

5.1.3. The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases such as

Institution has guidelines regarding redressal mechanism approved by appropriate statutory/ regulatory bodies

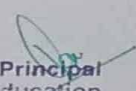
The Institution has two different Committees regarding grievances and sexual harassment. The role and responsibilities of both the committees are such as:

1. Grievance and Redressal Cell – This Committee concerned ensure Principal as a chairperson and 5 members. Roles and responsibilities are given for smooth functioning.

- Focuses on real issues and complaints from students
- Allows students to voice their grievance without fear.
- On campus, there are suggestion box, and the grievance cell in charge keep records of complaints.
- In consultation with the authorities, the necessary actions are taken in response to the complaints.
- The students' suggestions and complaints are being immediately presented to the authorities for the necessary corrective actions.
- Students are reassured by the college that any complaints will be treated confidentially.
- Delegates faculty members in locating areas of disagreement among students and promoting the power of cooperation and unity.

2. Women Empowerment Cell Anti-Sexual Harassment committee- This Committee concerned ensure Principal as a chairperson and 4 members. Roles and responsibilities are given for smooth functioning.

- Addressing issues pertaining to the wellbeing of female faculty and students.
- Inviting experts and doctors to discuss issues pertaining to women.
- Providing students with a variety of women's enrichment programs.
- Exhibit the talent of female students.
- Keeping sexual harassment at bay


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The institution has developed following performas to obtain feedback from the faculty members:

- Teacher Feedback form on Curriculum
- Employer Feedback form on Curriculum

The faculty of the institution can readily make complaints to the principal who tries to resolve their issues. If need be, takes the help from the management.

The curriculum feedback performa, Teachers evaluation form by the peers also help to obtain feedback about the curriculum and interpersonal relationships.

The grievances with respect to service matters are discussed at the institution staff.

Mechanisms in place to seek complaints from Stakeholders such as Students, Parents, Head of the Practicing Schools, Alumni Members

The institution has developed following performas obtain feedback from various stakeholders:

- Students Grievance Redressal Cell Form.
- Alumni Feedback Form.
- Teacher Feedback form on Curriculum
- Extension Lecture Feedback Form
- School Principal Feedback Form on School Intern
- Feedback Form on Student Satisfaction Survey.

- A Grievance Redressal Cell is in place at the institution to handle any kind of complaint that students may have. The Head of the Institution is notified of any student complaints, and the issues are promptly and amicably resolved.
- Additionally, the college management is considerate of any issues that might require intervention.
- Students' social, moral, emotional, and psychological needs are addressed by a functioning guidance and counseling cell at the college.
- The campus has suggestion boxes where stakeholders can leave their complaints and grievances. The authority will go through the same process and try to find a solution, if at all possible. Students can carry their complaints to their class teacher and mentors. Students make representations to the principal through the student council.
- The grievance redressal committee discusses any complaint or grievance received by stakeholders to find a practical solution.
- The Grievance Redressal Cell aims to resolve issues such as complaints about classroom management, syllabus completion, teaching methods, and any form of physical or mental harassment.
- The Grievance and Redressal Cell of the college deal with examination related grievances of students.
- If a student is not able to appear for examination due to medical or any genuine reason, examination is conducted for that student as per norms, provided that he/she submits application with proper documents.
- Slow learners and failures are provided with Remedial Teaching and special tests are conducted for them by Examination Department.
- Any corrections in the total marks/assessment of answer books as identified by students are immediately done by the faculty members.
- Any student who is not satisfied with the award of marks may approach the concern subject teacher. In such case, a teacher can intervene and seek opinion of another course teacher or the answer sheet of that particular student may cross checked by the other in charges of the same subject.
- The institute uses an open evaluation system in which students and parents are informed of their children's progress during a Parents Meeting (Matri-Pitri Diwas).

- In order to address complaints, the Grievance Redressal Cell meets on a regular basis.
- The Principal establishes the Committee; who serves as the cell's Chairperson, along with the Dean of Student Welfare and four other teachers who are also members. The President as well as the vice-president of the student council is ex-officio members of the said cell.
- Any genuine grievance can be brought to the attention of the members in person or through consultation with the Principal. The grievance box that has been designated for this purpose and is located next to the Central Library Reading Room can be used to submit written grievances if the student does not wish to appear in person.
- Other methods for locating student complaints include the feedback form, emails, and complaints from the student council.