

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

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LINK TO THE INSTITUTE WEBSITE:

Internal Complaint Committee: [The Internal Complaints Committee \(ICC\) \(frcrce.ac.in\)](http://frcrce.ac.in)

Anti Ragging Squad and Anti-ragging committee: [Anti-ragging Squad \(frcrce.ac.in\)](http://frcrce.ac.in)

Women Development Cell : [The Women Development Cell \(WDC\) \(frcrce.ac.in\)](http://frcrce.ac.in)

Online Grievance system: [Feedback \(fragnel.edu.in\)](http://fragnel.edu.in)

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 formed the following internal committees.

1.1 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

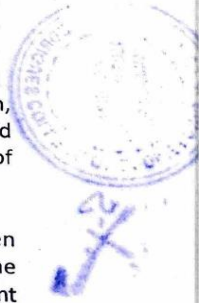


**Minutes of the meeting of the Internal Complaints Committee (ICC)
on Sexual Harassment of women at workplace in CRCE**

1. A committee on "Internal Complaint Committee (ICC)" has been duly constituted by the college vide Circular No. CRCE/2021/155 dated 2nd August, 2021. A meeting of ICC CRCE to review the cases of sexual harassment at CRCE was held on **02/03/2024 at 11.00 hrs in Room No.603.**
2. Following members of ICC attended the meeting:

(i) Prof. Merly Thomas	Presiding Officer
(ii) Prof. Binsy Joseph	Member - Faculty
(iii) Prof. Sushma Nagdeote	Member - Faculty
(iv) Mr. Robert Dias	Member - Non-Teaching
(v) Mrs. Jyoti Kargutkar	Member - Non-Teaching
(vi) Mr. Anthony Benno	Member - Student
(vii) Mr. Chris Gracias	Member - Student
(viii) Ms. Mugdha Zope	Member - Student
3. Fr. Joe H Pereira from Kripa Foundation, could not attend the meeting.
4. At the outset, Presiding Officer welcomed all the members of the Committee. She informed that as per the guidelines issued by Ministry of Women and Child Development, all the organizations having more than 10 personnel/officials must constitute an ICC and, in this context, this committee has been set in place by CRCE. She described the role of ICC and welcomed suggestions from all members to make it effective.
5. The Committee noted that no complaint of sexual harassment has been received from any woman employee of this College until now. It was emphasized that in order to create awareness and continuous sensitization among the employees, it is essential to place banners/posters/notices defining sexual harassment at prominent places in the CRCE campus.
6. The committee had discussions at length and the following suggestions were made:
 - (i) The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and Child Development and the composition of the Internal Complaints Committee of CRCE be uploaded on CRCE's website.
 - (ii) All agreed to the fact that an awareness about, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 along with the latest order of the online management system titled "Sexual Harassment Electronic-Box (SHe-Box)" for registering complaints by female employees as well as girl students of the College, must be created to prevent instances of harassment of women employees in future also.

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- (iii) A complaint Drop box must be placed in the office premises and/ or Email-id should be displayed for registering the complaints.
7. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet next year or earlier, if need arise. Next meeting of the Committee will be held in the month of March, 2025.

Meeting ended with vote of thanks to the Chair.


Submitted By
Mrs. Binsy Joseph

1.2 Anti Ragging committee:

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

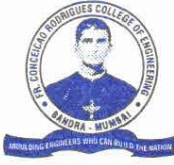




affidavit and submit to the University about non- involvement in ragging activities. Anti-ragging Squad makes sure that there are no instances of ragging anywhere on the campus and hostel. Anti-ragging posters are displayed at places within the campus. Main gates are guarded and entry points are screened. The safety and security of all the students is ensured



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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

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

Ref.: CRCE / 2023 / 234A

Date : August 2 , 2023.

NOTICE

ANTI-RAGGING COMMITTEE & ANTI-RAGGING SQUAD

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

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

1. Anti Ragging Committee : Anti Ragging Committee will consist the following members:
 - a. Dr. S.S. Rathod - Head of the Institution (920228275)
 - b. Ms. Pallavi Kulkarni - Representative of Civil & Police Administration (8689888655)
 - c. Mr. Amit Kocharekar - Representative of Local Media (9820500110)
 - d. Ms. Juhi Chaudhari - Representative of Non-Government Organisation(9137630078)
 - e. Dr. Sapna Prabhu - Representative of Faculty Member (9833545743)
 - f. Dr. Bhushan Patil - Representative of Faculty Member (9820369797)
 - g. Dr. Sujata Deshmukh - Representative of Faculty Member (9920510059)
 - h. Dr. Jagruti K. Save - Representative of Faculty Member (9869621900)
 - i. Mr. Robert Luzar - Representative of Parents (9270656427)
 - j. Mr. Robert Dias - Representative of Parents (9730943327)
 - k. Mr. Anthony Benno - Representative of Students (9137811659)
 - l. Mr. Chris Gracias - Representative of Students (9004142802)
 - m. Ms. Grace Antony - Representative of Students (9321182692)
 - n. Mr. C.B. Shetty - Representative of Non Teaching Staff (9987288538)
2. Anti Ragging Squad : Anti Ragging Squad consist the following members of the faculty :
 - a. Dr. V.S. Jorapur - Associate Professor – Mechanical Engg. Dept.(9869288147)
- Co-ordinator
 - b. Dr. D.V. Bhoir - Representative of Faculty Member (9869433765)
 - c. Dr. Jagruti K. Save - Representative of Faculty Member (9869621900)
 - d. Ms. Merly Thomas - Associate Professor - Computer Engg Dept. (9820755087)

All the concerned are requested to note the same.


(DR. S.S. RATHOD)
PRINCIPAL





Fr. Conceicao Rodrigues College of Engineering

Anti-Raging Committee

Notice

The Anti-Raging Committee meeting is scheduled to be held on 12th October 2023 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 15.09.2022
2. Reading and adopting the points mentioned AICTE circular received on 11/10/23
3. Decision on the reported cases of raging or misconduct
4. Any other topic with the permission of the Chair

Dr. Surendra .S.Rathod

Mr. Robert Dias

Dr. Sapna Prabhu

Dr. Bhushan Patil

Dr. Sujata Deshmukh

Dr. Jagruti Save

Date: 11/10/2023



Fr. Rathod

Minutes of the Meeting
Fr. Conceicao Rodrigues College of Engineering
Anti-Raging Committee

Minutes of the meeting of the Advisory committee held on 12th October 2023 in the Conference Room at 10.00am. First of all Chairperson Dr. Surendra .S.Rathod welcomed all the members. Following members were present for the meeting:

Dr.Surendra. S.rathod



Mr. Robert Dias

Dr. Sapna Prabhu

Dr. Bhushan Patil



Dr. Sujata Deshmukh



Dr. Jagruti Save

1. **Resolution 1.** Read and approve the minutes of the meeting held on 15.09.2022
Dr. Surendra .S.Rathod read the MOM of the last meeting and were approved unanimously. Proposed by: Dr. Jagruti Save and seconded by: Mr.Robert Dias
2. **Resolution 2.** Reading and adopting the points mentioned in AICTE circular dated 11/10/23
 - Installing CCTV cameras at vital points in the institution.
 - To conduct workshops and seminars on eradicating ragging at the institution.
 - To update website of the institution with complete address and contact details of nodal officer and related to anti-ragging committee,
 - To regularly interact with students and counsel them.
 - To identify trouble triggers.
 - E-copies of admission booklets and other leaflets having detailed guidance to students regarding ragging.
 - To conduct surprise visit hostels and other areas of institution to assess the situation.
 - To display Anti-Ragging posters/banners at all important places of institution and hostel.



- To create awareness among parents and students about anti-ragging help line numbers :1800-180-5522(24/7 toll Free), helpline@antiragging.in and www.antiragging.in.

Proposed by Dr.Bhushan Patil and seconded by Dr.Sujata Deshmukh

3. **Resolution 3:** Decision on the reported cases of ragging or misconduct
As there was no cases of ragging or reported misconduct the committee expressed the satisfaction and informed to keep the same strategies of decimating the anti-ragging boards at all major places
Proposed by Dr.Jagruti Save and Seconded by: Dr. Sapna Prabhu

4. **Resolution 4:** Any topic with permission of chair

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

Dr. Surendra .S.Rathod

Chairman

Date: 12/10/2023



1.3 Women Development Cell:

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





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

Ref.: CRCE / 2023 / 255A

Date : August 22, 2023.

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. S.S. Rathod	President	9920228275
2	Dr. Sapna Prabhu	Co-ordinator	9833545743
3	Dr. Jagruti Save	Member	9869621900
4	Dr. Sujata Deshmukh	Member	9920510059
5	Mrs. Sushma Nagdeote	Member	8879626260
6	Mrs. Yvonne Fernandes	Member	9892118413
7	Ms. Neha Prakash	NGO Representative	8419996979
8	Ms. Renu Nanadikar	Students Representative	7447346225

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. S.S. RATHOD)
PRINCIPAL

Copy to : - Fr. Valerian D'Souza

- HODs – Mechanical, Electronics & Computer Sc., Computer, A.I.D.S, H&S
- Members of Women's Development Cell – for information and necessary action
- Staff / Student's Notice Board





FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING
Fr. Agnel Ashram, Bandstand, Bandra (west), Mumbai 400050

Ref/: CRCE/WDC/2023-24/N/5

Date: 12th October, 2023

CIRCULAR

A meeting of the Women Development Cell (Fr. CRCE) is scheduled on 12th October, 2023 in Conference room at 2.30pm.

Date: 12th October, 2023

Time: 2.30 pm

Venue: Conference room (5th Floor)

Agenda:

1. Review of the activities for the current year.
2. Review of women empowerment schemes offered by the Institute.
3. Discussion on Workshop "Professional etiquette" (for girl students, teaching and non-teaching women staff of the College).
4. Any other matter with the permission of the Chair.

All the WDC committee members are informed to attend.



SIGNATURE

Dr. Sapna Prabhu.
WDC co-ordinator



FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING
Fr. Agnel Ashram, Bandstand, Bandra (West), Mumbai 400050

Ref/: CRCE/WDC/2023-24/M/5

Date: 12th October, 2023

Minutes of Meeting

Date: 12th October, 2023

Time: 2.30 pm

Venue: Conference room (5th Floor)

Attendees:

1. Dr. S. S. Rathod (President)
2. Dr. Sapna Prabhu (Chairperson/Co-ordinator)
3. Dr. Jagruti Save
4. Dr. Sujata Deshmukh
5. Prof. Sushma Nagdeote
6. Ms. Yvonne Fernandes

Agenda:

1. Review of Women Development Cell Activities:

The Chair initiated the meeting by addressing the first agenda - the review of activities conducted by the Women Development Cell over the past year. Reports and updates on the activities and initiatives taken to promote women's development and empowerment were discussed. The session on Women's Health conducted was commended as it received an overwhelming response from girl students as well as female staff.

2. Upcoming Events and Initiatives:

The Chair also discussed upcoming events and initiatives to be taken by the Women Development Cell. Topics and details of events such as workshops, awareness campaigns and empowerment programs were discussed. It was decided



A handwritten signature in black ink, appearing to read "S. S. Rathod", written over the stamp.

to conduct a panel discussion by eminent women leaders to motivate and inspire our students.

3. Progress and Impact of Women Empowerment Schemes:

It was noted that there are many scholarship/freeship schemes especially for girl students like Nimaya foundation, etc. Data and feedback on the effectiveness of these schemes was reviewed.

4. Addressing Challenges and Future Strategies:

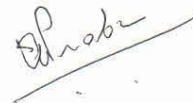
The next item focused on the upcoming "Professional Etiquette" workshop for girl students, teaching and non-teaching women staff of the College. Details regarding the content, schedule, and logistics were discussed. This workshop is aimed at giving key inputs to cultivate professional demeanour.

The meeting then delved into discussing the challenges faced by the Women Development Cell in its efforts to promote women's development.

Closing Remarks: The Chair concluded the meeting by summarizing the key points discussed during the meeting and emphasized the importance of the Women Development Cell's role in promoting women's empowerment. The meeting was adjourned at 3.30 P.M.





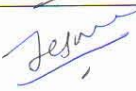


Dr. S. S. Rathod (President)
WDC President



Dr. Sapna Prabhu
WDC Co-ordinator



12/10/2023

Sr. No.	Name	Signature
1.	Dr. S. S. Rathod (President)	
2.	Dr. Sapna Prabhu (Co-ordinator)	
3.	Dr. Jagruti Save	
4.	Dr. Sujata Deshmukh	
5.	Prof. Sushma Nagdeote	
6.	Ms. Yvonne Fernandes	ABSENT





1.4 Student Grievance Redressal committee (SGRC/CGRC):

In compliance with the AICTE notification dated 25th May 2012 published in the Gazette of India, institute has constituted a Students' Grievance Redressal Committee (GRC). The main objectives 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 provide the platform for the 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 formation, committee members and the objectives of the Grievance Redressal Committee is widely published on the college website, under the student Notice section for the information to the students.

Objectives of GRC:

- To ensure transparency in admission process
- To prevent any kind of 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 the 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 uncomfortable to present his grievance personally, the same may be dropped in writing in the Suggestion / Complaint Box that has been kept 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.



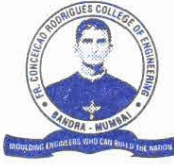
- Students who wish to remain anonymous can do so, for general grievances regarding Academics / Administration of the College
- Procedure of grievance Redressal:
- Students can register their grievances through any of the mechanisms mentioned above.
 - The GRC will meet and deliberate upon the cases and if required, procure necessary and relevant documents/information.
 - GRC decides the final action to be initiated at the institutional level for Redressal of the registered grievance.

Following are the general steps to deal with grievances:

- **Apply:** Students can send the Appeal through any of the mechanisms listed above 20 (online/offline).
- **Acknowledge to 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 DTE/University/ AICTE grievances cell.



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Phone : (022) 6711 4000, 6711 4101, 6711 4104

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

Ref.: CRCE / 2023 / 264A

Date : August 31, 2023.

NOTICE

Student Grievance Redressal Committee (SGRC)

In compliance with the AICTE Notification dated 7th November 2019, published in Gazette of India, we have constituted 'Student Grievance Redressal Committee' (SGRC) to provide opportunities for redressal of certain grievances of students already enrolled in the Institution, as well as those seeking admission to the institution and to provide a mechanism to address grievances.

The Student Grievance Redressal Committee (SGRC) includes the following members with a tenure of two years :

1. Dr. S.S. Rathod - Chairperson
Principal
2. Dr. Deepak Bhoir - Member
Professor – Electronics & Comp. Sci. Dept.
3. Dr. Hemant Khanolkar - Member
Assistant Professor – Hum. & Sci. Dept.
4. Ms. Monica Khanore - Member
Assistant Professor – Computer Engg. Dept.
5. Mr. Chris Gracias - Special Invitee
Student Representative

A copy of Notification dated 7th November 2019 is displayed on the College website for information of all concerned.


(DR. S.S. RATHOD)
PRINCIPAL

C.C.: Members of Students Grievance Redressal Committee

- Dr. Deepak Bhoir
- Dr. Hemant Khanolkar
- Ms. Monica Khanore
- Mr. Chris Gracias







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Phone : (022) 6711 4000, 6711 4101, 6711 4104
Website : www.frcoe.ac.in • Email : crce@fragnel.edu.in

Ref.: CRCE / 2023 / 247

Date: August 8, 2023.

NOTICE

To,
The Members of Students Grievance Redressal Committee (SGRC)

- | | | | |
|---|---|-------------------------|--------------------|
| 1. Dr. S.S. Rathod, Principal | - | Chairperson | <i>[Signature]</i> |
| 2. Dr. D.V. Bhoir, Professor – ECS | - | Member | <i>[Signature]</i> |
| 3. Dr. Hemant Khanolkar, Assistant Professor – H&S | - | Member | <i>[Signature]</i> |
| 4. Ms. Monica Khanore, Assistant Professor – Computer Engg | - | Member | <i>[Signature]</i> |
| 5. Mr. Chris Gracias, Roll No.9542, Sem V, BE Computer Engg | - | Students Representative | <i>[Signature]</i> |

A meeting of the Students Grievance Redressal Committee is convened at the Principal's Cabin on 11th August 2023 at 01.30 p.m. to discuss the following :

AGENDA

To address the grievance application dated 7th August 2023 of our student
– Mr. Gangawane Siddhant (Roll No.9070),
BE – Electronics & Computer Science – Semester VIII.

Any other matter with the permission of the Chair.

[Signature]
(DR. S.S. RATHOD)
PRINCIPAL



[Signature]



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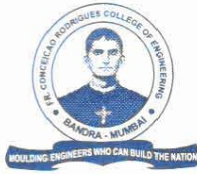
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Website : www.frcrce.ac.in • Email : crce@fragnel.edu.in

ATTENDANCE SHEET

**Students Grievance Redressal Committee (SGRC) Meeting
on 11th August 2023 at 1.30 p.m. in Principal's Cabin**

S.No.	Name of the persons present in the meeting	Signature
1.	Dr. S.S. Rathod, Chairperson	
2.	Dr. D.V. Bhoir, Member	
3.	Dr. Hemant Khanolkar, Member	
4.	Ms. Monica Khanore, Member	
5.	Mr. Chris Gracia, Students Representative	
6.	Dr. Sapna Prabhu	
7.	Mr. Jayen Modi	
8.	Ms. Neelam D'souza D'Silva	





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

Date: 11/08/2023

Minutes of Meeting

A meeting of the **Students Grievance Redressal Committee (SGRC)** is called in the Principals office on **11th Aug 2023 at 1.30 pm** to find the facts related to the complaint submitted by one of the student Mr. Gangawane Siddhant who has recently appeared for his final SEM-VIII examinations. All the members of SGRC were present for the meeting. Complainant Mr. Gangawane Siddhant and his sister or mother were called for the meeting. Prof. Jayend Modi, Dr. Sapna Prabhu and Ms. Neelam DSilva were also called for the meeting.

Extracts of the meeting are as follows:

1. Complainant Mr. Gangawane Siddhant and his sister or mother were expressed their inability to come for the meeting. However, meeting continued to find the facts in the complaint submitted by complainant on 7th Aug 2023 to the Principals office.
2. Prof. Jayen Modi was accused of biased behaviour towards him. Prof. Jayen Modi completely refused the complaint and did not agree to the complaint made by the student. Rather he has cited several examples when he as a teacher helped complainant on various occasions. It is found that Prof. Jayen taught him in SEM VII but student is not yet passed in semester VI courses for which Prof. Jayen was not his teacher.
3. Dr. Sapna Prabhu being Head of ECS Department informed to the committee that student has been mentored many times regarding his poor performance. His parents were also briefed several times about his poor academic performance. In fact, she told to the committee that the said student frequently use to remain absent for submission of term work and also for assessments & examination; so teachers use to call him and mentor him to appear for examinations.
4. Ms. Neelam D'Silva cited that Mr. Gangawane Siddhant being a reserved category student gets scholarship for paying fees from the Government of Maharashtra and he is supposed to apply through his login for the same. She has helped him on several occasions to fill online form which the said student was not able to do even though it is a simple application to be filled by him. She also enlightened committee that if a reserved category student gets scholarship then student is not eligible for other financial scholarships for paying the same fees. Mr. Gangawane Siddhant was pressurising

Fr. Agnel Ashram
11/8/23




Fr. Agnel Ashram

her to give Bonafide Certificate which he wanted to use for getting financial benefit from another agency for the same fees. In spite of this she helped him with Bonafide Certificate stating that he is already availing scholarship. She has also informed that Government transfers fees amount to the bank account of student and student is supposed to give amount received in his account to the college. But Mr. Gangawane Siddhant flatly refused that he did not receive it. He did not transfer his second years fees which he has received in his account till date to the college.

After detail discussions committee concluded the following findings:

1. Mr. Siddhant Gangawane was helped several times by all the faculty members including Mr. Jayen Modi.
2. Mr. Siddhant Gangawane somehow survived in the online mode of assessments carried out during Corona pandemic but he is not able to cope up with studies in the physical mode.
3. He has never given any complaint against anyone when he was in the college. Now, as he need not attend the college hence purposely he has given this complaint to pressurise department teachers to pass him in his pending courses from SEM VI.
4. Mr. Siddhant Gangawane was not serious about his studies in spite of regular mentoring and used to take department faculty on ride.

Committee concludes that there is no merit in the complaint given by the student.


Dr. Surendra Rathod
PRINCIPAL
Fr. Conceicao Rodrigues College of Engineering
Bandra (West), Mumbai-400050





Fr. Conceicao Rodrigues College of Engineering

Grievance Redressal Committee (Students)

(To ensure transparency in admission and address grievances of students, parents and others)

Notice

The Grievance-Redressal Committee meeting is scheduled to be held on 13th October 2023 in the Conference Room at 10.00am. Agenda for the same is as given below

Agenda:

1. Read and approve the minutes of the meeting held on 11.08.2023
2. Decision on the reported cases of grievances during admission
3. Any other topic with the permission of the Chair



Dr. S. S. Rathod

Principal

Chairperson

Date: 10/10/2023

CC to:

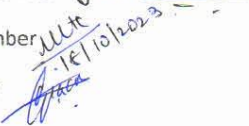
Dr. D. V. Bhoir, Member



Dr. Hemant Khanolkar, Member



Dr. Monica Khanore, Member



Mr. Chris Gracia, Member



Minutes of Meeting

Meeting of the Student Grievance Redressal Committee (SGRC) was called in the conference Hall, 5th floor to discuss on above agenda on 13th October 2023.

1. **Resolution 1.** Read and approve the minutes of the meeting held on 11.08.2023
Dr. D V Bhoir, read the MOM of the last meeting and were approved unanimously.
Proposed by: Dr. Monica Khanore Seconded by: Dr. Hemant Khanolkar
2. **Resolution 2.** Decision on the reported cases.
The letter was submitted to the principal through NSS teacher in-charge about the NSS activities and sifting of priorities from academics. The decision was taken that highest priority should be given to the academics and only those students should be allowed to participate in extra and co-curricular activities.
Proposed by: Dr. D. V. Bhoir Seconded by: Mr. Chris Gracia

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



Dr. S. S. Rathod

Principal

Following members were present for the meeting:

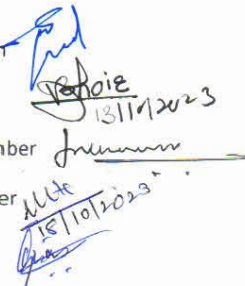
Dr. S. S. Rathod, Chairperson

Dr. D. V. Bhoir, Member

Dr. Hemant Khanolkar, Member

Dr. Monica Khanore, Member

Mr. Chris Gracia, Member



Handwritten signatures and dates of the members present at the meeting:

- Dr. S. S. Rathod (Chairperson)
- Dr. D. V. Bhoir (Member) - 13/10/2023
- Dr. Hemant Khanolkar (Member)
- Dr. Monica Khanore (Member) - 15/10/2023
- Mr. Chris Gracia (Member)



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.



Handwritten signature

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.

The screenshot shows the website header for Fr. Conceicao Rodrigues College of Engineering, an Autonomous Institute Affiliated to University of Mumbai, NAAC "A" Grade Accredited. The navigation menu includes Home, About Us, Academics, Departments, Students, Admission, and Online Payment. The main content area is titled "The Internal Complaints Committee (ICC)" and contains the following text:




The Internal Complaints Committee (ICC) has been constituted in the college for workplace (prevention, prohibition, and redressal) and University of Mumbai City 12/11/2014. ICC is headed by a senior female faculty of the institute. ICC meets on a students, teaching and nonteaching members and takes necessary action. The College is committed to providing a safe and conducive work environment for its employees and is extremely alert to malpractices at strategic places within the campus to control such transgression.

Attachments:

- [Internal Complaints Committee_2023.pdf](#)

A dropdown menu is open under the "STUDENTS" tab, listing various options including Campus Placements, Forums, Students Council, Alumni, Project Groups, Notices, Students Information, Events, Grievances, and Image Gallery. The "Grievances" option is highlighted.



  FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING BOLLANDI ENGINEERING, WE'LL LEAD BUILD THE FUTURE	
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 an 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.

One grievance case was submitted.



7th Aug, 2023

To
The Principal,
Fr. Agnel Engineering College,
Mumbai Bandra (W).

Sub: Application for the demand
to investigate the case.

Respected Sir,

This is regarding a student name
Siddhant Gangaware, who is a student of
your college (EES department - 9070) since Feb.
2021.

The student has faced a lot of insults
and humiliation during the tenure Feb 2021-May
2023, by the faculty members starting with
his class teacher Prof. Modi followed by
the other faculty members.

1. Prof. Modi used to complain every single time
about him to us and in college used to insult
and humiliate him in front of every student
and faculty → about his behavior.

→ About his initiatives.

→ About his acting with his friends.

→ Whenever he used to connect with
his batchmates, later he used to scold
the batchmates not to help or be with
him.

→ On our last conversation, he confirmed
told us let see how he gets his
7th sem clear.



[Signature]

2. Prof Supna Maam - Right from the start we have faced alot of issues with the student.

- In our last conversation with her as well she told us, his is mentally not stable and he is going to fail and won't be able to make the year at the very start of the year.

→ She already predicted and inform us not to blame the student about his performance and after 2-3 yrs when he clears his engg. put him in a field where is more adaptive.

3. Even the admin team was not cooperative for the Scholarship form filling as well to get a benfit. The maam refused to give in the name why you need it.

After lot of patience, we came to a conclusion to report this case, as the student is now in depression. A lot of mindgames, performance impact games have been played with student and make his career effected.

A day before informing about the exam and asking him to pass when he already have an another exam on. This is a case of

Confirmation bias. With all the Progs, Chat messages, call recordings of how the student has been treated is been submitted with the concern person. As the student has already failed in the academics.
Demand to investigate the case.

Pf:- Maharashtra State, Mumbai
- Higher Education Minister
- Social Justice Minister

Your sincerely
Siddhant Gangaware.



Siddhant

5. Policy for Student Grievance Redressal Committee

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.



Handwritten signature



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

STUDENT GRIEVANCE REDRESSAL POLICY

In compliance with the AICTE notification dated 25th 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.

...2/-





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

Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai - 400 050.

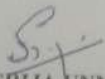
Phone : (022) 6711 4000, 6711 4101, 6711 4104 • Fax : 6711 4100

Website : www.frcoe.ac.in • Email : 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 UNNIKRISHNAN)
PRINCIPAL





6.Upload Policy -Website link and screenshots:

Fr.Conceicao Rodrigues College of Engineering(www.frcrce.ac.in)main menu-Students

The screenshot shows the website header and a main menu for students. The header includes the college logo, the name 'Society Of St. Francis Xavier, Pilar', and the acronym 'FRCRCE'. The navigation menu has links for HOME, ABOUT US, ACADEMICS, DEPARTMENTS, STUDENTS, ADMISSION, and ONLINE PAYMENT. The main menu is divided into four columns: CONNECT WITH US, STAFF SERVICES, RESOURCES, and LIBRARY QUICK LINKS. The 'CONNECT WITH US' section provides contact information for the Training & Placement Officer. The 'STAFF SERVICES' section lists various services like Agnel Mail Service and Biometric Attendance Service. The 'RESOURCES' section lists various documents and services available to students. The 'LIBRARY QUICK LINKS' section lists various library resources. The 'MY ACCOUNT' section is partially visible at the bottom right.

CONNECT WITH US

Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai 400 050. MH. IN

+91 22-6711 4000
+91 22-6711 4100
crce@frcrce.ac.in

Training & Placement Officer

+91 22-6711 4045
tpo@frcrce.ac.in

Social Media

Department of Electronics & Computer Science

Department of Computer Engineering

Department of Artificial Intelligence and Data Science

STAFF SERVICES

Agnel Mail Service
Biometric Attendance Service
Other Services
Site Login
Invigilation Slot Preference

RESOURCES

Tinkering Lab
Moodle Access
Students Portal
Student Notices
Student's handbook- essentials of ethics
Downloads
Audited Statements
Institutions Innovation Cell
Preincubation Details
IPR cell
Green Practices
Facilities for Divyangajan
Change Network Password
Agnel News Letter
Bank / NEFT Details
Mandatory Disclosure
Online Grievance / Suggestion / Feedback System
MoU / Collaboration/ Linkages
Professional Counsellor availability

LIBRARY QUICK LINKS

The Knowledge Library
Online Library Catlog (WebOPAC)
PG Students Resource Hub - PG Pathshala
Rare Books Society of India
IEEE Xplore
ASME
National Digital Library
Knimbus e-Library
Question Paper Archive - Before 2021
May-22, Dec-22, May-23 and Honors University Papers
AICTE recommended e-Books [Free Download]

MY ACCOUNT

