

Mar Baselios College of Engineering and Technology
Mar Ivanios Vidyanagar, Trivandrum-15

CONSTITUTION OF
GRIEVANCE REDRESSAL COMMITTEE (GRC)

In order to provide easily accessible machinery for settlement of grievances and to adopt measures to ensure expeditious settlement of grievances of staff and students, the following Grievances Redressal Committees have been constituted.

A. Grievances Redressal Committee(Staff) addresses the grievances relating to faculty and staff members arising out of the implementation of the policies / rules or decisions of the organization which can include matters relating to increment, acting arrangements, non-extension of benefits under rules, interpretation of Services Rules, etc. of an individual nature.

Employees may bring forward concerns about work-related issues in a constructive and orderly way. They may seek resolution of grievances within their work units by initiating discussions of their concerns with their immediate supervisors within reasonable time frames. Should direct communication between an employee and the supervisor not produce a resolution of an employee's concerns, the employee makes a formal grievance complaint to the Staff Grievance Redressal Committee for a fair review of the matter and the resolution of the grievance. The Committees will review the case and forward their recommendations to the Principal for appropriate action. The members of the committee are

- 1 Dr M Satyakumar, Chairman, Mob: 9847223294
2. Dr K Muraleedharan Nair, Member, Mob: 9447216763
3. Dr M J Jayashree, Member, Mob:9349338747

B. Grievances and Appeals Committee (students) to address the grievances of the students and to consider their appeals on any decisions made by the college. The committee shall look into student's grievances which includes leave, examinations, internal assessments etc.and give its recommendations to the Principal for action.

Students may bring forward concerns about their study related matters and seek resolution of grievances initially with their class advisors. If the discussions with their advisors didn't yield a solution of their concerns, the matter will be taken to the HoD for a fair review and resolution of the matter. Still the matter is not resolved, the student can make a formal grievance complaint to the Grievance and Appeals Committee. The Committee will review the case and forward their recommendations to the Principal for appropriate action.

The members of the committee are

- 1) Prof. S Viswanatha Rao – Chairman, Mob. 9446322590
- 2) Prof. Joseph Cherian – Member, Mob. 9447205075
- 3) Dr Paul Thomas– Member, Mob.9037845069
- 4) Dr Tessy Mathew – Member, Mob:9447696899

C. Women Grievances Redressal Committee(WGRC) against Sexual Harassment as contemplated under the Sexual Harassment of Women at Work Places (Prohibition and Redressal Act,2013).

1. Dr Neethu Roy, Asst Dean(R&D), CE, Mob. 9567169399, Chairperson
 2. Ms. Aswathy Ravikumar, Asst Prof., CSE, Mob. 9497425363
 3. Ms. P. Sandhya, Asst. Prof., EEE, Mob. 9446072481
 4. Ms. K C Linumol, Lab Instructor, Mob. 9447885721
 5. Mr Anil Kumar B S, Lab Instructor, Mob: 9995604750
 6. Ms Annie Koruth, Aksharasthree, Mob: 9447100694
 7. Chairperson, Student Senate
 8. General Secretary, Student Senate and
 9. Sports Secretary, Student Senate
- } (only in cases involving students)

The purview of the committee will apply in respect to all cases and/or complaints or allegations of sexual harassment :

- i) By a student against a co-student or an employee;
- ii) By an employee against a student or another employee;
- iii) By a member of the management against a student or an employee.
- iv) By a student, employee or member of the management against a third party or an outsider;
- v) By a third party or an outsider against a student or employee.

“Sexual Harassment” includes such unwelcome sexually determined behavior (whether directly or by implication) as :

- (i) Physical contacts and advances;
- (ii) A demand or request for sexual favours;
- (iii) Sexually coloured remarks;
- (iv) Showing pornography;
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Any woman employee/female student of Institution shall have the right to lodge a complaint with any of the members of the Committee. Upon receiving any complaint, action will follow as mentioned in the Procedure for Dealing with Cases of Sexual Harassment.

Procedure for Dealing with Cases of Sexual Harassment

Upon receiving a complaint, the WGRC is required to send a copy to the respondent within seven days. The latter is required to file their reply along with details on witnesses within 10 days. The entire inquiry process has to be completed within a period of 90 days from the receipt of the complaint. The committee should ensure the

complainant is not discriminated against or victimised. An inquiry report with observations and recommendations, if any, should be sent to the Principal and both the parties within 10 days of the completion of inquiry. The Principal is required to act on the basis of the inquiry report and take necessary action within 30 days.

A conciliation process can also be facilitated via the WGRC to obtain a settlement between the two parties. The 2015 regulation clearly states that conflict resolution “to the full satisfaction of the aggrieved party, wherever possible, is preferred to punitive intervention”. The settlement cannot be monetary.

In case the offender is an employee, he shall be punished in accordance with the institute’s service rules. As far as the cases with student offenders are concerned, the institute, on recommendations of the WGRC, may act in ways depend on the extent of the offence and the seriousness of the incident. If the extent of the conduct amounts to a specific offence under the Indian Penal Code or any other law, a complaint will be made to the appropriate authority for action, in accordance with the law.