



POLICY ON STUDENT WELFAIR COMMITTEE

INSTITUTE OF ADVANCE MANAGEMENT AND RESEARCH

(Approved By AICTE, New Delhi and Affiliated to AKTU, Lucknow)

Policy of Student Welfare Committee

1.0 Definitions

The Institute of Advanced Management and Research, Ghaziabad (IAMR) is committed to providing a safe and respectful work and study environment for all its members. As part of this commitment, IAMR has established an Student Welfare Committee (SWC) to address complaints related to harassment, discrimination, or any other form of misconduct within the institution.

The Student Welfare Committee (SWC) is a statutory body mandated by the AICTE to address and support and empower students in achieving their full potential, both academically and personally. Student within educational institutions, including technical institutions.

The SWC is responsible for organize various events and activities that promote physical, mental, emotional and social well-being of students.

The SWC is composed of members representing various stakeholders, including faculty, staff, students, and external organize workshops, seminars, and other educational programs that enhance the skills and knowledge of students

An Student Welfare Committee (SWC) is a formal body established within an organization, typically comprising representatives from various departments or sectors, responsible for receiving, investigating, and resolving the student complaints related to financial aid or other forms of assistance to students in need.

.The SWC is mandated to ensure compliance with organizational policies, as well as relevant laws and regulations, while fostering a culture of respect and professionalism within the organization.

The Student Welfare Committee (SWC) is an internal mechanism established by an organization a workshop and seminar for students to develop the interactive skills, such as translation, communication, and Personality development skill. The student welfare committee fosters the gifted and below average student as well as students with special needs and solves their academic, social and psychological problems.

. The SWC is tasked with receiving complaints, conducting impartial investigations, and recommending appropriate actions to address and resolve the issues raised. The committee plays a crucial role in promoting a safe and inclusive work environment and upholding the organization's values and principles.

2.0 Jurisdiction

This policy applies to all members of IAMR, including faculty, staff, students, and visitors. It covers complaints of harassment, discrimination, or misconduct occurring on IAMR premises or in any IAMR-related activities.

3.0 The Complaint Committee

Implementation of the policy will be achieved through the following structure :

As per the guidelines of the All India Council for Technical Education (AICTE), the composition of the Student Welfare Committee (SWC) typically includes the following members:

Chairperson: A senior faculty member or administrator appointed by the institution's head, such as the Director or Principal.

Two Faculty Members: Appointed by the institution's head from different departments or disciplines.

Four Student Representative: Elected or nominated by the student body of the institution. This member should preferably be a woman.

4.0 POWER AND DUTIES OF COMPLAINT COMMITTEE

The Student Welfare Committee (SWC) typically possesses several powers to effectively carry out its responsibilities in addressing complaints of harassment, discrimination, or misconduct within an organization. These powers may include:

Receiving Complaints: The SWC has the authority to receive complaints of harassment, discrimination, or misconduct from any member of the organization, including employees, students, or other stakeholders.

Conducting Investigations: The SWC is empowered to conduct thorough and impartial investigations into the complaints it receives. This includes gathering evidence, interviewing relevant parties, and reviewing documentation or other pertinent information.

Maintaining Confidentiality: The SWC has the responsibility to maintain confidentiality throughout the investigation process to protect the privacy of the complainant, respondent, and witnesses involved.

Issuing Summons and Notices: The ICC may issue summons or notices to individuals involved in the investigation process, requiring their participation and cooperation.

Examining Witnesses: The SWC has the authority to examine witnesses and gather testimony to establish facts relevant to the complaint under investigation.

Requesting Documents and Records: The SWC may request and review documents, records, or other evidence relevant to the investigation.

Making Recommendations: Based on its findings, the SWC has the power to make recommendations for appropriate actions or remedies to address the complaint, including disciplinary measures, counseling, training, or other interventions.

Imposing Disciplinary Actions: In cases where the complaint is substantiated, the SWC may recommend disciplinary actions against the respondent, such as warnings, suspension, termination of employment, or other appropriate measures.

Monitoring Compliance: The SWC may monitor the implementation of its recommendations and ensure compliance with organizational policies, as well as relevant laws and regulations.

Providing Support and Assistance: The SWC is responsible for providing support and assistance to both the complainant and the respondent throughout the investigation process, including guidance on available resources and support services.

Maintaining Records: The SWC is tasked with maintaining records of complaints received, investigations conducted, and actions taken, ensuring transparency and accountability in its proceedings.

Reporting to Management: The SWC may be required to provide periodic reports to the management or governing body of the organization on its activities, findings, and recommendations for addressing complaints.

Overall, the SWC plays a crucial role in promoting a safe and respectful work or study environment and ensuring that complaints of harassment, discrimination, or misconduct are addressed in a fair and transparent manner.

The SWC shall have the following responsibilities:

- To organize and manage all matters related to students' welfare
- To organize extra-curricular activities in coordination with all the clubs' coordinator to strengthen Student chapters and Clubs
- To recommend the students for any competitions/ challenges/ sports meet outside the college
- To manage the Alumni affairs of the Institution
- To organize students counseling and training related activities
- To coordinate technical and scientific events for exchanging ideas in coordination with different departments
- To coordinate with the Sports' Officer for organizing Sports competitions in the college campus from time to time and participation of students in sports activities outside the college
- To prepare, plan and execute programs for the holistic development of the students
- Maintaining discipline and decorum among students on the college campus in coordination with the Proctor Receive and investigate complaints of harassment, discrimination, or misconduct.

5.0 Procedure for making Complaints and Conducting Enquiry

Any member of IAMR who believes they have been subjected to harassment, discrimination, or misconduct may file a complaint with the SWC. Complaints should be submitted in writing to the Chairperson of the SWC and should include details of the incident(s) and any supporting evidence.

Upon receiving a complaint, the ICC shall conduct a thorough investigation, which may include interviews with the complainant, the respondent, and any witnesses. Both the complainant and the respondent shall have the opportunity to present their side of the story and provide any evidence or witnesses to support their case.

Both the complainant and the respondent shall have the right to appeal the decision of the C within a specified timeframe. Appeals shall be heard by an Appeals Committee appointed by the Director, which may uphold, modify, or overturn the decision of the SWC.

6.0 Interim Redressal

Interim redressal by the Internal Complaints Committee (ICC) involves taking provisional measures to address a complaint while an investigation is ongoing. These measures aim to provide immediate relief or protection to the complainant or other affected parties until a final decision is reached. Examples include temporary relocation, no-contact directives, suspension or leave, counseling, workplace accommodations, training programs, and monitoring compliance. These measures are designed to ensure fairness, confidentiality, and due process throughout the investigation process.

7.0 Minutes of Meeting

The Complaint Committee shall Prepare an MOM giving full accounts of activities twice a year and forward a copy thereof to the Director who shall report to the Governing Body of the Institute.

8.0 Monitoring and Reviewing

I. The Institute Complaint Committee will send MOM to the Board Of Governors through Director.

II. In the above mentioned MOM, Confidentiality of the complaints will be maintained.