



**POORNIMA**  
**COLLEGE OF ENGINEERING**

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### ***5.1.5.1 Policy Documents for Anti-Ragging Committee, Grievance Redressal Committee, Poornima Women Welfare Association, SC/ST Committee/ Anti-Discrimination Cell***

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### Anti-Ragging Committee and Proctorial Board

Ragging is a criminal offense. Ragging is strictly prohibited by both State Govt. and Central Govt. An Anti-Ragging Committee has been constituted on 01.07.2014 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student.

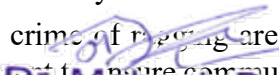
#### What is Ragging?

- Misconduct of any student either in spoken or written form or any action that has the effect of harming others
- Indulging in undisciplined activities that cause physical or psychological harm or fear or apprehension
- Asking others to do things that they normally will not do and causes a sense of shame or emotional embarrassment
- Any act that disrupts others academic activity
- Financial extortion or forceful monetary burden on a fresher or any other student
- Any act of physical abuse including sexual, homosexual assaults stripping of clothes, forcing obscene lewd acts and gestures causing physical and mental torture
- Any act of abuse by spoken words, emails, posts, public insults to derive sadistic pleasure
- Any act that affects the mental health and self-confidence of any student with or without intent to derive sadistic pleasure or priority over others

#### Punishments for Ragging

Every single incident of ragging, a FIR shall be lodged without exception by the college authorities with the local police. In addition one or any combination of the following punishments can be awarded:

- Cancellation of admission
- Suspension from attending classes
- Withholding / withdrawing scholarship / fellowship and other benefits
- Debarring from appearing in any test / examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc
- Suspension / expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution
- 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 for the entire community pressure on the potential raggers

  
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### Anti-Ragging

Ragging is totally prohibited in Poornima College of Engineering, inside and / or outside the campus and anyone found guilty of ragging and / or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force.

Poornima College of Engineering ensures that the congenial and welcoming environment is given to the fresher. To achieve this objective following committees have been formed by the Institute as per UGC Regulation 2009:

### Roles and Responsibilities of Anti Ragging Committee

- To ensure compliance with the provision of UGC regulation 2009 at the institute level.
- To be vigilant at all hours all around the campus and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- To make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging.
- To conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student or parent or guardian, as the case may be: and the enquiry report along with recommendations shall be submitted to the Head of the Institution for action.
- To ensure the display of posters on Institution and Department Notice Boards and other prominent designated places.
- To offer services of counseling and create awareness to the students

  
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### GRIEVANCE REDRESSAL COMMITTEE

A Centralized Students Grievance Redressal Committee has been constituted on 19.07.2014 to redress the grievances and complaints of the students.

#### Objectives of Grievance Redressal Committee:

- To uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship etc.
- To provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of Students in order to maintain a harmonious educational atmosphere in the institute.
- It is to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- To support, those students who have been deprived of the services offered by the College, for which he/she is entitled.
- To make officials of the College responsive, accountable and courteous in dealing with the students.
- To ensure effective solution to the student's grievances with an impartial and fair approach.

#### Functions of Grievance Redressal Committee

- The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge/Tutor.
- In case the person is unwilling to appear in self, grievances may be dropped in the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be

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sent through e-mail to the [chiefproctor.pce@poornima.org](mailto:chiefproctor.pce@poornima.org) or officer in-charge of Students' Grievance Cell.

- The cases will be attended promptly on receipt of written grievances from the students. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

### Composition of Grievance Redressal Committee

- The principal shall determine the composition and tenures of the Grievance Redressal Committee is for two years.
- The committee in PCE College may constitute members from teaching section and nonteaching section.
- All grievances referred to the Grievance Redressal committee /Principal/ Director shall be entered in a register to be maintained for the purpose by the Secretary of Grievance Redressal Committee. The number of grievances, settled or pending will be reported to the Principal every month.

  
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### INTERNAL COMPLAINT COMMITTEE

AICTE has made it mandatory for all the institutions to set up a women welfare association cell to ensure well being and safety of women present here.

Following these norms, our organization has modeled ICC cell. The cell focuses on creation of awareness among girls and women staff, promoting their well-being. Women are the foundation of every society. Women can do a lot in society, what is needed; she herself should identify her strengths and work on it to build a strong society. A woman can not only change anything but also can change everything, "Women are the real Architect of Society". So, women at PCE have clasped and formed a club called Women in Science and Engineering (WISE) to propagate the importance and relevance of women education in science and engineering. Every year activities of WISE have been organized with the coordination of the concerned department to encourage the maximum participation of girls in various activities and to promote their overall development. For the motivation a poster competition on the topic, "Girls are the Spirit of our Nation" has been organized by the entity to promote the girl students and female members and an exhibition is promoted on this virtual platform.

To provide a safe teaching and working experience in campus of PCE, rules for prevention and redressed of ragging/harassment are as follows-

- The aggrieved women/girl shall present a written complaint to ICC committee.
- If aggrieved women are unable to make complaint on physical in capacity and mental capacity the complaint shall be filed by her legal heirs.
- The complaints shall submit the supporting documents, name and address of witness.
- The ICC committee shall further enquire if complaint is found to be true
- The ICC committee shall enquire in accordance with the principle of natural justice keeping all the rights with it to terminate the enquiry proceedings.
- The cross examination of witness shall be followed in the decorum and dignity.
- Any suitable penalty may be imposing alleged by the ICC committee, if all allegations are proved.

  
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- Appropriate actions shall be taken against the complainant if all the allegations are malicious or false.
- All rights shall remain reserved with ICC committee in the concern of complaint/redressal/withdrawal/penalty.

### WISE

It stands for Women in Science and Engineering that formally aims to strengthen the technological scenario in which women are going to play a key role. As women are the foundation of every society they need strength & a strong identity to build a strong society for which WISE was established. Various social programs like visits to hospitals, slum houses, and orphanage, etc. are organized at regular intervals under WISE. A woman cannot only change anything but also can change everything. "Women are the real Architect of Society". So, women at PCE have clasped and formed a club Women in Science and Engineering WISE to propagate importance and relevance of women education in science and engineering.

### ICC & WISE

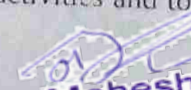
#### VISION

- To improve the status of women in our society and to make them aware of their rights.

#### MISSION

- To evolve and develop skill based systems in PCE showcasing different activities to groom women's overall personality.
- To increase the number of women pursuing and graduating in science, technology, engineering and to promote the recruitment and advancement of woman who have chosen Engineering as their career.

Every year activities of WISE have been organized with the coordination of the concerned department to encourage the maximum participation of girls in various activities and to promote

  
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their overall development. For the selection of Student coordinators, a Google form will be circulated, which shall be filled by the students interested. An interview will be conducted for the students, who have filled the form and student coordinators will be selected as per the interview.

**Selection criteria:**

- Enthusiasm and determination to uplift status of women in technical field.
- Creative and innovative ideas regarding club activities.
- Leadership quality to lead club activities
- Ability to coordinate club activities.
- Potential to manage details and follow through among the members are held every month to work on the empowerment of the female students of our college and planning of the group.
- Sessions related to their respective fields.

**Institute Level Committee:**

1. Dr.RekhaNair (Chairperson)
2. Dr.SarveenKaurSachdeva (Vice-Chairperson)
3. Mrs.Sudha Jain (Member)
4. Mr. Amit Gupta (Member)
5. Dr.GarimaMathur (SeniorMember)
6. Dr. MeenaTekriwal (Member)
7. Dr.ShilpiJain (Member)
8. Ms.KalpanaSharma (Member)
9. Ms.Sita Gupta (Member)

(Dr. Mahesh Bundeale)  
Director, PCE

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### SC/ST Committee / Antidiscrimination Cell

As per the Provisions laid down by the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, Act No. 33 OF 1989, dated 11/09/1989) & the Notification No. GSR – 316 (E) by Ministry of Welfare, New Delhi dated 31/03/1995 and as per the UGC Directives to be adhered and followed by the Educational Institute in this regard.

#### **Constitution of SC/ST Committee / Antidiscrimination Cell**

The SC/ST Standing Committee ensures the effective implementation of the policies and programs of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged. It also suggests measures for achieving the objectives laid down by the various government agencies. The Committee meets at least two times in a year and the decisions arrived at are mandatory to be implemented. The Committee functions under the Chairmanship of the Principal.

#### **Objectives of the SC/ST Committee**

This Committee shall be functioning for the following objectives of this Act -

- To implement, monitor and evaluate continuously the Reservation Policy in the Institute (if any applicable).
- To take necessary steps of measuring for ensuring effective implementation of the policy & programs/schemes of the State and Central Govt. for SC-ST, if any.
- To ensure the Prevention of Atrocities (as defined within the meaning of this Act) on the SC, ST Staff, Faculty and Students.
- To ensure the equal opportunity in matters of employment/promotions subject to fulfilling Qualification, Eligibility criteria and Merits.
- To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.
- To conduct the inquiries on the reported & complained issues and to aid and advice the Director & the Management of the Institute in this regard for the justice and smooth functioning of the Institute.


#### **Functions of the SC/ST Committee**

The SC/ST Committee/Antidiscrimination Cell Committee will address the following issues/complaints of aggrieved SC/ST students/staff:

1. Effective updating and implementation of the policy & programs /schemes of the State and Central Govt. for SC-ST
2. Complaints of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes
3. Breach of the policy for reservation in admission as may be applicable.
4. Non-transparent or unfair evaluation practices.
5. Harassment and victimization of students/staff, including sexual harassment.

#### **Standard Operating Procedure for handling Issues/Complaint Registered to SC/ST Committee**

1. On receipt of communication (written/email) of issue/complaint / grievance related to SC/ST Committee/Antidiscrimination Cell Committee from grievance committee, the same will be discussed in house or with the concerned committee
2. Issues/Complaints related to SC/ST shall be considered by this committee and addressed accordingly.
3. The concerned committee shall investigate the cases directed accordingly.
4. Suitable hearing would be given to the concerned and steps to resolve issues will be undertaken.
5. The concerned shall be informed about the action taken by the committee.
6. If any complaint / grievance is found invalid, the complainant and the person against whom complaint is made will be informed accordingly.
7. Attempts will be made to resolve issues within one month of receipt.

  
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