

PSN ENGINEERING COLLEGE

Melathediyoor, Palayamkottai Taluk, Tirunelveli District, Pin - 627 152.

(Approved by AICTE and Affiliated to Anna University)

An ISO 9001 : 2015 Certified Institution

Website : www.psnec.ac.in Email : principal@psnec.ac.in

☎ 04634-279078, 279079 Fax : 04634-279078



5.1.4 - THE INSTITUTION HAS A TRANSPARENT MECHANISM FOR TIMELY REDRESSAL OF STUDENT GRIEVANCES INCLUDING SEXUAL HARASSMENT AND RAGGING CAUSES

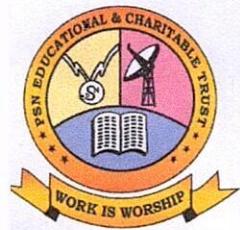
POLICY FOR INTERNAL COMPLAINTS

Introduction:

In order to redress individual as well as collective grievances; general in nature, and also related to ragging and sexual harassment of the students and the staff of the college, Grievance Redressal Committee has been derived by the institution. Staff refers to all academic and non-academic staff members. As per the rules and regulations addressed by the UGC/AICTE for students or other stakeholders in an academic institution College Grievance Redressal Committee has been constituted with the following details and the representations of the stakeholders in different capacities to enquire the nature and extent of the grievances.

What is a Grievance?

A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the college that a student or staff thinks, or even feels, is unfair, unjust or inequitable. Any grievance/complaint relating to sexual harassment and ragging will be covered by different committees mentioned above form for the purpose under a separate mechanism for addressing such matters.



PSN ENGINEERING COLLEGE

Melathediyoor, Palayamkottai Taluk, Tirunelveli District, Pin - 627 152.

(Approved by AICTE and Affiliated to Anna University)

An ISO 9001 : 2015 Certified Institution

Website : www.psnec.ac.in Email : principal@psnec.ac.in

☎ 04634-279078, 279079 Fax : 04634-279078



Procedure for Filing a complaint with ICC

- Complaints can be Hand Written or typed on paper
- Nature of complaints should be clearly stated in detail
- Student can contact any internal member of ICC- PSNEC and hand over the complaint.
- Student can Email the complaint to the Email ID iccpsnec@gmail.com

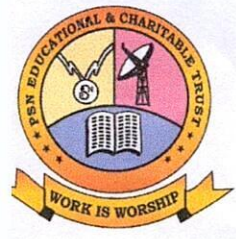
Working of ICC -PSNEC

- All Complaints will be dealt with confidentiality
- Only matters Pertaining to sexual harassment of staff and students will be under the jurisdiction of ICC
- Other conflicts and grievance if any should be submitted to the Grievance Redressal committee
- Committee will take all necessary steps to assist the affected person in terms of support and preventive action
- Committee shall comply with the procedure prescribed the IJGC Regulation 2015 and the Sexual Harassment Act for inquiring into complaints in a time bound manner,

On receipt of a complaint' ICC conducts Preliminary enquiry- so as to ascertain the truth of the allegations by collecting the documentary evidence including the complaints,, ICC then submits the enquiry report. to the management In ease the allegations are not in the nature of sexual Harassment ICC refers such complaints to the Grievance Committee of the college.

Member Secretary/ Secretary Chain person of ICC receives the complaints of Sexual Harassment, if any on behalf of the ICC and Coordinates the deliberation of the ICC on the Complaints received.

PSN has a transparent mechanism for timely redressal of student grievances including Sexual Harassment and Ragging Cases. Anti- Ragging Committee has



PSN ENGINEERING COLLEGE

Melathediyoor, Palayamkottai Taluk, Tirunelveli District, Pin - 627 152.

(Approved by AICTE and Affiliated to Anna University)

An ISO 9001 : 2015 Certified Institution

Website : www.psnec.ac.in Email : principal@psnec.ac.in

☎ 04634-279078, 279079 Fax : 04634-279078

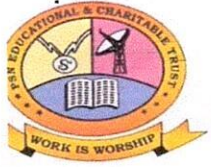


students as Ambassadors for better functioning enabling it to spread the spirit of harmony among the seniors and juniors.

Aim of the Committee is Prevention- Prohibition and redressal of sexual harassment of students and employees in the institution. Complaints pertaining to Sexual Harassment anti - ragging shall be lodged with the committee and appropriate disciplinary action is initiated by the members in accordance to the rules: regulations of the college.

Objectives

- 1- To Consider the welfare of girl students: non-teaching and teaching faculty.
- 2.To handle issues related to sexual harassment of students and faculties.
- 3-TO make arrangements for appropriate psychological: physical and emotional support in the form of counselling, security and other assistance.
- 4-To take measures towards sensitization of the students on gender issues.
- 5-To recommend to the concerned authorities for follow- up action and monitor the same.



PSN ENGINEERING COLLEGE

Melathediyoor, Palayamkottai Taluk, Tirunelveli District, Pin - 627 152.

(Approved by AICTE and Affiliated to Anna University)

An ISO 9001 : 2015 Certified Institution

Website : www.psnec.ac.in Email : principal@psnec.ac.in

☎ 04634-279078, 279079 Fax : 04634-279078

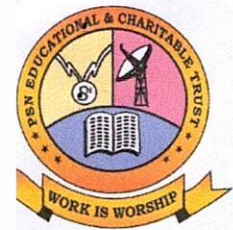


CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE MEMBERS FOR ACADEMIC YEAR 2023-2024

| S.NO | NAME OF THE MEMBER | DEPARTMENT | ROLE in ICC |
|------|----------------------------|---------------------------|-------------------|
| 1. | Dr.M.s.Ravikumar | Principal | Chairman |
| 2. | Dr.N.Prabhu | Director | Vice chairman |
| 3. | Mrs. A. Thangapoo | HOD / MBA | Presiding officer |
| 4. | Ms. A.Parvathi | Nellai Cancer care center | NGO |
| 5. | Dr. G. Satish Pandian | Director -IQAC | Convener |
| 6. | Dr. T. Livingston | HOD / Mechanical | Member |
| 7. | Mr.R Robin Jesu balan | HOD / ECE | Member |
| 8. | Ms.S. Parvathi | HOD / Mech & Auto | Member |
| 9. | Ms. M. Anitha | HOD / CSE | Member |
| 10. | Mr.M Muthulakshmi | HOD / IT | Member |
| 11. | Mrs. S. Mispa brown | HOD / CIVIL | Member |
| 12. | Mrs. Lizzy arputha dorathy | HOD / AGRI | Member |
| 13. | Dr. K.Krishnamoorthi | HOD / AUTOMOBILE | Member |
| 14. | Ms.T.Bharathi | HOD / S&H | Member |

PRINCIPAL

Dr. M.S. RAVIKUMAR
Principal
PSN ENGINEERING COLLEGE
Melathediyoor, Palayamkottai
Tirunelveli - 627 152.



PSN ENGINEERING COLLEGE

Melathediyoor, Palayamkottai Taluk, Tirunelveli District, Pin - 627 152.

(Approved by AICTE and Affiliated to Anna University)

An ISO 9001 : 2015 Certified Institution

Website : www.psnec.ac.in Email : principal@psnec.ac.in

☎ 04634-279078, 279079 Fax : 04634-279078



Functions of student Grievance Redressal Cell

1. Upholding the dignity of the college by ensuring strife free atmosphere in the college through promoting cordial student relationship and student teacher relationship etc.
2. Encouraging the students to express their grievances/Problems freely and frankly, without any fear of being victimized.
3. Suggestion/complaint Box have been installed in front of the Administrative Block in which the students, who wants to remain anonymous, put in writing their grievances and their suggestion for improving the improving the Academics/Administration in the college.
4. Advising Students of the college to respect the right and dignity of one another and show most restraint and patience whenever any occasion of rift arises.
5. Advising All the Students to refrain from inciting students against other students, teachers and college administration advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
6. Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the principal.

Procedure for Logging Complaints (Mechanism / time line)

The students may feel free to put up a grievance in writing or Email to the respective committee in charge. The Grievance cell will act upon those cases which have been forwarded along with the necessary documents, The grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

The Process For Complaint and inquiry

Step I: An aggrieved Students /Faculty should give a written complaint either in person or through post or email. It should be submitted to the Internal Complaint Committee within 3 months of the date of the incident .The time limit may be extended for a further period of 3 months. if, on account certain circumstances, the student / faculty was

PSN ENGINEERING COLLEGE

Melathediyoor, Palayamkottai Taluk, Tirunelveli District, Pin - 627 152.

(Approved by AICTE and Affiliated to Anna University)

An ISO 9001 : 2015 Certified Institution

Website : www.psneec.ac.in Email : principal@psneec.ac.in

☎ 04634-279078, 279079 Fax : 04634-279078



prevented from filing the complaint. If the aggrieved student/Faculty is unable to make a complaint, his/her legal heirs may do so.

Step II: On receipt of the complaint, the ICC will proceed to make an inquiry in accordance with the service uses or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days And the inquiry report will be submitted within 10 days from the date of completion of the inquiry

Step III: If the ICC finds that the allegations against the responder it are proven, it will submit a report to the Principal to take action for sexual harassment as misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act

Step IV: The college management will act on the recommendations of ICC within 60 days of the submission of the inquiry report

Step V: Appeal against the decision of the ICC is allowed within 90 days of the

For Complaints

Complaint Email: iccpsnec@gmail.com