

## RAGHU ENGINEERING COLLEGE

#### **AUTONOMOUS**

(Approved by AICTE, New Delhi, Accredited by NBA (CIV, ECE, MECH, CSE), NAAC with 'A+' grade.

Permanently Affiliated to JNTU-Gurajada, Vizianagaram)

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### Women Grievance & Redressal Committee (WGRC) Policy

#### Overview

- In accordance with the UGC regulations 2017, Raghu Engineering College (REC) shall have a mechanism to address grievance of women students/Staff. Accordingly, a policy for grievance redressal of women has been outlined as under within aim & objective redress the gradience of the women students/staff.
- The WGRC will provide assistance to the Faculty/College for taking preventive steps in the matter of grievance of women students/Staff. The principal will be the Chairman of the committee and may appoint members of the cell.
- WGRC is meant to safe guard and promote well-being of all women employees of the organization. It takes care of all complaints and Requirements of women staff and students in the campus and action taken for redressal of complaints.

#### **Objectives**

- To consider the complaints of grievances from female teaching staff, non-teaching staff & girl students
- To provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work place and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.
- To investigate all the complaints / charges thoroughly & professionally within stipulated time.
- To ensure confidentiality & time bound response to the complaints & build confidence about impartially.
- To undertake motivational & developmental activities for female staff & girl students.
- To sensitize girl students about the demand of corporate life & work culture.

#### A committee constituted by Raghu Engineering College (REC) in order to

Promote a healthy working environment for all our female staff, students and faculty
work towards building a gender-sensitized environment at our institute organize
workshops and awareness programmes at regular intervals towards building a genderneutral workplace

#### **Procedure for Lodging Complaint**

• The students may feel free to put up a grievance in writing/or Email to the respective committee incharge.

- 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.

#### Procedure for Redressal of Grievances:

- Verbal description (if required) followed by written complaint (with sufficient detail) to be submitted to anyone member of the Committee in confidence;
- Committee members to hear the complainant with a quorum of at-least 3 members;
- Sensitivities of working relationship(s) to be respected and enquiry carried out confidentially;
- In case of any difficulties, the Grievance Committee shall have discussion with the chairman before a decision is taken.
- The chairman, as far as possible, shall be guided by the advice of the Grievance Committee unless the recommendations of the Committee violate basic rules and norms of the Institute.

#### The Committee ensures to women students/staff

Confidentiality and Safety: These cells provide a secure and confidential space for women to report their grievances. This confidentiality is crucial as it allows individuals to come forward without fear of retaliation and ensures their safety.

**Support and Guidance:** Women's Grievance Cells offer guidance, support, and counselling services to help individuals navigate their situations. They can connect women with the necessary resources and professionals to address their concerns effectively.

**Empathy and Respect:** The approach of these cells is characterized by empathy and respect, which is essential for creating a supportive and non-judgmental environment for individuals seeking help.

**Education and Awareness:** These cells often engage in educational programs and awareness campaigns to promote gender equality, raise awareness about women's rights, and prevent future instances of discrimination and harassment.

# Terms of reference for Women Grievance & Redressal Committee in this case are as below:

- The committee's important and main function will be to look in to the grievances put forward by the women employees of the college. Irrespective of the fact as whether such a complaint is against a Male Employee or Women employee.
- The committee shall receive all the complaints in writing under the proper and correct signature of the complainant The complaints may range from use of unparliamentary language, passing unwanted comments, making indecent statements, passing remarks about one's character / behavior, making indecent gestures, passing and making jokes about one's efficiency in public, and trying to befriend a lady / female member with a mollified intentions, being harsh to a female member after knowing about her weaknesses / drawbacks and trying to take undue advantage of the situation etc and

may many more which could be brought under the Heading HARASSMENT (Physically and Mentally)

- They shall initially go through the complaint.
- Call for the compliant and have a clear dialogue about the complaint, it's source, time
  of happening of the incidents, details of the witnesses around and further consequences
  if any.
- They shall carry out an impartial analysis of the complaint complainant's own behavioural pattern in and outside the college, her background, her peer group members, others, her performance in the college her antecedents.
- After coming to the conclusion that prima facie the compliant has some substance and
  deserves to be redressed, as a next step they shall summon the person against whom the
  complaint has been made whether Male or Female.
- Inform her/him about the existence complaint against her/him
- Try to know full details of the case from him /her.
- Obtain a written report / explanation
- Reduce all the deliberations to writing.
- Call for any other person / witnesses to gain further insight in to the incident
- Listen to them also about the complainant and the person against whom the complaint has been made.
- Reduce every bit of deliberation to writing.
- And after a patient hearing and after taking in to consideration all the facts arrive at a conclusion as to whether prima facie a case exists and the complaint stands.
- · Write findings and recommend action to be taken.
- If the issue can be sorted out by counselling both the parties the committee shall be wise enough to do so rather than blowing the issue out of proportion.
- In all these deliberations and proceedings, the members shall maintain a calm and quiet composure and behave in an unbiased and impartial manner.
- It may be ensured that at no stage the particulars of the persons involved are made public which may amount to further humiliation of the parties involved.

Cell gives the students a safe and confidential platform to express their complaints regarding requirements without revealing their identity.

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