

CRITERION 5 Student Support and Progression	5.1 Student Support
<i>5.1.5 Mechanism for submission of online/offline students' grievances</i>	

Mechanism for submission of online/offline students grievances

- Online Web portal is exclusively available for Student and Faculty and alumni to register their grievance.
- Bulletin Boards which contain contact details of the concern committee members placed at various places.
- Suggestion Box kept at various blocks in the college premises.
- In addition to this, students can share their views over class committee meeting which held thrice in a semester.

Online Mechanism

Online Grievance System

QUICK LINKS	SOCIAL CLUBS	IMPORTANT LINKS
Student Portal	National Service Scheme	Mandatory Disclosure
Staff Portal	SIT TOASTMASTER CLUB	Nodal Officer
CoE	SIT ECO Club	Finance
Moodle @ SIT	Fine Arts Club	Official Email
SIT Intra Library	Rotaract Club	Statutory Undertaking
Diary of Events	Women Empowerment Cell	Examination Schedule
Anti-Ragging Committee		Maintenance Policy
Anti-Ragging Squad		RTI Declaration
Current AICTE Approval		
Online Grievance Redressal		

Student portal to register grievance



Sethu Institute of Technology

Student Login

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Offline Mechanism

Anti ragging Committee

Anti ragging committee would also monitor and oversee the performance of the Anti-Ragging Squad. It shall be the duty of the Anti-Ragging Squad to make surprise raids on hostels, and other places vulnerable to incidents of and having the potential of ragging.

Responsibilities:

- The functions of Anti-Ragging Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc.
- The Squad will also educate the students at large by adopting various means about the menace of Ragging and related Punishments there to.
- A scope of positive reinforcement activities are adopted by Anti-Ragging Squad for orienting students and moulding their personality for a better cause.
- They shall work in Consonance and Guidance of Anti Ragging Committee.

Mechanism:

Students can register their complaints through online, Mobile phones and they can directly communicate the faculty / committee members and it will be reported to the Principal and forwarded to the Anti ragging committee to take suitable action.

Internal Complaints Committee

Sethu Institute of Technology has a zero-tolerance policy for any act of sexual harassment of any kind and any act of suppressing or distortion of such facts or evidence and retaliation. Sethu Institute of Technology is committed to take all necessary steps in ensuring that their staffs works in a safe and respectful environment that is conducive to their professional growth and promotes equality of opportunity.

Responsibilities & Procedure:

Complaint Mechanism and Appeal: Any aggrieved employee himself/herself or alternately, as provided under the Act can:

- File a complaint with the Internal Complaints Committee (ICC) within a period of three months from the date of the incident through email, written complaint and or verbal complaint.
- Request the ICC for settlement of the matter through conciliation; provided such request is made before the ICC initiates an inquiry under the Act.

The ICC shall:

- Investigate every formal written complaint of Sexual Harassment.

- Provide reasonable opportunity to the aggrieved employee and respondent for presenting and defending their respective case before the ICC.
- Initiate appropriate remedial measures to respond to any substantiated allegations of Sexual Harassment and Complete its inquiry within ninety days of acceptance of the complaint.

Mechanism:

If the student or faculty members have any complaints regarding sexual harassment they register their complaints through suggestion box, email and mobile phone. It will be reported to the Principal and forwarded to the Internal Complaints committee to take necessary action.

Grievance Redressal Committee

Grievance Redressal System is a vital part of the College. The College has the responsibility to provide a secure and contented environment to all its Staff and Students. The Grievance Redressal Committee has been formed in the College as per the UGC guidelines to redress the grievances of both the staff and the students. The Committee has been continuously striving to take the best efforts possible to create a harmonious and conducive atmosphere to everyone in question.

Objectives:

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institute. The Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Installing Suggestion / Complaint Box in each Block in which the students, who want to remain anonymous, drop their grievances and

suggestions for improving the Academics / Administration in the College.

- Attending the grievances based on the authenticity and gravity of the complaints/grievances made.
- Representing the grievances to the section concerned which may include maintenance, transport, academics etc.
- Advising all staffs to be affectionate to the students and not behave in a malicious manner towards any of them for any reason.

Responsibilities:

- Provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.
- Comply with the AICTE Regulations to provide for establishment of Redressal Committee in each Institute approved by AICTE.
- Discuss and resolve the grievances, if any received in writing from the students concerned.

Mechanism:

Any issues regarding discipline / grievance shall be reported to faculty members by the students through suggestion box, email and mobile phone and it will be sent to the Principal and forwarded to the discipline / grievance committee they will resolve the issue.