

Sno	Date	STUDENTS Complaints	GRIEVANCE Action	RECESSAL Taken	COMMITTEE Outcome	4071-22 2023 Issue Solved Date
3.	11.11.2022	Water dripping from the roof during rainy season in 6th floor.	Central maintenance was instructed into the issue. Civil engineers issue and the was resolved.	see team to look immediately took up the problem	Verbal feedback got from the students	21.11.2022
4.	17.3.2023	Students complaint of late attendance due to construction of highway & anti traffic zone.	Issue was discussed with HODs & Principals. Students was further for being from Poodu & Villupuram. Learning to be attendance. Completed accordingly.	discuss with HODs & Principals. give to the students & Villupuram. give regarding class to be handled	Verbal feedback got from the students.	30.3.2023

H. J. Jeyaraj
COMMITTEE
MEMBER SECRETARY

Shelvar
CO-ORDINATOR
P.M.C

Jh
20/3/23
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PHOTOS OF OPENING OF GRIEVANCE BOX IN 5TH FLOOR



17.06.2022



09.09.2022



10.11.2022



24.02.2023



25.05.2023

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sri venkateshwaraa Dental College



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Students Grievance Redressal Committee


First reviewed:09.09.2021

Issue:01

Pages :1-3

Policy	The policy of the Students Grievance Redressal Committee is to look into the complaints lodged by any student, and judge its merit related to academic and administrative matters. The Grievance Redressal Committee is also empowered to look into matters of harassment.
Purpose	The Students Grievance Redressal Committee is constituted for addressing the problems reported by the Students of the College and to uphold the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Faculty relationship etc.
Scope	This policy applies to grievances addressed by the students related to academic, administrative and personal issues.
Procedure	Objectives: The Students Grievance Redressal Committee is constituted for addressing the problems reported by the Students of the College with the following objectives: <ul style="list-style-type: none">• Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Faculty relationship etc.• Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.• Suggestion / complaint Box is installed in front of the common room in which the Students, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.• Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.• Advising All the Students to refrain from inciting Students against other Students, teachers and College administration• Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.




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Jurisdiction of the Committee:

The cell will deal with Grievances received in writing from the students about any of the following matters:-

- Academic Matters: Related to the conduct of theory classes or practicals, timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Accommodation Matters: Related to hostel issues.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers or fellow students etc.

Composition:

The composition of the Grievance Redressal committee is as under:

- Principal – Chairperson
- Chief Operating Officer – Member
- Vice Principal – Member
- Faculties of concerned committee – Member Secretary/ Member

The Committee is reconstituted once in two years.

The committee deals with all grievances related to academics and administration.

How to approach the cell:

- Anyone with a genuine grievance may approach the committee members in person, or in consultation with the officer in-charge Students' Grievance Cell.
- In case the student is unwilling to appear in self, grievances may be dropped in writing with their names at the letterbox/ suggestion box. The entire procedure will be kept highly confidential.
- Grievances may also be sent through e-mail to the officer in-charge, Students' Grievance Redressal Committee: sgrc@svdepondy.ac.in

Functions :

- The cases will be attended promptly on receipt of written grievances from the students
- The cell formally will review all cases and will act accordingly as per the Management policy
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Periodic meetings will be conducted. Minutes will be submitted to the higher officials.





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Reconstitution of committee	Once in two years
Custodian	SGRC - Member Secretary

Prepared by	Verified by	Approved by
 MEMBER SECRETARY	 IQAC COORDINATOR	 PRINCIPAL
		



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ANTI RAGGING POLICY

Last reviewed:06.04.2022

Issue: 08

Pages :1-6

Policy	Anti ragging Policy is devised with the focus To prohibit, prevent and eliminate the scourge of ragging, to provide for the healthy development, physically and psychologically, of all students and to maintain an harmonius educational atmosphere in the institute
Purpose	<ol style="list-style-type: none">1. Creation, development and nurturing a conducive, socio-academic environment within the student population.2. To eliminate ragging in all its forms preventing its occurrence and punishing those who indulge in ragging.3. To compile and upload report to DCI and UGC website periodically
Scope	To prohibit, prevent and eliminate the scourge of ragging.
Procedure	Ragging means the following Any conduct whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness any other student indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect if causing or generating a sense of shame or embarrassment so as to embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

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Punishable ingredient or ragging

- Abetment to ragging
- Criminal conspiracy to rag.
- Unlawful assembly and rioting while ragging.
- Public nuisance created during ragging.
- Violation of decency and morals through ragging.
- Injury to body causing hurt or grievous hurt.
- Wrongful confinement.
- Use of criminal force.
- Assault as well as sexual offences or unnatural offences.
- Extortion.
- Criminal trespass.
- Offences against property.
- Criminal intimidation.
- Attempts to commit any or all the above mentioned offenses against the victims.
- Physical psychological humiliation.
- All other offenses from the definition of Ragging.

Measures to prevent ragging at the institution level

- The institution shall strictly observe the provision of act of the central government and the state governments.
- Ragging in all forms shall be totally banned in the entire institution including its department, constituent units, all its premises (academic, residential, sports, canteen, etc)
- The institution shall take strict action against those found ragging and or of abetting ragging.

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Measures for prevention of ragging at the institution level Before admission

- The advertisement for admission shall clearly mention that ragging is totally banned in the institution and anyone found guilty of ragging and abetting ragging is liable to be punished.
- The brochure of admissions/ instructions booklet for candidates shall print in block letters the regulations in full.
- The prospectus and other admission related documents shall incorporate all directions of the supreme court and or the central or state government as applicable, so that the candidates and the patents/ guardians are sensitized in respect to the prohibition and consequences of ragging.
- The application form for Admission/enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages know to the institution and the applicant signed by the candidate to the effect that he or she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect he/she has not expelled and or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and or abetting ragging is liable to be punished appropriately.
- The head of the institution shall submit a weekly report during the first three months of the new academic year and thereafter each month on the status of compliance with anti-ragging measures.

Setting up committees

The anti ragging committee shall be headed by the head of the institution and shall consist of representatives of faculty members, parents, students belonging to the freshers category as well as seniors and non teaching staff. It shall monitor the anti ragging activities in the institution, consider appropriate decisions including spelling out suitable punishments to those found guilty.

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Implementation of Anti-ragging by the college and Function.

- An anti-ragging undertaking is taken from the students at the time of admission. The application for admission, enrolment or registration must be accompanied by an Anti Ragging affidavit signed by a Parent/Guardian (Both these Affidavits downloaded from the Web).
- Anti-Ragging Committee functions round the clock and shall remain mobile, alert and active at all times.
- To make the community at large and the students in particular aware of the dehumanizing effect of ragging and the approach of the institution towards those indulging in ragging, big posters (preferably multicolored with different colors for the provision of law, punishments, etc) shall be prominently displayed on all notice boards of all departments, hostels and other buildings as well at vulnerable places. Some of the posters shall be of permanent natures in certain vulnerable places.
- A smaller body known as the Anti-Ragging Squad make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- Surprise raids will be conducted within the campus and hostel (boys and girls) by the anti ragging squad for the first three months of the academic session to ward off any unpleasant occurrence.
- This information will be communicated to the Anti-Ragging Committee, in order to take preventive actions, if necessary.
- Arrange counseling and guidance programs arranged for the fresher's and parents regarding ragging.
- Ensure that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities.
- A constant vigil and watch at such locations including monitoring of the atmosphere and the environment while 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.
- Conduct workshops against ragging menace and orient the students.
- Freshers welcome parties shall be organized by the senior students soon after admissions, preferably within first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought properly in the presence of faculty thus helping them to remove their inhibitions.

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ACTION TO BE TAKEN ON RECEIVING A COMPLAINT OF RAGGING

1. Anti ragging complaints, in whatever form or from whatever source these may arise, shall be dealt with immediately and appropriately. The action will also be conveyed to the anti ragging committee.
2. The identity of the complainant (whether senior or fresher) will be kept confidential.
3. Verifies the fact through enquiry
4. Awards disciplinary action against culprit

How to approach the cell

- Telephone numbers of various important functionaries are provided to all new students to enable them to report any attempt of ragging.
- Suggestions/Complaint boxes are positioned at all Important places to enable students to inform management of any case of ragging, in case any individual does not want to disclose his/her identity.

Antiragging Committee Members

1	Chairperson – Principal
2	Member secretary
3	Faculty members (5)
4	Non Teaching – Male Warden
5	Non Teaching – Female Warden
6	Revenue Dept. Notary Public, Puducherry
7	Revenue Dept. Deputy Thasildar, Puducherry
8	Local Police, Police Department Puducherry.
9	Freshers parents male & female parent
10	Freshers male student & female student

Reconstitution of the committee is done every year.

Antiragging Squad Members

The squad members comprises principal, member secretary, faculty members (4), Boys Hostel Warden, female hostel Warden.

The membership of such nominated members shall be for a period of two years. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

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Reconstitution of committee	Once a year.
Related/Supportive Documents	Minutes of the Meeting, Photographs
Custodian	

Prepared by	Verified	Approved by
Dr.Ahila, MDS Member Secretary	 IQAC Coordinator	 Dr.S.Senthilnathan Principal
COMMITTEE MEMBER SECRETARY	CO-ORDINATOR IQAC	PRINCIPAL

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INTERNAL COMPLAINTS COMMITTEE POLICY	Last reviewed : 03.11.2021 Issue: 3 Page: 1-8
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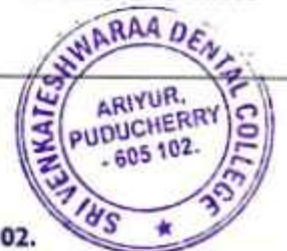
Policy	<p>With regard to the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in view Sri Venkateshwaraa Dental College has constituted a Committee against Sexual Harassment.</p>
Purpose	<p>Sri Venkateshwaraa Dental College has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association; it strongly supports gender equality and opposes any form of gender discrimination and violence.</p>
Scope	<p>To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.</p>


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<p>Members Of The Committee</p>	<p>MEMBERS OF THE INTERNAL COMPLAINTS COMMITTEE</p> <ol style="list-style-type: none">1. Chairperson: Head of the Institution2. Member secretary3. Members (9) – 6 Teaching faculties & 1 Non teaching staffs. <ul style="list-style-type: none">• The membership of such nominated members shall be for a period of two years.• The quorum for the meeting shall be two-thirds of the total number of members.• The agenda, minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
<p>Objectives of Internal Complaints Committee</p> 	<ol style="list-style-type: none">1. To fulfill the directive of the Supreme Court, as per UGC directives and the Pondicherry University in respect of implementing a policy against sexual harassment in the institution.2. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.4. To provide an environment free of gender-based discrimination.5. To ensure equal access of all facilities and participation in activities of the college6. To create a secure physical and social environment which will deter acts of sexual harassment7. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

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Working Mechanism Of Internal Complaints Committee

ROLE AND RESPONSIBILITY OF INTERNAL COMPLAINTS COMMITTEE:

1. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).

2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of asexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.

3. Obtain high level support from the Management & College for implementing a comprehensive strategy:

- Providing information to all students, Faculties & Non teaching staffs about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students.

- Providing information and training to faculties, managers, supervisors and staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment.

4. Develop a written policy which prohibits sexual harassment. The Institution shall have an Internal Complaints Committee Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviors that are not acceptable.



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5. Regularly distribute and promote the policy at all levels of the organization;

Ensure that the committee members discuss and reinforce the policy at faculties & students meetings. Provide the policy and other relevant information on sexual harassment to new staff as a standard part of induction; Periodically review the policy to ensure it is operating effectively and contains up to date information.

6. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness rising sessions for all staff on sexual harassment issues.

7. Ensure that complaints processes

- are clearly documented
- are explained to all the Faculties, PG & UG students & non teaching staffs
- offer both informal and formal options for resolution
- address complaints in a manner which is fair, timely and confidential
- are based on the principles of natural justice
- provide clear guidance on internal investigation procedures and record keeping
- Give an undertaking that no faculties, PG & UG students & non teaching staffs will be victimized or disadvantaged for making a complaint.

Internal Complaints Committee (ICC)

Selection of the Internal Complaint Committee members is extremely important as in most cases the committee members, if in sub-ordinate position of power at workplace to that of accused, find it very difficult to diligently carry out the responsibilities bestowed on them as heads or members of the Committee, against the superiors.



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The Internal Complaints Committee must remember:

- It needs extensive orientation for effective functioning.
- It cannot function like a criminal court.
- The complainant, when she complains, has at stake her personal life and career.
- The impact sexual harassment has on a woman.
- It is difficult for a woman to talk about anything sexual. Hence there can be long time interval between the harassment and the actual complaint.
- It needs to handle complaints in a confidential manner and within a time-bound framework
- It needs to submit an annual report on sexual harassment to the appropriate government authority.

FUNCTIONS OF THE COMMITTEE

PREVENTIVE STEPS.

It will be the endeavor of the committee:

- a) To facilitate a safe environment that is free of sexual harassment;
- b) To promote behaviors that creates an atmosphere that ensures gender equality and equal opportunities.

REMEDIAL STEPS.

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.



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5. To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires

PROCEDURE TO BE FOLLOWED BY THE COMMITTEE

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.

2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.

3. The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.

4. Each party shall be provided with a copy of the written statement(s) submitted by the other.

5. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.

6. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.

7. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.

8. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.

9. As far as practicable, all proceedings of the Committee shall take place



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in the presence of both parties.

10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

11. The Committee shall make all Endeavour to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.

12. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.

13. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employec(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-

1. Warning
2. Written apology
3. Bond of good behavior
4. Adverse remarks in the confidential report
5. Debarring from supervisory duties
6. Denial of membership of statutory bodies
7. Denial of re-employment/re - admission
8. Stopping of increments / promotion/denying admission ticket
9. Reverting, demotion
10. Suspension
11. Dismissal
12. Any other relevant mechanism

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	<p>If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.</p> <p>If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.</p>
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Reconstitution of committee	Once in 2 years
Related/Supportive Documents	Circulars, brochures, Minutes of the meeting, photographs
Custodian	Member Secretary

Prepared by	Verified	Approved by
 Dr. Megalaa.N, Reader COMMITTEE MEMBER SECRETARY	 IQAC Co-ordinator CO-ORDINATOR IQAC	 Dr. S. Senthinathan Principal PRINCIPAL SRI VENKATESHWARAA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102.

