


Mechanism for Submission of Students' Grievances

Grievance Redressal Committee

	<p align="center">S J P N Trust's Hirasugar Institute of Technology, Nidasoshi. <i>Inculcating Values, Promoting Prosperity</i> Approved by AICTE, Recognized by Govt. of Karnataka and Permanently Affiliated to Visvesvaraya Technological University - Belagavi. Recognized under 2(f) & 12B of UGC Act, 1956. Accredited at 'A' Grade by NAAC & Programmes Accredited by NBA: CSE&ECE.</p>	Institute Committees
		Grievance Redressal Committees
		2022-23

Ref: HSIT/NDS/Aca/2022-23/ 520/1

Date: 06-10-2022

PROCEDURE/MECHANISM OF STUDENT GRIEVANCE REDRESSAL

Step1: LODGING OF COMPLAINT

Students are required to fill out the Student Grievance Form which is available in college website and submit the same via email or as a handwritten letter to the Chairman of the Student Grievance Redressal Committee (SGRC).

Step2: VERIFICATION

On receiving the complaint, the Chairman of the Student Grievance Redressal Committee (SGRC) will record and verify the complaint.

Step3: ACTION

After verification of the complaint Student Grievance Redressal Committee (SGRC) acts upon the complaint and takes the necessary action to resolve the issue.

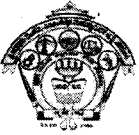
Step 4: INTIMATING THE STUDENT

Once the complaint has been resolved the student is informed about the outcome and the complaint is considered closed by the Student Grievance Redressal Committee (SGRC).


 Convener


 Chairman
PRINCIPAL
Hirasugar Institute of Technology
NIDASOSHI-591238

**Internal Committee (IC)/Anti-Sexual
Harassment Committee**

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		Internal committee
		Functioning Mechanism
		2022-23

Ref.: HSIT/NDS/ICC/02/2022-23

Date: 05/10/2022

Functioning Mechanism of Internal Committee

Step 1: Formation of the Committee and it's roles & responsibilities

1. Formation of the Internal Committee (IC) in the institute as per the guidelines of AICTE by selecting active boy and girl students as the members of the committee.
2. Finalization of objectives, rules and regulations of the committee.

Step 2: Activities of the Committee


1. Creating awareness about objectives, roles & responsibilities and functioning mechanism of Internal Committee of the institute, among staff and students by conducting awareness activities.
2. To play a preventive role by making efforts to provide a congenial atmosphere at the institute by arranging periodic programmes and lectures, if required, on prevention of sexual harassment of women at the Institute
3. Displaying Internal Committee members list with contact details in college campus, hostels website etc.
4. Conducting regular committee meetings to enquire regarding internal complaints such as harassment, sexual harassment etc.

Step 3: Lodging complaint

1. Staff/students can lodge their complaint by communicating with any of the committee member personally meeting/or can contact over phone.

Step 4: Functioning

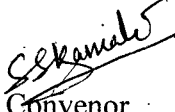
1. If no complaints are received then the meeting is concluded by recording- no complaints received.
2. If complaint is received then,
3. If the aggrieved person wishes to, the IC may take steps to settle the matter between the complaint and the respondent through conciliation.

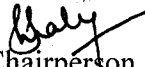
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		Internal committee
		Functioning Mechanism
		2022-23


4. If settled, the IC will record the settlement and recommend no further action.
5. Where the aggrieved person does not request conciliation, IC initiates an enquiry.
6. During the enquiry, all proceedings will be kept confidential.
7. IC will complete the enquiry and submit a report to the Principal, HIT within a month.
8. The Principal, HIT will initiate action within 10 days of receipt of report.

Step 5: Support

1. To recommend arrangements for appropriate psychological, emotional and physical support (in the form of counseling, security and other assistance) to the victim if she/he so desires.
2. To ensure that complainant and witnesses are not victimized or discriminated because of their complaint.
3. Keep records of any verbal or written communication you have with the harasser


Convenor
Internal Committee HIT,
Nidasoshi


Chairperson
Internal Committee HIT,
Nidasoshi.


PRINCIPAL
Hirasugar Institute of Technology
NIDASOSHI-591236

Anti Ragging Committee



S J P N Trust's

Hirasugar Institute of Technology, Nidasoshi.

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Institute
committees

File No. I-02

2022-23

Ref. HST/NDS/acad/2022-23/515/1

Date: 06/10/2023

Mechanism / Procedure of Anti-Ragging Committee

1. Conduct a meeting twice in a semester and maintain the minutes of meetings.
2. Surprise visits by the committee members to hostels.
3. Maintain affidavits by students and parents.
4. Display of posters with a list of committee members and their contact numbers, provisions of law, punishment etc. at hostels, Institute buildings and on departmental notice board.
5. The counseling/induction session should be arranged for freshers after admission process is done.
6. On receipt of therecommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate provisions relating to one or more of the following namely:
Abetment to Ragging, Criminal conspiracy to rag, Unlawful assembly and rioting while ragging, Public nuisance created during Ragging, Violation of decency and morals through ragging, Injury to body, Causing hurt or Grievous hurt, Wrongful restraint or Wrongful confinement, Use of criminal force, Assault as well as sexual offences or unnatural offences, Extortion, Criminal trespass, Offences against property, Criminal intimidation.
Attempts to commit any or all of the above mentioned offences against the victim(s), Physical or Psychological humiliation and other offences following from the definition of "Ragging".


Convenor


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NIDASOSHI-591230