



## Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010  
Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: mmnghids@gmail.com Website: www.mmdc.edu.in

### General Student Grievances Policy

#### Purpose:

The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The Cell ensures effective solution to the grievances, using a fair approach. The Grievance Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the Institute.

#### Objectives:

1. To develop an organizational framework to resolve grievances of the students and other stakeholders.
2. To ensure effective solution to the stakeholders' grievances with an impartial and fair approach
3. To investigate the reason of dissatisfaction.
4. To enlighten the students on their duties and responsibilities.

#### Student Grievance Cell Composition

Incharge: Dr Zarir Ruttonji  
Members: Dr Hemant Vagarali  
Dr Siddharth Revankar  
Dr Chetan Patil

#### Functions of the Grievance and Redressal Cell

1. Provides information about the Cell's objectives and mode of operation during orientation program held during the commencement of UG and PG program
2. Acknowledges and Analyzes the grievances.
3. Seeks a solution through decision-making process
4. Reports the grievances and records how they were redressed.

Dr. Ramakant Nayak  
Principal

M.M's N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.





## Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010  
Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: mmnghids@gmail.com Website: www.mmdc.edu.in

### Procedures

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

- Academic issues pertaining to teaching, learning and evaluation activities.
- Student-teacher, student-student grievances
- Grievances related to library, canteen and IT services.
- Grievances related to sports, cultural
- Grievances related to behaviour of stakeholders

### Mechanism of grievances:

1. The grievances shall be redressed depending on the nature of the grievance.
2. The Grievances are invited through suggestion boxes provided in the ground floor next to Principal cabin.
3. Department level counseling is offered where the matter can be resolved
4. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level.
4. For other grievances that require review shall be redressed by receiving written and signed application.
5. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken. The grievances are redressed at the earliest by issuing warning letter, memo and reformation, remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complain.

All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures.

  
Dr. Ramakant Nayak  
Principal

M.M's N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.



## Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010  
Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: [mmnghids@gmail.com](mailto:mmnghids@gmail.com) Website: [www.mmmdc.edu.in](http://www.mmmdc.edu.in)

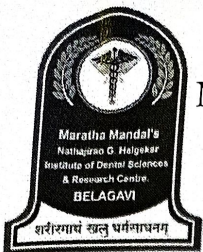
Please note that the following are not classified as student grievances. Specific policies and procedures have been developed to deal with these concerns. The ultimate responsibility and authority for such concerns lie with the office listed next to the policy:

- Student grade complaints unrelated to academic integrity issues- Disciplinary Committee
- Violations of the Code of Conduct- Administrative Incharge
- Violation of the Policy on Sportsmanship- Sports Incharge
- Student policy issues- Administrative Incharge
- Parking violations – Office Superintendent



  
**Dr. Ramakant Nayak**  
Principal  
M.M.'s. N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.





## Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010  
Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323  
Email: mmnghids@gmail.com Website: www.mmdc.edu.in

### **GUIDELINES OF REGULATORY BODIES FOR ANTIRAGGING**

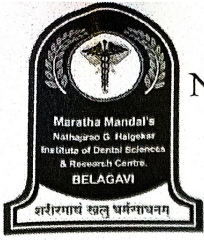
**Ragging constitutes one or more of the following acts:**

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- Any act of financial extortion or forceful expenditure burden put on a student by other students;
- Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.
- Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.
- Presence of the committee and mechanism for receiving student grievances (online/Offline)

  
**Dr. Ramakant Nayak**  
Principal

M.M's. N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.





## Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010  
Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: mmnghids@gmail.com Website: www.mmdc.edu.in

### ANTIRAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by One Professor & other faculty members shall examine all complaints of ragging if any and come out with recommendation based on the nature of the incident.

### ANTIRAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the institution. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

The Anti-Ragging Committee of the institution shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging, nature and gravity of the incident of ragging.

### ANTIRAGGING COMMITTEE

Institute of Dental Sciences  
& Research Centre  
2022  
BELAGAVI

#### Incharge

Dr Sanjeevini Hattarki

#### Members

Dr Ajaykumar Nayak

Dr Zarir Ratonji

Dr Siddharth Revankar

#### Squads

Dr Koshore Kumar

Dr Kuruda Satya

Dr Pooja Mastammanavar

Dr. Ramakant Nayak  
Principal

M.M's. N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.





## Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010  
Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: mmnghids@gmail.com Website: www.mmdc.edu.in

### Function of committee

Every year atleast one meeting will conducted to plan the antiragging measures that will be taken at the Institute. Antiragging sensitization program will be held every year. Any incidence of ragging in the campus will be scrutinized and appropriate action will be taken. Squads give a surprise visit to Hostel and campus after college hours to check for any incidence. In the last five years no incidence of ragging has taken place.



Dr. Ramakant Nayak  
Principal

M.M's. N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.





## Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010  
Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: mmnghids@gmail.com Website: www.mmdc.edu.in

### **POLICY DOCUMENT OF WOMENS GRIEVANCE AND SEXUAL HARASSAMENT CELL**

#### **GRIEVANCE AND REDRESSAL COMMITTEE**

The composition of the grievance and redressal cell may be as follows.

1. Chair person
2. 3-5 Faculty members
3. Advisory councillor
4. Students members

The grievance and redressal committee can have individuals from other institutions if required. There should be adequate representation of age, gender etc, in the committee to safeguard the interest and welfare of all our students and faculty if required experts could be invited to offer views for e.g if anyone has financial problems a chartered accountant / banking person can be consulted.

The GRC members should be conscious of their role and responsibility as committee member.

Term: The Committee members shall hold the post for a 2 years term.

#### **GRIEVANCE AND REDRESSAL CELL:**

A committed service is available to all students and staff attending Maratha Mandal's Nathajirao G. Halgekar Institute of Dental Sciences and Research Centre Belagavi.

Students and Staff wishing to use the grievance and redressal cell can contact the following committee members.

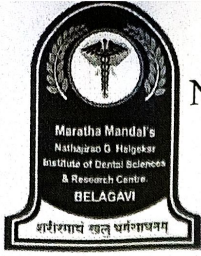
#### **STAFF**

- |                                  |              |
|----------------------------------|--------------|
| 1. Dr. Ramakant Nayak            | Principal    |
| 2. Dr. Vijayalakshmi Kotrashetti | Co-ordinator |
| 3. Dr. Sheetal Sanikop           | Incharge     |
| 4. Dr. Aarati Nayak              | Incharge     |
| 5. Dr. Madhu Pujar               | Incharge     |
| 6. Dr. Vijayalakshmi Kotrashetti | Incharge     |
| 7. Dr. Renuka Ammanagi           | Incharge     |

  
**Dr. Ramakant Nayak**  
Principal

M.M's. N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.





## Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010  
Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: mmnghids@gmail.com Website: www.mmdc.edu.in

### STUDENT REPRESENT

#### I BDS

1. Ms. Greeshma
2. Ms. Preeti Ballori

#### II BDS

1. Ms. Mehal Angane
2. Ms. Vedika Deshpande

#### III BDS

1. Ms. Shreya Pawar
2. Ms. Sahana Katti

#### IV BDS

1. Ms. Renu Ramchandani
2. Ms. Pradeepta Sagare

#### INTERNS

1. Ms. Rucha Mutalik
2. Ms. Suprita Yelmani

#### PG'S

1. Ms. Mitaj Anvekar
2. Ms Krutika Kadam
3. Ms. Akanksha Gaonkar

#### PARENT MEMBERS

1. Mrs. Sagare
2. Mrs. Katti

At times certain problems may require resourceful help which is offered through an Advisory Committee

### REQUIREMENT FOR THE CELL

A Cell is one major requirement for this committee A room, which is well lit, with an ambiance that creates an atmosphere of tension free friendship is required.

To note down grievance we require

1. Table
2. Chairs
3. Computer
4. Posters
5. Book shelf

  
Dr. Ramakant Nayak  
Principal  
M.M's. N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.





## Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010  
Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: mmnghids@gmail.com Website: www.mmhc.edu.in

6. Magazine holder

7. Flower pots/vase

### Aims:

This committee aims to create an atmosphere where all should dwell without any grievance.

### Objectives:

Any issue or concern will be discussed only in confidence. It is recognized that being a student can produce stress, which will be experienced as normal and coped with relatively easily.

However, at times problems arise over which we have no control.

Problems which we commonly encounter are:

1. Personal Problems: Students may face problems at day to day level e.g, food, transport, hostel, etc. These problems may worsen an already mildly harassed and fed up student pushing him/her into a fixed anxious, depressive state.

These issues can be tackled by developing a rapport with the cell Concern Committees would be approached to solve the problems.

2. Psychological Problems: Students with such problem affecting their potential output the concern may approach the cell. Appropriate action would be implemented by Medical Expert within one cell. The potential output of the student suffering from psychological problems will be affected. Appropriate action would be implemented by the medical expert with the cell.

3. Academic problem: The students are generally burden with academic responsibility some students may find it difficult to cope with these responsibilities. Others may find the procedures for assessing unfair. This bias may exist with a single staff member and / a given department. The cell will resolve such an issue without revealing a given identity.

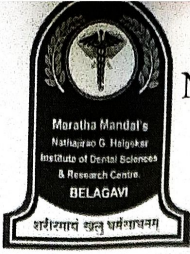
4. Scope for the future: The cell is available to assist students with any career problems or query. We have information on a wide range of topics.

1. Pre-admission service
2. Admission service
3. Orientation service
4. Student information service

  
**Dr. Ramakant Nayak**  
Principal

M.M's. N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.





## Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010

Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: mmnghids@gmail.com Website: www.mmdc.edu.in

5. Counselling service
6. Placement service
7. Remedial service
8. Follow-up service
9. Research service
10. Evaluation service

The faculty may approach the cell for guidance in achieving equal opportunities. Appraisal and review problems.

### GUIDELINES FOR GRIEVANCE REDRESSAL CELL

1. The cell comprises Principal as an ex-office member and a senior member of the teaching staff as its chairman.
2. He is assisted by member of the faculty, and under graduates and Post graduate and interns.
3. Grievances in writing are to be dropped into the complaint / suggestion boxes placed in the grievance and redressal cell or in other departments including office. Student can also give the complaints directly to the members of the committee.
4. The complainant should write his/her name, class, roll number etc. and perfect secrecy of the complaint, complainant is maintained by the committee.
5. The committee meets once a month. It may also meet in the case of emergency.
6. The complaints are scrutinized and after scrutiny the committee discusses the accused it takes approximate decision to settle the matter.
7. The complaints that need attention of higher authorities are brought to the notice of the Principal, who then refers the matter to the board of management.

### GRIEVANCES OF THE STUDENTS:

The student grievances are promptly attended to by the cell. They are related to

- Teaching – learning
- Examination. Tests
- Association activities
- Library
- Extra-curricular activities, college office matters.
- Other facilities hostel computer lab, drinking water, parking cleanliness with the association of the concerned.

  
**Dr. Ramakant Nayak**  
Principal

M.M's. N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.





## **Maratha Mandal's**

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010

Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: mmnghids@gmail.com Website: www.mmdc.edu.in

### **WOMEN'S GRIEVANCE CELL/STUDENT GRIEVANCE REDRESSAL COMMITTEE**

**2022**

#### **Incharge**

Dr Sheetal Sanikop

#### **Members**

Dr Vijayalakshmi Kotrashetti

Dr Madhu Pujar

Dr Aarati Nayak

Dr. Renuka Ammanagi

#### **Function of committee:**

Every year meeting will be conducted to plan gender sensitization event and also measures to be taken will be discussed and is implemented at the Institute. I BDS students are sensitization about sexual harassment Government of India Act at the beginning of the academic year. Gender sensitization program like health and hygiene, women rights etc., will be held every year. Any grievance of the student will be scrutinized and appropriate action will be taken by the committee. In the last five years no incidence of student grievance has been recorded.

**Dr. Ramakant Nayak**  
Principal

M.M's. N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.





## Maratha Mandal's

Nathajirao G Halgekar Institute of Dental Sciences & Research Centre,  
R S No. 47A/2, Near KSRP Ground, Bauxite Road, Belagavi – 590 010  
Karnataka, India

Phone: 0831-2477682 Fax: 0831-2479323

Email: mmnghids@gmail.com Website: www.mmhc.edu.in

### DECLARATION ON ANTIRAGGING AND SEXUAL HARASSMENT

2017-2022

**No Incidence of Ragging has been reported** in the last five years. All antiragging measures are in place and Students are monitored on regular basis both in hostel and as well as Institute

2017-2022

**No student grievance and also sexual harassment case has been reported in the last five years.** All measures are in place and Students are monitored on regular basis both in hostel and as well as Institute. Students are annually sensitised regarding the guidelines and also mode of approach to the committee to address any student grievance

Nathajirao G. Halgekar  
Institute of Dental Sciences  
& Research Centre  
BELAGAVI

**Dr. Ramakant Nayak**  
Principal

M.M's. N.G. Halgekar Institute of Dental Sciences  
& Research Centre, Belagavi-590010.