

GRIEVANCE REDRESSAL POLICY

Objective:

The objective of this policy is to establish a swift, fair, and transparent system to address grievances raised by students, women, and SC/ST (Scheduled Caste/Scheduled Tribe) members at GJIMT, while adhering to legal mandates and fostering an inclusive, equitable, and harassment-free environment.

Scope: This policy applies to grievances categorized as follows:

- **Students' Grievances:**

- Academic and examination-related issues
- Facility and infrastructure concerns
- Administration-related complaints
- Any other non-gender-specific student grievances

- **Women's Grievances:**

- Non-Criminal Grievances: Managed by the Women's Grievance Redressal Committee (WGRC), such as workplace bias or general issues of discomfort or inequity.
- Criminal or Harassment Grievances: Addressed by the Internal Complaints Committee (ICC) under the Prevention of Sexual Harassment (POSH) Act.

- **SC/ST Grievances:**

- Grievances related to discrimination, bias, or marginalization based on caste and tribal affiliations.

Policy Statement: GJIMT is committed to the swift, confidential, and impartial resolution of grievances, respecting the rights and dignity of all stakeholders. We aim to resolve all grievances within 3 working days of their submission.

Grievance Redressal Committees:

1. **Student Grievance Redressal Committee (SGRC):**

- **Composition:** (as mandated by the Redressal of Grievance of Students Regulations, 2019)
 - Chairperson: Director
 - Faculty Representatives: 4 members
 - Administrative Staff Representative: 1 member
 - Student Representative: 2 members
- **Responsibilities:** Address grievances exclusively related to students' academic and campus concerns.

2. Women's Grievance Redressal Committee (WGRC):

○ Composition:

- Chairperson: A senior woman faculty member
- Women Faculty Representatives: 2 members
- Administrative Staff Representative: 1 member

○ Responsibilities:

- Address non-criminal grievances faced by women employees and students.
- Conduct awareness programs on gender sensitization and inclusivity.

3. Internal Complaints Committee (ICC):

○ Composition: (as mandated under the POSH act)

- Chairperson: A senior woman faculty member
- External Member: A legal expert or social worker specializing in women's issues
- Faculty Representatives: 4 members
- Non-Teaching Staff Representative: 1 member

○ Responsibilities:

- Address grievances related to sexual harassment or issues of criminal nature.
- Ensure adherence to POSH guidelines and legal obligations.
- Conduct POSH awareness workshops.

4. SC/ST Cell:

○ Composition: (As mandated under the SC & ST Prevention of Atrocities Act, 1989)

- Chairperson: Faculty member nominated from the SC/ST category
- Faculty Representatives: 2 members from the SC/ST category
- Administrative Staff Representative: 1 member
- Student Representative: 1 member from the SC/ST category

○ Responsibilities:

- Address grievances related to caste or tribal discrimination, prejudice, or bias.

- Ensure equal opportunities for SC/ST students and staff.
- Organize awareness programs to promote inclusivity and equality.

Procedure for Grievance Redressal:

Step 1: Submission of Grievance

- Online Submission: Through the grievance portal.
- Email:
 - Student Grievance Redressal Committee – sgrc@gjimt.ac.in
 - Women Grievance Redressal Committee – wgrc@gjimt.ac.in
 - Internal Complaints Committee – icc@gjimt.ac.in
 - SC/ST Cell – scc@gjimt.ac.in
- Helpline Number: 99144-33199
- Physical Submission: Grievance boxes or directly to the concerned committee.

Step 2: Acknowledgment:

- Grievances will be acknowledged by the respective committee within 1 working day.

Step 3: Investigation and Resolution:

- Each committee will investigate the grievance and provide a resolution within 3 working days. This process includes reviewing evidence, interviewing parties, and ensuring confidentiality.

Step 4: Communication of Outcome:

- The committee will communicate the resolution to the complainant in writing.

Step 5: Escalation or Appeal:

- Appeals can be directed to the Director within 3 working days if the complainant is dissatisfied with the outcome.

Responsibilities and Confidentiality:

- The ICC shall maintain confidentiality while handling harassment cases.
- WGRC, SC/ST Cell, and SGRC will ensure the privacy of all grievances is respected.
- Quarterly reports will summarize the grievances handled, barring sensitive information.

No Retaliation Policy:

- Retaliation against anyone for lodging a grievance or participating in the grievance process is strictly prohibited.

Awareness Programs:

- Regular workshops on rights, gender sensitization, caste discrimination, and the POSH Act will be conducted by the ICC, WGRC, and SC/ST Cell.
- The SGRC will organize orientation programs to familiarize students with the grievance redressal system.

ANTI - SEXUAL HARASSMENT POLICY

Objective

GJIMT is committed to fostering an environment free of sexual harassment where all members of the institution—students, faculty, and staff—feel respected and valued. This policy aims to prevent, prohibit, and address sexual harassment within the institution to ensure a safe and supportive atmosphere for learning and working.

Scope

This policy applies to all students, faculty and non-teaching staff of the institution.

Definition of Sexual Harassment

Sexual harassment includes unwelcome behavior of a sexual nature that creates an intimidating, hostile, or offensive environment. It includes, but is not limited to:

- Physical conduct, such as inappropriate touching or assault.
- Verbal remarks, including unwelcome comments, jokes, or gestures of a sexual nature.
- Non-verbal conduct, such as displaying sexually explicit images or gestures.
- Online harassment, including sending unwelcome emails, messages, or images of a sexual nature.

Preventive Measures

- Conduct regular awareness and training programs on sexual harassment prevention.
- Display information about this policy prominently across the campus.
- Incorporate sessions on mutual respect and dignity in induction programs for new students and employees.

Internal Complaints Committee (ICC)

GJIMT has established an Internal Complaints Committee (ICC) as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. The ICC is responsible for handling complaints in a fair and confidential manner.

Composition of the ICC:

- Chairperson: A senior female faculty member.
- Members: At least two faculty/staff members, one student (in case of complaints involving students), and an external member with expertise in dealing with sexual harassment cases.

Complaint Procedure

- **Filing a Complaint:** Complaints must be submitted in writing to the ICC within three months of the incident. Assistance will be provided if the complainant is unable to write the complaint.
- **Initial Review:** The ICC will review the complaint and determine its admissibility.
- **Investigation:** A thorough and impartial investigation will be conducted, including interviews with involved parties and witnesses, if any.
- **Resolution:** Based on the findings, the ICC will recommend actions ranging from counseling to disciplinary measures, as deemed appropriate.

Protection Against Retaliation

GJIMT ensures that complainants, witnesses, and others cooperating with an investigation are not subjected to retaliation, discrimination, or victimization. Any act of retaliation will be treated as a violation of this policy.

Confidentiality

All complaints and investigations will be handled with the utmost confidentiality. Information will be shared only with those directly involved in resolving the matter.

Disciplinary Action

If the ICC finds an individual guilty of sexual harassment, disciplinary actions may include:

- Written apology.
- Counseling sessions.
- Suspension, demotion, or dismissal for employees.
- Suspension or expulsion for students.
- Restriction of access to the campus for non-members.

Awareness and Training

GJIMT will organize regular workshops and seminars to educate all stakeholders about:

- Understanding and preventing sexual harassment.
- The complaint mechanism and ICC's role.
- Promoting a culture of respect and inclusion.

False Complaints

If a complaint is found to be malicious or deliberately false, appropriate disciplinary action will be taken against the complainant. However, the inability to prove a complaint will not be considered false.

Amendments

This policy will be reviewed periodically and updated to reflect changes in the legal framework or institutional requirements.

Contact Information

- Email: icc@gjimt.ac.in
- Helpline: 99144-33199

ANTI-RAGGING POLICY

Objective:

GJIMT is committed to creating a campus environment that is free from ragging, ensuring every student feels safe, respected, and supported. Ragging in any form is strictly prohibited and punishable under this policy, in line with UGC regulations and the directives of the Hon'ble Supreme Court of India.

Definition of Ragging:

As per UGC regulations, ragging includes any act, by words spoken or written, or an act of physical or mental harassment, teasing, ridicule, or unduly coercing another student that causes a sense of fear or embarrassment.

Scope:

This policy applies to all students within the campus premises, hostel facilities, or during any off-campus activities sponsored by the institution.

Policy Statement:

Ragging, in any form, is considered a serious offense at GJIMT. The institution strictly prohibits:

- Physical abuse, such as beating or harming a student in any manner.
- Verbal harassment, including mocking, abusive language, and intimidation.
- Psychological humiliation aimed to demean a student's self-respect.
- Compelling someone to perform tasks or activities against their will.

Preventive Measures:

1. Awareness Programs:

- Regular orientation programs are conducted to educate students about the zero-tolerance policy against ragging.
- Anti-ragging campaigns, such as posters, notices, and newsletters, are run throughout the campus.

2. Commitment by Students and Parents:

- All students and their parents are required to submit an anti-ragging affidavit at the time of admission.

3. Anti-Ragging Committees:

- **Anti-Ragging Committee:**
 - Chairperson: Director or a Senior Faculty Member
 - Members: Faculty, Staff, and Student Representatives

- Responsibility: Oversight of campus and hostel activities, ensure compliance with anti-ragging norms, and act as the primary redressal body.
- **Anti-Ragging Squad:**
 - Comprises faculty and staff with rotational duties to maintain vigilance at all times, especially in sensitive areas like hostels, cafeterias, and recreational spaces.

Grievance Redressal Procedure:

1. Complaint Submission:

- Students can report ragging incidents anonymously or openly through:
 - Anti-ragging complaint box.
 - Directly contacting a committee member.
 - Email arc@gjimt.ac.in or call helpline number 99144-33199

2. Initial Inquiry:

- Upon receiving a complaint, the Anti-Ragging Committee will immediately investigate the matter within 2 working days.

3. Resolution Timeline:

- The investigation and final decision will be completed within 5 working days.

4. Action on Confirmation:

- The severity of punishment will depend on the nature of the offense, including:
 - Written apology.
 - Suspension from classes or facilities.
 - Expulsion from the institution.
 - FIR lodging with the police for severe cases.

Responsibilities:

Anti-Ragging Committee:

- Regular monitoring of anti-ragging measures.
- Investigating complaints promptly.

Anti-Ragging Squad:

- Conducting surprise inspections.
- Intervening in suspected ragging activities.

Punishments for Ragging:

Following are the punishments, based on the severity of the ragging incident:

- **Mild Offenses:** Verbal apology, counseling, or suspension from certain facilities.
- **Moderate Offenses:** Suspension from academic activities or hostels.
- **Severe Offenses:** Expulsion from the institution or filing of criminal charges.

Helpline and Contact Information:

- Anti-Ragging Helpline: 99144-33199
- Email: arc@gjimt.ac.in

Reporting to UGC:

A biannual report summarizing ragging-related complaints and their resolutions will be sent to the UGC, complying with mandatory guidelines.

Ref. No. GJIMT/2025/GR 01

Dated: 12.03.2025

Formation of Grievance Redressal Committee

This is in reference to the notification of AICTE for the formation of Grievance Redressal Committee in the Institution (Redressal of Grievance of Students) Regulations, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation /2019 dated 7.11.2019 has been constituted at Gian Jyoti Institute of Management & Technology, Phase -2, Mohali with following members.

S. No	Name	Designation	Contact No.	Email ID
1	Prof. Gurdeepak Singh (Chairperson)	Director – International Education	9646641022	gsinghgjimt@gmail.com
2	Dr. Neeraj Sharma (Member)	Dean Academics	9814837880	nrjsharma@yahoo.com
3	Dr Rakhee Dewan (Member)	Associate Professor	8146813100	drakhee.gjimt@gmail.com
4	Mr. Shammi Singh Bhatia (Member)	Placement Officer	98766 14199	placements@gjimt.com
5	Dr Siddhartha Shyam Vyas (Member)	Associate Professor	72199910382	prof.sid.gjimt@gmail.com
6	Mr Anurag Pandey	Student	9310251852	anurag.gjimt@gmail.com
7	Ms Vanshika Soni	Student	6239523236	vanshikasoni.gjimt@gmail.com

Aneet
12/3/25
Director

Copy to:

1. All Faculty Members
2. Student Notice Board

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Sector 54, Chandigarh
Phone: 0172-2264566
Email: gjimt@gjimt.ac.in
Web: www.gjimt.ac.in

Ref. No. GJIMT/2025/ICC 01

Dated: 15.03.2025

Internal Complaint Committee of GJIMT

An Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education) (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/WH/2016/01 dated 10th June 2016 has been constituted.

The following are the members of the committee: -

S. No.	Name	Designation of Committee	Mobile	Email Address
1	Dr Bushra S P Singh	Chairperson	95306 65864	bushra.gjimt@gmail.com
2	Ms Zeba	Member	9896302261	zebagjimt@gmail.com
3	Mr. Gurdeepak Singh	Member	9988855667	gsinghgjimt@gjimt.com
4	Dr Linconjeet Pal Singh	Member	6284291990	lincons105@gmail.com
5	Ms. Harjinder Kaur	Member	98151 87428	gjimtlibrary@gmail.com
6	Dr Satinderjeet Chawla	Member	92161 70705	landmarkhospital33@gmail.com
7	Ms Sarishti Rana	Student Member	7814621279	sarishtirana.gjimt@gmail.com
8	Mr Suryansh Sharma	Student Member	7807826475	suryansh.gjimt@gmail.com
9	Ms Vanshika	Student Member	7056261138	vanshika.gjimt@gmail.com

Anush
15/3/25
Director

Cc:

All Faculty members

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Ref. No. GJIMT/2025/AR01

March 5, 2025

Establishment of Anti-Ragging Committee

This is for the information of all the students, faculty, and staff that ragging is **strictly prohibited** inside the GJIMT Campus. Any student found and/or proven to be indulging in ragging shall be immediately expelled and his/her candidature shall be cancelled **with immediate effect**. All students are advised not to remain silent if subjected to ragging and can **lodge a complaint** to the **Anti-Ragging Committee**. The **Anti-Ragging Committee** has been formed in accordance with **Section 6(a)** of All India Council for Technical Education (AICTE) Notification dated 01-07-2009. The details of the **Anti-Ragging Committee** are as under:

S. No	Name	Designation	Address	Associated with	Mobile	Email Address
1	Dr. Aneet Bedi	Chairperson	# 127, Sector -35-A, Chandigarh	GJIMT	9814744642	aneet@gjimt.ac.in
2	Dr. Neeraj Sharma	Dean Academic	GJIMT, Phase 2, Mohali	GJIMT	9814837880	nrjsharma@yahoo.com
4	Dr. Rakhee Dewan	Associate Professor	264, Sector -10, Panchkula	GJIMT	8146813100	drakhee.gjimt@gmail.com
5	Ms Jaspreet Kaur	Assistant Professor	1020, Sector 45, Chandigarh	GJIMT	7307470237	jaspreet18aug@gmail.com
6	Capt. Mantej Singh Cheema	Dy Director Youth Services	Yuva Bhawan; Address Line 2 Sector-42 A ; City Chandigarh	Civil Administration	84277 77899	dir.ys@punjab.gov.in
7	Mr. Gulshan Kumar	ASI	Police Station, Phase 1, Mohali	Police Representative	9815982338	Ppindar-sasn@punjabpolice.gov.in
8	Mr. Gurvinder Sandhu	Media Advisor	GJIMT, Phase 2, Mohali	Media Representative	9872740404	aravsandhu@gmail.com
9	Dr Satinderjeet Chawla	Senior Consultant	Landmark Hospital, Sector 33 c, Chandigarh	Medical Representative	92161 70705	landmarkhospital33@gmail.com
10	Ms Damanpreet Kaur	Student	HE-163, Phase I, Mohali	GJIMT	8264848525	damanpreet0908@gmail.com
11	Mr Anurag Pandey	Student	House no 881, Wadhwa Naga, Zirakpur, Chandigarh	GJIMT	9310251852	anurag.gjimt@gmail.com
12	Ms Vanshika Soni	Student	VPO Langroya, SBS Nagar, Punjab	GJIMT	6239523236	vanshikasoni.gjimt@gmail.com

Aneet
Director 5/3/25

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