



PSN ENGINEERING COLLEGE

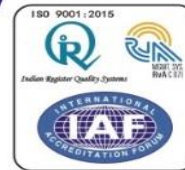
AN ISO 9001 : 2015 CERTIFIED INSTITUTION

(Approved by AICTE and Affiliated to Anna University)

Recognized by 'UGC' under section 2(f)

Accredited by NAAC with 'A' Grade

Melathediyoor, Tirunelveli District, Pin - 627 152.



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Guidelines for Various Committees

1. Anti Ragging Committee

- a. Structure of Anti Ragging Committee: Every Institution/ University including Institution Deemed to be University imparting Technical Education shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by **the Head of the Institution, and consisting of representatives of Civil and Police Administration, Local Media, Non-Government Organizations involved in youth activities, representatives of Faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff and shall have a diverse mix of membership in term of Level as well as gender.**
- b. Prevention and Prohibition of Ragging: In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009 available on AICTE Web-Portal [http:// www.aicte-india.org/anti.htm](http://www.aicte-india.org/anti.htm)>download. All AICTE approved Technical Institutions have to comply with the provisions made in the above Regulations. Any violation of above AICTE Regulations for the prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per the provisions made in the above said Regulations.

The Institutions shall have to step up Anti-Ragging mechanism by way of adequate publicity

Through various mediums:

1. Constitution of Anti-Ragging Committee and Anti Ragging Squad;
 2. Setting up of Anti-Ragging Cell;
 3. Installing of CCTV camera sat vital points;
 4. Anti-Ragging Workshops;
 5. Updating all Websites with Nodal Officers complete details, alarm bells etc.;
- Regular interaction and counseling with the students; Identification of trouble-triggers; Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets/ Brochures shall be ensured; and Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled-for behavior / incident shall be undertaken
 - Students in distress due to ragging related incidents can call the National Anti-Ragging



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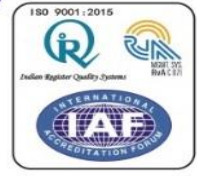
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Helpline No. 1800-180- 5522 (24x7 Toll Free) or e-mail: helpline@antiragging.in.

- The Institution approved by AICTE may be requested to hold Workshops and Seminars on eradication of ragging in higher Educational Institutions.
- They may be requested to display Anti Ragging posters at all prominent places such as Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8'x6'.
- The Institution may be requested to submit an online compliance of Anti-Ragging Regulations on curbing the menace of ragging in the Technical Institutions, 2009 at www.antiragging.in.
- Institutions may be requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in and www.amanmovement.org.
- Further, the attention of all the Institutions may also be invited to the Third amendment to UGC Regulations dated 29th June, 2016 expanding the definition of ragging by including the following: “3 (i) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background”. 6.48 Establishment of Internal Committee (IC) (As per Section 4 All India Council for Technical Education (Gender



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2. SC/ST COMMITTEE

CONSTITUTIONS OF SC/ST COMMITTEE

Committee shall consist of five members, out of which at least 2 members shall be SC/ST and one member shall be a woman.

1. UGC GUIDELINES FOR THE SPECIAL CELL

Purpose

According to the 1998 UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes, for the universities and deemed to be universities, the purpose of these Cells is to help the universities in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the university community and to remove difficulties, which they may be experiencing.

OBJECTIVES

According to the UGC Guidelines of 1998, following are the objectives of the Cell to:

- Implement the reservation policy for SCs/STs in the Universities and colleges;
- Collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the universities, and in the affiliating colleges and analysis of the data showing the trends and changes towards fulfilling the required quota;
- Take such follow up measures for achieving the objectives and targets laid down for the purpose by the GOI and the UGC; and
- Implement, monitor continuously and evaluate the reservations policy in universities and colleges and plan measures for ensuring effective implementation of the policy and programmes of the GOI.

POLICIES

According to the UGC Guidelines of 1998, following are the functions of the Cell to:

- Circulate GOI and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Universities and Colleges for different courses, in suitable forms prescribed, by a stipulated date, and to take follow up action, where required;
- Circulate GOI orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-



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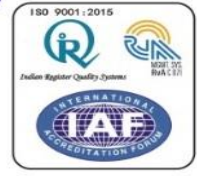
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teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required;

- Collect reports and information regarding the GOI orders on the various aspects of education, training and employment of Scheduled Caste and Scheduled Tribe candidates, for evolving new policies or modifying existing policy by the Commission;
- Analyse information on admissions, education, training and employment of SCs and STs, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required;
- Deal with representations received from Scheduled Castes and Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges;
- Monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university;
- Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems;
- Maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST community for various posts in the university/colleges; and
- Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and educational deprivations.



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3. INTERNAL COMPLAINT COMMITTEE

Constitution of ICC-SHW For Considering Complaints of Sexual Harassment of Women Employees at DST

In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13th August, 1997 in the case of Visakha and others vs. State of Rajasthan and Others on the subject of sexual harassment of women in the workplace, this Department had duly constituted a Complaint Committee for considering complaints of sexual harassment of women working in the Department of Science and Technology. **The composition of the Complaints Committee was revised subsequent to transfer etc. of the existing Chairperson/Member. This Committee in the Department has now been re-constituted on 12th July, 2017 for considering complaints of sexual harassment of women employees.** The details with regard to the Act & rules, role, functions etc. of ICC are as given below:

POLICIES AND PROCEDURE FOR ICC

- Complaint regarding Sexual Harassment against women can be made either in paper form or by sending e-mail to [iccs-h-dst\[at\]gov\[dot\]in](mailto:iccs-h-dst[at]gov[dot]in). The Act stipulates that aggrieved woman can make written complaint of sexual harassment at workplace to the ICC or to the LCC (in case a complaint is against the employer), within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
- As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.
- Ministry of Women & Child Development launched an online complaint management system titled Sexual Harassment electronic -Box (**She-Box**) on 24th July, 2017 for registering complaints related to Sexual Harassment at workplace. The She-Box is an initiative to provide a platform to the women working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) to file complaints related to Sexual Harassment at workplace under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Once a complaint is submitted to She-Box, it will be directly sent to the Internal Complaint Committee (ICC) of the concerned Ministry/ Department/ PSU/ Autonomous Body etc. having jurisdiction to inquire into the complaint.



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4. Student Grievance Redressal Committee (SGRC)

- i. A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson,
Student Grievance Redressal Committee (SGRC).
- ii. Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC)
with the following composition, namely:
 - iii. Principal of the College- Chairperson;
 - iv. Three senior members of the teaching faculty to be nominated by the Principal as Members and out
of three one member shall be female and other from SC/ST/OBC category;
 - v. A representative from among students of the College to be nominated by the Principal based on
academic merit/excellence in sports/performance in co-curricular activities- Special Invitee.
 - vi. The term of the members and the special invitee shall be of two years.
 - vii. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be
three.
 - viii. In considering the grievances before it, the SGRC shall follow principles of natural justice.
 - ix. The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy
thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
 - x. Any student aggrieved by the decision of the SGRC may prefer an appeal to the Ombudsperson,
within a period of fifteen days from the date of receipt of such decision.