NATIONAL ASSESSMENT AND ACCREDITATION PROJECT (NAAC)

1. **Title of the committee: Disciplinary and Students Grievance Committee**
2. **Details of committee members:**

Sr. No.	Name	Designation in committee
1	Mr. Virendra Jain	Chairman
2	Mrs. Paras Savaliya	Secretary
3	Mrs. Arpita Vaidya	Member
4	Mrs. Dhara Vyas	Member
5	Mr. Sapan Macwan	Student Member (S.Y.M.Sc)
6	Mr. Swapnil Christian	Student Member (Fourth Year B.Sc)
7	Mr. Hardik Parmar	Student Member (S.Y.P.B.B.Sc)
8	Mr. Bhargav M.	Student Member (T.Y.GNM)

Terminologies:

- **Grievance :** Grievance means a complaint that includes any kind of discontent or dissatisfaction or negative perception, arising out of anything connected with institute that a student or parent or staff member thinks, believes, or even feels, is unfair, unjust or inequitable.
- **Grievant :** Grievant means a student, parent, staff member or group of students or parents or staff members submitting the grievance.
- **Days :** The term, Days means working days excluding Sundays, Holidays or Vacation days as indicated in the academic calendar. In counting days, the first day shall be the first full working day following the receipt of the grievance.

3. OBJECTIVE OF COMMITTEE:

For Disciplinary Activities :

1. To maintain discipline in the campus, college premises, classroom as well as in the hospitals wherever the students are posted for clinical practices.
2. To achieve the goal of creating a safe, motivating and accepting college environment by supporting the use of positive attitudes and practices.
3. To uptake measures for inappropriate behavior including progressive discipline comprising suspension and expulsion where necessary.
4. To enforce strict dress code among students
5. Monitor the movement of the students in the College and prevent students loitering around in the corridors during the College working hours.

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6. To maintain discipline in the campus, college premises, classroom as well as in the hospitals wherever the students are posted for clinical practices.
7. To achieve the goal of creating a safe, motivating and accepting college environment by supporting the use of positive attitudes and practices.
8. To uptake measures for inappropriate behavior including progressive discipline comprising suspension and expulsion where necessary.
9. To enforce strict dress code among students
10. Monitor the movement of the students in the College and prevent students loitering around in the corridors during the College working hours.

For Student Grievance

- Grievance Redressal Cell is intended to find solutions to problems like, any kind of physical or mental harassment, complaints regarding classroom teaching, management, completion of syllabus, teaching methods etc.
- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders
- To develop a responsive and accountable attitude among the stakeholders and thereby maintain a harmonious atmosphere in the college campus
- To ensure effective solution to the student's grievances.
- To investigate the reason of dissatisfaction.
- To obtain where possible a speedy resolution to the problem

4. STRATEGIES/POLICIES FOR ATTAINMENT OF OBJECTIVES:

Enclosed as separate sheet, Rules are categorized for

1. General
2. Ragging
3. Discipline and Behavior
4. Academic norms
5. For Class room
6. For Clinical
7. For Hostel
8. Affidavit

Statuary body directions/Guideline

For Disciplinary Activities:

- Indian Nursing Council, New Delhi, Gujarat Nursing Council, Ahmadabad and University suggested each college to framed disciplinary committee to handle day to day issues of indiscipline and misconduct.
- Record of Meeting minutes to be verified by council Inspector during inspection.

For Students Grievance:

- To provide a safe, fair and harmonious learning and work environment to all of its students and staff members – teaching and non-teaching. In the same context, Grievance Redressal Cell has been set up at Dinsha Patel College of Nursing.

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- It has been set up in accordance with the University Grants Commission regulations for handling day-to-day grievances related to students, parents and staff members both teaching and non-teaching.

Powers of the Committee

- The Grievances committee shall deal with the grievances of teachers, other employees and the students.
- The aggrieved person (teacher, other employee or student) of any constituent college may lodge his grievance with the Office Registrar earliest.
- The Grievance Committee shall hear and settle grievances, as far as may be practical, within three months after the grievance is lodged with the committee.

5 PLAN OF ACTIVITIES:-

- All four Programme's representatives will report to the secretary for any in disciplinary issue arises in their allotted programme.
- Maintain record and report of action against In discipline and misconduct as well grievances.
- Encourage regular feedback from student representative and consider suggestions for improvement.

For Students Grievance:

- Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective department, section and / or institute representatives maintaining necessary confidentiality. Any stakeholder with a genuine grievance may approach Grievance Redressal Cell to submit his / her grievance in writing or send through e-mail on

dpcninfo@yahoo.com.

Monitoring and Records

✓ The implementation of this policy will be monitored on workplace by secretary and members of the committee on bi-monthly basis and any remedial action documented within the template.

6. OPERATIONAL MECHANISM:

Meetings:

- The meeting agenda will be linked to the objectives of the Disciplinary and Students Grievance committee. However the committee will also assess the current needs and develops the agenda accordingly.
- The committee will meet on every 23rd in a month of Aug./Oct./Nov./Dec./Feb./March/May/July.
- The chair of the committee may convene additional meetings, as he/she deems necessary.
- All members of the committee will attend the meeting
- An aggrieved student/Staff who has any grievances at the Programme level shall make an application first to the Programme Coordinator/Class Coordinator/ Mentor as the case may be.

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- After verifying the facts they will try to redress the grievance within a reasonable time, preferably within a week of the receipt of the complaint.
- If the student is not satisfied with the verdict or solution of the Programme/Class Coordinator or Mentor, as the case may be placed before the Head of the Institution that is Principal and the Principal shall, if necessary refer the same to the respective (Constituent) College level committee for redressal.
- The Discipline and Students Grievance Committee, in turn, will verify the facts and try to redress the grievance within a reasonable time, preferably within a week. While dealing with the complaint, the persons at all levels shall observe principles of natural justice.

Review of policy:

- The chairperson is an authorized to make recommendations to the college about changes in the policy.
- The policy will be reviewed every year.

7. DISTRIBUTION OF WORK:

Sr. No.	Name	Responsibilities
1	**Mr. Virendra Jain**	- Take strict actions towards in disciplinary act and student grievance complaints.
2	**Mrs. Paras Savaliya**	– Prepare agenda for meeting and forward application of in disciplinary act and student grievance complaints to the chairperson of the committee. – To help in resolving complaints and action for in disciplinary act and grievance – Promote discipline among students and keep ragging free campus as per objectives of the committee – Maintain record and reports.
3	**Mrs. Arpita Vaidya**	Representation of M.Sc. And P.B. B.Sc. Nursing Programme
4	**Mrs. Dhara Vyas**	Representation of GNM Nursing Programme
5	**Mr. Sapan Macwan**	Student representative from M.Sc Programme
6	**Mr. Swapnil Christian**	Student representative from B.Sc Programme
7	**Mr. Bhargav M.**	Student representative from GNM Programme
8	**Mr. Hardik Parmar**	Student representative from P.B.B.Sc Programme

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8. LIST OF RECORDS TO BE MAINTAINED IN COMMITTEE:

- **Meetings register :** Agenda and minutes of the monthly meeting and its ATR.
- Complaints application file
- Rule and regulation/Policy/Incident report/Circulars.
- Affidavits and acceptance letter of each batch.
- Record of Disciplinary action for GNM Programme
- Record of Disciplinary action for Basic B.Sc. Nursing Programme
- Record of Disciplinary action for P.B. B.Sc. Nursing Programme
- Record of Disciplinary action for M.Sc. Nursing Programme

Mrs. Paras Savaliya
Secretary
Disciplinary and Student grievance Committee
Date: 27th August 2018

PRINCIPAL
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