



INTERNAL COMPLAINTS COMMITTEE
COMMITTEE POLICY 2023-2024

SES's Anand Vishwa Gurukul college is coeducational institution providing equal opportunities to all. Men and women work together in a congenial atmosphere, however if there are any complaints involving physical contacts or advances, demand for sexual favors, sexually tainted remarks, and any unwelcome physical, verbal or nonverbal expressions of a sexual nature; it is addressed and appropriate action is taken. This cell aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

WHY ICC?

- It is formed according to the provisions of the POSH ACT-Sexual Harassment of Women at Workplace Act of 2013, 9th December 2013. (Prevention, Prohibition and Redressal).
- It is also mentioned in University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015- 2nd May 2016.

WHAT IS ICC?

The POSH Act demanded an ICC be made at all workplaces and colleges for the redressal of sexual harassment cases.

FUNCTIONS OF ICC:

- To prevent sexual harassment at the college.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees.
- To conduct periodical programs on women empowerment.
- To provide conducive environment and congenial atmosphere for women and students.

WHO CAN APPROACH ICC?

Any aggrieved woman or student who has suffered harassment at the college can approach ICC.

Aggrieved woman includes:

- a. Woman who is an employee, or
- b. Someone visiting workplace, or



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c. Student

Note: A legal heir or a person prescribed can make a complaint on behalf of the woman, if the aggrieved is unable to do so on account of physical, mental capacity or death.

ICC COMMITTEE COMPOSITION (ACADEMIC YEAR 2023-2024)

| SR. NO. | NAME | DESIGNATION | POSITION |
|---------|------------------|---------------------|------------------------------|
| 01. | Mrugaya Gaikwad | Assistant Professor | Convener |
| 02. | Sanjana Bhabal | Assistant Professor | Member |
| 03. | Rashmi Waghmare | Assistant Professor | Member |
| 04. | Poonam Ujagire | Clerk | Member |
| 05. | Yashika Pardeshi | Student | Undergraduate Student Member |
| 06. | Bhumika Suvarna | Student | Undergraduate Student Member |

RESPONSIBILITIES:

The committee will:

- Receive and address complaints of sexual harassment in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.
- Maintain confidentiality and handle complaints sensitively and impartially.
- Conduct inquiries into complaints promptly and ensure fair procedures are followed.
- Recommend appropriate actions based on the findings of the inquiry, including disciplinary actions if warranted.
- Provide assistance and support to complainants and respondents throughout the complaint resolution process.

COMPLAINT PROCEDURE:

- Complaints shall be submitted in writing to the ICC Convener or any member of the committee.
- Upon receipt of a complaint, the ICC shall initiate an inquiry within 7 working days.
- During the inquiry, the ICC may interview the complainant, respondent, witnesses, and gather relevant evidence.

PREVENTION AND AWARENESS:

The committee will be:

- Organizing regular workshops, seminars, and awareness programs on preventing sexual harassment for students, faculty, and staff.
- Display posters and informational materials regarding the ICC and its procedures in prominent locations across the college campus.



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- Sensitize members of the college community on respectful behavior and the consequences of sexual harassment through orientation programs.

ANNUAL REPORTING:

The committee will be:

- Preparing an annual report summarizing the meetings conducted by the committee, complaints received, inquiries conducted, actions taken, and recommendations made by the ICC.
- Present the annual report to the College Authorities for review and appropriate actions.

COMPLIANCE:

The committee will:

- Ensure compliance with all applicable laws, regulations, and guidelines concerning the prevention and redressal of sexual harassment.
- Periodically review and update this policy as necessary to reflect changes in legislation or best practices.

CONFIDENTIALITY:

The committee will:

- Maintain strict confidentiality throughout the complaint resolution process to protect the privacy of all parties involved.
- Disclose information only on a need-to-know basis and with the consent of the parties involved or as required by law.

NON-RETALIATION:

The committee will be:

- Prohibiting retaliation against any individual who files a complaint or participates in an investigation related to sexual harassment.
- Take appropriate action against any person found engaging in retaliation.

DISSEMINATION:

- It will be ensured that this policy is widely disseminated and accessible to all members of the college community through the college website, intranet, and other communication channels.



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Sharda Education Society's

College Code : 11

Anand Vishwa Gurukul Senior Night College

of Commerce & Science
Affiliated To University of Mumbai
ISO 9001 : 2008 Certified

No. Aff./ICD/ 2014 - 15 / 29449, 09th July, 2014
Tel : 9987929008, Email us : avgsrcollege@gmail.com

"A coward is incapable of exhibiting love; it is the prerogative of the brave."

- Mahatma Gandhi

Anti-Ragging & Discipline Cell

Ragging within or outside the college campus is completely prohibited.

According to Maharashtra Prohibition of Ragging Act 1999, -

"Ragging" is defined as: display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes—

- o Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student;
or
- o Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

OBJECTIVES OF THE ANTI RAGGING & DISCIPLINE COMMITTEE

- o To educate and create awareness among the students about the ill effects of ragging.
- o To inform students about their rights against anti-ragging activities.
- o To obstruct the occurrence of ragging by following anti-ragging measures.
- o To provide punishment to those involved in ragging as per the orders laid down by the Supreme Court of India and Maharashtra Prohibition of Ragging Act 1999.
- o To involve the teaching staff and to invoke a sense of responsibility among the staff to curb the menace of ragging in any of its form.


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Activities Treated as Ragging

The following activities are treated as ragging:

1. 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.
2. Indulging in rowdy or undisciplined 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.
3. 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.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
7. 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;
8. 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.

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9. 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

Reporting Cases of Ragging


1. The complaints or information in regard to ragging could be oral or written or SMS and even from third parties.
2. Complaints can be lodged with the Principal, Mentors or any of the members of the Anti-Ragging Committee.
3. All complaints / information received shall be kept strictly confidential.
4. In the event of a student being found in a criminal offence and being suspended from the college, he / she will be re-joined only after his/her obtaining no objection certificate from the concerned police officer.

ANTI RAGGING HELPLINE

As per the regulation of AICTE (All India Council for Technical Education) following committee is constituted for prevention and prohibition of Ragging in the Institute.

Any complaint, grievance or suggestions on ragging can be addressed by informing the following members in charge:

| NAME OF THE COMMITTEE MEMBER | DESIGNATION | CONTACT NUMBER | E-MAIL ID |
|---------------------------------|---------------------|-------------------|---------------------------|
| Siddhesh Shridhar Bagwe | Assistant Professor | 9869540846 | siddheshbagwe4@gmail.com |
| Prasad Umarji | Assistant Professor | 9819151850 | prasadumarji303@gmail.com |


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Sanjana Shashikant Bhabal

Assistant Professor

9869507257

sanjanabhabal9@gmail.com

Punishment

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

- a. Suspension from attending classes and academic privileges.
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c. Debarring from appearing in any test/ examination or other evaluation process.
- d. Withholding results.
- e. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f. Cancellation of admission.
- g. Rustication from the institution for period ranging from one to four semesters.
- h. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

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Undertaking by the Student

(Undertaking from the Students as per the provisions of anti-ragging verdict by the Hon'ble Supreme Court of India.)

I Mr/Ms.....Roll No..... Program
..... student ofdo hereby undertake on this
day..... Month.....yearthe following with respect of above
subject and office Order No.....

- 1) That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures proposed to be taken in the above references.
- 2) That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
- 3) That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the institute if the above statement is found to be untrue or the facts are concealed at any stage in future.
- 4) That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Court. Govt. of India and Institute authorities for the purpose from time to time.

Signature of Student

I hereby fully endorse the undertaking made by my child/ward.

Signature of Mother/Father and or Guardian

Place:


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Date:

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This declaration shall have the effect of a binding contract between the college authorities and the student along with his parent. Violation of the terms would entitle the Principal to take disciplinary action against the student

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