

Date:-14/03/2023

5.1 - Student Support

5.1.4: The institution adopts the transparent mechanism for redressal of student grievances including sexual harassment and ragging cases.

Subject:- Transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.

With reference to above subject the institute has a transparent mechanism for timely redressal of student's grievances including sexual harassment and ragging cases. In the institute due to the presence of active Women's Grievance Cell and Anti-Ragging Cell no such cases have been reported. The detailed summary is given in the enclosures.




Principal

Dr. S. Riyazoddin

PRINCIPAL

Enclosure :-

1. Summary of Grievances & Transparent Mechanism redressal FlowChart
2. Link for Annual Reports and Supporting Documents of Anti- Ragging Cell, Women's Empowerment Cell & Students Grievance Cell.

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Summary of Grievances

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.

Year	No. Of grievances Appealed	No of grievances redressed	Average time for grievances redressal in number of days
2022-2023	00
2021-2022	00
2020-2021	00
2019-2020	00
2019-2018	00




Principal

Dr. S. Riyazoddin

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Criteria 5 – Student Support and Progression

Key Indicator – 5.1 Student Support

5.1.4: The institution adopts the following for Redressal of student grievances including sexual harassment and ragging cases

Annual report of the committee motioning the activities and number of grievances redressed to prove timely Redressal of the grievances

Sr. No.	Content	Page No.
1	Student Grievance Cell : Objectives	01
2	Women Empowerment and Grievance Redressal Cell (WEGRC) : Objectives	01
3	Anti-Ragging Cell : Objectives	02
4	Mechanism for Student grievance Redressal	03
5	Annual Report of the committee motioning the activities_22-23	04-08
6	Annual Report of the committee motioning the activities_21-22	09-13
7	Annual Report of the committee motioning the activities_20-21	14-17
8	Annual Report of the committee motioning the activities_19-20	18-21
9	Annual Report of the committee motioning the activities_19-19	22-27





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Student Grievance Cell

Frequency of Meeting: Once or Twice in an Academic year

Objectives of the Committee:

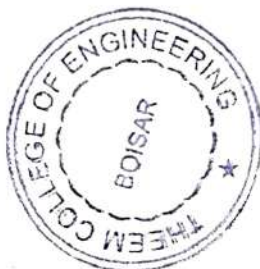
1. Support the dignity of the college by ensuring strife free atmosphere in the campus through promoting cordial relations between students and students and teachers, etc.
2. Encourage students to express their grievances/problems freely and openly, without any fear of being victimized.
3. Advising all the students to refrain from provoking students against other students, teachers and college administration.
4. Ragging in any form is strictly prohibited in and outside of the institution. Any Violation of ragging and disciplinary rules should be urgently brought to the notice of the principal.


Women Empowerment and Grievance Redressal Cell (WEGRC)

Frequency of Meeting: Twice in an Academic year

Objectives of the Committee:

1. To create social awareness amongst students about the problems of women and in particular regarding gender discrimination.
2. To create an environment of gender justice where men and women work together with a sense of personal security and dignity.
3. To create awareness amongst students about the issues related to the youth, girls in particular and highlight the importance of health and hygiene.
4. To disseminate knowledge about rights and laws related to women and review safety and security measures for female employees and girl students at Theem campus.
5. To enhance the self-esteem and self-confidence of girl students, female teaching and non-teaching staff members in college.
6. To foster decision-making ability in girl students for making informed choices in areas like education, employment and health.




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Anti-Ragging Cell

Frequency of Meeting: Twice in an Academic year

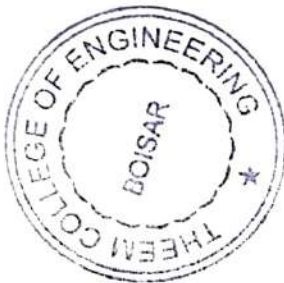
Objectives of the Committee:

1. To comply with the directions of the Supreme Court and be vigilant on any acts amounting to ragging;
2. To publicize to all students and directives and the all actions that must be taken against those indulging in ragging;
3. Consideration the complaints that are received from the students and conduct enquiry and also submit report to the Anti- Ragging Committee with punishment that is recommended for the offenders
4. To obtain the undertaking in accordance with the provisions by committee from all the students while taking admission in the college.

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ANTI-RAGGING CELL

Anti-Ragging Committee is involved in designing strategies and action planning for curbing the Menace of Ragging in the institute by adopting array of activities:

- » To comply with the directions of the Supreme Court and be vigilant on any acts amounting to ragging
- » To publicise all students the directives and the all actions that must be taken against those indulging in ragging
- » To consider the complaints that are received from the students and conduct enquiry and also submit report to the Anti-Ragging Committee with punishment that is recommended for the offenders
- » To obtain the undertaking in accordance with the provisions by committee from all the students while taking admission in the college



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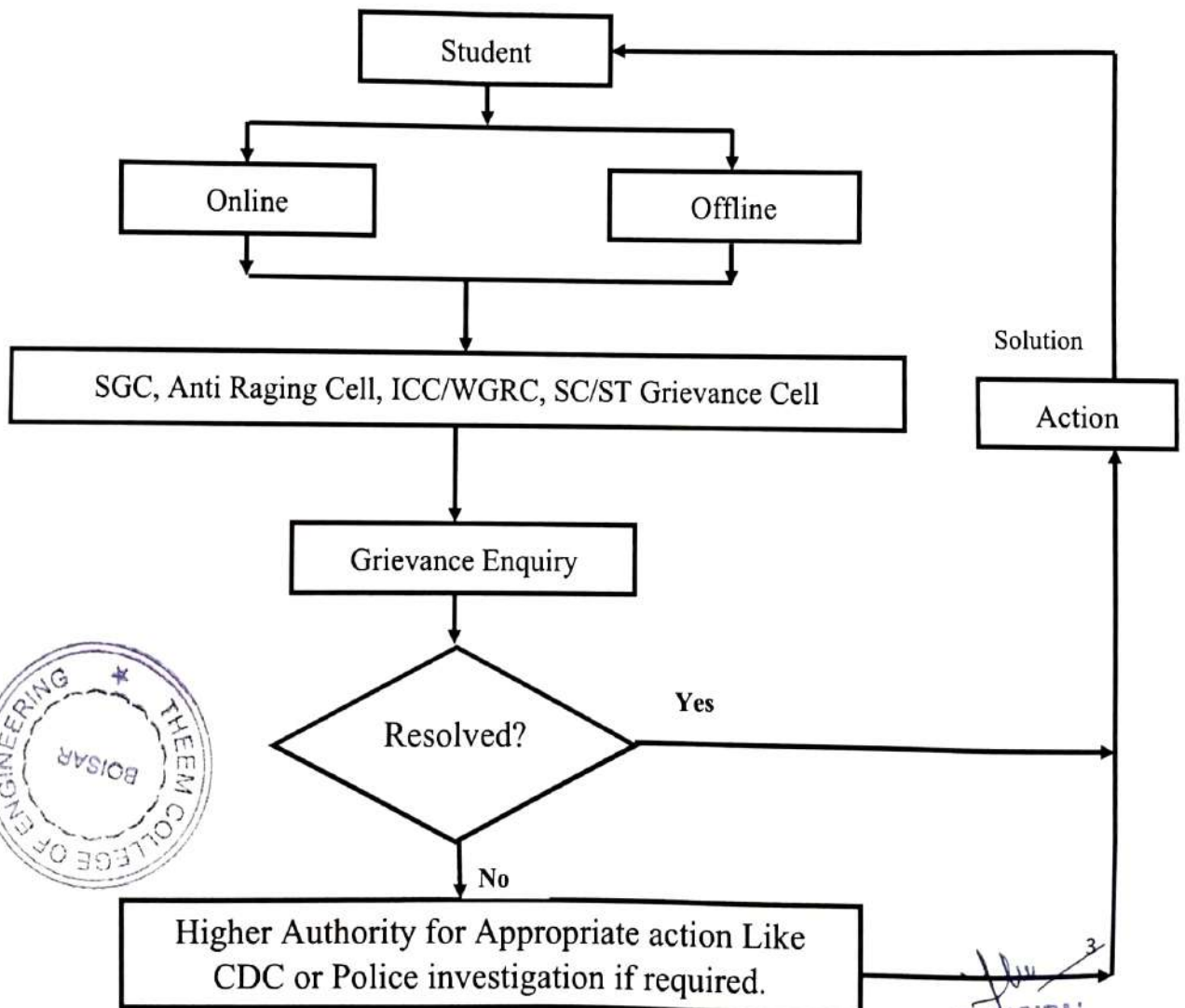
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Mechanism for Student grievance Redressal

- Step 1:** Student raise the grievance if any either in online or offline mode.
- Step 2:** In online mode Google form is available to raise grievance and in offline mode Drop Box is available in campus at various places. Students will drop their grievance in that box.
- Step 3:** Grievance inquiry is done by the SGC, Anti Raging Cell, ICC/WGRC, SC/ST Grievance cell, and resolved that grievance by taking action or provide solution to student.
- Step 4:** If grievance is not resolved by SGC, Anti Raging Cell, ICC/WGRC, SC/ST Grievance cell then that grievance will head to higher authority like CDC or police investigation will be done if required for appropriate action and provide solution with necessary action to the student who raised the grievance.



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**Academic Year
2022-2023**





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Student Grievance Cell

During the Academic Year 2022-2023 Student Grievance Cell have conducted two meetings on 13th September, 2022 and 10th February, 2023. All the meetings were chaired by the Principal Dr. Riyazoddin Siddiqui.

Repairing of black boards and installation of electric switches has been done immediately. Faculty have conducted extra lectures for academically weak students. On the request of students, canteen was kept open for long hours on the days when there are some special events in the college campus.

No. Of grievances Appealed	No of grievances redressed	Average time for grievances redressal in number of days
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Women Empowerment and Grievance Redressal Cell (WEGRC)

During the Academic Year 2022-2023 **Woman Empowerment Grievance Redressal Cell** have conducted four meetings on 14th September, 2022, 29th November, 2022, 1st March, 2023 and 8th April, 2023.

Motto of women's cell is not just Redressal of complaint but upliftment of women and the environment affecting the women.

By keeping this motto in mind following programs were organised:

1. "Workshop on Women's Safety and Self-Defence" (08/03/2023)

The seminar was arranged by the cell on the occasion of International women's day 2023 i.e. 8th March, 2023.

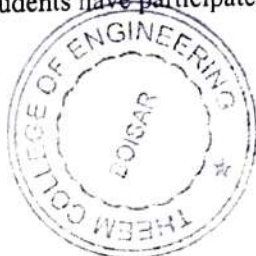
API Suresh Salunkhe, Boisar had guided the girl students about Women's Safety and Self-Defence. After the seminar sweets were distributed by Maharashtra Police.


Around 67 girl students have attended the seminar along with the staff.



2. Rangoli Competition on 14th March, 2023

Rangoli Competition was conducted to showcase the woman power in association with NSS. Around 15 students have participated in the competition.



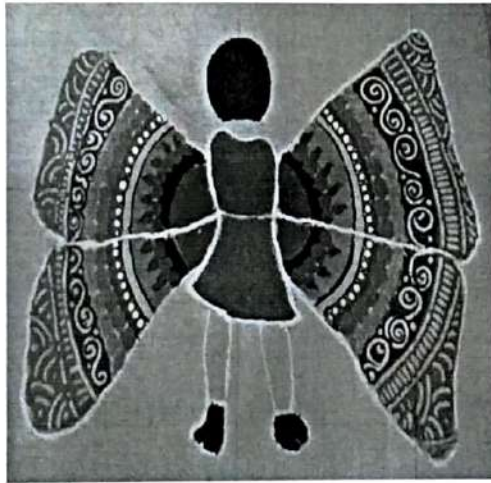
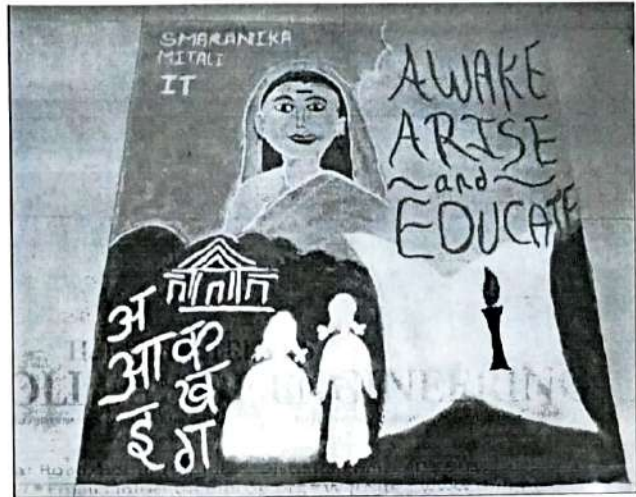

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There were no cases of harassment during the year.



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Anti-Ragging Cell

During the Academic Year 2022-2023 Anti Ragging committee have conducted two meetings on 12th September, 2022 and 10th February 2023. Both the meetings were chaired by the Principal Dr. Riyazoddin Siddiqui.

The main agenda of both the meetings was to prevent ragging and provide safe environment to all the students coming inside the campus. Along with this agenda the discussion point was to conduct the awareness program for new students during induction. And creating awareness about the punishments for ragging.

Following points discussed to create awareness and to make it easy to lodge a complaint or grievance regarding ragging:

- Posting Anti-ragging posters and notices in strategic locations across the campus.
- Establishing a helpline for students to report incidents anonymously.
- Conducting regular patrols by security personnel.

There was no specific incident of ragging reported



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**Academic Year
2021-2022**





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Student Grievance Cell

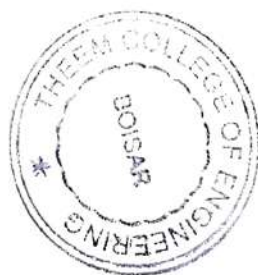
During the Academic Year 2021-2022 Student Grievance Cell have conducted two meetings on 21st October, 2021 and 22nd February, 2022. All the meetings were chaired by the Principal Dr. Aqeel Ahmed Shah.

Due to Covid-19 situations the academics was conducted through online mode along with the exams in odd semester whereas in even semester exams have been conducted in offline mode. To resolve student's issues regarding attending online lectures, college has purchased Microsoft Teams, which may help students to submit assignments, raising queries etc.

Faculties have provided additional videos, given more practices and tests for MCQs in all the subjects.

College have provided the facilities of attending online exam by coming to the college campus.”

No. Of grievances Appealed	No of grievances redressed	Average time for grievances redressal in number of days
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Women Empowerment and Grievance Redressal Cell (WEGRC)

During the Academic Year 2021-2022 **Woman Empowerment Grievance Redressal Cell** have conducted three meetings on 22nd October, 2021, 29th April, 2022 and 4th March, 2022.

Motto of women's cell is not just Redressal of complaint but upliftment of women and the environment affecting the women.

By keeping this motto in mind cell has arranged following programs:

1. A poster competition on theme "Gender Equality today for sustainable Tomorrow" in association with NSS

On the occasion of International women's day, 2022 i.e. 8th March, 2022, a poster competition was conducted. The theme was "Gender Equality today for sustainable Tomorrow". 28 students have participated enthusiastically.

Prof. Harshal Ahire and Prof Tilottama Deore have accompanied Prof Sneha Sankhe, Convener of WEGRC to judge the event.



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2. "A Work shop on self-defence" on 10th March, 2022.

Mr Akash Bhoys, Fitness Reig, Mix Martial Arts Academy have trained girl students about self-defence by demonstrating some basic tricks for defending yourself.

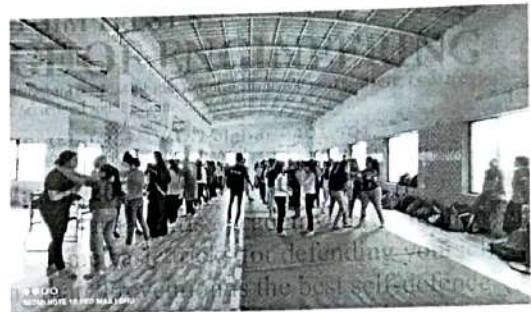
He started with the orientation stating that "Prevention is the best self-defence".

He started with the light warm up and then demonstrated followed by explaining how to get loud and how to aim body parts where you can make damage easily.

He also explained and demonstrated that how to maximize the damage by using your elbows, knees and head as well as use of everyday objects and leveraging your weight.

Also demonstrated the moves for getting out or defending against common holds.

Around 69 girls and 13 staff have attended the workshop.



There were no cases of harassment during the year.




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Anti-Ragging Cell

During the Academic Year 2021-2022 Anti Ragging committee have conducted two meetings on 22nd October, 2021 and 16th February 2022. Both the meetings were chaired by the Principal Dr. Aqueel Ahmed Shah.

Due to the Covid-19 pandemic situation, as per the guidelines of government and higher authorities online teaching and learning methodologies have been opted by the institute. As a result students were not present physically in the college for part of the year.

For the remaining part of the year, it was instructed to continue with the same inputs to maintain the safe and ragging free environment across the campus.

There was no specific incident of ragging reported.



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**Academic Year
2020-2021**



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Student Grievance Cell

During the Academic Year 2020-2021 Student Grievance Cell have conducted two meetings on 9th December, 2020 and 1st March, 2021. All the meetings were chaired by the Principal Dr. Aqeel Ahmed Shah.

Due to Covid-19 situations the academics was conducted through online mode. Following actions were taken regarding the grievances related to online conduction of lectures and studies raised by the students who were present for the meeting as below:

1. Teachers have made Google platform for sending notes and assignments to students.
2. Some teachers are doing 'one to one' interaction via Whats App for the students who gets disturbed due to network issues.
3. Teachers are also solving the queries via emails.
4. Teachers have provided slots for the students when they can connect with teachers.

No. Of grievances Appealed	No of grievances redressed	Average time for grievances redressal in number of days
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Women Empowerment and Grievance Redressal Cell (WEGRC)

During the Academic Year 2020-2021 Woman Empowerment Grievance Redressal Cell have conducted two meetings on 21st August, 2020 and 3rd March, 2021.

Due to the Covid-19 Pandemic situation the meeting was held online on 21st August, 2020.

Motto of women's cell is not just Redressal of complaint but upliftment of women and the environment affecting the women.

By keeping this motto in mind cell has organised:

“Cyber Awareness” program on the occasion of International women's day 2021 i.e. 8th March, 2021.

In this digital world, where we all are wired to social media and internet, the concerns of cyber security, cyber bullying, cyber hygiene are pertinent. We all need to be well informed and up-to-date of what steps need to be taken to keep us safe. With this notion the cell has organised an interactive session by Mr. Sandip Patil, PSI Palghar district.

22 women have attended the programme.



There were no cases of harassment during the year.



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Anti-Ragging Cell

During the Academic Year 2020-2021 Anti Ragging committee have conducted two meetings on 12th December, 2020 and 30th March 2021. Both the meetings were chaired by the Principal Dr. Aqueel Ahmed Shah.

Due to the Covid-19 pandemic situation, as per the guidelines of government and higher authorities online teaching and learning methodologies have been opted by the institute. As a result students were not present physically in the college for part of the year.

There was no specific incident of ragging reported



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Anti-Ragging Cell

During the Academic Year 2020-2021 Anti Ragging committee have conducted two meetings on 12th December, 2020 and 30th March 2021. Both the meetings were chaired by the Principal Dr. Aqueel Ahmed Shah.

Due to the Covid-19 pandemic situation, as per the guidelines of government and higher authorities online teaching and learning methodologies have been opted by the institute. As a result students were not present physically in the college for part of the year.

There was no specific incident of ragging reported



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Academic Year
2019-2020





H. J. THIM TRUST'S
THEEM COLLEGE OF ENGINEERING
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NAAC Accredited with B+ Grade

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Student Grievance Cell

During the Academic Year 2019-2020 Student Grievance Cell have conducted three meetings on 4th July, 2019, 11th September, 2019 and 9th January, 2020. All the meetings were chaired by the Principal Dr. Aqeel Ahmed Shah.

Few points were raised by the students who were present for the meeting as below:

1. Difficulties due to the overcrowded canteen because of common break.
2. Request for arrangement of extra chairs and tables.
3. Poor performance of fans, lights and electric boards were not functioning in some classrooms.

For the complaints raised by students the appropriate action was taken immediately and solution was given which was discussed in the meeting held on 11th September, 2019.

Solutions were as below:

1. To avoid the overcrowding the break timings were allotted in two slots: for FE and SE 12:15PM to 1:00PM and for TE and BE 1:15 PM to 2:00 PM.
 2. More tables and chairs were provided in canteen area.
 3. All the fans and lights were serviced and attained maximum efficiency. Switchboards were also serviced and replaced switches wherever required.
- Number of dustbins were increased as per the request of the students.
It was decided to conduct extra lectures for direct second year students.

No. Of grievances Appealed	No of grievances redressed	Average time for grievances redressal in number of days
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Women Empowerment and Grievance Redressal Cell (WEGRC)

During the Academic Year 2019-2020 **Woman Empowerment Grievance Redressal Cell** have conducted three meetings on 1st August, 2019, 11th September, 2019 and 10th January, 2020.

Members have discussed about the complaint of girls regarding Sanitary Napkin Vending machine during power failures. Solution for this was given in same meeting saying that “for emergency scenario girl students are advised to collect sanitary napkins from Mrs. Hemalata Jangale.” And it is decided that Mrs. Hemalata Jangale will manage the activities related to Sanitary Napkin Vending machine.

Demonstration of Sanitary Napkin Vending machine was given by Mrs. Hemalata Jangale to committee members as well as girl students.

Motto of women’s cell is not just Redressal of complaint but upliftment of women and the environment affecting the women.

By keeping this motto in mind cell has organised “**Female Safety Riding Awareness Programme**” on international Women’s day, 2020 i.e on 8th March, 2023. The programme was conducted in association with Honda Motorcycle and scooter India Pvt Ltd.

Mr. Swapnil Jawharkar from Pune regional office of Honda Motorcycle and scooter India Pvt Ltd. Has demonstrated the safety measures to be taken while riding on motorcycle or scooter and given the seminar regarding safety rules to be followed.




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Anti-Ragging Cell

During the Academic Year 2019-2020 Anti Ragging committee have conducted three meetings on 5th July, 2019, 11th September, 2019 and 08th January 2020. All the three meetings were chaired by the Principal Dr. Aqueel Ahmed Shah.

It was instructed to keep closed eye on the outsiders or strangers to prevent the unwanted incidents regarding ragging and for this purpose intensive security and CCTV have been arranged on the campus.

It was also instructed that faculty should inform the students regarding consequences of ragging. And also guide the students on "actions involved in ragging and measures to prohibit, prevent and eliminate the incidents of ragging".

And it is advised to keep continuous watch over students to prevent ragging situations.

There was no specific incident of ragging reported



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**Academic Year
2018-2019**





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Student Grievance Cell

During the Academic Year 2018-2019 Student Grievance Cell have conducted two meetings on 21st July, 2018 and 21st February, 2019. Both the meetings were chaired by the Principal Dr. N.K.Rana.

It was instructed to take more care of direct second year students. Arrangement of extra lectures to be done for completion of syllabus for them.

It was also decided that 15 students to be allocated to a mentor to solve the student's problems at micro level.

Orientation program was arranged for new students.

It was discussed and decided to arrange extra lectures for NKT students.

No. Of grievances Appealed	No of grievances redressed	Average time for grievances redressal in number of days
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Women Empowerment and Grievance Redressal Cell (WEGRC)

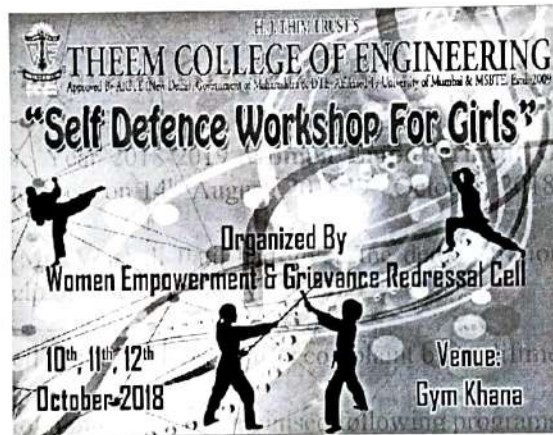
During the Academic Year 2018-2019 **Woman Empowerment Grievance Redressal Cell** have conducted four meetings on 14th August, 2018, 9th October, 2018, 11th January, 2019 and 21st February, 2019.

During the meeting Mrs Vaishali Patil had given the demonstration of Sanitary napkin vending machine with the help of video by Happy Napi.

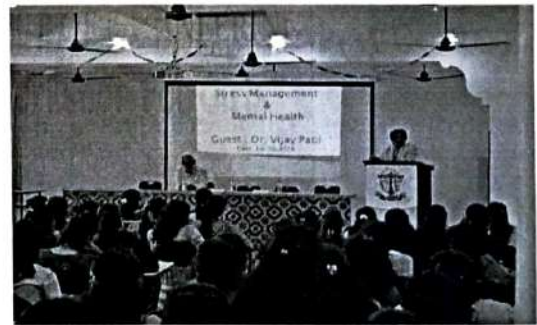
Motto of women's cell is not just Redressal of complaint but upliftment of women and the environment affecting the women.

By keeping this motto in mind cell has organised following programs:

1. 3 Days Workshop on Self Defence: (10/10/2018 to 12/10/2018)



During this 3-days workshop, on first day i.e. on World Mental Health day, Dr. Vijay Patil explained how learning self-defence helps in managing stress.




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On day 2, Introduction to Self-Defence and its Demonstration was done by Mr. Akash Bhoje from Mix Martial Arts Academy. In this trainer stated by prevention is best self-defence. Trainer demonstrated moves for getting out against common holds or attacks by wrist hold, Front and back chock holds, Bear Hug, Mount position and Sexual Assault.



On day 3, Demonstration and practice session of self-defence technique was carried out followed by the Group Discussion Competition on topic "Teaching Women Self-Defence is the only way to reduce sexual Assault". There were 3 rounds where time distribution for each round was 3 min, 5 min and 7min. 13 teams have participated in the competition.



Around 225 girl students and staff have attended the 3 days workshop.

2. **Laws of Women Safety (15/10/2018):**

Advocate Mrs. Shweta Metkari, Palghar Court was invited to educate girl students about the laws for the Women Safety.

On this occasion she mam declared the final result of the Group Discussion Competition held on 12th October 2018 and gave away the prizes to the winners.

Around 80 students have attended the seminar.



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3. Seminar on "Oral Hygiene" on Occasion of International Women's Day ,2019. (08/03/2019)

To create awareness on Oral Hygiene , with special emphasis on dental hygiene management was arranged. The expert invited was Dr. Shwetambari Patil , Dental surgeon at Boisar.

After the seminar a group of girl students performed dance and skit on "Save Girl Child"
Around 55 students have attended the seminar.




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Anti-Ragging Cell

During the Academic Year 2018-2019 Anti Ragging committee have conducted three meetings on 20th August, 2018, 14th December, 2018 and 01st February 2019. All the three meetings were chaired by the Principal Dr. N.K.Rana.

It was unanimously decided to strictly adopt the rules and regulations as per the notifications and accordingly measures will be taken.

It was decided that squad will monitor closely around the campus to eliminate any incident regarding ragging to provide such an environment where all the students will pursue their education without any fear and difficulties. It also decided that Anti-Ragging committee members will act as squad members for overall monitoring and supervision in classrooms as well as in the campus.

There was no specific incident of ragging reported .



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