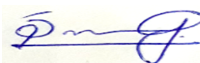


Criterion 5- Student Support and Progression
5.1 Student Support

Support File for Cri-5.1.5: Mechanism for Timely Redressal of Student Grievances

INDEX

Sl. No.	Document Name
1.	Guidelines to Constitute Internal Committees / Grievances Committee Formation / Other Committees as Per UGC Norms



16/02/2022

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Borivli (West), Mumbai - 400 103.



Proof

Guidelines to **Constitute Internal Committees / Grievances Committee Formation / Other Committees as Per UGC Norms**

Constitution of Internal Committees as per guidelines form AICTE Handbook

6.3 Structure of the Committees

6.3.1 Structure of Anti Ragging Committee

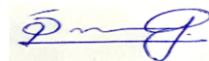
Every Institution/ University including Institution Deemed to be University imparting Technical Education shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of Civil and Police Administration, 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.

6.3.2 Grievance Redressal Mechanism

In order to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such institutions, AICTE has notified All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions. Non-compliance of the above Regulations shall call for punitive action.

Student Grievance Redressal Committee (SGRC)

- A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).
- Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely:
 - a. Principal of the College- Chairperson;
 - b. 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;
 - c. 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.
- The term of the members and the special invitee shall be of two years.
- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.



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- In considering the grievances before it, the SGRC shall follow principles of natural justice.
- 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.
- Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

Appointment, Tenure, Removal and Conditions of Services of Ombudsperson:

- Each affiliating University, Technical University, Private University, Deemed to be University shall appoint Ombudsperson for redressal of grievances of students under the UGC (Redress of Grievances of Students) Regulations, 2019.
- There shall be one or more part-time functionaries designated as Ombudsperson to hear, and decide on, appeals preferred against the decisions of the SGRCs.
- For institutions which are offering diploma level course(s) and are affiliated to Board of Technical Education (BTE), the concerned Directorate of Technical Education (DTE) shall appoint an Ombudsperson for redressal of grievances of students.
- For Institution which are not affiliated to any University and offering Diploma, Post Diploma, Post Graduate Certificate, Post Graduate Diploma Course(s) in Management, Computer Applications & Travel and Tourism, the Council shall appoint an Ombudsperson for redressal of grievances of students.
- The Ombudsperson shall be a Retired District Judge or a retired Vice Chancellor or Professor (who has worked as Dean/HOD and 10 years' experience as Professor at State/ Central Universities/Institution of eminence).
- The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as Ombudsperson, be in a conflict of interest with the Institution where his/her personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the Institution.
- The Ombudsperson shall be appointed for a period of three years or until he or she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term for the same State or region, as the case may be.
- For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the Council, and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- The State Government, in the case of an Ombudsperson of a State, and the Council (for Council appointed Ombudsperson), may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour as defined under these Regulations.
- No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person not below the rank of judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

Functions of Ombudsperson:

- The Ombudsperson shall hear appeals from an aggrieved student(s), only after the student has availed all other remedies provided under these Regulations.
- While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.



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- withholding any grant allocated to the Technical Institution;
- declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Council;
- informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of Council, declaring that the institution does not possess the minimum standards for redressal of grievances;
- recommend to the affiliating University for withdrawal of affiliation, in case of a University affiliated institution or DTE affiliated institution;
- Such other action as may be deemed necessary and appropriate against an institution for non-compliance.

Provided that no action shall be taken by the Council under these Regulations, unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

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 (q) 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 Order No 37-3/Legal/AICTE/2009 dated 01.07.2009 available on AICTE web-portal <https://www.aicte-india.org/grievance/anti>. 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 the above said Regulations.

The Institutions shall have to step up Anti-Ragging mechanism by way of adequate Publicity through various Mediums:

- Constitution of Anti-Ragging Committee and Anti Ragging Squad;
- Setting up of Anti-Ragging Cell;
- Installing CCTV cameras at vital points;
- Anti-Ragging Workshops;
- Updating all Web sites with Nodal Officers complete details, alarm bells etc.;
- Regular interaction and counselling 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 behaviour/incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline No. 1800-180-5522 (24x7 Toll Free) or e-mail: helpline@antiragging.in.

The institution approved by AICTE may hold Workshops and Seminars on eradication of ragging in higher Educational Institutions. They are required to display Anti Ragging posters at all prominent places such as Admission Centre, Department, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8'x6'.



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The Institution are required to submit an online compliance of Anti-Ragging Regulations on curbing the menace of ragging in the Technical Institutions, 2009 at www.anti-ragging.in.

Institutions are required to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.anti-ragging.in and www.amanmovement.org.

Further, the attention of all the Institutions are invited to the Third amendment to UGC Regulations dated 29th June, 2016 expanding the definition of ragging by including the following:

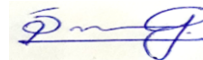
"(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background".

Internal Complaint Committee (ICC):

Responsibilities of the Technical Institution as per Gender Sensitization, prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016).

Every Technical Institution shall

- a. Publicly notify the provisions against sexual harassment and ensure their wide-dissemination
- b. Include in its Web Site, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on
- c. Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
- d. Organise regular orientation or training Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity
- e. Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation
- f. Every Technical Institution shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:
 - A Presiding Officer who shall be a woman Faculty member employed at a senior Level (not below a Professor in case of a University, and not below an Associate Professor in case of an Institution) at the Educational Institution, nominated by the Executive Authority
 - Two Faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority
 - Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/Diploma Level Institution, as the case may be



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- One member from amongst Non-Government Organisation or Association committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority
- At least one-half of the total members of the ICC shall be women
- Persons in senior positions such as Chairman/Secretary of the Society, Principal/Director of the Institution, etc. shall not be the members of the ICCs in order to ensure autonomy of their functioning
- The term of office of the members of the ICC shall be a period of three years. Institutions may also employ a system whereby one-third of the members of the ICC may change every year
- g. All Technical Institutions approved by AICTE shall upload the Annual Report containing the following details by 30th June of the Calendar Year:
 - Number of complaints of sexual harassment received in the year
 - Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints
 - Number of complaints disposed of during the year
 - Number of cases pending for more than 90 days
 - Number of Workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
 - Nature of action taken by the Technical Institution against the perpetrator

Committee for SC/ST:

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

Grievance Redressal Cell (GRC) for Faculty / Staff:

It is mandatory for all Technical Institutions to address the grievances of faculty/staff members including service matters at the Institution level itself. A Grievance Redressal Committee (GRC) for faculty/staff members shall be constituted by each institution to look into the grievances of the faculty/staff members. The composition of the GRC shall be as follows:

- Principal of the Institution as Chairman,
- One Senior Professor of the affiliating University/ State DTE (Directorate of Technical Education) as a Member
- Two Senior Faculty (not below Associate Professor) as Member.

Note: In case of faculty/staff not satisfied with the decision of Grievance Redressal Committee, they may appeal to the concerned affiliating University/State D.T.E. (in case of diploma institute) for redressal of their grievance.

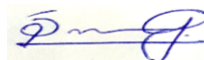
6.3.3 Committee for SC/ST

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

6.3.4 Internal Complaint Committee (ICC)

Responsibilities of the Technical Institution as per Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016)

Every Technical Institution shall Publicly notify the provisions against sexual harassment and ensure their wide- dissemination

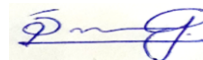


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- a. Include in institution's Web Site, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for Redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and soon
- b. Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations
- c. Organise regular orientation or training Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity
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 - Two Faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority
 - Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/ Diploma Level Institution, as the case may be One member from amongst Non-government Organisation or Associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority
 - At least one-half of the total members of the ICC shall be women.
 - Persons in senior positions such as Chairman/ Secretary of the Society, Principal/ Director of the Institution, etc, shall not be the members of the ICCs in order to ensure autonomy of their functioning
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Guidelines to establish mechanism for online registration of grievances



प्रो. अनिल डी. साहस्रबुधे,
अध्यक्ष
Prof. Anil D. Sahasrabudhe,
Chairman



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्
(भारत सरकार का एक सांविधिक निकाय)
(एनएच संवर्धन विकास मंत्रालय, भारत सरकार)
नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली - 110067
दूरभाष : 011-26131498
ईमेल : chairman@aicte-india.org
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(A STATUTORY BODY OF THE GOVT. OF INDIA)
(Ministry of Human Resource Development, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi - 110067
Phone : 011-26131498
E-mail : chairman@aicte-india.org

F. No.: 1-101/DPG/AICTE/Regulation/2017

Date: 20 February, 2017

Subject: To establish a mechanism for online registration as well as disposal of grievances of students/faculty/stakeholders etc.-regarding

Sir,

The Ministry of Human Resource Development (MHRD), Government of India has emphasized that there is a need of structured mechanism for online registration as well as disposal of the grievances of students/faculty/stakeholders in every Institution approved by AICTE.

In view of the above, all the Institutions are requested to urgently put in place an online mechanism, if not presently existing, for registering and disposing of grievances. Once this mechanism is established, the following outcomes are desired to be fulfilled:

- i. Each AICTE approved Technical Institution should be able to receive and dispose off the grievances online.
- ii. Each of these Institutions should have a notice board/flex board fixed near the office of its Head, indicating the details of online Grievance Redressal Mechanism i.e. URL of the online Grievance Redressal Portal, names, contact nos. and e-mail IDs of members of the Grievance Committee, to ensure publicity/awareness of the establishment of Grievance Redress Mechanism/Students Grievances Portal. This would help speedy redressal of the grievances and obviate/reduce the urge to lodge the grievance on pg.portal of DARPG.
- iii. An online monthly Status Report regarding the number of grievances received, disposed off and pending as on the last day of the previous month should be informed to AICTE.
- iv. Non-registration of grievances on the portal of the Institution resulting in more number of grievances being registered on the pg.portal of Central Government which would be an indication that the grievance redress mechanism of the respective Institution/organisation is not working properly to the satisfaction of the petitioners.

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- v. The performance of the grievance redress mechanism at the point of arising of the grievance i.e. Institution may be taken into account by the Accreditation Agencies.
- vi. The Council will take into account the performance of the grievance redress mechanism at the point of origin of the grievance i.e. Institution, at the time of renewal of their permission/approval every year.

All the institutions are requested to take necessary steps on the matter and submit an Action Taken Report in this regard at the earliest.

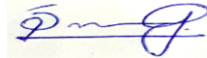
Yours faithfully,


(Prof. Anil Sahasrabudhe) 20/2/17

To
The Principals /Directors,
AICTE's approved Institutions.

Copy for information:

1. Sh. S.S. Sandhu, Joint Secretary (PG), Ministry of Human Resource Development (MHRD), Shastri Bhawan, New Delhi- 110115.
2. Sh. R. Srinivasan, Director, Technical Section-II, MHRD, Govt. of India, Department of Higher Education, Shastri Bhawan, New Delhi- 110 115.
3. Director (e-Governance)/AICTE



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Online Grievance Redressal Mechanism

Online Grievance Redressal Mechanism

The college has established an **Online Grievance Redressal Mechanism** for disposal of grievances of students and faculty.

As per AICTE letter no. 1-101/DPG/AICTE/Regulation/2017 dated 20/02/2017, the Institute has a Notice Board near the office of the Principal indicating the details of online Grievance Redressal Mechanism.

Given below is the process for submitting the grievance on the college web portal.

Steps to submit grievance

• For Student


- Login to ERP
- After successful login click on "**Grievance Form**" link under **Important Links**
- After loading Grievance form, Select Category of Grievance
- Upload pdf file of Signed and Scanned copy of Grievance

• For Staff

- Login to ERP
- After successful login click on **Staff Master Module**, After Loading page, in Menu bar click on **Grievance Form**
- After loading Grievance form, Select Category of Grievance
- Upload pdf file of Signed and Scanned copy of Grievance

Internal Process

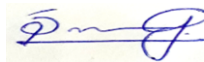
- After receiving the grievance application, applicant and committee members will get email with attachment of signed and scanned pdf.
- Grievance Committee will conduct a meeting and as per discussion committee coordinator can change the status of applied grievance to Accept, Reject, In Process, Close.
- During this process, applicant can check the status of grievance from their login on the same Grievance Form page.


Director


Principal



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Criterion 5- Student Support and Progression

5.1 Student Support

Support File for Cri-5.1.5b: Mechanism for Timely Redressal of Student Grievances

INDEX

Sl. No.	Document Name
1	Online Grievance Redressal Mechanism
2	Minutes of Meeting of Student Grievance Committee

Online Grievance Redressal Mechanism

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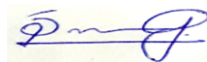
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Director


Principal



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Minutes of Meeting of Student Grievance Committee

Academic year 2020 – 2021

5 May 2021

Minutes of Grievance Redressal Committee held on 4 May 2021

The following members were present:

1. Dr. Sincy George
2. Ms. Preethi Colaco
3. Ms. Jayasudha Koti
4. Mr. Sainath Ghosalkar
5. Mr. Mervin D'Costa (Student)

Due to the pandemic and ongoing lockdown, the meeting was held online mode through the google platform.

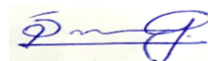
The gist of the points that were discussed and agreed upon:

1. It was noted that no complaints were lodged
2. It was agreed that in the event of any complaint being received, the said complaint shall be addressed to by the committee by holding the meeting at short notice and communicate its decision to the complainant within ten days of receipt of the complaint.
3. If no complaints are received, the next meeting will be held by 16 Nov 2021.


Dr. Sincy George

Chairperson- College Grievance Redressal Committee

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16/02/2022

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Borivli (West), Mumbai - 400 103.



13 November 2020

Minutes of Grievance Redressal Committee held on 11 November 2020

The following members were present:

1. Dr. Sincy George
2. Ms. Preethi Colaco
3. Ms. Jayasudha Koti
4. Mr. Sainath Ghosalkar

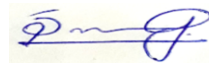
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3. If no complaints are received, the next meeting will be held by 4 May 2021.


Dr. Sincy George

Chairperson- College Grievance Redressal Committee



16/02/2022

PRINCIPAL
St. Francis Institute
Of Technology (Engg-College)
Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.



11 June 2020

Minutes of Grievance Redressal Committee held on 10 June 2020

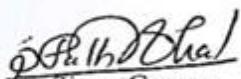
The following members were present:

1. Dr. Sincy George
2. Ms. Preethi Colaco
3. Ms. Jayasudha Koti
4. Mr. Sainath Ghosalkar
5. Mr. Mervin D'Costa (Student)

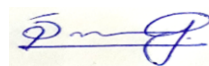
Due to the pandemic and ongoing lockdown, the meeting was held online mode through the google platform.

The gist of the points that were discussed and agreed upon:

1. It was noted that no complaints were lodged
2. It was agreed that in the event of any complaint being received, the said complaint shall be addressed to by the committee by holding the meeting at short notice and communicate its decision to the complainant within ten days of receipt of the complaint.
3. If no complaints are received, the next meeting will be held by 11 November 2020.



Dr. Sincy George
Chairperson- College Grievance Redressal Committee



16/02/2022

PRINCIPAL
St. Francis Institute
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Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.



Academic year 2019 – 2020
Minutes of meeting

14 October, 2019

Minutes of Grievance Redressal Committee held on 11 October 2019

The following members were present:

1. Dr Sincy George
2. Ms. Preethi Colaco
3. Ms. Jayasudha Koti

Gist of the points that were discussed and agreed upon:

1. It was noted that no complaints were lodged
2. It was agreed that in the event of any complaint being received, the said complaint shall be addressed to by the committee by holding the meeting at short notice and communicate its decision to the complainant within ten days of receipt of the complaint.
3. If no complaints are received, the next meeting would be held by 11 November, 2019.


Dr Sincy George
Chairperson- College Grievance Redressal Committee

11 September, 2019

Minutes of Grievance Redressal Committee held on 9 September 2019

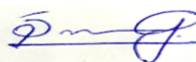
The following members were present:

1. Dr Sincy George
2. Ms. Preethi Colaco
3. Ms. Jayasudha Koti

Gist of the points that were discussed and agreed upon:

1. It was noted that no complaints were lodged
2. It was agreed that in the event of any complaint being received, the said complaint shall be addressed to by the committee by holding the meeting at short notice and communicate its decision to the complainant within ten days of receipt of the complaint.
3. If no complaints are received, the next meeting would be held by 11 October, 2019.


Dr Sincy George
Chairperson- College Grievance Redressal Committee



16/02/2022

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Borivli (West), Mumbai - 400 103.



19 August, 2019

Minutes of Grievance Redressal Committee held on 16 August 2019

The following members were present:

1. Dr Sincy George
2. Ms. Preethi Colaco
3. Ms. Jayasudha Koti

Gist of the points that were discussed and agreed upon:

1. It was noted that no complaints were lodged
2. It was agreed that in the event of any complaint being received, the said complaint shall be addressed to by the committee by holding the meeting at short notice and communicate its decision to the complainant within ten days of receipt of the complaint.
3. If no complaints are received, the next meeting would be held by 9 September 2019.


Dr Sincy George
Chairperson- College Grievance Redressal Committee

Consitution of Committee (2019 – 2020)

5 July, 2019

College Grievance Redressal Committee
(AY 2019-2020)

As per the directives received from the university of Mumbai through mail received on 21 May, 2019 the committee has been formed with the following members

1. Dr Sincy George –Chairperson, Principal
2. Ms. Preethi Colaco –Member, Asst. Professor, FE Dept
3. Ms. Jayasudha Koti – Member Secretary . Asso. Professor. EXTC Dept

Based on the instructions given by the university existing portal for the same has been updated and communicated to the students through notice displayed on the students notice board. It has been decided to meet for every 15 days if there is any grievance posted by the students.


Dr Sincy George

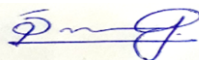
Chairperson


Ms. Preethi Colaco

Member


Ms. Jayasudha Koti

Member Secretary



16/02/2022

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Academic year 2018 – 2019

Minutes of Grievance Redressal Committee (AY 2018-2019) held on 17th Nov 2018

The following members were present:

1. Ms. Preethi Colaco – Convenor of the committee and Asst. Professor, FE Dept
2. Ms. Jayasudha Koti – Member and Asso. Professor, EXTC Dept
3. Ms. Varsh Nagpurkar – Member and Asst. Professor, CMPN Dept
4. Ms. Arena D'souza – Member and Staff, Administrative, SFIT
5. Ms. Mamta D'souza – Member and Staff, Exam Cell, SFIT

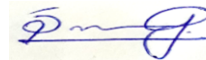
Ms. Shree Jaswal was granted leave of absence.

Gist of the points that were discussed and agreed upon:

1. The meeting commenced with the members being welcomed along with introduction of new members by Ms. Preethi Colaco, Convenor of the Committee
2. It was noted that no complaints were lodged until the date of the meeting; neither written nor through online forum.
3. It was agreed that in the event of any complaint being received, the said complaint shall be addressed to by the committee by holding the meeting at short notice and communicate its decision to the complainant within ten days of receipt of the complaint.
4. If no complaints are received, the next meeting would be held by February 2019.


Ms. Preethi Colaco
Convenor – Grievance Redressal Committee.





16/02/2022

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Bidisha.
ST. FRANCIS INSTITUTE OF TECHNOLOGY
(ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)
(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)
P.B. No. 8456, Mount Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103
Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfcdu@sfitengg.org Website: sfitengg.org

Ref:

Date:

23/02/2018

Establishment of Grievance Redressal Committee in the Institution

The college has a Grievance Redressal Committee functioning and the members of the Committee are as follows

1. Ms. Bidisha Roy - Convener
2. Ms. Shree Jani - Member
3. Mr. B. D. Gokhale - Member
4. Ms. Preethi Colaco - Member
5. Ms. Mamta D'Souza - Secretary
6. Ms. Arena D'Souza - Member

The meeting of the Grievance Redressal are hold as and when grievances are reported and also once in 2 months if no grievances are reported.

A brief note on the last meeting on the grievance committee is attached herewith.

Mamta
Ms. Mamta D'Souza
Secretary

S.P. Bhal
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St. Francis Institute
of Technology(Engg.-College)
Mount Painsur, S. V. P. Road,
Borivli (West) Mumbai-400 103

S.P. Bhal
PRINCIPAL
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of Technology(Engg.-College)
Mount Painsur, S. V. P. Road,
Borivli (West) Mumbai-400 103

S.P. Bhal

16/02/2022

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Borivli (West), Mumbai - 400 103.



Minutes of Grievance Redressal Committee (AY 2017-2018) held on 18th April 2018

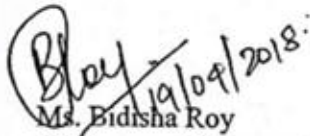
The following members were present:

1. Ms. Bidisha Roy – Convenor of the committee and Asso. Professor, CMPN Dept
2. Ms. Shree Jaswal – Member and Asst. Professor, INFT Dept
3. Ms. Preethi Colaco – Member and Asst. Professor, F.E Dept
4. Ms. Mamta D'souza – Member and Staff, Exam Cell, SFIT

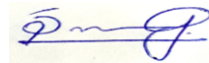
Mr. B. C. Gokhale and Ms. Arena D'souza were granted leave of absence.

Gist of the points that were discussed and agreed upon:

1. The meeting commenced with the members being welcomed by Ms. Bidisha Roy, Convenor of the Committee
2. It was noted that no complaints were lodged until the date of the meeting; neither written nor thorough online forum.
3. It was agreed that in the event of any complaint being received, the said complaint shall be addressed to by the committee by holding the meeting at short notice and communicate its decision to the complainant within ten days of receipt of the complaint.
4. If no complaints are received, the next meeting would be held by October 2018.


Ms. Bidisha Roy

Convenor – Grievance Redressal Committee,



16/02/2022

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19/10/2017

Minutes of the meeting of the Grievance Redressal Committee held on 18/10/2017 at 3.15 p.m. in the Mini Conference Room.


The following members were present:

1. Ms. Bidisha Roy – Convener
2. Mr. B. D. Gokhale – Member
3. Ms. Preethi Colaco – Member
4. Ms. Mamta D'Souza - Secretary

There were no complaints received till the date of the meeting.

Demo of the software to register online grievance was given by Mr. Johnson Pen – Asst. System Administrator to the above members as well as to the Principal, Heads of the Departments and Students Representatives.

The next meeting will be held in the month of April, 2018 unless any grievance is received.


Ms. Mamta D'Souza
Secretary
Grievance Redressal Committee

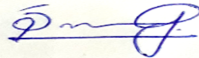

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Mount Painsur, S. V. P. Road,
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16/02/2022

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Borivli (West), Mumbai - 400 103.



Minutes of meeting of Anti Ragging Committee
Academic year 2019 – 2020

**ST. FRANCIS INSTITUTE OF TECHNOLOGY**
(Roman Catholic Christian Minority Educational Institute)
Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to Universities of Mumbai
P. B. No. 8456, Mt. Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.
Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedus@sit.ac.in Website : www.sit.ac.in

Ref: _____ Date : _____

SFIT/ 4226A /2019 - 2020 11.07.2019

Notice

To,
The Anti-Ragging Committee Members,
SFIT


Dear Members,

The meeting of the Anti-Ragging Committee will be held on 20.07.2019 at 10.00 a.m. in the Board Room of the College.

You are requested to kindly make it convenient to attend the meeting.

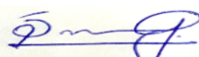
The Agenda is as follows:

1. Introduction of the new committee members
2. To discuss about Anti ragging policy received from AICTE
3. Publicity measures to be undertaken for prevention of Anti-Ragging in the college
4. Any other points with the permission of the chair.


Dr. Sincy George
Convener - Anti-Ragging Committee

Distribution :

1. Dr. Sincy George
2. Mr. Nivas Rare
3. Mr. Rohit Bundelkhandi
4. Deacon Ivan Fernandes
5. Dr. Poonam Hemnani
6. Dr. Deepak Jayaswal
7. Mr Dambarudhar Sahu
8. Mr. Allan Dsouza
9. Ms. Niyati Agarwal
10. Ms. Hastha Shetty
11. Mr. Nadim Ansari



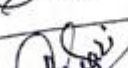


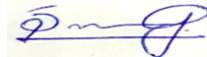
16/02/2022

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Borivli (West), Mumbai - 400 103.



Anti-Ragging Committee Meeting held on 20.07.2019 at
10.00 a.m.

Sr. No	Name	Signature
1.	Dr. Sincy George	
2.	Mr. Nivas Rane	LOA
3.	Mr. Rohit Bundelkhandi	
4.	Deacon Ivan Fernandes	LOA
5.	Ms. Poonam Hemnani	
6.	Dr. Deepak Jayaswal	
7.	Mr Dambarudhar Sahu	LOA
8.	Mr. Allan Dsouza	
9.	Ms. Niyati Agarwal	
10.	Ms. Hastha Shetty	
11.	Mr. Nadim Ansari	



16/02/2022

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Minutes of the Anti-ragging committee meet

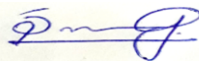
The Anti-ragging committee met on 20.07.2019 in room no 101 at 10.00 a.m. Dr. Sincy George, Principal, chaired the meeting. Meeting began with the college prayer. The chairman started with the agenda which was circulated well in advance to the members to have a healthy discussion.

- 1. Introduction of the new committee members:** Chairman informed that Anti-ragging committee is headed by Head of the institution and consisting of representative of civil and police administration, local media, NGO, faculty, parents and students belonging to fresher's category as well as senior students. Chairman then introduced all the members present to others. Chairman also asked members to give their valuable suggestions.
- 2. To discuss about Anti ragging policy received from AICTE :** Chairman then discussed about the AICTE notification F.No 37-3/Legal/AICTE/2009 notification on "Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education"
- 3. Publicity measures to be undertaken for prevention of Anti-Ragging in the college:** Chairman informed the members that like every year SFIT has planned to give wide publicity in the college about the Prevention of anti-ragging. Notice, banners will be displayed on the notice board. The UGC has uploaded 4 short films and one documentary film to counsel students on ill effects of ragging on its website. A link for the same is given in our website. An signed affidavit will be collected from students that he/she is aware of the law regarding prohibition of ragging as well as the punishments of the same. Chairman said that she is very happy to inform that since the inception, there is not even a single case of ragging happened or reported in the college.
- 4. Any other points with the permission of the chair.:** As there was no suggestion, the meeting ended with the vote of thanks by chairman


Dr. Sincy George

Chairman, Anti-ragging committee.

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16/02/2022

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A meeting of **Internal Complaints and Women's' Development Cell** was held on 11th October 2019 at 04:00 pm.

The following members were present:


1. Mrs. Bidisha Roy – Presiding Officer (Teaching Staff)
2. Mrs. Anjali Chaudhari – Member (Teaching Staff)
3. Mrs. Dakshata Panchal - Member (Teaching Staff)
4. Mrs. Sally John – Member (Accounts)
5. Mrs. Arena Dsouza – Member (Office Staff)
6. Ms. Ritika Bhole – Member (Student)

Ms. Ruchika Pancharia and Ms. Ruchi Varia were given leave of absence

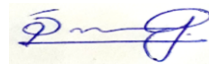
The following points were discussed:

1. The Presiding Officer welcomed the attending members and briefed them about the working of the cell.
2. No complaint/issue was reported till date. Hence, there were no issues to be handled.
3. The details of the cell are mentioned in the website. However, it was unanimously decided that all members would take initiative to spread awareness about the cell amongst staff and students.
4. The tentative date for the next meeting was fixed for April 2020. However, in case of any formal complaint, the committee would meet as and when required.

The meeting concluded at 04:30 pm.


Ms. Bidisha Roy
Presiding Officer
Internal Complaints and Women's Development Cell





16/02/2022

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Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.





Phone : 011-26131577 - 78, 80
011-29581000
Website : www.aicte-india.org



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्
(भारत सरकार का एक संवैधानिक विभाग)
(मानव संसाधन विकास विभाग, भारत सरकार)
नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली - 110070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(A Statutory Body of the Govt. of India)
(Ministry of Human Resource Development, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

F. No.: 25-AICTE/AR/Antiragging/2016

Date: 24.11.2018

To
The Principals/Director,
AICTE's approved Technical Institution.


Subject: Display of Anti Ragging Posters -regarding

Sir/Madam,

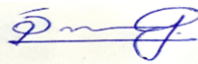
Please find attached 04 Anti Ragging Posters (in pdf form) for the prominent display and wider publicity in your institutions. These posters are also available on UGC website at the web link http://www.ugc.ac.in/ugc_notices.aspx?id=1996.

2. To create awareness regarding prevention and prohibition of ragging, all the AICTE approved Institutions are requested to display these posters in their institution.

Yours faithfully,


24.11.18
(Prof. Rajive Kumar)
Advisor-I (PGR Cell)

Encls: As above.



16/02/2022

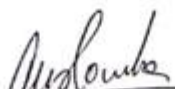
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Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.



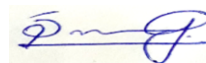
Minutes of the Anti-ragging committee meet

The Anti-ragging committee met on 19/06/2018 in room no 101 at 1.00pm. Dr. Kevin Noronha, chaired the meeting. All the committee members were present for the meeting. The chairman started with the agenda which was circulated well in advance to the members to have a healthy discussion.

1. **Discussion on anti-ragging policies:** Dr. Kevin Noronha briefed the committee about the anti-ragging regulation policies of AICTE (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009). He gave a brief description about what constitutes a ragging.
2. **Measure of prevention of ragging:** The measure given by the AICTE for the prevention of ragging was discussed in detail. As per the AICTE policy, the committee will give a wide publicity about the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging by putting up posters and notices on the notice board.
3. **To discuss about the anti-ragging Monitoring mechanism:** The measure given in the AICTE policy were discussed. It is decided to implement the given policies strictly. The mentoring cell for the student's has already been created. HOD FE Dr. Poonam Hemnani informed that the FE students are briefed about the anti-ragging policies in FE orientation programme to be held at the beginning of every academic year. Dr. Kevin informed the members that the phone numbers and email ID of all the members of the committee has been displayed on the notice board near the Principals room. All the class coordinators and subject teachers are informed to announce about anti ragging policies in the class room.
4. The chairman Dr. Kevin informed the members that no case of has been reported in this academic year 2017-18.


Dr. Kevin Noronha 21/6/18.
Convener, Anti-ragging committee.





16/02/2022

PRINCIPAL
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Borivli (West), Mumbai - 400 103.



Minutes of the Anti-ragging, Unfair means and Discipline committee meet

The Anti-ragging, Unfair means and Discipline committee met on 16/04/2018 at 10am in the exam room (101). Dr. Kevin Noronha chaired the meeting. All the committee members were present for the meeting. The chairman started with the agenda which was circulated well in advance to the members to have a healthy discussion.

1. Monitoring the students for any ragging related activities:

HOD FE Dr. Poonam Hemnani informed that the FE students are briefed about the anti-ragging policies in FE orientation programme held at the beginning of every academic year. Dr. Kevin informed the members that the phone numbers and email ID of all the members of the committee has been displayed on the notice board near the Principals room. All the class coordinators and subject teachers are informed to announce about anti ragging policies in the class room. No case has been reported in the academic year 2017-18.

2. Motivating the students not to indulge in unfair means during exams:

Dr. Kevin informed the members that to make our university exams malpractice free several measures have been taken. An internal squad comprising of senior faculty members visits the class rooms during exams to check for any possible malpractices for the Internal Assessment Tests. The mobile phone in the exam hall is banned and notice for which has been displayed everywhere. The HODs Dr. Gautam Shah, EXTC, Dr. Joanne Gomes, INFT, Dr. Kavita Sonawane, CMPN and Dr. Poonam Hemanini, FE informed that they always advise the students to work hard and write the exams on their own rather than indulging in malpractices.

3. To explain to the students regarding the consequences of copying in the university exams :

Dr. Kevin informed that the junior supervisors announce at the beginning of the exams regarding the consequences of malpractice during exams. The university ordinance on malpractice and the punishment for the same has been displayed outside the exam hall. All the students are well aware of the consequences of malpractice during university exams

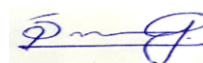
4. To improve the overall discipline of the students in the college:

HOD's discussed about the measures they have taken to maintain discipline in their respective departments. Every department has formed a discipline committee under the guidance of HOD. These members oversee the discipline of the department by taking rounds at the beginning of every session.

The convener thanked all the members for their suggestions.

Dr. Kevin Noronha

Convener, Anti-ragging, Unfair means and Discipline committee.



16/02/2022

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Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.



Constitution of Anti – Ragging Committee



ST. FRANCIS INSTITUTE OF TECHNOLOGY
(ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)
(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)
P.B. No. 8456, Mount Poincur, S.V.P. Road, Borivli (West), Mumbai - 400 103
Phone: 2890 8585 / 2892 8585 Fax: 28054787 E-mail: sfedu@sfitengg.org Website: sfitengg.org

Ref: SFIT/4125/2018-19

Date: 12/02/2019

To,
Shri. Nivas Rane,
Police Sub-Inspector,
MHB Police Station,
Borivli (W), Mumbai
Mob: 9820264559

Sub: Request to be a member of 'Anti-Ragging Committee' as per AICTE norms

Dear Sir,

I wish to express my sincere thanks for kindly consenting to be a member of the 'Anti-Ragging Committee' of our college, St. Francis Institute of Technology (Engg. College), Borivli (W).

We will communicate to you well in advance, the dates of the meetings as and when they are scheduled. We also would like to assure you that we are taking utmost care to prevent any anti-ragging activities in our campus and happy to inform you, that since inception of this college, there has not been a single such incident.

I once again thank you for giving your consent to be the member of Anti-Ragging Committee' of our college and request your acknowledgement of this communication.

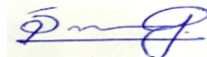
Thanking you,

Yours sincerely,


Bro. Joe Thuruthiyil
Director



201
Ranjit
MHB
P.S.T.
1-417B



16/02/2022

PRINCIPAL
St. Francis Institute
Of Technology (Engg-College)
Mount Poincur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.





ST. FRANCIS INSTITUTE OF TECHNOLOGY
(ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)

(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

P.B. No. 8456, Mount Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103
Phone: 2890 8585 / 2892 8585 Fax: 28954787 E-mail: sfedu@sfitegg.org Website: sfitegg.org

Ref: SFIT/4136/2018-19

Date:
28/02/2019

To,
Shri. Rohit Bundelkhandi,
Chief Manager,
TOI Editorial,
Bennett, Coleman Co. Ltd.,
Times of India Building,
Dr. D. N. Road,
Mumbai - 400 001
Mob: 9892310860
Tel: 66354568 (D), 56353535 - extn. 4568
Email: rohit.bundelkhandi@timesgroup.com

Sub: Request to be a member of 'Anti-Ragging Committee' as per AICTE norms

Dear Sir,

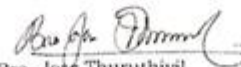
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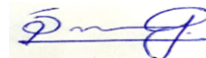
I once again thank you for giving your consent to be the member of Anti-Ragging Committee of our college and request your acknowledgement of this communication.

Thanking you,

Yours sincerely,


Bro. Jose Thuruthiyil
Director

Received
RMB



16/02/2022

PRINCIPAL
St. Francis Institute
Of Technology (Engg-College)
Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.





ST. FRANCIS INSTITUTE OF TECHNOLOGY
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Phone: 2890 8585 / 2892 8585 Fax: 28951787 E-mail: sfdedu@sfitengg.org Website: sfitengg.org

Ref:

SFIT/4137/2018-19

Date:

28/02/2019

To,

Mr Dambarudhar Sahu

Sub: Request to be a member of 'Anti-Ragging Committee' as per AICTE norms

Dear Sir,


I wish to express my sincere thanks for kindly consenting to be a member of the 'Anti-Ragging Committee' of our college, St. Francis Institute of Technology (Engg. College), Borivli (W).

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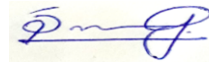
Thanking you,

Yours sincerely,


Bro. Jose Thuruthiyil
Director







16/02/2022

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Borivli (West), Mumbai - 400 103.





ST. FRANCIS INSTITUTE OF TECHNOLOGY
(ENGINEERING COLLEGE)

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P.B. No. 8456, Mount Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103
Phone: 2890 8585 / 2892 8585 Fax: 28954787 Email: sfedu@sfitengg.org Website: sfitengg.org

Ref: SFIT/4138/2018-19

Date
28/02/2019

To,
Deacon Ivan Fernandes,
Diocesan Youth Centre,
Bandra West,
Mumbai - 400 050

Sub: Request to be a member of 'Anti-Ragging Committee' as per AICTE norms

Dear Sir,

I wish to express my sincere thanks for kindly consenting to be a member of the 'Anti-Ragging Committee' of our college, St. Francis Institute of Technology (Engg. College), Borivli (W).

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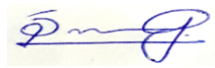
Thanking you,

Yours sincerely,


Bro. Jose Thuruthiyil
Director

Jan

*Acknowledging receipt
of your proposal and
subject to any
changes.
Ivan Fernandes
16/2/2019.*



16/02/2022

PRINCIPAL
St. Francis Institute
Of Technology (Engg-College)
Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.





St. Francis Institute of Technology
(Engineering College)

28/07/2017

Anti-ragging Helpline Members

Coordinator:

Dr. Kevin Noronha -Dean Academics
9870335301 - kevinnoronha@sfitengg.org

Members

Dr. Gautam Shah-HOD EXTC
9324031996 - gautamshah@sfitengg.org

Dr. Joanne Gomes-HOD INFT
9833409169 - joanne@sfitengg.org

Dr. Kavita Sonawne-HOD CMPN
9004348061 - kavitasonawane@sfitengg.org

Dr.Poonam Hemnani -FE coordinator
9892871089 - poonamhemnani@sfitengg.org

For displaying details of online grievance redressal
mechanism as per AICTE notification.

16/02/2022

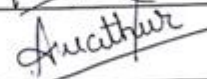

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Borivli (West), Mumbai - 400 103.



Women Development Cell/ Internal Complaints

Date: 08/02/19

Meeting Attendance

Sr. no.	Name of members	Signature
1	Ms. Nidhi Gaur	
2	Ms. Amrita Mathur	
3	Ms. Anjali Chaudhari	
4	Ms. Erina Rodrigues	

Women Development Cell/ Internal Complaints Committee

Date: 10/02/2019

Minutes of Meeting

The College Women Development Cell/ Internal Complaints Committee conducted meeting on 08/02/2019. The members present were:

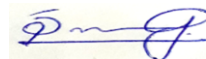
1. Ms. Nidhi Gaur Asst. Professor-- CMPN—Convenor
2. Ms. Anjali Chaudhari Asst. Professor-- EXTC
3. Ms. Amrita Mathur—Asst. Professor – IT
4. Ms. Erina Rodrigues – Asst. Professor - FE

New members were introduced in the meeting. In this meeting no issues/ complaints were reported.


Ms. Nidhi Gaur

Convenor

Women Development Cell/ICC



16/02/2022

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Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.



Women Development Cell/ Internal Complaints

Date: 05/10/2018

Meeting Attendance

Sr. no.	Name of members	Signature
1	Ms. Nidhi Gaur	<i>Nidhi</i>
2	Ms. Amrita Mathur	<i>Amu</i>

Women Development Cell/ Internal Complaints Committee

Date: 06/10/2018

Minutes of Meeting

The College Women Development Cell/ Internal Complaints Committee conducted meeting on 05/10/2018. The members present were:

1. Ms. Nidhi Gaur Asst. Professor-- CMPN—Convenor
2. Ms. Amrita Mathur—Asst. Prof – IT

In this meeting no issues/ complaints were reported.

Nidhi
Ms. Nidhi Gaur

Convenor

Women Development Cell/ICC

[Signature]

16/02/2022

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Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.



Women Development Cell/ Internal Complaints Committee

Date: 13/04/2018

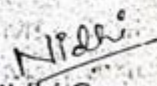
Minutes of Meeting

The College Women Development Cell/ Internal Complaints Committee conducted meeting on 12/04/2018. The members present were:


1. Ms. Nidhi Gaur Asst. Professor-- CMPN—Convenor
2. Ms. Amrita Mathur—Asst. Prof – IT
3. Ms. Mahima Philip – Asst. Prof. – Basic Sciences & Humanities (FE)

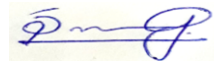
We celebrated 8th March as International Women's day in college. The event was organized by NCC and SFIT WDC/ICC for the faculty and students. The event was conducted successfully.

In this meeting no issues/ complaints were reported.


Ms. Nidhi Gaur

Convenor
Women Development Cell/ICC


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Borivli (West) Mumbai-400 103



16/02/2022

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Of Technology (Engg. College)
Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.



18/12/2017

To,
The Principal,
SFTT

Sub: Report on Women Development Cell / Internal Complaints Committee

The college Women Development Cell / Internal Complaints Committee consists of the following members:

1. Ms. Kavita Sakhardande Asst. Professor - EXTC - Convener
2. Ms. Nidhi Gaur - Asst. Prof - CMPN
3. Ms. Amrita Mathur - Asst. Prof. - INPT
4. Ms. Mahima Philip - Asst. Prof. - Basic Sciences & Humanities (FE)

We have been celebrating 8th March as International Women's day in the college.

We have been conducting meetings of the committee as and when issues concerning women are reported or once in two months. The last meeting of the committee was held on 15/12/2017. In this meeting no issues / complaints were reported.

for Amrita
23/2/18
Ms. Kavita Sakhardande
Convener
Women Development Cell

SA
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of Technology (Engg.-College)
Mount Painsur, S. V. P. Road,
Borivli (West) Mumbai-400 103



S.P. Bhal
PRINCIPAL
St. Francis Institute
of Technology (Engg.-College)
Mount Painsur, S. V. P. Road,
Borivli (West) Mumbai-400 103

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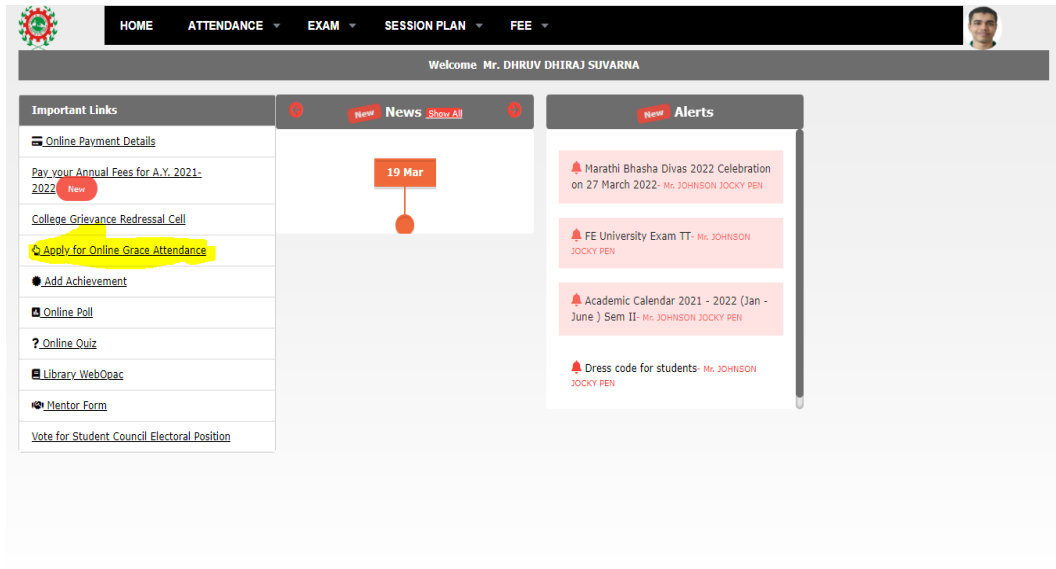
[Signature]

16/02/2022

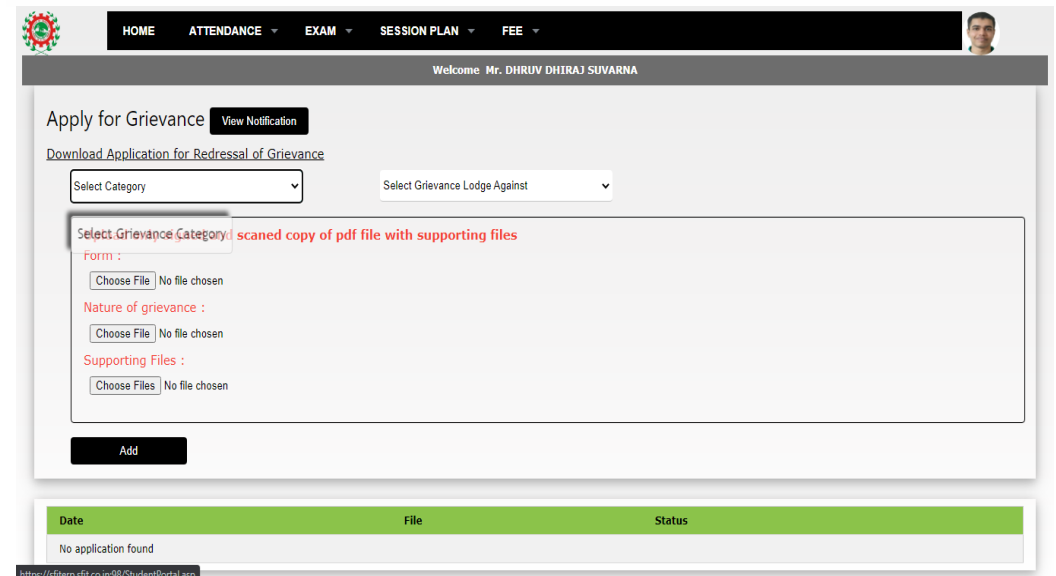
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Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.




Screenshots of online complaint registration on SFIT ERP



The screenshot shows the home page of the SFIT ERP system. The navigation bar includes links for HOME, ATTENDANCE, EXAM, SESSION PLAN, and FEE. A user profile for Mr. DHRUV DHIRAJ SUVARNA is visible in the top right. The main content area is divided into three sections: Important Links, News, and Alerts. The Important Links section lists various services such as Online Payment Details, Pay your Annual Fees, College Grievance Redressal Cell, and Apply for Online Grace Attendance. The News section shows a date of 19 Mar. The Alerts section contains several notifications, including Marathi Bhasha Divas 2022 Celebration, FE University Exam TT, Academic Calendar 2021 - 2022, and Dress code for students.



The screenshot shows the 'Apply for Grievance' page. It features a 'View Notification' button and a 'Download Application for Redressal of Grievance' section. This section includes two dropdown menus: 'Select Category' and 'Select Grievance Lodge Against'. Below these are three file upload fields: 'Form', 'Nature of grievance', and 'Supporting Files', each with a 'Choose File' button and the text 'No file chosen'. A red warning message states: 'Select Grievance Category: scanned copy of pdf file with supporting files'. An 'Add' button is located at the bottom of the form. Below the form is a table with columns for Date, File, and Status, which currently shows 'No application found'. The URL 'https://sfiterpsfit.com/98/StudentPortal.asp' is visible at the bottom left.


16/02/2022
PRINCIPAL
St. Francis Institute
Of Technology (Engg. College)
Mount Pooner, S. V. P. Road,
Borevi (West), Mumbai - 400 103.

Application for Redressal of Grievance/s to CGRC

To,
The Chairman,
College Grievance Redressal Cell (CGRC),

Subject: Application for Redressal of Grievance/s

Respected Sir/Madam,

I/We am/are hereby forwarding my/our application for Redressal of Grievance/s. Kindly accept it and do the further processing. My/our personal details and particulars about my/our grievances are as follows-

1	First Name of the Student	
2	Middle Name of the Student	
3	Last Name of the Student	
4	Department	
5	Residential Address of the Student	
6	Permanent Address of the Student	
7	Email of the Student	
8	Mobile No. of the Student	
9	WhatsApp No. of the Student	
10	Landline No. of the Student (If Any)	
11	Faculty	Science and Technology
12	Programme of Study	UG / PG / Ph.D.
13	Class	INFT /CMPN/EXTC/ ELEC/ MECH FE / SE / TE / BE A / B
14	Year of Study	First / Second / Third / Fourth
15	Semester	
16	Roll No.	
17	PRN No. (PID No)	
18	P.G./Ph.D./M.Phil. Registration No	
19	Name of the Teacher/s / Officer/s / Staff / Section/s / Department/s against whom the Complaint is to be Lodged	
20	Nature of Grievance/s in which Redressal is Sought	Write Upload Word/PDF File
21	List of Supporting Documents Attached herewith	Upload Word/PDF File/s

Declaration from the Student/s

I/We hereby declare that the above information furnished by me/us is true to the best of my/our knowledge. In case if it is turned false I/We am/are personally responsible for the punishment.

Date:

Place:

Signature of the Student/s


16/02/2022
PRINCIPAL
St. Francis Institute
Of Technology (Engg-Collage)
Mount Painsur, S. V. P. Road,
Berkur, (Wast), Muzirjal - 400 103.



Geotagged photo of Suggestion Box



[Handwritten Signature]

16/02/2022

PRINCIPAL
St. Francis Institute
Of Technology (Engg-College)
Mount Pooner, S. V. P. Road,
Borivali (West), Mumbai - 400 103.



Criterion 5- Student Support and Progression

5.1 Student Support

Support File for Criteria -5.1.5: Mechanism for Timely Redressal of Student Grievances

INDEX

Sl. No.	Document Name
1.	Details Of The Students Grievances Including Sexual Harassment And Ragging Cases

Proof

Details of the students grievances including sexual harassment and ragging cases



**ST. FRANCIS INSTITUTE OF TECHNOLOGY
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*(Roman Catholic Christian Minority Educational Institute)
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P. B. No. 8456, Mt. Poinsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.
Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfit.ac.in Website : www.sfit.ac.in

Ref:

Date :
15/02/2022

Details of student grievances including sexual harassment and ragging cases

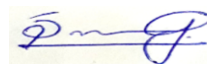
I, the undersigned do hereby declare that there were no cases related to student grievances including sexual harassment and ragging since the Academic Year 2016-17 till date.

The above is to the best of my knowledge.


Dr. Sincy George
Principal

PRINCIPAL
St. Francis Institute
Of Technology (Engg-College)
Mount Poinsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.





16/02/2022

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