



"Only Knowledge can provide salvation"

# KESHAV MAHAVIDYALAYA

Approved by Govt. of Rajasthan & Affiliated to University of Kota  
Atru, Distt. Baran, Rajasthan – 325218

Mobile No. 9929521506, Website: [www.keshavcollege.com](http://www.keshavcollege.com)


E-mail:- keshavcollege02@gmail.com

## Criterion-05 Student Support and Progression

### Key Indicator – 5.1 Student Support

#### Metrics No. 5.1.1

3. Mechanisms for submission of online/offline students' grievances

  
प्राचार्य  
केशव महाविद्यालय अटूरु  
जिला बारां ( राज. )



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## Mechanisms for submission of online/offline students' grievances

The grievance redressal mechanism is constituted to be implemented in the institute to address the following :

- Ragging
- Grievance Redressal maintenance and other related issues
- Women harassment (Internal Complaints Committee-ICC)

The grievance committee members investigate the cases through following mechanism:

- An individual has to submit a grievance form
- The submitted form is reported to the IQAC.
- The IQAC then review the grievance and forward to Principal Office.
- The concerned section will then takes action and submit the report to the grievance committee for the closure of grievance within stipulated time.
- The information about the action taken is communicated to the individual who has put up the grievance.

  
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## Anti-Ragging

  
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**Link to see the Anti-Ragging Committee  
details on Mahavidyalaya website**

**[https://www.keshavcollege.com/anti-ragging-  
committee-1](https://www.keshavcollege.com/anti-ragging-committee-1)**

  
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## Complaint Form (for students against Ragging)

|                                  |  |
|----------------------------------|--|
| <b>Name of the Student</b>       |  |
| <b>Enrollment No.</b>            |  |
| <b>Batch</b>                     |  |
| <b>Course and Shift</b>          |  |
| <b>Mobile No.</b>                |  |
| <b>Date of Incident</b>          |  |
| <b>Details of the complaint</b>  |  |
| <b>Attachments(Proof if any)</b> |  |
| <b>Signature</b>                 |  |

  
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## Students Grievance Redressal

  
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**Link to see the Grievance Redressal details  
on Mahavidyalaya website**

**<https://www.keshavcollege.com/grievance-redressal>**

  
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## Complaint Form (for Student Grievance)



# KESHAV MAHAVIDYALAYA

### STUDENT GRIEVANCE COMPLAINT FORM

This form is a medium to communicate your genuine complaints regarding any ragging incident incurred in the Mahavidyalaya premises you want to report against.

- Personal Details : \_\_\_\_\_
- Name of the Student : \_\_\_\_\_
- Roll Number : \_\_\_\_\_
- Department : \_\_\_\_\_
- Year/ Semester : \_\_\_\_\_
- Contact Number : \_\_\_\_\_
- Email Address : \_\_\_\_\_
- Complaint Details : \_\_\_\_\_
- Category of Grievance : \_\_\_\_\_
- Academic : \_\_\_\_\_
- Non-Academic : \_\_\_\_\_
- Resource-Related : \_\_\_\_\_
- Personal : \_\_\_\_\_
- Other (Please specify) : \_\_\_\_\_
- Date, Stamp & Location of Incident: \_\_\_\_\_
- Description of Grievance : \_\_\_\_\_
- Date, Stamp, Signature of Student : \_\_\_\_\_
- Departmental Recommendation : \_\_\_\_\_
- Comments/ Recommendations : \_\_\_\_\_

HOD Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Grievance Committee Recommendation \_\_\_\_\_

Principal \_\_\_\_\_

Comments/ Recommendations \_\_\_\_\_

Signature & Date \_\_\_\_\_

  
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## Women harassment Internal Complaints Committee (ICC)

  
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**Link to see the Internal Complaints  
Committee details on Mahavidyalaya website**

**[https://www.keshavcollege.com/ICC%20Comm  
ittee](https://www.keshavcollege.com/ICC%20Committee)**

  
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## ICC Complaint Form

To,

The Chairperson,  
ICC-POSH Committee,  
Keshav Mahavidyalaya,  
Atru, Rajasthan.

Name of the Complainant : \_\_\_\_\_  
Department : \_\_\_\_\_  
Phone Number : \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Today's Date : \_\_\_\_\_  
Subject : \_\_\_\_\_  
Name of the Accused : \_\_\_\_\_  
Department : \_\_\_\_\_


Relationship of the Accused to the Complainant (supervisor, co-worker, etc.)

: \_\_\_\_\_  
Phone Number : \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Date of Incident : \_\_\_\_\_

(If more than one event, please report each event on a separate form.)

Where did the specific event occur?

Please explain the events that occurred.

  
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How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?

Describe the harm you have suffered as a result of the event.

Were there any witnesses to this specific event? (If yes, please provide their names.)


Is there any physical evidence that supports your complaint? If so, please describe or attach copy of evidence.

What is your desired outcome of the investigation?

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence deems relevant.

Signature

Date:

  
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