

## NOTICE

### Objective:

The objectives of the cell are:

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- To advise complainants of the informal and formal means of resolution as specified by the Cell.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party.
- To provide information regarding counseling and support services on our campus.
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
- To promote awareness about sexual harassment through educational initiatives those encourages and foster a respectful and safe campus environment.

The Committee is entrusted to deal with the following complaints of the aggrieved students

- Making admission contrary to merit determined in accordance with the declared admission policy of the Institute.
- Irregularity in the admission process adopted by the Institute.
- Refusing admission in accordance with the declared admission policy of the Institute.
- Withhold or refused to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Institution with a view to induce for compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
- Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such Institution.
- Breach of the policy for reservation in admission may be applicable.
- Complaints of alleged discrimination by students from schedule caste, schedule tribes, OBC, Women, Minority or disable categories.
- Nonpayment or delaying payment of scholarships to any students that such Institution is committed, under the conditions imposed by AICTE, or by any other authority.
- Delay in conduct of examination or declaration of result beyond that specified in the academic calendar.
- On provision of student amenities as may have been promised or required to be provided by the Institution.
- Denial of quality education as promised at the time of admission or required to be provided.
- Non transparent or unfair evaluation practices.
- Refund of fees on withdrawal of admission as per AICTE instructions from time to time.
- To maintain proper discipline in the college premises.
- To cultivate good ethics, students' personal character and quality of a good citizen.
- To enhance self-management and develop student leadership among students in order to prepare them for their future goals.
- Further foster students' responsibility and develop students' initiative in learning.

DSCSITSC/PRIN/2023-24/18

Date:03.07.2023

**The Grievance Redressal Committee is hereby reconstituted with the following members.**

| Sl. No. | Name   | Dept.         | Position    |
|---------|--|---------------|-------------|
| 1       | Dr. Saradindu Panda, Principal                 | Admin         | Chairman    |
| 2       | Mr. Anirbit Sengupta, Deputy Registrar         | Admin         | Convener    |
| 3       | Ms. Shilpi Mukherjee (Sarkar), PA to Principal | Admin         | Coordinator |
| 4       | Mr. Subhasish Halder, Faculty                  | ME            | Member      |
| 5       | Dr. Samarjit Roy, HOD                          | CSE (AI & ML) | Member      |
| 6       | Mr. Somnath Dasgupta, Faculty                  | ECE           | Member      |
| 7       | Ms. Pallabi Bose, Faculty                      | BSH           | Member      |
| 8       | Ms. Rinku Supakar, Faculty                     | CSE           | Member      |
| 9       | Dr. Sayantan Chakraborty, HOD                  | EE            | Member      |
| 10      | Dr. Ruma Sen, HOD                              | ME            | Member      |
| 11      | Mr. Arindam Mukherjee, Faculty                 | AUE           | Member      |
| 12      | Mr. Aviroop Dewan, Faculty                     | ECE           | Member      |
| 13      | Mr. Baibaswata Das, Faculty                    | CE            | Member      |

**Frequency of the Meeting: - As and when required.**

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Prof. (Dr.) Saradindu Panda  
Principal

*Saradindu Panda*  
03/07/2023  
PRINCIPAL  
Dr. Sudhir Chandra Sur Institute  
of Technology & Sports Complex  
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Copy to:

1. All HODs/TICs
2. All Concerned