

Women's Redressal Cell

for girl students and women employees

Roles and Responsibilities

Objective of the Cell

- To safe guard and promote well-being of all women employees of the Institute
- To spread awareness of the Cell amongst the girl students and women employees of the Institute

Mechanism:

- Formation of Cell
- Display of list of committee members and their contact details in the college premises as well as on the Institute website <https://kbtcoe.org/committees/>
- Facility to provide complaint/suggestion
 - In writing in person or through "Sakhi Boxes" kept in the Institute campus at Ground floors of A, B and C Buildings in prescribed format available on the Institute website
 - Online through email id womesredresaalcell@kbtcoe.org or on the Institute Grievance Redressal Portal <https://kbtcoe.org/grievance-form/>

Functions:

- Frequency of meetings: minimum 4 per academic year
- Checking complaint received from email or through "Sakhi box". "Sakhi box" is checked on first Saturday of each month. In case it is not a working day, then it is checked on the next working day.

Redressal Mechanism:

- **Scrutiny of Complaints**
 - The complaints of the following nature are dismissed:-
 - Complaints which are illegible (unreadable, scribbled) or vague (unclear, imprecise, ambiguous), anonymous
 - Complaints involving no deprivation (denial) of women rights

- Complaints / Suggestions will be handled by the committee. If committee is not able to resolve, then forwarded to the Principal. In case of legal issue, it is forwarded to the Management.

- **Process for Redressal**

The process to resolve the complaints is shown below:

