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Treasurer

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Secretary

Dr. R.D. Deshmukh
Principal

Ref.No. 614/23-24

Date: 14/03/2024

DVV Clarification For

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation 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

Document: 2

5.1.4 (B) Proof related to Mechanisms for submission of online/offline students' grievances.



Vidarbha Youth Welfare Society's
Bar.Ramrao Deshmukh Arts, Smt. Indiraji Kapadiya Commerce and
Ny. Krushnarao Deshmukh Science College, Badnera Dist. Amravati (Maharashtra) 444 701

(Accredited by NAAC with B⁺ grade)

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DECLARATION

This is to declare that the information, photos, reports, true copies, numerical data, etc. furnished in this file as supporting documents is verified by IQAC and found correct.

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Krushnarao Deshmukh Science College,

Badnera Dist. Amravati (M.S) 444701



SUPPORTING DOCUMENTS

Vidarbha Youth Welfare Society, Amravati

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Krushnarao Deshmukh Science College,

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Metric No. 5.1.4 (B)

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Vidarbha Youth Welfare Society, Amravati.

**Bar. Ramrao Deshmukh Art, Shrimati Indiraji karpdiya Commerce and
Nyaymurti Krushnarao Deshmukh Science College,**

Badnera. Distt. Amravati

-Policy Document-

Internal Complaint Committee

Introduction

“Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act,” 2013, provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected there with or incidental thereto.

It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent sexual harassment and to provide the procedures for the resolution, settlement, or prosecution of acts of sexual harassment by taking all steps required.

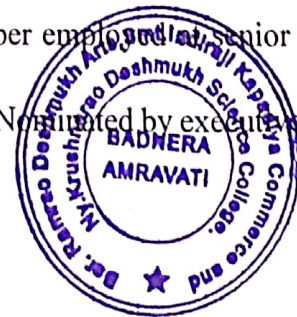
Bar. R. D. I. K. & N. K. D. College, Badnera is committed to maintain healthy environment which is free of all form of gender violence, sexual harassment, and discrimination on the basis of gender. As directed by the act institute has constituted a committee called “Internal Complaint Committee to Prevent Sexual Harassment of Women at the workplace” the women grievance cell which was established initially in the college to create awareness of the women’s rights and to empower women, has been now taken over by “Internal Complaint Committee”.

Objectives of ICC

1. To create awareness among all female students, employees and provide information to women teaching and non-teaching staff members and female students about the direction of the Internal Complaint Committee.
2. To prevent discrimination and sexual harassment by promoting gender equality among students and staff members.
3. To safeguard the right of female’s students, faculty and staff members.
4. To provide platform for listening to complaints and redressed the grievance.
5. To maintain hygiene, habits and healthy atmosphere in and around the college campus.

Constitutions of ICC

1. Presiding Officer-who shall a women faculty member employed at senior level (Not below an Associate Professor in case of college)
2. Two faculty members and Non-teaching employees-Nominated by executive authority.



3. Three students enrolled at Under graduate and post graduate and Research Scholar-Elected through transparent procedure.
4. One member from amongst Non-government organization - Persona familiar with the relating to sexual harassment nominated by executive authorities.
5. At least one half of the total members of the ICC shall be women and person in senior administrative position shall not be the members of ICC and the term of office of the members of ICC shall be period of the 3 years

What is sexual harassment

Sexual harassment includes any one or more of the following unwelcome acts or behavior, unwelcome sexually determined behavior (whether directly or by implication) in any form, such as:

- Physical contacts and advances;
- A demand or request for sexual favours;
- Sexually colored remarks;
- Showing pornography;
- Any other unwelcome physical, verbal/no-verbal conduct of sexual nature.

Complaint of sexual harassment

- Complaint any aggrieved women make, in writing, a complaint of sexual harassment at workplace to the internal complaint Committee 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: Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaint Committee or the Chairperson or any member of Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing: provided further that the internal Complaint committee or, as the case may be, the Local Committee may, for the reasons, may be recorded in writing, extend the time limit exceeding three months, if it is satisfied that the circumstances were such which prevented the women from filing a complaint within the said period.
- Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make complaint under this section.

Definitions for reference:

Complainant: can be a Person who has been subject to Sexual Harassment and / or any person reporting in incident of sexual harassment. A third party can also be a Complainant, however, a written complaint from the person from person who has been subject to sexual harassment is mandatory to be filed with the ICC as the case may be.

Respondent: The person is alleged / reported to have committed an act of Sexual Harassment.



Duties of employer

Every employer shall-

- Provide a safe working environment at the workplace, shall include safety from the persons coming into contact at the workplace,
- Display at any conspicuous place in the workplace, the penal consequences of sexual harassment; and the order constituting, the Internal Complaint Committee under sub section (1) of section 4 of the Act.
- Organise workshops and awareness programmes at regular intervals for sensitising the students and employees with the provisions of the Act and orientation programmes for the members of the Internal Complaint committee in the manner as may be prescribed;
- Assist in securing the attendance of respondent and witnesses before the Internal Complaint Committee as the case may be;
- Make available such information to the Internal Complaint committee as the case be, as it may require having regard to the complaint made under sub-section (1) of section 9 of the Act.
- provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code (45 of 1860) or any other law for the time being in force;
- Cause to initiate action, under the Indian Penal Code (45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- Monitor the timely submission of reports by the Internal Complaint Committee.

Conclusion

This is hereby clarified that Bar. R. D. I. K. & N.K.D. college, Badnera shall comply the guidelines and provisions of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013 and rules made there under other laws of the land made in this regard. Also provide conducive and healthy work environment where the relationship amongst the employees/students as well as to provide them excellent, comfortable, sage and healthy work environment, so that they can come out with their best in all facets.



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Badnera, Distt. Amravati

-Policy Document-

Grievance Redressal

Introduction

In order to redress individual as well as collective grievances; general in nature, and also related to ragging and sexual harassment of the students and to all academic and non-academic staff members of the college, Grievance Redressal Mechanism has been created by the institution. The institution has devised its fix policy to undertake various measures to create awareness, to avoid the case of grievances in regards to sexual harassment, ragging and general grievances of the students and the staff.

The awareness among the students and the staff has been created through Prospectus, by undertaking of students and parents at the time of admission, rules and regulations displayed on Institutional website and in college campus. These committees shall work under the control and guidance of the principal to redress the grievances. A systematic mechanism for the redressal of students' grievances is functioning in the college. If the student has any grievance on non-academic issues, they may approach to the committee.

Committees to redress the Grievances:

Students Grievance and Redressal Committee

There is a Students Grievance and redressal committee at the college level to redress the grievances of students. The cell looks into the grievance and makes its recommendations to the Principal. In order to address the grievances regarding academic matters. Complaints regarding evaluation are brought to the notice of the teacher concerned. If the student is not satisfied with decision, they may appeal to the Students Grievances and Redressal Cell. The grievances shall be collected through boxes placed at various places in the campus, in person, oral or written and cases detected during the vigilance of the Discipline Committee. The Committee meets at least twice in an academic year but in emergency, it can meet any number of times, the committee is required to maintain the record sincerely in the form of notice, agenda, minutes and action taken, etc.



Prevention to Sexual Harassment Committee

There is an Internal Complaint committee in the college to prevent the sexual harassment of the students and the staff in the institution. A separate policy for Internal Complaint Committee has been adopted.

Anti-Ragging Committee

There is an Anti-Ragging committee at the institutional level to observe and related the ragging cases of the students occurred in the institution. The Committee meets at least twice in a year or as and when required. The principal shall be the Chairperson of the committee and a senior faculty member shall facilitate it as its Convenor.

The following mechanisms are established to ensure a ragging-free campus:

- The following mechanisms are established to ensure a ragging-free campus:
- Wide dissemination of anti-ragging policy and warning through admission advertisements, prospectus and other information booklets.
- Obtaining signed undertaking from students and parents against ragging.
- Assurance by head of institution/department to the fresher and parents about full protection and support against any attempts of ragging by seniors.
- Introducing anti-ragging policy and warning to the seniors through holistic education classes.
- Constitution of an anti-ragging committee and anti-ragging squad, as well as watch and ward arrangements to identify vulnerable locations and to keep a constant vigil and watch at such locations.
- Regular interaction and counselling with the students to detect early signs of ragging and identify trouble-triggers.
- Surprise inspection at hostel, student's accommodation, canteens, restcum-recreation rooms, toilets, etc. for preventing/quelling ragging and any uncalled for behavior/incident.
- Installation of CCTV cameras at vital points.
- Offering orientation, mentoring and professional counselling to fresher to prepare them for the socio-academic life ahead.
- Updated information on the college website with the complete address and contact details of nodal officers related to anti-ragging committee.
- Creating awareness among the students about the functioning of the National Anti-Ragging Helpline having phone number 1800-180-5522 (24 x 7 Toll Free) and e-mail helpline@antiragging.in



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2022-23

Internal Complaint Cell

Constitution of the cell

Sr.No.	Name	Position	Contact Numbers
1	Prof B. S. Vidhale	Presiding Officer	9960625523
2	Prof. Dr. S. D. Meshram	Member	9422857483
3	Prof. Bharti Thakare	Member	8855859531
4	Mr. J. V. Nikhare	Member	9422549293
5	Mr. R. K. Bhusari	Member	8766764470
6	Mrs. Sarojini Pawar	Member Non Government organization	9011364231
7	Ms. Kamini Pokale(B.A.II)	Member	9322047496
8	Ms. Radhika Dakhore (B.Com.II)	Member	8605255170
9	Mr. Vishal Ingole	Member	8605680630

B.S. Vidhale
W.F.A.S.
Department of Statistic
Bar R.D.Arts, Smt.L.K.Commerce
& Nya.K.D.Science College, Badnera

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Grievance redressal Mechanism

Students Grievance redressal Mechanism

The Redressal mechanism works to resolve grievance raise by any student in the college. If any student ha any problem or a grievance regarding Academic, Administrative or Facility related problem of the college can directly make a written complaint to the internal complaint committee, or the principal of the college or drop the complaint in the complaint box that is (Suggestion box) install in the college campus. Any form of discomfort of dissatisfaction confronted by the student can be directly informed to internal complaint committee. This committee also looks into the matters of Sexual abuse and harassment. A complaint with genuine grievance may approach the convener/coordinator ICC (Internal complaint committee) to lodge a complaint in writing, ICC then regresses the grievance sincerely and judiciously. As a result of this mechanism, the college has developed a comfortable, pleasant and healthy atmosphere among the student.

Objectives

The main objective of the Grievance Redressal Mechanism is to promote and maintain comfort and a harmonious academic environment among the students. The ICC is formed to redress the grievances registered by the students; besides this objective, other objectives are mentioned in the ICC policy document of the college.

Scope

- Academics Matters
- Financial Matters
- Personal Matters
- Sexual Abuse and Harassment
- Other matters

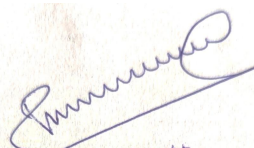
Functions

A suggestion box has been installed in the college campus in which a student he/she can put his/her writing grievance or suggestions for improving academics/administration of the college.

Students can register a grievance.

- The complainant can directly approach to ICC and submit the grievance in writing.
- The complainant can directly approach to the principal and submit the grievance in writing.
- The complainant can put his/her/ their complaint in Suggestion Box.
- The ICC will deal with grievances properly, sincerely, transparently, unbiased, and impartially without any prejudice or injustice.
- The ICC will review the matter and act accordingly as per the policy of the committee.

However, if any student is not satisfied or not entertained properly by the action taken by the ICC may lodge another complaint or approach a higher authority, i.e. Principal, Management, University, UGC, etc.



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