

# GRIEVANCE REDRESSAL POLICY

The Principal / Vice Principal appoint annually a Grievance Redressal Committee of senior faculty members with herself as Ex-Officio Chairperson.

The College follows the UGC guidelines under UGC Regulation 2019 vide Notification No. F. No. 14-4/2012 (CPP-II) dated 6<sup>th</sup> May 2019.

Any student of the College aggrieved by any acts of harassment, misconduct or ragging as defined and summarized hereinabove can approach the Grievance Redressal Committee.

Further, any student who is aware of any violations must report the same to the Committee.

The Committee consists of five senior members appointed by the Principal / Vice Principal.

- Said grievance must be in writing and should be made within 60 days from the day of the alleged violation and submitted to the Principal / Vice Principal.
- The Cell shall take cognizance of the grievance and inform the apex Grievance Redressal Cell – when grievances are filed with another cell / club / association e.g.: Women's Cell, NSS, NCC, etc.
- The Principal / Vice Principal then calls for a meeting with members of the committee and presents the case.
- The committee studies the case thoroughly taking into consideration every aspect and different points of view.
- A bilateral settlement with a dialogue is looked into in order to solve the case amicably.
- Both the parties are given a fair chance to voice their opinion with fair and equitable opportunities.

- Appropriate suggestions are put forward and the case is tried to be resolved in an easy and acceptable manner.
- If case of serious issues the case is taken to the Manager who along with the Principal / Vice Principal and Committee members then arbitrates the case and comes to an acceptable solution.
- UGC guidelines are followed.
- Sisters counsel the students concerned and with compassion and merciful love try to bring about a compromising solution.

**Date of implementation: February 2020**  
**Policy review date: February 2023.**