Sipna Shikshan Prasarak Mandal, Amravati's ARTS, SCIENCE AND COMMERCE COLLEGE CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)



CRITERION – V

5.1 Student Support

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. 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



Outward No: ASCC/(est./248/2023

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.

V.D. Kapse Dr.

IQAC Coordinator **Co-ordinator** IQAC Arts, Science & Commerce College, Chikhaldara Distt.: Amravati(M.S.)

Dr. R.S. Jaipurkar Principal

PRINCIPAL Art, Science & Commerce College, Chikhaldara



Sipna Shikshan Prasarak Mandal, Amravati's ARTS, SCIENCE AND COMMERCE, COLLEGE

CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)



SUPPORTING DOCUMENTS

Sipna Shikshan Prasarak Mandal, Amravati's

ARTS, SCIENCE AND COMMERCE COLLEGE

CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)

Metric No. 5.1.4

-I N D E X-

Proof w.r.t. Organization Wide Awareness and Undertakings on Policies with Zero Tolerance

Sr. No	Name of Document	Page No.	
1	Policy Document- Internal Complaint Committee	5-8	
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3	Constitution of Internal Complaint Committee	12	
4	Reports of Few Activities by the Cell	13-15	
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Sipna Shikshan Prasarak Mandal, Amravati's ARTS, SCIENCE AND COMMERCE COLLEGE

CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)



Policy Document

INTERNAL COMPLAINT COMMITTEE

Sipna Shikshan Prasarak Mandal, Amravati's Arts, Science and Commerce College

Chikhaldara, 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.

Arts, Science and Commerce college, Chikhaldara is committed to maintain healthy environment which is free of all forms 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".

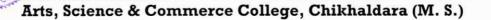
Objectives of ICC

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

Constitution of ICC

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- 1. Presiding Office -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 issues relating to sexual harassment nominated by executive authorities



Policy Document

5. At least one half of the total members of the ICC shall be women and Persons in senor administrative positions shall not be the members of ICC and the term of office of the members of ICC shall be period of 3 years

What is Sexual Harassment

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

- Physical contacts and advances;
- A demand or a request for sexual favours;
- Sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal/non-verbal conduct of sexual nature.

Complaint of sexual harassment

- Complaint any aggrieved woman may 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, 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 to be recorded in writing, 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.
- Where the aggrieved woman is unable to make a complaint on account of her physical or mental in capacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Definitions for reference:

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

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

Policy Document

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 harassments; and the order constituting, the Internal Complaint Committee under subsection (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;
- Provide necessary facilities to the Internal Complaint Committee as the case may be, for dealing with the complaint and conducting an inquiry;
- 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 Arts, Science and Commerce College, Chikhaldara 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, safe and healthy work environment, so that they can come out with their best in all facets.



PRINCIPAL Art, Science & Commerce College, Chikhaldare

Sipna Shikshan Prasarak Mandal, Amravati's ARTS, SCIENCE AND COMMERCE COLLEGE

CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)



Policy Document

GRIEVANCE REDRESSAL

Sipna Shikshan Prasarak Mandal, Amravati's Arts, Science and Commerce College

Chikhaldara, 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 nonacademic 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 cases 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 Student's 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.

Policy Document

Anti-Ragging Committee

There is an Anti-Ragging committee at the institutional level to observe and regulate 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 Convener.

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/departments to the freshers 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 hostels, students accommodation, canteens, restcum-recreation rooms, toilets, etc for preventing/quelling ragging and any uncalled for behaviour/incident.
- Installation of CCTV cameras at vital points.
- Offering orientation, mentoring and professional counselling to freshers 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 (24x7 Toll Free) and e-mail helpline@antiraqqing.in



HII PRINCIPAL Art, Science & Commerce

College, Chikhaldara

Arts, Science & Commerce College, Chikhaldara (M. S.)

Arts, Science & commerce College, Chikhaldara 2021-22 Internal Complaint Cell

Sr.	Name	Position	Contact
No.			Numbers
1	Dr. N. Y. Bhoge	Presiding Officer From (01/02/2022)	7066757788
2	Dr. P. G. Gawnde	Member	942294160
3	Shri P. S. Tayde	Member	9423610533
4	Dr.U. S. Wasnik	Member	9423648847
5	B. R. Darshimbe	Member	7378546342
6	Vijaya V. Wakode	Member Non Government organization	7887950389
7	Ku Nindini N. Dehale(UG)	Member	94237725197
8	Ku. Renuka Barhate(PG)	Member	9404640655
9	Ku. Punam Harane (Ph. D)	Member	7709463653

Constitution of the cell

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Dr.Nilima Y. Bhoon Associate Professor & Hoau and Science) Arts,Science & Commerce College, Shikhaldara

Arts, Science & Commerce College, Chikhaldara 2019-20 Women Grievance Cell

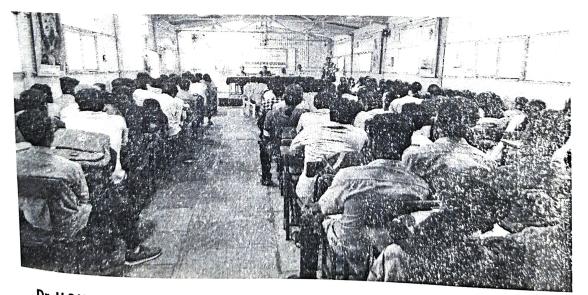
Title of program conducted	:	Information about Women Grievance Cell
Date of program	:	4 th September 2019
Objectives of program	:	To inform about directions of women
		grievance cell.

Number of beneficiaries : 45 Girls Students and other students

Brief summary of the program:

In the academic session 2019-20 one meeting was organized with all the students of college. In this meet Dr. U. S. Wasnik, Head Department of Chemistry and Coordinator of women Grievance Cell reflects the working of cell and also explains about how the good behavior in the college campus and outside the campus helps to respect ourselves and others in the community.

Students were also guided by regarding various laws to safe guard their rights.



Dr. U.S.Wasnik, Coordinator of Women Grievance Cell addressed the students



Head Deptt. of Chemistry Arts,Science & Comm.College Chikhaldara



Sipna Shikshan Prasarak Mandal, Amravati's Arts, Science & Commerce College, Chikhaldara Distt. Amravati (Maharashtra State) 2018-19 Women's Grievance Cell

Aims & Objectives of Committee:

- . To equip the female students and staff members with knowledge of their legal rights and safe • guard their rights
- To organize various functions acquainting the women with their rights.
- To ensure and enhance Gender Equality in college.
- To provide a platform to redress complaints & grievances, if any.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around college. .

Title of programm : To conduct a meet with students

Date of Programme :31/08/2018

Objectives of Programme :

1.To inform about committee rules and Sexual Harassment Maharashtra Act, 2013 & 2015.

2. To appeal all to abide by this Act and committee guidelines

Number of beneficiaries : 50

Brief summary of the Programme:

As per the instructions of the Government of Maharashtra, a Women's Grievance Cell was established and its work is monitored. A meeting was called for students on 31/08/2018in seminar hall. The committee's principles, rules, laws, functioning and other useful information was shared in the meet. All the members and fifty (50) students were present. College students were informed about different cases and examples. Videos were shown on how injustice is done to women or how women should ensure their safety. Clippings, episodes, methods and modes of sexual harassment were also provided. Information was given on the judicial laws for women. Coordinators and ex-coordinators also shed light on sexual harassment appealing everyone to abide by concerned laws and regulations, etc. the principal also addressed the students ensuring full support to the cell.

All committee members were present for the meet.

abide by concerned laws and regulations, etc. the principal also addressed the students ensuring full support to the cell.

All committee members were present for the meet





Women Grivance cell conduct a meet with students on 31/08/2018





Acting Principal Art,Science & Commerce College, Chikhaldara,Dist.Amravati



Sipna Shikshan Prasarak Mandal, Amravati Arts, Science & Commerce College, Chikhaldara, Distt.: Amravati



Internal Complaints Committee Organizes Guest Lecture On

Protection Against Sexual Harassment and Gender Equality, Act 2013

> Date :- Thursday 17th February 2022 Time :- 2.00 to 3.15 pm

Guest Speaker



Prof. Dr. Anagha Sonkhaskar Asst. Professor Laxmibai Gangane Jr.College, Akot

Chairperson



Dr. R. S. Jaipurkar Principal, Arts, Science and Commerce College, Chikhaldara Ex-Pro VC, SGB Amravati University, Amravati

Organizing Committee

Dr.N.Y.Bhoge Presiding Officer

Mrs. B. R. Darshimbe

Member

Dr. U.S.Wasnik Member Dr.P.G.Gawande Member Mr.P.S.Tayade Member

Mrs. V.V. Wakode Member (NGO)

Ku. Nandini DehaleKu. Renuka BarhateKu. Punam HaraneStudent Representative (UG)Student Representative (PG)Student Representative(Res.)

Internal Complaints Committee

Arts, Science & commerce College, Chikhaldara 2021-22 Internal Complaint Cell Brief Report

Name of the Committee: Internal Complaint Cell

Name of program: Protection Against Sexual Harassment and Gender Equality Act, 2013

Date : 17th February 2022

Objective:

- To create awareness about sexual harassment through educational initiatives
- 2. To develop a responsive attitude among all the stakeholders in order to maintain healthy atmosphere.
- 3. To look into complaints and redress it as per requirement within the campus.

Number of beneficiaries : 67

The Internal Complaint Cell was established in college on 2003 under the Act of Government for gender equality and justice in all respect.

The cell informs about code of conduct to prevent sexual harassment and to maintain dignity. The function of the cell is purely to safeguard the rights of female students & staff.

The cell is responsible for looking into the complaints filled by students and staff members.

The cell also tries to incorporate hygiene habits and ensure a healthy environment in the college campus.

Meeting organized regularly with committee members and students.

Complaint and Redressal Mechanism:

Suggestion / complaint box is installed in the campus area installed in the campus area in which the student put in writing the grievances and suggestions.

After writing hearing of complaint, the committee shall take appropriate decision.

In this year academic session some program organized at online platform & meeting is organized offline with ICC members regularly.

Guest Lecture organized on topic Protection Against Sexual Harassment and Gender Equality, Act 2013, dated 17th February 2022. Guest speaker was Dr. Anagha Soukhaskar Asst. Professor Laxmibai Gangane Jr. college Akot. Programm conducted under the presidency of Dr, R. S. Jaipurkar Principal of Arts Science and Commerce College, Chikhaldara. Zoom link: <u>https://usOZweb.zoom.us/i/89591616779?pwd=Wma5bkliYTRNbm1TMInT</u> NDall12UT09

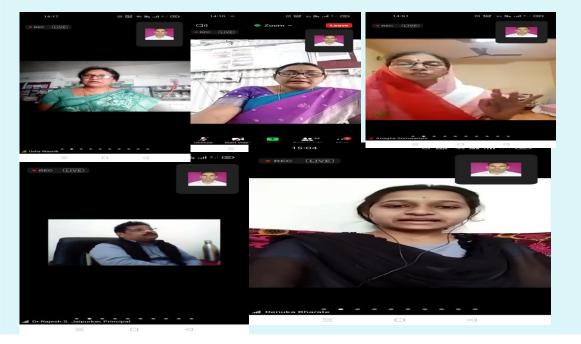
Dr. U. S. Wasnik conduct program and introduced the guest speaker Dr. N. Y. Bhoge Introduction about ICC committee and their work implementation

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PRINCIPAL Art, Science & Commerce College, Chikhaldara

Arts, Science & Commune

Internal Complaint Programme 2021-22



One Day workshop on Protection Against Sexual Harassment and Gender Equality, Act 2013 on dated 17 th February 2022

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Arts, Science & Commerce College, Chikhaldara 2020-21 Women Grievance Cell

Title of program conducted: Guest lecture on Prevention, Prohibition and Redressal Act 2013

Date:

09th March 2021

Objectives of program: To create awareness about the act 2013 Number of beneficiaries: 82

Brief summary of the program:

In the academic session 2020-21, as COVID-19 pandemic situation program organized at online platform. Guest lecture organized on topic **Prevention**, **Prohibition and Redressal Act 2013**, on the occasion of celebration of International Womens Day dated 09th March 2021in collaboration with Women Grievance Cell and IQAC of college. Guest speaker was Dr. Anita J.Bodake, Associate Professor, Rajaram College Kolhapur. Speaker shared her knowledge and reflects the rules and regulations of prevention, prohibition and redressal act 2013. Program was inaugurated by Dr.V.D.Kapse, IQAC coordinator and presided over in the presence of Dr. V.R. Patil, Principal, ASCC, Chikhaldara.

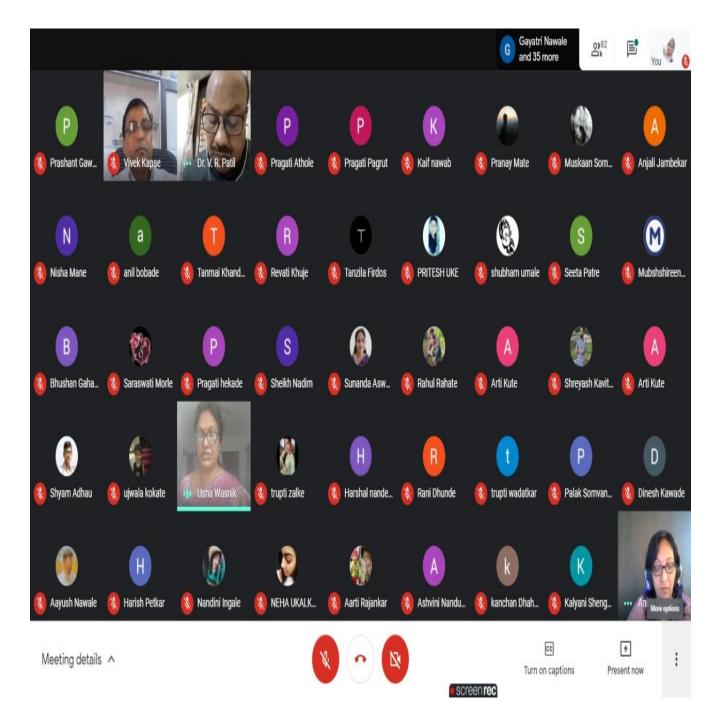
Dr. Usha S. Wasnik anchored the program and ended by vote of thanks.

Google meet: http://meetgoogle.com/nnk-gypj-crb

Deptt. of Chemistry Arts,Science & Comm.College Chikhaldara







Guest lecture on Prevention, Prohibition and Redressal Act 2013 by Dr. Anita J. Bodake, Associate Professor, Rajaram College Kolhapur on date 09th March 2021

Arts, Science & Commerce College, Chikhaldara 2020-21 *Women Grievance Cell*

1. Title of program conducted: University level Webinar onSafety and security of women through ICT tools and Techniques.

Date:

09th August 2021

Objectives of program: To create awareness about

- 1. Safety of girls on social media
- 2. Do's and don'ts on social media
- 3. Safety media available for girls

4. Safety apps for girl

Number of beneficiaries: 85

Brief summary of the program: Arts, Science and Commerce College, Chikhadara, Distt. Amravati came into existence in 1996 with an intention to impart higher education to the tribal at their very door step and ensure their wellbeing, growth and safety. This year college celebrates silver jubilee year by organizing students oriented and social benefited various online activities.

In the academic session 2020-21, as COVID-19 pandemic situation program organized at online platform. University level webinar organized on topic **Safety and security of women through ICT tools and Techniques on Monday**, August 09th, 2021. The program chaired by Dr. V.R. Patil, Principal of college and inaugurated by Dr.Alka A. Bhise, Principal, Vinayak Vidnyan Mahavidyalaya, Nandgaon Khandeshwar. Dr.U.S. Wasnik coordinator of Women Grievance Cell gave brief introduction of women Grievance cell and introduced the guest speaker. Dr.V.D.Kapse IQAC coordinator gave welcome address. Dr.Alka A. Bhise madam informed the students about women sexual

harassment at workplace (Prevention, Prohibition and Redressal) ACT 2013. Guest speaker was Dr.D.H.Pethkar, Assistant Professor and Head, Department of Computer Science, Shankarlal Khandelwal College, Akcia Dr.Pethkar madam shared ppt and aware about which app safe and which not on social media.

The participants were from different colleges of affiliated universities.

Google meet: http://meetgoogle.com/nnk-gvpj-erb

Deptt. of Chemistry Arts,Science & Comm.College Chikhaldara



23



Sipna Shikshan Prasarak Mandal, Amravati's Arts, Science & Commerce College,

Chikhaldara Distt.: Amravati – 444807 NAAC Re-accredited with B⁺⁺Grade (C.G.P.A. 2.77) (College website: <u>www.sipnaascc.ac.in</u>) E-mail- ascc163@sgbau.ac.in, Ph.No. 07220-230309

University Level Webinar On

"Safety and Security of Women through ICT Tools and Techniques"

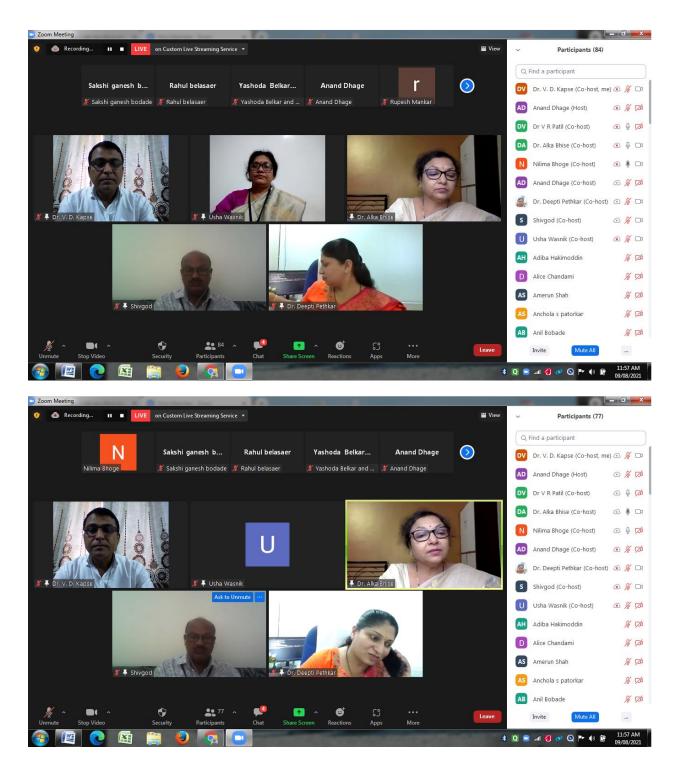
Monday, 09th August 2021 11.30 am Organized By Women Grievance Cell (Internal Complaint Committee) and IQAC



Dr. V. R. Patil Officiating Principal

Organizing Committee

Dr. V. D. Kapse Coordinator IQAC Dr. Usha S. Wasnik Convener



University level Webinar on Safety and security of women through ICT tools and Techniques on date 09th August 2021.