

DON BOSCO INSTITUTE OF MANAGEMENT STUDIES & COMPUTER APPLICATIONS

ONLINE GRIEVANCES AND REDRESSAL GUIDE FOR STUDENTS

- STEP 1 :** TYPE the URL and the Link "dbims.edugrievance.com" in the address bar
- STEP 2 :** Click on the "STUDENTS" on the dash board.
- STEP 3 :** Click the "NEW USER REGISTRATION" button on the log in page and enter the details including the name, course, class, admission number, email ID, mobile phone number, and desired password.
(Email ID or mobile will be the log in ID/User name of the student)
- STEP 4 :** Student can post grievance only after the Admin approves the registration so as to make sure that the user is genuine, thus avoiding duplication or fake complaints. The student user will get an email notification when the Admin approves his/her registration.
- STEP 5 :** Navigation >> MY Account - to edit student email ID, gender or mobile phone number.
- STEP 6 :** Navigation >> To Posta Grievance:
Click "Post a Grievance" to lodge a complaint
Select the concerned grievance type, enter subject (maximum 200 characters) and grievance details to post it successfully.
ATTACHMENT : If the user has any supporting files/documents in favour of the grievance, they can upload it here.
- STEP 7 :** Navigation >> My Grievance - This option under the left Navigation menu gives a glance at the grievances posted and its status.
Grievances which got reply from the cell member will show "Responded" in the Status column.
Student needs to click the "Reopen" link to repost the complaint if he is not satisfied with the reply.
Reminder - if the user doesn't get reply for the grievance he/she posted within the expected time, click "Reminder" option against the grievance to remind the cell member about the pending grievance.
Note : Students will get email notification as soon as the grievance cell member sends reply to the grievance they posted. If the grievance cell member saw the grievance (but not replied), it would appear "Viewed" in the Status column. Grievances closed after satisfactory resolution will appear "Disposed" in the Status column.



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PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

(Prevention, Prohibition and Redressal) Act, 2013

The object of the Act is to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected there with or incidental thereto.

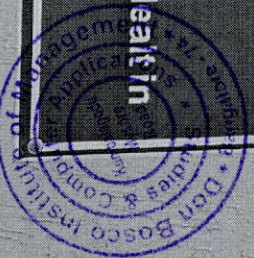
Don Bosco Institute of Management Studies & Computer Applications has adopted Prevention and Redressal of Sexual Harassment at Work Place Policy to implement the provisions of the said Act. All the persons (students, faculties, parents and others) are hereby informed not indulge in sexual harassment of women in the campus.

In accordance with clause number 8 (8.1) of Prevention and Redressal of Sexual Harassment at Work Place Policy, an Internal Complaint Committee (ICC) has been formed to deal with cases relating to sexual harassment to Women at Workplace.

The ICC comprises of following five members.

1. Smt. Dharani Devi, Faculty Representative, Convenor
2. Smt. Champa T., Faculty Representative
3. Smt. Shvetha K.R., Faculty Representative
4. Dr. Sharada Shankar, Associate Professor
5. Sri Rudresh K.R., Physical Education Director
6. Sri Gopinath, Office Superintendent
7. Sri Jayarama, Attender
8. Two Student Representatives

Any matter arising in relation to sexual harassment of Women at Workplace will be governed and dealt in accordance with the provisions of the said Act.



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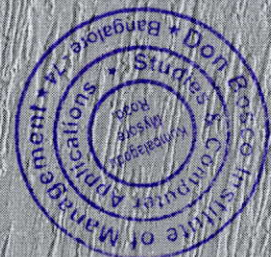
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FEED BACK MECHANISM

College provides feedback mechanism for both the students and the faculty.

The procedure to be followed is as follows :

1. Type "donboscobangalore.education" on the address bar
2. The College web site opens.
3. Under the link "Institutions", select "Don Bosco Institute Of Management Studies & Computer Applications"
4. Now, select "Feedback" in the menu.
5. Now, AICTE Feedback form is opened.
6. Select Students or Faculty, as per your requirement.
7. Fill in the details
8. Then submit.
9. Your feedback is now sent to AICTE



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ANTI RAGGING POLICY

The students of Don Bosco Institute of Management Studies & Computer Applications are hereby warned that they shall not indulge in "RAGGING". If they are found guilty of ragging they are liable for punishment without prejudice to any other criminal action that may be taken under any penal law.

ANTIRAGGING COMMITTEE :

1. Dr. Hala Naik N. Director, Don Bosco Group of Institutions.
Chairperson - Mobile No.: 6360329442
2. Dr. Srivats R. Principal (MBA Programme) Member Secretary.
Mobile No. : 9980694134
3. Smt. Champa T, Faculty Representative
Mobile No. : 9945242413
4. Smt. Dharani Devi K., Faculty Representative
Mobile No. : 9739455227
5. Lavanya M., Faculty Representative
Mobile No. : 9036432662
6. Smt. Sumithra N.N., Police Constable, Kumbalgodu Police Station. Ph No. : 080-28437599
7. Warden, Gents Hostel, Don Bosco Group of Institutions
8. Warden, Ladies Hostel, Don Bosco Group of Institutions
9. Two Students Representatives



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