



AICTE ID: 1-3548321

College Code: 231

R. D. ENGINEERING COLLEGE

Approved by AICTE New Delhi & Affiliated to Dr. APJ Abdul Kalam Technical University, Lucknow
under the aegis of IQAC

Criterion 5–Student Support and Progression

KeyIndicator-5.1.4

3. Mechanisms for submission of online/offline students' grievances


Director
R.D. Engineering College
Duhai, Ghaziabad

R. D. Engineering College, Ghaziabad

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Mechanism for submission of Grievance

- Complaints can be handwritten, typed or in prescribed format available in department and stationary shop.
- Nature of complain should be clearly written in detail.
- Student can contact any internal member of ICC and hand over the complaint.
- Student can also email the complaint to the Email ID grievance@rdec.in
- Students can drop the complaint in drop box available in the campus.


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Procedure to solve the grievance of students

As per the directions of UGC, AICTE and Gazette of India, The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases:

- Institute has Implemented guidelines of statutory /regulatory bodies by constituting internal complain committee (ICC).
- At the beginning of every semester Institute organise awareness program regarding student grievances including sexual harassment and ragging cases.
- Undertakings from studentson anti-ragging policies with zero tolerance.
- Mechanisms for submission of online/offline students grievances.
- Timely fair, impartial and consistent redressal of the grievances through appropriate committees.


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Policy for redressal of student's grievances

The College has constituted Internal complain committee (ICC) on 1st August 2018 as per the directions of UGC, AICTE and Gazette of India.

ICC comprises of Student representatives and members from the teaching community. It registers complaints of workplace sexual harassment and undertakes formal proceedings to resolve them.

In every semester ICC organizes special session on what constitutes sexual harassment and explains the procedure of filing a complaint with the ICC.

Mechanism for submission of Complain

- Complaints can be Handwritten, typed or in prescribed format available in department and stationary shop.
- Nature of complain should be clearly written in detail.
- Student can contact any internal member of ICC and hand over the complaint.
- Student can also email the complaint to the Email ID grievance@rdec.in
- Students can drop the complaint in drop box available in the campus.

Working of ICC

- All Complaints will be dealt with confidentiality.
- All conflicts and grievance if any should be submitted to the any of ICC members or can be drop in drop box.
- Committee will take all necessary steps to assist the affected student in terms of support and preventive action.
- On receipt of a complaint ICC conducts preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence melding the complaints. ICC then submits the enquiry report to the respective department. In case the allegations are not in the nature of sexual Harassment, ICC refers such complaints to the Grievance Committee of the college.
- Convenor of ICC receives the complaints of Sexual Harassment, if any on behalf of the ICC and Coordinates the deliberation with ICC to resolve the issue.
- ICC has a transparent mechanism for timely redressal of student grievances including Sexual Harassment and Ragging Cases. ICC will coordinate with Anti- Ragging Committee for better functioning enabling it to spread the spirit of harmony among the seniors and juniors in the campus.
- Atleast one meeting must be conducted during every semester for smoothly working of ICC and redressal of student's grievance.

Aim: Aim of the Committee is welfare, prevention and redressal of student's grievance in the institution. Complaints pertaining to Sexual Harassment and ragging shall be lodged with

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the committee and appropriate disciplinary action is initiated by the members in accordance to the rules/regulations of the college.

Objectives

- To consider the welfare of students.
- To create a platform where students can bring out their problems, regarding academic and non-academic matters.
- To handle issues related to sexual harassment of students
- To make arrangements for appropriate psychological, physical and emotional support in the form of counselling, security and other assistance.
- To take measures towards sensitization of the students on gender issues
- To recommend to the concerned authorities for follow-up action and monitor the same

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Ref.....

Date 29/06/2023

Grievance Redressal Committee

To maintain the discipline by ensuring strife free atmosphere, a Grievance Redressal Committee has been constituted, as per below mentioned details. All members are requested to extend their full cooperation.

S.No.	Name	Designation	Department	Contact
1	Mr.Sanjay Paliwal	Convener	ME	9818450025
2	Mohd Vakil	Member	IT	8588899730
3	Dr.Amit Gupta	Member	ASH	9897919144
4	Mr.Lav Dixit	Member	CSE	7417262621
5	Mohd.Shoeb	Member	ME	8588899723
6	Mr.Deen Mohmad	Member	CSE	9557367846

Director
R.D. Engineering College
(Dr. Sanjeev Sharma)
Director

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