



## WOMEN'S GRIEVANCE REDRESSAL CELL

AICTE has notified to regulation for establishment of mechanism for grievance redressal Committee for all the AICTE approved technical Institutions vide No. 37-3/Legal/2012 dated 25.05.2012. In order to ensure transparency by technical institutions imparting technical education, in admissions and with objectives of preventing unfair practices and to provide a mechanism to students for redressal of their grievances.

### Definition of Grievance

Grievances define that any communication that Expresses dissatisfaction, harassment in respect of the conduct or any act of omission or commission or deficiency of service and in the nature of seeking a remedial

### Objective of the Women's Grievance Redressal committee

1. The cell will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college
2. The Cell shall process all the individual complaints and take immediate suitable action.
3. The Cell will provide assistance to the Faculty/Colleges for taking preventive steps in the matter of gender discrimination and sexual harassment.
4. The Principal will be the Chairman of the Cell and may appoint members of the cell.
5. The Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.

### How to raise the grievance:

The Complainant can raise grievances through the following ways:

1. **Phone Message / Call:** Message /call to contact number specified on institute website to register the complaint.
2. **Email:** The stake holders may write complaint on email id specified on institute website to register the complaint.
3. **Letter:** The stake holders can write a letter to the authorities.





**Maintenance of records of grievance:**

The Chairman of grievance committee look after all the records relating to grievance complaint received resolution and closure of the grievance. The complaint shall be transferred to the concerned intermediary within three working days, provided however that resolution time shall not exceed 30 days from the date of the receipt of the complaint from the complainant.

**Closure of grievance:**

Every grievance shall be disposed off within a period of thirty days of its receipt and a final reply shall be sent to the complainant, containing details of resolution or rejection of the complaint, with reasons thereof recorded in writing.

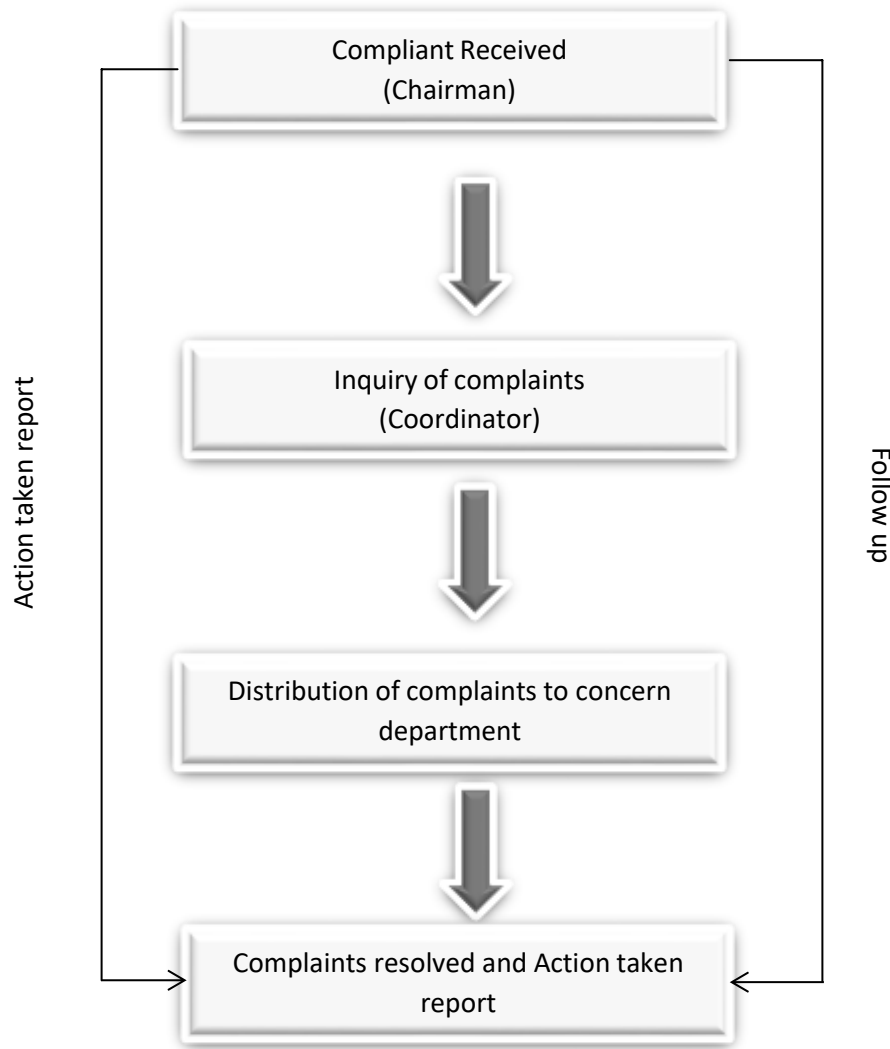
**Escalation of grievances:**

The complainant whose grievance has not been resolved by the intermediary within thirty days from the date of submission of the grievance or who is not satisfied with the resolution provided by the respective committee shall prefer an appeal to the head of the institution against the concerned intermediary or entity.





- Procedure to resolve complaints is shown in below



I/we, hereby undertake to constitute the following committees as per AICTE Handbook before commencement of the academic session

- Establishment of Grievance Redressal Committee in the Institute and appointment of Chairman/coordinator by the Institute. (As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/Legal 112012, dated 25,05.2012)

<https://dst.gov.in/sites/default/files/2.%20Handbook%20on%20Sexual%20Harassment%20of%20Women%20at%20Workplace.pdf>





## Establishment of Women's Grievance Committee

Women's Grievance Redressal Cell Committee which includes ladies staff representatives from different department, ladies from NGO, student representative is to be formed.

Girls student, lady faculty member (teaching and non-teaching staff) should launch their complaint on <https://pravaraengg.org.in/>

The details of Grievance Redressal Cell Committee are uploaded on institute's website.

Sr.no	Name	Designation	Contact details
1.	Dr.S.M.Gulhane	Principal/Chairman	9881832100
2.	Mrs P M Tayade	Coordinator	8888370055
3.	Mrs.D.K.Shaha	Co-coordinator	9420796569
4.	Mrs.Lavhate S.S.	HOD	8669138108
5.	Mrs.Raut S.Y	Staff Member	9689963062
6.	Mrs.Nirmal S.S	Staff Member	7040948609
7.	Miss.Mandhare V.P	Staff Member	9960037626
8.	Mrs.Takate V. S	Staff Member	9960210069
9.	Miss.Darandale G.	Staff Member	9834533799
10.	Miss.Shelke S.V	Ladies Hostel Rector &Staff Member	9096596243
11.	Mr.A.P.Londhe	FE Dean	9370929276
12.	Mr.R.L.Kadu	Staff Member	7028633315
13.	Miss.Ghodekar A P	Technical ,Assistant	9028338922
14.	Miss.Wani Aditi N.	Student Representative	9130227243
15.	Miss,Sakshi Agarwal	Student Representative	<b>8261830122</b>
16.	Ms.Shilpa Kedare	NGO-Snehalaya Ahemednagar	9011363600





## **File a Complaint**

- Any aggrieved woman can file complaint in writing, to the ICC, within a period 3 months from the date of incident (sexual harassment at work place).
- If she is unable to make a complaint in writing, the ICC will provide all possible assistance to her for making the complaint in writing.
- If the ICC is satisfied that the circumstances were such, which prevented the woman from filing a complaint within a period of 3 months, it may extend the time limit not exceeding three months.
- The complainant needs to submit six copies of the complaint along with the supporting documents and names and addresses of the witnesses to the ICC. On receipt of the complaint, the Committee will send one of the copies to the respondent within a period of seven working days and ask the respondent to file his reply to the complaint along with his list of documents and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the complaint by him. Legal practitioner is not allowed to represent the case at any stage of the proceedings before the Committee.
- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013

**(Mrs P M Tayade)**  
**Coordinator**

**(Dr. S. M. Gulhane)**  
**Principal**

