



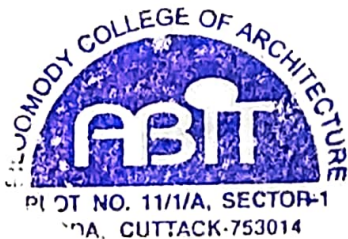
GRIEVANCE REDRESSAL POLICY



ABIT – PILOO MODY COLLEGE OF ARCHITECTURE

11/1/A, SECTOR 1, CDA,
CUTTACK - 753014

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The Grievance Redressal Policy

The Grievance Redressal Policy of the Institute has been drafted and published herewith on the **** day of the **** month of the year ****, adhering to:

- a. The "University Grants Commission (Grievance Redressal) Regulations, 2012";
- b. The "Curbing the Menace of Ragging in Higher Education Institutions (second amendment) Regulations, 2013";
- c. The "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013"; and
- d. The "UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes, 1998".

Under the provisions of the Policy, the following committees/cells, under chairpersonship of the Principal (Head of the Institute) have been constituted in the Institute:

1. The Grievance Redressal Committee;
2. The Anti-Ragging Committee;
3. The Women's Cell; and
4. The SC/ST/OBC Cell.

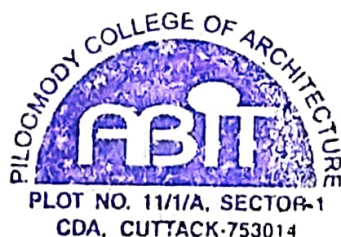
The following describes the objectives of a committee, scope & functions, its constitution, and mechanism of complaints & their redressal.

1. GRIEVANCE REDRESSAL COMMITTEE

The Grievance Redressal Committee has been formed in the Institute on the 08th of August, 2018 in accordance to the *University Grants Commission (Grievance Redressal) Regulations, 2012* amended and promulgated as the *University Grants Commission (Grievance Redressal of Students) Regulations, 2018* and subsequently, the *University Grants Commission (Redress of Grievances of Students) Regulations, 2019*. The Committee shall look after redress of any type of grievances of the students of the Institute.

1.1. Objectives

- 1.1.1. To provide opportunities for redress of grievances of students already enrolled in the institution, as well as those seeking admission to the institution, and a mechanism thereto.



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1.2. Scope & Functions

1.2.1. The committee aims to promote equality, non-discrimination and justice, and ensure that a grievance-free atmosphere is created. In doing so the committee shall receive complaint from any aggrieved student of the institute and ensure that all measures are duly taken to address the issue and that an outcome is reached in no more than 30 days from the date of the complaint.

1.3. Constitution of the Committee

1.3.1. A complaint from an aggrieved student relating to the college shall be addressed to the Grievance Redressal Committee (hereinafter "committee"), with the following composition, namely:

1.3.1.1. Principal of the Institution – the Chairperson;

1.3.1.2. Four senior members of the teaching faculty to be nominated by the Principal – Members;

1.3.1.3. A representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.

1.3.2. The term of the members and the special invitee shall be three years.

1.3.3. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.

1.4. Mechanisms of complaints & redressal

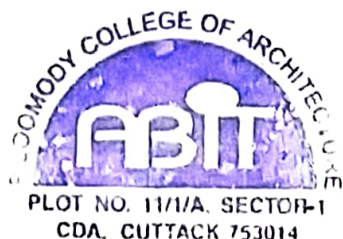
1.4.1. Complaints shall be made directly, preferably in writing, to any member of the Committee or through academic or non-academic staff. Where an oral complaint is made, the chairperson of the committee shall reduce it to writing and the document shall be signed by the complainant.

1.4.2. The Committee is vested with the powers to receive complaints, make enquiry and prepare report with findings and recommendation to the Chairperson.

1.4.3. The Chairperson after considering the report and recommendations will initiate disciplinary proceedings and, if required pass necessary orders.

1.4.4. For the purposes of enquiry, the committee may summon any person, and the entire enquiry shall be completed within a period of thirty (30) days, from the date of the complaint.

1.4.5. A copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee. The



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complainant and the defendant shall be given equal opportunity of being heard.

1.4.6. The identities of the complainant and defendant should be kept confidential.

2. ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee has been constituted in the Institute on the 5th of August, 2013 as mandated by the "Curbing the Menace of Ragging in Higher Education Institutions (second amendment) Regulations, 2013". The Anti-Ragging Committee shall ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.


2.1. Objectives

- 2.1.1. To ensure compliance with the provisions of the 'Curbing the Menace of Ragging in Higher Education Institutions (second amendment) Regulations, 2013' so as to stop occurrence or recurrence of any activities related to or amounting to ragging.
- 2.1.2. To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the Institution.
- 2.1.3. To sensitize students of dehumanizing effects of ragging inherent in its perversity.

2.2. Scope & Functions

- 2.2.1. The Anti-Ragging Committee aims to promote equality, non-discrimination and justice, and ensure that a ragging free atmosphere is created. In doing so the Anti-Ragging Committee shall receive complaint from any aggrieved student of the institute and ensure that all measures are duly taken to address the issue and that an outcome is reached in no more than 30 days from the date of the complaint.
- 2.2.2. Also the Anti-Ragging Committee shall constitute from time-to-time the Anti-Ragging Squad for fast-track prevention of ragging in campus.
- 2.2.3. The Anti-Ragging Committee shall also be responsible for taking the undertaking from students and parents/guardians during time of admission.




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2.2.4. The Anti-Ragging Committee shall conduct workshops to sensitize students against ragging menace and provide information with respect to contact numbers of committee and squad members.

2.2.5. Ragging constitutes one or more of any of the following acts:

2.2.5.1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

2.2.5.2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

2.2.5.3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

2.2.5.4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

2.2.5.5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;

2.2.5.6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

2.2.5.7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

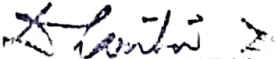
2.2.5.8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

2.2.5.9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

2.3. Constitution of the Committee

2.3.1. The Anti-Ragging Committee constituted herein, shall consist of the following members:




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- 2.3.1.1. Principal of the Institution – the Chairperson;
 - 2.3.1.2. Representatives of civil and police administration;
 - 2.3.1.3. Representatives of local media;
 - 2.3.1.4. Representatives of Non-Government Organizations involved in youth activities;
 - 2.3.1.5. Representatives of faculty members,
 - 2.3.1.6. Representatives of parents;
 - 2.3.1.7. Representatives of students belonging to the fresher's category; and
 - 2.3.1.8. Representatives of students belonging to the senior category.
- 2.3.2. The term of the members shall be three years.
- 2.3.3. The quorum for the meeting including the Chairperson, shall be four.

2.4. Actions to be taken against students for indulging and abetting ragging

- 2.4.1. The punishment to be meted out to the persons indulged in ragging shall be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents;
- 2.4.2. For even a single incident of ragging, a First Information Report (FIR) shall be filed without exception by the institutional authorities with the local police authorities;
- 2.4.3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging;
- 2.4.4. Depending upon the nature and gravity of the offence as established, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:
- 2.4.4.1. Cancellation of admission
 - 2.4.4.2. Suspension from attending classes
 - 2.4.4.3. Withholding/withdrawing scholarship/fellowship and other benefits
 - 2.4.4.4. Debarring from appearing in any test/examination or other evaluation process
 - 2.4.4.5. Withholding results
 - 2.4.4.6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - 2.4.4.7. Suspension/expulsion from the hostel
 - 2.4.4.8. Rustication from the institution for period ranging from 1 to 4 semesters



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2.4.4.9. Expulsion from the institution and consequent debarring from admission to any other institution.

2.4.4.10. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

3. WOMEN'S CELL

In response to The "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013", the Women's Cell of the Institute is constituted herein, on the 04th of July, 2018. The Women's Cell is established, so as to look into matters of female employees and students, with respect to any grievances whatsoever.

3.1. Objectives

3.1.1. To ensure compliance with the provisions of the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' so as to stop occurrence of any discriminatory or gender biased activities.

3.1.2. To sensitize students on issues of discrimination, harassment, etc. against women at workplace or home;

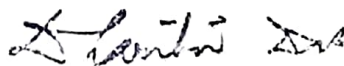
3.1.3. To sensitise students on issues of Women's safety, welfare rights, etc.

3.2. Scope & Functions

3.2.1. The Women's Cell aims to promote gender equality, non-discrimination and justice in the Institute. The Women's Cell shall receive complaint from any female person (student/staff) of the institute and ensure that all measures are duly taken to address the reported issue and that an outcome is reached in no more than 30 days from the date of the complaint.

3.2.2. The Women's Cell shall conduct workshops to sensitize all the students against menace of gender inequality and discrimination. It shall also conduct seminars/workshops for female members of the institute exemplifying women health and hygiene, women's rights, women's role in the society and architecture in particular, achievements of women architects, etc.

3.2.3. The Women's Cell shall provide information with respect to contact numbers of the Women's Cell and other important distress numbers.



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3.3. Constitution of the Women's Cell

- 3.3.1. As per the provisions of the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013", the Women's Cell of the Institute is constituted herein, with the following members:
- 3.3.1.1. Principal of the Institution - The chairperson (woman);
 - 3.3.1.2. Four representative members from academic staff; and
 - 3.3.1.3. One legal expert or a member of an NGO, preferably a person familiar with the issues relating to sexual harassment.
- 3.3.2. The Women's Cell should comprise of representation from both male and female employees of the institute, wherein at least one half of the members are women.
- 3.3.3. All the members of the Cell, shall hold the office for three years.
- 3.3.4. The quorum for the meeting including the Chairperson, shall be four.

3.4. Mechanisms of complaints & redressal

- 3.4.1. Complaints shall be made directly, preferably in writing, to any member of the Committee or through academic or non-academic staff. Where an oral complaint is made, the chairperson of the committee shall reduce it to writing and the document shall be signed by the complainant.
- 3.4.2. The Committee is vested with the powers to receive complaints, make enquiry and prepare report with findings and recommendation to the Chairperson.
- 3.4.3. The Chairperson after considering the report and recommendations will initiate disciplinary proceedings and, if required and pass necessary orders.
- 3.4.4. For the purposes of enquiry, the committee may summon any person, and the entire enquiry shall be completed within a period of thirty days, from the date of the complaint.
- 3.4.5. A copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee. The complainant and the defendant shall be given equal opportunity of being heard.
- 3.4.6. The identities of the complainant and defendant should be kept confidential.



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4. SC/ST/OBC CELL

The "UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes, 1998" mandates establishment of SC/ST cell in the Institute. With regard to the provisions of the Guidelines, the SC/ST/OBC Cell of the Institute has been established on the 08th of August, 2018.

4.1. Objectives

- 4.1.1. To implement the reservation policy for SCs/STs in the College.
- 4.1.2. To collect data regarding the implementation of policies in respect of admissions.
- 4.1.3. To implement, monitor and evaluate continuously the reservation policy in the university and plan measures for effective implementation of the policy and programme of the Government and UGC.
- 4.1.4. To guide the SC/ST students of the college, to optimally utilize the benefits of the schemes offered by the State Government, Government of India (GOI) and UGC.

4.2. Scope & Functions


- 4.2.1. To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Institute for different courses.
- 4.2.2. To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Institute.
- 4.2.3. To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the Institute.
- 4.2.4. The SC/ST Cell exclusively looks after the work related to SC/ST matters and no other work is assigned to the Cell.

4.3. Constitution of the Cell

- 4.3.1. The SC/ST/OBC Cell constituted herein, shall consist of the following members:
 - 4.3.1.1. Principal of the Institution – the Chairperson;
 - 4.3.1.2. Four senior members of the teaching faculty to be nominated by the

Principal – Members:




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4.3.2. A representative from among SC/ST/OBC students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities – Special In-vicee.

4.3.3. The term of the members shall be three years

4.3.4. The quorum for the meeting including the Chairperson, shall be four

4.4. Mechanisms of complaints & redressal

4.4.1. Complaints shall be made directly, preferably in writing, to any member of the Committee or through academic or non-academic staff. Where an oral complaint is made, the chairperson of the committee shall reduce it to writing and the document shall be signed by the complainant.

4.4.2. The Committee is vested with the powers to receive complaints, make enquiry and prepare report with findings and recommendation to the Chairperson.

4.4.3. The Chairperson after considering the report and recommendations will initiate disciplinary proceedings and, if required and pass necessary orders.

4.4.4. For the purposes of enquiry, the committee may summon any person, and the entire enquiry shall be completed within a period of thirty days, from the date of the complaint.

4.4.5. A copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee. The complainant and the defendant shall be given equal opportunity of being heard.

4.4.6. The identities of the complainant and defendant should be kept confidential.



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