



“येथे बहुतांचे हित”

“Techno-social Excellence”

Marathwada Mitra Mandal's Institute of Technology

Lohgaon, Pune-411047

Approved by AICTE | Affiliated to Savitribai Phule Pune University (SPPU)

Accredited with Grade 'A' by NAAC

Vision

To be a premier institute of **techno-social excellence** for the welfare of society

Mision

- **Integrating** Innovative Pedagogy
- **Implementing** Entrepreneurship
- **Promoting** Global Competency
- **Enhancing** Technology Transfer
- **Creating** Excellent Human Resource

POLICY FOR
WOMEN'S GRIEVANCE REDRESSAL CELL /
INTERNAL COMPLAINTS COMMITTEE

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	<p align="center">POLICY FOR “WOMEN’S GRIEVANCE REDRESSAL CELL / INTERNAL COMPLAINTS COMMITTEE ”</p>

1. Preamble

In recognition of the fundamental principles of equality, justice, and human rights, we as a result of this establish this Women's Grievance Redressal Cell to address the concerns and challenges faced by women in our community. We are committed to creating a safe and inclusive environment that upholds the dignity and rights of every woman. This Cell is dedicated to providing a platform where women can voice their grievances and seek timely resolution in a confidential and supportive manner. Our mission is to empower women by promoting gender equality, offering support, and ensuring that their concerns are heard, acknowledged, and acted upon. We affirm our unwavering commitment to fostering a society where women can thrive, free from discrimination and gender-based injustices.

2. Objectives of the Policy

- To promote a healthy working environment for all our female staff, students, and faculty
- To work towards building a gender-sensitized environment at our institute
- To organize workshops and awareness programs at regular intervals toward building a gender-neutral workplace
- To ensure the fair and timely resolution of sexual harassment complaints, if received

3. Scope

Women's Grievance Cell is guided by the Principles of natural justice while redressing grievances. The cell will consider grievances concerned with sexual harassment and other acts related to gender-based discrimination.

4. Standard Operating Procedure (SOP):

- 1. Any female student or employee wishing to address a grievance shall, in the first instance, bring the matter to the attention of the Head of the respective department. The Head will then forward the grievance to the Women's Grievance Cell.
- 2. The Women's Grievance Cell will conduct a comprehensive review of the redressal process to ensure it adheres to established guidelines.
- 3. The Women's Grievance Cell will schedule a date for a hearing and inform the aggrieved party accordingly.
- 4. If a resolution is not reached during the hearing, the Women's Grievance Cell will take the necessary steps to investigate the facts of the case. This may involve interviewing witnesses if deemed necessary.



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- 5. Following the investigation, the Women's Grievance Cell will compile a report and submit it to the Head of the Institution. The Women's Grievance Cell will make every effort to find a resolution to the issue.
- 6. Upon the completion of the proceedings, both parties will be informed of the final decision by the Head of the Institution and the Women's Grievance Cell.
- 7. Detailed records of the proceedings related to each grievance will be maintained systematically.
- 8. Information about the proceedings will be treated with the utmost confidentiality and will only be accessible to members of the Women's Grievance Cell for investigative purposes.
- This SOP outlines the structured process by which grievances brought forward by female students and employees will be managed, emphasizing transparency, fairness, and privacy throughout the redressal process.

