

# **GRIEVANCE REDRESSAL MECHANISM**

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

---

## 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](mailto:grievance@rdec.in)
- Students can drop the complaint in drop box available in the campus.

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

---

## **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.

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

## Policy for redressal of student's grievances

The College has constituted Internal complain committee (ICC) on 1<sup>st</sup> 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](mailto: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

R.D. Engineering College  
Duhai, Ghaziabad

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

---

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

Director

R.D. Engineering College, Ghaziabad

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



# R. D. ENGINEERING COLLEGE

Approved by AICTE New Delhi &amp; Affiliated to Dr. APJ Abdul Kalam Technical University, Lucknow

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

Director  
R.D. Engineering College  
Duhai, Ghaziabad

Director  
R.D. Engineering College  
Duhai, Ghaziabad

9th KM Mile Stone on NH-58 Delhi Meerut Road Duhai Ghaziabad-201206 (U.P)  
Phone: 0120-2679301,02,03,04 Fax: 0120-2679300

Email: info@rdec.in

Website: www.rdec.in

8 D



# R.D. Engineering College

GHAZIABAD

Ragging Is Strictly Prohibited As Per Order Of  
The Hon'ble Supreme Court. Any Body Found  
Involved Will Be Fined Rs. 1.00 Lakh, Expelled  
From College And Lodged FIR In Police Station.

Director

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



GPS Map Camera



**Basantpur Saitli, Uttar Pradesh, India**

OFFICE, RD ENGINEERING COLLEGE, Duhai, Basantpur Saitli, Uttar Pradesh

201206, India

Lat 28.736446°

Long 77.483579°

14/01/24 09:20 AM GMT +05:30



# P.D. ENGINEERING COLLEGE, GHAZIABAD

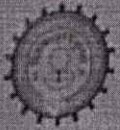
Ragging is strictly prohibited as per order of The Hon'ble Supreme Court. If anybody found involved will be fined Rs. 10,000/-, Expelled from College and arrested in Police Station

*[Signature]*  
Director  
P.D. Engineering College  
Duhai, Ghaziabad



**Basantpur Saitli, Uttar Pradesh, India**  
OFFICE, RD ENGINEERING COLLEGE, Duhai, Basantpur Saitli, Uttar Pradesh  
201206, India  
Lat 28.736446°  
Long 77.483579°  
14/01/24 09:21 AM GMT +05:30





# **R.D. Engineering College**

**GHAZIABAD**

**Ragging Is Strictly Prohibited As Per Order Of  
The Hon'ble Supreme Court. Any Body Found  
Involved Will Be Fined Rs. 1.00 Lakh, Expelled  
From College And Lodged FIR In Police Station.**

**Director**

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## R.D. ENGINEERING COLLEGE, GHAZIABAD

Ragging is strictly prohibited as per order of The Hon'ble Supreme Court. If anybody found involved will be fined Rs. One Lakh, Expelled from College and lodged a FIR in Police Station

  
Director  
R.D. Engineering College  
Dubai, Ghaziabad



# R D ENGINEERING COLLEGE, GHAZIABAD

## RAGGING FREE CAMPUS

### RAGGING IS A CRIME

Ragging is strictly prohibited as per directive of Central Govt., State Govt., Dr. APJAKTU and AICTE. According to the order of Hon'ble Supreme Court if anybody found involved in ragging a FIR will be lodged against him/her and handed over to police. He/She will also be expelled from the college and a fine of Rs, 100,000 will be charged

[www.antiragging.in](http://www.antiragging.in)

[info@antiragging.in](mailto:info@antiragging.in)



24x7 Tollfree

1800-180-5522

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**R D Engineering College Technical Campus**  
Ragging Free Campus  
**RAGGING IS CRIME**

Ragging is strictly prohibited as per directive of Central Govt., State Govt., MTU and AICTE. According to the order of Hon'ble Supreme court if any body found involved in ragging a F.I.R will be lodged against him/her and handed over to police. He/She will also be expelled from the college and a fine of Rs. 100,000 will be charged.

[www.antiragging.in](http://www.antiragging.in)  
[helpline@antiragging.in](mailto:helpline@antiragging.in)



24x7 Toll Free  
1800-180-5522

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**R.D. ENGINEERING COLLEGE,  
GHAZIABAD**

**RAGGING FREE CAMPUS**

**RAGGING IS A CRIME**

Ragging is strictly prohibited as per directive of Central Govt., State Govt., Dr. APJAKTU and AICTE. According to the order of Hon'ble Supreme Court if anybody found involved in ragging a FIR will be lodged against him/her and handed over to police. He/She will also be expelled from the college and a fine of Rs, 100,000 will be charged

For reporting in  
Ragging



24x7 Tollfree  
1800-180-5522

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**Basantpur Saitli, Uttar Pradesh, India**  
OFFICE, RD ENGINEERING COLLEGE, Duhai, Basantpur Saitli, Uttar Pradesh  
201206, India  
Lat 28.736446°  
Long 77.483579°  
14/01/24 09:19 AM GMT +05:30

**R D Engineering College Technical Campus**  
Ragging Free Campus

**RAGGING IS CRIME**

Ragging is strictly prohibited as per directive of Central Govt., State Govt., MTU and AICTE. According to the order of Hon'ble Supreme court if any body found involved in ragging a F.I.R will be lodged against him/her and handed over to police. He/She will also be expelled from the college and a fine of Rs. 100,000 will be charged.

[www.antiragging.in](http://www.antiragging.in)  
[helpline@antiragging.in](mailto:helpline@antiragging.in)



24x7 Toll Free  
1800-180-5522

*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

GPS Map Camera



**Basantpur Saitli, Uttar Pradesh, India**  
OFFICE, RD ENGINEERING COLLEGE, Duhai, Basantpur Saitli, Uttar Pradesh  
201206, India  
Lat 28.736446°  
Long 77.483579°  
14/01/24 09:19 AM GMT +05:30

शिकायत पेटिका  
एटी रोमियो

शिकायत पेटिका  
एटी रोमियो

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

GPS Map Came

Basantpur Saitli, Uttar Pradesh, India  
713, Duhai, Ghaziabad, Basantpur Saitli, Uttar Pradesh 201206, India  
Lat 28.735979°  
Long 77.482683°  
14/01/24 12:05 PM GMT +05:30



Google

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

## Formation of Internal Complain Committee (ICC) at RDEC, Ghaziabad

Dated: 3-8-2018




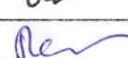


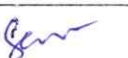

As per the Directions of the Director, RDEC, Ghaziabad, **Internal Complain Committee (ICC)** has been formed for the 2018-19 Academic year. The members of committee and designation can be updated or can be continue with same in next academic year. The committee will comprise of the members mentioned below. The members are informed to meet at least once in a semester and submit a report of the minutes to the undersigned.

The terms and duties of the committee shall be as follows.

- Any complaint of Sexual Harassment, if received by the Undersigned shall be forwarded to convenor of the committee for immediate action.
- The Committee shall keep all the original records pertaining to the cases in safe custody.
- The Terms of ICC shall be 5 (Five) Years. However, the term of the student representatives will be for a period of one year.
- The Student representatives shall be called to attend the meeting of ICC only when the matter is related to students.

The function of the committee will come into force with immediate effect.

### Details of Committee

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr.SalbhaChaudhary	Co- Convenor	ECE	8588899741	
3	Dr.JyotiRai	Member	ASH	8700275910	
4	Mr.Ghanshyam	Member	Registrar	8588899731	
5	Mr. Rajesh Kumar	External Member	Advocate	8447780595	
6	Ms.Payal Banerjee	External Member	Sr. Manager	9555553551	
7	PREETI MANRAL	Student Member	ECE 2 <sup>nd</sup> year	8447986567	
8	SAMSHUL	Student Member	CE 2 <sup>nd</sup> year	9719453550	

Director,

RDEC, Ghaziabad

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

## Internal Complaints Committee Minutes of Meeting

Dated: 7-8-2018

On 07-08-2018, a meeting of ICC is conducted in A-Block conference room from 1:30 PM to 2:30 PM.

Agenda of meeting was-

- Organization of special session on what constitutes sexual harassment and explains the procedure of submitting a complaint with the ICC.
- Safety and security of female students in campus.
- Personal counseling to the RDEC students.
- Working of complain procedure and timely redressal of complain.






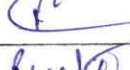

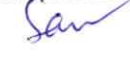
The meeting started with the convener with discussion of directions provided by of UGC, AICTE and Gazette of India to redressal of student grievances including sexual harassment and ragging cases. On the basis of these guidelines, ICC finalise a date(13-8-2023) for awareness program

The Committee decided to organize Guest Lectures pertaining to women safety for the students of the RDEC to promote awareness about sexual harassment through educational initiatives those encourages and foster a respectful and safe campus environment

The Committee decided to communicate to the Director of the Institute, the installation of more CCTVs on campus, appointing female security officers, etc., to provide more safety and security for female students, faculty members and staff.

Members of the committee will continuously reviewed the procedure of complain (online/offline) method and timely redressal of student grievances.

The meeting concluded by the convener by thanking all the members.

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convener	ME	9818450025	
2	Dr.SalbhaChaudhary	Co- Convener	ECE	8588899741	
3	Dr.JyotiRai	Member	ASH	8700275910	
4	Mr.Ghanshyam	Member	Registrar	8588899731	
5	Mr. Rajesh Kumar	External Member	Advocate	8447780595	
6	Ms.Payal Banerjee	External Member	Sr. Manager	955553551	
7	PREETI MANRAL	Student Member	ECE 2 <sup>nd</sup> year	8447986567	
8	SAMSHUL	Student Member	CE 2 <sup>nd</sup> year	9719453550	

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

## Internal Complaints Committee Minutes of Meeting

Dated: 22-01-2019

On 22-01-2019, a meeting of ICC is conducted in A-Block conference room from 11: 00 AM to 12:30 PM.

Agenda of meeting was-

- Review and action taken report of the suggestions made in previous meeting dated: 7-08-2018
- Status of Personal counseling to the RDEC students
- Any report of Sexual harassment in the RDEC campus.
- Safety and security of girls students.
- Personal counseling to the RDEC students
- Review of suggestions collected from the suggestion boxes regarding safety and security of hostel inmates and any incidents on ragging, sexual harassment and drug abuse etc

The meeting started with the Convenor discussing the action taken as per the suggestions given

by the committee members on 7-08-2018. Subsequently the Convenor opened the discussion on the agenda points.

The committee members communicate to anti-ragging committee for the Visit of the Hostel, classrooms and the department and also decided to follow the schedule prepared for the visit to the Hostel, classrooms and the various departments of the RDEC.

The Committee decided to organize Guest Lectures pertaining to women safety for the students of the RDEC to promote awareness about sexual harassment through educational initiatives those encourages and foster a respectful and safe campus environment

The members reported that there was no report of Sexual harassment in the RDEC and upon any case being registered.

The committee decided to communicate that, giving more emphasis on personal counseling through student mentorship programs, is one of the best practices followed in the RDEC, and can help to address any issues pertaining to the students of RDEC.

The committee also suggested that the student counselors and faculty mentors play many roles, including social and emotional, academic, and mental for holistic development of the students.






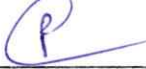


Members of the committee reviewed the suggestions collected from the suggestion boxes regarding complain. No such significant, cases or feedback were received.

The meeting concluded by the convenor, thanking all the members.

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

S.No.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr.SalbhaChaudhary	Co- Convenor	ECE	8588899741	
3	Dr.JyotiRai	Member	ASH	8700275910	
4	Mr.Ghanshyam	Member	Registrar	8588899731	
5	Mr. Rajesh Kumar	External Member	Advocate	8447780595	
6	Ms.Payal Banerjee	External Member	Sr. Manager	9555533551	
7	PREETI MANRAL	Student Member	ECE 2 <sup>nd</sup> year	8447986567	
8	SAMSHUL	Student Member	CE 2 <sup>nd</sup> year	9719453550	

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

## Internal Complaints Committee Minutes of Meeting

Dated: 01-08-2019

On 01-08-2019, a meeting of ICC is conducted in A-Block conference room from 10: 00 AM to 11:30 PM.

Agenda of meeting was-

- Review and action taken report of the suggestions made in previous meeting dated: 22-01-2019
- Any report of Sexual harassment in the RDEC University campus
- Safety and security of female students,
- Review on action taken on suggestions collected from the suggestion boxes or any online complain

The meeting started with the Convenor discussing the action taken as per the suggestions given by the committee members. Subsequently the Convenor opened the discussion on the agenda points.







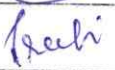

The ICC members reported that there was no report of Sexual harassment in the RDEC and upon any case being registered.

The Committee decided to organize a workshop on starting of every semester regarding working of ICC and women safety for the students of the RDEC to promote awareness about sexual harassment in order to safe campus environment.

The committee decided to communicate the technician to check that every part of campus is properly covered with CCTV camera.

Members of the committee reviewed the suggestions collected from the suggestion boxes regarding complain. The convenor suggested that the members and the hostel wardens initiate meetings with girl hostel inmates and ensure that the systems are in place.

The meeting concluded by the convenor, thanking all the members.

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr.SalbhaChaudhary	Co- Convenor	ECE	8588899741	
3	Dr.JyotiRai	Member	ASH	8700275910	
4	Mr.Ghanshyam	Member	Registrar	8588899731	
5	Mr. Rajesh Kumar	External Member	Advocate	8447780595	
6	Ms.Payal Banerjee	External Member	Sr. Manager	9555553551	
7	PREETI MANRAL	Student Member	ECE 2 <sup>nd</sup> year	8447986567	
8	SAMSHUL	Student Member	CE 2 <sup>nd</sup> year	9719453550	

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

## Internal Complaints Committee Minutes of Meeting

Dated: 22-01-2020

Review of MoM of Meeting conducted on 1.08.2019 & Action taken report

The convenor read out the salient points in the MoM of the meeting conducted on 1.08.2019 and gave the action taken report. All members took note of the same.







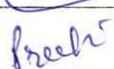
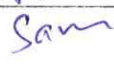
The committee members have decided to conduct awareness about student grievance and redressal through ICC committee by creating student class and batch representative.

It is also decided to organise a poster competition amongst students to creating an awareness of the requirement and sensitizing the students towards the issue in the campus. It is decided that, in every semester an awareness program be conducted especially for First Year students of both genders. That Class and Batch Representatives also attend the same and carry the message to the rest of the students helping spread awareness about student grievance and redressal.

It is decided to create awareness on social media and Digital Harassment. 'Digital Harassment' will be included in the awareness creating activity that was planned for the students.

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Institution.

It was insisted that in order to create awareness and continuous sensitization among the girls students, it is necessary to place posters/notices defining sexual harassment at prominent places in the campus.

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr. Salbha Chaudhary	Co- Convenor	ECE	8588899741	
3	Dr. Jyoti Rai	Member	ASH	8700275910	
4	Mr. Ghanshyam	Member	Registrar	8588899731	
5	Mr. Rajesh Kumar	External Member	Advocate	8447780595	
6	Ms. Payal Banerjee	External Member	Sr. Manager	955553551	
7	PREETI MANRAL	Student Member	ECE 2 <sup>nd</sup> year	8447986567	
8	SAMSHUL	Student Member	CE 2 <sup>nd</sup> year	9719453550	

  
Director  
R. D. Engineering College  
Ghaziabad

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

## Internal Complaints Committee Minutes of Meeting

Dated: 05-10-2021

On 05-10-2021, a meeting of ICC is conducted in A-Block conference room from 10: 00 AM to 11:30 PM.

Agenda of meeting was-

- Review and action taken report of the suggestions made in previous meeting dated: 22-01-2020
- Re-constitution of ICC
- Any report of Sexual harassment in the RDEC University campus.
- Safety and security of female students,
- Review on action taken on complain collected from the suggestion boxes or any online complain

The meeting started with the Convenor discussing the action taken as per the suggestions given by the committee members. Subsequently the Convenor opened the discussion on the agenda points.





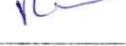



The new student's members are added in ICC. Complete details about ICC, Policy and working of ICC discussed with new members.

The members reported that there was no report of Sexual harassment in the RDEC and upon any case being registered.

It is decided in meeting that , ICC members with contact number was given to all the departments and asked to put it in the notice board for frequent view.

Members of the committee reviewed the students grievance handled during semester.

The meeting concluded by the convenor, thanking all the members.

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr.SalbhaChaudhary	Co- Convenor	ECE	8588899741	
3	Dr.JyotiRai	Member	ASH	8700275910	
4	Mr.Ghanshyam	Member	Registrar	8588899731	
5	Mr. Rajesh Kumar	External Member	Advocate	8447780595	
6	Ms.Payal Banerjee	External Member	Sr. Manager	9555553551	
7	MANISH TYAGI	Student Member	ECE 2nd year	9548980482	
8	ROHIT KUMAR	Student Member	ME 2nd year	9045687810	

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

## Internal Complaints Committee Minutes of Meeting

Dated: 12-4-2022

On 01-08-2019, a meeting of ICC is conducted in A-Block conference room from 10: 00 AM to 11:30 PM.

### In this meeting following points were discussed.

The convenor read out the salient points in the MoM of the meeting conducted on 5.10.2021 and gave the action taken report. All members took note of the same.








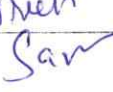
The committee members have decided to conduct awareness about student grievance and redressal through ICC committee by creating student class and batch representative.

It was insisted that in order to create awareness and continuous sensitization among the girls students, it is necessary to place posters/notices defining sexual harassment at prominent places in the campus.

It is decided to create awareness on social media and Digital Harassment. 'Digital Harassment' will be included in the awareness creating activity that was planned for the students.

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Institution.

The meeting concluded by the convenor, thanking all the members.

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr. Salbha Chaudhary	Co- Convenor	ECE	8588899741	
3	Dr. Jyoti Rai	Member	ASH	8700275910	
4	Mr. Ghanshyam	Member	Registrar	8588899731	
5	Mr. Rajesh Kumar	External Member	Advocate	8447780595	
6	Ms. Payal Banerjee	External Member	Sr. Manager	9555553551	
7	MANISH TYAGI	Student Member	ECE 2nd year	9548980482	
8	ROHIT KUMAR	Student Member	ME 2nd year	9045687810	

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

## Internal Complaints Committee Minutes of Meeting

Dated: 8-11-2022

On 8-11-2022, a meeting of ICC is conducted in A-Block conference room from 10: 00 AM to 11:30 PM.

Agenda of meeting was-

- Review and action taken report of the suggestions made in previous meeting dated: 12-04-2022
- Any report of Sexual harassment in the RDEC University campus.
- Safety and security of female students,
- Review on action taken on complain collected from the suggestion boxes or any online complain

The meeting started with the Convenor discussing the action taken as per the suggestions given by the committee members. Subsequently the Convenor opened the discussion on the agenda points.

The Committee decided to organize a workshop on working of ICC and women safety for the students of the RDEC to promote awareness about sexual harassment in order to safe campus environment.

The members reported that there was no report of Sexual harassment in the RDEC and upon any case being registered.

It is decided that an audit should be completed by ICC members that CCTV, Complain/suggestion dropbox, Posters are adequately available in the campus.

Members of the committee reviewed the students grievance handled during semester.

The meeting concluded by the convenor, thanking all the members.

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr. Salbha Chaudhary	Co- Convenor	ECE	8588899741	
3	Dr. Jyoti Rai	Member	ASH	8700275910	
4	Mr. Ghanshyam	Member	Registrar	8588899731	
5	Mr. Rajesh Kumar	External Member	Advocate	8447780595	
6	Ms. Payal Banerjee	External Member	Sr. Manager	9555553551	
7	MANISH TYAGI	Student Member	ECE 3rd year	9548980482	
8	ROHIT KUMAR	Student Member	ME 3rd year	9045687810	

Director  
R. D. Engineering College  
Duhai, Ghaziabad



# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

## Internal Complaints Committee Minutes of Meeting

Dated: 10-2-2023

On 10-2-2023, a meeting of ICC is conducted in A-Block conference room from 10: 00 AM to 11:30 PM.

### In this meeting following points were discussed.

The convenor read out the salient points in the MoM of the meeting conducted on 8.11.2022 and gave the action taken report.





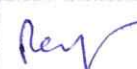


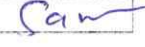
The committee members have decided to conduct awareness about student grievance and redressal through ICC committee by creating student class and batch representative.

It was insisted that in order to create awareness and continuous sensitization among the girls students, it is necessary to place posters/notices defining sexual harassment at prominent places in the campus.

It is decided to create awareness on social media and Digital Harassment. 'Digital Harassment' will be included in the awareness creating activity that was planned for the students.

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Institution.

The meeting concluded by the convenor, thanking all the members.

S.N o.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr.SalbhaChaudhary	Co- Convenor	ECE	8588899741	
3	Dr.JyotiRai	Member	ASH	8700275910	
4	Mr.Ghanshyam	Member	Registrar	8588899731	
5	Mr. Rajesh Kumar	External Member	Advocate	8447780595	
6	Ms.Payal Banerjee	External Member	Sr. Manager	9555553551	
7	MANISH TYAGI	Student Member	ECE 3rd year	9548980482	
8	ROHIT KUMAR	Student Member	ME 3rd year	9045687810	

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R. D. Engineering College, Ghaziabad

9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

## Internal Complaints Committee Minutes of Meeting

Dated: 12-9-2023

On 12-9-2023, a meeting of ICC is conducted in A-Block conference room from 10: 00 AM to 11:30 PM.

Agenda of meeting was-

- Review and action taken report of the suggestions made in previous meeting dated: 10-02-2020
- Re-constitution of ICC
- Any report of Sexual harassment in the RDEC University campus.
- Review on action taken on complain collected from the suggestion boxes or any online complain

The meeting started with the Convenor discussing the action taken as per the suggestions given by the committee members. Subsequently the Convenor opened the discussion on the agenda points.







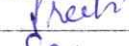

The new student's members are added in ICC. Complete details about ICC, Policy and working of ICC discussed with new members.

The members reported that there was no report of Sexual harassment in the RDEC and upon any case being registered.

ICC will communicate to all department to communicate message among all students regarding online portal for complain .

Members of the committee reviewed the students grievance handled during semester.

The meeting concluded by the convenor, thanking all the members.

S.No.	Name	Designation	Department	Contact	Signature
1	Mr. Sanjay Paliwal	Convenor	ME	9818450025	
2	Dr. Salbha Chaudhary	Co- Convenor	ECE	8588899741	
3	Dr. Jyoti Rai	Member	ASH	8700275910	
4	Mr. Ghanshyam	Member	Registrar	8588899731	
5	Mr. Rajesh Kumar	External Member	Advocate	8447780595	
6	Ms. Payal Banerjee	External Member	Sr. Manager	9555553551	
7	Ms. Ayushi Goyal	Student Member	CSE 3 <sup>rd</sup> Year	8791152923	
8	Ms. Kajal Kansal	Student Member	CSE 3 <sup>rd</sup> Year	9258140961	






  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R. D. Engineering College, Ghaziabad





9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

## Grievance Redressal Report

### Academic year 2018-19

S.No	Subject of Grievance	Date of Grievance	Responsible Departments/Officials	Date of Redressal	Signature (ICC members)
1	Requirement of laundry facility in hostel	21-9-2018	Chief warden	27-9-2018	
3	Requirement of A.C in class room B-104	7-9-2018	Estate manager	12-9-2018	
2	Regarding permission for 15 minutes late entry in first lecture	16-10-2018	Dean (Academic)	23-10-2018	
4	Requirement of online resources	1-2-2019	Head Librarian	8-2-2019	
5	Sessional exam marks missing in the list displayed by subject teacher	2-4-2019	Exam cell / subject teacher	10-4-2019	

### Academic year 2019-20

S.No	Subject of Grievance	Date of Grievance	Responsible Departments/Section	Date of Redressal	Signature (ICC members)
1	Regarding permission for 15 minutes late entry in first lecture	14-8-2019	Dean (Academic)	21-8-2019	
2	Request for free lectrure	10-10-2019	Dean (Academic)	15-10-2019	
3	Requirement of curtain in window because board is not visible due to shining	18-11-2019	Estate manager	22-11-2019	
4	Requirement of sports hour	31-1-2020	Dean (Academic)	5-2-2020	
5	Requirement of curtain in window because board is not visible due to shining	24-3-2020	Estate manager	1-4-2020	
6	Permission to take lunch in hostel mess for day scholar	27-3-20	Dean (Academic)	2-4-20	






  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R. D. Engineering College, Ghaziabad




9th KM Stone on NH-58, Delhi – Meerut Road, Duhai, Ghaziabad, Uttar Pradesh 201206

---

## Academic year 2021-22

S.No	Subject of Grievance	Date of Grievance	Responsible Departments/Section	Date of Redressal	Signature (ICC members)
1	Request for late entry at college main gate	21-9-2021	Dean (Academic)	29-9-2021	
2	Request for only two sessional and no PT	4-10-2021	Dean (Academic)	12-10-2021	
3	Requirement of wi-fi in campus	19-11-2021	Dean (Academic)	23-11-2021	
4	Request for 20 minutes tea break	27-4-2022	Dean (Academic)	29-4-2022	
5	Laundry facility requirement in hostel	8-6-2022	Chief warden	10-6-2022	

## Academic year 2022-23

S.No	Subject of Grievance	Date of Grievance	Responsible Departments/Section	Date of Redressal	Signature (ICC members)
1	Requirement of training and revision classes for placement	29-8-2022	Dean (Academic)	7-9-2022	
2	Request for Saturday -Off	18-11-2022	Dean (Academic)	23-11-2022	
3	Request for late entry at college main entrance	27-4-2023	Dean (Academic)	4-5-2023	

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad













To

The ICC

Regarding - Late entry in first lecture.

Dear Sir,

I am very sincere students  
of B.Tech 2<sup>nd</sup> year. Some time  
we get late in first lecture.  
Due to this teachers not allow us  
in class.

It is humble request to you  
that please allow us or permit us  
up to 9:15 a.m in first class.

Forwarded to Dean academic  
Shivani  
19/08/2019

Discussed with students  
& resolved.

Wakil

Yours Sincerely  
Mr. Shruv Yadav  
CSE- 2<sup>nd</sup> year

Roll no. - 1823110028

Shruv  
14/8/2019

Director  
R.D. Engineering College  
Duhai, Ghaziabad















# R.D. Engineering College, Ghaziabad

## Student Grievance and Redressal Form

Name	Anjali Tyagi		Roll No	2002310140007		
Course	MCA	Branch	Year	1 <sup>st</sup> / <del>2<sup>nd</sup></del> / <del>3<sup>rd</sup></del> / <del>4<sup>th</sup></del>	Date	4/10/2021

### Student Grievance

To,  
The ICC,

Due to P.T on Every Monday. We not focus Sincerely on our Study. Please take only 2 Sessional.



Grievance Redressal		Date	12-10-2021
---------------------	--	------	------------

Forwarded to  
Dean academic  
Shri 7  
11/10/2021

Issue discussed with  
students & resolved

Vakil

### ICC members Name and Signature

1. Sanjay Kumar Shri 7
- 2.
- 3.
- 4.

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad





# R.D. Engineering College, Ghaziabad

## Student Grievance and Redressal Form

Name	Juned Khan		Roll No	1902210/00038			
Course	B-Tech	Branch	CSC	Year	2 <sup>nd</sup>	Date	8-6-2022

Student Grievance

To,  
The ICC

Dear Sir,  
There is no laundry facility in hostel.  
Please provide Laundry facility in hostel.

Juned

Grievance Redressal		Date	10-6-2022
---------------------	--	------	-----------

Forwarded to Chief warden,  
13/06/2022

Issue discussed & resolved

### ICC members Name and Signature

1. Sanjay Palival *[Signature]*
- 2.
- 3.
- 4.

*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



# R.D. Engineering College, Ghaziabad

## Student Grievance and Redressal Form

Name	Tushan Negi		Roll No	2102310100113		
Course	Btech	Branch	CS	Year	2nd	
				1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup>	Date	18/11/22

### Student Grievance

TO  
The ICC,  
Dear sir, I request you to provide statutory  
official off to the student. the reason is so  
we can do preparation for placement.

Tushan

### Grievance Redressal

Date 23-11-2022

Forwarded to  
Dean acc.  
Anil  
21/11/2022

Issue discussed with  
Students & resolve  
Vakil

### ICC members Name and Signature

1. Sunjay Kumar S.I
- 2.
- 3.
- 4.

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R.D. Engineering College, Ghaziabad

## Student Grievance and Redressal Form

Name	Ritika Tyagi		Roll No	2102310130026			
Course	B.Tech	Branch	CSE	Year	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup>	Date	27-04-23

Student Grievance

To,  
The ICC,

Respected Sir,

I am a day scholar sometime I get late in first lecture but after 9:15 am the main gate gets close please keep it open and allow the late entries.

Ritika

Grievance Redressal		Date	4-5-2023
---------------------	--	------	----------

Forwarded to  
Dean acc.  
Print  
01/05/2023

Issue discuss with  
Student & resolve

Wakil

**ICC members Name and Signature**

1. Sanjay Kumar S-1
- 2.
- 3.
- 4.

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad