதை
3. gynde e comc@c.e		எந்தர் கழ்திலையிலும் திரும்பத் தருமாறு கேட்க
	கல்லூரியில் நடப்பிலுள்ள அல் வருக்கு கட்டுப்படு நடப்பேன்.	லது எதீர்காலத்தீல் அமல்படுத்தப்படும் விதீ
8.2	Qai	RS. Punt
Signature of the	Perent/Guardian	Signature of the Student
Gub@pnit/ung	தகாவலர் கையொப்பம்	மாணவர் கையொப்பம்

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	ARTI'S AND SCIENCE to of Kovai Medical Center Research & Educational T Re-accredited by NAAC with % Grade lapatti Road, Coimbatore - 641 048, Tamil Nad	u, India
Dr. N.G.P Ka	apatti Road, Compatore Correction	Aaumuß
Letter	of Undertaking / மாணவர் உறும	Denterite
	1	Date / Opp A 5 2016
		the undersigned.
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and the second se	REA (CA)	
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	o the college will not be refunded under any circu	
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	1/ + ADARD KADU THOT	TAM, VALAYA PALAY AN
Address and Phone No. ശ്രക്ഷൻ ശന്ദ്രയം മെന്തക്കയിലൻ ബ		KARUMATTAM RATTI (UU



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Criterion V Metric 5.1.5

Mechanisms for Submission of online grievances

Form for online grievance submission

URL: <u>https://docs.google.com/forms/d/e/1FAIpQLSdt3UczciuihOpPzB0s-xUDE0Fn9EnSRB-qVnclzl8Z-oUI8A/viewform</u>

Grievance Form
This Grievance Form provides guidance for students/Parents in following the grievance process for academic and non-academic grievances, and complaints of unlawful discrimination or unfair treatment.
Image: Several
Dr.N.G.P. Arts and Science College Dr.N.G.P. Dr.N.G.P.
ARTS AND SCIENCE COLLEGE (AUTONOMOUS) RE-ACCREDITED BY NAAC WITH 'A' GRADE DST - FIST DBT STAR COLLEGE
Personal Details

