

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies 2. Organization wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees

DVV Query 5.1.4

Item 5.1.4. Provide Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee. 2. Provide Circular/web-link/ committee report justifying the objective of the metric 3. Provide Proof of constitution of Internal Complaints / Grievances Committee formation / other committees as per UGC norms.

DVV Clarification

Item 5.1.4 of DVV response:

- 1. Minutes of the meetings of student redressal committee, Internal complaints / women's cell (prevention of sexual harassment) committee and Anti Ragging committee are attached.**
- 2. Constitution of student redressal committee, Internal complaints / women's cell (prevention of sexual harassment) committee and Anti Ragging committee is attached.**

**Proof of Constitution of Internal Committees/ Grievance
Committee Formation/ Other Committees Formation And
Circulars are Given Below**

INDEX

CONTENT
<ul style="list-style-type: none">• Circulars of Statutory/Regulatory bodies related to redressal of student grievance including sexual harassment and ragging cases
<ul style="list-style-type: none">• Circular from UGC For Establishment of Grievances Cell
<ul style="list-style-type: none">• Government of India HANDBOOK On Sexual Harassment of Women at Workplace
<ul style="list-style-type: none">• Rules & Regulations of Anti -Ragging Measures as per UGC Regulations
Documents Showing the Grievance Redressal Cell Formation
Grievance Redressal Cell Formation with Objectives, Scope, Functions and Policy
Grievance Redressal Committee for 2017-18
Grievance Redressal Committee for 2018-19
Grievance Redressal Committee for 2019-20
Grievance Redressal Committee for 2020-21
Grievance Redressal Cell
Documents Showing the Anti-Ragging Committee formation and policy documents
Anti-Ragging Committee for 2017
Anti-Ragging Committee for 2018
Anti-Ragging Committee for 2019
Anti-Ragging Committee for 2021
Anti-Ragging Committee for 2022
Documents Showing College Internal Complaints Committee for Prevention, Prohibition And Redressal of Sexual Harassment-Reg
Internal Complaints Committee for 2016
Internal Complaints Committee for 2018
Internal Complaints Committee for 2019
Internal Complaints Committee for 2021
Internal Complaints Committee for 2022
Organization wide awareness and undertakings on policies



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax: 011-2323 8858

E-mail: secy.ugc@nic.in

D.O. F. No. 14-4/2012(CPP-II)

7th May, 2019

Dear Sir/Madam,

In exercise of the powers conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the UGC has notified the **University Grants Commission (Redress of Grievances of Students) Regulations, 2019** in the Official Gazette on 6th May 2019. A copy of the Regulations is attached herewith. As per para 8(i) of the Regulations, you are requested to ensure that your University shall, within a period of three months from the date of issue of these Regulations, have an online portal where any aggrieved student may submit an application seeking Redressal of the grievance.

You are requested to ensure compliance of these Regulations in your esteemed University. These Regulations may also be brought to the notice of your affiliated colleges for their implementation.

With kind regards,

Yours sincerely,

(Rajnish Jain)

Encl. : As stated above.

The Vice-Chancellors of all Universities

Copy to : -

The Publication Officer, UGC for uploading on UGC website.

[Dr. (Mrs.) Pankaj Mittal]
Additional Secretary



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 146]

नई दिल्ली, सोमवार, मई 6, 2019/वैशाख 16, 1941

No. 146]

NEW DELHI, MONDAY, MAY 6, 2019/VAISAKHA 16, 1941

विश्वविद्यालय अनुदान आयोग

अधिसूचना

नई दिल्ली, 6 मई, 2019

फा. सं. 14-4/2012 (सीपीपी-II).—विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (1956 का 3) की धारा 26 की उप-धारा (1) के खंड (छ) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और विश्वविद्यालय अनुदान आयोग (शिकायत निवारण) विनियम, 2012 का अधिक्रमण करते हुए विश्वविद्यालय अनुदान आयोग एतद्वारा निम्नलिखित विनियम बनाता है, नामतः—

1. संक्षिप्त नाम, विनियोग और प्रारंभ :

- (क) इन विनियमों को विश्वविद्यालय अनुदान आयोग (छात्रों की शिकायतों का निवारण) विनियम, 2019 कहा जाएगा।
- (ख) वे ऐसे सभी उच्चतर शिक्षा संस्थानों पर लागू होंगे, जिन्हें किसी केन्द्रीय अधिनियम अथवा राज्य अधिनियम के तहत स्थापित अथवा निगमित किया गया हो, और विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 2 के खंड (च) के तहत मान्यता प्राप्त सभी संस्थानों तथा ऐसे सभी सम विश्वविद्यालय संस्थानों पर लागू होंगे जिन्हें तत्संबंध की धारा 3 के तहत विश्वविद्यालय घोषित किया गया हो।
- (ग) यह विनियम, भासकीय राजपत्र में प्रकाशित होने की तिथि से प्रभावी होंगे।

2. उद्देश्य:

किसी संस्थान में पहले से नामांकित छात्रों और साथ ही ऐसे संस्थानों में प्रवेश चाहने वाले छात्रों की कतिपय शिकायतों के निवारण के लिए अवसर प्रदान करना और इस संबंध में एक तंत्र स्थापित करना।

3. परिभाषा: जब तक कि इन विनियमों के संदर्भ में अन्यथा अपेक्षित न हो:

- (क) "अधिनियम" का अभिप्राय विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (1956 का 3) से है;
- (ख) "पीडित छात्र" से अभिप्राय किसी ऐसे छात्र से है जिसे इन विनियमों के तहत परिभाषित शिकायतों के संबंध में किसी मामले अथवा तत्संबंध किसी मामले में कोई शिकायत हो।

- (ग) "महाविद्यालय" से अभिप्राय अधिनियम की धारा 12क की उपधारा (1) के खंड (ख) में इस प्रकार से परिभाषित किसी संस्थान से है।
- (घ) "महाविद्यालयी छात्र शिकायत निवारण समिति" (सीएसजीआरसी) से अभिप्राय इन विनियमों के तहत किसी संस्थान के स्तर पर, जोकि महाविद्यालय हो, गठित किसी समिति से है।
- (ङ) "आयोग" से अभिप्राय विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 4 के तहत स्थापित आयोग से है।
- (च) "घोषित प्रवेश नीति" का अभिप्राय संस्थान द्वारा पेशकश किए जा रहे किसी पाठ्यक्रम या अध्ययन कार्यक्रम में प्रवेश के लिए संस्थान की विवरणिका में प्रकाशित की गई किसी ऐसी नीति से है, जिसमें उसके अंतर्गत आने वाली प्रक्रियाएं भी शामिल हैं।
- (छ) "विभागीय छात्र शिकायत निवारण समिति" (डीएसजीआरसी) से अभिप्राय इन विनियमों के तहत किसी विश्वविद्यालय के किसी विभाग, विद्यालय या केंद्र के स्तर पर गठित किसी समिति से है।
- (ज) "शिकायत" का अभिप्राय, और इसमें निम्नवत् के संबंध में किसी पीड़ित छात्र द्वारा की गई शिकायत(तें) शामिल हैं, नामतः
- i. संस्थान की घोषित प्रवेश नीति के अनुरूप निर्धारित की गई योग्यता के विपरीत प्रवेश दिया जाना;
 - ii. संस्थान की घोषित प्रवेश नीति के तहत प्रक्रिया में अनियमितताएं;
 - iii. संस्थान की घोषित प्रवेश नीति के अनुरूप प्रवेश देने से इंकार किया जाना;
 - iv. इन विनियमों के उपबंधों के अनुरूप, संस्था द्वारा विवरणिका का प्रकाशन न किया जाना;
 - v. संस्थान द्वारा विवरणिका में ऐसी कोई जानकारी देना जोकि झूठी या भ्रामक हो, और तथ्यों पर आधारित नहीं हो;
 - vi. किसी छात्र द्वारा ऐसे संस्थान में प्रवेश लेने के प्रयोजन से जमा किए गए किसी दस्तावेज जोकि उपाधि, डिप्लोमा या किसी अन्य पुरस्कार के रूप में हो, को अपने पास रख लेना या वापस करने से इंकार करना ताकि ऐसे किसी पाठ्यक्रम या अध्ययन कार्यक्रम के संबंध में छात्र को किसी शुल्क अथवा शुल्कों, का भुगतान करने हेतु तैयार किया जा सके अथवा मजबूर किया जा सके जिसमें छात्र अध्ययन नहीं करना चाहता हो;
 - vii. संस्था की घोषित प्रवेश नीति में निर्धारित राशि से अधिक धनराशि की मांग करना;
 - viii. छात्रों की विभिन्न श्रेणियों के लिए प्रवेश में सीटों के आरक्षण के संबंध में वर्तमान में लागू किसी कानून का संस्थान द्वारा उल्लंघन किया जाए;
 - ix. ऐसे किसी संस्थान की घोषित प्रवेश नीति के तहत, अथवा आयोग द्वारा विहित किन्हीं शर्तों, यदि कोई हों तो, के तहत किसी भी छात्र हेतु ग्राह्य छात्रवृत्ति या वित्तीय सहायता का भुगतान नहीं किया जाना अथवा विलम्ब से भुगतान किया जाना;
 - x. संस्थान के शैक्षणिक कैलेंडर में, अथवा आयोग द्वारा विहित ऐसे किसी कैलेंडर में विनिर्दिष्ट अनुसूची से इतर परीक्षाओं के आयोजन में, अथवा परीक्षा के परिणामों की घोषणा में विलम्ब करना;
 - xi. विवरणिका में यथा उल्लिखित, अथवा संस्थान द्वारा लागू किसी कानून के किसी उपबंध के तहत यथा अपेक्षित छात्रों की सुविधा प्रदान करने में संस्थान द्वारा विफल रहना;
 - xii. छात्रों के मूल्यांकन के लिए संस्थान द्वारा अपनाई गई गैर- पारदर्शी अथवा अनुचित पद्धतियां;
 - xiii. ऐसे किसी छात्र को शुल्क के प्रतिदाय में विलंब करना, अथवा इंकार करना जोकि विवरणिका में उल्लिखित समय के भीतर, अथवा जैसा की आयोग द्वारा अधिसूचित किया जाए, के भीतर प्रवेश त्याग देता है;
 - xiv. अनुसूचित जाति, अनुसूचित जनजाति, अन्य पिछड़ा वर्ग, महिला, अल्पसंख्यक अथवा निशक्त श्रेणियों के छात्रों के कथित भेदभाव की शिकायत;
 - xv. प्रवेश दिए जाने के समय जैसा भरोसा दिलाया गया था अथवा प्रदान किए जाना अपेक्षित था के अनुरूप गुणवत्तापूर्ण शिक्षा प्रदान नहीं किया जाना; तथा

- xvi. छात्र के उत्पीड़न के अन्य मामले के अलावा जिन पर वर्तमान में लागू किसी कानून के दंडात्मक उपबंधों के तहत कार्रवाई की जानी हो, छात्र का उत्पीड़न किया जाना अथवा उसे निशाना बनाया जाना।
- (झ) “संस्थान” से अभिप्राय है, जैसा कि संदर्भ हो, अधिनियम के तहत किसी विश्वविद्यालय अथवा महाविद्यालय अथवा किसी सम विश्वविद्यालय संस्थान से है, अथवा किसी विशिष्ट विधा अथवा क्रियाकलाप हेतु किसी विश्वविद्यालय के तहत स्थापित किए गए किसी संस्थान से है।
- (ञ) “संस्थागत छात्र शिकायत निवारण समिति” (आईएसजीआरसी) का अभिप्राय इन विनियमों के तहत किसी विश्वविद्यालय के स्तर पर, ऐसी शिकायतों पर कार्यवाही करने के लिए गठित की गई समिति से है जो विश्वविद्यालय के किसी भी विभाग से संबंधित नहीं हो, उदाहरण के लिए छात्रावास और सामान्य सुविधाएं।
- (ट) “लोकपाल” का अभिप्राय इन विनियमों के तहत नियुक्त लोकपाल से है;
- (ठ) “विवरणिका” का अभिप्राय और इसमें ऐसा कोई भी प्रकाशन शामिल है, चाहे वह मुद्रित स्वरूप में अथवा अन्यथा हो, जिसे जनसाधारण (जिसमें ऐसे संस्थान में प्रवेश पाने के इच्छुकों सहित) को एक संस्था से संबंधित निष्पक्ष और पारदर्शी जानकारी प्रदान करने के लिए ऐसे संस्थान अथवा किसी प्राधिकरण अथवा ऐसे संस्थान द्वारा ऐसा करने के लिए प्राधिकृत किए गए किसी व्यक्ति द्वारा जारी किया गया हो;
- (ड) “क्षेत्र” का अभिप्राय एक भौगोलिक क्षेत्र, जिसमें राज्य शामिल हैं, जिन्हें इन विनियमों को लागू करने हेतु सुकर बनाने के प्रयोजनार्थ ऐसा निर्धारित किया गया हो: नामतः, दक्षिण-पूर्वी क्षेत्र जिसमें आंध्र प्रदेश, तेलंगाना, पुडुचेरी, अंडमान और निकोबार और तमिलनाडु शामिल हैं; दक्षिण-पश्चिम क्षेत्र में केरल, कर्नाटक और लक्षद्वीप शामिल हैं; पश्चिमी क्षेत्र में महाराष्ट्र, गुजरात, गोवा, दादर और नगर हवेली, दमन और दीव शामिल हैं; मध्य क्षेत्र में छत्तीसगढ़, मध्य प्रदेश और राजस्थान शामिल हैं; उत्तरी क्षेत्र में जम्मू और कश्मीर, दिल्ली, हिमाचल प्रदेश, पंजाब, हरियाणा, दिल्ली, उत्तराखंड, उत्तर प्रदेश, उत्तराखंड और चंडीगढ़ शामिल हैं; पूर्वोत्तर क्षेत्र में असम, मेघालय, मिजोरम, मणिपुर, त्रिपुरा, अरुणाचल प्रदेश, सिक्किम और नागालैंड शामिल हैं, और पूर्वी क्षेत्र में पश्चिम बंगाल, बिहार, झारखंड और ओडिशा शामिल हैं।
- (ढ) “राज्य” का अभिप्राय संविधान की प्रथम अनुसूची में विनिर्दिष्ट किसी राज्य से है जिसमें संघ राज्य क्षेत्र भी शामिल है;
- (ण) “छात्र” से अभिप्राय किसी ऐसे संस्थान, जिसमें यह विनियम लागू होते हैं, में नामांकित किसी व्यक्ति, अथवा नामांकित होने के लिए प्रवेश प्राप्त के इच्छुक व्यक्ति से है;
- (त) “विश्वविद्यालय” से अभिप्राय अधिनियम की धारा 2 की खंड (च) में यथा परिभाषित किसी विश्वविद्यालय से है, अथवा जहां संदर्भ के अनुसार, तत्संबंध की धारा 3 के तहत इस प्रकार घोषित किए जाने वाला कोई सम विश्वविद्यालय संस्थान हो।
- (थ) “विश्वविद्यालय छात्र शिकायत निवारण समिति” (यूएसजीआरसी) से अभिप्राय विश्वविद्यालय के स्तर पर डीएसजीआरसी, आईएसजीआरसी अथवा सीएसजीआरसी के निर्णय के परिणामस्वरूप उपजी शिकायतों पर कार्रवाई करने के लिए इन विनियमों के तहत गठित किसी समिति से है।

4. विवरणिका का अनिवार्य प्रकाशन, इसकी विषयवस्तु तथा मूल्य निर्धारण:

1. प्रत्येक संस्थान, अपने पाठ्यक्रम या अध्ययन के किसी भी कार्यक्रम में प्रवेश आरंभ करने की तिथि से कम से कम साठ दिन की समाप्ति से पूर्व अपनी वेबसाइट पर एक विवरणिका प्रकाशित और/अथवा अपलोड करेगा, जिसमें इस तरह के संस्थान में प्रवेश लेने के इच्छुक व्यक्तियों और आम जनता की जानकारी के लिए निम्नवत् जानकारी अंतर्विष्ट होगी, नामतः:
 - (क) प्रत्येक पाठ्यक्रम अथवा अध्ययन के कार्यक्रम के लिए, शिक्षण के घंटों, व्यावहारिक सत्रों और अन्य कार्य के साथ-साथ अध्ययन के कार्यक्रमों और पाठ्यक्रमों की सूची सहित उपयुक्त सांविधिक प्राधिकरण अथवा संस्थान, जैसा मामला हो, द्वारा विनिर्दिष्ट पाठ्यक्रम की व्यापक रूपरेखा;
 - (ख) जिस शिक्षा वर्ष हेतु प्रवेश दिए जाने का प्रस्ताव हो, उसके प्रत्येक पाठ्यक्रम अथवा अध्ययन के कार्यक्रम के संबंध में, उपयुक्त सांविधिक प्राधिकरण द्वारा अनुमोदित सीटों की संख्या;
 - (ग) संस्थान द्वारा विनिर्दिष्ट किसी विशेष पाठ्यक्रम अथवा अध्ययन कार्यक्रम में छात्र के रूप में प्रवेश के लिए व्यक्तियों की न्यूनतम और अधिकतम आयु सीमा सहित शैक्षिक योग्यता और पात्रता की शर्तें;

- (घ) इस प्रकार के प्रवेश के लिए आवेदन करने वाले योग्य उम्मीदवारों के चयन की प्रक्रिया, जिसमें प्रत्येक पाठ्यक्रम अथवा अध्ययन कार्यक्रम में प्रवेश के लिए ऐसे अभ्यर्थियों के चयन के लिए परीक्षा या इम्तहान के विवरण के संबंध में सभी संगत जानकारी और प्रवेश परीक्षा के लिए निर्धारित शुल्क की राशि शामिल है;
- (ङ) किसी पाठ्यक्रम या अध्ययन कार्यक्रम में अध्ययन करने के लिए ऐसे संस्थान में भर्ती किए गए छात्रों द्वारा देय शुल्क, जमा राशियों और अन्य प्रभारों के प्रत्येक घटक और ऐसे भुगतानों की अन्य निबंधन और शर्तें;
- (च) शास्त्रि लगाए जाने और संग्रहण किए जाने हेतु नियम/विनियम, विनिर्दिष्ट शीर्ष अथवा श्रेणियां, लगाए जाने वाली शास्त्रि की न्यूनतम और अधिकतम राशि;
- (छ) ऐसे संस्थानों में दाखिला लेने वाले छात्रों द्वारा यदि पाठ्यक्रम या अध्ययन कार्यक्रम के पूरा होने से पहले अथवा के बाद दाखिला छोड़ दिया जाता है तो छात्रों को प्रतिदाय किए जाने वाले शिक्षण शुल्क और अन्य प्रभारों का प्रतिशत, तथा समय सीमा जिसके भीतर तथा पद्धति जिससे छात्रों को ऐसा प्रतिदाय किया जाएगा;
- (ज) उनकी शैक्षिक योग्यता शिक्षण संकाय का विवरण, उनकी नियुक्ति का स्वरूप (नियमित/अभ्यागत/अतिथि) और उसके प्रत्येक सदस्य के शिक्षण अनुभव के साथ;
- (झ) भौतिक और शैक्षणिक बुनियादी ढांचे और छात्रावास और इसके शुल्क, पुस्तकालय, अस्पताल अथवा उद्योग, जहां छात्रों को व्यावहारिक प्रशिक्षण दिया जाना हो, सहित अन्य सुविधाओं के संबंध में जानकारी और विशेषरूप से छात्रों द्वारा संस्थान में प्रवेश प्राप्त करने पर प्राप्त होने वाली सुविधाओं का ब्योरा अंतर्विष्ट हो;
- (ञ) संस्थान के परिसर के भीतर अथवा बाहर छात्रों द्वारा अनुशासन बनाए रखने के संबंध में सभी संगत निदेश, और, विशेषरूप से किसी छात्र अथवा छात्रों की रैगिंग निषिद्ध करने संबंधी ऐसे अनुशासन को बनाए रखने और उनका उल्लंघन किए जाने के परिणामों और संगत सांविधिक विनियामक प्राधिकरण द्वारा इस संबंध में तैयार किए गए किसी विनियम के उपबंधों का उल्लंघन किए जाने के परिणामों का ब्योरा अंतर्विष्ट होगा; तथा
- (ट) आयोग द्वारा यथा विनिर्दिष्ट कोई अन्य जानकारी:

बशर्ते कि, प्रत्येक संस्थान इस विनियम के खंड (क) से (ट) में उल्लिखित जानकारी को अपनी वेबसाइट पर प्रकाशित/अपलोड करेगा, और विभिन्न समाचारपत्रों और अन्य मीडिया के माध्यम से प्रमुखता से प्रदर्शित करते हुए विज्ञापनों के माध्यम से इच्छुक छात्रों और आम जनता का ध्यान वेबसाइट पर इस तरह के प्रकाशन की ओर दिलाया जाएगा ।

2. प्रत्येक संस्थान अपनी विवरणिका की प्रत्येक मुद्रित प्रति का मूल्य निर्धारित करेगा, जोकि विवरणिका के प्रकाशन और वितरण की उचित लागत से अधिक नहीं होगी और विवरणिका के प्रकाशन, वितरण या बिक्री से कोई लाभ अर्जित नहीं किया जाएगा ।

5. छात्र शिकायत निवारण समितियां (एसजीआरसी):

क. महाविद्यालयी छात्र शिकायत निवारण समिति (सीएसजीआरसी)

- (i) किसी भी पीड़ित छात्र की महाविद्यालय से संबंधित किसी भी शिकायत को निम्नलिखित संरचना वाली महाविद्यालयी छात्र शिकायत निवारण समिति (सीएसजीआरसी) को भेजा जाएगा:
- (क) महाविद्यालय का प्राचार्य— सभापति;
- (ख) प्राचार्य द्वारा शिक्षण संकाय से तीन वरिष्ठ सदस्यगणों को नामनिर्दिष्ट किया जाएगा— सदस्यगण;
- (ग) महाविद्यालय के छात्रों में से एक प्रतिनिधि, जिसे प्राचार्य द्वारा शैक्षणिक योग्यता/खेलकूद में उत्कृष्टता/सह-पाठ्य क्रियाकलापों में उसके निष्पादन के आधार पर नामनिर्दिष्ट किया जाएगा— विशेष आमंत्रित ।
- (ii) सदस्यगणों तथा विशेष आमंत्रित का कार्यकाल दो वर्षों का होगा ।
- (iii) बैठक के लिए गणपूर्ति, सभापति सहित परंतु विशेष आमंत्रित के अलावा, तीन सदस्यगणों की होगी ।
- (iv) शिकायतों पर विचार करते हुए सीएसजीआरसी नैसर्गिक न्याय के सिद्धांतों का पालन करेगी ।

- (v) सीएसजीआरसी रिपोर्ट को अपनी सिफारिशों, यदि कोई हो तो, के साथ संबद्ध करने वाले विश्वविद्यालय के कुलपति को शिकायत प्राप्त की तिथि से 15 दिनों की अवधि के भीतर भेजेगा तथा इसकी एक प्रति पीड़ित छात्र को भी भेजी जाएगी।

ख. विभागीय छात्र शिकायत निवारण समिति (डीएसजीआरसी)

- (i) किसी भी पीड़ित छात्र की विश्वविद्यालय के किसी भी विभाग, अथवा विद्यालय, अथवा केन्द्र से संबंधित किसी भी शिकायत को विभाग, विद्यालय अथवा केन्द्र, जैसा भी मामला हो, द्वारा गठित की जाने और निम्नलिखित संरचना वाली विभागीय छात्र शिकायत निवारण समिति (डीएसजीआरसी) को भेजा जाएगा, नामतः:
- (क) विभाग, विद्यालय, अथवा केन्द्र का अध्यक्ष, चाहे उसे किसी भी पदनाम से जाना जाए— सभापति;
- (ख) विभाग/विद्यालय/केन्द्र के बाहर से कुलपति द्वारा नामनिर्दिष्ट किए जाने वाले दो आचार्य— सदस्य;
- (ग) संकाय का सदस्य, जो शिकायत निवारण की प्रणाली से भली-भांति परिचित हो, को सभापति द्वारा नामनिर्दिष्ट किया जाएगा— सदस्य;
- (घ) महाविद्यालय के छात्रों में से एक प्रतिनिधि, जिसे कुलपति द्वारा शैक्षणिक योग्यता/खेलकूद में उत्कृष्टता/सह-पाठ्य क्रियाकलापों में उसके निष्पादन के आधार पर नामनिर्दिष्ट किया जाएगा— विशेष आमंत्रित
- (ii) सभापति, समिति के सदस्यों और विशेष आमंत्रित का कार्यकाल दो वर्षों का होगा।
- (iii) डीएसजीआरसी की बैठक के लिए गणपूर्ति, सभापति सहित परंतु विशेष आमंत्रित के अलावा, तीन सदस्यगणों की होगी।
- (iv) अपने समक्ष प्रस्तुत शिकायतों पर विचार करते हुए डीएसजीआरसी नैसर्गिक न्याय के सिद्धांतों का पालन करेगी।
- (v) डीएसजीआरसी अपनी रिपोर्ट को सिफारिशों, यदि कोई हों तो, के साथ संस्थान के मुखिया/ कुलपति को शिकायत प्राप्त की तिथि से 15 दिनों की अवधि के भीतर भेजेगा तथा इसकी एक प्रति पीड़ित छात्र को भी भेजी जाएगी।

ग. संस्थागत छात्र शिकायत निवारण समिति (आईएसजीआरसी)

- (i) जब शिकायत किसी विश्वविद्यालय के किसी शैक्षणिक विभाग, विद्यालय अथवा केन्द्र, जैसा भी मामला हो, से संबद्ध नहीं हो तो मामले को कुलपति महोदय द्वारा निम्नवत संरचना के साथ गठित की जाने वाली एक संस्थागत छात्र शिकायत निवारण समिति (आईएसजीआरसी) को भेजा जाएगा; नामतः:
- (क) संस्थान का सम-कुलपति/संकाय अध्यक्ष/वरिष्ठ आचार्य— सभापति;
- (ख) छात्र संकाय अध्यक्ष/संकाय अध्यक्ष, छात्र कल्याण— सदस्य;
- (ग) सभापति के अलावा एक वरिष्ठ शिक्षाविद्— सदस्य;
- (घ) कुलानुशासक/वरिष्ठ शिक्षाविद्— सदस्य
- (ङ) महाविद्यालय के छात्रों में से एक प्रतिनिधि, जिसे कुलपति द्वारा शैक्षणिक योग्यता/खेलकूद में उत्कृष्टता/सह-पाठ्य क्रियाकलापों में उसके निष्पादन के आधार पर नामनिर्दिष्ट किया जाएगा— विशेष आमंत्रित।
- (ii) समिति के सदस्यों का कार्यकाल दो वर्षों का होगा।
- (iii) आईएसजीआरसी की बैठक के लिए गणपूर्ति, सभापति सहित परंतु विशेष आमंत्रित के अलावा, तीन सदस्यगणों की होगी।
- (iv) अपने समक्ष प्रस्तुत शिकायतों पर विचार करते हुए आईएसजीआरसी नैसर्गिक न्याय के सिद्धांतों का पालन करेगी।
- (v) आईएसजीआरसी अपनी रिपोर्ट को सिफारिशों, यदि कोई हों तो, के साथ कुलपति को शिकायत प्राप्त की तिथि से 15 दिनों की अवधि के भीतर भेजेगा तथा इसकी एक प्रति पीड़ित छात्र को भी भेजी जाएगी।

घ. विश्वविद्यालय छात्र शिकायत निवारण समिति (यूएसजीआरसी)

- (i) एक संबद्ध विश्वविद्यालय के कुलपति, उतनी संख्या में विश्वविद्यालय छात्र शिकायत निवारण समितियों (यूएसजीआरसी) का गठन करेंगे, जैसा कि एक या एक से अधिक सीएसजीआरसी या डीएसजीआरसी या आईएसजीआरसी द्वारा अनसुलझी शिकायतों पर विचार करने के लिए आवश्यक हो और प्रत्येक यूएसजीआरसी, महाविद्यालयों/विभागों/संस्थानों से उत्पन्न होने वाली शिकायतों पर, कुलपति द्वारा उसे प्रदत्त किए गए क्षेत्राधिकार क्षेत्र के आधार पर कार्यवाही कर सकता है।
 - क) विश्वविद्यालय का एक वरिष्ठ आचार्य— सभापति;
 - ख) संकाय अध्यक्ष, छात्र कल्याण अथवा समकक्ष – सदस्य;
 - ग) संबद्ध महाविद्यालयों से लिए गए दो प्राचार्य, जो कि समीक्षाधीन सीएसजीआरसी की रिपोर्टों से न जुड़े हों, कुलपति द्वारा नामित किए जाने वाले हैं— सदस्य;
 - घ) विश्वविद्यालय का एक आचार्य – सदस्य;
 - ङ) महाविद्यालय के छात्रों में से एक प्रतिनिधि, जिसे कुलपति द्वारा शैक्षणिक योग्यता/खेलकूद में उत्कृष्टता/सह-पाठ्य क्रियाकलापों में उसके निष्पादन के आधार पर नामनिर्दिष्ट किया जाएगा— विशेष आमंत्रित।
- (ii) सभापति तथा समिति के सदस्यों और विशेष आमंत्रित का कार्यकाल दो वर्षों का होगा।
- (iii) बैठक के लिए गणपूर्ति, सभापति सहित परंतु विशेष आमंत्रित के अलावा, तीन सदस्यगणों की होगी।
- (iv) अपने समक्ष शिकायतों पर विचार करते हुए यूएसजीआरसी नैसर्गिक न्याय के सिद्धांतों का पालन करेगी।
- (v) यूएसजीआरसी अपनी रिपोर्ट और सिफारिशें, यदि कोई हों तो, के साथ शिकायत से संबंधित महाविद्यालय के प्राचार्य/विभागाध्यक्ष/विद्यालय/संस्थान को शिकायत प्राप्ति की तिथि से 15 दिनों की अवधि के भीतर भेजेगी तथा इसकी एक प्रति पीड़ित छात्र को भी भेजी जाएगी।
- (vi) विश्वविद्यालय छात्र शिकायत निवारण समिति के निर्णय से व्यथित कोई भी छात्र, इस तरह के निर्णय की प्राप्ति की तिथि से पंद्रह दिनों की अवधि के भीतर, लोकपाल के समक्ष अपील कर सकता है।

6. लोकपाल की नियुक्ति, सेवाकाल, उसे पद से हटाया जाना और सेवा की शर्तें:

- (i) यूएसजीआरसी के निर्णयों के विरुद्ध सुनवाई करने और निर्णय देने और अपील करने के लिए एक या एक से अधिक अंशकालिक पदाधिकारियों को लोकपाल के रूप में नामित किया जाएगा;

बशर्ते कि, उस राज्य में स्थित सभी राज्य विश्वविद्यालयों (सार्वजनिक के साथ— साथ निजी विश्वविद्यालयों) के संबंध में एक राज्य के लिए एक से अधिक लोकपाल नहीं होंगे, जिन्हें राज्य सरकार द्वारा नियुक्त किया जाएगा;

बशर्ते आगे कि, एक क्षेत्र में स्थित केंद्रीय विश्वविद्यालयों और सम विश्वविद्यालय संस्थानों के लिए एक से अधिक लोकपाल नहीं होंगे, जिन्हें केंद्र सरकार द्वारा नियुक्त किया जाएगा।
- (ii) लोकपाल, शिक्षा अथवा अनुसंधान के क्षेत्र में प्रख्यात व्यक्ति होंगे, जो किसी विश्वविद्यालय के कुलपति रह चुके हों।
- (iii) किसी राज्य में राज्य विश्वविद्यालयों के लिए लोकपाल, उस राज्य के किसी भी विश्वविद्यालय के साथ हितों के टकराव में नहीं होगा; और उस क्षेत्र में स्थित केंद्रीय विश्वविद्यालयों और सम विश्वविद्यालयों हेतु लोकपाल, इस तरह की नियुक्ति से पहले अथवा उसके पश्चात्, उस क्षेत्र में स्थित विश्वविद्यालय अथवा सम विश्वविद्यालय संस्थान के साथ किसी भी तरह के हितों के टकराव में नहीं होंगे।
- (iv) एक राज्य सरकार इस प्रयोजनार्थ गठित एक खोज समिति द्वारा सुझाए गए तीन नामों के पैनल में से लोकपाल की नियुक्ति करेगी, जिसमें निम्नलिखित शामिल होंगे, नामतः
 - (क) राज्यपाल या उपराज्यपाल का एक नामित, जैसा भी मामला हो, जो उच्चतर शिक्षा के क्षेत्र में प्रतिष्ठित व्यक्ति हो— सभापति;
 - (ख) राज्य के राज्यपाल/संघ भासित राज्य के उपराज्यपाल द्वारा नामित किया जाने वाला राज्य सार्वजनिक विश्वविद्यालय का कुलपति— सदस्य;

- (ग) राज्य सरकार द्वारा नामित किया जाने वाला एक राज्य निजी विश्वविद्यालय का कुलपति— सदस्य;
- (घ) राज्य उच्चतर शिक्षा परिषद् का अध्यक्ष अथवा परिषद् के शैक्षणिक सदस्यों में से उनका नामिति— सदस्य;
- (ङ) उच्चतर शिक्षा के लिए उत्तरदायी राज्य सरकार के प्रधान सचिव/सचिव— सदस्य सचिव;
- (v) केंद्र सरकार इस प्रयोजनार्थ गठित एक खोज समिति द्वारा सुझाए गए तीन नामों के पैनल में से लोकपाल की नियुक्ति करेगी, जिसमें निम्नलिखित शामिल होंगे, नामतः
- (क) विश्वविद्यालय अनुदान आयोग के अध्यक्ष महोदय अथवा उनके नामिति— सभापति;
- (ख) किसी केन्द्रीय विश्वविद्यालय का कुलपति जिसे केन्द्र सरकार द्वारा नामनिर्दिष्ट किया जाएगा— सदस्य;
- (ग) किसी सम विश्वविद्यालय संस्थान का कुलपति जिसे केन्द्र सरकार द्वारा नामनिर्दिष्ट किया जाए— सदस्य;
- (घ) केन्द्र सरकार का नामिति जोकि संयुक्त सचिव के पद से नीचे न हो— सदस्य;
- (ङ) विश्वविद्यालय अनुदान आयोग के सचिव महोदय— सदस्य सचिव;
- (vi) लोकपाल को पद ग्रहण करने की तिथि से तीन वर्ष की अवधि अथवा सत्तर वर्ष की आयु होने तक, इनमें से जो भी पहले हो, के लिए नियुक्त किया जाएगा, और वह समान राज्य या क्षेत्र के लिए, जैसा कि मामला हो, एक और कार्यकाल के लिए पुनर्नियुक्ति होने के लिए पात्र होगा।
- (vii) सुनवाई का संचालन करने के लिए, लोकपाल को, यात्रा पर हुए किए गए व्यय की प्रतिपूर्ति सहित विश्वविद्यालय अनुदान आयोग द्वारा निर्धारित किए गए मानदंडों के अनुसार, प्रति दिन, प्रति बैठक के आधार पर शुल्क का भुगतान किया जाएगा।
- (viii) राज्य के लोकपाल के मामले में राज्य सरकार द्वारा और किसी क्षेत्र के लोकपाल के मामले में केन्द्र सरकार द्वारा लोकपाल को इन विनियमों के तहत यथा परिभाषित कदाचार या दुर्व्यवहार के आरोप सिद्ध होने पर पद से हटाया जा सकता है।
- (ix) कम से कम उच्च न्यायालय के न्यायाधीश के पद पर आसीन न्यायमूर्ति द्वारा की गई जांच के अलावा लोकपाल को पदच्युत करने हेतु कोई आदेश जारी नहीं किया जाएगा, और इस प्रकार की गई जांच में लोकपाल को सुनवाई का एक उचित अवसर भी प्रदान किया जाएगा।

7. लोकपाल के कार्यकरण :

- (i) लोकपाल, छात्र द्वारा इन विनियमों के तहत उपबंधित सभी विकल्पों को अपनाने के पश्चात् ही पीड़ित छात्र की अपील की सुनवाई करेंगे।
- (ii) यद्यपि, परीक्षा के संचालन में अथवा मूल्यांकन की प्रक्रिया में गड़बड़ी के मुद्दों को लोकपाल के संदर्भित किया जा सकता है, तथापि, लोकपाल द्वारा उत्तर पुस्तिकाओं के पुनर्मूल्यांकन अथवा अंकों को पुनः योग करने हेतु कोई अपील अथवा आवेदन पर लोकपाल द्वारा सुनवाई नहीं की जाएगी, जब तक कि भेदभाव की किसी विशिष्ट घटना के परिणामों को प्रभावित करने वाली किसी विशिष्ट अनियमितता को इंगित नहीं किया जाता है।
- (iii) लोकपाल, कथित रूप से किए गए भेदभाव की शिकायतों की सुनवाई करने के लिए, न्याय— मित्र के रूप में किसी भी व्यक्ति की सहायता प्राप्त कर सकता है।
- (iv) लोकपाल पीड़ित छात्र(त्रों) से अपील प्राप्त होने के 30 दिनों के भीतर शिकायतों का समाधान के लिए सभी प्रयास करेगा।

8. लोकपाल तथा छात्र शिकायत निवारण समितियों द्वारा शिकायतों के निवारण हेतु प्रक्रिया:

- (i) प्रत्येक संस्थान, इस अधिसूचना के जारी होने की तिथि से तीन माह की अवधि के भीतर एक ऑनलाइन पोर्टल तैयार करेगा, जहां कोई भी पीड़ित छात्र अपनी शिकायत के निवारण के लिए आवेदन कर सकता है।
- (ii) ऑनलाइन शिकायत प्राप्त होने पर संस्थान, ऑनलाइन शिकायत की प्राप्ति के 15 दिनों के भीतर अपनी टिप्पणियों सहित शिकायत को उपर्युक्त छात्र शिकायत निवारण समिति को भेजेगा।

- (iii) छात्र शिकायत निवारण समिति, जैसा भी मामला हो, शिकायत की सुनवाई के लिए एक तिथि निर्धारित करेगी जिसकी जानकारी संस्थान और पीड़ित छात्र को दी जाएगी।
- (iv) पीड़ित छात्र या तो व्यक्तिगत रूप से पेश हो सकता है अथवा अपना पक्ष रखने के लिए अपने किसी प्रतिनिधि को अधिकृत कर सकता है।
- (v) विश्वविद्यालय छात्र शिकायत निवारण समिति द्वारा समाधान नहीं की गई शिकायतों, को इन विनियमों में उपबंधित समयावधि के भीतर लोकपाल को भेजा जाएगा।
- (vi) संस्थान, शिकायतों के शीघ्र निपटान हेतु, लोकपाल अथवा छात्र शिकायत निवारण समिति(यों), जैसा भी मामला हो, सहयोग करेंगे; और ऐसा नहीं किए जाने पर लोकपाल द्वारा आयोग को जानकारी दी जा सकती है जो इन विनियमों के उपबंधों के अनुरूप कार्रवाई करेगा।
- (vii) लोकपाल, दोनों पक्षों को सुने जाने का एक उचित अवसर प्रदान करने के बाद, कार्यवाहियां समाप्त होने पर तत्संबंधी कारणों सहित, इस प्रकार का आदेश पारित करेगा, जैसा वह उपयुक्त समझे, ताकि शिकायत का समाधान हो सके और पीड़ित छात्र को जैसा उपयुक्त हो, राहत प्रदान की जा सके।
- (viii) संस्थान के साथ ही साथ पीड़ित छात्र को लोकपाल के हस्ताक्षर के तहत जारी की गई आदेश की प्रतियां उपलब्ध कराई जाएंगी और संस्थान, आदेश की प्रति को सामान्य जानकारी के लिए इसे अपनी वेबसाइट पर भी डालेगा।
- (ix) संस्थान, लोकपाल की सिफारिशों का अनुपालन करेगा और संस्थान द्वारा सिफारिशों का अनुपालन नहीं किए जाने के संबंध में लोकपाल, आयोग को जानकारी प्रदान करेगा।
- (x) जहां शिकायत झूठी या तुच्छ पाई जाती है उस स्थिति में लोकपाल शिकायतकर्ता के विरुद्ध उपर्युक्त कार्रवाई किए जाने की सिफारिश कर सकता है।

9. लोकपाल और छात्र शिकायत निवारण समितियों के संबंध में जानकारी:

संस्थान अपनी वेबसाइट और अपनी विवरणिका में स्पष्टरूप से इसके क्षेत्राधिकार में आने वाली छात्र शिकायत निवारण समिति(यों) तथा अपील किए जाने के प्रयोजनार्थ लोकपाल के संबंध में सभी संगत जानकारियां उपलब्ध कराएगा।

10. अनुपालन नहीं किए जाने के परिणाम:

आयोग, किसी भी संस्थान के संबंध में, जो जानबूझकर इन विनियमों का उल्लंघन करते हैं अथवा बार— बार लोकपाल अथवा शिकायत निवारण समिति(यों), जैसा भी मामला हो, की सिफारिशों को अनुपालन नहीं करते हैं, उनके विरुद्ध निम्नवत् एक अथवा एक से अधिक कार्यवाहियां कर सकते हैं, नामतः:

- (क) अधिनियम की धारा 12ख के तहत अनुदान प्राप्त करने के लिए उपयुक्तता की घोषणा को वापस लेना;
- (ख) संस्थान को आवंटित किसी भी अनुदान को रोका जा सकता है;
- (ग) आयोग के किसी भी सामान्य अथवा विशेष सहायता कार्यक्रम के तहत किसी भी सहायता को प्राप्त करने हेतु विचार किए जाने के लिए संस्थान को अयोग्य घोषित करना;
- (घ) उपयुक्त मीडिया में प्रमुखता से प्रदर्शित कर और आयोग की वेबसाइट पर पोस्ट कर संभावित अभ्यर्थियों सहित जनसाधारण को सूचित करना, तथा इस बाबत घोषणा करना की संस्थान में शिकायतों के निवारण के लिए न्यूनतम मानक मौजूद नहीं हैं;
- (ङ) महाविद्यालय के मामले में, संबद्धता को वापस लेने के लिए संबद्ध विश्वविद्यालय को सिफारिश करना;
- (च) सम विश्वविद्यालय संस्थान के मामले में इस प्रकार की कार्रवाई करना, जो आवश्यक, उपयुक्त और सटीक प्रतीत हो;
- (छ) सम विश्वविद्यालय संस्थान के मामले में सम विश्वविद्यालय संस्थान के रूप में घोषणा को वापस लिया जाने के लिए, यदि आवश्यक हो तो, केंद्र सरकार को सिफारिश करना;
- (ज) राज्य अधिनियम के तहत स्थापित अथवा निगमित विश्वविद्यालय के मामले में राज्य सरकार को आवश्यक और उचित कार्रवाई करने की सिफारिश करना;
- (झ) गैर—अनुपालन के लिए संस्थान के विरुद्ध ऐसी अन्य कार्रवाई करना जो आवश्यक और उचित समझी जाए।

बशर्ते कि, इस विनियमों के तहत आयोग द्वारा कोई कार्रवाई नहीं की जाएगी, जब तक कि संस्थान को अपनी स्थिति स्पष्ट करने के लिए अवसर नहीं दिया गया हो और उसे सुने जाने का अवसर प्रदान नहीं किया गया हो।

11. इन विनियमों में उल्लिखित कोई भी शर्त, विश्वविद्यालय अनुदान आयोग (शिकायत निवारण) विनियम, 2012 के उपबंधों के तहत नियुक्त किसी पदधारी लोकपाल के कार्यकाल की अवधि के दौरान उसके पद पर बने रहने को प्रतिकूल रूप से प्रभावित नहीं करेगी; कार्यकाल समाप्त होने के पश्चात् लोकपाल, की नियुक्ति विश्वविद्यालय अनुदान आयोग (छात्रों की शिकायतों का निवारण) संबंधी विनियम, 2019 के अनुरूप की जाएगी।

प्रो. रजनीश जैन, सचिव

[विज्ञापन—III / 4 / असा. / 30 / 19]

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 6th May, 2019

F.No. 14-4/2012(CPP-II).—In exercise of the powers conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations, namely -

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- These regulations shall be called as the University Grants Commission (Redress of Grievances of Students) Regulations, 2019.
- They shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein.
- They shall come into force from the date of their publication in the Official Gazette.

2. OBJECTIVE:

To provide opportunities for redress of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto.

3. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- “Act” means the University Grants Commission Act, 1956 (3 of 1956);
- “aggrieved student” means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.
- “college” means any institution, so defined in clause (b) of sub-section (1) of section 12A of the Act.
- “Collegiate Student Grievance Redressal Committee” (CSGRC) means a committee constituted under these regulations, at the level of an institution, being a college.
- “Commission” means the University Grants Commission established under section 4 of the UGC Act, 1956.
- “declared admission policy” means such policy, including the process there under, for admission to a course or program of study as may be offered by the institution by publication in the prospectus of the institution.
- “Departmental Student Grievance Redressal Committee” (DSGRC) means a committee constituted under these regulations, at the level of a Department, School or Centre of a University.
- “grievance” means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:

- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - ii. irregularity in the process under the declared admission policy of the institution;
 - iii. refusal to admit in accordance with the declared admission policy of the institution;
 - iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;
 - v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
 - vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
 - vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
 - viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
 - ix. nonpayment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
 - x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
 - xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
 - xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
 - xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;
 - xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;
 - xv. denial of quality education as promised at the time of admission or required to be provided; and
 - xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.
- (i) “Institution” means, as the context may be, a University or a college, or an institution declared a deemed to be a University under the Act or an institution established within a University for a particular discipline or activity;
- (j) Institutional Student Grievance Redressal Committee” (ISGRC) means a committee constituted under these regulations at the level of the University, for dealing with grievances which do not belong to a department of the University e.g. hostels and common facilities.
- (k) “Ombudsperson” means the Ombudsperson appointed under these regulations;
- (l) “Prospectus” means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to an institution, to the general public (including to those seeking admission in such institution) by such institution or any authority or person authorized by such institution to do so;

- (m) "Region" means a geographical territory, comprising of States, so determined, for the purpose of facilitating enforcement of these regulations; namely, South-Eastern Region comprising Andhra Pradesh, Telengana, Puducherry, Andaman and Nicobar, and Tamil Nadu; South-Western Region comprising Kerala, Karnataka, and Lakshadweep; Western Region comprising Maharashtra, Gujarat, Goa, Dadar and Nagar Haveli, Daman and Diu; Central Region comprising Chhattisgarh, Madhya Pradesh and Rajasthan; Northern Region comprising Jammu and Kashmir, Delhi, Himachal Pradesh, Punjab, Haryana, Uttar Pradesh, Uttarakhand and Chandigarh; North-Eastern Region comprising Assam, Meghalaya, Mizoram, Manipur, Tripura, Arunachal Pradesh, Sikkim and Nagaland; and Eastern Region comprising West Bengal, Bihar, Jharkhand and Odisha.
- (n) "State" means a State specified in the First Schedule to the Constitution and includes a Union territory;
- (o) "Student" means a person enrolled, or seeking admission to be enrolled, in any institution to which these regulations apply;
- (p) "University" means a University so defined in clause (f) of section 2 of the Act or, where the context may be, an institution deemed to be University declared as such under Section 3 thereof.
- (q) "University Student Grievance Redressal Committee" (USGRC) means a committee constituted under these regulations, at the level of the university, for dealing with grievances arising out of decisions of the DSGRC, ISGRC or CSGRC.

4. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:

- (1) Every institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:
- the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
 - the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
 - the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
 - the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;
 - each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
 - rules/regulations for imposition and collection of any fines in specified heads or categories, minimum and maximum fine may be imposed.
 - the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
 - details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/visiting/guest) and teaching experience of every member thereof.
 - information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training is

to be imparted to the students and in particular the amenities accessible by students on being admitted to the institution;

- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
- (k) Any other information as may be specified by the Commission:

Provided that an institution shall publish/upload information referred to in clauses (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication being on the website through advertisements displayed prominently in different newspapers and through other media:

- (2) Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

5. **STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC):**

A. Collegiate Student Grievance Redressal Committee (CSGRC)

- (i) A complaint from an aggrieved student relating to a college shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC), with the following composition, namely:
 - a) Principal of the college – Chairperson;
 - b) Three senior members of the teaching faculty to be nominated by the Principal – Members;
 - c) A representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.
- (ii) The term of the members and the special invitee shall be two years.
- (iii) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- (iv) In considering the grievances before it, the CSGRC shall follow principles of natural justice.
- (v) The CSGRC shall send its report with recommendations, if any, to the Vice-Chancellor of the affiliating University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

B. Departmental Student Grievance Redressal Committee (DSGRC)

- (i) A complaint by an aggrieved student relating to a Department, or School, or Centre of a University shall be addressed to the Departmental Student Grievance Redressal Committee (DSGRC) to be constituted at the level of the Department, School, or Centre, as the case may be, and with the following composition, namely:
 - a) Head of the Department, School, or the Centre, by whatever designation known – Chairperson;
 - b) Two Professors, from outside the Department/School/Centre to be nominated by the Vice Chancellor – Members;
 - c) A member of the faculty, well-versed with the mechanism of grievance redressal to be nominated by the Chairperson – Member;
 - d) A representative from among students of the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.

- (ii) The term of the Chairperson, members of the Committee, and the special invitee shall be of two years.
- (iii) The quorum for the meeting of DSGRC, including the Chairperson, but excluding the special invitee, shall be three.
- (iv) In considering the grievances before it, the DSGRC shall follow principles of natural justice.
- (v) The DSGRC shall submit its report with recommendations, if any, to the Head of the Institution/ Vice Chancellor, with a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

C. Institutional Student Grievance Redressal Committee (ISGRC)

- (i) Where a complaint does not relate to any academic Department, School or Centre of a University, as the case may be, the matter shall be referred to the Institutional Student Grievance Redressal Committee (ISGRC) to be constituted by the Vice Chancellor, with the following composition, namely:
 - (a) Pro-Vice Chancellor/Dean/Senior Professor of institution – Chairperson;
 - (b) Dean of students/Dean, Students Welfare – Member;
 - (c) One senior academic, other than the Chairperson – Member;
 - (d) Proctor/Senior academic – Member;
 - (e) A representative from among students of the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.
- (ii) The term of the members of the committee shall be of two years.
- (iii) The quorum for the meetings of the ISGRC, including the Chairperson, but excluding the special invitee, shall be three.
- (iv) In considering the grievances before it, the ISGRC shall follow principles of natural justice.
- (v) The ISGRC shall send its report with recommendations, if any, to the Vice Chancellor, along with a copy thereof to the aggrieved student, within a period of 15 workings days from the date of receipt of the grievance.

D. University Student Grievance Redressal Committee (USGRC)

- (i) The Vice Chancellor of an affiliating University shall constitute such number of University Student Grievance Redressal Committees (USGRC), as may be required to consider grievances unresolved by one or more CSGRC or DSGRC or ISGRC and each USGRC may take up grievances arising from colleges/departments/ Institutions, on the basis of the jurisdiction assigned to it by the Vice Chancellor.
 - a) A senior Professor of the University – Chairperson;
 - b) Dean, Student Welfare or equivalent – Member;
 - c) Two Principals drawn from the affiliating colleges, other than those connected with reports of CSGRC under review, to be nominated by the Vice-Chancellor – Members;
 - d) One Professor of the University - Member;
 - e) A representative from among students of the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.
- (ii) The Chairperson, members and the special invitee shall have a term of two years.
- (iii) The quorum for the meeting, including the Chairperson, but excluding the special invitee, shall be three.

- (iv) In considering the grievances before it, the USGRC shall follow principles of natural justice.
- (v) The USGRC shall send its report and recommendations, if any, to the Principal of the College relating to the grievance/Head of the department/School/Institution with a copy thereof to the aggrieved student, within 15 days of the receipt of the grievance.
- (vi) Any student aggrieved by the decision of the University Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within in a period of fifteen days from the date of receipt of such decision.

6. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

- (i) There shall be one or more part-time functionaries designated as Ombudspersons to hear, and decide on, appeals preferred against the decisions of the USGRCs.

Provided that, there shall not be more than one ombudsperson for a State, in respect of all the State universities (Public as well as Private) in that State, who shall be appointed by the State Government;

Provided further that, there shall not be more than one Ombudsperson for a region, in respect of the Central universities and institutions deemed to be universities in that region, who shall be appointed by the Central Government.

- (ii) The Ombudsperson shall be a person of eminence in academics or research, who had been Vice-Chancellor of a University.
- (iii) The Ombudsperson for the State universities in a State, shall not be in any conflict of interest with any University in that State; and the Ombudsperson for the Central universities and institutions deemed to be universities in a region, shall not be in any conflict of interest with any University or institution deemed to be University in that region, either before or after such appointment.
- (iv) A State Government shall appoint the Ombudsperson from a panel of three names recommended by a search committee constituted for that purpose and consisting of the following, namely:
 - (a) A nominee of the Governor or Lt. Governor, as the case may be, who is a person of eminence in the field of higher education— Chairperson;
 - (b) A Vice Chancellor from a State Public University to be nominated by the Governor/LG of the State/UT - Member;
 - (c) A Vice Chancellor from a State Private University to be nominated by the State Government – Member;
 - (d) Chairperson of the State Council of Higher Education or his/her nominee from among the academic members of the Council— Member;
 - (e) Principal Secretary/Secretary to the State Government responsible for Higher Education— Member Secretary.
- (v) The Central Government shall appoint the Ombudsperson for a region from a panel of three names recommended by a search committee to be constituted for that purpose, and consisting of the following, namely:
 - (a) Chairperson, University Grants Commission or his/her nominee – Chairperson
 - (b) A Vice Chancellor of a Central University to be nominated by the Central Government – Member
 - (c) A Vice Chancellor of an institution deemed to be University to be nominated by the Central Government – Member
 - (d) A nominee of the Central Government, not below the rank of the Joint Secretary – Member
 - (e) Secretary, University Grants Commission – Member Secretary

- (vi) The Ombudsperson shall be appointed for a period of three years or until he attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term for the same State or region, as the case may be.
- (vii) For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the University Grants Commission, and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- (viii) The State Government, in the case of an Ombudsperson of a State, and the Central Government, in the case of an Ombudsperson of a region, may remove the Ombudsperson from office, on charges of proven misconduct or misbehavior as defined under these regulations.
- (ix) No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person not below the rank of judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

7. FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations.
- (ii) While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totaling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
- (iii) The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

8. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- (ii) On receipt of an online complaint, the institution shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- (iii) The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- (iv) An aggrieved student may appear either in person or authorize a representative to present the case.
- (v) Grievances not resolved by the University Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these regulations.
- (vi) Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), as the case may be, in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the Commission, which shall take action in accordance with the provisions of these regulations.
- (vii) The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons there for, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- (viii) The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the institution shall place it for general information on its website.

- (ix) The institution shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Commission any failure on the part of the institution to comply with the recommendations.
- (x) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

9. INFORMATION REGARDING OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

An institution shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Student Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.

10. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution, which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating University for withdrawal of affiliation, in case of a college;
- (f) take such action as it may deem necessary, appropriate and fit, in case of an institution deemed to be University;
- (g) recommend to the Central Government, if required, for withdrawal of declaration as institution deemed to be a University, in case of an institution deemed to be University;
- (h) recommend to the State Government to take necessary and appropriate action, in case of a University established or incorporated under a State Act;
- (i) such other action as may be deemed necessary and appropriate against an institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation, unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

- 11.** Nothing mentioned hereinabove in these regulations shall affect the continuance in office, during the currency of the term, of an incumbent Ombudsperson appointed under the provisions of the UGC (Grievance Redressal) Regulations, 2012; where after, the appointment of Ombudsperson shall be made as per University Grants Commission (Redress of Grievances of Students) Regulations, 2019.

Prof. RAJNISH JAIN, Secy.

[ADVT.-III/4/Exty./30/19]



HANDBOOK

On

Sexual Harassment of Women at Workplace

(Prevention, Prohibition and Redressal) Act, 2013

for Employers / Institutions / Organisations/
Internal Complaints Committee / Local Complaints Committee



Towards a new dawn

Government of India
Ministry of Women and Child Development

NOVEMBER 2015



HANDBOOK

on

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

for Employers / Institutions / Organisations/
Internal Complaints Committee / Local Complaints Committee



Towards a new dawn

Government of India
Ministry of Women and Child Development

November 2015

Contents

SECTION 1: INTRODUCTION	1
1.1 THE MANDATE	3
1.2 THE GENESIS	3
1.3 THE ACT	4
1.4 PURPOSE OF THIS HANDBOOK	5
1.5 WHO IS THIS HANDBOOK FOR?	5
1.6 STRUCTURE OF THE HANDBOOK	5
SECTION 2: WORKPLACE SEXUAL HARASSMENT- WHAT IS IT?	7
2.1 WHO IS AN AGGRIEVED WOMAN	7
2.2 WHAT IS A WORKPLACE?	8
2.3 WHAT IS SEXUAL HARASSMENT AT WORKPLACE?	9
2.4 KEY ELEMENTS OF WORKPLACE SEXUAL HARASSMENT	9
2.5 EXAMPLES OF BEHAVIOURS AND SCENARIOS THAT CONSTITUTE SEXUAL HARASSMENT	12
2.6 FORMS OF SEXUAL HARASSMENT	14
2.7 SCENARIOS	14
SECTION 3: PREVENTION & PROHIBITION	18
3.1 PREVENTIVE AUTHORITIES	18
3.2 WHO IS A DISTRICT OFFICER (DO)?	19
3.3 RESPONSIBILITIES OF THE AFOREMENTIONED AUTHORITIES	19
SECTION 4 : REDRESS	23
4.1 WHO CAN COMPLAIN AND WHERE?	23
4.2 WHAT SHOULD THE COMPLAINT CONTAIN?	24
4.3 WHAT CAN AN EMPLOYEE/WORKER EXPECT?	24
4.4 KEY RESPONSIBILITIES	25
4.5 KNOWLEDGE, SKILLS, TRAINING	25
4.6 DO'S AND DON'TS FOR COMPLAINTS COMMITTEE	26
4.7 NON-NEGOTIABLES DURING THE INQUIRY PROCESS	27
4.8 THE SEXUAL HARASSMENT COMPLAINT PROCESS	27
4.9 AT A GLANCE	34
SECTION 5: MONITORING	37
SECTION 6: GLOBAL NORMS AND GOOD PRACTICES	39



सत्यमेव जयते

मेनका संजय गांधी
Maneka Sanjay Gandhi



मंत्री
महिला एवं बाल विकास मंत्रालय
भारत सरकार
नई दिल्ली-110001

MINISTER
MINISTRY OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF INDIA
NEW DELHI-110001

MESSAGE

With improved access to education and employment, millions of Indian women are entering the country's workforce today. Many working women face sexual harassment at the workplace on a daily basis. It is crucial therefore that as a country, we strive to eliminate work-place sexual harassment since women have the right to work in safe and secure environment. It is the responsibility of every employer to ensure safety of women in a work environment and improve their participation. This will contribute to realization of their right to gender equality and result in economic empowerment and inclusive growth and benefit the nation as a whole.

I am pleased to present this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. It provides key information about the provisions of the Act in an easy-to-use and practical manner. The Handbook has been developed with the aim to ensure that the citizens of India are aware of their rights and obligations in terms of creating safe workplace environment for women.

Government of India is committed to promote gender equality and women's empowerment across every sector. This Handbook reflects our commitment to empower women as economic agents and improve their ability to access markets on competitive and equitable terms. I am confident that this Handbook which advocates and enforces the rules as laid out in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, will be beneficial to everyone. The practical and user-friendly procedures outlined in the Handbook will be useful for actual implementation of the Act.


(Smt. Maneka Sanjay Gandhi)

V. Somasundaran



सचिव
भारत सरकार
महिला एवं बाल विकास मंत्रालय
शास्त्री भवन, नई दिल्ली - 110001

Secretary
Government of India
Ministry of Women & Child Development
Shastri Bhawan, New Delhi-110001
Website : <http://www.wcd.nic.in>

18th November 2015

FOREWORD

I am pleased to share with you this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. This Handbook is of immense importance because combating sexual harassment involves developing deeper understanding of what is sexual harassment and change of attitudes in all - be it employer, employees, colleagues, friends, or the policy makers.

Sexual Harassment at workplace is an extension of violence in everyday life and is discriminatory and exploitative, as it affects women's right to life and livelihood. In India, for the first time in 1997, a petition was filed in the Supreme Court to enforce the fundamental rights of working women, after the brutal gang rape of Bhanwari Devi a social worker from Rajasthan. As an outcome of the landmark judgment of the Vishaka and Others v State of Rajasthan the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, was enacted wherein it was made mandatory for every employer to provide a mechanism to redress grievances pertaining to workplace sexual harassment and enforce the right to gender equality of working women. The Act is also unique for its wide ambit as it is applicable to the organized sector as well as the unorganized sector.

The legislation, however, requires the support and commitment of all stakeholders for its effective and successful implementation in preventing workplace sexual harassment. It casts an obligation upon the employer to address the grievances in respect of sexual harassment at workplace in a time bound manner. It is in this context that this Handbook would be very useful as it provides clear definition of what constitutes sexual harassment and explains how the complaint process works.

I am sure that the Handbook will be extremely useful to all agencies concerned and help them in taking pro-active measures to eradicate the problem/menace of workplace sexual harassment in the country.


(V. Somasundaran)

प्रीति सूदन
PREETI SUDAN
अपर सचिव
Additional Secretary
Tel : 011-23383823
Fax : 011-23070480



भारत सरकार
महिला एवं बाल विकास मंत्रालय
शास्त्री भवन, नई दिल्ली – 110001
Government of India
Ministry of Women & Child Development
Shastri Bhawan, New Delhi-110001
Website : <http://www.wcd.nic.in>
Email id : sudanp@nic.in

Dated: 17th November, 2015

PREFACE

The Government of India is committed to ending all forms of violence against women that negatively impact society, hamper gender equality and constricts the social and economic development of the country.

Since, sexual harassment results in violation of the fundamental rights of a woman to equality as per Articles 14 and 15 and her right to live with dignity as mentioned under Article 21 of the Constitution, the Government of India enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Act is an extension of the Vishaka Guidelines issued by the Supreme Court in 1997. The Supreme Court of India, for the first time in the Vishaka Guidelines, acknowledged Sexual Harassment at the workplace as a human rights violation. Further, the Act also reflects the commitment of the Government to the ratification of the Convention on the Elimination of all forms of Discrimination against Women (CEDAW) on July 09, 1993. This new legislation makes every effort to be a user friendly tool in the hands of the employers and employees, to create safe and secure workplaces for all women.

With the enactment of the Act, India is now a part of a select group of countries to have prohibited sexual harassment at workplace through national legislation. The Act is unique in its broad coverage which includes all working women from organised and unorganised sectors alike, as also public and private sectors, regardless of hierarchy. Effective implementation of the Act is a challenge. The Handbook is designed to be a Ready Reckoner for organisations vested with responsibility to enforce the law.

The Handbook is structured into six sections. The first section is an introduction and detail regarding the genesis of the Act, the second sets the context by defining the workplace and sexual harassment and impact of such behaviour, the third focuses on the key individuals and institutions involved in prohibition and prevention processes and their responsibilities, section four discusses the redressal mechanism followed by monitoring requirement in section five and important international frameworks and best practices on sexual harassment at the workplace in the concluding section.

It is the hope of the Ministry that this Handbook will be of considerable value for employers, employees and complaint committees alike, as it provides guidance with regard to the steps to be taken and the processes to be followed, in line with the requirements of the law. It will prove useful to all women workers particularly and be a step forward in promoting their independence as well as the right to work with dignity as equal partners in an environment that is free from violence.


(Preeti Sudan)



लोपामुद्रा मोहंती
Lopamudra Mohanty

Tel. : 23367573
Fax : 23362946
Telegrams : WOMEN CHILD

भारत सरकार
महिला एवं बाल विकास मंत्रालय
GOVERNMENT OF INDIA
MINISTRY OF WOMEN & CHILD DEVELOPMENT
जीवन विहार, नई दिल्ली-110 001, दिनांक
Jeevan Vihar, New Delhi-110 001, Dated

ACKNOWLEDGEMENTS

In our journey towards preparing this Handbook, which required a lot of guidance and assistance from many people, whose names may not be enumerated, I am thankful to all of them for their contributions towards the completion of the task.

I would like to express my sincere thanks to the UN Women (United Nations Entity for Gender Equality and Empowerment of Women) for their valuable contributions with their experience in women's movement and expertise in gender rights in supporting the Ministry to prepare the Handbook with key information on the Act in an easy-to-use practical manner and designing with appropriate illustrations.

I would like acknowledge the important contributions made by Ms. Risha Syed, Legal Consultant for the hardwork put by her coupled with her experience and expertise as a legal professional and commitment to gender issues in bringing out the Handbook.

I am also thankful to Dr. Paramita Majumdar, Senior Consultant, Gender Budgeting for reviewing the manuscript with meticulous scrutiny and scholarly advice. I would like to mention with appreciation for Shri Samuel Paul, Assistant Secretary for showing not only his keen interest on the subject, but assisting us in the review work.

We hope that this Handbook will be a guide and inspiration to all of us in creating an enabling environment of women in the workplaces.


(Lopamudra Mohanty)

“The meaning and content of the fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of gender equality...”

Late Chief Justice J.S. Verma, Supreme Court of India, Vishaka v. State of Rajasthan

Introduction

“Whereas sexual harassment results in violation of the fundamental rights of a Woman to equality....”

[Preamble, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act]

As enshrined in the Preamble to the Constitution of India, “equality of status and opportunity” must be secured for all its citizens; equality of every person under the law is guaranteed by Article 14 of the Constitution.

A safe workplace is therefore a woman’s legal right. Indeed, the Constitutional doctrine of equality and personal liberty is contained in Articles 14, 15 and 21 of the Indian Constitution. These articles ensure a person’s right to equal protection under the law, to live a life free from discrimination on any ground and to protection of life and personal liberty. This is further reinforced by the UN Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), which was adopted by the UN General Assembly in 1979 and which is ratified by India. Often described as an international bill of rights for women, it calls for the equality of women and men in terms of human rights and fundamental freedoms in the political, economic, social, cultural and civil spheres. It underlines that discrimination and attacks on women’s dignity violate the principle of equality of rights.

Sexual harassment constitutes a gross violation of women’s right to equality and dignity. It has its roots in patriarchy and its attendant perception that men are superior to women and that some forms of violence against women are acceptable. One of these is workplace sexual harassment, which views various forms of such harassment, as harmless and trivial. Often, it is excused as ‘natural’ male behaviour or ‘harmless flirtation’ which women enjoy. Contrary to these perceptions, it causes serious harm and is also a strong manifestation of sex discrimination at the workplace. Not only is it an infringement of the fundamental rights of a woman, under Article 19 (1) (g) of the Constitution of India “to practice any profession or to carry out any occupation, trade or business”; it erodes equality and puts the dignity and the physical and psychological well-being of workers at risk. This leads to poor productivity and a negative impact on lives and livelihoods. To further compound the matter, deep-rooted socio-cultural behavioural patterns, which create a gender hierarchy, tend to place responsibility on the victim, thereby increasing inequality in the workplace and in the society at large.



Though sexual harassment at the workplace has assumed serious proportions, women do not report the matter to the concerned authorities in most cases due to fear of reprisal from the harasser, losing one's livelihood, being stigmatized, or losing professional standing and personal reputation.

Across the globe today, workplace sexual harassment is increasingly understood as a violation of women's rights and a form of violence against women. Indeed, the social construct of male privileges in society continues to be used to justify violence against women in the private and public sphere. In essence, sexual harassment is a mirror reflecting male power over women that sustains patriarchal relations. In a society where violence against women, both subtle and direct, is borne out of the patriarchal values, women are forced to conform to traditional gender roles. These patriarchal values and attitudes of both women and men pose the greatest challenge in resolution and prevention of sexual harassment. Workplace sexual harassment, like other forms of violence, is not harmless. It involves serious health, human, economic and social costs, which manifests themselves in the overall development indices of a nation.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was enacted to ensure safe working spaces for women and to build enabling work environments that respect women's right to equality of status and opportunity. An effective implementation of the Act will contribute to the realization of their right to gender equality, life and liberty, equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth.

The full scale of the problem is not known given the difficulties in documenting the experience of those who have experienced workplace sexual harassment. However, available studies on sexual harassment show that it is certainly prevalent in India today. This is why the legislation is an important step forward within the larger architecture of women's rights, as it tackles this issue to secure the rights of women workers across the country.

While the official figures for women's work participation are low, much of the work that women do is not captured in official data accounts. It is argued¹ that where this is to be captured, women's overall work participation would be 86.2 per cent. While the official data² shows that women's work participation rate is around 25.3 per cent in rural areas and 14.7 per cent in the urban areas, estimates indicate that there is a huge workforce of women, therefore there is a need to secure their workplace and entitlements. Given, that 93 per cent of women workers are employed in the informal sector, they remain unprotected by laws. With no laws or mechanisms to protect them, proactive measures are required to make their workplaces safe.

¹ Professor Jayati Ghosh, Paper on 'What Exactly is Work?' http://www.macrosan.org/cur/oct14/pdf/Exactly_Work.pdf

² NSSO 2011-12

It is well established that ensuring safe working conditions for women leads to a positive impact on their participation in the workforce and increases their productivity, which in turn benefits the nation as a whole. Economically, empowered women are key to the nation's overall development and this can only be achieved if it is ensured that women's workspaces across all sectors and all over the country have a safe and secure environment for work.

It is important as well to ensure that the emphasis is on prevention rather than punitive action. This calls for widespread awareness on the Act among employers, managers and the workers themselves. Frequently, women workers may face sexual harassment but may not be aware that it is a breach of their rights and that there is something they can do about it. They need to know that they can do something about it. Then there are others, who may believe that it is a personal matter that needs to be resolved by the people involved. In order to change this order of things, it is urgent that measures are taken to change mind-sets and attitudes by creating awareness about what constitutes sexual harassment and the steps that can be taken to address it.

This handbook will serve as an important tool to make workplaces safe and benefit both workers and employers alike, leading to mutual gains.

1.1 THE MANDATE

Today, all workplaces in India are mandated by law to provide a safe and secure working environment free from sexual harassment for all women.

1.2 THE GENESIS

In 1992, a rural level change agent, Bhanwari Devi, was engaged by the state of Rajasthan as a *Sathin*³ to work towards the prevention of the practice of child marriages. During the course of her work, she prevented the marriage of a one-year old girl in the community. Her work was met with resentment and attracted harassment from men of that community. Bhanwari Devi reported this to the local authority but no action was taken. That omission came at great cost – Bhanwari was subsequently gang raped by those very men.

The Bhanwari Devi case revealed the ever-present sexual harm to which millions of working women are exposed across the country, everywhere and everyday irrespective of their location. It also shows the extent to which that harm can escalate if nothing is done to check sexually offensive behaviour in the workplace.

Based on the facts of Bhanwari Devi's case, a Public Interest Litigation (PIL) was filed by Vishaka and other women groups against the State of Rajasthan and Union of India before the Supreme Court of India. It proposed that sexual harassment be recognized as a violation of women's fundamental right to equality and that all workplaces/establishments/institutions be made accountable and responsible to uphold these rights.

³ *Sathin*³ means a friend

In a landmark judgment, *Vishaka vs. State of Rajasthan (1997)*⁴, the Supreme Court of India created legally binding guidelines basing it on the right to equality and dignity accorded under the Indian Constitution as well as by the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

It included:

- ◆ A definition of sexual harassment
- ◆ Shifting accountability from individuals to institutions
- ◆ Prioritizing prevention
- ◆ Provision of an innovative redress mechanism

The Supreme Court defined sexual harassment as any unwelcome, sexually determined physical, verbal, or non-verbal conduct. Examples included sexually suggestive remarks about women, demands for sexual favours, and sexually offensive visuals in the workplace. The definition also covered situations where a woman could be disadvantaged in her workplace as a result of threats relating to employment decisions that could negatively affect her working life.

It placed responsibility on employers to ensure that women did not face a hostile environment, and prohibited intimidation or victimization of those cooperating with an inquiry, including the affected complainant as well as witnesses.

It directed for the establishment of redressal mechanism in the form of Complaints Committee, which will look into the matters of sexual harassment of women at workplace. The Complaints Committees were mandated to be headed by a woman employee, with not less than half of its members being women and provided for the involvement of a third party person/NGO expert on the issue, to prevent any undue pressure on the complainant. The guidelines extended to all kinds of employment, from paid to voluntary, across the public and private sectors.

Vishaka established that international standards/law could serve to expand the scope of India's Constitutional guarantees and fill in the gaps wherever they exist. India's innovative history in tackling workplace sexual harassment beginning with the *Vishaka* Guidelines and subsequent legislation has given critical visibility to the issue. Workplaces must now own their responsibility within this context and ensure that women can work in safe and secure spaces.

1.3 THE ACT

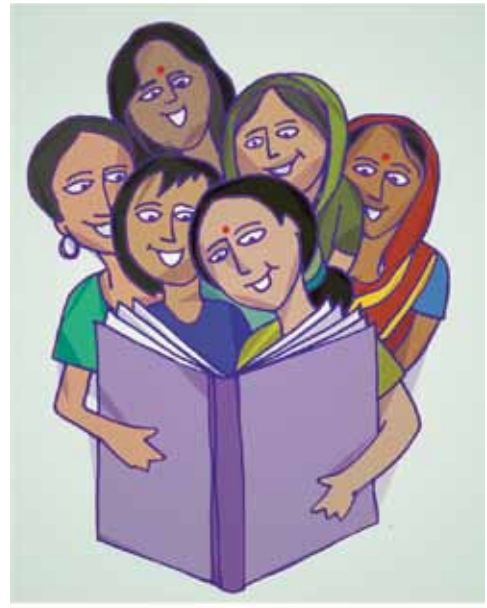
Having raised the bar of responsibility and accountability in the *Vishaka* Guidelines, the Supreme Court placed an obligation on workplaces, institutions and those in positions of responsibility, to uphold working women's fundamental right to equality and dignity at the workplace. Three key obligations were imposed on institutions to meet that standard, namely:

⁴(AIR 1997 Supreme Court 3011)

- ◆ Prohibition
- ◆ Prevention
- ◆ Redress

In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act (referred to as Act hereinafter). Consistent with the Vishaka judgment, the Act aspires to ensure women's right to workplace equality, free from sexual harassment through compliance with the above mentioned three elements.

It is important to note that the Act provides a civil remedy to women and is in addition to other laws that are currently in force. Consequently, any woman who wishes to report instances of sexual harassment at the workplace has the right to take recourse of both civil and criminal proceedings.



1.4 PURPOSE OF THIS HANDBOOK

This handbook is meant for all workplaces/institutions/organizations to provide a basic understanding of sexual harassment at places of work. Additionally, it is designed to offer Internal Complaints Committee/s and Local Complaints Committee/s (Complaints Committee/s) established under the Act, with simple, user friendly information on sexual harassment; what is expected of Complaints Committee/s to redress a complaint; and what the inquiry process and outcome should include.

1.5 WHO IS THIS HANDBOOK FOR

This handbook informs the end user (an employee/worker) about workplace sexual harassment and their right to an informed complaint process in seeking redress as provided under the Act and Rules framed thereunder.

1.6 STRUCTURE OF THE HANDBOOK

This Handbook has 6 sections, with each containing information for women, male co-workers as well as their employers, on how to deal with sexual harassment at the workplace in the context of the Act.

Section 1 serves as an introduction, as it details the genesis of the Act and the history behind it, as well as provides a brief description of the Act itself. This section also describes the purpose of this handbook and who it is designed for.

Section 2 sets the context by defining a workplace and sexual harassment. It provides the reader with key elements, such as examples of sexual harassment as well as scenarios and the impact of such behaviour.

Section 3 focuses on the key individuals and institutions involved in the prohibition and prevention processes and their responsibilities.

Section 4 is about redress. This section identifies and defines the key players involved in the complaint mechanism (including the complainant and the respondent). It details the stages of the complaint process. Particular attention is paid to the complaints committee which plays a very important role in this process.

Section 5 describes the monitoring requirements as per the Act.

Section 6 lists the important international frameworks and select best practices on sexual harassment at the workplace.

Workplace Sexual Harassment- What Is It?

“No woman shall be subjected to sexual harassment at any workplace.”

Section 3(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

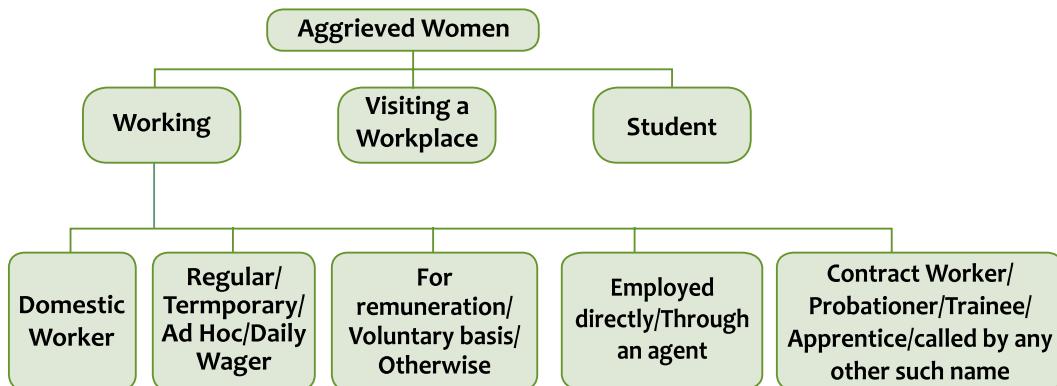
This section defines the aggrieved woman, workplace and sexual harassment as well as highlights key elements of workplace sexual harassment. It provides examples of behaviours through which a woman can experience possible professional and personal harm. It presents the user with scenarios from across-section of work contexts to build clarity on different forms of sexual harassment as identified under the Act.

2.1 WHO IS AN AGGRIEVED WOMAN?

The Act recognizes the right of every woman to a safe and secure workplace environment irrespective of her age or employment/work status. Hence, the right of all women working or visiting any workplace whether in the capacity of regular, temporary, adhoc, or daily wages basis is protected under the Act.

It includes all women whether engaged directly or through an agent including a contractor, with or without the knowledge of the principal employer. They may be working for remuneration, on a voluntary basis or otherwise. Their terms of employment can be express or implied.

Further, she could be a co-worker, a contract worker, probationer, trainee, apprentice, or called by any other such name. The Act also covers a woman, who is working in a dwelling place or house.



2.2 WHAT IS A WORKPLACE?

A workplace is defined as “any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey.” As per this definition, a workplace covers both the organised and un-organised sectors.

It also includes all workplaces whether owned by Indian or foreign company having a place of work in India. As per the Act, workplace includes:

- Government organizations, including Government company, corporations and cooperative societies;
- Private sector organisations, venture, society, trust, NGO or service providers etc. providing services which are commercial, vocational, educational, sports, professional, entertainment, industrial, health related or financial activities, including production, supply, sale, distribution or service;
- Hospitals/Nursing Homes;
- Sports Institutes/Facilities;
- Places visited by the employee (including while on travel) including transportation provided by employer;
- A dwelling place or house.

The Act defines the Unorganised Sector as:

- Any enterprise owned by an individual or self-employed workers engaged in the production or sale of goods or providing services of any kind;
- Any enterprise which employs less than 10 workers.

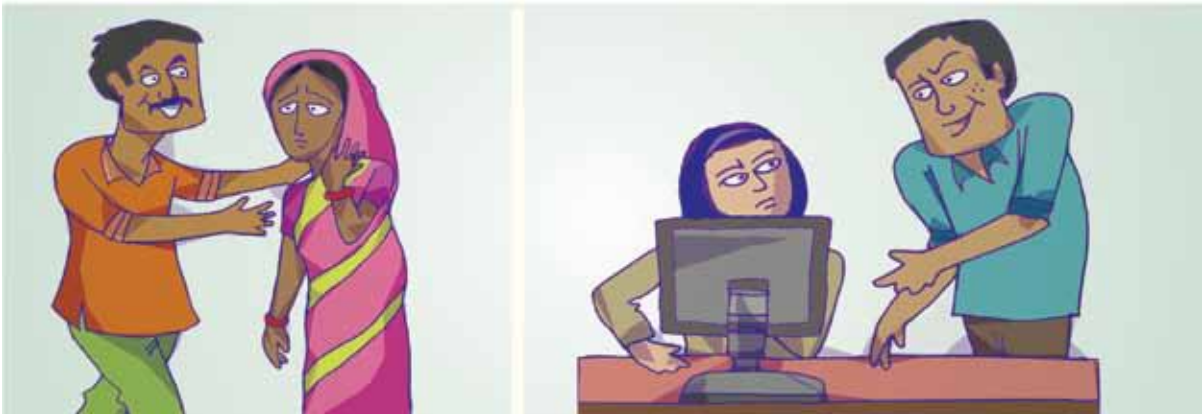
All women working or visiting workplaces, for example:



2.3 WHAT IS SEXUAL HARASSMENT AT THE WORKPLACE?

“Sexual Harassment” includes anyone or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

1. Physical contact or advances;
2. A demand or request for sexual favours;
3. Making sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature



2.4 KEY ELEMENTS OF WORKPLACE SEXUAL HARASSMENT

Very often situations that start off innocently end up in inappropriate and unprofessional behaviours. It is important to remember that **workplace sexual harassment is sexual, unwelcome** and the experience is **subjective**. It is the **impact** and not the intent that matters and it almost always occurs in a matrix of **power**. It is possible that a woman may experience a single instance of sexual harassment or a series of incidents over a period of time. It is important also to remember that each case is unique and should be examined in its own context and according to the surrounding circumstances as a whole.

The following table highlights the subjective nature of the experience and the impact it may have on the person involved, irrespective of the intent of such behaviour.

To enable prevention of sexual harassment at the workplace, it is critical to recognize and differentiate between welcome and unwelcome sexual behaviour. Listed are some examples of how “unwelcome” and “welcome” behaviour is experienced.

THE FIRST STEP TO PREVENTION IS RECOGNITION

Workplace Sexual Harassment is behaviour that is

UNWELCOME

SEXUAL in nature

A **SUBJECTIVE** experience

IMPACT not intent is what matters

Often occurs in a matrix of **POWER**

UNWELCOME	WELCOME
Feels bad	Feels good
One-sided	Reciprocal
Feels powerless	In-control
Power-based	Equality
Unwanted	Wanted
Illegal	Legal
Invading	Open
Demeaning	Appreciative
Causes anger/sadness	Happy
Causes negative self-esteem	Positive self-esteem

Impact of inappropriate behaviour

The impact of sexual harassment at the workplace is far-reaching and is an injury to the equal right of women. Not only does it impact her, it has a direct bearing on the workplace productivity as well as the development of the society. Below is a list of select examples of such negative impacts.



Professional	Personal
<ul style="list-style-type: none"> • Decreased work performance • Increased absenteeism, loss of pay • Loss of promotional opportunities • Retaliation from the respondent, or colleagues/ friends of the respondent • Subjected to gossip and scrutiny at work • Being objectified • Becoming publicly sexualized • Defamation • Being ostracized • Having to relocate • Job and career consequences • Weakened support network 	<ul style="list-style-type: none"> • Depression • Anxiety, panic attacks • Traumatic stress • Sleeplessness • Shame, guilt, self-blame • Difficulty in concentrating • Headaches • Fatigue, loss of motivation • Personal Difficulties with time • Eating disorders (weight loss or gain) • Feeling betrayed and/or violated • Feeling angry or violent towards the respondent • Feeling powerless • Loss of confidence and self esteem • Over all loss of trust in people • Problems with intimacy • Withdrawal and isolation

SEXUAL HARASSMENT IS A SUBJECTIVE EXPERIENCE

In 2010, the High Court of Delhi endorsed the view that sexual harassment is a subjective experience and for that reason held “We therefore prefer to analyze harassment from the [complainant’s] perspective. A complete understanding of the [complainant’s] view requires... an analysis of the different perspectives of men and women. Conduct that many men consider unobjectionable may offend many women... Men tend to view some forms of sexual harassment as “harmless social interactions to which only overly-sensitive women would object. The characteristically male view depicts sexual harassment as comparatively harmless amusement. ... Men, who are rarely victims of sexual assault, may view sexual conduct in a vacuum without a full appreciation of the social setting or the underlying threat of violence that a woman may perceive.”

Dr. Punita K. Sodhi v. Union of India & Ors. W.P. (C) 367/2009 & CMS 828, 11426/2009
 On 9 September, 2010, in the High Court of Delhi

2.5 EXAMPLES OF BEHAVIOURS AND SCENARIOS THAT CONSTITUTE SEXUAL HARASSMENT

Below are examples of behaviour that may or may not constitute workplace sexual harassment in isolation. At the same time, it is important to remember that more often than not, such behaviour occurs in cluster. Distinguishing between these different possibilities is not an easy task and requires essential training and skill building.



Some examples of behaviour that constitute sexual harassment at the workplace:

1. Making sexually suggestive remarks or innuendos.
2. Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
3. Offensive comments or jokes.
4. Inappropriate questions, suggestions or remarks about a person's sex life.
5. Displaying sexist or other offensive pictures, posters, mms, sms, whatsapp, or e-mails.
6. Intimidation, threats, blackmail around sexual favours.
7. Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
8. Unwelcome social invitations, with sexual overtones commonly understood as flirting.
9. Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.



10. Physical contact such as touching or pinching.
11. Caressing, kissing or fondling someone against her will (could be considered assault).
12. Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
13. Persistently asking someone out, despite being turned down.
14. Stalking an individual.
15. Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
16. Falsely accusing and undermining a person behind closed doors for sexual favours.
17. Controlling a person's reputation by rumour-mongering about her private life.

Some examples of behaviour that may indicate underlying workplace sexual harassment and merit inquiry:

1. Criticizing, insulting, blaming, reprimanding or condemning an employee in public.
2. Exclusion from group activities or assignments without a valid reason.
3. Statements damaging a person's reputation or career.
4. Removing areas of responsibility, unjustifiably.
5. Inappropriately giving too little or too much work.
6. Constantly overruling authority without just cause.
7. Unjustifiably monitoring everything that is done.
8. Blaming an individual constantly for errors without just cause.
9. Repeatedly singling out an employee by assigning her with demeaning and belittling jobs that are not part of her regular duties.
10. Insults or humiliations, repeated attempts to exclude or isolate a person.
11. Systematically interfering with normal work conditions, sabotaging places or instruments of work.
12. Humiliating a person in front of colleagues, engaging in smear campaigns.
13. Arbitrarily taking disciplinary action against an employee.
14. Controlling the person by withholding resources (time, budget, autonomy, and training) necessary to succeed.

Some examples of workplace behaviours that may not constitute sexual harassment:

1. Following-up on work absences.
2. Requiring performance to job standards.

3. The normal exercise of management rights.
4. Work-related stress e.g. meeting deadlines or quality standards.
5. Conditions of works.
6. Constructive feedback about the work mistake and not the person.

2.6 FORMS OF WORKPLACE SEXUAL HARASSMENT

Generally workplace sexual harassment refers to two common forms of ***inappropriate behaviour***:

- Quid Pro Quo (literally ‘this for that’)
 - Implied or explicit promise of preferential/detrimental treatment in employment
 - Implied or express threat about her present or future employment status
- Hostile Work Environment
 - Creating a hostile, intimidating or an offensive work environment
 - Humiliating treatment likely to affect her health or safety

2.7 SCENARIOS

The following scenarios have been constructed as examples based on real life experiences of women at workplaces. The scenarios attempt to build an understanding of the two types of workplace sexual harassment as prescribed by the Act i.e. quid pro quo and hostile environment.

The names in the following examples are fictional and in no way refer to any individual alive or dead.

A. Examples of scenarios that constitute quid pro quo or ‘this for that’ type of sexual harassment at the workplace:

SCENARIO EXAMPLE 1

Kamini is a bright young team leader working in a call centre. Known to be forthright, she is dedicated, hardworking and is a perfectionist.

Kamini stays back at work late one evening with her colleague Ravi to complete work for an important presentation. Ravi offers to buy Kamini dinner and later drop her home since it’s been a long day. After dinner, Ravi proposes to Kamini that he would like her to spend the night with him. Kamini refuses politely but firmly and goes home. Next evening, Ravi repeats his request and on Kamini’s refusal, threatens her that ***if she doesn’t give-in, he will tell everyone*** that she made a pass at him.

What is Workplace ‘this for that’ Sexual Harassment?

In the above example, Ravi’s threat to Kamini that if she does not agree to his ‘request’ for a sexual favour, he will in return smear her character at the workplace as a person who wants to use sexual

favours to her advantage constitutes quid pro quo form of sexual harassment. Ravi's behaviour is unwelcome, sexual, and has a negative impact on Kamini.

SCENARIO EXAMPLE 2

Renuka is employed as a domestic worker where she is expected to take care of all the household activities, other than cooking. Most of the days, the lady of the house leaves early. Renuka is therefore left alone in the house with a male member of the household.

Renuka finds the male member constantly leering at her when he is at home and often walks around the house wrapped in nothing but a towel which makes her very uncomfortable. On one occasion, while she was sweeping, he pinched her bottom. When she protested that she will complain to the lady of the house, he **threatened to accuse** her of stealing, and that he will ensure that she **loses** her job.



What is Workplace Sexual Harassment?

In the above example, the male member by threatening Renuka to keep quiet about the unwelcome physical contact if she wants to continue with her employment commits quid pro quo form of sexual harassment. His behaviour occurring in a matrix of power, is unwelcome, sexual and has a negative impact on Renuka.

SCENARIO EXAMPLE 3

Shamima is a lawyer who works as a researcher at an NGO in Delhi since 2013. Dr. Bhavan is the director of the organisation and has always advocated for the cause of human rights.

During an official field visit to Shimla for 2 days, Dr. Bhavan finds an opportunity to be alone with Shamima and makes a physical advance. Despite her protests, he forces himself on her while giving lurid and sexually explicit details of his relationships, both past and present, with women. When she chastises him and threatens to make his behaviour public, he **threatens to destroy her career**.

What is Workplace Sexual Harassment?

In the above example, by threatening Shamima with the destruction of her career, Dr. Bhavan commits quid pro quo sexual harassment. His physical advances and sexual conversation are unwelcome for Shamima and occur in a matrix of power.

B. Examples of scenarios that constitute a 'hostile work environment' type of sexual harassment at the workplace:

SCENARIO EXAMPLE 1

Jayanthi works in a garment factory in Bangalore.

Varghese, Jayanthi's supervisor, often tries to touch her on one or the other pretext. For example, he adjusts her *dupatta* while she is sewing at her workstation on the pretext of covering her back. Jayanthi is very uncomfortable with his behaviour. Her colleagues at the workplace ridicule Jayanthi and mock her for the 'special treatment' by her supervisor. They often gossip about her and Varghese.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, the physical touching by Varghese is unwelcome and sexual in nature. The gossip, which is based on Varghese's behaviour towards Jayanthi at the workplace, is creating a hostile work environment for Jayanthi.



SCENARIO EXAMPLE 2

Sukhi is a daily wage labourer working at a construction site. Every day at lunch time, Sukhi sits under the shade of the tree to feed her 16-month old baby. She finds Jaswinder, a worker, staring at her from the distance. Sukhi feels uncomfortable and asks Jaswinder to stay away from her while she's feeding the baby. However, Jaswinder persists and always finds a place near her. The group of fellow construction workers now **constantly catcall and whistle** at Sukhi every time she walks their way to refill the cement or mortar. When she questions them, they tell her they are only joking amongst themselves.

What is a Hostile Workplace Environment Sexual Harassment?

Ogling, stalking and gossiping against Sukhi in the above example constitute a hostile work environment, a form of workplace sexual harassment.

SCENARIO EXAMPLE 3

Sumedha is a Captain with the Indian Army. She has refused an offer made by a Senior Officer for a relationship. Sumedha has kept quiet about this experience, but thanks to the rumour-mongering by the Senior Officer, she has acquired a reputation of being a woman of 'easy virtue'. Now she is being *subjected to repeated advances* by three of her senior officer colleagues. When she turns around and protests, *she is singled out for additional physical training*.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, Sumedha's refusal to the sexual advances of her Senior Officer, leads to her being subjected to rumours, gossip, character assassination, unwelcome sexual advances by other officers, and arbitrary disciplinary action. This constitutes Hostile Work Environment form of workplace Sexual Harassment.

SCENARIO EXAMPLE 4

Asha is a researcher at a media agency led by Dr. Purshottam, a well-known journalist.

In the first few months of Asha's employment, Dr. Purshottam is very pleased with her work and publicly appreciates her. Soon after, Dr. Purshottam frequently summons Asha to his office on the pretext of work and makes verbal sexual advances and sexually coloured remarks to her. He brushes aside her protests by saying that they would not be able to work as a team unless she interacted closely with him and they both got to know each other well. However, once she categorically rebuffed his sexual advances, he has stopped. Now he **ridicules her work** and **humiliates** her in the presence of colleagues and the staff. He **discriminates** against her by allotting projects to her and then arbitrarily withdrawing the work.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, the workplace actions are a result of Asha rebuffing the unwelcome, sexual advances of Dr. Purshottam and this constitutes hostile work environment form of workplace sexual harassment.

This section has listed and illustrated some of the behaviours that constitute the five parameters of workplace sexual harassment, viz., sexual, subjective, unwelcome, impact and power. This becomes the basis of the key elements of the Act, Prevention, Prohibition and Redress.

Prevention and Prohibition

“The meaning and content of fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of gender equality...”

Late Justice J.S. Verma

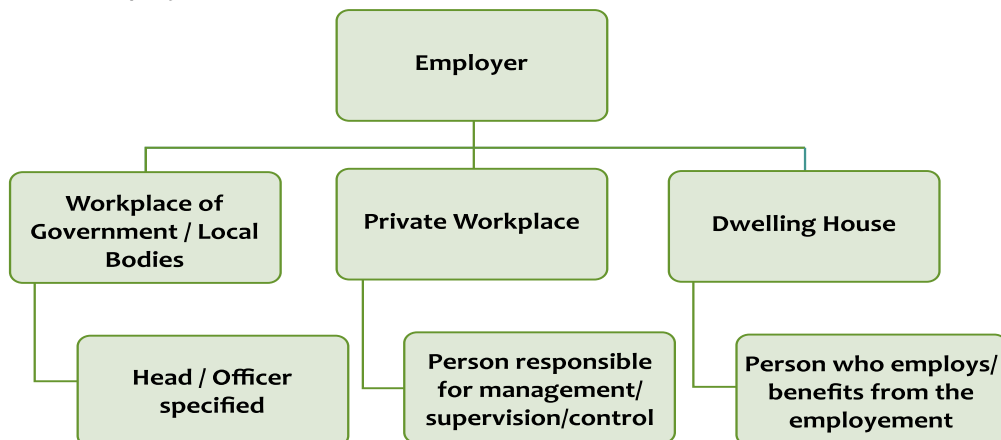
This section describes those who are both responsible and accountable to prevent workplace sexual harassment in compliance with the Act. It also highlights the role of workplaces in prohibiting workplace sexual harassment through an effectively communicated policy.

3.1 PREVENTIVE AUTHORITIES

3.1.1 WHO IS AN EMPLOYER?

An employer refers to:

1. The head of the department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the Appropriate Government or local authority or such officer specified in this behalf.
2. Any person (whether contractual or not) responsible for the management, supervision and control of a designated workplace not covered under clause (i).
3. A person or a household who employs or benefits from the employment of domestic worker or women employees.



3.1.2 WHO IS AN APPROPRIATE GOVERNMENT?

As per the Act, Appropriate Government means:

- i. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—
 - a. By the Central Government or the Union Territory administration, the Central Government;
 - b. By the State Government, the State Government;
- ii. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government.

3.2 WHO IS A DISTRICT OFFICER (DO)?

State Governments will notify a District Magistrate/Additional District Magistrate/ Collector/ Deputy Collector as a District Officer at the local level. The District Officer will be responsible for carrying out the powers and functions under the Act at the district levels (including every block, taluka, tehsil, ward, and municipality).

3.3 RESPONSIBILITIES OF THE AFOREMENTIONED AUTHORITIES

Under the law the employer/DO is obliged to create a workplace free of sexual harassment. It is the responsibility of the Employer/District Officer in general to:

1. Create and communicate a detailed policy;
2. Ensure awareness and orientation on the issue;
3. Constitute Complaints Committee/s in every workplace and district so that every working woman is provided with a mechanism for redress of her complaint(s);
4. Ensure Complaints Committees are trained in both skill and capacity;
5. Prepare an annual report and report to the respective state government;
6. District Officer will also appoint a nodal officer to receive complaints at the local level.

3.2.1 Complaints Committee/s

The Act provides for two kinds of complaints mechanisms: Internal Complaints Committee (ICC) and Local Complaints Committee (LCC). All Complaints Committees must have 50 per cent representation of women. ICC or LCC members will hold their position not exceeding three years from the date of their nomination or appointment.

1) Internal Complaints Committee (ICC)

Every employer is obliged to constitute an ICC through a written order. The ICC will be composed of the following members:

No	Member	Eligibility
1.	Chairperson	Women working at senior level as employee; if not available then nominated from other office/units/ department/ workplace of the same employer
2.	2 Members (minimum)	From amongst employees committed to the cause of women/ having legal knowledge/experience in social work
3.	Member	From amongst NGO/associations committed to the cause of women or a person familiar with the issue of Sexual Harassment

Where the office or administrative units of a workplace are located in different places, division or sub-division, an ICC has to be set up at every administrative unit and office.

ICC/LCC ARE MANDATORY

The employee who had a fundamental right to a workplace free of sexual harassment, had complained about sexual harassment. According to the Court, had the organisation complied with the Vishaka Guidelines and set up such a Complaints Committee, the preventative benefit would have been three-fold:

1. Ensured a place where women employees could seek redress;
2. Sent a clear message to the workplace that such complaints would be enquired into by a specially designated committee with external expertise;
3. Prevented a series of litigation that followed.

Hence, the Madras High Court awarded Rs. 1.68 crores in damages to an employee for the non-constitution of a Complaints Committee by the employer, as per the Vishaka Guidelines (at the time of the complaint, the Sexual Harassment of Women at Workplace Act 2013 had not been enacted).

Ms. G v. ISG Novasoft Technologies Ltd. Madras High Court (CrI.R.C.No.370 of 2014 order dated 02.09. 2014. Original Petition No.463 of 2012

2) Local Complaints Committee (LCC)

The District Officer will constitute an LCC in every district so as to enable women in the unorganised sector or small establishments to work in an environment free of sexual harassment. The LCC will receive complaints:

1. From women working in an organisation having less than 10 workers;
2. When the complaint is against the employer himself;
3. From domestic workers.

No	Member	Eligibility
1.	Chairperson	Nominated from amongst the eminent women in the field of social work and committed to the cause of women
2.	Member	Nominated from amongst the women working in the block, taluka or tehsil or ward or municipality in the district
3.	2 Members	Nominated from amongst such NGO/associations/persons committed to the cause of women or familiar with the issues relating to sexual harassment, provided that: <ul style="list-style-type: none"> • At least one must be a woman • At least one must have a background of law or legal knowledge
4.	Ex Officio member	The concerned officer dealing with social welfare or women and child development in the district

*One of the nominees shall be a woman belonging to the SC/ST/OBC/Minority community notified by the Central Government.

3) External Members on the Complaints Committee/s

The Act refers to external members, which generally means persons who have expertise with the issue of sexual harassment. Given the largely intangible nature of workplace sexual harassment, there are a range of complexities involved in responding effectively to workplace sexual harassment complaints. For this reason, external third party/ members on the Complaints Committee/s (from civil society or legal background) should possess the following attributes:

1. Demonstrated knowledge, skill and capacity in dealing with workplace sexual harassment issues/complaints;
2. Sound grasp and practice of the legal aspects/implications.

Such expertise will greatly benefit Complaints Committees in terms of fair and informed handling of complaints to lead to sound outcomes. These external third party members shall be paid for their services on the Complaints Committees as prescribed.

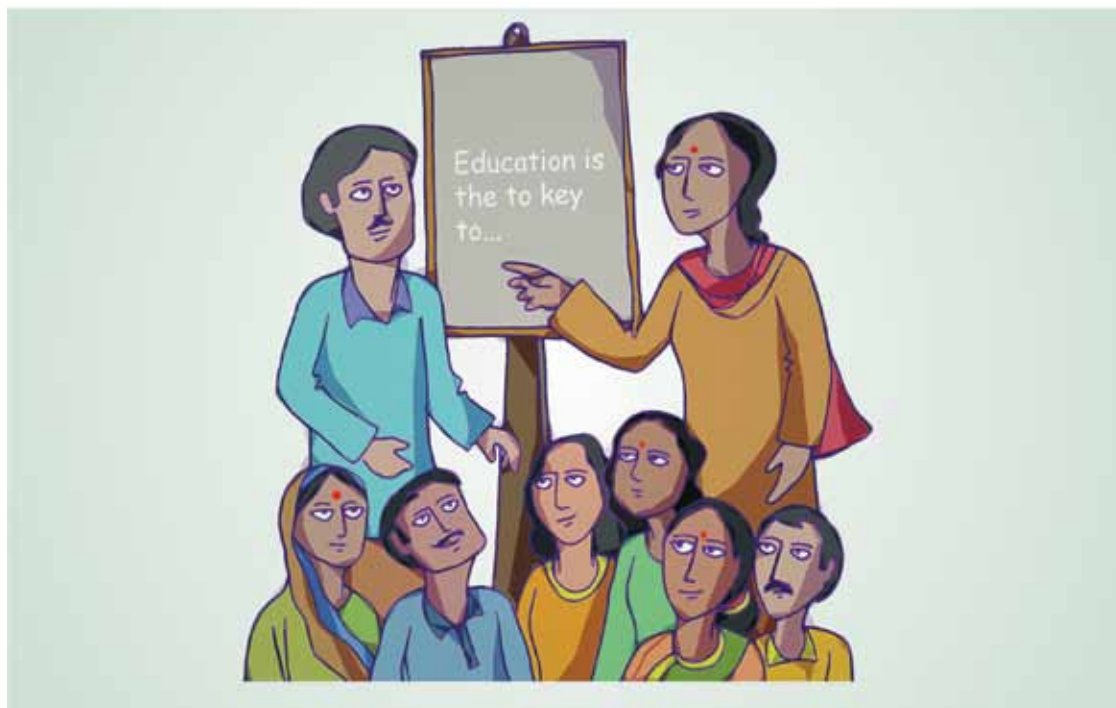
Criteria for the External Member

A 'person familiar with issues relating to women' would mean such persons who have expertise in issues related to sexual harassment and may include any of the following:

- At least 5 years of experience as a social worker, working towards women's empowerment and in particular, addressing workplace sexual harassment;
- Familiarity with labour, service, civil or criminal law.

3.2.2 Sexual Harassment at Workplace Policy

Employers/District Officers are responsible for complying with prohibition, prevention and redress of workplace sexual harassment. In practice, this means having a policy that: (1) prohibits unwelcome behaviour that constitutes workplace sexual harassment; (2) champions prevention of workplace sexual harassment through orientation, awareness and sensitization sessions; and (3) provides a detailed framework for redress.



3.2.3 Dissemination of Information and Awareness Generation

Employers/ District Officers have a legal responsibility to:

1. Effectively communicate a policy that prohibits unwelcome behaviour that constitutes workplace sexual harassment, and provides a detailed framework for prevention, and redress processes.
2. Carry out awareness and orientation for all employees.
3. Create forums for dialogue i.e. Panchayati Raj Institutions, Gram Sabhas, Women's Groups, Urban Local Bodies or like bodies, as appropriate.
4. Ensure capacity and skill building of Complaints Committees.
5. Widely publicize names and contact details of Complaints Committee members.

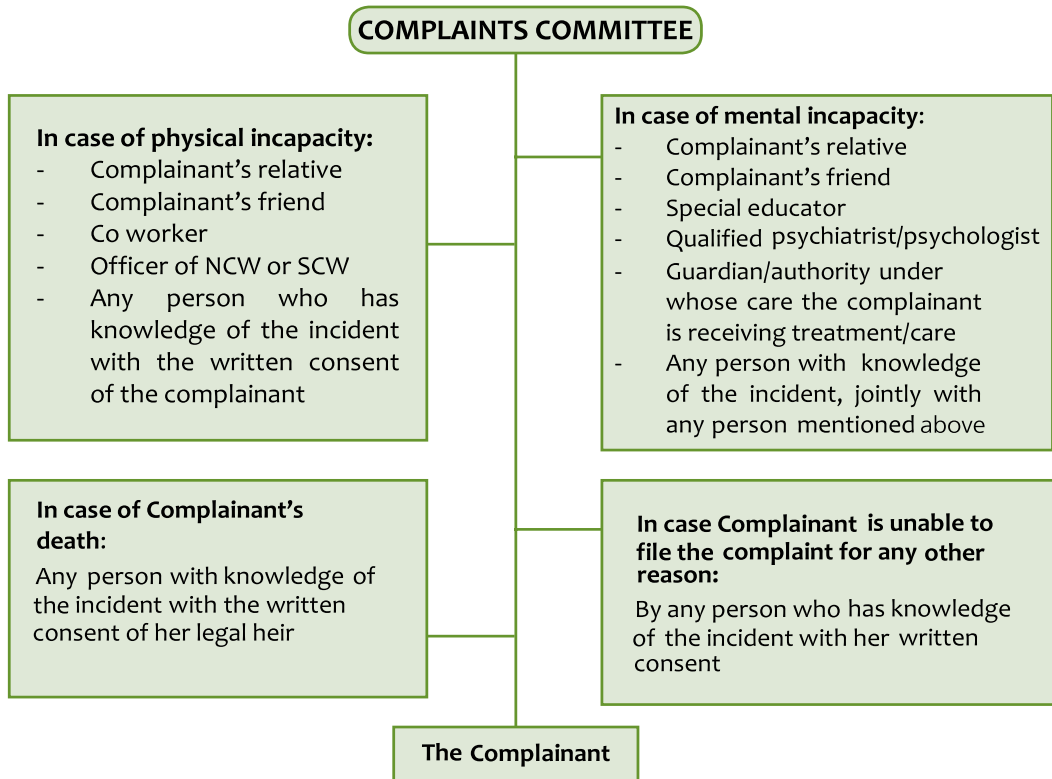
Redress

“...the time has come when women must be able to feel liberated and emancipated from what could be fundamentally oppressive conditions against which an autonomous choice of freedom can be exercised and made available by women. This is sexual autonomy in the fullest degree”

Late Chief Justice J.S. Verma, Justice Verma Committee Report, 2013

This section is about Redress. It provides helpful information on who can complain, to whom, and what a complaint should contain. It also gives information and lays out the steps involved when a complaint has reached the Complaints Committee, in terms of the process, findings and recommendations.

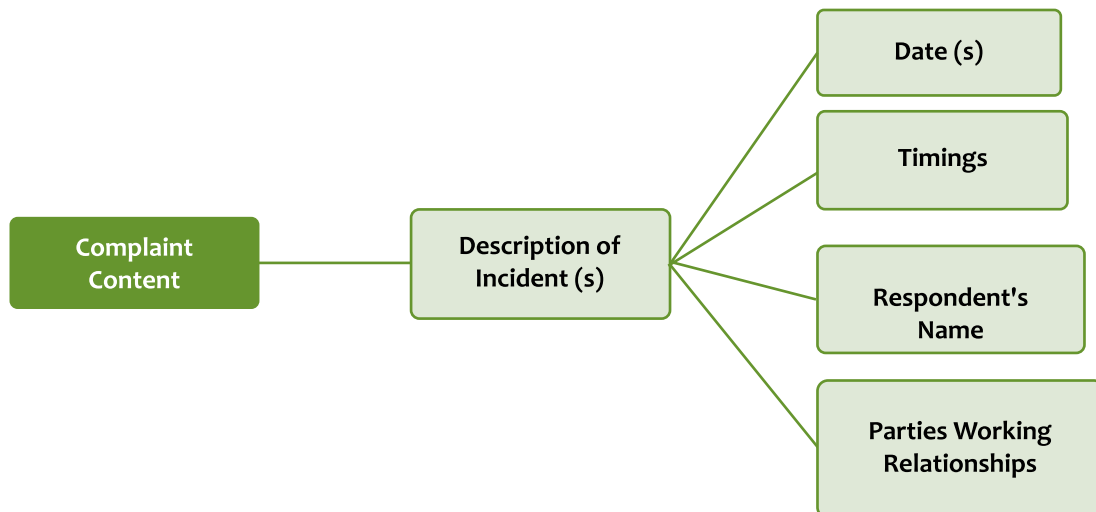
4.1 WHO CAN COMPLAIN AND WHERE?



Generally, where there are less than ten workers, any woman employee can complain to the Local Complaints Committee with the support of the Nodal Officer, when required. It is the responsibility of the District Officer to designate a person as the Nodal Officer in every block, taluka and tehsil in rural or tribal areas and wards or municipalities in the urban areas, to receive the complaints of workplace sexual harassment from women. The Nodal Officer will forward all such complaints within seven days of its receipt to the concerned Complaints Committee for appropriate action. In most other workplaces, a woman employee can make a complaint to the Internal Complaints Committee.

4.2 WHAT SHOULD THE COMPLAINT CONTAIN?

The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties. A person designated to manage the workplace sexual harassment complaint is required to provide assistance in writing of the complaint if the complainant seeks it for any reason.



4.3 WHAT CAN AN EMPLOYEE/WORKER EXPECT?

When it comes to redress for workplace sexual harassment, employee/worker has a right to expect -a **trained, skilled** and **competent** Complaints Committee, a time bound process, information confidentiality, assurance of non-retaliation, counselling or other enabling support where needed and assistance if the complainant opts for criminal proceedings.

4.3 A. RIGHTS OF THE COMPLAINANT

- An empathetic attitude from the Complaints Committee so that she can state her grievance in a fearless environment
- A copy of the statement along with all the evidence and a list of witnesses submitted by the respondent

- Keeping her identity confidential throughout the process
- Support, in lodging FIR in case she chooses to lodge criminal proceedings
- In case of fear of intimidation from the respondent, her statement can be recorded in absence of the respondent
- Right to appeal, in case, not satisfied with the recommendations/findings of the Complaints Committee

4.3 B. RIGHTS OF THE RESPONDENT

- A patient hearing to present his case in a non-biased manner
- A copy of the statement along with all the evidence and a list of witnesses submitted by the complainant
- Keeping his identity confidential throughout the process
- Right to appeal in case not satisfied with the recommendations/findings of the Complaints Committee

4.4 KEY RESPONSIBILITIES

To effectively address workplace sexual harassment complaints, a Complaints Committees must first be aware of their key responsibilities, some of which are highlighted below:

1. Be thoroughly prepared
2. Know the Act, Policy and/or relevant Service Rules
3. Gather and record all relevant information
4. Determine the main issues in the complaint
5. Prepare relevant interview questions
6. Conduct necessary interviews
7. Ensure parties are made aware of the process and their rights/responsibilities within it
8. Analyse information gathered
9. Prepare the report with findings/recommendations

4.5 KNOWLEDGE, SKILLS, TRAINING

Dealing with workplace sexual harassment complaints is often complex. Hence Complaints Committee/s must possess critical skills/capacity to effectively carry out their role. That includes a sound grasp of the Act, Vishaka Guidelines, applicable Service Rules, relevant laws and an understanding of workplace sexual harassment and related issues. Complaints Committee skills must include an ability to synthesise information i.e. relevant documents, the law and interviews. They should also be able to communicate effectively, write clearly, listen actively and conduct interviews. They should be competent at showing empathy, being impartial and being thorough. They should be able to identify sexual harassment and its impact.

A Complaints Committee/s is required to be trained in both **skill** and **capacity** to carry out a fair and informed inquiry into a complaint of workplace sexual harassment. An absence of such training will lead to unequal and unfair results, which can cost employers, employees, complainants as well as respondents.

FAIR AND INFORMED INQUIRY

Within 6 months of joining The Statesman newspaper, Rina Mukerhjee lost her job. While the company alleged that her work was “tardy” and “lacking in quality” it suppressed Rina’s complaint of sexual harassment against the news coordinator, Ishan Joshi. Within her first month of work, Rina had taken her complaint directly to the Managing Director, Ravinder Kumar. Time passed, nothing happened and Rina was fired. In a rare display of social context insight and clarity, the Industrial Tribunal (West Bengal) rejected the Statesman’s claim that Rina only referred to “professional” harassment in her complaint to Mr. Kumar. In the Tribunal’s view, Mr. Kumar’s failure to dig deeper was clearly suspect- “... it becomes clear that there was no Committee on Sexual Harassment, as per the Hon’ble Supreme Court’s direction in Vishaka vs State of Rajasthan, existing in The Statesman, at that relevant time. ...to expect-the lady workman to file a written complaint and not to believe the same, when it has been filed ‘at a later date’ is sheer bias.” The Statesman was ordered to reinstate Rina and grant her full back wages.

M/s The Statesmen Ltd. and Smt. Rina Mukherjee. Order of K.K. Kumai, Judge, dated 06.02.2013, Fourth Industrial Labour Tribunal (West Bengal)

4.6 DO’S AND DON’TS FOR COMPLAINTS COMMITTEE

DO’S

1. Create an enabling meeting environment.
2. Use body language that communicates complete attention to the parties.
3. Treat the complainant with respect.
4. Discard pre-determined ideas.
5. Determine the harm.

DON’TS

1. Get aggressive.
2. Insist on a graphic description of the sexual harassment.
3. Interrupt.
4. Discuss the complaint in the presence of the complainant or the respondent.

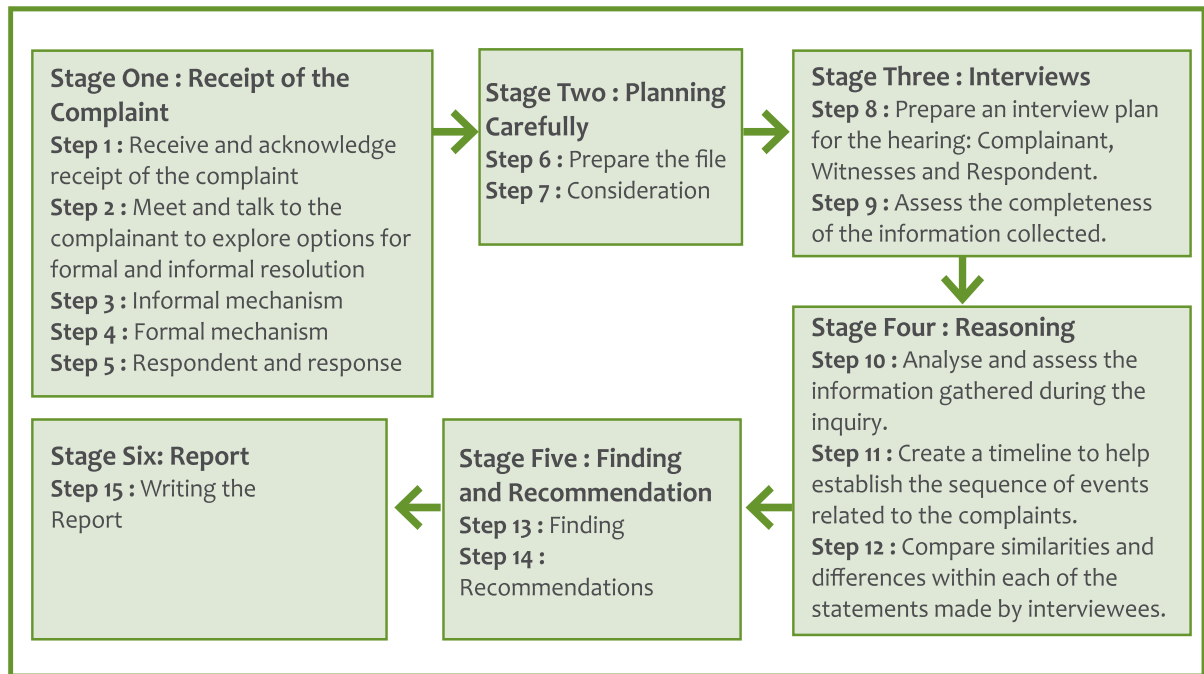


4.7 NON-NEGOTIABLES DURING THE INQUIRY PROCESS

During a redress process the Complaints Committee/s are required to assure confidentiality, non-retaliation and recommend interim measures as needed to conduct a fair inquiry.

4.8 THE SEXUAL HARASSMENT COMPLAINT PROCESS

The Complaints Committee/s needs to have information on the six stages (including fifteen steps), detailed below, for addressing a complaint of workplace sexual harassment.



STAGE ONE: RECEIPT OF THE COMPLAINT

A fair, prompt, and impartial inquiry process starts with a Complaints Committee capable of creating an environment of trust and confidence throughout the inquiry.

Step 1 : Receive and Acknowledge Receipt of the Complaint

The complainant submits a sexual harassment complaint in writing within three months of the last alleged incident to the Complaints Committee or any other person designated by the organization/ District Officer (i.e. Nodal Officer) to receive and manage complaints of sexual harassment.

Training and Skill Building : An Institutional Responsibility

It is important that both the Committee and any other person designated by the organization/ District Officer to receive or otherwise handle a sexual harassment complaint has there quired competency and skill building training formanaging a complaint and/or any concern related to workplace sexual harassment.

Upon receipt, the complaint should be reviewed for:

1. In the context of workplace that the sexual harassment complaint is to be met with under the Act, such as, Service Rules, Workplace Policy, Vishaka Guidelines and related laws.
2. Clarity in the complaint.
3. Additional information needed from the complainant.

The complainant will be notified in writing to acknowledge receipt.

Elements of the Behaviour

The complaint needs to satisfy the following elements:

- 1** The respondent displayed a potentially improper and/or offensive conduct which may come within workplace sexual harassment;
- 2** The behaviour was directed at the complainant;
- 3** The complainant experienced harm.
- 4** The behavior occurred in the workplace or at any location/any event related to work

Step 2: Meet and Talk to the Complainant to Explore Options for Formal and Informal Resolution

The complainant needs to be informed about the ensuing process and the informal or formal options available for the redress.

Step 3: Informal Mechanism

If the complainant chooses to adopt the informal process to resolve her complaint/experience of workplace sexual harassment, then it is the responsibility of the person designated to receive and manage the Complaints Committee to explore enabling ways to address the complaint. This can include counselling, educating, orienting, or warning the respondent to promptly stop the unwelcome behaviour or appointing a neutral person to act as a conciliator between the parties to resolve the complaint through conciliation.

However, before recommending conciliation, the Committee must assess the severity of the situation and if necessary, advise and enable the complainant to opt for the formal route. At no point, the Complaints Committee will advise the complainant to resolve the matter directly with the respondent. Where such an informal process is successful, such resolution is to be recorded by the conciliator and forwarded to the ICC/LCC who in turn will forward the same to the employer/District Officer for further action based on the resolution. Employers/District Officers are responsible for taking steps to ensure that the complainant is not subject to any backlash.

The choice of a formal process rests with the complainant even if the person responsible for managing the complaint believes that this can be resolved through an informal process.

Step 4: Formal Mechanism

1. If the complainant opts for formal redress, or the nature of the complaint is serious which calls for formal redress, then the Complaints Committee responds to the complaint.

2. Complaints Committee/s members must be free of any conflict of interest with either the concerned parties or with the outcome.
3. Ensure that the independent third party member has sound knowledge, skill, and experience in dealing with workplace sexual harassment complaints.

Step 5: Respondent and Response

1. As per the procedure provided in the Service Rule; or in absence of the same
2. Within seven days of receiving a complaint, the Complaints Committee will inform the respondent in writing that a complaint has been received.
3. The respondent will have an opportunity to respond to the complaint in writing within ten days thereafter.

STAGE TWO: PLANNING CAREFULLY

Step 6: Prepare the File

A sound inquiry relies on sound preparation. This includes taking into account the following steps:

1. Documentation

Create an independent confidential file of the complaint and all subsequent related documentation.

2. Review Law & Policy

Have a clear knowledge and understanding of the Act/Rules as well as the relevant Service Rules, Workplace Policy, Vishaka Guidelines, existing practices and related laws.

3. Make a List

Make a list of all the dates and events relating to the written complaint as well as the names of witnesses, where applicable.

Relevant Witnesses

The complaint may include the names of people believed to have witnessed the alleged incidents or those who may have been aware of other information directly related to the complaint. The respondent may also include the names of witnesses. In addition, the Complaints Committee also has the discretion to call any person as a witness, who it believes, has something to contribute to the inquiry process.

4. Supporting Documents

Obtain and review all supporting documents relevant to the complaint, including those presented by the complainant and the respondent.

5. Act Quickly

Create a plan. This can be used as an initial checklist to ensure that all of the critical elements are covered. It includes:

- a. The names of the parties and witnesses to be interviewed
- b. Any documentary support that needs to be examined
- c. Timeline

Preparing the Plan - Key Elements to Consider

1. Defining the Issues

What is the complaint

Questions or points that require clarification

2. Determining a violation of the Policy/Act

What information is needed to determine that there has been a violation

3. Logistics

Venue for conducting the interviews. Are special logistics required

Creating timelines for each

4. Critical Information

What documents need to be looked at

Witnesses to be questioned and in what order

5. Areas of Questioning

Questions for each specific incident and party/witness

Questions for each particular issue

Issues likely to require follow-up

Step 7: Consideration

1. Interim Measures

While a complaint is pending inquiry, a complainant can make a written request for her transfer or the transfer of the respondent, or for leave (upto 3 months). She can also request the Complaints Committee to restrain the respondent from reporting on her work performance or writing her confidential report or supervising her academic activities (in case she is in educational institution). Even in the absence of such a request, the Complaints Committee must take corrective action. It is essential to take these actions in order to prevent potential *ongoing sexual harassment*.

2. Support

Maintain clear, timely communication with the parties throughout the process. Provide complainants with any specific assistance they may require, such as counselling, addressing health-related concerns or sanctioning of leave.

STAGE THREE: INTERVIEWS

Step 8: Prepare an Interview Plan for the Hearing: Complainant, Witnesses, Respondent

1. Based on the results of the previous steps and before conducting interviews, the Complaints Committee should decide which issues need to be pursued for questioning.
2. Interviews are meant to obtain information that is relevant to the complaint from individuals.
3. Interviews should be conducted with each person *separately and in confidence*. *The complainant and the respondent should not be brought face to face with each other.*

Interviewing Tips

1. Introduction

Questioning the parties and witnesses in a situation of workplace sexual harassment is a sensitive task. The Complaints Committee must therefore proceed with empathy, while appreciating at times, a different version of the facts.

2. Questioning

Determine beforehand the following:

- Date, time, place and order of interviews
- Questions and their order
- Time for each interview

Generally rely on questions related to **who, what, where, when and how**. Remember:

- Questions ought to be clear and focused.
- Obtain as much information as possible through the interview.
- Do not share information gathered from other sources.

3. Choose an Appropriate Location

To create trust, comfort and openness

4. Explain the Interview Process

Explain how the interview will be conducted and what is expected

5. Records of the Interview

Take notes and explain the need for a proper record

6. Manage the Interview

The Chairperson of the Complaints Committee is responsible for ensuring the interviews are correctly carried out and due process followed

7. Sign Statements

At the conclusion of the interview, have those interviewed, sign and date statements made and recorded before the Complaints Committee

Step 9: Assess the Completeness of the Information Collected

At this stage, the Complaints Committee should review the information gathered and their factual relevance to each aspect of the complaint. This will help determine whether there is enough information to make a finding on the complaint.

STAGE FOUR: REASONING

Step 10: Once the information and review is complete, the Complaints Committee will make its reasoned finding(s), which involves having to:-

- Identify the substance of each aspect of the complaint.
- Determine, whether or not, on a **balance of probability**, the unwelcome sexual harassment took place.
- Check that such behaviour/conduct falls within the definition of sexual harassment set out in the relevant Act/Rules, Policy, Service Rules or law.
- Comment on any underlying factor(s) that may have contributed to the incident.

Step 11: Create a timeline to help establish the sequence of events related to the complaint.

Step 12: Compare similarities and differences within each of the statements made by the interviewees.

STAGE FIVE: FINDING AND RECOMMENDATION

Step 13: Finding

Based on the above, the Complaints Committee must arrive at a finding of whether the complaint is upheld, not upheld or inconclusive.

Provided, where both the parties are employees, before finalising the findings, the ICC/LCC shall share its finding with both the parties and provide them an opportunity to make representation against it before the Committee.

Step 14: Recommendations

Based on its findings, the Complaints Committee shall then make appropriate recommendations which may include:

1. Where the Complaints Committee is unable to uphold the complaint, it shall recommend no action.
2. Where the Complaints Committee upholds the Complaint, it may recommend such action as stated within the relevant Policy or Service Rules, which may include a warning to terminate.

In case service rules do not exist, recommended action may include:

- Disciplinary action, including a written apology, reprimand, warning, censure;
- Withholding promotion/ pay raise/ increment;
- Termination;
- Counselling;
- Community service.

3. The Complaints Committee may also recommend financial damages to the complainant, while deciding the amount they shall take into consideration:

- Mental trauma, pain, suffering and emotional distress caused;
- Medical expenses incurred;
- Loss of career opportunity;
- Income and financial status of the respondent.

If the amount is not paid it can be recovered as an arrear of land revenue.

4. The Complaints Committee can also give additional recommendations to address the underlying factors contributing to sexual harassment at the workplace.

STAGE SIX: REPORT**Step 15: Writing the Report**

The Complaints Committee will prepare a final report that contains the following elements:

- A description of the different aspects of the complaint;
- A description of the process followed;
- A description of the background information and documents that support or refute each aspect of the complaint;
- An analysis of the information obtained;
- Findings as stated above;
- Recommendations.

An inquiry must be completed within 90 days and a final report submitted to the Employer or District Officer (as the case may be) within ten days thereafter. Such report will also be made available to the concerned parties. The Employer or District Officer is obliged to act on the recommendations within 60 days. Any person not satisfied with the findings or recommendations of the Complaints Committee or non-implementation of the recommendations, may appeal in an appropriate court or tribunal, as prescribed under the Service Rules or where no such service rules exist, in such manner as may be prescribed.

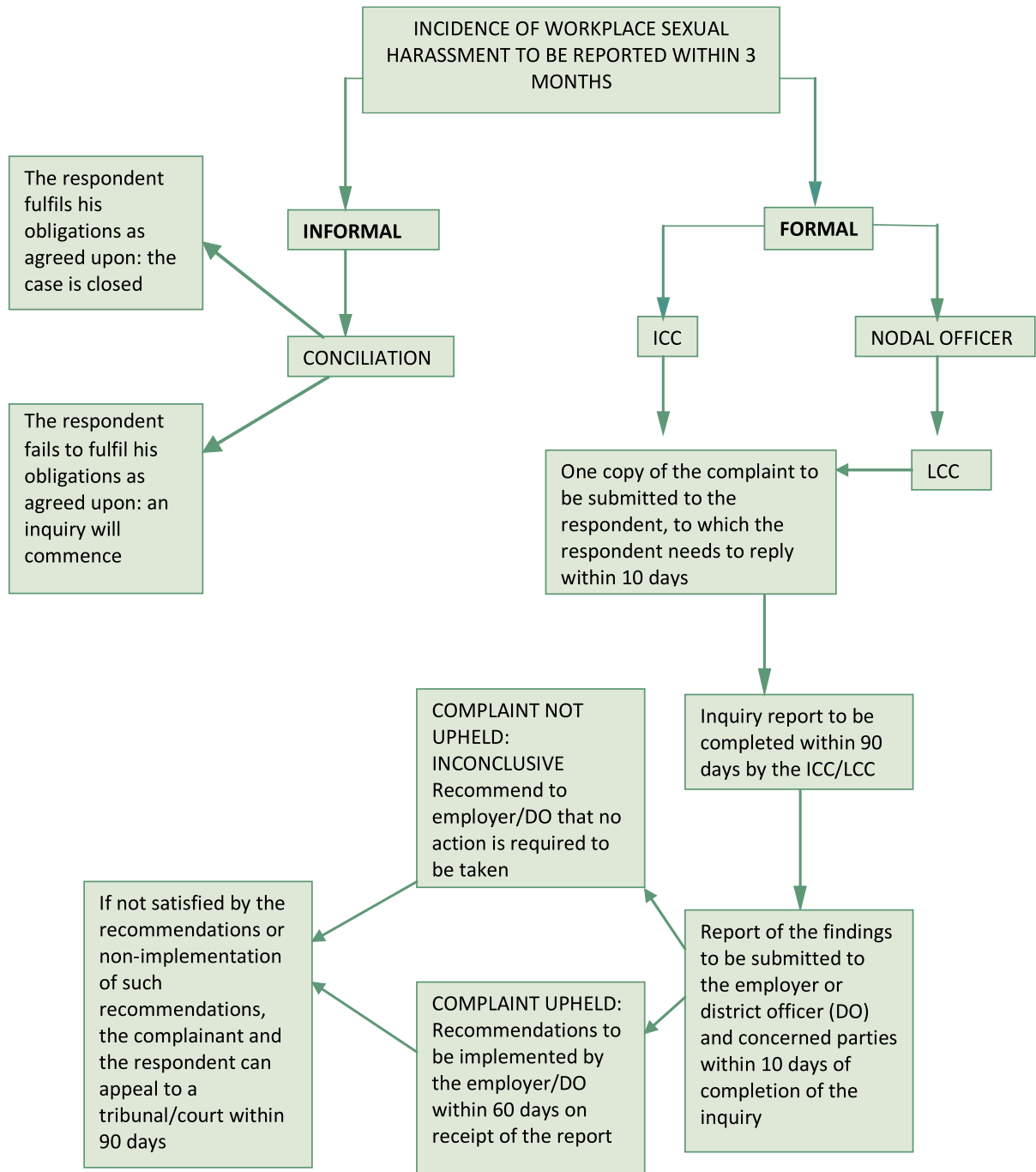
Given that most workspaces today are gender unequal and male-dominated, it is important that complaints by women be treated fairly and not dismissed. The mere inability to substantiate a complaint or provide adequate proof will not attract legal action against the complainant. However, making a false or malicious complaint or producing a forged or misleading document is an offence.

4.9 AT A GLANCE

1) Complaints Committee's Checklist

- Review the written complaints and response to complaints
- Review the applicable policy, the Act/Rules, Vishaka Guidelines and other relevant laws
- Develop a plan
- Meet with the complainant
- Meet with the respondent
- Meet with the witnesses
- Record statements and have them dated and signed
- Review and adapt the plan, as needed
- Proceed with further interviews, as needed
- Analyze all the facts to develop reasoning
- Arrive at the findings
- Give recommendations
- Prepare the report
- Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping.

INQUIRY PROCESS AT A GLANCE





2) Timelines as per the Act

Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

3) Confidentiality

The Act prohibits the publication or making known the contents of a complaint and the inquiry proceedings. Any breach of confidentiality will result in specific consequences.

The Act prohibits the disclosure of:

- Contents of the complaint;
- Identity and address of complainant, respondent and witnesses; Information pertaining to conciliatory/inquiry proceedings or recommendations of the ICC/LCC;
- Action taken by the employer/DO.

Accountability: Any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action taken under the provisions of this Act.

Consequences: As per the Service Rules or Rs.5,000/ to be collected by the employer.

Exception: Dissemination of information regarding the justice secured without disclosure of name, address, identity and particulars of complainant or witnesses.

Section 4 completes the details of the Complaints Committee process in addressing formal complaints. It serves as a guideline to action in providing appropriate redress. The manner in which a complaint is addressed will make all the difference to the equal rights of working women as well as the kind of workplace culture being promoted.

Monitoring

“Vishaka was a victory for all women”
Bhanwari Devi

This section refers to ways in which application of the Act at all workplaces is monitored. Monitoring is a way to ensure compliance of the Act on the ground. As an additional means of monitoring, the Act mandates the submission of Annual Reports with specific information as well as specific consequences where compliance is lacking.

The Act authorizes Appropriate Government to monitor the implementation of the Act. As per the Act, Appropriate Government means:

- i. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly-
 - a. By the Central Government or the Union Territory administration, the Central Government;
 - b. By the State Government, the State Government;
- ii. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

Thus to monitor the Act, the Appropriate Government has the authority to undertake any of the following measures:

5.1 Inspection

In relation to workplace sexual harassment, when it is in the public interest or in the interest of women employees, every employer/District Officer can be ordered by the Appropriate Government i.e. State and Central Government, to make available any information, record or document, including opening its workplace for inspection relating to the same.

5.2 Annual Report

The Appropriate Government is entrusted with the monitoring of the implementation of this Act and for maintaining the data on the number of cases filed and disposed of under it. In particular, the Act mandates submission of an Annual Report by the ICC/LCC to the employer/District Officer.

The District Officer will forward a brief report on the annual reports to the appropriate State Government. Such reports must include the following information:

- a. No. of complaints received;
- b. No. of complaints disposed of;
- c. No. of cases pending for more than 90 days;
- d. No. of workshops/awareness programmes carried out;
- e. Nature of action taken by the employer/DO;

The Report of ICC will be forwarded to the DO through the employer.

5.3 Penalties

An employer can be subjected to a penalty of up to INR 50,000 for:

- Failure to constitute Internal Complaints Committee
- Failure to act upon recommendations of the Complaints Committee; or
- Failure to file an annual report to the District Officer where required; or
- Contravening or attempting to contravene or abetting contravention of the Act or Rules.

Where an employer repeats a breach under the Act, they shall be subject to:

- Twice the punishment or higher punishment if prescribed under any other law for the same offence.
- Cancellation/Withdrawal/Non-renewal of registration/license required for carrying on business or activities.

Monitoring is a critical yardstick to measure success in terms of compliance with the Act. Additionally, it highlights those areas, in terms of law and practice, which may require improvement and/or additional information and guidance at both the State as well as the workplace levels.

Global Norms and Good Practices

Increasing awareness and compliance with international standards is a reminder that we must not lose sight of the goal. Over the years, the international community has developed benchmarks that provide guidance on what the laws around workplace sexual harassment should look like in practice. The key benchmarks are listed below:

1. Recognition that workplace sexual harassment is a form of human rights violation.ⁱ
2. Recognition that sexual harassment is a form of gender-specific violence.ⁱⁱ
3. Equality, dignity and worth of a human person must be emphasized.
4. Gender-based violence includes sexual harassment and impairs the enjoyment by women of several basic human rights and fundamental freedoms.ⁱⁱⁱ Some of these rights include:
 - The right to life, the right to liberty and security of the person.
 - The right to equal protection under the law.
 - The right to the highest standard attainable of physical and mental health.
 - The right to just and favourable conditions of work.^{iv}
5. Eliminating violence against women and advancing women's equality includes the right to be free from workplace sexual harassment.^v
6. Legislation on violence against women should define violence to include sexual harassment. Such legislation should also recognize sexual harassment as a form of discrimination and a violation of women's rights with health and safety consequences.^{vi}
7. The International Labour Organization (ILO) has also drawn specific attention to domestic workers, who have a right to “enjoy effective protection against all forms of abuse, harassment and violence.”^{vii}

In terms of practice, international law and policy frameworks have an important role to play in encouraging the adoption of an understanding of sexual harassment as a fundamental human right and equality issue, and not just a problem for labour/employment law to solve.

Converting these concepts into practice involves constant monitoring and adapting to changing circumstances. As a start, six simple steps to keep in mind and practice in any workplace should involve the following:

1. Make sure there is a policy that has been “effectively” communicated to all workers, irrespective of whether they are paid or volunteers.
2. Display details of both informal and formal ways available to a worker to address/complain about workplace sexual harassment.
3. Undertake orientation on workplace sexual harassment for all workers in respective organizations, establishments or institutions.
4. A Complaints Committee which is trained in terms of skill and capacity is critical for building trust.
5. Encourage senior persons/leaders/supervisors or any person who can influence employment-related decisions, to become role models.
6. Men and women should be included in building a culture which no longer tolerates workplace sexual harassment.

Legally, workplace sexual harassment can no longer be dismissed as some moral transgression. The Vishaka Guidelines raised that bar, when for the first time it recognized “each incident of sexual harassment” as a violation of the fundamental right to equality. That notion has found its way into the Act, which promotes the right of women as citizens to a workplace free of sexual harassment. Complaints Committees at all workplaces are now charged with the role to ensure that the right remains intact, through a fair, informed, user-friendly process of redress.

Prioritising prevention and establishing a redress mechanism, which comprises of 50 per cent women, a woman chair and an external third party expert, is India’s innovative model in responding to working women’s experience of sexual harassment. Assuming adequate changes follow, in both law and practice to meet global benchmarks, that model can evolve into an exemplary best practice. To get there, workplaces in India today, must rise to the requirement of promoting gender equality.

ⁱ General Recommendation 12 of 1989, Committee on the Elimination of All Forms of Discrimination against Women.

ⁱⁱ General Recommendation 19 of 1992, Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

ⁱⁱⁱ Ibid.

^{iv} Article 3, Declaration on the Elimination of Violence against Women, 1993.

^v The Beijing Platform of Action drawn at the United Nations’ Women’s Conference in Beijing in 1995.

^{vi} United Nations UN Division for the Advancement of Women *Handbook for Legislation on Violence Against Women* (UN Handbook).

<http://www.un.org/womenwatch/daw/vaw/handbook/Handbook%20for%20legislation%20on%20violence%20against%20women.pdf>

^{vii} Article 5, ILO Decent Work for Domestic Workers Convention, 2011 (No. 189).





Towards a new dawn

Government of India
Ministry of Women and Child Development



Rules & Regulations of Anti - Ragging Measures as per UGC Regulations

Say **NO** to
Ragging

Adarsha Science, J.B. Arts and Birla Commerce Mahavidyalaya Dhamangaon Rly.

Rules & Regulations of Anti - Ragging Measures as per UGC Regulations

It is brought to the notice of the Institution, students and other various stakeholders that Ragging is a criminal offence. UGC has notified “Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”, in pursuance to the Judgement of the Honorable Supreme Court of India dated 08.05.2009 in civil appeal No. 887/2009 in order to prohibit, prevent and eliminate the scourge of ragging. The regulations have been notified vide no.F.1-16 / 2009 (CPP - II) dated 21.10.2009 and are available on UGC website www.ugc.ac.in.



Objectives:

To prohibit 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 , a fresher or any other student , or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance , hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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 embarrassments so as to adversely affect the physique or psyche of such fresher or 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 fresher or any other student ; and thereby , to eliminate ragging in all its forms from college by prohibiting it under the UGC Regulations ,

preventing its occurrence and punishing those who indulge in ragging , as provided for in above mentioned Regulations and the appropriate law in force .

What Constitutes Ragging?

Clause-3 - Ragging constitutes one or more of any of the following acts:

- a) 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 a fresher or any other student.
- b) Indulging in rowdy or indisciplined 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 fresher or any other student.
- c) 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 fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) 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 fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or 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 fresher.
- j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Clause-7 Action to be taken by the Head of the institution.-

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the

Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of “Ragging”.

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

9. ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:

Clause-9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
- i. Suspension from attending classes and academic privileges.
 - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - iii. Debarring from appearing in any test/ examination or other evaluation process.
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the institution for period ranging from one to four semesters.
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

Revised procedure for students to file online Anti Ragging Affidavit as per D.O. No. F.3-2/2021(ARC) DATED 27th OCT.2021.

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and in compliance of the 2nd Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at either of the two designated web sites, namely, www.antiragging.in and www.amanmovement.org. As part of UGC's initiative towards reduction of compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging Affidavit.

The revised procedure is as follows:

Step 1: A student will submit his/her details on the same web sites (www.antiragging.in and www.amanmovement.org) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging. He/She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same like before).

Step 2: The student will receive an E MAIL with his/her registration number and a web link. The student will forward the link to the E mail of the Nodal officer (dndeofficialarc@gmail.com) in his/her college. (Please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier).

Step 3 : Student shall provide **Anti Ragging Undertaking Reference no** to institution after filling up the form within stipulated time.



HELP LINE NO:

- | | | | |
|----|---|---------------------|------------|
| 1. | Head/Principal of the Institution - Dr. Y. B. Gandole | Principal | 9421737928 |
| 2. | Dr. A. Chinchamatpure | Di., Ph. Ed. | 9970931938 |
| 3. | Dr. A. G. Naranje Head, | Dept. of Comm. | 9579346013 |
| 4. | Dr. Dipak Shrungare | Head, Dept. of Eco. | 9423608667 |
| 5. | Ku.S.F.Kaiser | Student Member | |
| 6. | Ku.P. V. Rathi | Student Member | |
| 7. | TOLL FREE NO: 1800-180-5522 | | |
| 8. | Antiragging Email ID : helpline@antiragging.in | | |

GRIEVANCE REDRESSAL CELL

Adarsha Science, J.B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon rly

GRIEVANCE REDRESSAL CELL

Grievance Redressal Mechanism of the Institute & List of Grievances received.

Institutional Mechanism of Grievance Redressal

The College has various committees to take care of students' welfare and grievances.

- Grievance Redressal Cell
- Student Welfare & SQAC
- Students' Mentoring Cell
- Anti-Ragging Cell & Anti-Sexual Harassment Cell
- Internal Complaints Committee (As per Vishakha Guidelines)

These committees work individually as well as come together to achieve the following common objectives:

- Sensitize the students about the ragging
- Take measures for the prevention of any kind of Ragging related activities either within or outside the college
- Timely resolve the complaints, feedback and other grievances of the student's community
- Develop guidelines and norms for a policy against sexual harassment
- Develop principles and procedures for combating sexual harassment
- Work out details for the implementation of the policy.
- Prepare a detailed plan of actions, both short and long term.
- Organize gender sensitization awareness programmes

Complaint Box is placed prominently on campus where the students can drop their grievances, problems, concerns and suggestions.

Grievances are also discussed through various committees and appropriate steps are taken. The members of the concerned committees Cell meet generally in August, January and whenever required to review

the complaints, if any and suggest appropriate modes of action. The college Discipline and code of conduct is maintained effectively through various committees and departments. Grievances related to examination conducted by the University are handled by the college through the departments as well as the office. The administrative staff has a smooth co-ordination and communication with university as well as students. This saves students time and efforts to visit the university regarding any such issues.



PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
and Commerce Mahavidyalaya
DHAMANGAON Ry.



Adarsha Science, J.B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon rly

Institutional Policy Document for Grievance Redressal

GRIEVANCE REDRESSAL CELL (GRC)

PROCEDURE AND DIRECTIVES FOR FUNCTIONING

A. Objectives

Grievance Redressal Cell of the College is primarily responsible to resolve student related issues or problems. It is also responsible to bring accountability among all the stakeholders in order to maintain quality educational environment within the institute.

Following are the important objectives of GRC:

1. To develop a framework to resolve Grievance redressal of students and other stakeholders.
2. To facilitate students to express their grievances freely without any fear.
3. To have structured interaction with students to gather suggestions or grievances.
4. To identify system flaws and administrative obstructions through grievances and to resolve by bringing in the concerned unit in action.
5. To work in co-ordination with Anti-ragging and Anti-sexual harassment cells to maintain the discipline on campus
5. To work in co-ordination with Anti-ragging and Anti-sexual harassment cells to maintain the discipline on campus.

B. Role and Functions of GRC

The GRC shall exercise the following role and perform the following functions, namely

1. The primary function of this committee is to receive the grievances of the students on the suggestion boxes, Anti-ragging cell, SQAC, Mentoring cell or any other student forums of the college.
2. To hear the grievances of the students in person by giving opportunities, if required.
3. To assess the nature of all complaints/suggestions received relating to the grievances of the students and process them for an amicable solution.
4. To involve other cells/committees like Anti-ragging Cell and Anti-sexual harassment Cell, if the need arises. To hear all the concerned parties and settle grievances amicably, as early as possible.

5. To counsel the students whenever necessary to resolve their grievances. The GRC shall not discuss with any sub-judice grievances.

6. To prepare and submit the recommendations relating to the redressal of grievances to the concerned.

7. To consider and submit recommendations and suggestions in respect of reforms in the working of various sections/units/departments/cells of the College relating to the redressal of grievances of students.

LEGE

8. To prepare Minutes and Action Taken Report of the GRC meetings.

C. Role of the Chairperson of GRC

1) The Principal of College shall be the Chairperson of GRC. In absence of Principal, the In-charge of the College shall be the Chairperson of GRC with prior permission of Management.

2) The Chairperson shall finalize the date of meeting of GRC in discussion with Convener of GRC

3) The Chairperson shall preside over the meeting of GRC

D. Role of the Convener of GRC

1) The Convener shall be the Primary Officer of the GRC. He will be the custodian of all accounts and records, if any, placed at the disposal of the Cell.

2) The Convener shall prepare the Agenda for the meetings of the GRC in consultation with the Chairperson and shall communicate the Agenda with all necessary documents of students to all the members prior to the meeting through an email.

3) He/ She shall also attend the meetings and shall be responsible for maintaining a record of the minutes of the proceedings of the meetings.

4) He/She shall prepare Action Taken Report on the previous meetings of GRC.

5) The Convener shall upload the Decisions/Resolutions/Minutes/Action Taken Report of GRC on the website.

E. Meetings of GRC

The GRC shall meet regularly in order to redress the grievances received from various platforms. If there are no grievances, the GRC shall meet twice every year as directed by the Chairperson on a fixed date and time. An advance notice of the meeting with the 'Agenda of the meeting' must be issued to all the members of GRC prior to the meeting. However, any non-receipt of notice by the members shall not invalidate the proceedings of the meeting. In case of a meeting being called urgently the Notice and Agenda with necessary documents may be distributed to the members during the meeting. The procedure

of any such meeting shall be such as the GRC may determine. In case the grievance is against any of the members of the GRC, the concerned member shall abstain himself from the proceeding on such issue.

F. Venue of the Meeting of GRC

- 1) The Meeting of the GRC shall be held in the premises of the College during the working days and working time of the College.
- 2) The Convener shall communicate venue, date and time of meeting of GRC to all members of GRC and students (If required) who have registered their grievances prior to the meeting.

G. Quorum of the Meeting of GRC

The minimum Quorum for the meeting of GRC shall be two, including Chairperson.

H. Decisions by Majority of the Meeting of GRC

All matters of the GRC shall be decided by majority of the members present and voting, in case of a tie, the person presiding shall have a second or casting vote.

I. Minutes

- 1) The draft Minutes of the meetings shall be prepared by the Convener in consultation with the Chairperson and confirm it from all members.
- 2) The Minutes shall contain a record of the decisions taken and resolutions passed by the GRC in the meeting.

J. Action Taken Report

After the confirmation of the minutes, the Convener shall report to the GRC the Action Taken Report on the resolutions or decisions or directions given in the previous meetings of the GRC.

K. Attendance of Members

Convener shall maintain the record of attendance of each meeting of GRC. Every member shall sign the Attendance sheet during every meeting.

L. Appearance before GRC

The complainant student may appear in person. If he/she is incapable to attend / represent his/her grievances, then his/her representative (preferably parents) other than legal practitioner may be authorized to present his/her case in any proceedings before the GRC.

M. Language of Proceedings of Meetings of GRC LEGE

Preferably English language may be used in the proceedings of meetings of GRC. The complainant student can request for any other language to the GRC

N. Nature of Applications to be entertained by the GRC

The GRC shall consider only the college related common grievances of the students.

O. Submission of Grievances on the Institutional Website

- 1) Any student desiring redressal of his grievance/s may register his/her grievance/s to the committee.
- 2) The student shall fill all the details of grievance in the prescribed format.
- 3) The grievances with insufficient/incomplete information shall not be entertained by GRC.

P. Disposal of Applications

- 1) On receipt of 'Applications of Grievances' from the Students, the convener shall scrutinize the applications in consultation with Chairperson of the GRC and prepare the Agenda of Meeting.
- 2) Non-accepted applications shall be communicated to the student in writing by the Convener.
- 3) The Convener shall communicate the date, time and venue of the Meeting to the students who have registered their grievances on the website before the meeting with the help of administrative staff of the College.
- 4) The Convener may request the applicant student to supply further information as may be necessary and also discuss the grievance personally with the applicant.
- 5) The Convener may request all the parties related to grievance to give clarification in writing with necessary documents and send it to all members through an email along with the Agenda.
- 6) The Convener shall present each complaint before the GRC as per the Agenda with all necessary documents given by the students during the meeting.
- 7) The GRC shall redress all the grievances as per the Agenda by giving an opportunity of hearing to all the concerned parties and by following principles of natural justice.
- 8) The Convener shall communicate a copy of Order/Decision/Resolution to all the students whose grievances are mentioned in the Agenda.

Q. Rejection of Application

- 1) No applications for redressal of grievances shall be entertained, if the GRC is satisfied that:
 - a. The applicant has knowingly submitted false personal details as regards to place of residence, educational qualifications, etc.
 - b. In an application, there is no prima facie case for considering it.
 - c. The Application is frivolous or fictitious.
 - d. The matter is sub-judice in any court of law.

e. If there is gross delay.

f. Having regard to all the circumstances of the case, it is otherwise not reasonable to

Consider the application, statement or furnished false information

2) In case of any false or frivolous complaint, the GRC may recommend appropriate action against the complainant student.

R. Processing of Applications

1) The Convener shall prepare requisite number of sets of all the applications received online/personally from the students and documents of other parties on which complaint has been made and send it to all members of GRC prior to the meeting through an email and handover its hardcopies to all members of GRC at the time of meeting.

2) The GRC shall consider the case on the basis of the noting prepared by the Convener

3) The GRC shall deal with the case on the basis of the Provisions of the Act, Rules, Regulations, Statutes, Ordinances, Circulars and Directions of the University and on the basis of natural justice, equity and good conscience.

4) The GRC shall hear the all the concerned parties related to the complaint in person individually, collectively whatever the requirement of the case by following principles of natural justice.

5) Efforts shall be made to settle the grievances amicably after hearing all parties.

6) Efforts shall be made to settle the grievances within 15 days of its receipt.

S. Consideration of Applications

1) Each member of the GRC shall study the applications/cases sent to them in advance.

2) Applications shall be discussed in the Meeting and further line of action shall be decided.

3) The concerned student/s or any other person or teaching staff or administrative staff or non-teaching staff or official who is concerned with the grievances of the student may be called during the meeting of the GRC whenever necessary and they may be heard in person.

4) If the GRC finds it necessary it may refer any matter to an expert and obtain his/her opinion.

5) After following all the procedures enumerated under sub-rules R. (1) to (4) above, the GRC may formulate its recommendations on the Application.

T. Recommendations for Final Action

1) The Chairperson and Convener shall ensure that the decisions made during the meeting of GRC is communicated and Implemented on top priority basis.

- 2) The Convener shall communicate a copy of Order/Decision/Resolution to all the students whose grievances were mentioned in the Agenda.
- 3) The Convener shall upload the Decisions/Resolutions/Minutes/Action Taken Report of GRC on the website.
- 4) If the GRC comes to the conclusion that any of the employees/officials is involved in misconduct, they can recommend departmental enquiry against him/her.

U. Pursuing the Matter

- 1) The Chairperson and the Convener shall communicate or keep in touch with the concerned sections/units/departments/cells and see that the decision is immediately implemented.
- 2) After the decision is finally implemented the same shall be incorporated in the Action Taken Report and submit it to all the members of GRC at the next meeting.
- 3) The Convener shall upload the Decisions/Resolutions/Minutes/Action Taken Report of GRC on the website.

V. Miscellaneous:

The Chairperson and members of GRC shall give due publicity to the functioning of the GRC through various modes of publicity like, Website, Prospectus, Notices, Electronic Gadgets, etc. for the information of the Students, Teaching Staff, Administrative Staff and Non- Teaching Staff.



PRINCIPAL

Adarsha Science,
Nirramdas Bhagchand Arts
Commerce Mahavidyalaya
DUMRANGAON Rly.







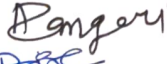



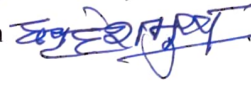
**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon
Railway.**

Grievance Redressal Cell

MEETING (2017-18)


A meeting of grievance redressal cell is called on 19/08/2017 at 3.00 pm in the department of Zoology. All the respected committee members are requested to attend the meeting.

Committee Members

1. Shri J. G. Suryawanshi 
2. Dr. S. D. Patil 
3. Dr. A. G. Naranje 
4. Dr. M. Y. Kopulwar 
5. Dr. A. N. Rangari 
7. Ku. Y. N. Bire 
8. Shri D. S. Laskari 
9. Shri. D. G. Mendhe 
10. Shri. D. P. Deshmukh 

Date:15.08.17


In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Ry.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Grievance Redressal Cell (2017-18)

The meeting of **Grievance Redressal Cell** has been conducted on 19.08.2017 at 3.00 p. m. in the department of zoology. The following members of the committee were present for the meeting.

1. Dr. S. D. Patil



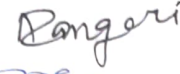
2. Dr. A. G. Naranje



3. Dr. M. Y. Kopulwar



4. Dr. A. N. Rangari



5. Ku. Y. N. Bire



6. Shri. D. S. Lakshari



7. Shri. D. G. Mendhe



8. Shri D. P. Deshmukh



9. Shri. Jitendra Suryawanshi




In the meeting students problems and suggestions received were discussed. Students raised problems regarding change of group and to issue bonafide certificate as early as possible to avail the bus facility. The concerning authority were directed to do the needful with the permission of principle.

Meeting was ended with vote of thanks.



- In-Charge



PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.










**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon
Railway.**

Grievance Redressal Cell

MEETING (2017-18)


A meeting of grievance redressal cell is called on 20.01.18 at 3.00 pm in the department of Zoology. All the respected committee members are requested to attend the meeting.

Committee Members

1. Shri J. G. Suryawanshi 
2. Dr. S. D. Patil 
3. Dr. A. G. Naranje 
4. Dr. M. Y. Kopolwar 
5. Dr. A. N. Rangari 
7. Ku. Y. N. Bire 
8. Shri D. S. Laskari 
9. Shri. D. G. Mendhe 
10. Shri. D. P. Deshmukh 

Date:15.01.18




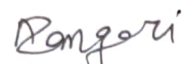






In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon
Railway**

Minutes of the meeting of Grievance Redressal Cell (2017-18)


The meeting of **Grievance Redressal Cell** has been conducted on 20.01.2018 at 3.00 p. m. in the department of zoology. The following members of the committee were present for the meeting.

1. Dr. S. D. Patil 
2. Dr. A. G. Naranje 
3. Dr. M. Y. Kopolwar 
4. Dr. A. N. Rangari 
5. Ku. Y. N. Bire 
6. Shri. D. S. Lakshari 
7. Shri. D. G. Mendhe 
8. Shri D. P. Deshmukh 
9. Shri. Jitendra Suryawanshi 

In the meeting students problems like cleanliness of ladies common room and toilet and rescheduling of lectures as per bus timings were discussed. The cleanliness staff of the college were asked to clean the toilet and common room on regular basis and the problem of lecture timings was handed over to time table committee for necessary action.

Meeting was ended with vote of thanks.


In-Charge


PRINCIPAL
Adarsha Science,
Jairandas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.





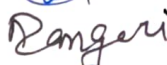




**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon
Railway.**

Grievance Redressal Cell

MEETING (2018-19)

A meeting of grievance redressal cell is called on 14.08.18 at 3.00 pm in the department of Zoology. All the respected committee members are requested to attend the meeting.

Committee Members

1. Shri J. G. Suryawanshi 
2. Dr. S. D. Patil 
3. Dr. A. G. Naranje 
4. Dr. M. Y. Kopolwar 
5. Dr. A. N. Rangari 
7. Ku. Y. N. Bire 
8. Shri D. S. Laskari 
9. Shri. D. G. Mendhe 
10. Shri. D. P. Deshmukh 

Date:10.08.18



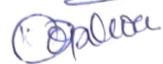







In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Grievance Redressal Cell (2018-19)

The meeting of **Grievance Redressal Cell** has been conducted on 14.08.2018 at 3.00 p. m. in the department of zoology. The following members of the committee were present for the meeting.

1. Dr. S. D. Patil 
2. Dr. A. G. Naranje 
3. Dr. M. Y. Kopolwar 
4. Dr. A. N. Rangari 
5. Ku. Y. N. Bire 
6. Shri. D. S. Lakshari 
7. Shri. D. G. Mendhe 
8. Shri D. P. Deshmukh 
9. Shri. Jitendra Suryawanshi 

In the meeting students problem regarding undervaluation of answer scripts were discussed and students were asked to go for rechecking. Remedial committee has asked to start remedial coaching in botany and chemistry.

Meeting was ended with vote of thanks.


In-Charge



PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.



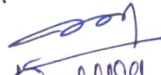
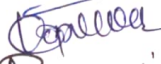
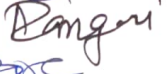




**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon
Railway.**

Grievance Redressal Cell

MEETING (2018-19)

A meeting of grievance redressal cell is called on 21.01.19 at 3.00 pm in the department of Zoology. All the respected committee members are requested to attend the meeting.

Committee Members

1. Shri J. G. Suryawanshi 
2. Dr. S. D. Patil 
3. Dr. A. G. Naranje 
4. Dr. M. Y. Kopolwar 
5. Dr. A. N. Rangari 
7. Ku. Y. N. Bire 
8. Shri D. S. Laskari 
9. Shri. D. G. Mendhe 
10. Shri. D. P. Deshmukh 

Date:15.01.19



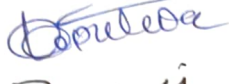


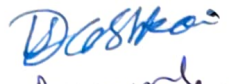




In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Grievance Redressal Cell (2018-19)


The meeting of **Grievance Redressal Cell** has been conducted on 21.01.2019 at 3.00 p. m. in the department of zoology. The following members of the committee were present for the meeting.

1. Dr. S. D. Patil 
2. Dr. A. G. Naranje 
3. Dr. M. Y. Kopolwar 
4. Dr. A. N. Rangari 
5. Ku. Y. N. Bire 
6. Shri. D. S. Lakshari 
7. Shri. D. G. Mendhe 
8. Shri D. P. Deshmukh 
9. Shri. Jitendra Suryawanshi 

In the meeting last issues were discussed as they were properly solved or not. Again the problem of toilet cleaning was raised along with the improvement in canteen facility. The problems were communicated with the principle for necessary action.

Meeting was ended with vote of thanks.


In-Charge


PRINCIPAL
Adarsha Science,
Jalramdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.


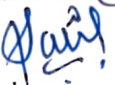

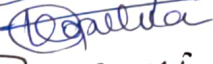
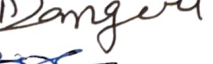




**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon
Railway.**

Grievance Redressal Cell

MEETING (2019-20)

A meeting of grievance redressal cell is called on 10/08/2019 at 3.00 pm in the department of Zoology. All the respected committee members are requested to attend the meeting.


Committee Members

1. Shri J. G. Suryawanshi 
2. Dr. S. D. Patil 
3. Dr. A. G. Naranje 
4. Dr. M. Y. Kopulwar 
5. Dr. A. N. Rangari 
7. Ku. Y. N. Bire 
8. Shri D. S. Laskari 
9. Shri. D. G. Mendhe 
10. Shri. D. P. Deshmukh 

Date:05.08.19




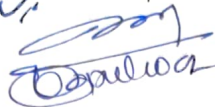
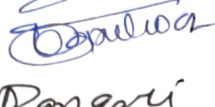
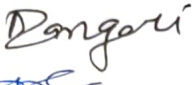





In-Charge


PRINCIPAL
Adarsha Science,
Jairam Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Ry.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**


Minutes of the meeting of Grievance Redressal Cell (2019-20)

The meeting of **Grievance Redressal Cell** has been conducted on 10.08.2019 at 3.00 p. m. in the department of zoology. The following members of the committee were present for the meeting.

1. Dr. S. D. Patil 
2. Dr. A. G. Naranje 
3. Dr. M. Y. Kopolwar 
4. Dr. A. N. Rangari 
5. Ku. Y. N. Bire 
6. Shri. D. S. Lakshari 
7. Shri. D. G. Mendhe 
8. Shri D. P. Deshmukh 
9. Shri. Jitendra Suryawanshi 

The meeting started with the updates of last meeting. The issue of timings for internal assessment test was discussed. Some of the students were asking for study tour. It was decided to call a meeting of head of the departments to discuss the above issues.

Meeting was ended with vote of thanks.


In-Charge


PRINCIPAL
Adarsha Science,
Jatramdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.




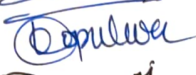
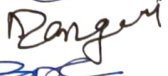




**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon
Railway.**

Grievance Redressal Cell

MEETING (2019-20)

A meeting of grievance redressal Cell is called on 06.01.2020 at 3.00 pm in the department of Zoology. All the respected committee members are requested to attend the meeting.

Committee Members

1. Shri J. G. Suryawanshi 
2. Dr. S. D. Patil 
3. Dr. A. G. Naranje 
4. Dr. M. Y. Kopulwar 
5. Dr. A. N. Rangari 
7. Ku. Y. N. Bire 
8. Shri D. S. Laskari 
9. Shri. D. G. Mendhe 
10. Shri. D. P. Deshmukh 

Date:31.12.19


In-Charge


PRINCIPAL
Adarsha Science,
Jalranga Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Grievance Redressal Cell (2019-20)

The meeting of **Grievance Redressal Cell** has been conducted on 06.01.2020 at 3.00 p. m. in the department of zoology. The following members of the committee were present for the meeting.

1. Dr. S. D. Patil

2. Dr. A. G. Naranje

3. Dr. M. Y. Kopolwar

4. Dr. A. N. Rangari

5. Ku. Y. N. Bire

6. Shri. D. S. Lakshari

7. Shri. D. G. Mendhe

8. Shri D. P. Deshmukh

9. Shri. Jitendra Suryawanshi

The meeting was regarding starting of online remedial classes and to improve the library seating arrangement. As the students are from the rural areas a technical issue of internet was discussed.

Meeting was ended with vote of thanks.


In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon
Railway.**

Grievance Redressal Cell

MEETING (2020-21)

A meeting of grievance redressal cell is called on 14.08.20 at 3.00 in online mode. All the respected committee members are requested to attend the meeting.

Committee Members

1. Shri J. G. Suryawanshi

2. Dr. S. D. Patil

3. Dr. A. G. Naranje

4. Dr. M. Y. Kopolwar

5. Dr. A. N. Rangari

7. Ku. Y. N. Bire

8. Shri D. S. Laskari

9. Shri. D. G. Mendhe

10. Shri. D. P. Deshmukh

Date:04.08.20




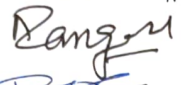






In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Grievance Redressal Cell (2020-2021)

The meeting of **Grievance Redressal Cell** has been conducted on 14.08.2020 at 3.00 p. m. in the department of zoology (Online mode). The following members of the committee were present for the meeting.


1. Dr. S. D. Patil 
2. Dr. A. G. Naranje 
3. Dr. M. Y. Kopolwar 
4. Dr. A. N. Rangari 
5. Ku. Y. N. Bire 
6. Shri. D. S. Lakshari 
7. Shri. D. G. Mendhe 
8. Shri D. P. Deshmukh 
9. Shri. Jitendra Suryawanshi 

No grievances were received in 20-21 except online classes conduction and online problems of learning.

Meeting was ended with vote of thanks.



In-Charge



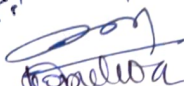
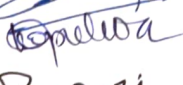






PRINCIPAL
Adarsha Science,
Jairajdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon
Railway.**

**Grievance Redressal Cell
MEETING (2020-21)**


A meeting of grievance redressal cell is called on 25.01.21 at 3.00 pm in the department of Zoology. All the respected committee members are requested to attend the meeting.

Committee Members

1. Shri J. G. Suryawanshi 
2. Dr. S. D. Patil 
3. Dr. A. G. Naranje 
4. Dr. M. Y. Kopolwar 
5. Dr. A. N. Rangari 
7. Ku. Y. N. Bire 
8. Shri D. S. Laskari 
9. Shri. D. G. Mendhe 
10. Shri. D. P. Deshmukh 

Date: 21.01.21


In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Birla and Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Ry.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Grievance Redressal Cell (20-21)

The meeting of **Grievance Redressal Cell** has been conducted on 25.01.2021 at 3.00 p. m. in the department of zoology (Online mode). The following members of the committee were present for the meeting.

1. Dr. S. D. Patil

2. Dr. A. G. Naranje

3. Dr. M. Y. Kopolwar

4. Dr. A. N. Rangari

5. Ku. Y. N. Bire

6. Shri. D. S. Lakshari

7. Shri. D. G. Mendhe

8. Shri D. P. Deshmukh

9. Shri. Jitendra Suryawanshi

In the meeting, online lecture timing flexibility was discussed along with online mode of internal assessment activity.

Meeting was ended with vote of thanks.



In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas J. B. Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.



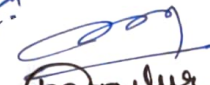
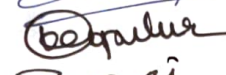





**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon
Railway.**

Grievance Redressal Cell

MEETING (2021-22)

A meeting of grievance redressal cell is called on 09.10.21 at 3.00 pm in the department of Zoology. All the respected committee members are requested to attend the meeting.


Committee Members

1. Shri J. G. Suryawanshi 
2. Dr. S. D. Patil 
3. Dr. A. G. Naranje 
4. Dr. M. Y. Kopolwar 
5. Dr. A. N. Rangari 
7. Ku. Y. N. Bire 
8. Shri D. S. Laskari 
9. Shri. D. G. Mendhe 
10. Shri. D. P. Deshmukh 

Date: 04.10.21




In-Charge



PRINCIPAL
Adarsha Science,
Jairamdas and Bichand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

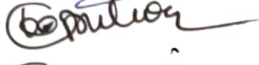
**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

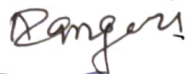
Minutes of the meeting of Grievance Redressal Cell (21-22)


The meeting of **Grievance Redressal Cell** has been conducted on 09.10.2021 at 3.00 p. m. in the department of zoology. The following members of the committee were present for the meeting.


1. Dr. S. D. Patil 


2. Dr. A. G. Naranje 


3. Dr. M. Y. Kopolwar 


4. Dr. A. N. Rangari 

5. Ku. Y. N. Bire 

6. Shri. D. S. Lakshari 

7. Shri. D. G. Mendhe 


8. Shri D. P. Deshmukh 

9. Shri. Jitendra Suryawanshi 

In the meeting, common problems like toilet cleaning, cleaning of dust bins, etc were discussed.

Meeting was ended with vote of thanks.


In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.


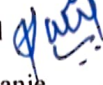
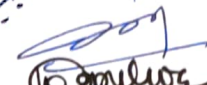
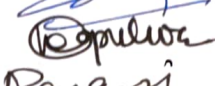
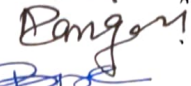




**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway.**

Grievance Redressal Cell

MEETING (2021-22)

A meeting of grievance redressal cell is called on 20.01.22 at 3.00 pm in the department of Zoology. All the respected committee members are requested to attend the meeting.

Committee Members

1. Shri J. G. Suryawanshi 
2. Dr. S. D. Patil 
3. Dr. A. G. Naranje 
4. Dr. M. Y. Kopolwar 
5. Dr. A. N. Rangari 
7. Ku. Y. N. Bire 
8. Shri D. S. Laskari 
9. Shri. D. G. Mendhe 
10. Shri. D. P. Deshmukh 

Date: 14.01.22


In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Grievance Redressal Cell (2021-22)

The meeting of Grievance Redressal Cell has been conducted on 20.01.2022 at 3.00 p. m. in the department of zoology. The following members of the committee were present for the meeting.

1. Dr. S. D. Patil

2. Dr. A. G. Naranje

3. Dr. M. Y. Kopolwar

4. Dr. A. N. Rangari

5. Ku. Y. N. Bire

6. Shri. D. S. Lakshari

7. Shri. D. G. Mendhe

8. Shri D. P. Deshmukh

9. Shri. Jitendra Suryawanshi

In the meeting the points discussed were remedial coaching from examination point of view and to conduct regular unit tests.

Meeting was ended with vote of thanks.



In-Charge



PRINCIPAL
Adarsha Science,
Jairam Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

INTERNAL COMPLAINT COMMITTEE

Policy document

The Internal Complaints Committee (ICC) is established in Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon Railway on 07.07.2017 under the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015. It comprises students, a Presiding Officer, two or three faculty members from each faculty, and one outside member from a non-governmental organization or association committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

Objective of Internal Complaints Committee:

- To provide a safe and secure work environment to every female worker and girls students
- To take consistent action for prevention, prohibition and redressal of complaints received regarding sexual harassment and gender discrimination of women personnel at the workplace.
- To make recommendations to the management to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees.
- To forceful implementation of the policies relating to the prevention of sexual harassment
- Strive to resolve complaints by the aggrieved complainant, and henceforth, recommend actions to be taken by the employer.

ICC in Adarsha Mahavidyalaya deals with cases of sexual harassment of the students or employees in the college and provides mechanism of dispute redressal.

Its promoters the empowerment of women and has zero tolerance for any kind of sexual harassment. ICC diligently works towards providing a secure environment to students, teaching and non-teaching staff. Complaint boxes have been placed in the college premises.

Sexual Harassment defined as:

"An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and induces any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely:

- Any unwelcome physical, verbal or non-verbal conduct of sexual nature
- Demand or request for sexual favors
- Making sexually colored remarks
- Physical contact and advances
- Showing pornography".

Internal Complaints Committee Members (2017-18)

Sr. No.	Name of the Member	Designation	Phone Number
1	Dr. Y. B. Gandole, Principal	Presiding Officer	9421737928
2	Dr. Anand Naranje, IQAC Co-ordinator	Member	9579346013
3	Ku. Madhuri Kopulwar, Director, Physical Education	Member	9823333699
4	Ku. Ashwina Rangari, Dept. of Math	Member	9403116400
5	Dr. Sanjay Patil, Dept. of English	Member	9822270208
6	Dr. Dipak Shrungare, Dept. of Economics	Member	9423608667
7	Chetan Kothari Social Worker	Member	9423425571
8	Ku. Anushri Nagpure Student. B.Sc.(Zoology) Student	Member	9112808312

Internal Complaints Committee Members (2018-19)

Sr. No.	Name of the Member	Designation	Phone Number
1	Dr. Y. B. Gandole, Principal	Presiding Officer	9421737928
2	Dr. Anand Naranje, IQAC Co-ordinator	Member	9579346013
3	Ku. Madhuri Kopulwar, Director, Physical Education	Member	9823333699
4	Ku. Ashwina Rangari, Dept. of Math	Member	9403116400
5	Dr. Sanjay Patil, Dept. of English	Member	9822270208
6	Dr. Dipak Shrungare, Dept. of Economics	Member	9423608667
7	Chetan Kothari Social Worker	Member	9423425571
8	Mr.Yuvraj Soni Student. B.Sc.(Zoology) Student	Member	9112808312

Internal Complaints Committee Members (2019-20)

Sr. No.	Name of the Member	Designation	Phone Number
1	Dr. Y. B. Gandole, Principal	Presiding Officer	9421737928
2	Dr. Anand Naranje, IQAC Co-ordinator	Member	9579346013

3	Ku. Madhuri Kopulwar , Director, Physical Education	Member	982333699
4	Ku. Ashwina Rangari , Dept. of Math	Member	9403116400
5	Dr. Sanjay Patil , Dept. of English	Member	9822270208
6	Dr. Dipak Shrungare , Dept. of Economics	Member	9423608667
7	Chetan Kothari Social Worker	Member	9423425571
8	Ku. Megha Panpaliya Student, M.Com. (Commerce) Student	Member	9112808312

Internal Complaints Committee Members (2020-21)

Sr. No.	Name of the Member	Designation	Phone Number
1	Dr. Y. B. Gandole , Principal	Presiding Officer	9421737928
2	Dr. Anand Naranje , IQAC Co-ordinator	Member	9579346013
3	Ku. Madhuri Kopulwar , Director, Physical Education	Member	982333699
4	Ku. Ashwina Rangari , Dept. of Math	Member	9403116400
5	Dr. Sanjay Patil , Dept. of English	Member	9822270208
6	Dr. Dipak Shrungare , Dept. of Economics	Member	9423608667
7	Chetan Kothari Social Worker	Member	9423425571
8	Ku. Anju Dhanake Student, B.Sc. (Zoology) Student	Member	9112808312

Internal Complaints Committee Members (2021-22)

Sr. No.	Name of the Member	Designation	Phone Number
1	Dr. Y. B. Gandole , Principal	Presiding Officer	9421737928
2	Dr. Anand Naranje , IQAC Co-ordinator	Member	9579346013
3	Ku. Madhuri Kopulwar , Director, Physical Education	Member	982333699
4	Ku. Ashwina Rangari , Dept. of Math	Member	9403116400
5	Dr. Sanjay Patil , Dept. of English	Member	9822270208
6	Dr. Dipak Shrungare , Dept. of Economics	Member	9423608667
7	Chetan Kothari Social Worker	Member	9423425571
8	Mr. Prajwal Arekar Student, B.Com. (Commerce) Student Representative	Member	

Functions of the Internal Complaints Committee

The Internal Complaints Committee once constituted, plays a pivotal role in the effective implementation of the provisions at the workplace. A general list of duties of the Committee is enumerated as follows:

- Implementation of the Anti-Sexual Harassment Policy at the workplace
- Submit an Annual Report (Including details like the number of case files at their disposal, etc.)
- Bring about awareness about what comprises 'sexual harassment' at the workplace by way of workshops, posters, documents, notices, seminars, etc.
- Publicize the policy framework effectively

- Provide the victims with a safe and accessible mechanism of complaint
- Initiation of inquiry at the earliest
- Redress the complaints in a judicious manner
- Provide interim relief to the complainant
- Provide an opportunity for conciliation wherever possible
- Stick to the principles of natural justice at all stages of the proceedings Whenever required, forward the complaint to the peace
- Submit the inquiry report along with recommendations
- Maintain confidentiality in regard to the proceedings taking place before the Committee

Timeline of the Complaint

- Submission of Complaint-Within 3 months of last incident
- Notice to the Respondent-Within 7 days of receiving a copy of the complaint
- Completion of Inquiry-Within 90 days
- Submission of Report-Within 10 days of completion of the inquiry
- Implementation of Recommendations-Within 60 days
- Appeal-Within 90 days of the recommendations

We commit ourselves to a zero-tolerance policy towards sexual harassment and reinforce our commitment to making our campus free from discrimination, harassment, and retaliation or sexual assault at all levels. If a student, faculty member or non-faculty staff member faces any discomfort under the above-mentioned heads, he or she can directly approach the committee.

An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident, and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaints Committee shall render all reasonable assistance to the person for making the complaint in writing. For the reasons accorded in the writing, the ICC could extend the time limit by a period not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period. Friends, relatives, colleagues, co-students, a psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

The complainant may contact the committee members through the given e-mail ID or phone numbers.



PRINCIPAL
Aderasha Science,
Jalendra Das Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.



Anti Ragging Committee

FORMATION OF ANTI-RAGGING COMMITTEE FOR YEAR 2017-18

Anti-ragging committee has been constituted for taking suitable measures to resolve issue in the college premises/Hostels/Canteen / Transport Bus for the academic year 2017-18.

The Committee Members are as follows: (2017-18)

Sr.	Name of Members	Designation	Contact No.	Responsibility	E-Mail ID
1	Dr. Y. B. Gandole	Principal	9421737928	Chairman	Amvdmn2010@gmail.com
2	Dr. A. Chinchamatpure	Di., Ph. Ed.	9970931938	Member Secretary	
3	Dr. A. G. Naranje	Head, Dept. of Comm.	9579346013	Member	
4	Dr. Dipak Shrungare	Head, Dept. of Eco.	9423608667	Member	
5	Ku. S. V. Mahalle	Student		Student	
6	Ku. S. R. Deshpande	Student		Student	

The Committee will meet once in month to discuss & review the situation and initiate effective measures against the report given by the Anti-Ragging Committee.

FORMATION OF ANTI-RAGGING COMMITTEE FOR YEAR 2018-19

Anti-ragging committee has been constituted for taking suitable measures to resolve issue in the college premises/Hostels/Canteen / Transport Bus for the academic year 2018-19.

The Committee Members are as follows:

Sr.	Name of Members	Designation	Contact No.	Responsibility	E-Mail ID
1	Dr. Y. B. Gandole	Principal	9421737928	Chairman	Amvdmn2010@gmail.com
2	Dr. A. Chinchamatpure	Di., Ph. Ed.	9970931938	Member Secretary	
3	Dr. A. G. Naranje	Head, Dept. of Comm.	9579346013	Member	
4	Dr. Dipak Shrungare	Head, Dept. of Eco.	9423608667	Member	
5	Ku. M. S. Mokati	Student		Student	
6	Ku. P. R. Dable	Student		Student	

The Committee will meet once in month to discuss & review the situation and initiate effective measures against the report given by the Anti-Ragging Committee.

FORMATION OF ANTI-RAGGING COMMITTEE FOR YEAR 2019-20

Anti-ragging committee has been constituted for taking suitable measures to resolve issue in the college premises/Hostels/Canteen / Transport Bus for the academic year 2019-20.

The Committee Members are as follows:

Sr.	Name of Members	Designation	Contact No.	Responsibility	E-Mail ID
1	Dr. Y. B. Gandole	Principal	9421737928	Chairman	Amvdmn2010@gmail.com
2	Dr. A. Chinchamatpure	Di., Ph. Ed.	9970931938	Member Secretary	
3	Dr. A. G. Naranje	Head, Dept. of Comm.	9579346013	Member	
4	Dr. Dipak Shrungare	Head, Dept. of Eco.	9423608667	Member	
5	Ku.S.F.Kaiser	Student		Student	
6	Ku.P. V. Rathi	Student		Student	

The Committee will meet once in month to discuss & review the situation and initiate effective measures against the report given by the Anti-Ragging Committee.

FORMATION OF ANTI-RAGGING COMMITTEE FOR YEAR 2020-21

Anti-ragging committee has been constituted for taking suitable measures to resolve issue in the college premises/Hostels/Canteen / Transport Bus for the academic year 2020-21.

The Committee Members are as follows:

Sr.	Name of Members	Designation	Contact No.	Responsibility	E-Mail ID
1	Dr. Y. B. Gandole	Principal	9421737928	Chairman	Amvdmn2010@gmail.com
2	Dr. A. Chinchamatpure	Di., Ph. Ed.	9970931938	Member Secretary	
3	Dr. A. G. Naranje	Head, Dept. of Comm.	9579346013	Member	
4	Dr. Dipak Shrungare	Head, Dept. of Eco.	9423608667	Member	
5	Ku. Pradnya Wasnik	Student		Student	
6	Ku. Pratiksha Wakil	Student		Student	

The Committee will meet once in month to discuss & review the situation and initiate effective measures against the report given by the Anti-Ragging Committee.

ANTI-RAGGING COMMITTEE FORMATION AND POLICY DOCUMENTS

Anti-Ragging committee should be the one of the important part of Educational Institution's mechanism. As per the guidelines of (UGC) under the Act of 1956, this is modified as UGC regulations on curbing the menace of ragging in Higher Educational Institutions. 2009 establishment of Anti-Ragging Committee is very compulsory.

Objectives of Anti- ragging Committee

Anti-ragging Committee will be the supervisory and advisory committee in preserving a culture of Ragging free Environment in the college campus. The main objectives of this cell are as follows.

1. To aware the students of dehumanizing effect of ragging inherent in its perversity.
2. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
3. Too promptly and stringently deal with the incidents of ragging brought to our notice.
4. To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated any act of ragging shall not go unnoticed and unpunished.
5. Any act of Physical abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.
7. Any act of injury or infringement of the fundamental right to the human dignity.
8. Any act of wrongful confinement, kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

Punishment to those found guilty

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be libel tone or more of the following punishments.

1. Debarring from appearing in any sessional test / university Examination.
2. Suspension from attending classes and academic privileges.
3. Withdrawing scholarships and other benefits.
4. Suspension from the college.
5. Cancellation of the admission.
6. With holding the result.

FORMATION OF ANTI-RAGGING COMMITTEE FOR YEAR 2021-22

Anti-ragging committee has been constituted for taking suitable measures to resolve issue in the college premises/Hostels/Canteen / Transport Bus for the academic year 2021-22.

The Committee Members are as follows:

Sr.	Name of Members	Designation	Contact No.	Responsibility	E-Mail ID
1	Dr. Y. B. Gandole	Principal	9421737928	Chairman	Amvdmn2010@gmail.com
2	Dr. A. Chinchamatpure	Di., Ph. Ed.	9970931938	Member Secretary	
3	Dr. A. G. Naranje	Head, Dept. of Comm.	9579346013	Member	
4	Dr. Dipak Shrungare	Head, Dept. of Eco.	9423608667	Member	
5	Gayatri Pradip Nikam	Student		Student	
6	Gayatri P. Bante	Student		Student	

The Committee will meet once in month to discuss & review the situation and initiate effective measures against the report given by the Anti-Ragging Committee.


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Ry.



COMPLAINTS DETAILS

Name of Complainant: -----
Class : -----
Department : -----
Nature of Ragging : -----


Undertaking,

:I here declare that the information furnished above by me is true and accurate. Further, I understand that disciplinary action can be taken against me if the above allegations are found incorrect or malicious.

Signature of the Complainant

Date:

Link for Complaint: <https://forms.gle/GU9PM1jZrWupPVpx6>


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
and Commerce Mahavidyalaya
DHAMANGAON Ry.



Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,

Dhamangaon Railway

(Anti-Ragging Committee)

Session-2017-18

Meeting Notice

Following members are hereby informed to remain present for the meeting on Saturday 12.08.2017 at 1:00 pm in Zoology Department.

1. Dr. Y. B. Gandole



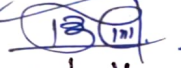
2. Dr. A. Chinchamatpure



3. Dr. A. G. Naranje



4. Dr. Dipak Shrungare



5. Ku. S. V. Mahalle

S.V. Mahalle

Date : 12.08.2017



ICC In-Charge



PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
and Commerce Mahavidyalaya
DHAMANGAON Ry.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Anti-Ragging Committee (17-18)

The meeting of Anti-Ragging Committee has been held on 12.08.2017. Following members were present for the meeting.

1. Dr. Y. B. Gandole

2. Dr. A. Chinchamatpure

3. Dr. A. G. Naranje


4. Dr. Dipak Shrungare

5. Ku. S. V. Mahalle S.V. Mahalle

The meeting was started with the principles address note. No Complaints were received. All heads of the departments will be asked to take observe any activity regarding ragging in the campus.

The meeting was ended with vote of thanks.


In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,

Dhamangaon Railway

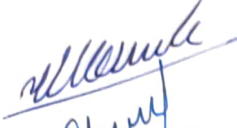
(Anti-Ragging Committee)

Session-2018-19

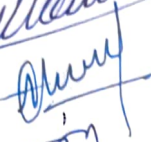
Meeting Notice

Following members are hereby informed to remain present for the meeting on Saturday Date 20.10.2018 at 1:00 pm in Zoology Department.

1. Dr. Y. B. Gandole



2. Dr. A. Chinchamatpure



3. Dr. A. G. Naranje



4. Dr. Dipak Shrugare



5. Ku. Mahak Mokati

Mokati

Date : 18.10.2018



ICC In-Charge



PRINCIPAL

Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Anti -Ragging Committee (18-19)

The meeting of Anti-Ragging Committee has been held on 20.10.18 Following members were present for the meeting.

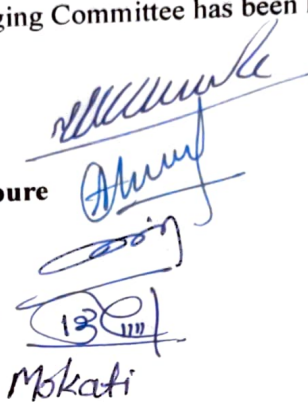
1. Dr. Y. B. Gandole

2. Dr. A. Chinchamatpure

3. Dr. A. G. Naranje


4. Dr. Dipak Shrungare


5. Ku. Mahak Mokati


Handwritten signatures corresponding to the list of members: Gandole, Chinchamatpure, Naranje, Shrungare, and Mokati.

The meeting was started with the principles address note. No Complaints were received. All heads of the departments will be asked to take observe any activity regarding ragging in the campus.

The meeting was ended with vote of thanks.


In-Charge


PRINCIPAL
Adarsha Science,
Vairamdas Bhagchand Arts
Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

(Anti-Ragging Committee)

Session-2019-20

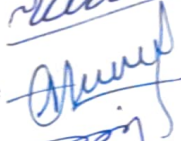
Meeting Notice

Following members are hereby informed to remain present for the meeting on Saturday Date 12.10.19 at 1:00 pm in Zoology Department.

1. Dr. Y. B. Gandole



2. Dr. A. Chinchamatpure



3. Dr. A. G. Naranje



4. Dr. Dipak Shrungare



5. Ku. Parul Rathi



Date : 10.10.19



ICC In-Charge


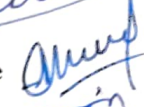





PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Anti -Ragging Committee (19-20)


The meeting of Anti-Ragging Committee has been held on 12.10.19. Following members were present for the meeting.

1. Dr. Y. B. Gandole 
2. Dr. A. Chinchamatpure 
3. Dr. A. G. Naranje 
4. Dr. Dipak Shrungare 
5. Ku. Parul Rathi 

The meeting was started with the principles address note. No Complaints were received. All heads of the departments will be asked to take observe any activity regarding ragging in the campus.

The meeting was ended with vote of thanks.


In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,

Dhamangaon Railway

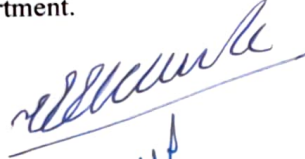
(Anti-Ragging Committee)

Session-2020-21

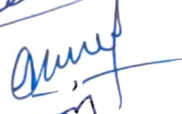
Meeting Notice

Following members are hereby informed to remain present for the meeting on Friday Date 05.02.21 at 1:00 pm in Zoology Department.

1. Dr. Y. B. Gandole



2. Dr. A. Chinchamatpure



3. Dr. A. G. Naranje



4. Dr. Dipak Shrugare



5. Ku. Pradnya Wasnik



Date : 03.02.21



ICC In-Charge

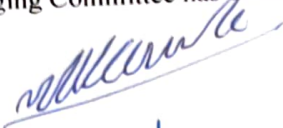


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Ry.

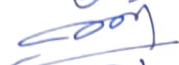
**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Anti-Ragging Committee (20-21)

The meeting of Anti-Ragging Committee has been held on 05.02.21. Following members were present for the meeting.

1. Dr. Y. B. Gandole 

2. Dr. A. Chinchamatpure 

3. Dr. A. G. Naranje 


4. Dr. Dipak Shrungare 

5. Ku. Pradny Wasnik 

The meeting was started with the principles address note. No Complaints were received. All heads of the departments will be asked to take observe any activity regarding ragging in the campus.

The meeting was ended with vote of thanks.


In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

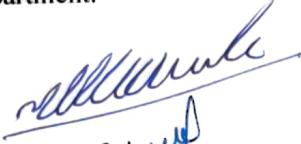
(Anti-Ragging Committee)

Session-2021-22

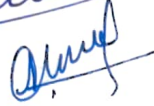
Meeting Notice

Following members are hereby informed to remain present for the meeting on Saturday Date 16.10.21 at 1:00 pm in Zoology Department.

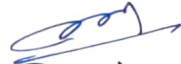
1. Dr. Y. B. Gandole



2. Dr. A. Chinchamatpure



3. Dr. A. G. Naranje



4. Dr. Dipak Shrungare



5. Ku. Gayatri Bante



Date : 11.10.21



ICC In-Charge



PRINCIPAL
Adarsha Science,
Jairamdas Birla Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Anti-Ragging Committee (21-22)

The meeting of Anti-Ragging Committee has been held on 16.10.21. Following members were present for the meeting.

1. Dr. Y. B. Gandole

2. Dr. A. Chinchamatpure


3. Dr. A. G. Naranje

4. Dr. Dipak Shrungare

5. Ku. Gayatri Bante

The meeting was started with the principles address note. All heads of the departments will be asked to take observe any activity regarding ragging in the campus.

The meeting was ended with vote of thanks.


In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

Internal Complaint Committee

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

INTERNAL COMPLAINT COMMITTEE

Policy document

The Internal Complaints Committee (ICC) is established in Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya, Dhamangaon Railway on 07.07.2017 under the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015. It comprises students, a Presiding Officer, two or three faculty members from each faculty, and one outside member from a non-governmental organization or association committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

Objective of Internal Complaints Committee:

- To provide a safe and secure work environment to every female worker and girls students
- To take consistent action for prevention, prohibition and redressal of complaints received regarding sexual harassment and gender discrimination of women personnel at the workplace.
- To make recommendations to the management to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees.
- To forceful implementation of the policies relating to the prevention of sexual harassment
- Strive to resolve complaints by the aggrieved complainant, and henceforth, recommend actions to be taken by the employer.

ICC in Adarsha Mahavidyalaya deals with cases of sexual harassment of the students or employees in the college and provides mechanism of dispute redressal.

Its promoters the empowerment of women and has zero tolerance for any kind of sexual harassment. ICC diligently works towards providing a secure environment to students, teaching and non-teaching staff. Complaint boxes have been placed in the college premises.

Sexual Harassment defined as:

"An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and induces any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- Any unwelcome physical, verbal or non-verbal conduct of sexual nature
- Demand or request for sexual favors
- Making sexually colored remarks
- Physical contact and advances
- Showing pornography".

Internal Complaints Committee Members (2017-18)

Sr. No.	Name of the Member	Designation	Phone Number
1	Dr. Y. B. Gandole, Principal	Presiding Officer	9421737928
2	Dr. Anand Naranje, IQAC Co-ordinator	Member	9579346013
3	Ku. Madhuri Kopulwar, Director, Physical Education	Member	9823333699
4	Ku. Ashwina Rangari, Dept. of Math	Member	9403116400
5	Dr. Sanjay Patil, Dept. of English	Member	9822270208
6	Dr. Dipak Shrugare, Dept. of Economics	Member	9423608667
7	Chetan Kothari Social Worker	Member	9423425571
8	Ku. Anushri Nagpure Student. B.Sc.(Zoology) Student	Member	9112808312

Internal Complaints Committee Members (2018-19)

Sr. No.	Name of the Member	Designation	Phone Number
1	Dr. Y. B. Gandole, Principal	Presiding Officer	9421737928
2	Dr. Anand Naranje, IQAC Co-ordinator	Member	9579346013
3	Ku. Madhuri Kopulwar, Director, Physical Education	Member	9823333699
4	Ku. Ashwina Rangari, Dept. of Math	Member	9403116400
5	Dr. Sanjay Patil, Dept. of English	Member	9822270208
6	Dr. Dipak Shrugare, Dept. of Economics	Member	9423608667
7	Chetan Kothari Social Worker	Member	9423425571
8	Mr. Yuvraj Soni Student. B.Sc.(Zoology) Student	Member	9112808312

Internal Complaints Committee Members (2019-20)

Sr. No.	Name of the Member	Designation	Phone Number
1	Dr. Y. B. Gandole, Principal	Presiding Officer	9421737928
2	Dr. Anand Naranje, IQAC Co-ordinator	Member	9579346013
3	Ku. Madhuri Kopulwar, Director, Physical Education	Member	9823333699
4	Ku. Ashwina Rangari, Dept. of Math	Member	9403116400
5	Dr. Sanjay Patil, Dept. of English	Member	9822270208
6	Dr. Dipak Shrugare, Dept. of Economics	Member	9423608667
7	Chetan Kothari Social Worker	Member	9423425571

8	Ku. Megha Panpaliya Student, M.Com. (Commerce) Student	Member	9112808312
---	--	--------	------------

Internal Complaints Committee Members (2020-21)

Sr. No.	Name of the Member	Designation	Phone Number
1	Dr. Y. B. Gandole, Principal	Presiding Officer	9421737928
2	Dr. Anand Naranje, IQAC Co-ordinator	Member	9579346013
3	Ku. Madhuri Kopulwar, Director, Physical Education	Member	9823333699
4	Ku. Ashwina Rangari, Dept. of Math	Member	9403116400
5	Dr. Sanjay Patil, Dept. of English	Member	9822270208
6	Dr. Dipak Shrungare, Dept. of Economics	Member	9423608667
7	Chetan Kothari Social Worker	Member	9423425571
8	Ku. Anju Dhanake Student, B.Sc. (Zoology) Student	Member	9112808312

Internal Complaints Committee Members (2021-22)

Sr. No.	Name of the Member	Designation	Phone Number
1	Dr. Y. B. Gandole, Principal	Presiding Officer	9421737928
2	Dr. Anand Naranje, IQAC Co-ordinator	Member	9579346013
3	Ku. Madhuri Kopulwar, Director, Physical Education	Member	9823333699
4	Ku. Ashwina Rangari, Dept. of Math	Member	9403116400
5	Dr. Sanjay Patil, Dept. of English	Member	9822270208
6	Dr. Dipak Shrungare, Dept. of Economics	Member	9423608667
7	Chetan Kothari Social Worker	Member	9423425571
8	Mr. Prajwal Arekar Student, B.Com. (Commerce) Student Representative	Member	

Functions of the Internal Complaints Committee

The Internal Complaints Committee once constituted, plays a pivotal role in the effective implementation of the provisions at the workplace. A general list of duties of the Committee is enumerated as follows:

- Implementation of the Anti-Sexual Harassment Policy at the workplace
- Submit an Annual Report (Including details like the number of case files at their disposal, etc.)
- Bring about awareness about what comprises 'sexual harassment' at the workplace by way of workshops, posters, documents, notices, seminars, etc.
- Publicize the policy framework effectively
- Provide the victims with a safe and accessible mechanism of complaint
- Initiation of inquiry at the earliest
- Redress the complaints in a judicious manner
- Provide interim relief to the complainant
- Provide an opportunity for conciliation wherever possible
- Stick to the principles of natural justice at all stages of the proceedings Whenever required, forward the complaint to the peace
- Submit the inquiry report along with recommendations
- Maintain confidentiality in regard to the proceedings taking place before the Committee


Timeline of the Complaint

- Submission of Complaint-Within 3 months of last incident
- Notice to the Respondent-Within 7 days of receiving a copy of the complaint
- Completion of Inquiry-Within 90 days
- Submission of Report-Within 10 days of completion of the inquiry
- Implementation of Recommendations-Within 60 days
- Appeal-Within 90 days of the recommendations

We commit ourselves to a zero-tolerance policy towards sexual harassment and reinforce our commitment to making our campus free from discrimination, harassment, and retaliation or sexual assault at all levels. If a student, faculty member or non-faculty staff member faces any discomfort under the above-mentioned heads, he or she can directly approach the committee.

An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident, and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaints Committee shall render all reasonable assistance to the person for making the complaint in writing. For the reasons accorded in the writing, the ICC could extend the

time limit by a period not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period. Friends, relatives, colleagues, co-students, a psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death. The complainant may contact the committee members through the given e-mail ID or phone numbers.


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.



**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Working Rules for Internal Complaints Committee

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to make exceptions to the procedure stated hereunder.

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. 6 copies of a written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to ICC at a later stage during the proceeding.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.

Provided further that the ICC for the reasons to be recorded in writing, can extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

2. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.

3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.

4. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)

5. The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.

6. The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.

7. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the employer for necessary compliance.
8. The Committee shall provide the copies of the settlement as recorded under (7) to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.
9. If conciliation is found to be not feasible, notice will be issued to both parties for hearing. 10. The Committee may direct the Registrar to ensure the safety and protection of the aggrieved woman if and when required.
11. As an interim measure, ICC may recommend
- a) The transfer of the aggrieved woman or the respondent to another section or Department as deemed fit by the Committee.
 - b) Grant leave to the aggrieved woman up to a period of three months or
 - c) Restrain the respondent from exercising any administrative authority or supervision academic evaluation of the aggrieved woman.
 - d) Grant such other relief to the aggrieved woman as the case may require.
12. The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
13. The Presiding Officer shall convene the first hearing of the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings. The subsequent proceedings may be on a day-to-day basis, to be decided by ICC.
14. The Committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case.
15. The Committee may at any time during the enquiry proceedings, preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems be in the interest of justice. The aggrieved woman/respondent has to submit the written reply before the committee within the specified time given.
17. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
18. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.

19. The past sexual history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.

20. The Committee shall have the right to terminate the enquiry proceedings and to give an ex-parte decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.

21. The aggrieved woman and the respondent, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the aggrieved woman and/or the respondent on her/his behalf shall be (only) either a student, or a member of the academic or non-teaching staff. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The aggrieved woman/respondent should inform the Presiding Officer specifically if they wish to exercise this right. The Presiding Officer shall allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.

22. The aggrieved woman and the respondent shall be responsible for presenting their witnesses before the Committee. However, if the Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.

23. All proceedings of the ICC shall be recorded in writing the record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing the same day, as audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.

24. If the aggrieved woman desires to tender any documents by way of evidence, the Committee can supply true copies of such documents to the respondent. Similarly, if the respondent desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the aggrieved woman.

25. In the event the Committee thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days submitting such testimony, in person or in writing, to the Committee.

26. The aggrieved woman and the respondent shall have the right of cross-examination of all witnesses. However, such cross-examination shall be conducted in the form of written questions and responses via

the Committee only. The respondent shall have no right to directly cross-examine the aggrieved woman or her witnesses.

27. The respondent/aggrieved woman may submit to the Committee, a written list of questions that he/she desires to pose to the aggrieved woman/witness. The Committee (ICC) shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive.

28. Amicus Curie can be called for helping the committee if and when required.

29. After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.

30. If the Committee finds no merit in the allegations, it shall report to the Institute.

31. In the event the Committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the Institute. The following actions may be recommended:

- a. A written apology
- b. Warning
- c. Reprimand or censure
- d. Withholding of promotion
- e. Withholding of pay rise or increments

Undergoing a counseling session

g. Carrying out of community service

h. Terminating the respondent from service

i. Any other punishment according to the service rules applicable to the respondent

32. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved women or any other person making the complaint has made the complaint knowing it to be false or the aggrieved women or any other person making the complaint has produced any forged or misleading document, it may recommend to the Institute to take action against such falsification.

33. Nothing precludes the Institute authority from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the inquiry proceedings or even after the communication of the findings to appropriate Institute authorities.

34. If the allegation(s) is/are proved against the respondent, the Committee may direct the Institute to ensure the payment of compensation to the aggrieved woman by the respondent. The determination of compensation to the aggrieved woman shall be decided based on the following facts:

- i. The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
- ii. The loss of career opportunity due to the incident of sexual harassment.
- iii. Medical expenses incurred by the victim for physical or psychiatric treatment.
- iv. The income and financial status of the respondent
- v. Feasibility of such payment in lumpsum or in installments

35. The Institute authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation.

36. ICC shall have the necessary powers to take suo motu notice of incidents of sexual harassment and/or gender injustice in the Institute campus and act against the same in such manner as it deems appropriate.


37. The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the Institute shall not be published, communicated, or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.

38. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the Complaints Committee.

39. The Committee has the powers of a civil court in the following cases

- i. Summoning and enforcing the attendance of any person related to the incident.
- ii. Requiring the discovery and production of any documents.
- iii. Any other matter relating to the incident as decided by the Committee from time to time.

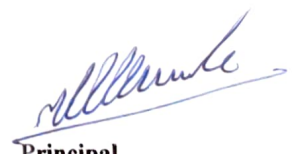
40. The aggrieved woman or respondent may prefer an appeal to the competent authority.



President ICC



IQAC Coordinator



Principal
PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Bina Commerce Mahavidyalaya
DHAMANGAON Rly.

Composition and Duties of the Internal Complaints Committee

Introduction

In the past few decades, the role of the Indian women has undergone a definitive change; from traditionally being responsible for fostering and nourishing the family, they are now seen working in almost every field to generate income and support their family.

This empowerment of women led to a belief that they would become independent and confident to be able to safeguard themselves under all circumstances. But the harsh reality till today is that more than 50% of working women face workplace harassment in the form of sexual harassment, lewd remarks, unwelcome gestures, or gender discrimination at least once in their career. The majority of women workforce does not report sexual harassment either of being unaware of their rights or many times due to the fear of facing social stigma or losing their jobs.

Increasing incidents of sexual harassment of working women in all sectors in India created the necessity of the Government's intervention to help in creating a safe work environment for women. The Supreme Court in the case of Vishaka and Others v. State of Rajasthan and Others (1997 (7) SCC 323), had laid down "Vishakha Guidelines" that had guidelines relating to sexual harassment of women till a historical piece of legislation was enacted by the government. Thus, was born The Sexual Harassment of Women at Workplace Act (Prevention, Prohibition, and Redressal hereinafter referred to as "POSH Act") 2013. POSH Act 2013 is India's first codified legislation specifically formulated to deal with three specific purposes:

- prevention,
- prohibition, and
- redressal

This women harassment Act came into force on December 9, 2013, and is legally binding on all employers and workplaces.

Foundation of the Act

This India Sexual Harassment Act is an extension of the Vishakha Guidelines issued by the Supreme Court in 1997 and its foundation lies in:

- 1) Constitution of India: Article 14, 15 & 21
- 2) UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), July 9, 1993)

The POSH Act was the need of the hour as women faced rampant harassment at workplace. Sexual harassment faced by women at the workplace has been recognized in this Act as a violation of their fundamental rights granted under the Indian Constitution.

Article 14 and 15 of the Constitution that guarantees Right to Equality, as well as Article 21(3) that ensures Right to live with dignity, are the rights of a woman that are greatly marginalized due to sexual harassment.

With the implementation of this Act, the responsibility to provide a safe & secure work environment to every female worker lies squarely on the employer.

Statutory Requirements under POSH Act

The POSH Act is binding on all and mandates that all Public and Private Sector Organizations in India comply with certain statutory requirements. The onus to ensure POSH at work for women lies on the employers and managements and for this, they are directed to:

- Form an Internal Complaints Committee,
- Provide Periodic POSH Training on Sexual Harassment law, and
- Develop an effective Complaint lodging and Redressal Policy.

Know All about the Internal Complaints Committee

Under Section 4 of the POSH Act at all workplaces with 10 or more employees, the employer must form an Internal Complaints Committee (ICC). This is an obligation that must be adhered to by public and private organizations. This initial in-house body plays the most important role in ensuring the smooth functioning of the provisions of the POSH Law and also towards the fulfillment of its objectives. An aggrieved woman has to approach the ICC to file a complaint relating to sexual harassment. After receiving the complaint from the aggrieved woman, the Committee inquires into the matter and accordingly makes recommendations.

The Internal Complaints Committee's major functions entail:

- Forceful implementation of the policies relating to the prevention of sexual harassment,
- Strive to resolve complaints by the aggrieved complainant, and
- Henceforth, recommend actions to be taken by the employer.

Constitution of Internal Complaints Committee

#1. Notification: Sec 4 (1) The formation of the Internal Complaints Committee must be officially notified by an employer through an order in writing and such notification should be validated by the CEO

or Board too. In case there are different offices of the same organization, then the Committee needs to be constituted at every office or unit.

#2. Composition: Sec 4(2)

The Committee must consist of the following members:

- A Presiding Officer: This must be a senior female employee of the organization.
- Two employee members: These employees must be aware and sensitive to gender issues and dedicated to the cause of women or possess some legal knowledge on related matters.
- One external member: This should be from an NGO or Association committed to the cause of women and issues related to sexual harassment.

The composition should be such that half of the total members must be women.

A qualification to be a Member of the Committee Section 4 of the POSH Act enumerates the qualifications for being a member of the Internal Complaints Committee:

• Presiding Officer

This post of Presiding Officer must be held by a senior-level female employee at the workplace as she will also preside as the Chairperson of the Internal Complaints Committee. In case of unavailability of a senior female employee, then the Act mandates that:

- A senior female employee can be nominated from other offices or administrative units of a workplace.
- If a senior-level woman employee is not available at the other offices or administrative units of the workplace too, then the Presiding Officer can be nominated from any other workplace of the same employer.
- If the above is not possible then the Presiding Officer can be nominated from any other workplace.

The options have been provided keeping in mind the concerns of small workplaces where the availability of female employees at senior levels may be difficult.

Employee Members

The internal complaints committee policy further specifies that the Internal Complaints Committee must also have two or more members from among its employees. The prerequisite for the selection of employees as members demands some legal knowledge or experience in the social sector or committed to the women's cause. These are desirable but not mandatory as it may not be always easy to find such employees.

• External Member

The POSH Act also specifies that the Sexual Harassment Committee must include an external member from a non-governmental organization or association that is committed to the cause of women. The person thus nominated must be familiar with issues relating to sexual harassment. This provision has been carried forward from the Vishakha Guidelines wherein the Supreme Court had prescribed such requirements. The notion behind this clause is to bring about an outside perspective to the ICC and ensure transparency and authenticity to the entire process.

Tenure of the Members of the Committee

Section 4(3) of the POSH Act specifies the tenure of the members of the Internal Complaints Committee in the workplace. It specifies that the members along with the presiding officer, shall not occupy the office for a period of more than three years from the date of nomination.

When can a Member of the Committee be Disqualified?

Disqualification of the members of the Internal Complaints Committee is prescribed in the POSH Act in detail. A member of ICC may be disqualified on the following grounds:

#1. Disclosure of Confidential Information: If a member reveals the details of matters which are required to be kept confidential under the POSH Act then he/she can be disqualified. If the member discloses any one of these:

- About a complaint submitted to an ICC
- Identity of the complainant and/or the respondent or witnesses
- Details of inquiry proceedings
- Recommendations of the sexual harassment committee
- The action was taken by the employer

#2. Conviction or Inquiry:

If a person is convicted, or an inquiry is pending against him/her regarding any offence under any law, then the member will be disqualified.

#3. Found Guilty:

Similarly, if a member of the ICC is found guilty, or any disciplinary proceeding is pending against such a person, then also he/she will be liable to disqualification.

#4. Abuse of Position:

If a member of the Internal Complaints Committee has abused his/her position, then their disqualification is recommended. The continued membership of such a member in the ICC will not only deem to be

detrimental and harmful but also against the public interest. Are the Members of the Committee Eligible for any Remuneration? Section 4(4) of the POSH Act lays down that the external members for PoSH who are appointed from non-governmental organizations or associations are eligible for remuneration. An External Member of ICC is entitled to receive a prescribed fee or allowance of Rs. 200 per day in lieu of carrying out his/her functions. This remuneration is to be paid by the employer. Apart from this these members also qualify for the reimbursement of travel cost incurred in travelling by train in three-tier air-conditioned or air-conditioned bus and auto-rickshaw or taxi, or the actual amount spent by him on travel, whichever is less. Moreover, the organizations are free to pay more than the minimum recommended fee to their external members.

What is the Procedure to File a Complaint with the Committee?

The POSH Act has kept a lot of flexibility when it comes to filing a complaint and does not prescribe any particular format for it.

Who can file a Complaint?

The complaint can be filed by the following persons:

1. a) The aggrieved woman herself.
2. b) In the case of Physical Incapacity: Complainant's Relative, Complainant's Friend, Co-Worker, Officer of NCW or SCW, or Any person who has knowledge of the incident with the written consent of the Complainant.
3. c) In case of Mental Incapacity: Complainant's Relative, Complainant's Friend, Special Educator, Qualified Psychiatrist/Psychologist, Guardian/ Authority under whose care the complainant is receiving treatment/care or Any person with the knowledge of the incident, jointly with any person mentioned above.
4. d) In Case of Complainant's Death: Any person having the knowledge of the incident with the written consent of the Legal heir.
5. e) In Case of Complainant is unable to file the Complaint about any other reason: By any person who has the knowledge of the incident with the written consent of the Complainant.

Specified Time Period

The POSH Act lays down specific guidelines about the timeline for a complaint of such sexual harassment cases and specifies that it can be filed within 3 months from the date of the incident. In case it is not a single but a series of incidents, then the complaint needs to be filed within 3 months from the date of the last incident. The POSH Act further provides that the time period of 3 months may be extended by the Committee after recording the reasons for doing so.

Other Requirements

1. Six copies of the complaint are to be filed
2. Supporting documents and evidence, details of witnesses
3. Details of the incident
4. Details of respondent

The written complaint should contain a description of each incident(s) & must include:

- Relevant Date/s
- Timing/s & Location/s
- Name of Respondent/s
- The working relationship between the parties

Timeline of the Complaint

- 1) Submission of Complaint-Within 3 months of the last incident
- 2) Notice to the Respondent-Within 7 days of receiving a copy of the complaint
- 3) Completion of Inquiry-Within 90 days
- 4) Submission of Report-Within 10 days of completion of the inquiry
- 5) Implementation of Recommendations-Within 60 days
- 6) Appeal-Within 90 days of the recommendations

Powers of the Internal Complaints Committee

Sec 11(3) of the POSH Act enumerates the powers of the Internal Complaints Committee. The ICC is vested with the powers of a Civil Court under the Civil Procedure Code, 1908 in the following:

- 1) It is entitled to initiate an inquiry into the complaint of a sexual harassment incident at the workplace
- 2) It can summon witnesses and parties before the committee to give a statement
- 3) It can assert its powers and summon evidence to be examined if it is deemed necessary to do so by the Committee

Once the inquiry is completed and if the Internal Complaint Committee finds the person guilty, it is well within its right to prescribe the following actions:

1. a) Initiate action against the culprit in accordance with the service rules of the organization.
2. b) In the absence of service rules, it can take actions like a warning, community service, withholding promotion, termination, etc.

3. c) It can deduct from the salary of the respondent as compensation to be paid to aggrieved women. The POSH Act also lays down the criteria based on which the Internal Complaints Committee shall calculate the amount of compensation payable.

The factors are:

- 1) The extent of pain, suffering mental trauma, and emotional distress caused to the aggrieved woman.
- 2) Loss in a career opportunity for the victim resulting from the incident of sexual harassment.
- 3) Medical expenses incurred by the complainant towards the physical and/or psychiatric treatment due to this incident.
- 4) Last but not the least, the alleged perpetrator's Income and status. All such payment can be awarded to the victim of sexual harassment as a lump sum or in instalments, as is considered judicious by the ICC. In case the respondent fails to pay the amount of compensation, the ICC shall forward the case to the District Officer for the amount to be recovered as an arrear of land revenue.

Power of Internal Complaint Committee in case of Malicious Complaints

Every coin has two sides and same is with the cases regarding sexual harassment; while most of the complaints are genuine, yet there are some which are false and malicious. The POSH Act has covered this fact and laid down effective guidelines for the Internal Complaints Committee to help protect innocent people in such situations. A false or malicious complaint can easily be filed by a woman just to take revenge or malign the character of a male colleague or undermine his success in work, and at such times it is the duty of the ICC to protect the respondent from being unduly targeted. Once the Internal Complaints Committee, after an inquiry, gets conclusive evidence that a complaint had been filed with malicious intent, and that an untrue and fallacious complaint has been filed by a complainant, then it shall recommend action against her. The POSH Act safeguards the right of an aggrieved woman completely and therefore, specifies that mere inability to provide adequate evidence on the part of the complainant is not sufficient to declare the complaint as being malicious. Moreover, a complaint is malicious or not and must be determined by the Internal Complaints Committee after conducting an inquiry into the complaint.

When can the Committee forward the Complaint to the Police?

The POSH Act has empowered the Internal Complaints Committee to forward the complaints to the police under two circumstances:

1. The police are duty-bound to registration a sexual harassment case forwarded by the ICC within a period of seven days under Section 509 of the Indian Penal Code (2) or other provisions of the criminal law.

2. The Committee may also forward the complaint to the police when a settlement is agreed upon between the parties but the respondent fails to comply with the condition(s) of the settlement.

What actions can be taken by the Committee during the pendency of an Inquiry?

The POSH Act also lays down specific guidelines regarding the pendency of a case. The Internal Complaints Committee, upon receiving a written request, can recommend the following actions during the inquiry pending to the employer:

1. Transfer either the aggrieved or the respondent to any other workplace.
2. Grant leave to the aggrieved women up to three months.
3. Any other relief as may be prescribed.

After the ICC submits the report it is the onus lies on the employer to implement the recommendations of the Internal Complaints Committee.

Duties of the Internal Complaints Committee

The Internal Complaints Committee once constituted, plays a pivotal role in the effective implementation of the provisions at the workplace. A general list of duties of the Committee is enumerated as follows:

- Implementation of the Anti-Sexual Harassment Policy at the workplace
- Submit an Annual Report (Including details like the number of case files at their disposal, etc.)
- Bring about awareness about what comprises 'sexual harassment' at the workplace by way of workshops, posters, documents, notices, seminars, etc.
- Publicize the policy framework effectively
- Provide the victims with a safe and accessible mechanism of complaint
- Initiation of inquiry at the earliest
- Redress the complaints in a judicious manner
- Provide interim relief to the complainant
- Provide an opportunity for conciliation wherever possible
- Stick to the principles of natural justice at all stages of the proceedings
- Whenever required, forward the complaint to the police
- Submit the inquiry report along with recommendations
- Maintain confidentiality in regard to the proceedings taking place before the Committee

Know when Filed Against the Recommendations of the ICC an Appeal can be

The complainant, as well as the respondent, has the right to file an appeal before the Court or Tribunal against the recommendations of the Internal Complaints Committee within a period of 90 days.

They can take this step in the following circumstances: –

- Recommendations made by the Committee under Section 13(2) i.e. when the allegations have not been proved and no action is to be taken.
- Recommendations made under Section 13(3) i.e. when the allegation has been proved and action is to be taken.
- Recommendations made under Section 14 i.e. when a malicious complaint or false evidence has been found and action is to be taken against it.
- Recommendations made under Section 17 i.e. when the penalty has been imposed for publishing confidential information.

Consequences of Non-compliance with the Provisions under the POSH Act

As the POSH Act is legally binding on all organizations, not abiding with the provisions leads to far-reaching consequences.

The employer is bound by certain mandatory obligations and one of them is constituting an Internal Complaints Committee. In case of failure to do so, the Act imposes a penalty of 50,000 rupees.

If in case there is a repetition of the same offence it would attract double penalty that is, 100,000 rupees and at times may even lead to deregistration or revocation of the license of the concerned organization.




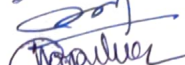
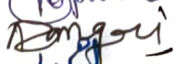


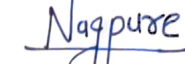



PRINCIPAL
Adarsha Science,
Jalramdas Bhagchand Arts
Bina Commerce Mahavidyalaya
DHAMANGAON Rly.




**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Meeting of Anti –Sexual Harassment Committee (17-18)

The meeting of **Anti –Sexual Harassment Committee** is called on 12.10.2017 at 1:00 pm in Zoology Department. Following members are requested to remain present for the meeting.

Sr. No.	Name of the Member	Signature
1	Dr. Y. B. Gandole, Principal	
2	Dr. Anand Naranje, IQAC Co-ordinator	
3	Ku. Madhuri Kopolwar, Director, Physical Education	
4	Ku. Ashwina Rangari, Dept. of Math	
5	Dr. Sanjay Patil, Dept. of English	
6	Dr. Dipak Shrungare, Dept. of Economics	
7	Chetan Kothari Social Worker	
8	Ku. Anushri Nagpure Student, B.Sc.(Zoology) Student Representative	 

Date: 09.10.17


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
and Commerce Mahavidyalaya
DHAMANGAON Ry.







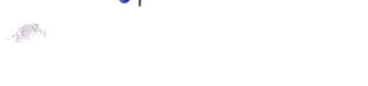
In-Charge

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Anti –Sexual Harassment Committee (17-18)


The meeting of **Anti –Sexual Harassment Committee** has been held on 12.10.2017 at 1:00 pm in Zoology Department.

Following members were present for the meeting.

Sr. No.	Name of the Member	Signature
1	Dr. Y. B. Gandole , Principal	
2	Dr. Anand Naranje , IQAC Co-ordinator	
3	Ku. Madhuri Kopulwar , Director, Physical Education	
4	Ku. Ashwina Rangari , Dept. of Math	
5	Dr. Sanjay Patil , Dept. of English	
6	Dr. Dipak Shrungare , Dept. of Economics	
7	Chetan Kothari Social Worker	
8	Ku. Anushri Nagpure Student, B.Sc.(Zoology) Student Representative	

The meeting was started with the principles address note. In the meeting, it has been decided to conduct a program on Sexual Harassment. On regular basis a visit will be organized by the committee members to various departments, library, and canteen in the campus. All heads of the departments will be asked to take observe any activity regarding Sexual Harassment in the campus.

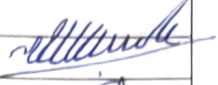

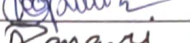




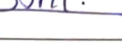

In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

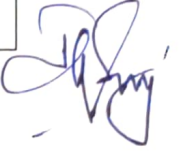
**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**


Meeting of Anti –Sexual Harassment Committee (18-19)

The meeting of Anti –Sexual Harassment Committee is called on 17.10.2018 at 1:00 pm in Zoology Department. Following members are requested to remain present for the meeting.

Sr. No.	Name of the Member	Signature
1	Dr. Y. B. Gandole, Principal	
2	Dr. Anand Naranje, IQAC Co-ordinator	
3	Ku. Madhuri Kopulwar, Director, Physical Education	
4	Ku. Ashwina Rangari, Dept. of Math	
5	Dr. Sanjay Patil, Dept. of English	
6	Dr. Dipak Shrugare, Dept. of Economics	
7	Chetan Kothari Social Worker	
8	Mr. Yuvraj Soni Student, B.Sc.(Zoology) Student Representative	

Date: 15.10.18

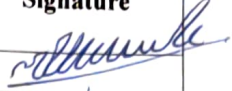
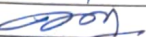
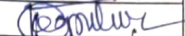
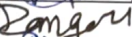



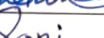

In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
& Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

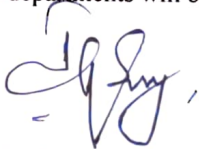
**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**


Minutes of the meeting of Anti –Sexual Harassment Committee (18-19)

The meeting of Anti –Sexual Harassment Committee has been held on 17.10.2018 at 1:00 pm in Zoology Department. Following members were present for the meeting.

Sr. No.	Name of the Member	Signature
1	Dr. Y. B. Gandole, Principal	
2	Dr. Anand Naranje, IQAC Co-ordinator	
3	Ku. Madhuri Kopolwar, Director, Physical Education	
4	Ku. Ashwina Rangari, Dept. of Math	
5	Dr. Sanjay Patil, Dept. of English	
6	Dr. Dipak Shrugare, Dept. of Economics	
7	Chetan Kothari Social Worker	
8	Mr. Yuvraj Soni Student, B.Sc.(Zoology) Student Representative	

The meeting was started with the principles address note. In the meeting, it has been decided to conduct a program on Sexual Harassment. On regular basis a visit will be organized by the committee members to various departments, library, and canteen in the campus. All heads of the departments will be asked to take observe any activity regarding Sexual Harassment in the campus.

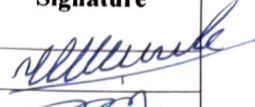
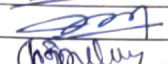
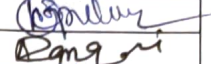


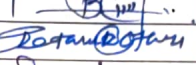
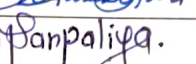
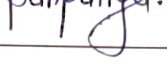

In-Charge


PRINCIPAL
Adarsha Science,
Kairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Meeting of Anti –Sexual Harassment Committee (19-20)

The meeting of Anti –Sexual Harassment Committee is called on 12.10.19 at 1:00 pm in Zoology Department. Following members are requested to remain present for the meeting.

Sr. No.	Name of the Member	Signature
1	Dr. Y. B. Gandole, Principal	
2	Dr. Anand Naranje, IQAC Co-ordinator	
3	Ku. Madhuri Kopulwar, Director, Physical Education	
4	Ku. Ashwina Rangari, Dept. of Math	
5	Dr. Sanjay Patil, Dept. of English	
6	Dr. Dipak Shrugare, Dept. of Economics	
7	Chetan Kothari Social Worker	
8	Ku. Megha Panpaliya Student, M.Com. (Commerce) Student Representative	

Date: 09.10.19



In-Charge


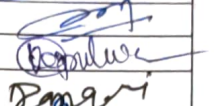
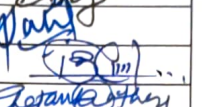
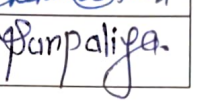
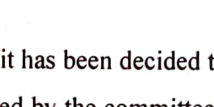
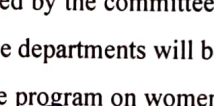
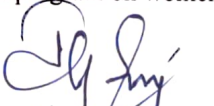



PRINCIPAL
Adarsha Science,
Jairam Das Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

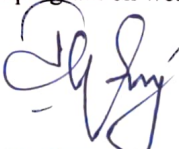
**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**


Minutes of the meeting of Anti –Sexual Harassment Committee (2019-20)

The meeting of Anti –Sexual Harassment Committee has been held on 12.10.19 at 1:00 pm in Zoology Department. Following members were present for the meeting.

Sr. No.	Name of the Member	Signature
1	Dr. Y. B. Gandole, Principal	
2	Dr. Anand Naranje, IQAC Co-ordinator	
3	Ku. Madhuri Kopulwar, Director, Physical Education	
4	Ku. Ashwina Rangari, Dept. of Math	
5	Dr. Sanjay Patil, Dept. of English	
6	Dr. Dipak Shrugare, Dept. of Economics	
7	Chetan Kothari Social Worker	
8	Ku. Megha Panpaliya Student, M.Com. (Commerce) Student Representative	

The meeting was started with the principles address note. In the meeting, it has been decided to conduct a program on Sexual Harassment. On regular basis a visit will be organized by the committee members to various departments, library, and canteen in the campus. All heads of the departments will be asked to take observe any activity regarding Sexual Harassment in the campus. The program on women violence like acid attack unexpected abuse will be organized.


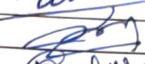
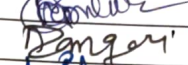


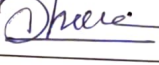

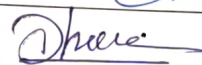

In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**


Meeting of Anti –Sexual Harassment Committee (20-21)

The meeting of **Anti –Sexual Harassment Committee** is called on 04.01.2021 at 1:00 pm in Zoology Department. Following members are requested to remain present for the meeting.

Sr. No.	Name of the Member	Signature
1	Dr. Y. B. Gandole , Principal	
2	Dr. Anand Naranje , IQAC Co-ordinator	
3	Ku. Madhuri Kopolwar , Director, Physical Education	
4	Ku. Ashwina Rangari , Dept. of Math	
5	Dr. Sanjay Patil , Dept. of English	
6	Dr. Dipak Shrugare , Dept. of Economics	
7	Chetan Kothari Social Worker	
8	Ku. Anju Dhanake Student, B.Sc. (Zoology) Student Representative	

Date: 31.12.20



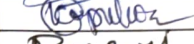



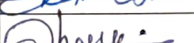
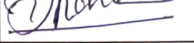

In-Charge


PRINCIPAL
Adarsha Science,
Jaitandas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

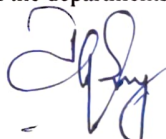
**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Minutes of the meeting of Anti –Sexual Harassment Committee (20-21)

The meeting of Anti –Sexual Harassment Committee has been held on 04.01.2021 at 1:00 pm in Zoology Department. Following members were present for the meeting.

Sr. No.	Name of the Member	Signature
1	Dr. Y. B. Gandole, Principal	
2	Dr. Anand Naranje, IQAC Co-ordinator	
3	Ku. Madhuri Kopolwar, Director, Physical Education	
4	Ku. Ashwina Rangari, Dept. of Math	
5	Dr. Sanjay Patil, Dept. of English	
6	Dr. Dipak Shrugare, Dept. of Economics	
7	Chetan Kothari Social Worker	
8	Ku. Anju Dhanake Student, B.Sc. (Zoology) Student Representative	

The meeting was started with the principles address note. In the meeting, it has been decided to conduct a program on Sexual Harassment. On regular basis a visit will be organized by the committee members to various departments, library, and canteen in the campus. All heads of the departments will be asked to take observe any activity regarding Sexual Harassment in the campus.



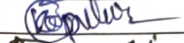

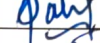
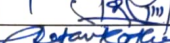
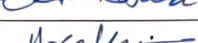


In-Charge


PRINCIPAL
Adarsha Science,
Jairamdas Bhagchand Arts
Birla Commerce Mahavidyalaya
DHAMANGAON Rly.

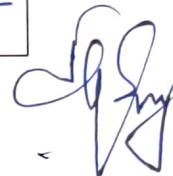
**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**

Meeting of Anti –Sexual Harassment Committee (21-22)

The meeting of Anti –Sexual Harassment Committee is called on 18.12.21 at 1:00 pm in Zoology Department. Following members are requested to remain present for the meeting.

Sr. No.	Name of the Member	Signature
1	Dr. Y. B. Gandole, Principal	
2	Dr. Anand Naranje, IQAC Co-ordinator	
3	Ku. Madhuri Kopulwar, Director, Physical Education	
4	Ku. Ashwina Rangari, Dept. of Math	
5	Dr. Sanjay Patil, Dept. of English	
6	Dr. Dipak Shrungare, Dept. of Economics	
7	Chetan Kothari Social Worker	
8	Mr. Prajwal Arekar Student, B.Com. (Commerce) Student Representative	

Date: 13.12.21



In-Charge


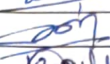
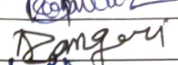


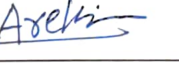

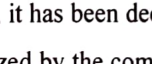

PRINCIPAL
Adarsha Science,
Tairamdas Bhagchand Arts
& Commerce Mahavidyalaya
DHAMANGAON Rly.

**Adarsha Science, J. B. Arts and Birla Commerce Mahavidyalaya,
Dhamangaon Railway**


Minutes of the meeting of Anti –Sexual Harassment Committee (21-22)


The meeting of **Anti –Sexual Harassment Committee** has been held on 18.12.21

at 1:00 pm in Zoology Department. Following members were present for the meeting.

Sr. No.	Name of the Member	Signature
1	Dr. Y. B. Gandole, Principal	
2	Dr. Anand Naranje, IQAC Co-ordinator	
3	Ku. Madhuri Kopulwar, Director, Physical Education	
4	Ku. Ashwina Rangari, Dept. of Math	
5	Dr. Sanjay Patil, Dept. of English	
6	Dr. Dipak Shrugare, Dept. of Economics	
7	Chetan Kothari Social Worker	
8	Mr. Prajwal Arekar Student, B.Com. (Commerce) Student Representative	

The meeting was started with the principles address note. In the meeting, it has been decided to conduct a program on Sexual Harassment. On regular basis a visit will be organized by the committee members to various departments, library, and canteen in the campus. All heads of the departments will be asked to take observe any activity regarding Sexual Harassment in the campus.


In-Charge


PRINCIPAL
Adarsha Science,
Sriramdas Bhagchand Arts
Birla Commerce Mahavidyalaya
D. DHAMANGAON Ry.

NOTICE FOR ANTIRAGGING AFFIDAVIT

It is mandatory for every student and his/her parents to submit an anti ragging affidavit at the time of first admission and there after each year at the time of annual registration.

To make an anti-ragging affidavit follow these 3 steps:

- Step 1: Log on to www.antiragging.in or www.amanmovement.org
- Step 2: Fill in the information as desired and submit the form.
- Step 3: On successful completion you will receive affidavits, both for Students and Parents, through E-mail.
- Step 4: Submit the duly signed affidavits along with your admission form.

By Order

5 Display candida
6 Display of

1/22, 3:13 PM
Sr. No

7 Online Subm candidate's L

8 Display of Pro

Accepting to t Allotment of C

a)The candida Round I by acc his/her claim re specific reserve and relevant do and correct

b) If candidate f the correct the e In information br his/her login by o

9 c) Candidates wh Round I (auto free through their login subsequent Round

d) Candidates who their allotment in R pay seat acceptanc eligible for particip option carefully]

e)Candidates who h betterment in the sub accepting that seat b pay the seat accepta

Reporting to the A by submitting requ Round I.

Note: a) Candidates wh must report to allotted in shall verify the required candidates in the online issue a system generated receipt to the candidate. If the false claims made in th not admit such a candidate his/her login.

11 Display of Provisional Vacan

12 Online Submission & Confirm candidate's Login by the Canc

13 Display of Provisional Allotme

1/22, 3:13 PM
Sr. No

Accepting to the offer through his/her login. Round II.

Note. - 1. All eligible candidates pa first time shall self-verify the seat all who have been allotted the seat fir acceptance fee through his/her login
2. Candidates who have allotted othe betterment in the subsequent round: by accepting that seat by choosing N pay the seat acceptance fee through R

14

आपका धूम्रपान सबके स्वास्थ्य के लिये हानिकारक है.

EVE TEASING IS A CRIME
COMPLAIN

CALL WOMEN POLICE : 07222-237054

EVE-TEASING IS STRICTLY PROHIBITED IN THE COLLEGE CAMPUS

Notice for dhumrapan
10.01.2023 16:48
20.79773, 78.13836
Q4XQ+379, Road, Lunawat Nagar, Juna Dhamangaon,
Maharashtra 444709

• NOTICE BOARD •

• NOTICE BOARD •

Adarsha Science, J. B. Arts & Birla Commerce Mahavidyalaya,
Dhamangaon Rly, District - Amravati 444709

Anti Ragging and Grievance Reddresal Committee

- Dr. Y. B. Gandole, Principal, Anti - Ragging Committee - Contact: 9421737928
- Mr. J. G. Suryawanshi, Coordinator, Grievance Reddresal Cell - Contact: 9420758188
- College - Contact: +917222237045
- Police Station Dattapur Dhamangaon Rly - Contact: +917222237054

National Anti-Ragging Help line Number
1800 - 180 - 522 (24x7 Toll Free)

Website: www.antiragging.in E Mail: helpline@antiragging.in

3) ...
4) ...
5) ...
6) ...
7) ...
8) ...
9) ...
10) ...