

**5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year**

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**The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. There is no case reported till date.**

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

**1. Implementation of guidelines of statutory/regulatory bodies**

*The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.* for this purpose, Institute has following committees

**1. Anti Ragging committee**

**Anti-ragging Squad: The anti-ragging squad** is formed and is headed by a senior faculty member of the institute. The students at the entry-level sign an affidavit and submit to the University about non- involvement in ragging activities. Anti-ragging Squad makes sure that there are no instances of ragging anywhere on the campus and hostel. Anti-ragging posters are displayed at places within the campus. Main gates are guarded and entry points are screened. The safety and security of all the students is ensured.

**Anti Ragging Squad and Anti Ragging Committee.**

**Anti Ragging Squad: Anti Ragging Squad consists of the following members of the faculty :**

- V.S. Jorapur - Associate Professor - Production Engg. Dept. (9869288147) - Co-ordinator
- Sapna Prabhu - Professor - Electronics Engg. Dept. (9833545743)
- B.S. Daga - Associate Professor - Computer Engg. Dept. (9869776377)
- Merly Thomas - Associate Professor - Computer Engg Dept. (9820755087)

**Anti Ragging Committee: Anti Ragging Committee will consist of the following members of the faculty and students:**

- D.V. Bhoir - Professor & HOD - Electronics Dept.(9869433765)- Co-ordinator
- D.S.S. Sudhakar - Associate Professor & I/c HOD - Production Engg.(9820620243)
- S.K. Surve - Professor & HOD - Computer Dept. (9167635546)
- S.S. Prabavathy - Associate Professor & HOD – H&S Dept. (9833783987)
- Ryan Furtado - Student - B.E. Computer. (8879950085)
- Aradhya Deolekar - Student - T.E. Info. Tech. (9920783448)
- Disha Raj - Student - T.E. Electronics (9829731799)
- Noel Jaymon - Student - .T.E. Electronics (7021114505)

- 2. Internal complaint committee:** The Internal Complaints Committee (ICC) has been constituted in the college for the sexual harassment of women at the workplace (prevention, prohibition, and redressal) and University of Mumbai Circular No. CONCOL/24/ of 2014-15 dated 12/11/2014. ICC is headed by a senior female faculty of the institute. ICC meets on a need basis to address any complaints from students, teaching and nonteaching members and takes necessary action. The College has a zero-tolerance policy towards any such transgression. The college is committed to providing a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity. Posters are displayed at strategic places within the campus to communicate the philosophy of institute in such matters.
- 3. The Women Development Cell (WDC):** In an effort to promote the well being of the girl students, Teaching and Non-Teaching Women Staff of the Institute, to deal with the cases/complaints of sexual harassment and to implement the women's policies in general, a Women's Development Cell has been re-constituted in the College. This is in compliance with the decision of the Supreme Court of India.

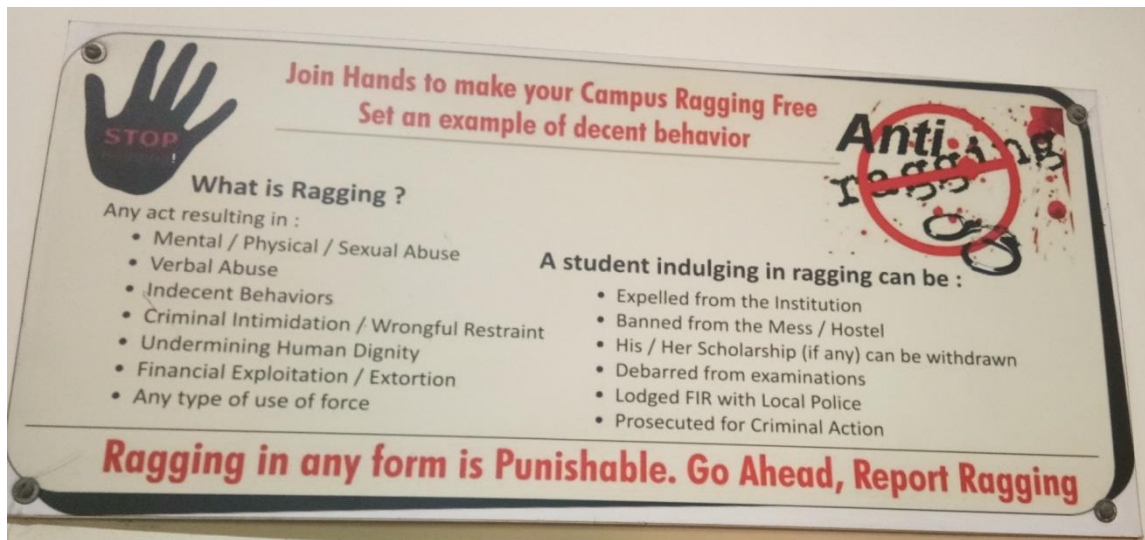
The College Women's Development Cell members

S.No.	Name of the Member	Designation	Contact Nos.
1	Dr. Srija Unnikrishnan	President	9869005457
2	Dr. Sapna Prabhu	Co-ordinator	9833545743
3	Dr. Jagruti Save	Member	9869621900
4	Dr. Hemant Khanolkar	Member	9969154398
5	Mrs. Sushma Nagdeote	Member	8879626260
6	Mrs. Neelam D'Silva	Member	9823449254
7	Ms. Neha Prakash	NGO Representative	8419996979
8	Ms. Riya Gupta	Students Representative	8369097017

- 4. Student Grievances committee**
- 5. Prevention and Redressal of Sexual harassment committee**

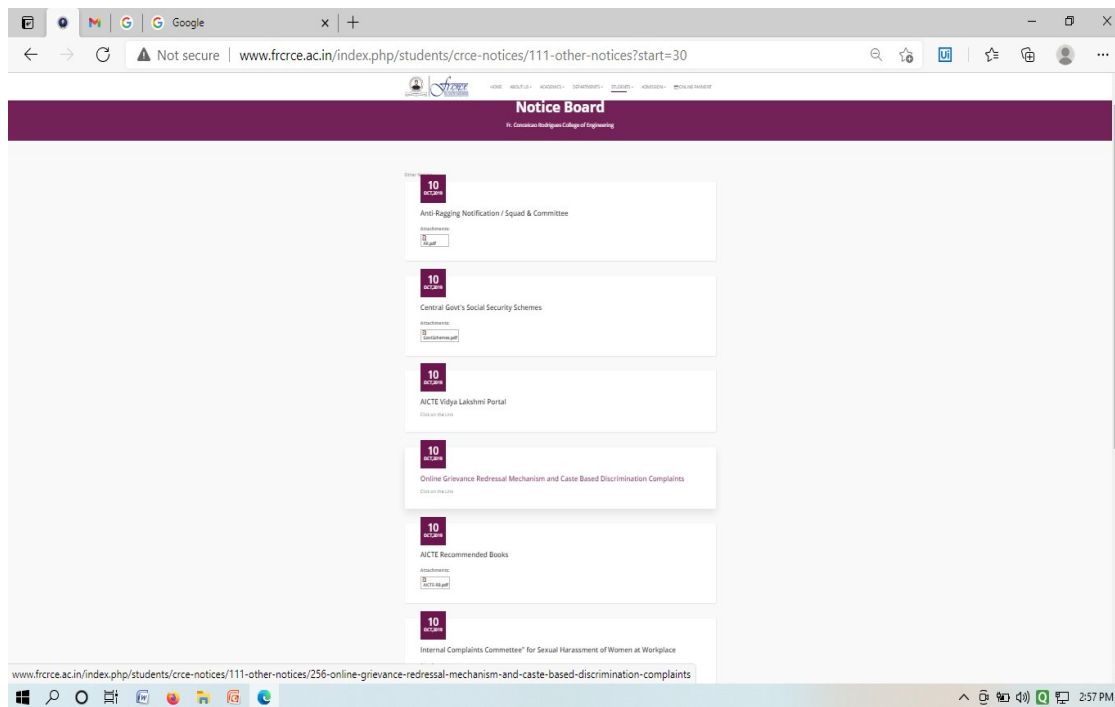
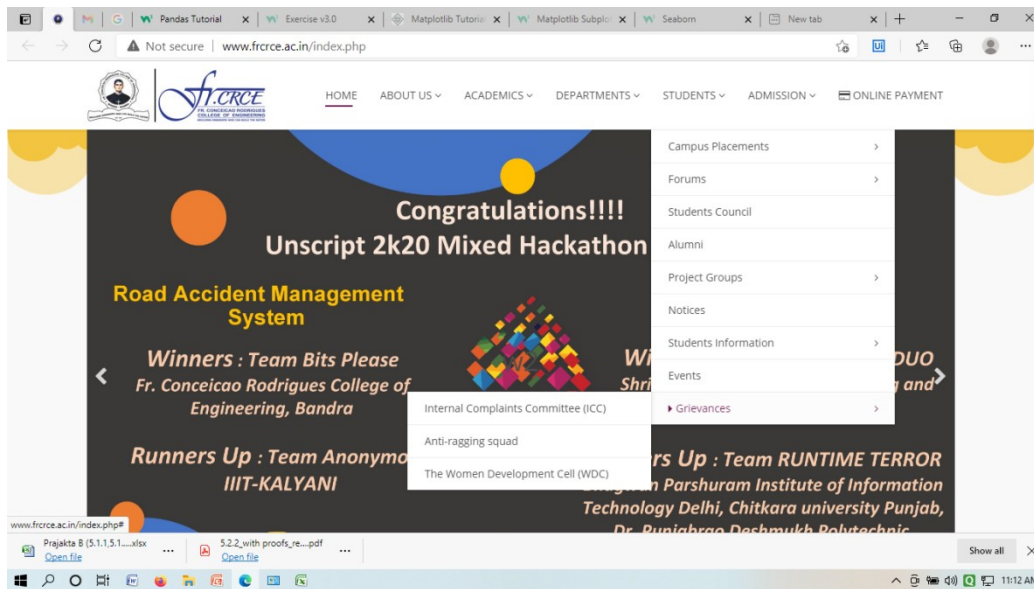
## 2. Organization wide awareness and undertakings on **policies with zero tolerance**

- Anti-ragging posters are displayed at places within the campus. Main gates are guarded and entry points are screened. The safety and security of all the students is ensured.



### 3. Mechanisms for submission of online/offline students' grievances

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. There is no case reported till date. Web site link for AICTE Grievances mechanism and Anti-Ragging Notification / Squad & Committee is under student Notice section.





Feedback / Enquiry / Grievance Submission

Your Name **	<input type="text"/>
Your eMail **	<input type="text"/>
Your Mobile No.	<input type="text"/>
Message Category **	Enquiry <input type="button" value="v"/>
Subject **	<input type="text"/>
Message ** [ Max 250 Characters ]	<input type="text" value="Enter Your Message Here...."/>
Captcha	
Captcha verify **	<input type="text" value="Enter Text in Above Image"/>
<input type="button" value="Submit"/>	

\*\* Compulsory Fields

#### **4. Timely redressal of the grievances through appropriate committees**

Students can send the Appeal through any of the mechanisms online/offline/ through suggestion box. After the receipt of the application, chairman sends the acknowledge to the student. GRC inquires about the reported grievance and collects relevant information.

Then, the chairman of GRC fixes the date, time and venue of the meeting after having a discussion with the members.

The meeting is scheduled within 10 days of receipt of the application.

All relevant papers shall be circulated as hard / soft copy to all the members on or before the date of the meeting.

After fixing of the date of the meeting, a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievances before the Committee and the acknowledgement of receipt would be placed on record.


No other person shall be allowed to the meeting.

The Committee members are expected to deliberate upon the case, the grievance of the applicant and the rules laid down by the institute. The brief facts, evidences and final recommendations by the Committee members shall be recorded in the format of minutes of the meeting.

The minutes shall be circulated to all the members of the Grievance Committee for their signatures. The decision of the Grievance Committee shall be communicated in writing to the applicant at the earliest.

5. Upload the grievance redressal policy document with reference to prevention of sexual harassment committee and anti-ragging committee, constitution of various committees for addressing the issues, minutes of the meetings of the committees, number of cases received and redressed.

Policy document is as attached and No case is reported till date



SOCIETY OF ST. FRANCIS XAVIER, PILAR'S  
**FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING**  
(Approved by AICTE & Affiliated to University of Mumbai)

Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai - 400 050.  
Phone : (022) 6711 4000, 6711 4101, 6711 4104 • Fax : 6711 4100  
Website : www.frcrce.ac.in • Email : crce@fragnel.edu.in

**STUDENT GRIEVANCE REDRESSAL POLICY**

In compliance with the AICTE notification dated 25<sup>th</sup> May 2012 published in the Gazette of India, institute has constituted a Students' Grievance Redressal Committee. The functions of the Committee are to ensure transparency in the Admission process, prevention of unfair Practices, and to provide mechanism to address students Grievances.

The aim of this committee is to encourage students to express their grievances / problems freely and frankly, without any fear of being victimized. The GRC will take up only those matters which have not been solved at the department level.

The setting up of the Grievance Redressal Committee for students is widely published on the college web site, under student Notice section.

Objectives of GRC:

- To ensure transparency in Admission process
- To prevent unfair means and Practices
- To provide mechanism to address students' grievances in a responsive and accountable manner.
- To maintain a harmonious and healthy educational atmosphere in the institute and among all the stakeholders - students, parents, staff and management of the Institute.

Mechanisms for appeal:

- Student with a genuine grievance may approach the Grievance Redressal Committee members in person.
- In case the student is unwilling to present his grievance personally, the same may be dropped in writing in the Suggestion / Complaint Box that has been installed in the main entrance of the college.
- Grievances may also be sent through online mechanisms - e-mail to the members or registering the same on the grievance portal through college website.
- Students who wish to remain anonymous can do so, for general grievances regarding Academics / Administration of the College

Procedure of grievance Redressal:

- Students can register their grievances through any of the mechanisms mentioned above.
- The GRC will meet and deliberate upon those cases and if required, procure necessary and relevant documents.
- GRC decides the final action to be initiated at the institutional level for redressal of the registered grievance.

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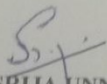
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Website : [www.frcoe.ac.in](http://www.frcoe.ac.in) • Email : [crce@fragnel.edu.in](mailto:crce@fragnel.edu.in)

: 2 :

Following are the general steps to deal with grievances:

- Apply: Students can send the Appeal through any of the mechanisms listed above (online/offline).
- Acknowledge the grievance: Let students know that GRC has received their report/appeal and GRC is taking up the same.
- Investigate: Not all issues qualify for a hearing. Generally, it is important to review whether the grievance is valid or not. GRC inquires about the reported grievance and collects relevant information.
- Hold the formal meeting: The student/students with the grievance and all other relevant parties are called to be present for a formal hearing with GRC. The aggrieved student can put forward any evidence that backs up the complaint. GRC will keep record of the minutes of the meeting.
- Decision making: GRC members deliberate and decide on the action regarding the grievance. The same is communicated to the student who registered the grievance and any other person/persons concerned with the grievance. For very serious grievances, the case can be taken up in committees like College development committee or Governing Council.
- Further Appeal process: If student is not satisfied with the decision of the GRC, students can further apply to AICTE/University grievances cell.

  
(DR. SRIJA UNNIKISHNAN)  
PRINCIPAL





FOUNDER SOCIETY ASSOCIATE ENGINEERS  
**FE. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING**

*(Approved by AICTE & Affiliated to the Society of Engineers)*

Fr. Agnel Ashwin, Bandstand, Goregaon (W), Mumbai - 400 060.

Phone: (022) 27411410, 27411411, 27411412, 27411413, Fax: 27411410

Website: [www.fecollege.edu.in](http://www.fecollege.edu.in) | [nae@fconae.edu.in](mailto:nae@fconae.edu.in)

Ref.: CRCE / 806 / 2012

Date: December 10, 2012.

## **NOTICE**


### **GRIEVANCE REDRESSAL COMMITTEE**

In compliance with the AICTE Notification dated 25<sup>th</sup> May 2012, published in Gazette of India, we have constituted 'Grievance Redressal Committee' to ensure transparency in admissions, with paramount objective of preventing unfair practices and to provide a mechanism to address grievances of students, parents and others.

The Grievance Redressal Committee includes the following faculty / staff members :

1. Dr. D.V. Bhoir - Convener  
(Associate Professor & I/c. HOD  
Electronics Engg. Dept. ) (9869433765)
2. Prof. D.S.S. Sudhakar - Member  
(Associate Professor – Production Engg. Dept.)  
(9820620243)
3. Prof. Kalpana Deorukhkar - Member  
(Assistant Professor – Computer Engg. Dept.)  
(9819061147)
4. Ms. G. Jothilakshmi - Member  
(Librarian) (9324235129)
5. Mr. Johnson Gonsalves - Member  
(Sr. Clerk / Asst. Accountant) (9270643393)

A copy of the notification dated 25<sup>th</sup> May 2012, is displayed on the notice board / website for information of all concerned.

  
(DR. SRIJA UNNIKRISHNAN)  
PRINCIPAL

C C : Members of Grievance Redressal Committee.

## Minutes of the Meeting

### Fr. Conceicao Rodrigues College of Engineering

#### Anti-Raging Committee

Minutes of the meeting of the Advisory committee held on 19<sup>th</sup> September 2019 in the Conference Room at 10.00am. First of all Chairperson Dr. D V Bhoir welcomed all the members. Following members were present for the meeting:

Dr. Deepak V. Bhoir

Dr. Sunil K. Surve

Prof. S. S. Prabhavathy

1. **Resolution 1.** Read and approve the minutes of the meeting held on 15.09.2018  
Dr. D V Bhoir, read the MOM of the last meeting and were approved unanimously.  
Proposed by: Dr. Sunil Surve Seconded by: Prof Praphvathy S S
2. **Resolution 2.** Decision on the reported cases of raging or misconduct  
As there was no cases of ragging or reported misconduct the committee expressed t  
satisfaction and informed to keep the same strategies of decimating the ant-ragging  
boards at all major places  
Proposed by Prof S S Praphavathy . Seconded by: Dr. D V Bhoir

Since there was no other point for discussion the meeting ended with thanks to the chair.



Dr. Deepak V. Bhoir

Chairperson

Date: 20/09/2019

**Fr. Conceicao Rodrigues College of Engineering**

**Anti-Raging Committee**

**Notice**

The Anti-Raging Committee meeting is scheduled to be held on 19<sup>th</sup> September 2019 in the Conference Room at 10.00am. Agenda for the same is given below

Agenda:

1. Read and approve the minutes of the meeting held on 15.09.2018
2. Decision on the reported cases of raging or misconduct
3. Any other topic with the permission of the Chair



Prof. Deepak V. Bhoir

Dr. Sunil K. Surve



Prof. S. S. Prabhavathy



Date: 05/09/2019



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Website : www.frcoe.ac.in • Email : crce@fragnel.edu.in

Ref: CRCE / 2019 / 368

Date : September 9, 2019.

**NOTICE**

**ANTI-RAGGING SQUAD  
& ANTI-RAGGING COMMITTEE**

The ANTI-RAGGING SQUAD and ANTI-RAGGING COMMITTEE has been re-constituted as under :

The re-constituted Anti Ragging Squad and the Anti-Ragging Committee is as under :-

1. Anti Ragging Squad : Anti Ragging Squad consist the following members of the faculty :
  - a. Dr. V.S. Jorapur - Associate Professor & HOD - Production Engg. Dept.(9869288147)  
- Co-ordinator
  - b. Dr. Sapna Prabhu - Professor & HOD - Electronics Engg. Dept. (9833545743)
  - c. Dr. B.S. Daga - Associate Professor & HOD - Computer Engg. Dept.(9869776377)
  - d. Ms. Merly Thomas - Associate Professor - Computer Engg Dept. (9820755087)
2. Anti Ragging Committee : Anti Ragging Committee will consist the following members of the faculty and students:
  - a. Dr. D.V. Bhoir - Professor - Electronics Dept.(9869433765)- Co-ordinator
  - b. Mr. D.S.S. Sudhakar - Associate Professor - Production Engg.(9820620243)
  - c. Dr. S.K. Surve - Professor - Computer Dept. (9167635546)
  - d. Ms. S.S. Prabavathy - Associate Professor – H&S Dept. (9833783987)
  - e. Mr. Aradhya Deolekar - Student - B.E. Info. Tech. (9920783448)
  - f. Mr. Kevin Ruffin - Student - T.E. Computer (9604003880)
  - g. Ms. Riya Gupta - Student - T.E. Computer (8369097017)
  - h. Mr. Pranay Bagrecha - Student - T.E. Computer (9062515479)

All the concerned are requested to note the same.

  
(DR. SRIJA UNNIKRISHNAN)  
PRINCIPAL

**FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING**  
Fr. Agnel Ashram, Bandstand, Bandra (West), Mumbai - 400 050.

Date : August 2, 2019.

Ref.: CRCE / 2019 / 315B

**C I R C U L A R**

To  
Faculty and Staff Members

**Sub.: Re-constitution of Internal Complaints Committee (ICC) (Gender Sensitisation Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions)**

**Ref.: 1. AICTE Notification No.F-AICTE/WH/2016/01 dated 10.06.2016**  
**2. University of Mumbai Circular No.CONCOL/24/of 2014-15 dt. 12.11.2014**

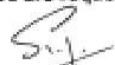
In compliance with the above referred AICTE Notification and the Circular received from University of Mumbai, the management has nominated the following as members of 'Internal Complaints Committee' under the above Act :

S.No.	Name of the Member	Designation	Contact Nos.	Email Address
1	Prof. Merty Thomas Associate Professor - Computer Engg.	Presiding Officer	9820755087	merly@frcrce.ac.in
2	Prof. Binsy Joseph Associate Professor- Electronics Engg	Member Faculty	9833503363	binsy_joseph@frcrce.ac.in
3	Prof. Sarika Davare Assistant Professor- Info. Tech. Dept.	Member Faculty	9969935306	sarika.davare@frcrce.ac.in
4	Mr. Robert Dias, Office Superintendent	Member Non-Teaching	9730943327	dias@frcrce.ac.in
5	Mrs. Jyoti Kargutkar, Lab. Technician	Member Non-Teaching	9867724555	jyoti@frcrce.ac.in
6	Mr. Aradhya Deolekar	Member Student	9920783448	aradhya.1998@gmail.com
7	Mr. Kevin Ruffin	Member Student	9604003680	Kevinruffin1505@gmail.com
8	Ms. Riya Gupta	Member Student	8369097017	Riya1999gupta@gmail.com
9	Rev. Fr. Joe H. Pereira Founder & Managing Trustee - Kripa Foundation, Bandra	Member - NGO	9820199298	kripabandra@gmail.com

The Presiding Officer and members of the above 'Internal Complaints Committee' will hold the office till 31<sup>st</sup> July 2020.

We have displayed a copy of the Gazette of India consisting of AICTE (Gender Sensitisation Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulation 2016 on our website for information of all concerned. We have also displayed University of Mumbai Circular No.CONCOL/24/of 2014-15 dated 12th November 2014 for reference.

All concerned are requested to note the above.

  
(DR. SRIJA UNNIKRISHNAN)  
PRINCIPAL

Fr. Conceicao Rodrigues College of Engineering  
Bandstand, Bandra

Dated: 04/10/2019

To.

The Principal.

Fr. CRCE, Bandra

Subject: Internal Complaints Committee Meeting

Respected Madam,

A review meeting of the "Internal Complaint Committee" (ICC) is scheduled on 15.10.2018 at 3.00 pm in Room No.703 to discuss the working rules and suggestions about the ways to spread awareness of Sexual harassment of women at workplace. All members are expected to be present

Thanking you,



Merly Thomas,  
Presiding Officer

CC to:

Binsy Joseph  
Sarika Davare  
Robert Dias  
Jyoti Kargutkar  
Aradhya Deolekar  
~~Bisha Raj~~  
Riya Gupta.

S.P.  
14/10/19



## Fr. Conceicao Rodrigues College of Engineering.

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Website: [www.frce.ac.in](http://www.frce.ac.in), E-mail: [crce@frce.ac.in](mailto:crce@frce.ac.in)

Minutes of the meeting held in connection with Prevention and Redressal of Sexual Harassment at Workplace held on 28<sup>th</sup> August, 2019 in Conference room at 1.30pm.

Following members of WDC attended the meeting:

1. Dr. Srija Unnikrishnan (President)
2. Dr. Sapna Prabhu (Co-ordinator)
3. Dr. Jagruti Save
4. Dr. Hemant Khanolkar
5. Prof. Sushma Nagdeote
6. Ms. Neelam D'silva
7. Ms. Neha Prakash
8. Ms. Riya Gupta

### Agenda of the meeting:

1. To create social awareness about the problems of women and in particular regarding gender discrimination.
2. To develop the self confidence of female students, teaching and non teaching women staff of the College.
3. To prevent sexual harassment and to promote general well-being of female students, teaching and non teaching women staff of the College.
4. To organize seminars, workshops relating to women development.

Any other matter with the permission of the President of WDC.

The meeting was organized on 28<sup>th</sup> August, 2019 and started at 1.30pm by Dr. Srija Unnikrishnan the president of the WDC welcomed the members present in the meeting. The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Department.

Further there should be workshops organized which will include awareness programme, skill development programmes, inspirational and motivational lectures and personality development programmes for stakeholders.

Also It was decided that awareness programme on sexual harassment for staff members, non-teaching staff and students to be conducted in this academic year.

Srj.




Further Dr. Sapna Prabhu the co-ordinator of WDC suggested that Guest Lecture on "Women Rights" or "Mental Wellbeing" should be kept for female students, teaching and non teaching women staff of the College.

Dr. Jagruti Save suggested committee should keep competition on 'Success Stories of Women Empowerment in India'

It was further decided that Self-defence Training Programme will be scheduled on 10<sup>th</sup> January, 2020.

All the members agreed to this. The meeting ended with the discussion that all members of WDC to work hard and create safe working environment with respect to women's right.

  
Dr. Srijal Unnikrishnan  
(President)

  
Dr. Sapna Prabhu  
(Co-ordinator)



**FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING**  
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Ref: CRCE / 2019 / 315A

Date : August 1, 2019.

**NOTICE**

**" WOMEN'S DEVELOPMENT CELL "**

In an effort to promote the well being of the girl students, Teaching and Non-Teaching Women Staff of the Institute, to deal with the cases / complaints of sexual harassment and to implement the women's policies in general, a **Women's Development Cell** has been re-constituted in the College. This is in compliance with the decision of the Supreme Court of India. The College Women's Development Cell shall consist of the following members :-

S.No.	Name of the Member		Contact Nos.
1	Dr. Srija Unnikrishnan	President	9869005457
2	Dr. Sapna Prabhu	Co-ordinator	9833545743
3	Dr. Jagruti Save	Member	9869621900
4	Dr. Hemant Khanolkar	Member	9969154398
5	Mrs. Sushma Nagdeote	Member	8879626260
6	Mrs. Neelam D'Silva	Member	9823449254
7	Ms. Neha Prakash	NGO Representative	8419996979
8	Ms. Riya Gupta	Students Representative	8369097017

All the concerned are requested to note the contact details of the above members and represent their grievance to any of the member, if any for their consideration and suitable action.

(DR. SRIJA UNNIKISHNAN)  
PRINCIPAL

Copy to : - Fr. Peter D'Souza, Fr. Valerian D'Souza

- HODs - Production Engg, Electronics Engg, Computer, I.T., H&S
- Members of Women's Development Cell - for information and necessary action
- Staff / Student's Notice Board

