



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

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Response: All of the Above

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Grievance Redressal Policy

Background

The Grievance Redressal Cell has been established in the college to redress any grievances by the staff or students expeditiously.

Composition:

- i. Chairman - Principal
- ii. Member - Head of Department (Applied Sciences & Humanities.)
- iii. Member - Head of Department (CSIT/IT)
- iv. Member – Head of Department (CSE)
- v. Member - Head of Department (Electronics & Communication Engg.)
- vi. Member - Head of Department (Mechanical Engg.)
- vii. Member - Head of Department (CSE-AIML)
- viii. Member – Head (TPO)
- ix. Member - University Nominee
- x. Secretary - Registrar

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Procedure For Redressal Of Grievances:

Students: - In case of students, the student may project his/her grievance to the class counselor. In case it cannot be resolved by him/her then the same is projected to HOD. The HOD endeavors to resolve the matter and if it cannot be resolved it is projected to the Principal. The Principal thereafter resolves the issue.

Faculty/Staff:- The staff can project their grievances to the HOD who endeavors to resolve it. If it cannot be resolved, then the matter is projected to the Principal who resolves the issue.

Note:

- 1. The responsibility of convening the meetings at laid down frequency will be that of the Respective Chairman.**
- 2. The 'Secretary' will be responsible to record and write the minutes and follow up the decisions taken in consultation with the Chairman.**

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Committee Members

Member	Designation
Prof. (Dr.) BMK Prasad	Principal
Prof. (Dr.)Hansraj Yadav, Registrar	Member Secretary
Prof. Megha Goel-APS	Member
Mr. Yashvardhan Soni (HOD - CSIT/IT)	Member
Dr. Ashima Mehta (HOD – CSE)	Member
Ms. Vimmi Malhotra (CSE - AIML)	Member
Prof. Dimple Sapru (HOD - ECE/EEE)	Member
Ms. Neha Chauhan (HOD - ME)	Member
Renu Dua (HOD -T&P)	Member
University Nominee	Member

Send Your Grievance:

<https://ggnindia.dronacharya.info/Grievance.aspx>

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Internal Complaint Committee (Anti- Sexual Harassment Cell)

POLICY ON SEXUAL HARASSMENT

GUIDELINES FOR ADDRESSING SEXUAL HARASSMENT ISSUES

The teaching, non-teaching staff and students work together in an environment free of sexual violence, harassment, exploitation, and intimidation. The IC cell of Dronacharya College of Engineering, Gurgaon has proactively been established for Prevention of Sexual Harassment. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. This also meets the obligation as mandated by Supreme Court of India, in its landmark judgment in August 1997 viz., Vishaka & others vs. the State of Rajasthan & others which stated that every instance of sexual harassment is a violation of “Fundamental Rights” under articles 14, 15 and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under article 19 (1)(g). This judgment makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the court and to evolve a specific policy to combat sexual harassment in the work place.

ROLE OF THE CELL:

The Role of the Anti- Sexual Harassment Cell at Dronacharya College of Engineering, Gurgaon is to

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees

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- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Ensure the appropriate action taken against the offender.
- Ensure that victims and witness are not victimized or discriminated because of their complaint.
- Take proactive measures towards sensitization of the working and learning community on gender issues so that the college is excellent work place for all.
- Recommend appropriate punitive action against the guilty party to the cell.

DUTIES OF THE CELL:

- (i) In case of sexual harassment in premises of the institute, active assistance shall be provided to the complainant by the cell to pursue the complaint and the safety of complainant shall also be ensured.
- (ii) The institute shall provide all the necessary assistance for the purpose of ensuring full, effective and speedy implementation of these directions.

PROCEDURE FOR INVESTIGATION OF COMPLAINTS:

- (i) Any women employee/female student of the institute shall have the right to lodge a complaint with any of the members of the cell.
- (ii) Such complaints may be oral or in writing.


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(iii) Any complaint in writing shall be signed by the person making the complaint. If the complaint is oral, the same shall be documented in writing in detail by the cell member to whom the complaint is made and shall not be acted upon till signed by the complainant. A complaint Register shall be maintained by the Committee members. It should be confidential document.

(iv) The complainant shall be afforded full confidentiality at this stage.

(v) In the event of the complaint being made to any member of the cell, immediately upon receipt of the complaint, and within not more than two working days, the member of the cell to whom the complaint is made, shall communicate the same to the Chairperson of the Cell. However, if the complainant so desires, her name shall be kept confidential and shall not be divulged except to the Cell.

(vi) The Chairperson shall convene its meeting immediately with the members of the cell to discuss the complaint.

(vii) At the first meeting, which shall be held within a week of the receipt of the complaint, the complainant or at her request her representative, shall be heard. The Cell shall then decide whether the complaint deserves to be proceeded with. The complaint shall stand dropped, if according to the Cell, the complainant has not been able to disclose prima facie, an offence of sexual harassment.

(viii) In case the Cell decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice, the alleged offender shall be called for the meeting of the Cell, heard and if so satisfied that the warning is just and proper, it will be recommended to principal that he may be warned about his behavior. The matter shall then be treated as concluded with recording, to that effect, made in the complaint register. With acceptance of the recommendation by the Principal, he will be warned about his behavior and necessary note be made into the Service book of the employee/Record of the student. The Cell should verify compliance of the action taken.

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(ix) However before proceeding with the enquiry, the Cell shall decide whether the delinquent deserves to be placed under suspension or prohibited from entering the premises pending enquiry, keeping in mind the nature and gravity of the misdemeanor complained of. In case the Cell comes to the conclusion that such an action is necessary, it shall recommend to the Principal accordingly

(x) The Cell shall accord fair and reasonable opportunity to the delinquent to defend himself and shall ensure observance of the principals of natural justice.

(xi) If the complainant wishes to proceed with the complaint beyond a mere warning to the delinquent, the delinquent shall be given in writing by the cell an opportunity to explain immediately; why he should not for good and sufficient reasons be treated as guilty of his behavior and be recommended to be punished for the act complained of. If the written explanation of the delinquent is not found to be satisfactory or if he does not provide any written explanation, the Cell shall recommend at the outset whether the offence deserves a minor or a major penalty. In the event of the Cell coming to a decision that the delinquent be imposed a minor penalty, a specific minor penalty shall be recommended by the Cell to the principal who shall then expeditiously act on such recommendation.

PROTECTION AGAINST VICTIMIZATION:

(i) In the event of the complainant being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry if the teacher is found guilty, the accused shall not act as an examiner for any examination for which the student appears.

(ii) In the event of the complainant and the accused both being employees, during the pendency of the investigation and inquiry, even after such an enquiry, if the accused is found guilty, the accused shall not write the Confidential Reports of the complaint, if he is otherwise so authorized.

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PENALTIES AND PUNISHMENT FOR THE SEXUAL HARASSMENT

The cell may recommend the following penalties on a person found guilty of sexual harassment:

(i) An employee found guilty of sexual harassment shall be liable to receive the following penalties:

- Warning
- Fine
- Withholding of increments or promotion
- Reduction to a post in the lower pay-scale or to a lower stage of increment in his own pay-scale
- Removal/dismissal from service

(ii) A student found guilty of sexual harassment shall be liable to receive the following penalties:

- Warning
- Written Apology
- Bond of good behavior
- Debarring entry into a hostel/ campus / off campus
- Suspension for specified period of time
- Debarring from examinations for a specified period of time
- Expulsion from institute

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The institute shall decide whether the person against whom a complaint of sexual harassment is made should be placed under suspension. The institute may direct that the person against whom a complaint of sexual harassment is made, be prohibited from entering the premises of the institute during the pendency of the matter before the committee.

Constitution of Internal Complaints Committee

Constitution of Internal Complaints Committee As per provision of section-4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Internal Complaint Committee as per constitution mentioned is hereby constituted as under. Details of the presiding officer and members are given below: -

Sr.No.	Name	Designation in Committee	E-Mail Id	Mobile No.
1	Prof.(Dr.) BMK Prasad	Presiding Officer	bmk.prasad@ggnindia.dronacharya.info	9910380104
2	Prof. Megha Goel	Member	megha.goel@ggnindia.dronacharya.info	9811142195
3	Prof. (Dr.) Ashima Mehta	Member	ashima.mehta@ggnindia.dronacharya.info	9803505262
4	Mr. Yashvardhan Soni	Member	yashvardhan.soni@ggnindia.dronacharya.info	9871290997
5	Prof. Ashwani Kumar	Member	ashwani.kumar@ggnindia.dronacharya.info	9646461887
6	Prof. Dimple Saproo	Member	dimple.saproo@ggnindia.dronacharya.info	9971468759

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ANTI-RAGGING POLICY

We are proud of the fact that our college aims at maintaining a healthy and congenial academic environment that shall be free from menace of ragging.

Ragging in the College campus is banned and any one indulging in ragging is likely to be punished appropriately. The punishment may include expulsion from the college, suspension from the college or classes for a limited period or fine with a public apology. The punishment may also take the shape of:

- (i) Withholding scholarships or other benefits
- (ii) Suspension or expulsion from hostel or mess and the like. If the individuals committing or abetting ragging are not/ cannot be identified, collective punishment can be awarded to act as a deterrent.

The following will be termed as an act of Ragging: Any disorderly conduct whether by words spoken or written or by an 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 of apprehension thereof in freshers or junior students or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Following will also amount to an act of ragging

- To address seniors as 'Sir'.
- To perform mass drills.
- To copy class notes for seniors.

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- To serve for various errands.
- To do menial jobs for the seniors.
- To ask/ answer vulgar questions.
- To look at pornographic pictures to shock the freshers out of their innocence.
- To force to drink alcohol, scalding tea, smoking etc.
- To force to do acts which can lead to physical injury/ mental torture or death.
- To force to do acts with sexual overtones, including homosexual acts.
- To strip, kiss, etc.
- To do other obscenities.

All concerned may note the following:

- Ragging is Unsocial, Illegal and Punishable.
- Ragging in any form at any place in the campus or outside is strictly prohibited.
- Any student found indulging in an act of ragging will meet strict disciplinary action as explained above.

ANTI-RAGGING CONTROL CELL/ DISCIPLINE COMMITTEE NUMBERS

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INSTITUTION RAGGING CONTROL CELL NUMBERS			
S.No.	NAME	DESIGNATION	CONTACT NO.
1	Prof.(Dr.)B.M.K. Prasad	PRINCIPAL	9910380104
2	Prof. Hansraj Yadav	REGISTRAR	9910380110
3	Ms. Vimmi Malhotra	HOD – CSE-AIML	8588880350
4	Prof. Megha Goel	HOD-APS	9811142195
5	Ms. Renu Dua	TPO	9910380107
6	Ms. Neha Verma	ASST.PROFESSOR	9999590246
7	Mr. Yashvardhan Soni	HOD- CSIT/IT	9871290997

Formation of SC/ST Cell

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Sub :Formation of SC/ST Cell at Dronacharya College of Engineering.

Ref. : UGC Guidelines Letter No. F 1-5/2006 (STC) dated 25-08-2006, AICTE Guidelines given on <http://www.aicte-india.org/adscell.php>

Regarding the above mention subject, we have Constituted SC-ST Cell on our Institute “Dronacharya College of Engineering” as per the guidelines of UGC and AICTE.

Details of SC-ST Cell members are as follows:

Sr. No.	Member	Designation
1	Prof. (Dr.) BMK Prasad	Principal
2	Prof. (Dr.)Hansraj Yadav, Registrar Member Secretary	Member Secretary
3	Mr. Yashvardhan Soni	Member
4	Prof. Megha Goel	Member
5	Prof. Dimple Saproo	Member
6	Dr. Ashok Kumar	Member
7	University Nominee	Member

The SC-ST Cell members will monitor the endeavor to resolve the issue/grievance related to SC/ST students at Institute level. The cell regularly has to conduct remedial coaching classes on life skills, personality development, writing assignments and making presentations and also have to organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.


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Dronacharya College of Engineering, Farrukhnagar, Gurgaon – 201306

Notice No: DCE/GGN/ADMIN/2021-22/19

Date: 22-Oct-2021

NOTICE

All the Anti-ragging committee members are hereby requested to appear for the committee meeting on 25-Oct-2021 at Conference Hall at 2:00 P.M. Attendance is compulsory.

AGENDA of the Meeting

1. To make sure that there is no occurrence of any ragging case in and outside the college premises.
2. To make sure that the students are aware of the policy of Anti-ragging and the immediate person to be contacted in case of any grievance.
3. To discuss about the banners/posters depicting “NO TO RAGGING” in and outside the college premises.

Registrar

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MINUTES OF THE MEETING

Date: 25-Oct-2021

Prof.(Dr.) B.M.K. Prasad welcomed all the anti-ragging committee members in the conference room. Following points were discussed as per the agenda.

1. Prof.(Dr.) B.M.K. Prasad instructed all the committee members that they are required to take all the necessary actions to prevent ragging in and outside the college campus.
2. Discussion about the display of banners/posters at the specific points was also carried.
3. Suggestions from the committee members were also sought.

Following members attended the meeting:

INSTITUTION RAGGING CONTROL CELL			
S.No.	NAME	DESIGNATION	SIGNATURE
1	Prof.(Dr.) B.M.K. Prasad	PRINCIPAL	
2	Prof. Hansraj Yadav	REGISTRAR	
3	Ms. Vimmi Malhotra	ASST.PROFESSOR	
4	Prof. Megha Goel	HOD-APS	
5	Ms. Renu Dua	TPO	
6	Ms. Neha Verma	ASST. PROFESSOR	
7	Mr. Yashvardhan Soni	HOD- CSIT/IT	

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Notice No: DCE/GGN/ADMIN/2021-22/31

Date: 7-Jan-2022

NOTICE

All the Anti-ragging committee members are hereby requested to appear for the committee meeting on 10-Jan-2022 at Conference Hall at 2:00 P.M. Attendance is compulsory.

AGENDA of the Meeting

1. To discuss about the minutes of the last meeting.
2. Discussion about any case of ragging in and outside the campus.

Registrar

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MINUTES OF THE MEETING

Date: 10-Jan-2022

Prof. (Dr.) B.M.K. Prasad welcomed all the anti-ragging committee members in the conference room. Following points were discussed as per the agenda.

1. Any case of ragging in and outside the campus was discussed.
2. Suggestions from the committee members were also sought.
3. No complaint was observed in the discussion with the anti-ragging committee.

RESOLUTION

1. No complaint or incidence of ragging was received or notified in the college.
2. The meeting concluded with a vote of thanks by Prof. (Dr.) B.M.K. Prasad.

Following members attended the meeting:

INSTITUTION RAGGING CONTROL CELL			
S.No.	NAME	DESIGNATION	SIGNATURE
1	Prof.(Dr.)B.M.K. Prasad	PRINCIPAL	
2	Prof. Hansraj Yadav	REGISTRAR	
3	Ms. Vimmi Malhotra	ASST.PROFESSOR	
4	Prof. Megha Goel	HOD-APS	
5	Ms. Renu Dua	TPO	
6	Ms. Neha Verma	ASST. PROFESSOR	
7	Mr. Yashvardhan Soni	HOD- CSIT/IT	

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Details of Student Grievances

No complaint reported under Internal Complaint Committee, anti-ragging committee and grievance redressal committee in the academic year 2021-22.

Prof. (Dr.) B.M.K. Prasad

Principal

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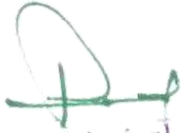
GRIEVANCE

🏠 | Grievance

Send Your Grievance

<input type="text" value="Name"/> *	<input type="text" value="Email ID"/> *
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