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14, Raghuvanahalli, Kanakapura Road, Bengaluru - 560 109.

Tel : 080 28435722 / 24, Fax : 080 28435723

E-mail : principal.ksit@gmail.com / principal@ksit.edu.in | Website : www.ksit.edu.in

Anti-Sexual Harassment Policy

The Anti-Sexual Harassment Committee (ASH) of K S Institute of Technology was established in 2013 to address and resolve Sexual Harassment related complaints raised by students, faculty, staff, or any other stakeholders within the college community. This policy outlines the procedures, roles, and responsibilities of the ASH in handling Sexual Harassment related complaints in a fair, transparent, and timely manner.

1. Definition of Sexual Harassment

Following constitute Sexual Harassment:

- When submission to unwelcome sexual advances, request for sexual favours and verbal or physical conduct of a sexual nature are, implicit or explicit made a term or condition of teaching /guidance, employment, participation or evaluation of a person's engagement in any college activity.
- When unwelcome sexual advances, and verbal, non-verbal and /or physical conduct such as loaded comments, remarks or jokes, letters, phone calls, messages, e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of derogatory nature have the purpose and / or effect of interfering which an individual's performance or of creating an intimidating, hostile, or offensive environment.
- When a person/s uses with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without letter's consent or against that person's will, such conduct will amount to sexual assault.
- When deprecatory comments, conduct or any such behaviour is based on the gender identity/ sexual orientation of the person and / or when the workplace of the university is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.

[Source: VTU website]

2. Jurisdiction

These regulations shall be applicable to all complaints of Sexual Harassment made:

- a. By the member of the college against any other member of the college irrespective of whether harassment is alleged to have taken place within or outside the campus.
- b. By an outsider against the member of the college or by the member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.



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- c. By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases, the committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further committee will actively assist and provide available resources to the complainants in pursuing the complaint.

In the above following definition will apply

- **'Member of the college'** includes students, teachers, non-teaching staff of the college and any person who is assigned /carrying out the work of college.
- **'Students'** includes regular students, part time students and research scholars.
- **'Teachers'** includes a person / staff of the college who is appointed to a teaching, non-teaching and /or research post, whether full time, temporary, ad-hoc, part time, visiting, honorary, or on special duty or deputation and shall include employees employed on a casual or project basis.
- **'Outsider'** includes any person who is not a member of the college. It also includes but is not limited to any private person offering food and any other facilities to members of college.
- **'Campus'** includes all the places of instruction, research and administration, as well as hostel, health centers, sports grounds, library, canteens and in housing facilities within campus such garden, parking area, lanes etc.

3. Anti-Sexual Harassment Committee

Anti-Sexual Harassment Committee has following LADY MEMBERS from the different teaching cadre

Chairperson of ASH committee – Senior professor

Members: Lawyer, Professor, Associate Professor, Assistant Professor

Anti-Sexual Harassment Committee shall play roles in both preventive and remedial ways

Preventive

- a. To create and ensure a safe environment that is free of sexual harassment.
- b. To create an atmosphere promoting equality and gender justice.
- c. To publicise the policy in Kannada and English widely, especially through posters, notice boards etc.
- d. To publicise in Kannada and English widely the names and phone numbers of the members of committee.
- e. To plan and carry out programmes for gender sensitisation.



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Remedial

- The mechanism for registering complaints should be safe, accessible and sensitive.
- To take cognisance of complaint about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- To recommend to the concerned authorities for follow up action and monitor the same.
- To advise the disciplinary authority concerned, to issue warning or take the help of law to stop the harasser, if complaints request.
- To seek medical, police and legal intervention with the consent of the complainants.
- To make the appropriate psychological, emotional and physical supports to the victim if she desires

Complaint Mechanism and Procedure to Address the Complaints

In pursuance of the sexual harassment of women at workplace (Prevention, prohibition and Redressal) Act 2013 and rules are framed there under K S Institute of Technology, Bengaluru hereby adopts the following procedure for determining complaints filed to the KSIT ASH committee. The procedure compiles with the basic principles of natural justice and fair play and has to be adhered to in all complaints

- Any aggrieved women may make in writing, a complaints of sexual harassment at workplace to KSIT-ASH. Provided that where such complaints cannot be made in writing the chairperson and members of the committee shall render all reasonable assistance to the woman for making the complaint in writing.
- Any complaint received by the chairperson should be immediately forwarded to higher authority (Principal) and this must be notified to other members of committee the earliest and not later than three days and meeting should be called for discussing the matter.
- The committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaints prima facie and recommend about the action need to be taken in the matter.
- Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply.
- The committee will provide assistance to the aggrieved women, if she so choses, to file a police complaint in relation to an offence under penal code.
- The committee may before initiating an inquiry at the request of the aggrieved women take steps to settle the matter between her and the respondent through conciliation.



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7. No monetary settlement shall be made as basis of conciliation, if any settlement is arrived, the committee shall record the settlement so arrived and forward the same to the employer for necessary compliance
8. The committee shall provide the copies of settlements recorded to the aggrieved women and to the respondent. And a written consent is obtained by both parties. No further inquiry shall be conducted by the committee once the conciliation is done.
9. If conciliation found to be not feasible, noting should be issued to both the parties for hearing.
10. The committee may direct the Principal/ Head of institution /PG Coordinator to ensure the safety and protection of the aggravated women if and when required.
11. As an interim measure, the committee may recommend
 - The transfer of the aggrieved woman, if she desires, or the respondent to another section or department as deemed fit by the committee.
 - Grant a leave to aggrieved women up to a period of three months or;
 - Restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman.
12. The committee shall proceed to make inquiry into the complaints in accordance with the provision of the service rules applicable to the respondent considering the sexual harassment as misconducted.
13. The chair person shall convene the first hearing of the enquiry. The respondent, aggrieved woman and the witnesses shall be intimated at least 7 working days in advance in mentioning date, time and venue of the enquiry proceeding. The subsequent proceedings may be on a day to day basis, to be decided by the committee.
14. The committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting the defence.
15. The committee may at any time during the enquiry proceedings, preclude the face to face examination of the respondent and the aggrieved woman and /or their witness keeping in view the need to protect the aggrieved woman or the witness from facing any serious health and/ or safety problems.
16. The committee may call any person to appear as a witness in the interest of justice. The aggrieved woman / respondent have to submit the written reply before the committee within the specified time given.
17. The committee shall have right to summon, as many times as required, the respondent, the aggrieved woman and / or any witness for the purpose of supplementary testimony and / or clarification
18. The committee shall have right to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.
19. The past history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.



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20. The committee shall have right to terminate the enquiry proceedings and to give an ex-parte decision on the complaint, if the respondent fail to be present for three consecutive hearings convened by the chair person without prior permission from the chair person with the valid reasons.
21. The aggrieved woman and respondent shall be responsible for presenting their witness before the committee. In case of the failure in presenting witness and the committee is convinced with the reasons provided by the aggrieved woman/respondent then the committee shall adjourn that particular meeting for the period not exceeding five days. The adjourned meeting shall be conducted even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.
22. All the proceedings of the committee shall be recorded in writing. The record of the proceedings and the statements of the witness shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof.
23. If the aggrieved woman desires to tender any documents as evidence, the committee can supply true copies of such documents to the respondents. Similarly if the respondent desires to tender any documents in evidence, the committee shall supply true copies of such documents to the aggrieved woman.
24. After conducting its investigation, the committee shall submit a detailed report to the head of institution.
25. If the committee finds no merit in the allegations, the same shall be report to the head of institution.
26. In the event committee finds that the allegation, against the respondent has been proved, it shall recommend the nature of action to be taken by institution.

The following actions may recommended

In case of college employee

- The written apology
- Warning
- Bond on good behaviour
- Suspension for specific period of time
- Withholding the pay rise, promotions and increments
- Adverse remarks in Service books/confidential service registers
- Recommending of demotion/suspension/dismissal
- Blacklisting from examination works
- Any other punishment according to the service rules applicable to the respondent
- To file police complaint in relation to an offence under penal code, if aggrieved woman chooses so.



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In case of college student

- The written apology
- Warning
- Bond on good behaviour
- Suspension for specific period of time
- Debarring from exams
- Debarring from holding posts such as member of committees
- Denial of admission / change of branch
- Any other relevant action
- Adverse remarks in Service books/confidential service registers
- Recommending of demotion/suspension/dismissal
- Blacklisting from examination works
- Any other punishment according to the service rules applicable to the respondent
- To file police complaint in relation to an offence under penal code, if aggrieved woman chooses so.


Signature of Principal

PRINCIPAL
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BENGALURU - 560 109.



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Curbing the Menace of Ragging



CONTENT

Ragging Menace.....
Zero Tolerance Policy
Anti-Ragging Regulatory.....
Important Links for the Students, Colleges
Awareness Measures for Ragging free Campuses



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RAGGING MENACE

Ragging is a disturbing reality in the higher education system of our country. Despite the fact that over the years, ragging has claimed hundreds of innocent lives and has ruined the careers of thousands of bright students, the practice is still perceived by many as a way of 'familiarisation' and an 'initiation into the real world' for young college-going students.

The Ragging is defined as any disorderly conduct, whether by words spoken or written or by an act, has the effect of teasing, treating, or handling with rudeness a fresher or a junior student. Indulging in a rowdy or undisciplined activity that causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a fresher or junior student. Asking the students to do any act or perform something that such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student. This can lead to adverse effects such as depression, anxiety, and sometimes even suicide.

Punishment Provisions

Any student or group of students found guilty of ragging on campus or off campus shall be liable to one or more of the following punishments:

- Debarring from appearing in any sessional test/ university examination or withholding results
- Suspension from attending classes and academic privileges
- Withdrawing scholarships and other benefits
- Suspension from the college for a period of one month
- Cancellation of admission
- Debarring from representing the institution in any national or international meet, tournament, youth festival, etc
- Suspension/expulsion from the hostel
- Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period
- Expulsion from the institution and consequent debarring from admission to any other institution



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- Fine up to twenty five thousand rupees
- Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both
- Collective punishment - When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with the Regulations or fails to punish perpetrators or incidents of ragging suitably is liable to the penalties and punishments as per the provisions of the Regulations.

www.antiragging.in/assets/pdf/information/english/what_constitues_ragging.pdf

www.c4yindia.org/Home/AntiRagging

ZERO TOLERANCE POLICY

No act of ragging, major or minor, shall go unnoticed. No ragger, male or female, student or non-student, shall go unpunished. No institution that fails to take action against ragging shall be allowed to operate.

The Supreme Court, in its judgement dated 08 May 2009 ordered the implementation of a ragging prevention programme comprising, inter alia, setting up a toll-free anti-ragging helpline/ call center, a database of institutions/ students, and engaging an independent non-government agency as the monitoring agency.

Regulatory provisions and the appropriate law are in force to eliminate ragging in all its forms from the universities, deemed universities and other higher educational institutions in the country by prohibiting, preventing its occurrence and punishing those who indulge in ragging.



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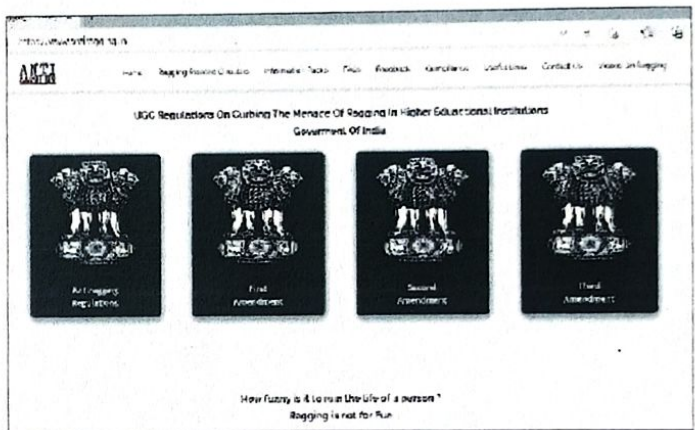
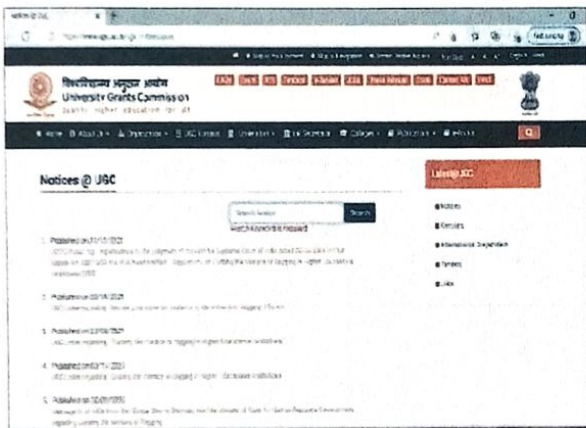
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UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009

Ragging is a criminal offense and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". These regulations are mandatory for all universities/ institutions.





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ANTI-RAGGING REGULATORY FRAMEWORK

Anti-Ragging Monitoring Committee,

The Anti-Ragging Committee for monitoring measures to prevent ragging in higher educational institutions is constituted in the Ministry of Education, Government of India.

University Grant Commission (UGC)

As per the directions of the Government of India, the UGC established the following regulatory framework mechanism to curb the menace of ragging in the country.

- 1 Anti-Ragging Cell @ UGC
- 2 Inter Council Committee @ UGC
- 3 Monitoring Agency @ Centre for Youth (C4Y)
- 4 National Anti-Ragging Helpline
- 5 Anti-Ragging Committees @ Universities & Colleges
- 6 Anti-Ragging Squads @ Universities & Colleges

UGC Anti-Raging Cell

The Anti-Raging Cell within UGC is an instructional mechanism to provide secretarial support for the collection of information, monitoring and to coordinate with the State Level Monitoring Cell and Universities Level Committees for effective implementation of anti-ragging measures. The Cell also coordinates with the Monitoring Agency.

Inter Council Committee, UGC

The UGC has constituted an Inter-Council Committee, consisting of representatives of the various Councils and the Monitoring Agency.



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- Such bodies in higher education are to coordinate and monitor the anti-ragging measures in institution across the country and to make recommendations from time to time.

The National Anti-Ragging & Monitoring Agency Helpline

The National Anti-Ragging Help Line 24x7 Toll Free number is 1800-180-5522. The support is provided for queries related to ragging, compliant registration, among others.

The Centre for Youth (C4Y) is the Monitoring Agency from April 01, 2022 (www.c4yindia.org) to support the National Ragging Prevention Programme in the country.

The Anti-Ragging Committee (ARC)

The Anti-Ragging Committee is instituted at each college to ensure compliance with the provisions of the regulations as well as the provisions of any law for the time being in force concerning ragging; investigate complaints and also, monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. The Anti-Ragging Committee is responsible for inculcating a culture of Ragging Free Environment on Campus. The Anti-Ragging Committee is involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting an array of activities. The committee is also responsible for conducting awareness programmes from time-to-time on campus.



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Anti-Ragging Squads

The Anti-Ragging Squad office bearers work under the supervision and guidance of the Anti-Ragging Committee and engage in checking places like hostels, buses, canteens, grounds, classrooms and other places of student congregation to keep a vigil and stop the incidences of ragging, if any, and report them if they happen. The squad role is also to educate the students at large by adopting various means about the menace of ragging and related punishments there to.

Ragging Complaints Registration

The students in distress due to ragging-related incidents can contact National Anti-Ragging Helpline 1800- 180-5522 (24x7 Toll Free) or e-mail to helpline@antiragging.in.

Or

They may also contact UGC Monitoring Agency i.e. Centre for Youth (C4Y) at antiragging@c4yindia.org or 011-41619005 or 98180 44577 (only in case of emergency).

IMPORTANT LINKS FOR THE STUDENTS

Students and Parents Undertaking Affidavit

In compliance of the second amendment in UGC Regulations, it is compulsory for each student and every parent to submit an online Anti-Ragging undertaking affidavit every academic year. The universities and colleges are also requested to implement the revised procedure for students to file online Anti-Ragging affidavits. The student will receive an e-mail with her/ his registration number. The student will forward that e-mail to the Nodal officer in her/ his university/college e-mail. (Please note that the student will not receive pdf affidavits and she/ he is not required to print & sign it as it used to be in the earlier case).



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Link to fill out the online undertaking affidavit by students and parents:

www.antiragging.in/affidavit_registration_disclaimer.html | www.c4yindia.org/Home/Undertaking

Ragging Complaints Registration

The complaints of ragging are being registered through the following means:

- Via e-mail: helpline@antiragging.in
- National Anti-Ragging Help Line: 1800-180-5522. 24x7 Toll Free Number
- Suo Motto via Social Media platforms, news, reporters, influencers, social workers among others

Colleges Compliance

The UGC regulation has made it mandatory for the colleges to demote ragging in their campuses and follow the compliances to achieve these objectives. The universities are requested to fill online compliance and also immediately instruct all the colleges under their purview to follow it.

Colleges Contact Details

As per the order of the Hon'ble Supreme Court, it is mandatory for the college and university authorities to update their details each year, so that college students can navigate the college details while filing the undertaking affidavit.

Councils Reporting

The various councils in India are the statutory bodies for regulating universities and colleges. The measures undertaken by them to curb the menace of ragging in their respected affiliated universities and colleges are to be mandatorily reported.



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K.S. INSTITUTE OF TECHNOLOGY

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14, Raghuvanahalli, Kanakapura Road, Bengaluru - 560 109.

Tel : 080 28435722 / 24, Fax : 080 28435723

E-mail : principal.ksit@gmail.com / principal@ksit.edu.in | Website : www.ksit.edu.in



INSTITUTE

As per UGC Regulations on 'Curbing the Menace of Ragging in Higher Educational Institutions, 2009' are mandatory and institution have taken necessary steps for its implementation including the monitoring mechanism. Any violation of these regulations will be viewed seriously

The mandatory action for curbing the menace of ragging in Institution:

- Strengthen and augment anti-ragging mechanism by way of adequate publicity through various mediums
- Constitution of Anti-Ragging committee and Anti-Ragging squad
- Establish Anti-Ragging Cell
- Install CCTV cameras at vital points
- Organise anti-ragging interaction, workshops and seminars for the freshers and the senior students
- After the commencement of the academic year organised professional counselling of the students
- Ensure identification of trouble triggers and take appropriate action
- Mention of Anti-Ragging warnings in the institution's E-prospectus and E-information booklets/ brochures
- Conduct surprise inspections of hostels, students, accommodation, canteens, rest cum recreational rooms, toilets, bus stands, and all other strategic locations
- Undertake all other measures that would augur well in preventing/ quelling ragging and any uncalled-for behavior and the incident.

Website with nodal officers' complete details

- Institution have displayed the email address and contact number of the Nodal Officer of the Anti-Ragging Committee in website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities, etc.



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Admission Form

Institution inserts a mandatory column in their colleges admission form as per the given format:

Anti-Ragging Undertaking	
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AWARENESS MEASURES FOR RAGGING FREE CAMPUSES

- Every public declaration of intent by any institution in electronic, audio-visual, online, social media, print, website, admission prospectus/ booklet or any other media should expressly mention that ragging is totally prohibited in the institution at the time of admission of students in any course.
- The brochure of admission/ instruction booklet or prospectus, whether in print or electronic format, shall prominently print these regulations in full.
- Institutions should display posters in all prominent locations showcasing the provisions of penal law applicable to incidents of ragging.
- At the end of each academic year, the institution should send a letter to the parents/ guardians informing them about the Regulations and any law for the time being enforced prohibiting ragging and its punishments.
- Institutions can issue public notices in the newspapers, update their websites with the nodal officer's complete details.
- Every fresher should be provided with a printed leaflet with all the information to seek help and guidance from all authorities and agencies, and a calendar of events and activities laid down by the institution to facilitate and complement the familiarisation of freshers with the academic environment of the institution.
- Institutions should conduct joint sensitisation and orientation programmes for both freshers and senior students.



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- Institutions should constitute Anti-Ragging Committee and Anti-Ragging Squad which will be responsible for spreading awareness and preventing the occurrence of ragging.
- Meeting of all staff, functionaries and agencies before the commencement of the academic session.
- Institutions should launch a publicity campaign against ragging before the commencement of the academic year.
- After the commencement of the academic year, the batch of freshers should be divided into small groups and assigned to the faculty for difficulties and guidance.
- Random anonymous survey should be done among students about ragging, and it should be a regular practice in the institution.

AWARENESS COLLATERALS

Posters



Download: www.ugc.ac.in/pdfnews/4957638_poster-ragging.pdf

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Videos www.antiragging.in/video.html



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Grievance Redressal Policy

The Grievance Redressal Committee (GRC) of K S Institute of Technology is established to address and resolve grievances raised by students, faculty, staff, or any other stakeholders within the college community. This policy outlines the procedures, roles, and responsibilities of the GRC in handling grievances in a fair, transparent, and timely manner.

The GRC shall comprise representatives from administrative staff (Head of the Institution), faculty and student body, appointed by the college administration.

The GRC address grievances related to Academic matters, including evaluation, grading, and curriculum, Discrimination, harassment, or misconduct, Facilities and infrastructure issues.

Grievances may be submitted using the college's online portal, through email, or in person to the GRC office.

Upon receipt of a grievance GRC shall conduct a thorough investigation into the grievance, gathering relevant information and interviewing involved parties.

The GRC shall communicate the outcome of the investigation and any remedial actions to the aggrieved party and to the Head of the Institution.

The GRC shall maintain confidentiality regarding the identity of individuals involved in the grievance process, as well as any sensitive information shared during the investigation.

The college administration shall ensure protection against retaliation or victimization for individuals involved in the grievance process.

Awareness programs from the Head of the Institution are conducted regularly to educate students, faculty, and staff about the grievance redressal process and their rights and responsibilities.

Feedback from stakeholders are taken to identify areas for improvement and make necessary adjustments to the grievance policy and procedures.

As per the circular from VTU (VTU/BGM/Aca/SA/Cirs/2023-24/822)dated 16May 2023 about UGC(Redressal of Grievances of students) Regulations 2023, the student Grievance Redressal committee has been formed with the following members.

Staff List

Sl.No	Name	Department	Designation
1	Dr.Dilip Kumar K	Principal/Director	Chair Person
2	Dr.Girish TR	MED	Member



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3	Mr.Kumar	CSE	Member
4	Dr.Devika B	ECE	Member
5	Dr.AmulyaShree S	AIML	Member
6	Dr.Venkataramana B S	AS&H	Member

Extended Committee

Sl No	Name of The student	Department	USN
1	Gagana	CSE	1KS20CS029
2	Aditi	ECE	1KS20EC002
3	Haryank. V	MECH	1KS20ME003
4	Madhu S S	AIML	1KS20AI022
5	Dhanush	CSD	1KS21CG015
6	Hima S	Ist year CSE	1KS22CS123
7	Havavadan Madhwaraj	Ist Year AIML	1KS22AI018
8	Trupthi GB	6 th (Sports)CSE	1KS20CS104

Special Invite

Sl No	Special Invite Name	Department
1	Dr.Umashankar	MED
2	Dr.Deepa. S	CSD

Grievances may be submitted using the college's online portal, through email (girishshastrytr@ksit.edu.in), or in person to the GRC office.

Initial review of each complaint checked for validity and relevance. Verify that the complaint falls within the scope of the GRC's jurisdiction as defined by the college's grievance redressal policy.

Assessment is done whether the complaint raises genuine concerns related to academic matters, harassment, discrimination, administrative issues, or other relevant areas

Depending on the nature the chairman shall constitute a sub committee to hear the complaint and make recommendations

A thorough investigation into the grievance to gather all relevant facts and evidence is done. Evaluation is done based on existing college policies, procedure and applicable laws. recommendations are made impartially and without bias. Base decisions on the findings of the investigation and adhere to principles of fairness, equity, natural justice and transparency.

After the careful review of the evidence and the facts of the case the committee shall give its recommendations to the authority for its final verdict


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Page 2 of 2
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