



SATYA RANJAN COLLEGE, KALAIN

Mechanisms for submission of online/offline students' grievances

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. The institute confirms to tackle the issue of grievances in effective way. The Mechanisms for submission of online/offline students' grievances is discussed below: -

College follows the guidelines of statutory/regulatory bodies for the following grievances.

(A) Mechanism for submission of Student Grievance:

POLICY- A grievance redressal cell is constituted in this college. This works together with the Internal Complaints committee. The aim of the cell is to solve or, to discuss how to solve the case of student's grievance. This committee also gives suggestion to deal problem within time limit.

MECHANISM-As a mechanism of student's grievance redressal, there are two main ways. First, by online method, and second offline method. In the online method, any student can register his complaint, by going to the college website <http://srcollege.ac.in/grievance-form.html> and submit his

information like; his/her name, class, category, college roll number, mobile number and give details about his/her complaint. The aim of knowing the category of the student is to investigate whether there is any discrimination regarding this issue. The aim of knowing his/her name is to investigate whether there are any sexual harassment related issues in the complaint. However, there is no case registered till date regarding this issue. Another mechanism of registering the complaint is through offline. The offline method is again of two ways: either putting a letter in the complaint-box, or by direct meeting with principal to give any written complaint.

Further, there are some other methods:

(a) I card checking in front of the college entrance

(b) Construction of discipline committee

(c) The code of conduct for all stakeholders (<http://srcollege.ac.in/professional-ethics.html>) , Internal Discipline for students (<http://srcollege.ac.in/internal-discipline.html>) & Grievance Redressal Policy (<http://srcollege.ac.in/grievance-redressal-policy.html>) is uploaded in College website.

(B) Mechanism for submission of Sexual Harassment:

POLICY- The Internal Complaints committee (<http://srcollege.ac.in/ICC.html>) is constituted for this purpose. The aim of the cell is to take steps such that no incident of Sexual Harassment happens inside the College campus, i.e., zero tolerance, and to discuss how to solve

this type of problem, if any. This committee also take appropriate action and gives suggestions to deal the case, if any.

MECHANISM- Instead of solving the complaint of sexual-harassment, the college tries that there should not be any incident of this type. With this aim, the college organizes awareness programmes, Celebrations of Women's Day, provide counselling to girls and boys students on the guidelines of statutory regulatory bodies on sexual harassment at workplace, legal rights of women, POSCO act, and other gender related issues. The College always follows the principles which discourages the sexual-imbalance in the society. Due to these steps taken, the college has no any complaint of Sexual Harassment in last 5 academic session.

(C)Mechanism for submission of complaints on Ragging cases:

POLICY- An Anti-Ragging committee is constituted for this purpose. There are two types of cells within this committee. This committee has external members including the representative of newly admitted student, local member, guardian, management members, and teachers of the college. First, is the anti-ragging squad and second, the anti-ragging team. They work jointly. This committee is constituted according to the rule of UGC. The aim of the committee is to take steps such that there does not become any case of ragging, i.e., zero tolerance, and to discuss how to solve this type of problem, if any. This committee also gives suggestions to deal the case, if any. This committee organizes awareness programs for anti-ragging. (<http://srcollege.ac.in/anti-ragging-policy.html>)

MECHANISM- Ragging is banned in college. There is a systematic mechanism to prevent the ragging case, if any. Following are some of the steps:

(a) Orientation programme is organized to make the students aware about the rules and regulations of the college.

(b) Construction of anti-ragging of squad and anti-ragging committee, including junior student-representative, guardian-representative, member of management committee, and college teachers etc.

(c) CCTV installed in the veranda and in class rooms.

(d) Anti-ragging awareness program.

(e) Anti-ragging poster, mentioning the result of ragging.

(f) Farewell and welcome programs organized as an interaction of students.

Number of cases Registered in last 5 years came to the committee

SL NO	TYPE OF COMPLAINT	NAME OF COMMITTEE	NUMBER OF GRIEVANCE REGISTERED
1	Ragging	Anti-Ragging Cell	NIL
2	Sexual Harassment	Internal Complaints Committee	NIL
3	SC/ST/OBC Harassment case	SC/ST/OBC Committee	NIL


Principal
S.R.COLLEGE
Kalain :: Cachar :: Assam