



सीताराम समर्पण स्नातकोत्तर महाविद्यालय नरैनी (बाँदा) उ०प्र०

RECOGNISED. U/S 2 (F) AND 12 (B) OF UGC. ACT. 1956

Students Grievance Redressal Cell
बुन्देलखण्ड विश्वविद्यालय झाँसी से सम्बद्ध
स्व-वित्तपोषित स्नातकोत्तर महाविद्यालय

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Students Grievance Redressal Cell

Introduction:-

The Institute has a Students' Grievance Redressal Cell to look into the complaints lodged by any student and judge its merit. The Grievance Redressal Cell is also empowered to look into the matters of harassment of girl students may be sexually or otherwise through Anti-Women Harassment cell. Anyone with a genuine grievance may approach the office bearers in person, or in consultation with the Head of Department/Principal. In case the person is unwilling to appear in self, grievances may be dropped in letter box kept for the purpose beside the Administrative Block.

Objective:-

The objective of introducing the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the students in order to maintain a harmonious educational atmosphere in the institute. A Grievance Redressal Cell has been constituted for the redressal of the problems reported by the Students of the Institute with in minimum possible time with the following objectives:

Upholding the dignity of the Institute by ensuring congenial environment in the Institute through promoting cordial Student-Student relationship and Student-teacher relationship etc.

Encouraging the Students particularly girl students to express their grievances/problems freely and frankly, without any fear of being victimized.

Advising Students of the Institute to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

Advising all staff to be affectionate under Mahavidyalaya Pariwar and not behave in a vindictive manner towards any of them for any reason.

Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Facilitating a gender- sensitive and congenial teaching- learning environment at the institute so that girls are not subjected to any gender specific discrimination or sexual harassment.

Suggestion/ Complaint Box is installed in front of the administrative block in which the student who want to remain anonymous put in writing their grievances and their suggestion for improving the academic/ administrative in the college.

Mechanism and composition of grievance redressal system

1. A grievance redressal cell is formed to look in to the complaints from the aggrieved.
2. Suggestion/ Complaints Box is provided at office of principal for students staff to lodge their complaints/ suggestions.
3. The report of grievance cell is forwarded to principal for further action.
4. The corrective measures are taken and recorded in the register.

Nature of Complaints:-

Academic Matters: Transfer Certificates, Character Certificates or other admission examination related matters.

Financial Matters : Related to dues and payments for various items for library and hostel etc,

Other Matters: Related to certain misgivings about conditions of sanitation, availability of transport victimization by teacher.

Procedure:-

The purpose of the Grievance Redressal Cell for students will be widely published.

The students may feel free to put up a grievance, write any grievance and drop it in boxes placed at conspicuous locations.

The Grievance Redressal Cell will take up only those matters which have not been solved by the different departments.

The Grievance cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

Problems relating to girl students for gender based discrimination or harassment sexually or otherwise would be dealt by a separate committee named as” **Women Cell**”.

Grievance Redressal Committee consists of:

S.No.	Teachers Name	Post	Contact No.
1.	Dr. D.C. Gupta	Principal (Co-ordinator)	9473915461
2.	Dr. Manish Kumar Srivastava	Co-ordinator	8546064773
3.	Dr. Lakhan Lal Kushwaha	Member	9451091705
4.	Shri Laxmi Kant Mishra	Member	9452315005
5.	Shri Manoj Kumar	Member	8858059947
6.	Shri Susheel Chandra	Member	8545059326

Supporting Committee-

1. Women Cell
2. Discipline Committee
3. Anti-Ragging Cell

Women Cell- Ladies Care Unit was assigned the responsibility to attend the complains if any, relating to Anti-Women Harassment, but now a separate cell has been established named as above. According to Hon. Supreme Court order, sexual harassment is any unwelcome Physical contact and advances demand and request for sexual favour, sexually coloured remarks, Display of pornography and any other unwelcome physical, verbal and non-verbal conduct of a sexual nature. Basically it is any unwelcome word or action of sexual nature.

Function : The Main Function of this Unit is :

1. To take up the grievance of any girl student relating to harassment, humiliation and threats etc.
2. To suggest about educational growth.
3. To suggest about selection of co-curricular/extra-curricular activities.
4. To advice complaints of the informal and formal means of resolution as specified by the committee.
5. To provide information regarding counseling and support services on our campus.
6. To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

Women Committee :

SN.	Teachers Name	Post	Contact No.
1.	Smt. Uma Chaturvedi	Co-ordinator	9450225881
2.	Smt. Roji Jahan	Member	9670640237
3.	Smt. Anju Gupta	Membe	
4.	Smt. Ruth Butler	Membe	7860400191
5.	Km. Pooja Singh Gautam	Member	8738926219
6.	Smt. Nidhi Kushwaha	Member	
7.	Dr. Poonam Mishra	Member	

Discipline Committee :

A Discipline committee consisting of teaching and non-teaching staff has been formed who takes round 2-3 times every day inside and outside the campus to have a close watch so that no incidence relating to Anti-Women Harassment even takes place and every girl student and lady teacher feels quite safe here in the institute. Discipline and Anti-Ragging Cell established according to the regulations of the UGC, is the moral police of our college. The cell's responsibility is to ensure that students maintain discipline in the every classrooms and within the college campus. Member of the cell regularly go on rounds to each and every classroom to make note of errant behavior and to make sure that the college campus is free from ragging. The cell takes severe punitive action against students indulging in such heinous activities. Students can make use of the suggestion boxes placed on different sections of the campus to make their complaints regarding ragging.

Ragging means display of noisy, disorderly conduct, doing any act which causer or is likely to cause physical or physiological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution, so juniors are requested to report about any ragging activity to the officials immediately without any fear.

S.N.	Teachers Name		Post	Contact No.
1.	Shri Laxmi Kant Mishra		Co-ordinator	9452315005
2.	Smt. Uma Chaturvedi		Member	9450225881
3.	Smt. Ruth Butler		Member	7860400191
4.	Shri Dinesh Patel		Member	8400085035
5.	Shri Manoj Kumar		Member	8858059947
6.	Shri Anjani Dwivedi		Member	8738800941

Anti Ragging Committee :

Ragging means display of noisy, disorderly conduct, doing any act which causer or is likely to cause physical or physiological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution, so juniors are requested to report about any ragging activity to the officials immediately without any fear.

S.N.	Teachers Name		Post	Contact No.
1.	Shri Subodh Kumar		Co-ordinator	9452061410
2.	Shri Dinesh Kumar Patel		Member	8400085035
3.	Shri Pradeep Verma		Member	8858427880
4.	Smt. Roji Jahan		Member	9670640237
5.	Smt. Nidhi Kushwaha		Member	
6.	Smt. Ruth Butler		Member	9450225881

Rules :

- 1. To maintain & enforce strict discipline in the college campus.**
- 2. To enforce strict dress code among students, please note that wearing of jeans by students is not permitted & any are found wearing jeans should not be allowed inter the College.**
- 3. To enforce total prohibition of cell phone usage by the students inside the college campus, please note that cell phone is totally prohibited in the College campus.**
- 4. Smoking is strictly prohibited in the college campus and ensures that is being strictly followed .**
- 5. To ensure that students maintain utmost silence in the Library.**
- 6. To maintain proper discipline in the college canteen during the college working hours.**
- 7. No student shall enter the class or leave the class without the permission of the lecturer.**
- 8. Every class in charge and academic advisor keep a close watch on the students, attendance, progress and conduct.**
- 9. Attendance to the college functions like association meetings, college assembly, seminars, group discussions, industrial visits, viva voce etc. Are obligatory to all students.**
- 10. Students who do not live with their parents or guardians must live in the hostels or in lodges approved by the principal.**
- 11. Without the permission of the Principal students shall not organize or associate with any outside group concerned with the college.**
- 12. Dress code : The students shall wear college uniforms on all days.**
- 13. Loitering and wasting time on the college campus and canteen indiscipline on the college campus and that must be avoided.**

**Co-ordinator
Discipline Committee**

**Co-ordinator
Women Cell**

**Co-ordinator
Anti Ragging Cell**

**Co-ordinator
Grievance redressal Cell**

**Principal
Sitaram Samarpan Mahavidyalay
Naraini (Banda)**