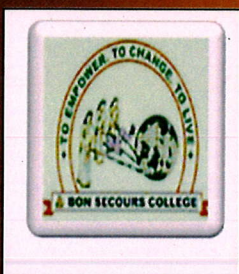
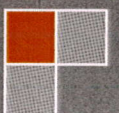


2015-
2019

**BON SECOURS COLLEGE FOR
WOMEN, THANJAVUR**
Grievance and Redressal Policy



2015-2019



Grievance and Redressal Policy

The College adopts a feasible policy pertaining to the students concern on academic and non-academic matters. The college allows its **student and staff to speak out** their concerns which in turns facilitates the college towards healthy progression.

1. Implementation of guidelines of statutory/regulatory bodies:

With respect to the Supreme Court Judgement and guidelines issued in 1997 to offer for the effective enactment of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, directing them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the Universities and Colleges.

Prevention of Sexual harassment Policy

The College has committed itself to provide a cordial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association; it intensely supports gender equality and opposes any form of gender discrimination and violence.

Keeping the above guidelines in view, the College has constituted a Committee against Sexual Harassment and Ragging.

Definition of sexual harassment

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Objectives:

- (i) To **prevent sexual harassment** and to promote the general well-being of students, teaching and non-teaching staff of the college.
- (ii) To **provide appropriate** working conditions in respect of work, leisure, health and hygiene to further ensure that there is no unreceptive environment.
- (iii) To **provide guidelines** for the redressal of grievances related to sexual harassment of students, teaching and non-teaching staff of the college.

Reference: https://www.ugc.ac.in/pdfnews/9606743_ICC-GSP.pdf

Antiragging Policy

The college adopts the anti-ragging policy which was specified by the UGC dated April 2009, NO. F 1-16/20070020r5rr (CPP-II).

The college adopts strict policy against the ragging practices in and outside the campus. The following policies adopted by the institution to prevent the ragging:

- a. Appointed Anti-Ragging Committee in the campus comprises of Principal as the Chairman with the team members consisting of Vice Principal, HODs, Physical Directress, Inspector of the local Police Station, Village Administrative Officer of the local Government body and the representative from the management.

b. The policy adopted as in line with the Government regulation in preventing ragging in the campus

c. Discipline committee members were appointed apart from the anti-ragging committee, in order to monitor the hotspots of the ragging areas such as toilet, hideouts outside the campus, bus stands and other potential areas to be monitored by the discipline committee in preventing any such activities

d. Beginning of every semester student will be sensitized on the legal aspects of the Government norms pertaining to the ragging and the consequences of those involved in such activities.

e. Awareness to the parents during parent teachers meeting and communication via email to them pertaining to the ragging activity.

Reference: (<https://www.ugc.ac.in/oldpdf/ragging/minuterag230409.pdf>)

Functional Committees and members

In case of grievance in any form in the premises of the college, active assistance shall be provided to the complainant by the college. The necessary assistance, effective and speedy implementation will be directed by the following committees,

1. Grievance Redressal committee
2. Discipline committee
3. Feedback committee
4. Examination committee
5. Placement committee
6. Anti-ragging committee
7. Prevention of sexual harassment committee
8. Student welfare committee

The following policy adopted in the College on the students' academic and non-academic concerns,

- a. The Committee comprises of Principal as the Chairman with the team members consisting of Vice Principal (General), HODs, Physical Directress and student representatives.
- b. Students should raise their concern to the relevant mentors as the college adopts mentor mentee system.
- c. Further students can also raise their concerns to the Class teacher or the Head of the Department.
- d. Student can also register their concerns in the official portal provided in the College website http://www.bonsecourscollege.org.in/Grievance_1.php and also drop their complaints in the suggestion boxes available in every block.
- e. The students' issues or concerns to be responded within 48 hours/more based on the concerns. However, in case of concerns which involve hostel, equipment and other infrastructure then the response will be provided according to the time line.

2. (a) Organisation wide awareness on policy

1. To ensure provision of a work and educational environment that is free from sexual harassment.
2. To take all active and preventive reasonable steps to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unwanted acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of asexual nature.
3. Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students
4. Providing information and training to the staffs to their meet their responsibilities in relation to maintaining a work and study environment free from sexual harassment.
5. Regularly distribute and promote the policy at all levels of the organization; Provide the policy and other relevant information on sexual harassment to new staff as a standard part of induction

6. Periodically review the policy to ensure it is operating effectively and contains up to date information.

7. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness and sensitizing programs for all the staff on sexual harassment issues.

(b) Undertakings on policies with zero tolerance

The committee directs the complainant to prepare and submit the statement of complaint within the period of 2 days and the disciplinary action could be initiated as follows,

Penalties: If a staff /student are found to have violated this Policy, the Management shall take such action as may be appropriate action for misconduct by the staff /student under the University policy and service rules/standing orders.

Such actions may include any of the following:

- Written apology;
- Warning;
- Withholding of promotion;
- Withholding of pay rise or increments;
- Termination of employment;
- Counselling session; or
- Carrying out community service. (ix) Suspension from college upto specified duration;

References:

Students can read the Anti-Ragging Policy followed by the College and take their pledge against ragging in the link given below-

<https://www.antiragging.in/>

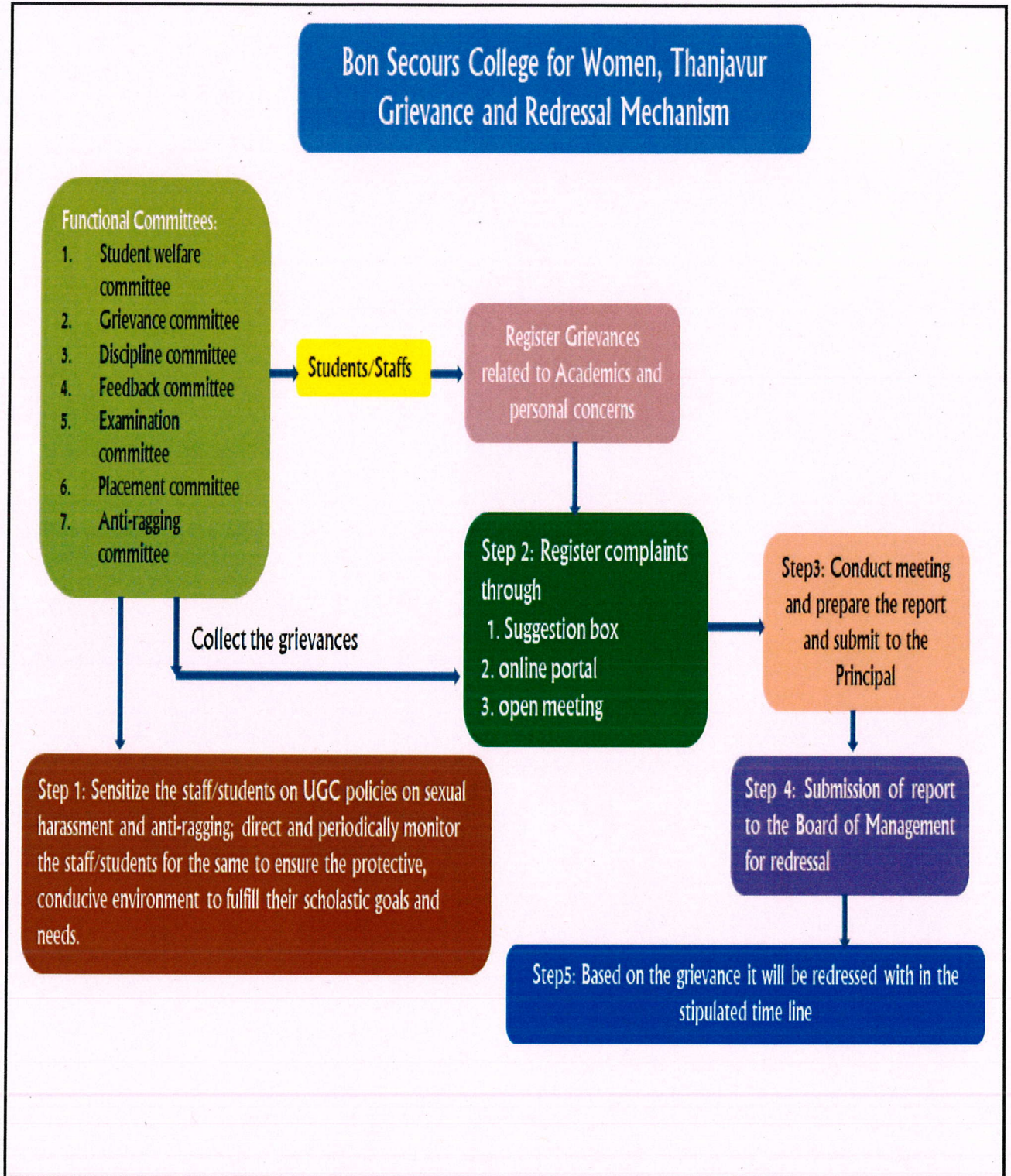
National Anti-Ragging Help Line (UGC Crisis Hotline)

24x7 Toll Free Number* 1800-180-5522

(helpline@antiragging.in)

Mechanism of grievance redressal

The College operates the systematic mechanism as follows,



5. Redressal of the grievances through appropriate committees

Constitution of the Committees

The following committees are intensively functioning to ensure that the college solely provides solutions for the grievances of the students and they are fully free to submit their grievances regarding academic or personal matters in the meeting held on first week of every month, by dropping in the suggestions boxes provided in our campus or sending through online http://www.bonsecourscollege.org.in/Grievance_1.php.

The committee confirms the conducive environment that will deter acts of sexual harassment and anti-ragging.

Student Welfare Committee

1. Dr. S. Sathya, Asst. Prof. of Tamil – Co-ordinator
2. Ms. G. Gnanashree, Asst. Prof. of Chemistry
3. Ms. T. Christy IrudhayaMargarate, Asst. Prof. of Commerce
4. Ms. M. Renuga Devi, Asst. Prof. of Botany
5. A.Amali Alexia, II B.Sc. Chemistry
6. M.JannathulThahira, I - M.Com
7. K. Akila, I- M.Sc., Maths
8. S.Amrisha, II BA History

Discipline Committee

1. Ms. C. V. S. Ranjani, PD – Co-ordinator
2. Ms. A. Kalpana, Physical Directress
3. Ms. V. Lurthu Regina, Physical Directress
4. Ms.G.Vinothini, Asst. Prof. of Information Technology
5. Ms. S. Jamuna, Asst. Prof. of Computer Applications
6. Ms. G. Nithya, Asst. Prof. of Tamil
7. Dr. M. Rajeswari, Asst. Prof. of Biotechnology
8. Ms. S. Sangeetha, Asst. Prof. of Commerce
9. Ms. S. Jayalakshmi, Asst. Prof. of Commerce CA
10. Ms. R. Arul Mani, Asst. Prof. of Management Studies
11. Ms. E. Sindhuja, Asst. Prof. of Physics
12. Ms. B. Rajalakshmi, Asst. Prof. of Mathematics

13. Ms. K. Deepa, Asst. Prof. of English
14. Ms. S. Manohari, Asst. Prof. of Fashion Technology
15. Ms. S. Amirtham, Asst. Prof. of Biotechnology
16. Ms. D. Kalpana, Asst. Prof. of Chemistry
17. Ms. K. Thamizhselvi, Asst. Prof. of Computer Science
18. Ms. T. PushpaLatha, Asst. Prof. of Hospital Administration
19. Ms. P. ManickaJothi, Asst. Prof. of Social Work
20. Dr. S. Nithiya, Asst. Prof. of Tamil
21. Ms. P. Elavarasi, Asst. Prof. of Library Science
22. Dr. R. Brahathambal, Asst. Prof. of History
23. J. MariyaAarthika, II B.Sc. Mathematics 'C'
24. S. Shobana, III B.Com 'B'
25. M. Janani, II B.Sc. Physics 'A'
26. N. Sumaiya Begum, II B.Sc. Fashion Technology & Costume Designing

Feedback Committee

1. Ms. M. JancyPriya, Asst. Prof. of Computer Applications – Co-ordinator
2. Ms. S. ShanmugaPriya, Asst. Prof. of English
3. Ms. V. Umamaheswari, Asst. Prof. of Information Technology
4. M.S. Sowbarnika, II BCA 'B'
5. P. BenasirJoseeta, I M.Com CA
6. M. Rashima, I M.Sc. Chemistry
7. G. Keerthana Devi, II B.A. English 'A'

Placement Committee

1. Ms. N. Vijayalakshmi, Asst. Prof. of Computer Science – Co-ordinator
2. Ms. V. Santhi, Asst. Prof. of Computer Applications
3. Ms. B. Priyadharshini, Asst. Prof. of Commerce
4. Ms. K. Kanmani, Asst. Prof. of Mathematics
5. Ms. D. Lavanya, Asst. Prof. of Mathematics
6. Ms. R. Monisha, Asst. Prof. of English
7. S. Gayathri, III B.Sc. Computer Science

8. A. AneesRabiya, III B.Com CA
9. V. Kaviyadharshini, II B.A. History
- 10.M. Noorullyn, III B.Sc. Biotechnology
- 11.All II PG Incharges

Anti-Ragging Committee

1. Dr. G. Anandhi, Head, Dept of Tamil – Co-ordinator
2. Ms. G. Brisilla, Asst. Prof. of English
3. Dr. S. Bellarmin Diana, Asst. Prof. of Management Studies
4. S.Srinathi, I BA Tamil
5. Dr. K. RadhaBai, Asst. Prof. of History
6. A. Anees Fathima, II B.Sc. Hospital Administration
7. M. Sara, III - B.Com CA
8. P. Kowsalya, III -BCA 'A'

Prevention of sexual harassment committee


1. Dr. Sr. Cathelina, FBS, Principal
2. Ms. C. Radha, Head, Dept. of Social work
3. Sr. Delphine, Asst. Prof. of Social Work

Examination Committee

1. Dr. R. Mamani, Asst. Prof. of Chemistry – Controller of Examination
2. Ms. K. Nithiya Devi, Asst. Prof. of Commerce – Deputy Controller of Examination
3. Ms. J. D. AarthiDhakshana, Asst. Prof. of Commerce
4. Ms. C. Vijayalakshmi, Asst. Prof. of Commerce(CA)
5. Dr. R. ThangaSundari, Asst. Prof. of Management Studies
6. Ms. M. Sindhuja, Asst. Prof. of English
7. Ms. R. Devi, Asst. Prof. of History
8. Ms.R.Priya, Asst. Prof. of Tamil
9. Ms.S. Yazhlini, Asst. Prof. of Social Work
- 10.Ms. P. Ramya, Asst. Prof. of Physics

11. Ms. J. Princes Gracia, Asst. Prof. of Chemistry
12. Ms. S. OphiliyaDomanicaVithya, Asst. Prof. of Computer Science
13. Ms. V. Vennila, Asst. Prof. of Information Technology
14. Ms. S. Sayipriya, Asst. Prof. of Computer Applications
15. Ms. M. Renuga Devi, Asst. Prof. of Botany
16. Dr. S. Amirtham, Asst. Prof. of Biotechnology
17. Ms. S. Manohari, Asst. Prof. of Fashion Technology
18. Ms. R. Kavitha, Asst. Prof. of Hospital Administration
19. Ms. A. Dally Maria Evangeline, Asst. Prof. of Mathematics




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