

DVV CLARIFICATION

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



STUDENT'S GRIEVANCE REDRESSAL CELL

At the starting of the session students' Grievance cell is constituted every year.

The Function of the cell is to look into the complaints lodged by any student and judge its merit. The Grievance cell is also empowered to look into the matter of harassment anyone with a genuine grievance may approach the department members in person, or in consultation with the officer In charge student's grievance cell. In case the person is unwilling to appear in self, a grievance may be dropped in writing at the letterbox/suggestion box of the grievance cell at administrative block. A grievance may also be sent through e-mail to the officer in In charge of the student's grievance cell. The Grievance cell also looks into matters of harassment. Anyone with a genuine grievance may approach the convener or staff in charge of the grievance cell. Grievance also be send through E-Mail convener of the grievance cell.

- > To ensure a democratic environment in the campus,
- ➤ To enlighten the students on their duties and responsibilities to access benefits due under the policies,
- ➤ To solve the various personal and educational related grievances of the teacher-trainee,
- ➤ To provide the students access to immediate, hassle free recourse to have their grievances redressed.
- > To make the institute student friendly,
- ➤ To encourage the students to express their grievances/problems freely and frankly, without any fear of being victimized.
- ➤ To institute a monitoring mechanism to oversee the functioning of the Grievance Redressal Cell Rules.
- ➤ To ensure the qualitative as well as quantitative development of the college through students' grievance Redressal cell.

POWERS AND FUNCTIONS OF THE CELL

In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with students.

In case the members fail to find out any solution then the matter is referred to the Principal for resolving the matter.

Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved.

FUNCTIONS OF THE CELL

- > The cases will be attended promptly on receipt of written grievances from the students.
- ➤ The committee will review all cases and will prepare statistical reports about the number of cases received.
- ➤ The committee 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.
- ➤ The committee will send its report with recommendations, if any to the Principal/Secretary of the college and a copy to the aggrieved student within a period of 07 days from the receipt of complaint.
- > Procedure of making a grievance registered with Students' Grievance Redressal Cell.
- ➤ The students have to place their grievances in the suggestions box/complaint box. The coordinator in turn intimates the matter to the committee for necessary action. Final report based on grievance received and resolved will be submitted to the Principal. The grievance can also be registered by Grievance E.Mail I.D and the Redressal will be initiated within 7 working days.



MECHANISM OF GRIEVANCE CELL



Document the issue/complaint:

The employee should make an initial effort to resolve the grievance with their immediate supervisor. The first step is to write a letter to the grievance redressal Committee/concerned department head/supervisor containing all relevant details of the issue. The supervisor's decision is final unless it is unreasonable, arbitrary, or irrational.

Problem identification:

A supervisor should identify the problem and assess the situation.

Collecting the information:

When the problem has been identified, the supervisor should collect all relevant information about the grievance before developing a plan of action.

Analyse:

To find the root of the problem, the supervisor must study various aspects such as the employee's history, frequency of occurrences and management practices.

Decision making & Implementation:

The management work out several alternative courses of action, and the consequences of each course on the employee and the administration are evaluated. A final decision is reached based on which course of action will benefit all parties concerned and is implemented.

Take Action:

If a grievance refers to a higher authority under this procedure and the outcome does not meet their expectations, both parties can agree to appoint an arbitrator.



GRIEVANCE REDRESSAL FORM PLEASE ENTER PERSONAL DETAILS

Online/ Offline Mode

(Sample Form)

Name of the Applicant(s)		
Address		
Phone No.		
Email. ID		
Grievance Details Subject of Grievance		
Please complete the following entries before submitting the form		
Letter Date		
Name of staff with Designation Whom you met		
Response from the Authority		
Action Taken (For College Use Or	nly)	



STUDENT GRIEVANCE REDRESSAL COMMITTEE (2022-23)

S.No.	NAME	Designation
1.	Dr. Mahendra Kumar Upadhyay	Chairperson
2.	Asst. Prof. Rajeshwari Vijay	Convener
3.	Dr. Neelam Mishra	Member
4.	Dr. Pinky Vyas	Member
5.	Asst. Prof. B.K. Tiwari	Member
6.	Dr. Seema Pareek	Member
7.	Asst.Prof. Vinod Kumar Pandey	Member



GRIEVANCE REDRESSAL CELL (Year 2022-23)

Minutes of Meeting

Presence: Dr. Seema Pareek, Mr. B.K. Tiwari, Mr. Vinod Kumar Pandey, Dr. Neelam Mishra, Dr. Pinky Vyas, Mrs. Rajeshwari Vijay, Ms. Huma Pathan, Ms. Shruti Agarwal.

Venue :- Seminar Hall.

Agenda of the Meeting:-

- 1. To discuss about making awareness about Student Grievance committee amongst Student teachers.
- 2. To discuss about giving assurance to the students about Redressal and confidentiality of their grievance.

Points Discussed During Meeting:

- 1. Discussed that all the Coordinator & class teachers of the respective class will explain about the committee to the students.
- 2. Discussed about, they will assure the confidentiality of the matter, so that they will approach to the committee without hesitation.
- 3. Discussed about, conveying the fast and impartial redressal of the grievance Mechanism to all the students.



STUDENT GRIEVANCE REDRESSAL COMMITTEE REPORT (2022-23)

OBJECTIVES:

- ➤ To investigate the complaint as presented to the committee by the grievant.
- ➤ To obtain all the facts in the dispute and to come to conclusion as to whether or not the grievance has just cause of complaint.
- To examine & enquire the students and staff involved in malpractice.
- ➤ To decide the punishment depending upon the gravity of the offence.

Number of	Number of	No. of Complaints	Nature of Action
Complaints	Complaints	pending for 90	Taken
Received	Disposed off	days	
00	00	00	N/A



AWARENESS PROGRAM FOR REDRESSAL OF STUDENT TEACHERS' GRIEVANCES (2022-23)

An awareness program for Redressal of student teachers grievances for the student teachers of B.Ed./B.A.B.Ed./B.Sc.B.Ed. was Conducted by Kautilya Mahila Shikshak Prashikshan Mahavidyalaya.

The Objectives and functions of Grievance Redressal Cell were discussed with the student teachers. They were informed that they may share their grievances related to academic and non- academic issues. Rights and duties of the student teachers were also communicated to them. They were guided about the grievance procedure. An assurance was given to the student teachers that their grievances will be solved properly by the Grievance redressed cell.

Orientation of Awareness program for Grievance Redressal



AWARENESS PROGRAMME FOR GRIEVANCE REDRESSAL.

PRINCIPAL

KAUTILYA MAHILA SHIKSHAK

PRASHIKSHAN MAHAVIDYALAY

NAYAGAON, KOTA (RAJ.)

Principal



STUDENT GRIEVANCE REDRESSAL COMMITTEE (2021-22)

S.No.	NAME	Designation
1.	Dr. Mahendra Kumar Upadhyay	Chairperson
2.	Dr. Naveen Sharma	Convener
3.	Dr. Neelam Mishra	Member
4.	Dr. Deepika Vijay	Member
5.	Asst. Prof. B.K. Tiwari	Member
6.	Asst.Prof. Sunita Yadav	Member
7.	Asst.Prof. Vinod Kumar Pandey	Member



GRIEVANCE REDRESSAL CELL (Year 2021-22)

Minutes of Meeting

Presence: - Dr. Naveen Sharma, Mr. B.K. Tiwari, Mr. Vinod Kumar Pandey, Dr. Neelam Mishra, Asst.Prof Deepika Vijay, Ms. Kashish, Ms. Anita Kumari, Priyanka Kumari.

Venue :- Seminar Hall.

Agenda of the Meeting:-

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STUDENT GRIEVANCE REDRESSAL COMMITTEE REPORT (2021-22)

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Report

Awareness program on sexual harassment (2021-22)

MAIN OBJECTIVE:

The objectives of the awareness program were as follows:

- 1. To educate College students and faculty about preventing and addressing sexual harassment
- 2. To foster a safe environment at the Kautilya Mahila Shikshak Prashikshan Mahavidyalaya.

IMPORTANT POINTS OF THE PROGRAM:

- 1. This session covered concept and meaning of sexual harassment, legal aspects, prevention, reporting, and available support system for the same.
- 2. Interactive discussions & question answer sessions were carried out for the student teachers at the end of the lecture.

The awareness program had successfully raised awareness about sexual harassment, equipping participants with knowledge and tools to create a safer college community. Further initiatives are planned to sustain these efforts.







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2.	Asst. Prof. B.K. Tiwari	Convener
3.	Asst. Prof. Samshad Ali	Member
4.	Dr. Deepika Vijay	Member
5.	Asst.Prof. Renuka Dhabai	Member
6.	Asst.Prof. Sunita Yadav	Member
7.	Asst.Prof. Vinod Kumar Pandey	Member



GRIEVANCE REDRESSAL CELL (Year 2020-21)

Minutes of Meeting

Presence: - Mr. B.K. Tiwari, Mr. Vinod Kumar Pandey, Asst. Prof. Samshad Ali, Asst. Prof. Renuka Dhabai, Asst. Prof. Sunita Yadav, Ms. Sunita Kumari, Ms. Karishma, Priyanka Kumari.

Venue :- IQAC Room

Agenda of the Meeting:-

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STUDENT GRIEVANCE REDRESSAL COMMITTEE REPORT (2020-21)

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REPORT

LECTURE ON GENDER EQUALITY AND WOMEN EMPOWERMENT (2020-21)

The lecture focused on the crucial topics of gender equality and women's empowerment, aiming to create awareness and understanding among the participants.

The main points discussed were related to the Gender Stereotypes, Importance of Equality and the benefits of gender equality to the society, organizations, and individuals.

The strategies to empower the women economically and socially were highlighted under the heading of Women Empowerment.

The student teachers had developed the awareness related to the gender equality and women empowerment. They gained deeper insights into the challenges stemming from gender inequality. Understanding of the collective responsibility to challenge stereotypes and promote equality was enhanced. The student teachers learned actionable ways to support women's empowerment in various spheres. This gained knowledge will contribute to their efforts towards promoting equality and empowerment in their personal and professional lives.







COLLEGE GRIEVANCE REDRESSAL COMMITTEE (2019-20)

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5.	Asst.Prof. Renuka Dhabai	Member
6.	Asst.Prof. Sunita Yadav	Member
7.	Asst. Prof. B.K. Tiwari	Member



GRIEVANCE REDRESSAL CELL (Year 2019-20)

Minutes of Meeting

Presence: - Mr. Vinod Kumar Pandey, Mr. B.K. Tiwari, Asst. Prof. Samshad Ali, Asst. Prof. Renuka Dhabai, Asst. Prof. Sunita Yadav, Ms. Bushra Afroz, Ms. Neelam Shah, Frah Bano.

Venue :- Principal Office

Agenda of the Meeting:-

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ORIENTATION OF ANTI RAGGING (2019-20)

The orientation program related to Anti ragging was conducted by Ms. Neelam Shah for the student teachers of Kautilya Mahila Shishak Prashikshan Mahavidyalaya organized by Anti ragging committee.

The rules & regulation related to ragging and the general discipline rules of the college were communicated to the student teachers. They were also informed about the details of Anti- Ragging Committee functioning in the college. The helpline numbers for reporting cases on ragging were also informed to the students.







STUDENT GRIEVANCE REDRESSAL COMMITTEE (2018-19)

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2.	Asst.Prof. Neelam Mishra	Convener
3.	Asst. Prof.Gopal Krishna Bharswaj	Member
4.	Asst.Prof. Bablu Kumar	Member
5.	Asst.Prof. Renuka Dhabai	Member
6.	Asst.Prof. Sunita Yadav	Member
7.	Asst. Prof. B.K. Tiwari	Member



GRIEVANCE REDRESSAL CELL (Year 2018-19)

Minutes of Meeting

Presence: - Asst. Prof. Neelam Mishra, Mr. B.K. Tiwari, Asst. Prof. Gopal Krishna Bhardwaj, Asst. Prof. Renuka Dhabai, Asst. Prof. Bablu Kumar, Ms. Deeksha Jain, Ms. Deepa Gautam, Poonam Maheshwari.

Venue :- Seminar Hall

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AWARENESS PROGRAMME ON WOMEN SECURITY APPS

PRINCIPAL
KAUTILYA MAHILA SHIKSHAK
PRASHIKSHAN MAHAVIDYALAY
NAYAGAON, KOTA (RAJ.)

Principal





You Can contact on email id: kautilyawgrc@gmail.com
National Helpline for Women: 1091, 1291 (Toll Free number)



About the Women grievance Redressal committee

The cell is formed to resolve the women's grievances regarding gender discrimination and sexual harassment complaints of its students. The cell is responsible for looking into any complaints field by students and staff about women grievances at the college. The function of the cell are to purely safeguard the rights of students, faculty of women also to provide a platform for listing to complaints. The cell also tried to incorporate hygiene habits and ensure a health atmosphere in and around the college. It tries to equip them with the knowledge of their legal rights and redressal of their grievances. To facilitate speedy delivery of justice, meetings organized regularly. The counselling cell processes oral and written complaints. Time to time the cell conducts seminars and lectures by specialists and eminent personalities to stop violence against women, sexual harassment at work and about health, hygiene etc.



Vision

The Vision of the women grievance cell is to develop a responsible and accountable attitude among all the stakeholders in order to maintain a harmonious educational ambience in the institute and uphold the dignity & divinity of the college.

Mission

Our Mission is to explore, design and implement ways to bring change in the society and concur to the freedom feminism and cell shall strive to create a better and just society by empowering women.

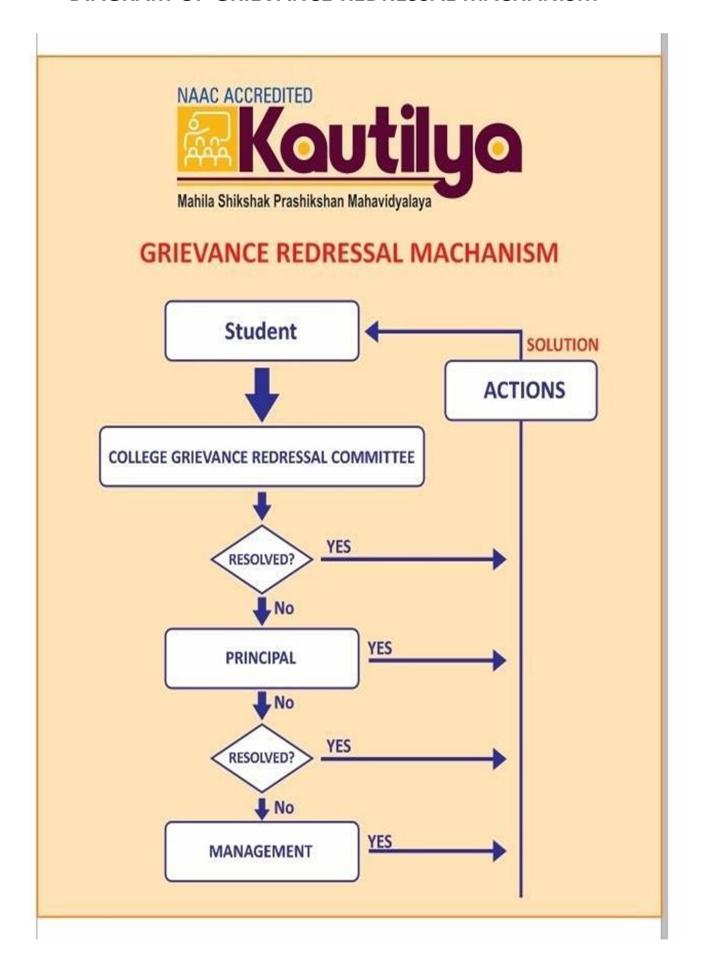
Encouraging the students to express their grievance/suggestions freely for a smooth relationship and keep up the standard and discipline of the college.



OBJECTIVE OF WOMEN GRIEVANCE REDRESSAL CELL

- To women's grievance redressal cell has been formed to resolve issues.
- To equip the female students, faculty and staff members with knowledge of their legal rights.
- To safeguard the rights of female students, faculty and staff members.
- To provide a platform for listening to complaints and redressal of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
- To ensure personality along with academic development of students.

DIAGRAM OF GRIEVANCE REDRESSAL MACHANISM





WOMEN GRIEVANCE REDRESSAL MACHANISM

- Student report their WGRC.
- If the complaint is solved by the WGRC then it is fine, otherwise the complaint goes further to the Principal.
- If the complaint is solved by the Principal then it is fine, otherwise the complaint goes further to the Management committee.

PROCESS OF COMPLAINT





PROCEDURE PERIODICITY AND ATTENDANCE AT MEETINGS

- ➤ The Grievance Committee will meet as and when required. However, if necessary, it may meet more frequently at the instance of the Chairman or at the request of the other members to discuss the various issues received.
- ➤ At least Five members of the Grievance Committee shall be present in a meeting.
- ➤ If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- ➤ If the aggrieved person happens to be a member of the Grievance Committee, then she shall not participate in the deliberations as a member of the Committee when her representation is being considered.



ACTIVITY

ACADEMIC YEAR	ACTIVITY
ACADEMIC TEAR	
	Yoga awareness programme forwomen
2022-23	Women Equality Day
2022 23	International Women's Day
	Debate on women's day
	Awareness Rally
	Debate on women's day
2021-22	Poster making competition
	Women Equality Day
	Yoga awareness programme forwomen
2020.21	Wall Decoration on women's day
2020-21	Debate on women's day
	Salf Dafanaa Braaramma farWaman's
	Self Defence Programme forWomen's
	Rangoli Competition (Save Girls)
2019-20	Awareness Rally
	BetiBachoBetiPadho
	Women Equality Day
	Debate on international women'sday celebration
2018-19	Speech competition
	Poster making competition
	Health Check-up





COLLEGE WOMEN GRIEVANCE REDRESSALCOMMITTEE 2022-23

S.No.	NAME	Designation
1.	Dr. Mahendra Kumar Upadhyay	Chairperson
2.	Dr.Neelam Mishra	Convener
3.	Dr. Seema Pareek	Member-Secretary
4.	Asst.Prof. Sonu Rajawat	Member
5.	Asst. Prof. Mamta Sharma	Member
6.	Asst. Prof. Rajeshwari Vijay	Member
7.	Asst.Prof. Sneha Kasera	Member



WOMEN GRIEVANCES REDRESSAL REPORT

SESSION 2022-23

- 1. In the academic session 2022-23 Kautilya Mahila Shikshak Prashikshan Mahavidyalaya Grievances Redressal cell has not received written complaint from any stake holder.
- 2. Due to very effective mentoring system followed by the institution, day to day problems are should act the mentor's level.
- 3. From the coming session 2022-23 institution should start receiving grievances online.

Dr. Neelam Mishra

Convener

PRINCIPAL KAUTILYA MAHILA SHIKSHAK PRASHIKSHAN MAHAVIDYALAY NAYAGAON,KOTA (RAJ.)

Dr. Mahendra Kumar Upadhyay

Principal



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WOMEN GRIEVANCES REDRESSAL REPORT

SESSION 2021-22

- 1. In the academic session 2021-22 Kautilya Mahila Shikshak Prashikshan Mahavidyalaya Grievances Redressal cell has not received written complaint from any stake holder.
- 2. Due to very effective mentoring system followed by the institution, day to day problems are should act the mentor's level.

Dr. Neelam Mishra

Convener

PRINCIPAL
KAUTILYA MAHILA SHIKSHAK
PRASHIKSHAN MAHAVIDYALAY
NAYAGAON, KOTA (RAJ.)

Dr. Mahendra Kumar Upadhyay

Principal



COLLEGE WOMEN GRIEVANCE REDRESSALCOMMITTEE 2020-21

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WOMEN GRIEVANCES REDRESSAL REPORT

SESSION 2020-21

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Dr. Neelam Mishra

Convener

PRINCIPAL
KAUTILYA MAHILA SHIKSHAK
PRASHIKSHAN MAHAVIDYALAY
NAYAGAON, KOTA (RAJ.)

Dr. Mahendra Kumar Upadhyay

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WOMEN GRIEVANCES REDRESSAL REPORT SESSION 2019-20

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Dr. Neelam Mishra

Convener

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KAUTILYA MAHILA SHIKSHAK
PRASHIKSHAN MAHAVIDYALAY
NAYAGAON, KOTA (RAJ.)

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Principal



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SESSION 2018-19

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Dr. Neelam Mishra

Convener

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Dr. Mahendra Kumar Upadhyay

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