



Shri Vithal Education & Research Institute's

COLLEGE OF ENGINEERING, PANDHARPUR

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(Approved by A.I.C.T.E., New Delhi and Affiliated to Solapur University, Solapur)
Accredited by The Indian Institution of Engineers (India), Kolkata and TCS, Pune.
NAAC Accredited Institute, NBA Accredited All UG Programmes,
ISO 9001:2008 Certified Institute.



Ref.: COEPR/2015-16/O.O./87(A)

Date:- 27/06/2015

CIRCULAR

All the Students and Staff are hereby informed to note the mechanism in respect of submission of grievances related to General complaint, Ragging, Sexual Harassment, etc., as follows:

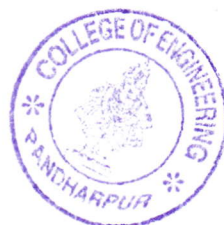
- 1) Students or Staff who want to submit the grievance(s) related to General Complaint, Ragging, Sexual Harassment, etc. have to write a Complaint Application in the name of Head of Department/ Principal.
- 2) Depending upon the nature of the case, Head of Department/ Principal may take ad interim/interim decision, based on his/her prima facie opinion.
- 3) After receipt of Complaint Application by any of the student/staff, Head of Department/ Principal shall endorse the same to forward it for further needful as per the details given below:

Sr. No.	Nature of Complaint	Complaint Receiving Authority	To whom to be forwarded if not solvable at Receiving Authority level.	Action(s) to be taken by Concerned authority.
1	Academics	HoD	Dean Academics/Principal	<ol style="list-style-type: none">1) If the case is not resolved at HoD Level then he / she shall forward to Dean Academics/Principal depending on the nature of the complaint.2) HoD will try to address the grievance in a reasonable time.3) If HoD finds that complaint is true then HoD shall take action(s) against which complaint has been made in terms of apology letter/undertaking/memo ,as per the gravity of complaint.4) If the Complainant is not satisfied with the same, he /she may apply to Dean Academics /Principal.



B. Ronge

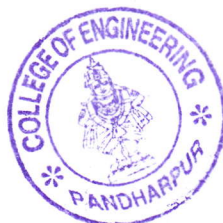
Sr. No.	Nature of Complaint	Complaint Receiving Authority	To whom to be forwarded if not solvable at Receiving Authority level.	Action(s) to be taken by Concerned authority.
				5) Dean Academics /Principal shall also follow (2) above and if finds that complaint is true then shall take actions against whom complaint has been made in terms of apology letter/ undertaking/ memo and or any other decision Principal deems fit, as per the gravity of complaint.
2	Hostel related issues	Chief Rector	Principal	<ol style="list-style-type: none"> 1) If the case is not resolved at Chief Rector Level then he / she shall forward to Principal. 2) Chief Rector will try to address the grievance in a reasonable time. 3) If Chief Rector finds that complaint is true then he/she shall take action against whom complaint has been made in terms of apology letter/ undertaking/ memo, as per the gravity of complaint. 4) Principal shall also follow (2) above and if finds that complaint is true then shall take action(s) against whom complaint has been made in terms of apology letter/ undertaking/ memo and or any other decision Principal deems fit, as per the gravity of complaint.
3	General Complaint like Quarrel, Abuse, etc.	Principal	Grievance Redressal Committee	1) Principal may take ad interim/interim or otherwise decision and/or forward the Complaint Application to Register /Dean Administration for putting the case before the Grievance Redressal Committee, based on gravity of the complaint.



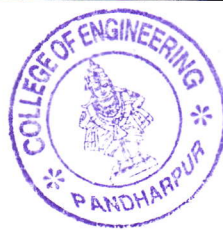
B. Pongle

Sr. No.	Nature of Complaint	Complaint Receiving Authority	To whom to be forwarded if not solvable at Receiving Authority level.	Action(s) to be taken by Concerned authority.
				2) Accordingly Dean Administration arrange a meeting of the Committee and send notice duly signed by Principal to all the members of Committee, Complainant and the person(s) against whom the complaint has been made, clearly mentioning the venue, date and time of the meeting. 3) Committee may take ad interim/interim decision based on prima facie observations. 4) Committee shall make detailed inquiry giving opportunity to all parties. 5) The committee at all levels would observe law of natural justice and hear the complainant and decide punishment(s) to the culprits. 6) The punishment may be in terms of apology letter/undertaking/ fine/memo and/or as the committee deems fit, depending on the gravity and nature of complaint. 7) Principal shall communicate decision(s) to the concerned. 8) Respective authorities are given responsibilities for ensuring the compliance in respect of punishment(s).
4	Complaints related to Sexual Harassment cases.	Principal	President of Internal Complaint Committee.	1) Principal shall forward the Complaint Application may be after ad interim decision to President of Internal Complaint Committee for completing the proceedings of the case.

B. Range



Sr. No.	Nature of Complaint	Complaint Receiving Authority	To whom to be forwarded if not solvable at Receiving Authority level.	Action(s) to be taken by Concerned authority.
				<p>2) Accordingly President of Internal Complaint Committee arrange a meeting of the Committee and send notice duly signed to all the members of Committee, Complainant and the person(s) against whom the complaint has been made, clearly mentioning the venue, date and time of the meeting.</p> <p>3) Committee may take ad interim/interim decision based on prima facie observations and shall carry out in depth inquiry giving opportunity of hearing to all the concerned within 15 days after receipt of complaint Application.</p> <p>4) Committee shall complete the inquiry and shall submit the report of proceedings to the Principal in terms of facts, findings and recommendations.</p> <p>5) As per the recommendations of committee, Principal of Institute shall take necessary action(s).</p> <p>6) If external person (Third party) commits crime of Sexual harassment then Principal shall lodge the official complaint to proper Police Station against the accused and shall help the victim.</p>
5	Ragging	Principal	Anti raging Committee	1) After receipt of application of ragging, Principal, within seven days, shall conduct prima facie investigation with the help of members of Anti-ragging. Committee.

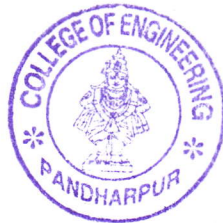


B. Range

Sr. No.	Nature of Complaint	Complaint Receiving Authority	To whom to be forwarded if not solvable at Receiving Authority level.	Action(s) to be taken by Concerned authority.
				<p>2) Principal based on recommendation(s) of the committee shall take appropriate decision against the accused, which may include forwarding the complaint to respective Police Station.</p> <p>3) Committee shall take appropriate decision with regard to punishment or otherwise or depending on the facts of incident of ragging and nature and gravity of the incident of ragging such as cancellation of admission, suspension from attending classes, etc., as per the Maharashtra Prohibition of Ragging Act, 1999 and AICTE notification in this regard.</p> <p>4) If there is no substance of ragging Prima facie, Principal shall intimate the fact in writing to the complainant.</p>

- 4) In case the complaint has been made against a member of the Committee or a coordinator of the concerned committee, he/she should be asked to remain absent during proceedings in his/her respect.
- 5) The President /Coordinator/Dean Administration, as applicable, has to maintain an up to date record of all complaints, actions taken and proceeding of the meetings.

All the Students and Staff are hereby informed to take the note of the above and act accordingly.



B. P. Ronge
(Dr. B. P. Ronge)
PRINCIPAL

Copy to:

- 1) Coordinator of Grievance Redressal Committee
- 2) Coordinator of Anti-Ragging Committee
- 3) President of Internal Complaint Committee
- 4) Principals of all the Institutes under SVERI Umbrella

- 5) Hostel Chief Rector
- 6) Deans
- 7) HODs- for circulation in all the class rooms of respective department
- 8) NSS Coordinator
- 9) Staff members & Students under SVERI umbrella through email
- 10) Boys Hostel Notice Board
- 11) Girls Hostel Notice Board
- 12) ftp
- 13) Registrar
- 14) Office Copy

