

### AL-BADAR DENTAL COLLEGE & HOSPITAL, KALABURAGI



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### STUDENT GRIEVANCE REDRESSAL CELL 2023-24

The University Grants Commission (UGC) has introduced the University Grants Commission (Redressal of Grievances of Students) Regulations 2023 to simplify and improve the mechanism for handling student grievances.

As per the Guidelines of the UGC, Albadar Dental college and Research centre has constituted Grievance Redressal cell for the redressal of students' grievances. The Students Grievance Redressal Cell (SGRC) attempts to address the genuine problems and complaints of students in the institution. The Grievance Cell is also empowered to look into the matters of harassment. Students may approach the cell to voice their grievances regarding academic matters, health services, library and other services.

Grievance Redressal Cell is aimed to promote and maintain a conducive and harmonious educational environment among the students. Anyone with a genuine grievance may approach the coordinators directly. In case the person is unwilling to appear in person, the grievance may be dropped in writing in the grievance box or maybe sent through email. The cell will formally review all the cases and assure that, the grievance has been properly solved in a stipulated time. Immediate actions will be taken for complaints of alleged discrimination of students or any other type of harassment and victimization of a student if found genuine.



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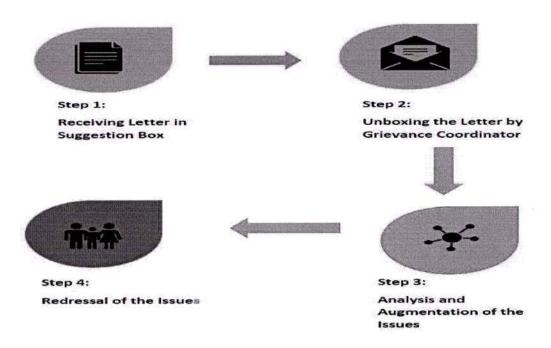
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### **OBJECTIVES OF THE CELL**

The major objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. This aims;

- To help the students to lodge their complaints and solve their problems related to academics, resources and personal grievances freely without any fear of
- 2. To ensure an effective solution to the student grievance with an impartial and fair
- 3. To prevent non-transparent or unfair practices
- Advising students of the institution to respect the rights and dignity of one another and show utmost restraint and whenever any occasion of the rift

### MECHANISM OF THE CELL





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**Step 1: Receiving Letter in SGRC Box:** The Complaint Box has been installed in the college. Students can share their grievances in writing on the issues related to academics, infrastructure, examination, office and administration.

**Step 2: Unboxing the Letter by Grievance Coordinators:** Every Saturday the SGRC Box will be unboxed by the Coordinators.

**Step 3: Analysis and Augmentation of the Issues:** After receiving the Grievances, it will be analysed by the coordinators and passed on to the management or concerned departments for Redressal.

**Step 4: Redressal of the Issues:** Student Grievance Redressal Cell ensures that the grievances are resolved by the concerned department or management within a span of the prescribed time of 30 days.



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### LIST OF COMMITTEE MEMBERS

Position	Name	
Chairman	Dr. Syed ZAKAULLAH, Principal	
	Al-Badar Rural Dental College & Hospital, Kalaburagi	
	Dr. Arshad Hussain,	
Member	Vice Principal/Professor, Dept. Of Orthodontics,	
	Al-Badar Rural Dental College & Hospital, Kalaburagi	
	Dr. Shereen Fatima,	
Member	Professor, Dept. Of Oral surgery,	
	Al-Badar Rural Dental College & Hospital, Kalaburagi	
	Dr. Shree Shail,	
Member	Reader, Dept. Of Endodontics,	
	Al-Badar Rural Dental College & Hospital, Kalaburagi	
Mamban (atu-dant)	Dr Ria	
Member (student)	Al-Badar Rural Dental College & Hospital, Kalaburagi	
Mambar(student)	Dr. Moin	
Member(student)	Al-Badar Rural Dental College & Hospital, Kalaburagi	
	Dr. Neha Bhutani,	
Convenor	Professor, Dept. Of Periodontology,	
	Al-Badar Rural Dental College & Hospital, Kalaburagi Kalaburagi.	



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Roles and responsibilities of Student Grievance Redressal Cell committee members.

#### a) Chairperson:

- 1. He / She heads the meeting and presides the meeting.
- 2. Appoints the committee for solving grievances.
- 3. Takes part in the case investigation and finalizes the judgments per the Management policy.

#### b) Faculty Member

- 1. Takes part in making of year planner and events to be organized for every academic
- 2. Conduct awareness camps about grievance and redressal cell functionalities among students.
- If requires, provides the counselling to the students who are being identified with behavioural problems.
- 4. Studies the suggestions received from suggestion box through convener and report to chairman of the cell.

#### c) Student Member

- 1. Student member of the cell creates awareness about the cell functionalities among the students' community.
- 2. Interacts with the concerned student community to know the ground reality of the case and reports the same to chairman of the cell.

#### d) Convener

- 1. He receives the SMS immediately upon the complaints registered through web portal and reports the same to chairperson.
- 2. Opens the suggestion box for every month and suggestions will be brough to the notice of faculty member.
- 3. Organizes the meeting and provides intimation to the members of committee and students who registered complaints about case investigation.



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- 4. Convener of the cell works on the actions given by chairperson.
- Makes the feedback form, collects the feedback at the end of event, analyzes it and makes a report.

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Notice

Date: 2.08.23

This is to inform the members of student Grievance and redressal committee tha a meeting will be scheduled on 3.08.23 at 11.00 AM at the Principal's room . All the members are requested to attend the meeting.

Agenda – To discuss the action taken on the student grievance's by the respective committee members

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### Minutes of meeting

Minutes of the Students Grievance Redressal Committee held on 3-08-2023 at 11.00 Am in the Principal's office.

The following members were present.

- 1. Dr. Arshad Hussain
- 2. Dr. Neha Bhutani
- 3. Dr. Shereen Fatima
- 4. Dr. shreeshail Indi
- 5. Dr. Heena Zainab
- 6. Dr. Tanveer Fatima
- 7. Dr. Mahesh
- 8. Dr. Neelkamal Hallur
- 9. Mr. Mohammad Arifuddin ( office superintendent)
- 10. Mohammad Iftequal Ali ( Dept. of information technology)

Principal Prof. Syed Zakaullah welcomed all the members. He asked the members to inform about the Grievances and the action taken for each grievance, principal sir also said to organize a workshop to provide First Aid training to the students, principal sir also verified if the students are facing any difficulties in the process of viewing assignments on Camu app He also instructed the office superintendent to look into any matter of digital difficulties faced by our students and to provide the necessary guidance through the professionals of informational technology of our college on digital apps to all the students. The meeting ended at 2 pm.

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#### Action taken report of student Grievances

Grievance 1 - Delay in the college bus to reach medical college several times

Action taken- In order to prevent delay by college bus and to ensure timely reach of 3<sup>rd</sup> year students to medical college the bus supervisor is instructed to instruct the bus driver to make sure the students reach on time.

Grievance 2- Quality of food should be improvised with introduction of new dishes.

<u>Action taken</u> – Hostel committee suggested to look into the food quality of hostel mess and organize a meeting with student's to introduce new dishes into the weekly menu.

<u>Grievance 3-</u> grievance received about undergraduate hostilities about restriction imposed on report back timings of undergraduate students

<u>Action taken</u>- the hostel committee rejected the request of host elites to ensure the safety of hostel students.

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# INTERNAL COMPLAINTCOMMITTEE (ANTISEXUAL HARRASEMENT CELL POLICY)

In compliance with the directives of the supreme Court of India, Al Badar Dental college has established an Anti – Sexual Harassment cell aimed at fostering a pleasant and favorable environment within the campus. This is to ensure that the students, faculty, and non-teaching staff can collaborate in a space that is devoid of any form of violence, exploitation, intimidation, or harassment.

The objectives of Anti- Sexual Harassment cell at Al-Badar Dental college are:

- 1.To prevent discrimination and sexual harassment against women on the campus.
- 2. To ensure that the institution provides a harassment free environment.
- 3. To address any complaints related to harassment
- 4. To create environment that is free from gender-based discrimination
- 5. To ensure that all facilities are equally accessible to everyone and that all students can participate in college activities.
- 6. To promote a social and psychological environment that raises awareness about sexual harassment in all its forms.
- 7. To hold meetings three times in a year to review its policies and guidelines.
- 8.To hold emergency meetings and conduct inquiries promptly upon receipt of a complaint and take appropriate actions.



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#### Mode of action by the Committee

The Antisexual Harassment committee will take action to address any form of sexual harassment, which is defined as unwanted behavior with sexual connotations that demeans, humiliates, or creates a hostile and intimidating environment, or is intended to induce favours, sexually suggestive remarks, showing pornography and other unwelcome physical, verbal, or nonverbal conduct of a sexual nature.

Any member of the institution experiences sexual harassment may file a written complaint, signed, and addressed to any member of the committee.

The committee will initiate an inquiry upon receiving the complaint, involving interviews with the complainant, accused, and any other relevant parties.

The accused will receive a notice from the committee requesting a written explanation of the incident that led to the complaint within one week. if the explanation is not satisfactory, or if no explanation is provided, the committee will determine appropriate action after further meetings.

If the committee cannot establish a prima facie case of sexual harassment against the complainant, the complaint will be dropped. The committee will then submit its findings to the head of the institution for further action.

In cases involving physical molestation or rape on the college or society premises, the accused will be immediately suspended by the head of the institution, pending the completion of an investigation and appropriate legal action taken in accordance with the Indian Penal Code.



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#### PUNISHMENT FOR SEXUAL HARRASEMENT

At, Al-Badar Dental college, anyone who is found guilty of sexual harassment will be subjected to punishment in accordance with the penalties for minor and major misconduct as prescribed by government or university rules.

The following punishments will be imposed to the offender:

- A warning or reprimand Suspension or restriction of entry to the institution premises for a specific period
- Reformative punishment such as mandatory counselling community service.
- Any other punishment defined by the government or university act.
- If the offender is an employee, they will be punished according to the service rules of the institution.

#### PROTECTION AGAINST VICTIMIZATION

- In case the complainant is a student, and the accused is a teacher, during the
  investigation and inquiry, and even after such an inquiry, if the teacher is found
  guilty, they will not be allowed to act as an examiner for any examination in
  which the student appears.
- The institution also ensures that the complaint will not face any form of victimization or retaliation because of filing a complaint of sexual harassment.

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#### INTERNAL COMPLAINT COMMITTEE MEMBERS

S. No	Members	Designation	Contact Details	Email
1.	Dr. Arshad Hussain	Co- Chairman	9449087816	drarshad2226@gmail.com
2.	Dr. Aaisha siddiqua	Member	9845903738	dr_aaisha@rediffmail.com
3.	Dr.Shereen Fatima	Member	9739617757	drshereenarshad@gmail.com
4.	Dr. Neha Bhutani	Member	8178505741	nehabhutaniperio@gmail.com
5.	Dr. Tanveer Fatima	Member	8971952716	tan022@ymail.com

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Date: 6.09.2024

### Notice

This is to inform the members of the internal complaint committee (anti sexual harassment cell) that the meeting will be scheduled on 8.09.24 at 11. 00 AM in the seminar hall of department of Periodontology. All the members are requested to attend the meeting.

**Agenda 1** – To check with any issues of any sort of harassment and discuss.

Agenda 2 – To instruct the hostel warden/Incharge, staff of the hostel to maintain discipline and harmony among the students and also to check for any issues of any sort of harassment among the hostel students.

Agenda 3 – To create and maintain safe environment for the students /staff.

Agenda 4 – To motivate and encourage students of all the years with values and Virtues in a constructive and positive manner at all levels of the academic course.

Co - Chairman



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### **Action Taken Report**

- 1. No issues of any harassment reported.
- 2. The hostel warden/ Incharge were motivated and instructed to check students for any issues of any sort of harassment.
- 3. The college campus and hostel has good security CCTV cameras to check for any anti elements and provide safe environment for the students / staff.
- 4. Gender sensitization programme is conducted for the students of all levels to take care of themselves and also to help others when required.

Co - Chairman



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Date: 6.09.2024

### Minutes of Meeting

A meeting of Anti sexual harassment committee was held in the lecture hall No 3 under the chairmanship of professor Dr. Arshad Hussain vice principal, Albadar Dental College to discuss about the issues related to measures taken to prevent Antisexual harassment in campus and to brief the action plan for the year 2023-2024 to ensure safety of the girl students in the college campus,

The following members were present in the meeting.

1.	Dr. Aaisha Siddiqui	
2.	Dr. Neelkamal H	
3.	Dr. Arshad Hussain	
4.	Dr. Ghousia Fatima	
5.	Dr. Shereen Fatima	
6.	Dr. Neha Bhutani	
7.	Dr. Heena Zainab	

The Committee noted that no complaint of sexual harassment has been received from any woman employee or student of the college. The committee also discussed how to Acquaint the students about the procedure to make complaints if they have any problem regarding sexual harassment.

The committee decided to place banners/posters/notices defining sexual harassment at prominent places in the college campus.



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- The Chairperson asked the members to meet the students on a regular basis The
  committee decided to request the staff members to continue the discussion about
  "Prevention, Prohibition and Redressal of Sexual Harassment "with the students
  during the mentoring classes.
- The committee made a recommendation to organize a webinar on "Cyber Security Awareness Programme" for both UG and PG first year students to sensitize the students on the mis use of Social Media.
- Dr. Neha Bhutani professor Department of periodontology, delivered the vote of thanks for the meeting.

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Date: 11/12/2023

### OFFICE ORDER

### ANTI RAGGING COMMITTEE 2023 - 24

This is to inform the Anti Ragging Committee of 2023- 2024 has been constituted and following are the staff membersto oversee and examine the work assigned.

Sl. No.	Name of the Staff	Designation	Signature
1	Dr. Heena Zainab <sub>mds</sub>	Chairman	dur
2	Dr. Syeda ArshiyaAra <sub>Mds</sub>	Co-Chairman	Anse to
3	Dr. Shereen Fatima Mds	Member	Sirere
4	Dr. Arshad Hussain <sub>Mds</sub>	Member	135
5	Dr. Tanveer Fatima Mds	Member	onfre
6	Dr. Mahesh Hiregoudar <sub>Mds</sub>	Member	Monda
7	Dr. Pavan R Diwanji <sub>Mds</sub>	Member	burgant
8	Dr. Chandrika Kampli <sub>Bds</sub>	Member	Just 1
9	Mrs. Ayesha	Girls Hostel Wn	ayele
10	Dr. Parvez Abubakar <sub>Mds</sub>	Warden Boys Hostel	Juli
11	Dr FariyaWarda	Intern	Fariya
12	Dr Nida	PG Student	Nih
13	Mr Irfan	UG Student	Frfax.

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### AL BADAR RURAL DENTAL COLLEGE AND HOSPITAL

### **Anti Ragging week Report**

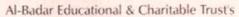
On Anti-Ragging week (12" August to 18" August) the following activities were scheduled

Date	Activity	
14/08/2023	Slogan Writing	
14/08/2023	Essay Writing	
14/08/2023	Poster making	
14/08/2023	Logo designing	
15/08/2023	Skit	
16/08/2023	Telecasting of short films, documentary movies	

### SLOGAN WRITING COMPETITION

This event aimed to encourage students to express their thoughts and creativity through impactful slogans that highlight the importance of preventing ragging and promoting a respectful and safe educational environment. Through this competition, students were able to creatively express their views on anti-ragging efforts.

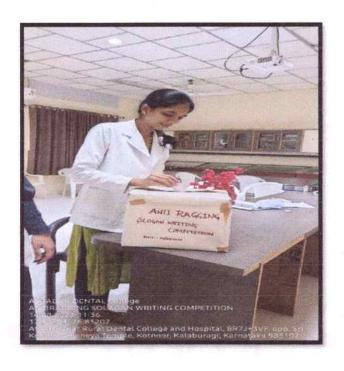
The Slogan Writing Competition was skilfully moderated by Dr Shereen Fathima and Dr Tanveer Fathima, who ensured the smooth execution of the event. The competition was evaluated by two accomplished individuals who provided their expertise to assess the slogans, Dr Shereen Fathima and Dr Tanveer Fathima.





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SLOGA	AN WRITING COMPETIT	ION WINNERS
FIRST PRIZE	AISHA ARKATE	SECOND YEAR
SECOND PRIZE	AISHWARYA U B	SECOND YEAR
THIRD PRIZE	VARSHITHA R NISARGA D R	INTERN





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### E POSTER COMPETITION

The competition aimed to raise awareness about the importance of preventing ragging and promoting a safe and respectful educational environment. The event also provided a platform for students to showcase their creativity and design skills through e-posters. The competition not only showcased the creative talents of the students but also emphasized the college's commitment to creating a safe and respectful educational environment for all. The winners were acknowledged for their exceptional efforts in designing e-posters that effectively conveyed the message of anti-ragging.

The E-Poster Competition was skilfully moderated by Dr Shereen Fathima and Dr Tanveer Fathima, whose expertise and guidance played a pivotal role in the success of the competition. The competition was judged by two distinguished individuals who brought their expertise and experience to evaluate the e-posters: Dr Mahesh Hiregoudar and Dr Shereen Fathima.

	E-POSTER COMPETITION WINN	IERS
FIRST PRIZE	SHAIK AFSAH RAHMAN & PRATIKSHA K M.	INTERNS
SECOND PRIZE	AISHA ARKATE &SARA QUADRI	SECOND YEAR
THIRD PRIZE	FARMAN BASHA	SECOND YEAR









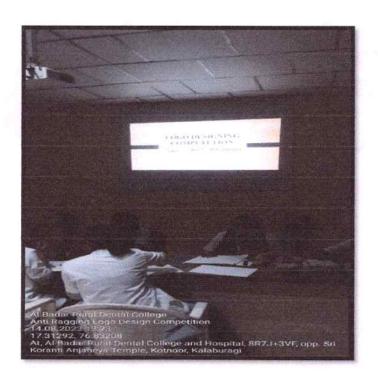
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### LOGO DESGINING COMPETITION

The competition aimed to engage students in a creative endeavour that visually represents the significance of preventing ragging and fostering a respectful and safe academic environment. Through this competition, students showcased their creativity in visually communicating the message of preventing ragging and maintaining a respectful educational environment.

Dr Parvez Abubakr played a crucial role as the event moderator, ensuring the smooth execution and organization of the competition. The competition's entries were evaluated by two esteemed judges who brought their expertise to assess the logo designs: Dr Parvez Abubakr and Dr Tanveer Fathima

LOGO	DESIGNING COMPETITION	WINNERS
FIRST PRIZE	ZUHA	SECOND YEAR
SECOND PRIZE	ANSARI SARAH	YEAR
THIRD PRIZE	1.MUSIRA RAHMAN 2.SANIYA NOORAM	SECOND YEAR





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#### ESSAY COMPETITION

The Essay Competition was conducted at Al Badar Rural Dental College on August 14, 2023, as a part of the Anti-Ragging Week. The competition aimed to raise awareness about the importance of preventing ragging and promoting a safe and respectful educational environment.

The Essay Competition was skilfully moderated by Dr Chandrika Kampli and judged by Dr Deepa Hugar and Dr Suma B Satenahalli. whose expertise and guidance played a pivotal role in the success of the competition.

	ESSAY COMPETITION WINNE	ERS
FIRST PRIZE	SHAIK AFSAH RAHMAN	INTERN
SECOND PRIZE	VARSHITA	INTERN
THIRD PRIZE	KHADIJA HANIYA	1st YEAR



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### Skit

### 'Silencing the Torment-A skit against ragging'

The department of Public Health Dentistry, NSS unit planned the skit on anti-ragging. Staff and volunteer students written script, dialogues, and selected music for the event. Play was executed in Central Lawn area of the College campus. Skit was followed by forming human chain involving both staff and students.

Following interns participated in the event.

Shaik Afsah Rahman, Amrutha KS, Nisarga DR, Varshita R, Divya GH, Bhagyashree Patil, Pratiksha M, Tanzeela Khan, Ramya KC, Shalini S, Veenashree Patil, Faiza al Hajri



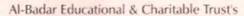
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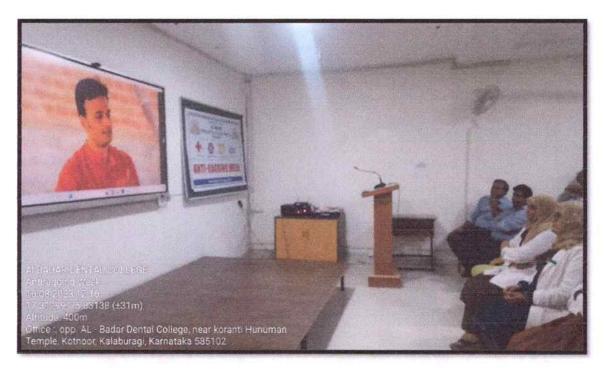




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## Telecasting of short films, Documentary

Shorts films and documentaries on anti-ragging were shown to students and faculty. The videos raised awareness about the importance of preventing ragging and promoting a safe and respectful educational environment.







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### Valedictory function

The winners of various events were given certificates.







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