



**5.15. 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**

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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 - Director
- ii. Member - Head of Department (Applied Sciences & Humanities.)
- iii Member - Head of Department (Computer Sc. Engg. & I.T.)
- iv. Member - Head of Department (Electronics & Communication Engg.)
- v. Member - Head of Department (Mechanical Engg.)
- vi. Member - Head of Department (MBA)
- vii. Member - Head of Department (CSIT/IT)
- vii. Member - University Nominee
- viii. Secretary - Registrar

### 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 Director. The Director thereafter resolves the issue.

**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. If the issue is not resolved at this stage the matter is projected to the Chairman who resolves the matter.

  
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**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.

**COMMITTEE Members**

<b>Member</b>	<b>Designation</b>
Prof. (Dr.) K.K. Saini	Chairman
Prof. Dr.S.K.Srivastava ( Registrar)	Member Secretary
Prof. (Dr.) Pawan Kumar Sharma HOD - APS	Member
Mr. Bipin Pandey, HOD - CSE	Member
Prof. Sanghamitra V. Arora HOD - ECE/EEE	Member
Prof. (Dr.) Shailesh Kumar Singh HOD - ME	Member
Dr. Priya Satsangi, HOD - MBA	Member
Prof. (Dr.) Sonia Rani HOD - MBA	Member
University Nominee	Member

**Send Your Grievance:**


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

**Internal Complaint Committee (Anti- Sexual Harassment Cell)**

**POLICY ON SEXUAL HARASSMENT**

**GUIDELINES FOR ADDRESSING SEXUAL HARASSMENT ISSUES**

In order to create and maintain a community in teaching, non-teaching staff and students work together in an environment free of sexual violence, harassment, exploitation, and intimidation, the IC cell of Dronacharya Group of Institutions, Greater Noida has proactively established for

  
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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 Group of Institutions, Greater Noida is to

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees
- 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 any of the 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:**



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- (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.
- (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 about 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

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.

  
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### 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.) K.K.Saini	Presiding Officer	kk.saini@gnindia.dronacharya.info	9910380102
2.	Prof. Bipin Pandey	Member	bipin.pandey@gnindia.dronacharya.info	7014443698
3.	Dr. ShyamalimaKashyap	Member	Shyamalima.kashyap@gnindia.dronacharya.info	9599108682
4.	Ms. Lily Gupta	Member	lily.gupta@gnindia.dronacharya.info	9818966355

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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 the 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 the 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 effect the physique or psyche of a fresher or a junior student.

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## Following will also amount to an act of ragging

- . to address seniors as 'Sir'.
- . to perform mass drills.
- . to copy class notes for the seniors.
- . to serve 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.

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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.

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**ANTIRAGGINGCONTROLCELL/DISCIPLINECOMMITTEENUMBERS**

The Following Officials may be contacted immediately in case of any ragging or any indiscipline activity observed within the college Campus:

<b>INSTITUTION RAGGING CONTROL CELL NUMBERS</b>			
<b><u>S.No</u></b>	<b><u>NAME</u></b>	<b><u>DESIGNATION</u></b>	<b><u>CONTACT NO</u></b>
1	Prof.(DR.)K.K. Saini	DIRECTOR	9910380102
2	Prof.S.K Srivastava	REGISTRAR	9910380113
3	Dr.PawanKumarSharma	HOD-APS	9910380117
4	Prof. Sanghamitra Arora	HOD-ECE/EEE	9953183821
5	Prof.BipinPandey	HOD-CSE	7014443698
6	Dr. Jyoti Sharma	PROFESSOR	9654809985
7	Dr. Neeraj Kumar	PROFESSOR	9456204906
8	Dr.JaswinderKaur	ASSTT. PROF.	9990539423
9	Ms.RichaJaiswal	TPO	9910380105
10	Ms.Swati Tyagi	ASSTT. PROF.	9873150906

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## SC/ST Cell

Formation of SC/ST Cell at Dronacharya Group of Institutions.

**Ref. :** 1. UGC Guidelines Letter No. F 1-5/2006 (STC) dated 25-08-2006


2. 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 Group of Institution” as per the guidelines of UGC and AICTE.

Details of SC-ST Cell members are as follows:

S.No.	Name	Designation	Position in SC-ST Cell
1	Prof. (Dr.) K.K. Saini	Director	Chairman
2	Prof. (Dr.)S.K.Srivastava	Registrar	Member Secretary
3	Prof.(Dr.)Pawan Kumar Sharma	HOD-APS	Member
4	Prof. Bipin Pandey	HOD –CSE/IT/CSIT	Member
5	Prof. Sanghamitra Arora	HOD - ECE/EEE	Member
6	Dr. Shailesh Kumar Singh	HOD - ME	Member
7	Dr. Rishikant	Member	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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## **Grievance Redressal Committee**

### **Minutes of Meeting**

A meeting of anti-ragging committee was held in the conference room, Dronacharya Group of Institutions, Greater Noida on 19/02/2022 at 2:00 PM.

#### ***The following members attended the meeting:***

Prof.(Dr.)K.K. Saini

Prof (Dr). S.K Srivastava

Dr. Pawan Kumar Sharma

Prof. Sanghamitra Arora

Prof. Bipin Pandey

Dr. Jyoti Sharma

Dr. Neeraj Kumar

Ms. Richa Jaiswal

Ms. Swati Tyagi

#### **Agenda of the Meeting:**

1. To make sure that the students are aware of the grievance redressal mechanism.
2. To make sure that the students are aware of the policy of Student grievance redressal mechanism and the immediate person to be contacted in case of any grievance.
3. To discuss about any kind of grievance related to issues like – availability of water in the campus, cleanliness of laboratories, availability of food in the canteen, etc.

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### Proceedings:

Prof.(Dr.)K.K. Saini welcomed all the Student Grievance Redressal Committee members in the conference room. Following points were discussed as per the agenda.

1. Prof.(Dr.) K.K. Saini instructed all the committee members that they are required to take all the necessary actions to solve any grievance inside the college campus.
2. Discussion about any type of complaint by the students in the college was carried out.
3. Suggestions from the committee members were also sought.
4. The meeting was concluded with a vote of thanks.

### **RESOLUTION**

1. No complaint was observed, so the redressal was NIL.
2. Suggestions from the committee members were also sought.

Prof.(Dr.)K.K. Saini  
Sharma

Prof(Dr). S.K Srivastava

Dr. Pawan Kumar

Prof. Bipin Pandey

Dr. Jyoti Sharma

Ms. Swati Tyagi

Dr. Neeraj Kumar

Dr. Jaswinder Kaur

Ms. Richa Jaiswal

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## Anti-Ragging Cell

### Minutes of Meeting

A meeting of anti-ragging committee was held in the conference room, Dronacharya Group of Institutions, Greater Noida on 09/10/2021 at 12:00 PM.

#### ***The following members attended the meeting:***

Prof.(Dr.) BMK Prasad  
Prof. (Dr). S.K Srivastava  
Dr. Pawan Kumar Sharma  
Prof. Bipin Pandey  
Dr. Jyoti Sharma  
Dr. Neeraj Kumar  
Dr. Jaswinder Kaur  
Ms. Richa Jaiswal  
Ms. Swati Tyagi


#### **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.

#### **Proceedings:**

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

1. Prof.(Dr.) BMK 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.

  
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2. Discussion about the display of banners/posters at the specific points was also carried.
3. Suggestions from the committee members were also sought.

Prof.(Dr.) BMK Prasad

Prof.(Dr.) S.K Srivastava

Prof.(Dr.) Pawan Kumar Sharma

Prof. Bipin Pandey

Dr. Jyoti Sharma

Ms. Swati Tyagi

Dr. Neeraj Kumar

Dr. Jaswinder Kaur

Ms. Richa Jaiswal

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## **Anti-Ragging Cell**

### **Minutes of Meeting**

A meeting of anti-ragging committee was held in the conference room, Dronacharya Group of Institutions, Greater Noida on 02/04/2022 at 12:00 PM.

*The following members attended the meeting:*

Prof.(Dr.)K.K. Saini  
Prof (Dr). S.K Srivastava  
Dr. Pawan Kumar Sharma  
Prof. Sanghamitra Arora  
Prof. Bipin Pandey  
Dr. Jyoti Sharma  
Dr. Neeraj Kumar  
Ms. Richa Jaiswal  
Ms. Swati Tyagi

#### **Agenda of the Meeting:**

1. To read and confirm the minutes of meeting held on 9/10/2021.
2. To observe, find and resolve the anti- ragging cases of the institute.
3. To plan for orientation of the next academic batch about the committee.
4. Any other points to be discussed by the chair.

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**Proceedings:**

1. Read and confirm the minutes of meeting held on 9/10/2021.
2. Any case of ragging in and outside the campus was discussed.
3. Suggestions from the committee members were also sought.
4. No complaint was observed in the discussion with the anti-ragging committee.

**RESOLUTION**

5. No complaint or incidence of ragging was received or notified in the college.
6. The meeting concluded with a vote of thanks by Prof.(Dr.)K.K. Saini.

Prof.(DR.)K.K. Saini

Sharma

Prof.(Dr.) S.K. Srivastava

Dr. Pawan Kumar

Prof. Sanghamitra Arora

Prof. Bipin Pandey

Dr. Jyoti Sharma

Dr. Neeraj Kumar

Ms. Richa Jaiswal

Ms. Swati Tyagi

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## **Prevention of Sexual Harassment ( POSH) Committee**

### **Minutes of Meeting**

A meeting of anti-ragging committee was held in the conference room, Dronacharya Group of Institutions, Greater Noida on 30/09/2021 at 12:00 PM.

#### ***The following members attended the meeting:***

Prof.(Dr.) BMK Prasad  
Prof. S.K Srivastava  
Dr. Jaswinder Kaur  
Prof. Lily Gupta  
Prof. (Dr.) Hari Mohan Rai  
Ritika Guglani  
Ms. Richa Jaiswal  
Prof. S.K. Yadav

#### **Agenda of the Meeting:**

1. To discuss about Sexual Harassment Act 2013.
2. To review any issues related to Sexual Harassment.
3. To discuss about any issues related to girls safety and security in the college campus.
4. To discuss any other issues in the college.


#### **Proceedings:**

Prof.(Dr.) BMK Prasad welcomed all the Prevention of Sexual harassment committee members in the conference room. Following points were discussed as per the agenda.

4. Detailed discussion on Sexual Harassment Act 2013 was carried.
5. Suggestions from the committee members were also sought.
6. No single complaint was received by the college for Sexual Harassment, Hence the meeting was concluded with a vote of thanks.

#### **RESOLUTION**

1. Regarding matters pertaining to Sexual harassment in the college campus, no complaint was received till date, so the Redressal is NIL.

  
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Prof.(Dr.)BMK Prasad

Prof. S.K Srivastava

Prof. (Dr.) Hari Mohan Rai

Dr. Jaswinder Kaur

Ms. Richa Jaiswal

Prof. Lily Gupta

Ritika Guglani

Prof. S.K. Yadav

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## GRIEVANCE

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### Send Your Grievance

<input type="text" value="Name"/> *	<input type="text" value="Email ID"/> *
<input type="text" value="Contact No."/> *	<input type="text" value="City"/> *
<input type="text" value="Your Query"/> *	
$8 + 5 =$ <input type="text" value="Answer"/> *	<input type="submit" value="Submit"/>

  
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### Organisation Registration

Click on "Need Help?" X  
to see me again?

Use any registration  
number unique to  
your organization.

Example: Registration  
Number, TAN, CIN,  
GST, Udyog Aadhar  
Number, IFSC,  
Factory License  
Number, Affiliation  
Number or any other  
Unique ID.

No. of Employees\*

172

Organisation Unique ID\*

MRTD01566F

Organisation Address\*

27, Knowledge Park-III  
Greater Noida, Gautam Budha  
Nagar(U.P)-201306

Organisation Head's Name\*

Prof.(Dr.) Ashish Soti

Organisation Head's Mobile Number\*

9910380102

Organisation Head's Email\*

director@gnindia.dronacharya.info

Organisation Category\*

College

Organisation Name\*

Dronacharya Group of Institutions

State \*

Uttar Pradesh

District \*

Gautam Buddh Nagar

Pin Code\*

201306

Confirm Mobile Number\*

9910380102

Confirm Email\*

director@gnindia.dronacharya.info

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## Details of Student Grievances

No complaints reported under anti sexual harassment committee and anti-ragging and grievances redressal committee in the academic year 2021-22.

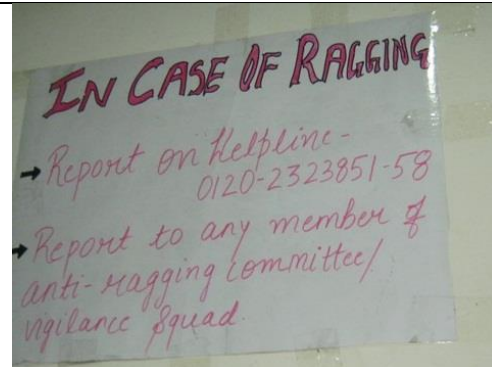
Prof. (Dr.) K.K.Saini

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