



# AISSMS

COLLEGE OF ENGINEERING

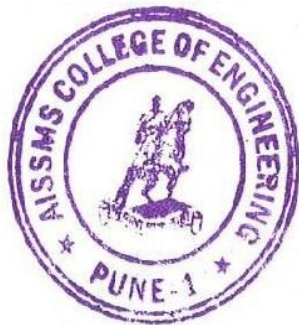
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## Mechanism of Grievance Redressal committee

- (a) An aggrieved stakeholder who has the grievance or grievances shall make a written complaint first to the Head of the Department (HOD). The HOD after verifying the facts, will try to redress the grievance within a reasonable time. If the stakeholder is not satisfied with the solution of the HOD, then the written complaint should be forwarded to the Principal through HOD. The Principal then refers the complaint to the Internal Grievance Redressal Committee.
- (b) On receiving the complaint from the Principal, Internal Grievance Committee meeting is called by the Chairman. The complaint is studied by the Committee. The Committee at all levels observes the law of natural justice.



  
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KENNEDY ROAD, PUNE-411 001



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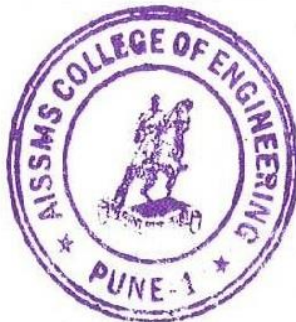
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- (c) The Committee arranges meeting with the aggrieved party first, he/she expresses their views. Similarly meeting with all aggrieved members is scheduled. Thus all the concerned, are given opportunity, one by one to express their viewpoint. Each one is requested to give their say in writing. The committee gives a patient hearing to both sides and counsels them. The committee also enlightens them based on their SWOC.
- (d) After verifying the facts based on factual data and after deliberations, the report of the committee's findings and remedial measures is prepared and submitted to Principal Sir.
- (e) Final decision is communicated to the both parties through the Principal.
- (f) The Committee, if needed, may recommend to the Principal, necessary corrective action as it may deem fit, to ensure avoidance of recurrence of similar grievance.

Note: The staff / student can lodge their grievance through online link available on Institute's website too (<http://aissmscoe.com/academics/online-grievance-redressal/>)



  
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### Vishakha and Women Grievance Cell

#### Preamble

All India Shri Shivaji Memorial Society's College of Engineering has constituted a 'Women's Grievance Cell' as per the orders of the Supreme Court (Vishaka Judgement), 'Sexual Harassment at Workplace Act, 2013' rules with the aim of promoting gender equality and women empowerment among students and staff members. The cell takes care of the grievances of girl students and female staff members related to gender discrimination, violence and sexual harassment on the campus. 40% at our engineering college are female faculty and girl students. It is dedicated to create an environment on the campus where every female feels safe.

#### The objectives are as follows:

1. To provide an environment free of gender-based discrimination, where men and women work together with a sense of personal security and dignity.
2. To disseminate knowledge about rights and laws related to women.
3. To create awareness amongst students about the issues related to the youth, particularly in girls.
4. To enhance the self-esteem and self-confidence of girl students, women faculty and staff.
5. To create awareness amongst students about the problems faced by women due to gender issues.
6. To foster decision-making ability in girl students for making informed choices in areas like education, employment and health.

#### Functions:

The Vishakha Guidelines were a set of procedural guidelines for use in India in cases of sexual harassment. They were promulgated by the Indian Supreme Court in 1997 and were superseded in 2013 by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

At AISSMS College of Engineering, we strongly believe that women and men have right to live as free and equal human beings and this equality should exist in all areas of life. All the activities conducted by the cell are directed towards successful execution of this goal.

### **Role of Internal Committee:**

1. The Committee shall decide whether the facts contained in the complaint make out a case of "sexual harassment" in light of the definition contained in the Policy.
2. The Committee shall look into the truth of the allegations contained in the complaint.
3. The Committee shall look into the truth of any allegation of retaliation against / victimization of the complainant or any other person assisting her as a result of such complaint having been made or such assistance having been offered.
4. The Committee shall recommend the penalties / action to be taken against any person found guilty of having sexually harassed the complainant, up to and including severe actions, to the Management.
5. The Committee shall recommend the penalties / action to be taken against any person found guilty of having retaliated against / victimized the complainant or any other person assisting her as a result of such complaint having been made or such assistance having been offer.
6. The Committee shall recommend appropriate psychological, emotional and physical support (counselling, security and other assistance) for the victim to the Management.
7. The Committee shall monitor the follow-up action to be taken by the Management on receipt of the Report of the Committee.

### **Documentation:**

The committee shall keep complete and accurate documentation of the complaint, its investigations and the resolution thereof. The incident would be documented in both the complainant's and the accused files with the full report of the Complaints Committee.

### **Procedure for Approaching Committee:**

The Committee deals with issues relating to sexual harassment at the AISSMS College of Engineering. It is applicable to all Employees. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint may be addressed to the Chairman of the Committee. If the complaint is made to any of the Committee members, they may forward it to the Chairman of the Committee against Sexual Harassment.

Here it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behaviour.

(Whether directly or by implication) as:

- Physical contact and advances;
- Demand or request for sexual favours;
- Sexually coloured remarks;

- Showing pornography; and
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature. (Vishakha judgment by Supreme Court)

### **Redressal of Complaints:**

The Institute is committed to providing a supportive environment to resolve concern sexual harassment as under:

1. When an incident of sexual harassment occurs, the victim of such conduct can communicate their disapproval and objections immediately to the harasser and request the harasser to behave decently.
2. If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, the victim can bring their concern to the attention of the Committee for redressal of their grievance
3. In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
4. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Committee.
5. The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
6. Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Committee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action

### **Disciplinary Action:**

Where any misconduct is found by the Committee, appropriate disciplinary action shall be taken against the accused. Disciplinary action may include transfer, withholding promotion, suspension or even dismissal or any other action as may deem fit by the Committee. This action shall be in addition to any legal recourse sought by the Complainant.

### **Confidentiality:**

All information received shall be kept confidential. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.

### **Protection against Retaliation:**

Regardless of the outcome of the complaint made in good faith, the employee lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with complaints of sexual harassment, the committee shall ensure that the Complainant or the witness are not victimized or discriminated by the accused. Any unwarranted pressures, retaliatory or any other type of unethical behaviour from the accused against the complainant while the investigation is in progress should be reported by the complainant to the complaints committee as soon as possible. Disciplinary action will be taken by the Complaints Committee against any such complaints which are found genuine.

### **Miscellaneous:**

All proceedings, including the statements and other material adduced as evidence before the Committee shall be strictly confidential. The Committee shall take all steps to ensure that the parties before it and their representatives shall maintain strict confidentiality in all respects.

- a) The decision of the Committee on any matter within its competence shall be considered final and no appeal / challenge to the same shall lie to any person.
- b) The Management shall scrutinize the report and recommendations of the Committee and take appropriate action against the guilty person in accordance with the Guidelines, Policy, and gravity of the behaviour disclosed in the Committee's report.
- c) In case the conduct disclosed in the Committee's report is of a nature that amounts to a criminal offence under the law of the land, appropriate action shall be initiated by the Management, for making a police complaint in respect of the same.
- d) The Management shall scrutinize the report and recommendations of the Committee and take appropriate action to provide the victim with necessary psychological, emotional and physical support.
- e) In case of sexual harassment of any woman employee by any person not employed by company, the Management shall take all steps necessary and reasonable to assist the affected woman employee in terms of providing her with psychological, emotional and physical support and enabling her to take recourse to the law.

### **Annual Report:**

The chairperson of committee shall furnish consolidated quarterly report after the meeting held by the committee members on every quarter with the below details:

- Number of cases.
- Date of complain.

- Allegation in brief,
- Present status of case
- Any order pass by the disciplinary authority with date
- Or if not, Nil report

The committee shall in each calendar year, prepare & submit report to the employer with the following details:

- Number of complaints of sexual harassment received in the year
- Number of complaints disposed of during year
- Number of cases pending
- Submission of reports with no issue raised during the year.



Dr (Mrs) P S Gajjal  
Coordinator



Dr D S Bormane  
Principal





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## Code of Conduct

### **Anti-Ragging Committees:**

With reference to AICTE (Prevention and Prohibition of ragging in Technical Education, Universities including Deemed to be Universities imparting technical education) Regulations 2009 and as per as per the clause No.6(a) of this AICTE Regulations - 2009, Anti-Ragging Committee is formed comprising of experts, faculty members, parents, students, etc. to look into any kind of ragging matter reported to them from time to time. The Committee takes immediate action in the matter reported to them, following all the guidelines given in the referred AICTE Regulation - 2009. The Committee also take review of the activities of Anti-Ragging Squad and suggest measures to effectively monitor the anti-ragging activities.

### **ANTI RAGGING COMMITTEE (SQUAD)**

With reference to AICTE (Prevention and Prohibition of ragging in Technical Education, Universities including Deemed to be Universities imparting technical education) Regulations 2009 and as per as per the clause No.6(a) of this AICTE Regulations - 2009, Anti-ragging Squad is formed to look in to the matters of ragging.

The squad will continuously maintain vigil in the College campus and monitor the activities of the students. If any activity of students is found suspicious then immediate action is to be taken. The squad will conduct patrolling of canteen area, parking area, the College building and Ladies hostel. The patrolling of outside area near to College will also be done.



The students can contact Committee members at any time regarding any kind of problem faced by them from any students in the Campus or outside the campus. Also, students can personally meet any of the above members in the College during working hours.



**Principal**



# ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Savitribai Phule Pune University)  
(Id No. PU / PN / Engg / 093 (1992))



**Malojiraje Chhatrapati**  
Honorary Secretary

**Dr. D. S. Bormane**  
Principal

Ref.No:AISSMSCOE/PRIN/92/2018-19

Date: 01/08/2018

To  
Shri M M Mujawar  
Senior Police Inspector  
Bund Garden Police Station  
Pune.

**Subject: Inclusion of your name in Anti-Ragging Committee to be formed at AISSMS COE,  
Pune as per the directives of AICTE, New Delhi & University of Pune.**

Respected Sir

All India Shri Shivaji Memorial Society (AISSMS) was established in 1917, to cater the need of broad based education. The AISSMS has 20 educational institutes under its ambit which are known for imparting quality education. The AISSMS runs two renowned Engineering Colleges, Pharmacy College, Polytechnic, Institute of Management and College of Hotel Management and Catering Technology amongst others.

The AISSMS College of Engineering was established in 1992, under the co-education system. The College is affiliated to the Savitribai Phule Pune University and approved by AICTE, New Delhi and Directorate of Technical Education, Maharashtra State. At present, under graduate courses are conducted in eight branches of Engineering namely, Chemical, Civil, Computer, Electrical, E & TC, Mechanical, Mechanical Sandwich and Production Sandwich Engineering and 7 post graduate courses of Engineering namely, Chemical, Civil, Computer, Electrical, E & TC, Mechanical Design and Mechanical Automotive.

As per the directives of AICTE, New Delhi and Savitribai Phule Pune University, regarding the prevention of ragging activities in College, formation of Anti-Ragging Committee is mandatory. This committee includes following members: Teachers of the College, Parents, Non-Teaching Staff, Student Secretary, Local Citizen, Press reporter, Police Officer and member of NGO.

The purpose behind formation of this Committee is to create awareness amongst the students and to make them aware about laws to prevent ragging. We are strictly following the norms and procedures to prevent ragging. There is no case of ragging in our College till date. The formation of this Committee will strengthen our efforts towards anti-ragging.

We would like to invite you as a Member of the Anti-Ragging Committee. We request you to give your kind acceptance to be the Member of the Anti-Ragging Committee and oblige.

Thanking You

Yours Faithfully

Dr. D. S. Bormane  
Principal

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