

# Criteria 5

## 5.1.5 Prof of Constitution of Internal Committees/Grievances Committee Formation/Other Committees

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#### Campus:

Plot No.- 46, Sector 5, Behind MSEB Sub-Station, Near Utsav Chowk, Kharghar, Navi Mumbai-410210 (Maharashtra, India).

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## 1. General Grievances Redressal Cell Roles & Responsibilities

### SCOE Grievances Redressal Cell (Objective Scope, Process, Role & Responsibilities)

**Objective:** Grievances Redressal Cell is formed in order to keep the healthy working atmosphere among the staff, students & parents. This Cell helps Staff, Students & Parents to record their complaints and solve their Problems related to academics, resources and personal grievances. **Ragging Complaints** will be handled as per ragging rules available on University Website. **Woman Harassment complaint** is handled as per government guidelines by respective section.

**1. Committee structure:** Three types: Group A, Group B and Group C.  
Cell members are of three types. In normal (minor) cases Group B Cell members will address the problem and solve it without involvement of Group A members. In severe cases HOD's and Principal, Group A members and Group B Members will address the grievances and solve it. This is also applicable in case of Women harassment, Where Group C members will handle the cases. Severe cases will be handled by Group A & Group C Members.

#### 2. Scope:

All Students, Parents & Staff of SCOE can lodge their complaints regarding above mentioned problems.

#### 3. Process :

Committee upholds the dignity of the college by ensuring strife free atmosphere in the college by promoting cordial Student to student relationship, student to teacher relationship and Staff to Staff relations etc.

#### 4. Facility :

5.1. Suggestion Boxes have been installed at different places in the college campus in which the students/ staff, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/administration in the College.

5.2 Students, Parents and staff of SCOE can lodge a complaint. Students can also lodge Ragging complaint. The person concerned can personally approach and write chairman of the cell or Write an application and submit it to Cell convener.

. The complaints are read & as per the groups mentioned they are resolved with discussion & meetings.

.To maintain a Co-ordial relations the committee suggests in serious matters to management, where management remains the final authority.

. Concealing is done by member to the parties involved in the grievance mechanism for avoiding situations in future.

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Saraswati College of Engineering recognizes the right of all students to work and study in an environment free from harassment, bullying and unlawful discrimination. Harassment is defined as behaviour that is directed at an individual or group of students or staff and which is Offensive, belittling, humiliating, intimidating or threatening; and Unwelcome and unsolicited; and Of the type that is usually unreciprocated and can usually be expected to be repeated.

There may also be instances where you disagree with or seek to challenge a decision or action of the College. Processes are in place for you to make complaints and raise your grievances with the College. Saraswati College of Engineering recognizes that complaints and feedback are an important part of ongoing quality and service improvements. Feedback is always welcome and the College is committed to working with you to effectively resolve your grievance.

It is important to understand the policies that relate to your complaint, and that apply to you as a student at the Saraswati College of Engineering. Students need to follow the correct process when lodging a complaint.

Ragging is totally prohibited in Saraswati College of Engineering, inside and / or outside the campus and anyone found guilty of ragging and / or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force.

Saraswati College of Engineering ensures that the congenial and welcoming environment is given to the freshers. To achieve this objective committees have been formed by the Institute as per UGC Regulation 2009:

#### ANTI RAGGING COMMITTEE

As per UGC Guidelines, the Composition for Anti Ragging Committee at college Level:

##### Roles and Responsibilities of Committee

To ensure compliance with the provision of UGC regulation 2009 at the institute level

1. To monitor and oversee the performance of anti-ragging squad in prevention of ragging in the institution
2. To mentor Students, to interact with them and to provide congenial and welcoming environment on the campus. There will be around 60 Students, so there has to be 20 mentors of Junior Level.
3. To conduct on the spot enquiry in to any incident of ragging

GRIEVANCE REDRESSAL CELL is constituted both at the undergraduate and post-graduate levels to handle the grievances reported by the students and take appropriate action in consultation with the Dean/Head of Department and the Principal. The Grievance Redressal Cell has Student

Welfare Officer, faculty members and student representatives. In order to ensure confidentiality and freedom of expression, grievance boxes are placed for both the sections separately. Once a

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week the box is opened by the members of the cell and attempts are made to address the issues which are related to the structure and functioning of the college.

The grievance box helps students in voicing their opinions and suggestions. The committee reads the grievances and finds solutions. There are student representatives in the grievance committee which helps in transparency. Email ID is also provided to launch a complaint or to register a complaint. These Emails are opened every week by committee heads and Principal. And the complaints are handled through proper meetings.

## ROLES & RESPONSIBILITIES OF WOMEN HARASSMENT CELL

1. The Cell shall process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
2. The Cell will provide assistance to the Faculty/Colleges/Institute for taking preventive steps in the matter of gender discrimination and sexual harassment.
3. The Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.
4. The Grievance Committee shall consider all grievances submitted in writing by an individual regarding working conditions, eve teasing and any other alleged injustice done to female employee/girl students while discharging their duties/attending sessions at the Institute.
5. The Cell will deal with the cases /complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.



**Dr. Manjusha Deshmukh**  
Principal (SCOE)

Prepared By:

**Dr. Seema V. Lathkar**  
Associate Professor  
Saraswati college of Engineering

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Engineering Programme	Technical Training	Research	Publication
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## 2. General Grievances Redressal Cell Committee Details of last 5 years

### SCOE Grievances Redressal Cell

Date: 17/06/2021

Sr. No	Name	Post	Contact
1.	Dr. Manjusha Deshmukh Principal	Chairman	7738677011
	<b>Group A Core Members</b> registrar	Chairman and HOD of all Departments,	
2	Prof Vaishali Jadhav	Dean Student career Development	9820163933
3	Prof. Quazi T. Z.	HOD Automobile	9860447501
5	Prof. Roshani John	HOD Civil	9869583171
6	Prof. M. B. Sorte	Professor Mechanical Engineering	9004696622
7	Mr. Amar Shinde	Member	9320299474
	<b>Group B [Anti ragging &amp; General Grievances]</b>	Sr. Faculty from each Dept.: -	
1	Prof. Shanti Selvan	Member	9821996170
2	Prof. Monali Deshmukh	Member	7738376828
3	Prof. Maahi A. Khemchandani	Member	8976735521
4	Dr. Madan Jagtap	Member	9689613318
5	Prof. Sagar Khatavkar	Member	9561305001
6	Prof. Harshal Deshpande	Member	9987757298
7	Prof. Sanjay Singh	Member	7977839965
8	Prof. Amol Bhagat	Member	9960688805

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Sr. No	Name	Post	Contact
	<b>Group C [Woman anti-harassment]</b>	<b>Sr. Female Faculty from each Dept.</b>	
1	Prof. Sindhu Tayade	Member	9920077235
2	Prof. Rajashri Narwade	Member	9821709470
3	Prof. Sarita Kale	Member	7021188653
4	Mrs. Rajshri Tambe	Member	9867598272
5	Mrs. Seema Potdukhe	Member	9892625098
		<b>Sr. Male Faculty from Dept.</b>	
1	Prof. Prashant Ingale	Member	9029261425

☒ Grievance cell mail ID: [grs.scoe@sce.edu.in](mailto:grs.scoe@sce.edu.in)



**Dr. Manjusha Deshmukh**  
Principal

**PRINCIPAL**  
Saraswati College of Engineering  
Kharghar, Navi Mumbai- 410210



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## SCOE Grievances Redressal Cell

Date: 24 /07/2018

Sr. No	Name	Post	Contact
1.	Dr. Manjusha Deshmukh Principal	Chairman	7738677011
2.	<b>Group A</b> Core Members registrar	Chairman and HOD of all Departments,	
1	Prof. Deepa Parasar	Comp. HOD	9920074110
2	Prof Vaishali Jadhav	IT HOD	9820163933
3	Prof. Quazi T. Z	Auto. HOD	9860447501
4	Prof. Sheetal Bukkavar	EXTC HOD	9766108087
5	Prof. Roshani John	Civil HOD	9869583171
6	Prof. M. B. Sorte	Mech. HOD	9004696622
7	Mr. Amar Shinde	Registrar	9320299474
	<b>GroupA</b> [Anti ragging & General Grievances]	Sr. Faculty from each Dept.: -	
1	Prof. Shanti Selvan	Member Secretary	9821996170
2	Prof. Monali Deshmukh	Member	7738376828
3	Prof. Maahi A. Khemchandani	Member	8976735521
4	Prof. Sagar Khatavkar	Member	9561305001
5	Prof. Harshal Deshpande	Member	9987757298
6	Prof. Sanjay Singh	Member	7977839965
7	Prof. Amol Bhagat	Member	9960688805

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Sr. No	Name	Post	Contact
04.	<b>Group C [Woman anti-harassment]</b>	Sr. Female Faculty from each Dept.	
1	Prof. Sindhu Tayade	Member Secretary	9920077235
2	Prof. Rajashri Narwade	Member	9821709470
3	Prof. Sarita Kale	Member	7021188653
4	Mrs. Rajshri Tambe	Member	9867598272
5	Mrs. Seema Potdukhe	Member	9892625098
		Sr. Male Faculty from Dept.	
1	Prof. Prashant Ingale	Member	9029261425

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**Dr. Manjusha Deshmukh**  
Principal



**PRINCIPAL**  
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## SCOE Grievances Redressal Cell

Date: 24/10/2017

Sr. No	Name	Post	Contact
1.	Principal Dr. Manjusha Deshmukh	Chairman	7738677011
2.	<b>Group A Core Members registrar</b>	Chairman and HOD of all Departments, Comp. HOD/Dean Academics	
1	Dr. Bharti Joshi	LT HOD	9373422666
2	Prof Vaishali Jadhav	Auto. HOD	9820163933
3	Prof. Quazi T. Z.	EXTC HOD	9860447501
4	Prof. Sheetal Bakkawar	Civil HOD	9766108087
5	Prof. Roshani John	Mech. HOD	9869583171
6	Dr. Fauzia Siddiqui	Registrar	9819695582
7	Mr. Amar Shinde	Sr. Faculty from each Dept.: -	9320299474
	<b>GroupA [Anti ragging &amp; General Grievances]</b>	Member Secretary	
1	Prof. Shanti Selvan	Member	9821996170
2	Prof. Monali Deshmukh	Member	7738376828
3	Mrs. Maahi A. Khemchandani	Member	8976735521
4	Prof. Sagar Khatavkar	Member	9561305001
5	Prof. Bhoomi Patil	Member	9987042411
6	Prof. Madan Jagtap	Member	9689613318
7	Prof. Upendra Mate	Member	989409980

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1	Prof. Sindhu Tayade	Member Secretary	9920077235
2	Prof. Anuradha Dandawate	Member	7738395540
3	Prof. Rajashri Narwade ✓	Member	9821709470
4	Prof. Shilpa Kewte	Member	9960591296
5	Prof. Mitali Mhatre ✓	Member	7709656870
6	Mrs. Seema Potdukhe	Member	9892625098
		Sr. Male Faculty from Dept.	
1	Prof. Dhanraj Walunj	Member	9594908657

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**Dr. Manjusha Deshmukh**  
Principal  
PRINCIPAL  
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## Grievances Redressal Cell

Ref. No: SCOE/OUT.DOC/2016/67

Date:04/10/2016

Sr No.	Name	Post	Contact
1.	Principal Dr. Manjusha Deshmukh	Chairman	7738677011
2	Group A-Core Members Registrar	Chairman & HOD of all Department and register	
1	Dr. Bharti Joshi	Comp. HOD/Dean Academic	9373422666
2	Prof S. N. Teli	Dean Admin	9987476524
3	Prof. Vaishali Jadhav	I.T. HOD	9820163933
4	Prof. Quazi T. Z.	Auto. HOD	9860447501
5	Prof. Sheetal Bukkavar	EXTC. HOD	9766108087
6	Prof. Roghni John	Civil. HOD	9869583171
7	Dr. Faugfa Siddiqui	Mech. HOD	9819695582
8	Mr. Amar Shinde	Registrar	9320299474
3	Group B- [Anti-ragging & General Grievances]	Sr. Faculty from each Dept.	
1.	Shanthy P. Selvam	Member Secretary	9821996170
1	Monali Deshmukh	Member	7738376828
2	Shilpa Kolte	Member	8108188055
3	Sagar Khatavkar	Member	9561305001
4	Bhoomi Patil	Member	9987042411
5	Madan Jagtap	Member	9689613318
6	Ram Bhise	Member	9960569238

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1.	Sindhu Tayade	Member Secretary	9920077235
1	Mr. Dhanraj Walunj.	Member	9594908657
2	Anuradha Dandwate	Member	7738395540
3	Rajashri Narwade	Member	9821709470
4	Shilpa Kewate	Member	9960591296
5	Mitali Mhatre	Member	7709656870
6	Seema Potdukhe	Member	9892625098

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Dr. Manjusha Deshmukh

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