

GRIEVANCE REDRESSAL POLICY

1. **MANDATE:** The UGC brought in force the UGC (Grievance Redressal) Regulations, 2019 inter alia mandates monitoring and prevention of all forms of discrimination and Grievance Redressal including and not limited to caste based discrimination in Higher Educational Institution. Dr. Virendra Swarup Institute of Computer Studies has imbibed policies against all forms of discrimination and ensured necessary systems in place. For the purpose of such monitoring and preventing discriminations and grievance redressal, this **COMMITTEE FOR PREVENTION OF DISCRIMINATION AND GRIEVANCE REDRESSAL** is constituted. The Committee shall be responsible for monitoring and advising the Institute in prevention of Harassment. As part of this responsibility the Committee shall also conduct enquiries and suggest remedial measures as morefully provided for hereinunder. The Committee shall ensure action against discrimination in relation to gender, race, caste, marital or civil partnership status, religion or belief, age, or disability amongst Employees as well as Students of the Institute. The Committee shall be guided by the above said UGC Regulations.
2. **OBJECTIVES:** The Committee shall independently deal with any complaint of discrimination, exclusion, limitation or preference having adverse effect on equality of treatment in education or in employment in depriving a student or a group of students or employees on the basis of caste, creed, religion, language, ethnicity, gender, disability or access to education of any type or at any level and those more fully provided for in the above said Regulations.
3. **PROCEDURE :**
 - a. Any complaint of discrimination either to self or to any other aggrieved Employee / Student shall be in writing submitted to the Committee within 30 days of the alleged incident of discrimination.
 - b. The complainant and or the person aggrieved shall present himself before the Committee as and when called upon by the Committee.
 - c. Anonymous Complaint shall not be enquired into.
 - d. Any Enquiry by the Committee and shall be completed within 30 days.

- e. The Committee shall summon any person or documents connected with the affairs of the Institute.
- f. Failure to appear or produce documents before the Committee by the person in whose custody the document is available shall constitute a misconduct liable for disciplinary action and such other action as may be prescribed.
- g. The Secretary of the Committee shall under the guidance of the Chairman of the Committee produce the minutes of meeting and records for perusal of the Director.

| Name of the committee | List of members | |
|-------------------------------|---|-------------|
| | Name | Designation |
| Grievance Redressal Committee | Dr. Rekhnath Singh (Professor) BCA | Chairman |
| | Mr. Nitin Mishra (Asst. Professor) BCA | Member |
| | Mr. Sanjay Tiwari (Asst. Professor) BCA | Member |
| | Mrs. Shruti Shukla (Asst. Professor) BBA | Member |
| | Mr. Ajay Nath Dubey (Asst. Professor) BBA | Member |
| | Ms. Arveen Kaur (Asst. Professor) BBA | Member |

Grievances, if any, can be brought to the notice of the any of the committee members for necessary action and redressal.

The contact telephone nos. and email IDs are given below:

Convener Tel. No. 9336257304 Email: rekhnathsingh@vsef.org