

Grievance Redressal Policy Document

This Grievance Redressal Policy is established in accordance with state and UGC guidelines to affirm our institution's zero-tolerance stance towards sexual harassment and ragging. Our commitment is to foster a safe, inclusive, and respectful environment for all students, faculty, staff, and stakeholders. Through this document we intend to achieve the following objectives:

1. *To prevent acts of sexual harassment and ragging within the institution.*
2. *To provide a clear procedure for the reporting and resolution of such grievances.*
3. *To ensure the protection of the rights and dignity of all individuals involved.*

This policy document adheres to the follow pieces of legislation and code:

1. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. The UGC Anti-Ragging Regulations.

Definitions

- **Sexual Harassment:** Unwelcome acts or behavior, whether directly or by implication, including but not limited to...
- **Ragging:** Any act of physical or mental abuse targeted at another student, including but not limited to...

Grievance Redressal Committee (GRC) / Internal Complaints Committee (ICC)

- **Composition:** Includes representatives from faculty, administration, and student body, ensuring at least one member is a woman and a member from an NGO or a professional with expertise in the field.
- **Functions:** Receive complaints, conduct inquiries, recommend actions, and monitor the support provided to the complainant.

Procedure for Filing Complaints

- **Online Submission:** <https://gdcshopian.edu.in/grievances/> and <https://gdcshopian.edu.in/feedback/>
- **Offline Submission:** HoD Department of Chemistry
- Both methods guarantee confidentiality and provide an acknowledgment receipt to the complainant.

Investigation Process

- A time-bound inquiry process, ensuring impartiality and fairness.

- The process must adhere to maintaining confidentiality and non-retaliation.
- The process must have initial assessment to conclusion and recommendation of actions.

Measures and Sanctions A range of disciplinary actions, considering the gravity of the misconduct, including but not limited to warnings, mandatory counseling sessions, suspension, or expulsion for students, and termination for employees by forwarding the cases to Director Colleges.

Preventive Measures

1. *Mandatory orientation sessions for new entrants.*
2. *Regular workshops and awareness programs on sexual harassment and ragging prevention.*
3. *Visible posters and materials promoting the policy and support mechanisms.*

Support Mechanisms

1. *Counseling services for affected individuals.*
2. *Academic support and flexibility for complainants during the investigation process.*
3. *Guidance on pursuing further legal action if desired.*

Confidentiality A strict confidentiality protocol to protect the identities and privacy of all parties involved during and after the investigation process.

Policy Review and Update The policy will be reviewed annually and updated as necessary to reflect changes in legislation, guidelines, or institutional priorities.

Awareness and Accessibility

- The policy will be accessible on the institution's website and distributed during orientation programs.
- Continuous effort to promote awareness among the campus community through various channels.

Our institution is dedicated to upholding the highest standards of dignity, safety, and respect for all members of our community. This policy underscores our commitment to a campus free from sexual harassment and ragging, supported by a robust mechanism for grievance redressal.