

WOMEN'S GRIEVANCE REDRESSAL COMMITTEE (WGRC) POLICY

[w.e.f. 07/09/2020]

This policy outlines the establishment, composition, code of conduct and incident reporting mechanism for the Women's Grievance Redressal Committee (WGRC) at GDRCSST. The purpose of this committee is to provide a safe and supportive environment for all members of the academic community, especially women, by addressing grievances related to harassment, discrimination, and other gender-based issues.

1. Composition of the Women's Grievance Redressal Committee:

- **Chairperson:** A senior faculty member or administrator with experience in gender issues and conflict resolution, appointed by the institution's administration.
- **Faculty Members:** Two or more faculty members representing diverse disciplines and genders.
- **Student Representative:** One undergraduate and one postgraduate female student, elected by their respective student bodies.

2. Code of Conduct:

For Students:

- All students must treat each other with dignity and respect, refraining from any form of harassment, discrimination, or intimidation.
- Students must adhere to the institution's policies and regulations related to gender equality and harassment.
- Any information shared during grievance proceedings must be kept confidential to protect the privacy of all parties involved.

For Faculty Members:

- Faculty members are expected to maintain professionalism in their interactions with students and colleagues, avoiding behaviour that may be perceived as harassment or discrimination.
- Faculty members should foster a supportive and inclusive environment for students, offering guidance and support when needed.
- Faculty members must adhere to the institution's policies on gender equality and harassment prevention.

For Non-Teaching Staff:

- Non-teaching staff members must treat students and colleagues with respect and courtesy, refraining from any form of harassment or discrimination.

- Non-teaching staff members should cooperate fully with the WGRC during grievance investigations and provide any necessary assistance.

3. Incident Reporting and Redressal Mechanism:

Reporting Procedure:

- Any individual who experiences or witnesses gender-based harassment, discrimination, or other grievances should report the incident to the WGRC.
- Reports can be submitted in writing, through email, or in-person to the WGRC Chairperson or any committee member.
- Anonymous reporting mechanisms should also be available to encourage reporting by those who may fear retaliation.

Investigation Process:

- Upon receiving a report, the WGRC shall promptly initiate an investigation, ensuring confidentiality and impartiality throughout the process.
- The committee must interview the complainant, the accused, and any relevant witnesses, within 24 hours of the complaint raised and gather any necessary evidence to determine the validity of the complaint.
- The investigation should be completed within a reasonable timeframe, and regular updates should be provided to the complainant and accused regarding the progress of the investigation.

Redressal Actions:

- If the WGRC finds the complaint to be substantiated, appropriate disciplinary action shall be taken against the perpetrator, following the institution's policies and applicable laws.
- Redressal actions may include counselling, warning, suspension, termination, or any other measure deemed necessary to address the grievance and prevent recurrence.
- The WGRC may also recommend changes to institutional policies or practices to prevent similar incidents in the future.

The Women's Grievance Redressal Committee plays a crucial role in promoting gender equality and ensuring a safe and inclusive academic environment. By upholding the principles of fairness, confidentiality, and accountability, the committee can effectively address grievances and contribute to the overall well-being of the academic community.

Ref. No.: GDRCT/PO/2022-23/356

Date: 19/09/2022

WOMEN'S GRIEVANCE REDRESSAL COMMITTEE

NOTICE

The Women's Grievance Redressal Committee in GDRCT is constituted for the session 2022-23. The committee serves to provide a safe and supportive platform for female students and staff to address any grievances related to harassment, discrimination, or gender-based issues. It aims to ensure a conducive environment for learning and working by sensitively handling complaints, conducting inquiries when necessary, and promoting gender equality and respect. This committee plays a crucial role in upholding the rights and dignity of women within the college community.

A meeting is scheduled on September 22, 2022 at 01:00 PM, SB 09, C-Block.

The committee will comprise the following members:

S#	Name & Designation of Member	Designation in the Committee	Email ID	Contact No.
1	Dr Jyoti Upadhyay (HOD – Dept of CS)	Chairperson	jyoti.upadhyay@rungta.ac.in	7987941654
2	Dr Vijayalaxmi Ghosh (Asst. Professor, Dept. of Sciences)	Member	vijayalaxmi.ghosh@rungta.ac.in	7096500796
3	Ms Diksha Singh (Asst. Prof., Dept. of M&C)	Member	diksha.singh@rungta.ac.in	9229590294
4	Ms Sonali Godbole (Asst. Prof. – Dept. of Humanities)	Member	sonali.godbole@rungta.ac.in	8839185137
5	Ms Ritika Awasthi (Asst. Prof. – Dept. of Comp. Sci.)	Member	ritika.awasthi@rungta.ac.in	9340356738
6	Ms Suhana Khatun [Student]	Member	suhanak_14@gmail.com	9827156984
7	Mr Umakant Sahu [Student]	Member	uma.kantsahu25@gmail.com	8839452671

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Jyoti
[Chairman]

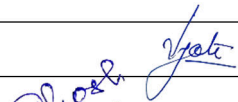
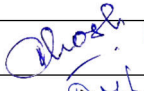

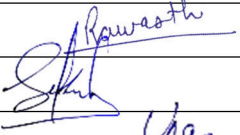


Minutes of the Meeting
WOMEN'S GRIEVANCE REDRESSAL COMMITTEE

Date: September 22, 2022

Time: 01:00 PM

Location: SB-02

Committee Members Present:

S#	Faculty Member	Signature
1	Dr Jyoti Upadhyay (Chairperson)	
2	Dr Vijayalaxmi Ghosh	
3	Ms Diksha Singh	
4	Ms Sonali Godbole	Absent
5	Ms Ritika Awasthi	
6	Ms Suhana Khatun	
7	Mr Umakant Sahu	

Agenda:

1. Minutes of the Previous Meeting:

The Chairperson, Dr Jyoti Upadhyay, called the meeting to order and began by reviewing the minutes from the previous meeting. The committee members present verified the minutes, and they were approved without any changes.

2. Training & Awareness Program:

The committee discussed plans for organizing training and awareness programs aimed at preventing gender-based grievances and promoting a safe and inclusive environment. Ideas for workshop topics, guest speakers, and engagement strategies were shared.

Action Taken: It was decided to collaborate with the HR department to schedule a workshop on gender sensitivity training for all employees within the next quarter. Ms Ritika Awasthi volunteered to research potential speakers for the workshop and report back to the committee.

3. Discussion on Future Initiatives:

The committee brainstormed future initiatives aimed at promoting gender equality and creating a more inclusive workplace culture. Ideas included mentorship programs for female employees, networking events, and advocacy campaigns.



Action Taken: A subcommittee comprising Ms Diksha Singh and Ms Sonali Godbole was formed to develop a proposal for a mentorship program. They agreed to present their proposal at the next committee meeting.

Closing Remarks:

The Chairperson, Dr Jyoti Upadhyay, thanked all committee members for their active involvement and dedication to addressing grievances and safety concerns. She encouraged them to continue their efforts in creating a safe and engaging environment for all female students and staff.

Meeting Adjourned:

The meeting concluded with a vote of thanks to the Chairperson, and it was adjourned at 06:30 PM

MOM Prepared by:

Ms Diksha Singh
Asst. Professor, Dept. of Management & Commerce
GDRCT, Bhilai

23 September 2022

Meeting Chairperson:

Dr Jyoti Upadhyay
HOD, GDRCT

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Ref. No.: GDRCT/PO/22-23/362

Date: 10/03/2023

WOMEN GRIEVANCE REDRESSAL COMMITTEE**NOTICE**

All the members of the Women Grievance Redressal Committee are hereby informed that an online meeting is scheduled on March 15, 2023, at SB-09, 03:00 pm. Please ensure proper net connectivity and avoid background noise.

S#	Name & Designation of Member	Designation in the Committee	Email ID	Contact No.
1	Dr Jyoti Upadhyay (HOD – Dept of CS)	Chairperson	jyoti.upadhyay@rungta.ac.in	7987941654
2	Dr Vijayalaxmi Ghosh (Asst. Professor, Dept. of Sciences)	Member	vijayalaxmi.ghosh@rungta.ac.in	7096500796
3	Ms Diksha Singh (Asst. Prof., Dept. of M&C)	Member	diksha.singh@rungta.ac.in	9229590294
4	Ms Sonali Godbole (Asst. Prof. – Dept. of Humanities)	Member	sonali.godbole@rungta.ac.in	8839185137
5	Ms Ritika Awasthi (Asst. Prof. – Dept. of Comp. Sci.)	Member	ritika.awasthi@rungta.ac.in	9340356738
6	Ms Suhana Khatun [Student]	Member	suhanak_14@gmail.com	9827156984
7	Mr Umakant Sahu [Student]	Member	uma.kantsahu25@gmail.com	8839452671


[Chairman]
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OF SCIENCE & TECHNOLOGY
BHILAI (C.G.)

Minutes of the Meeting

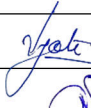
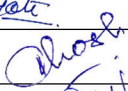


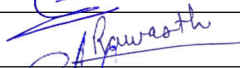

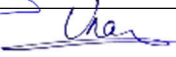
WOMEN'S GRIEVANCE REDRESSAL COMMITTEE

Date: Mar 15, 2023

Time: 03:00 PM

Location: SB-09

Committee Members Present:

S#	Faculty Member	Signature
1	Dr Jyoti Upadhyay (Chairperson)	
2	Dr Vijayalaxmi Ghosh	
3	Ms Diksha Singh	
4	Ms Sonali Godbole	
5	Ms Ritika Awasthi	
6	Ms Suhana Khatun	
7	Mr Umakant Sahu	

Agenda:

1. Minutes of the Previous Meeting:

The Chairperson, Dr Jyoti Upadhyay, called the meeting to order and began by reviewing the minutes from the previous meeting held on September 22, 2022. The committee members present verified the minutes, and they were approved without any changes.

2. Anonymous Complaint Regarding Cleanliness:

Several students have raised concerns about the cleanliness standards across campus, particularly in dormitories and common areas. It was noted that there have been reports of overflowing trash bins, dirty restroom facilities, and unhygienic conditions in study areas. The importance of maintaining a clean and healthy environment for the well-being of students was emphasized.

Action Taken: Dr Vijayalaxmi Ghosh will conduct a thorough inspection of all campus facilities and address any immediate cleanliness issues. Regular cleaning schedules will be reviewed and adjusted as needed to ensure optimal cleanliness standards are maintained. An awareness campaign will be launched to encourage students to take responsibility for keeping shared spaces clean and tidy.

3. Complaints about cafeteria food causing unexpected digestive issues:



Several students have reported experiencing digestive problems after consuming food from the canteen. Concerns were raised regarding the quality and freshness of ingredients used in food preparation. It was suggested that a review of the cafeteria's food handling and preparation practices be conducted to identify potential areas for improvement.

Action Taken: Ms Diksha Singh will conduct an immediate review of food handling procedures and ensure compliance with food safety standards. Feedback from students regarding specific food items causing issues will be used to assess and potentially revise the canteen menu.

4. Complaints regarding lack of facilities at the girls' common room:

Students have expressed dissatisfaction with the lack of amenities and facilities available at the girls' common room. It was noted that the current facilities are inadequate for the needs of female students, particularly in terms of recreational activities. Suggestions were made to upgrade the common room with additional furniture, study tables, and recreational equipment.

Action Taken: Ms Sonali Godbole will collaborate with the Campus Facilities Manager to assess the requirements for upgrading the girls' common room & will initiate discussions with the Campus Facilities Manager regarding the upgrade of the girls' common room.

Closing Remarks:

The Chairperson, Dr Jyoti Upadhyay, thanked all committee members for their active involvement and dedication to addressing grievances and safety concerns. She encouraged them to continue their efforts in creating a safe and conducive learning environment for all students.

Meeting Adjourned:

The meeting concluded with a vote of thanks to the Chairperson, and it was adjourned at 04:15 PM.

MOM Prepared by:

Ms Diksha Singh
Asst. Professor, Dept. of Management & Commerce.
GDRCT, Bhilai

Mar 18, 2023.

Meeting Chairperson:

Dr Jyoti Upadhyay
HOD, GDRCT

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To register your complaint, use the link: <https://forms.gle/iy3kiMfh1wor2rW2A>



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