



# E.G.S. PILLAY ENGINEERING COLLEGE (AUTONOMOUS)

NAGAPATTINAM – 611 002. TAMILNADU, INDIA

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai  
(Accredited by NAAC with 'A' Grade and NBA)

Email: principal@egspec.org website: www.egspec.org Ph: 04365-251112

## INSTITUTIONAL POLICY


### Grievance and Redressal cell Policy Document :

The grievance and Redressal cell Policy is prepared to make all students at E.G.S. Pillay Engineering college aware of guidelines of the institute. The policy is effective from July 2012. It is expected that students and strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change /modify the policy as and when necessary and apply their discretion in specific cases.

### Content :

S.No	Particulars	Page No
A	Vision and Mission of the Institution	2
B	Objectives of the policy	3
C	Introduction	4
D	Responsibilities	5
E	Initial Grievance meeting	6
F	Recommendation	7

**ATTESTED**  
  
**Dr. S. RAMABALAN, M.E., Ph.D.,**  
**PRINCIPAL**  
**E.G.S. Pillay Engineering College,**  
**Thethi, Nagore - 611 002.**  
**Nagapattinam (Dt) Tamil Nadu.**

  
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### **A.VISION & MISSION OF THE INSTITUTION**

#### **VISION :**

Envisioned to transform our institution into a "Global Centre of Academic Excellence"

#### **MISSION**

1. To provide world class education to the students and to bring out their inherent talents.
2. To establish state-of- the-art facilities and resources required to achieve excellence in teaching - learning and supplementary processes.
3. To recruit competent faculty and staff and to provide opportunity to upgrade their knowledge and skills.
4. To have regular interaction with the Industries in the area of R&D and offer consultancy, training and testing services.
5. To establish centers of excellence in the emerging areas of research.
6. To offer continuing education and non-formal vocational education programmes that are beneficial to the society.

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### **GRIEVANCE AND REDRESSAL CELL POLICY MANUAL**

#### **B. Objective:**


- To receive grievances and appeals, to evaluate the genuineness and suggest remedial measures.
- The grievances may be related to teaching and learning process, continuous assessment, examination, evaluation and service related matters.
- Students can also appeal for decision towards any committee to this Grievance and Redressal cell committee.

The students approach the cell to voice their grievances regarding academic and non-academic matters. The cell redresses the grievances at individual and class level and grievances of common interest. Students are encouraged to use the suggestion box placed on the campus to express constructive suggestions and grievances.

Suggestion boxes are provided for the students/staff to intimate their grievances. Complaints dropped in the "Suggestion box" by students and oral complaints are also redressed. All complaints are scrutinized by the management and the Grievance and Redressal Cell. Grievance and Redressal cell committee members/Principal regularly attends to these as and when required. The college assures students that once a complaint is made, it will be treated with confidentiality.

The complaint management mechanism is carried out in three levels in the institution

1. The departmental level grievances are attended by the concern class advisers and department heads
2. The student coordinators and staff coordinators of grievance and redressal cell act as facilitators to communicate and sort out the grievances at the department level.
3. Unresolved grievances at the department level are referred to the grievances and redressal cell of the institution.

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### **C.INTRODUCTION:**

The Grievance and Redressal Cell will enquire the grievances and suggest the final action to be initiated at the institutional level for the redressal of the same. Any student may approach the committee members, if he/she has any grievance regarding academic and non-academic matters and the committee will take up necessary action.

### **Objectives:**

- To provide a support system for the students to address their grievances.
- To initiate proactive measures to redress the grievances of the students.
- To analyse the complaints and representations of aggrieved students and to take action with the appropriate authorities for redressed.
- To get suggestions periodically from the students for improvement.
- To redress Students & Faculty Complaints/Grievances to solve their academic and administrative problems.
- To Co-Ordinate between Students/Faculty and Departments/Sections to redress the complaints/ grievances.
- To encourage the students to express their Grievance / Problems freely and frankly, without any fear of being victimized.
- To ensure Effective Solution to the Student's Grievances with and impartial and fair approach.

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### **D.RESponsibilities:**

- The grievances at departmental level are governed by the concerned mentors, class Coordinators and Department Heads then and there.
- Unresolved grievances at the departmental level are referred to the Grievance and Redressal Cell of the institution.


Anyone with a genuine grievance may approach the department members in person.

E.G.S. Pillay Engineering College has an Online Grievance and Redressal System to record and maintain all the grievances from multiple stakeholders. This will be a simple online form with all the data captured, assigned manually by the admin to the right committee member. Who work on it will record the action taken and update the status of the case.

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### **E.INITIAL GRIEVANCE MEETING**

1. The work of the committee begins with an initial meeting of Committee members convened by the Committee Convener.
2. The Committee Convener will conduct a brief orientation to ensure that the members of the committee are familiar with the grievances procedures and that no member as an conflict of interest.
3. The committee will then render a fair and impartial decision on the matter base solely

### **Final Decision :**

- The Written report of the Committee's decision must set forth the Committee's findings and recommendation.
- The recommendation addresses what action(s) the Committee has decided should be taken.
- The recommendation must be supported by the facts and the Committee should provide justification.
- A carefully reasoned decision is more likely to be persuasive and upheld.
- The Committee should decide if the matter being grieved was reached for improper or unfair reasons and if policy were violated.
- In cases where the Committee's report is forwarded to the College Principal for final decision, the Grievance procedure provides that the principal may accept or reject any or all findings and recommendations of the grievance Committee.
- The principal may also seek clarifying information from the Committee, so be as systematic as possible in your recommendation.

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### **Appeal Process :**


#### **If Grievance and Redressal Committee denies request for Formal Hearing**


- If the Grievance Hearing Committee rejects the request for a Grievance Hearing. The committee Convenor will not if the Grievant in writing of the Committee's decision.
- The notification will contain the appeal rights of the Grievant.
- The Grievant will have fifteen (15) instructional days after receipt of the grievance hearing committee's decision to appeal the decision in written to the College Principal.
- The Principal will meet and review the Grievance Hearing Committee's decision not to hold a Grievance Hearing and make a final decision.
- If the College Principal determines there will not be a formal Hearing the process is complete and the matter is resolved; if he determines there will be a Formal Hearing the Committee will proceed following Formal hearing Procedures.

#### **F. If Unsatisfied with Grievance and Redressal Committee's Recommendation**

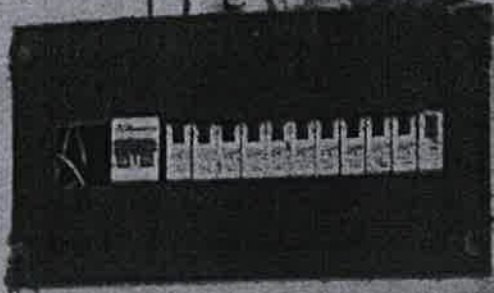
- If the Grievant or Respondent is dissatisfied with the Grievance Hearing Committee's recommendation regarding the merits of the grievance a Written appeal may be filed to the college Principal.
- The appeal must state the specific basis on which it is made along with any supportive information. Then the Principal will review the Grievance Hearing Committee's decision.
- The College Principal will make a final decision on the matter. The Grievant and Respondent will be notified through the Committee Convenor about the Principal decision, the process is complete and the matter resolved on the evidence before them.

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.B.B.S.,  
.00 pm  
D.N.D.P  
.00 pm



ATTESTED

A handwritten signature in green ink, written over the word "ATTESTED". The signature is cursive and appears to be "Dr. S. Ramabalan".

Dr. S. RAMABALAN, M.E., Ph.D.,  
PRINCIPAL

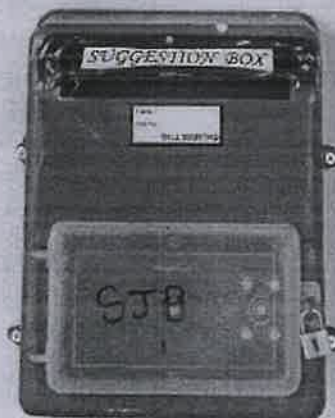
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**SUGGESTION BOX**  
Any Grievance Please Contact  
**Shri.S.SANKAR GANESH**  
Whatsapp : **9789713671**  
.....  
**Dr.S.PONSADAI LAKSHMI**  
Email : [grievanceegspec@gmail.com](mailto:grievanceegspec@gmail.com)

**RECEPTION**



**ATTESTED**

**Dr. S. RAMANATHAN, M.E., Ph.D.,**  
Principal  
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## **Institutional Policy**

### **INTERNAL COMPLAINTS COMMITTEE**

### **POLICY MANUAL**

#### **Internal Complaints Committee Policy Document**

The Internal Complaints Committee policy document is prepared to make all students and research scholars at E.G.S. Pillay Engineering College aware of guidelines of the institute. The policy is effective from July, 2013. It is expected that students and research scholars strictly adhere to the rules and regulations spelled out in the document. The management reserves the right to change / modify the policy as and when necessary and apply their discretion in specific cases.

#### **CONTENT**

S.No	Particulars	PageNo
A	Vision and mission of the Institution	2
B	Objective of the policy	3

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### **A. VISION AND MISSION OF THE INSTITUTION**

#### Vision :

Envisioned to transform our institution into a "Global Centre of Academic Excellence"

#### Mission:

1. To provide world class education to the students and to bring out their inherent talents.
2. To establish state-of- the-art facilities and resources required to achieve excellence in teaching -learning and supplementary processes.
3. To recruit competent faculty and staff and to provide opportunity to upgrade their knowledge and skills.
4. To have regular interaction with the Industries in the area of R&D and offer consultancy, training and testing services.
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### **INTERNAL COMPLAINTS COMMITTEE MANUAL**

E.G.S.Pillay Engineering College is dedicated to provide reliable, safe and secured academic environment to students and working ambience to all female staff members. As per the guidelines of Supreme Court, UGC, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaints Committee (Anti-Sexual Harassment Cell) has been established by the College.

### **Objectives**

- To develop a policy against sexual harassment of women at the institution.
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a dignified and safe environment for women on campus.
- To provide a neutral, confidential and supportive environment for the campus community.
- To ensure fair and timely resolution of complaints about sexual harassment.
- To provide information regarding counselling and support services on the campus.
- To ensure that students, faculty and staff are provided with current and comprehensive information on sexual harassment and assault.
- To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.

### **Role**

- To act as complaint authority on a complaint of sexual harassment.
- To take proactive measures for sensitizing students, staff on gender issues.

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The Internal Complaints Committee consists of the following members:

### **INTERNAL COMPLAINTS COMMITTEE MEMBERS**

<b>S.NO</b>	<b>Name of the Faculty with Department</b>	<b>Position</b>
1.	Dr. J. Vanitha, Professor/MCA	Presiding Officer
2.	Dr.S. Ponsadai Lakshmi Professor / SAH	Member
3.	Mrs.S.Chitra, Asst.Professor /ECE	Member
4.	Mrs.S.Latha, Asst.Professor /EEE	Member
5.	Dr.J .Jeevamalar, Assoc. Professor/Mech	Member
6.	Ms.Karthiga, Asst.Professor / Civil	Member
7.	Mrs.Kalaivani, Asst.Professor / CSE	Member
8.	Dr.B.Asha Daisy, Asst.Professor/MBA	Member
9.	Mr.K. ManikandaKumaran, Assoc.Professor / IT	Member
10.	Dr. N. Ramanujam, Professor/Mech	Member
11.	Mrs. R.Mathurabashini, Librarian	Member(Non-Teaching)
12.	Mr.Gopinath, Account Office	Member(Non-Teaching)
13.	Ms.S. SankaraDevi (III MCA)	Student Representative
14.	Ms.K.Sivashankari( II MBA)	Student Representative
15.	Ms. M.Tamilpriya( IV CSE A)	Student Representative
16.	Ms.S.Sujatha	NGO Representative
17.	Mr.M.Ravindran., BA., B.L, Advocate	Legal Advisor

### **Prevention of Sexual Harassment -Redressal Mechanism**

Procedure for logging in complaint: Complaints should be submitted either through email or by post or in person as soon as possible after an incident has occurred, preferably in writing with his

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or her details of name, designation, contact number and address. The complaint should provide the following information:

1. The name, department and position of the person allegedly committing harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
3. The names of other individuals who might have been subject to the same or similar harassment.

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. Procedure for resolving the issue:

1. On receiving the complaint by the Internal Complaint Committee (ICC), the Presiding officer of ICC will initiate an enquiry by forming a committee with the members along with the approval of the principal. The committee will meet and interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
2. Upon conclusion of an investigation, the Presiding officer will submit a written report of the committee findings to the principal. The committee will recommend appropriate disciplinary action. The appropriate action will depend on the severity, frequency and pervasiveness of the conduct, the quality of the evidence. Finally, recommendations submitted will be implemented by the principal.

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**EGS PILLAY** 26  
ENGINEERING COLLEGE  
Nagapattinam  
ARTS & SCIENCE | POLYTECHNIC | NURSING | B.ED | PHARMACY | INTERNATIONAL SCHOOL (ICSE) | MATRICULATION  
For any Queries Call +91 - 997688999 | +91 - 8680954537

**INTERNAL COMPLAINTS COMMITTEE**

As per the guidelines of the Honourable Supreme Court, UGC and Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013, an Internal Complaints Committee has been constituted and functioning in our college. It is advised hereby to the students and faculties, if you face any sexual harassment or if you receive any anonymous or harassing phone calls or messages from our college, post your complaint regarding this through **GPS Map Camera**

1. Thethi, Tamil Nadu, India  
2. RR3M+8HV, Thethi, Tamil Nadu 611001, India  
3. Lat 10.803503°  
Long 79.834047°  
23/02/23 01:38 PM GMT +05:30

Google

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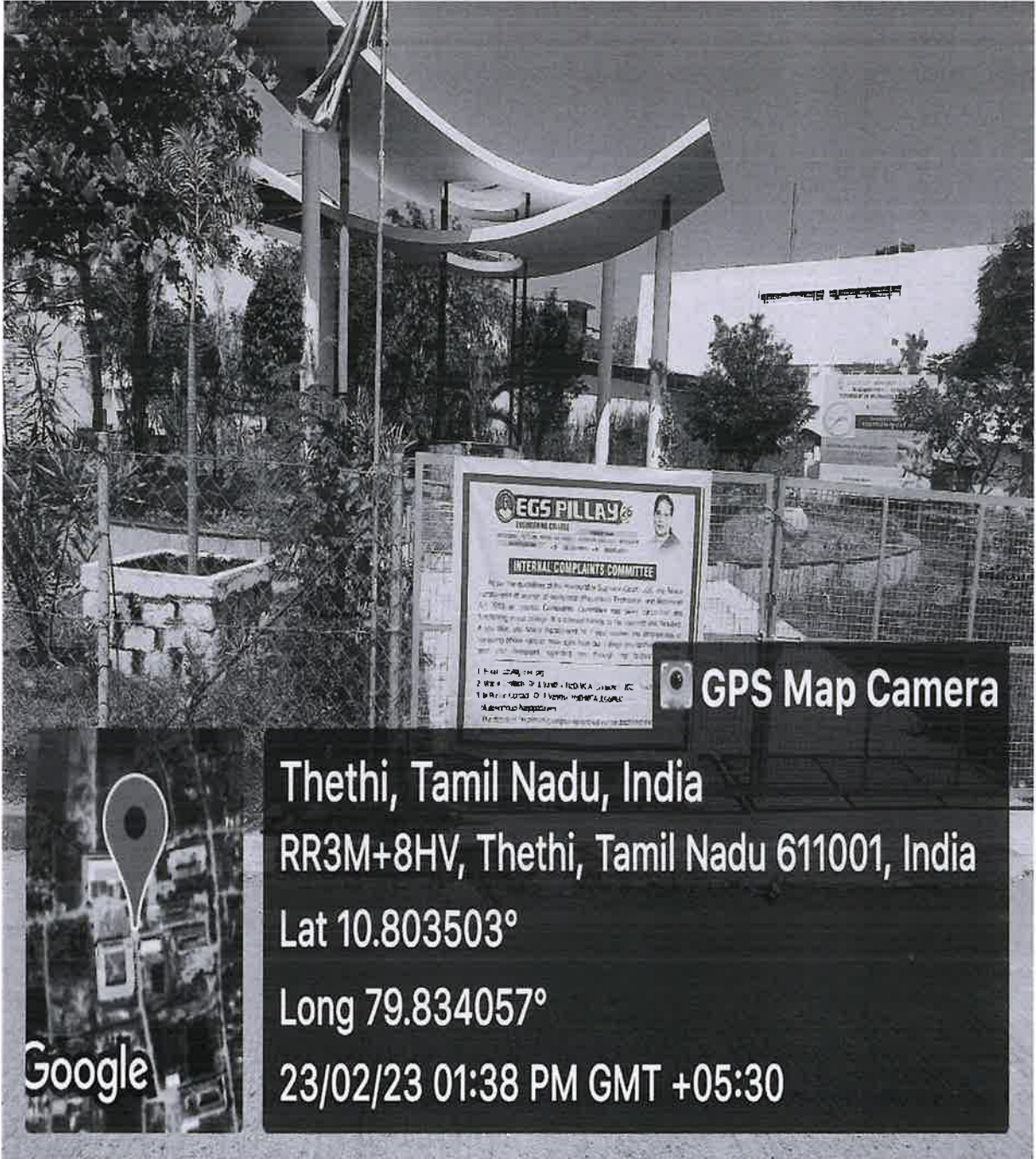


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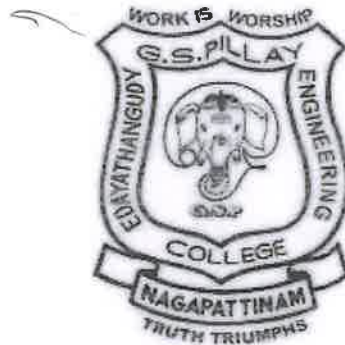
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## **Institutional Policy Vol. IV: Anti-Ragging Policy Manual**

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### **Anti-Ragging Policy Manual for students**

The Anti-Ragging Policy Document is prepared to make all students of E.G.S. Pillay Engineering College aware of rules and regulations of the institute. The policy is effective from July, 2010. It is expected that all the students strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

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S. No	Particulars	Page. No
A	Vision and Mission of the Institution	2
B	Objectives	3
C	Anti-Ragging and Discipline	3
D	Important Instructions About Ragging	4
E	Vehicular Movement / Parking	5

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Dr. S. RAMABALAN, M.E., Ph.D.,  
PRINCIPAL

E.G.S. Pillay Engineering College,  
Thethi, Nagore - 611 002.  
Nagapattinam (Dt) Tamil Nadu.



# E.G.S. PILLAY ENGINEERING COLLEGE (AUTONOMOUS)

NAGAPATTINAM – 611 002. TAMILNADU, INDIA

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

(Accredited by NAAC with 'A' Grade and NBA)

Email: [principal@egspec.org](mailto:principal@egspec.org) website: [www.egspec.org](http://www.egspec.org) Ph: 04365-251112

## A. VISION AND MISSION OF THE INSTITUTION

### Vision:

Envisioned to transform our institution into a "GLOBAL CENTRE OF ACADEMIC EXCELLENCE"

### Mission:

1. To provide world class education to the students and to bring out their inherent talents
2. To establish state-of- the-art facilities and resources required to achieve excellence in teaching -learning and supplementary processes
3. To recruit competent faculty and staff and to provide opportunity to upgrade their knowledge and skills
4. To have regular interaction with the Industries in the area of R&D and offer consultancy, training and testing services
5. To establish centers of excellence in the emerging areas of research
6. To offer continuing education and non-formal vocational education programmes that are beneficial to the society

**ATTESTED**

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## ANTI-RAGGING POLICY MANUAL

### B. Objectives:

- To prohibit, prevent and eliminate the scourge of ragging including any conduct by any student whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student.
- To monitor, direct and oversee the functions and performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution.
- To ensure the ragging free campus.
- To promote the discipline among the student community.

Ragging is a custom in the professional colleges and university campuses in our country. E.G.S. pillay engineering college has always taken adequate measures for prevention and control of ragging every year. And the ragging in the campus is probably minimum among any of the colleges. However, due to the ugly incidences of ragging in other colleges appearing in the newspapers and media, there is anxiety and fear among the freshers and their family members. The college would like to alleviate this fear and anxiety and provide a conducive environment for learning during the initial period of the course. Following the Honorable Supreme Court's direction, we aim to make E.G.S. pillay engineering a ragging free campus.

### C. ANTI-RAGGING AND DISCIPLINE:

- Rules framed under TN. Prohibition of Ragging Act, 1977 under Section 8.
- Any complaint of ragging should be made to the college management / appropriate committees by a student within three days of its occurrence.

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- The management should complete the enquiry within 72 hours and file a complaint with the police if it is found a student or any other person guilty of ragging. On receipt of the complaint, the police will register a case and proceed further in accordance with law.
- The management should also report the details to the university to which it is affiliated and to the head of the department concerned and also to the Government. Similarly, in case of conviction, the officer-in charge of the police station would send a report to the college management, university, department concerned and the Government.
- A student, who was placed under suspension based on the complaint of ragging is ultimately not convicted, the management shall revoke the suspension and the period of suspension of such student shall be treated as if the student had attended the classes.
- A student who desires to discontinue the course in the middle of the curriculum will be bound by the decision of the University Authorities.
- Smoking is strictly prohibited in the institute premises. Students found smoking in the premises will face disciplinary action.
- Students should avoid bringing mobile phones to their classes. The institute seeks the co-operation of parents/guardians to discourage their wards in carrying cell phones to the institute.
- Those found violating this are liable to be debarred from taking the University Examination and their phones will be confiscated.

### **D. IMPORTANT INSTRUCTIONS ABOUT RAGGING:**

- The Hon'ble Supreme Court of India, New Delhi by its order dated 16.05.07 in SLP (C) No.24295/2004 stated the following in order to curb the menace of RAGGING in Educational Institutions.

**ATTESTED**

*Dr. S. Ramabalan*  
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- "If any incidents of Ragging comes to the notice of the authority, the concerned students shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institutions"
- The above directions of the Hon'ble Supreme Court of India will be strictly implemented.

### E. VEHICULAR MOVEMENT / PARKING:

- Rash driving of any vehicle within the College premises is strictly prohibited. The speed limit to be followed in the campus is not to exceed 20km/h. All vehicles should be parked only in places ear marked for parking

  
**CONVENER**  
**ANTI-RAGGING COMMITTEE**

HEAD OF THE DEPARTMENT  
Department of Mechanical Engineering  
E.G.S. Pillay Engineering College  
Nagapattinam.

  
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