

Sarvepalli Radhakrishnan University, Bhopal

Appendix – 23

Functions, responsibilities of Grievance Redressal Mechanism

The Institute has a set of well-established rules, policies and regulations within the frame work of UGC, State Govt. and the Regulatory bodies, which are approved by the Governing Council of the Institute. The Statutes and ordinance of the University were first published in 2015 and are revised periodically. The following documents are published and are made available in the institute library and in all departments to create awareness among the employees and students. The same is also available in the university website – www.srku.edu.in.

The Grievance Redressal Mechanism of the university is established with an aim to provide easy and readily accessible procedure for prompt disposal of the day to day genuine grievances of the student and faculty community to maintain a congenial atmosphere.

Grievance Redressal Committee was constituted in accordance with the University Grants Commission regulations and as per regulatory bodies. Any student and faculty with a genuine grievance may approach the Grievance Redressal Committee to submit his/her grievance in writing to “The Chairman, Grievance Redressal Committee SRKU or send e-mail to info@srku.edu.in.

The Grievance Committee considers only individual grievances of specific nature of members of the employee. The Grievance Committee considers all grievances submitted in writing by an individual member related to employment, working conditions, and quality of services assured to them and any other alleged injustice done to an employee while discharging his /her duties at the university.

Grievances received are addressed systematically with active involvement and cooperation of the respective department/section concerned with the grievance; maintain necessary confidentiality in handling process. The objectives of Grievance Redressal Committee are:

- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents
- Ensures that the grievances are resolved on time impartially and confidentially.

S.No.	Name of Redressal Committee	Functions and Responsibilities
1	Anti-Ragging Committee	<ul style="list-style-type: none"> • Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities. • Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points. • Canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging. • Arranges counseling and guidance programs arranged for the fresher's and parents regarding ragging. • Takes affidavits from the students and parents regarding Ragging during the Admission. • Provides helpline details inside and outside college premises. • Resolves the complaint received from the victim • Verifies the facts through enquiry • Awards disciplinary action against culprit.
2	Women Grievance Committee	<ul style="list-style-type: none"> • Eve teasing incidents in the campus and the college buses. • Inappropriate behavior towards women staff. • Improper treatment of girl students • Passing of unaesthetic and provocative comments and messages. • Equips the female students, faculty and staff members with the knowledge of their legal rights. • Safe guards the rights of female students, faculty and staff members. • Provides a platform for listening to complaints and redressal of grievances • To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute. • To provide the healthy and safe environment in the Institute for the female students/employees. • To provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution. • To resolve issues pertaining to girls or women sexual harassment.

3	Student Grievance Committee	<ul style="list-style-type: none"> ● Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises ● Counsels the indiscipline students ● Counsels the students about ill-effects of ragging Enlightens the students on the consequential administrative and legal implications. ● Monitors the movement of the students in the college and prevent students loitering around in the corridors during the college working hours. ● Ensures that all the students attend classes without bunking & prevent the students from leaving the college early ● Maintains proper discipline in the college canteen, student waiting room, corridors and canteen during the college working hours. ● Assists the college anti-ragging committee in preventing ragging in the College and to spread anti- ragging campaign throughout the student's community.
4	SC & ST Cell	<ul style="list-style-type: none"> ● Resolves the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems. ● Looks after the work related to SC/STs matters and no other work is assigned to the Cell. ● Ensures the effective implementation of the guidelines /policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged. ● Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and non- teaching positions in the institute and informs the same to the deserve people. ● Gives wide publicity through circulars to all the faculties and informs the students about the various scholarships
5	OBC/ Minority Grievance Committee	<ul style="list-style-type: none"> ● Plans to implement, coordinate and control all schemes related disadvantaged groups. ● Conducts coaching classes for competitive exams and prepares students for professional examinations. ● Ensures the safe and secure environment for minorities ● Provides counseling for any emotional emergencies arising on account of any events in the institute ● Collects reports and information from the Government of India and the UGC orders on various aspects of education, training and employment of OBC. ● Circulates Government of India orders and UGC's decisions and to collect information in respect of appointing, training these communities in teaching and non-teaching posts in the University. To help them apply for post within the University a stipulated date and take follow up action where required. ● Collects statistics on OBC students and employees. ● Functions as a Grievances Redressal cell for the Grievances of OBC students including minority students and employees ● Provides a mechanism to redress the grievances of minorities



SARVEPALLI RADHAKRISHNAN UNIVERSITY

NH 12, HOSHANGABAD ROAD, JATKHEDI, BHOPAL (M.P.)
(Established under M.P.Niji V.V. (Sthapna avam Sanchalan) dwitiya Sansodhan Adhinyam,2014)

NO. 308

DATE 13/11/18

Women Grievance Committee

Order

Women Grievance committee for Sarvepalli Radhakrishnan University is here by constituted as below :

- | | | |
|----|---------------------|-------------|
| 1. | Dr. Alka Tiwari | Chairman |
| 2. | Dr. Richa Gupta | Secretary |
| 3. | Dr. Arparna Paliwal | Member |
| 4. | Dr. Varsha Namdeo | Member |
| 5. | Dr. Sheela Bagadre | Member |
| 6. | Ms. Neha Dubey | Member |
| 7. | Kritika Kumari | Student Rep |
| 8. | Rashmi Rai | Student Rep |

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NO. 309

DATE 13/11/18

Students Grievance Committee

Order

Students Grievance committee for Sarvepalli Radhakrishnan University is here by constituted as below :

- | | | |
|----|--------------------|-------------|
| 1. | Dr. Gopal Panda | Chairman |
| 2. | Dr. Vasuddha Damle | Secretary |
| 3. | Mr. Amit Gupta | Member |
| 4. | Mrs Ruchi Choubey | Member |
| 5. | Dr. Rajeev Gupta | Member |
| 6. | Mr. Santosh Sharma | Member |
| 7. | Mr. Naveen Singh | Student Rep |
| 8. | Ms. Suparna Pal | Student Rep |


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O. 310

DATE 13/11/11

OBC & Minority Grievance Committee

Order

OBC & Minority Grievance committee for Sarvepalli Radhakrishnan University is here by constituted as below :

- | | | |
|-----|-------------------|--------------|
| 1. | Dr. Alok Pal Jain | Chairman |
| 2. | Mr. Prashant Soni | Secretary |
| 3. | Dr. Ajay Gaikwad | Member |
| 4. | Dr. Nitendra Sahu | Member |
| 5. | Dr. Namrata Jain | Member |
| 6. | Ms. Rita Sarathe | Member |
| 7. | Dr. Khurshid Alam | Member |
| 8. | Mr. Santosh Negi | Member |
| 9. | Ankita Chourasiya | Student Rep. |
| 10. | Sadhma Khan | Student Rep. |

[Signature]

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NO. 307

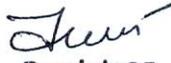
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Anti Ragging Committee

Order

Anti Ragging committee for Sarvepalli Radhakrishnan University is here by constituted as below :

- | | | |
|-----|----------------------|--------------|
| 1. | Dr. Yogesh Pahariya | Chairman |
| 2. | Dr. M. K. Chopra | Secretary |
| 3. | Dr. M. C. Prashant | Member |
| 4. | Dr. Alok Pal Jain | Member |
| 5. | Mrs. Ruchi Choubey | Member |
| 6. | Dr. Archana Selvan | Member |
| 7. | Dr. Milind Limaye | Member |
| 8. | Dr. Anil Shrivastava | Member |
| 9. | Prashant Kumar | Student Rep. |
| 10. | Pratyush Arjaria | Student Rep. |


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