

**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**

■ President  
**Shri. Jagdish M. Gupta**  
(Ex. Minister of State, Maharashtra)  
0721 (O)2522341 (R) 2572526



SIPNA SHIKSHAN PRASARAK MANDAL'S AMRAVATI

**ARTS, SCIENCE &**

**COMMERCE COLLEGE, CHIKHALDARA**

■ Principal  
**Dr. Rajesh S. Jaipurkar**  
(Mob.) 9423126066

Distt. Amravati (Maharashtra) 444 807  
NAAC Reaccredited 3rd Cycle with CGPA 2.77 at grade B++ (2018-2023)


■ E-mail : [ascc163@sgbau.ac.in](mailto:ascc163@sgbau.ac.in) ■ Website : [www.sipnaascc.ac.in](http://www.sipnaascc.ac.in) ■ Tel. (O) 07220-230309


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Date : *23/05/2023*

## 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.

  
Dr. V.D. Kapse  
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 Related to Mechanisms for Submission of  
Online/Offline Students' Grievances**

<b>Sr. No</b>	<b>Name of Document</b>	<b>Page No.</b>
<b>1</b>	<b>Policy Document- Internal Complaint Committee</b>	<b>5-8</b>
<b>2</b>	<b>Policy Document- Grievance Redressal</b>	<b>9-11</b>
<b>3</b>	<b>Constitution of Internal Complaint Committee</b>	<b>12</b>
<b>4</b>	<b>Grievance Redressal Mechanism</b>	<b>13-14</b>

**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**

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



5. At least one half of the total members of the ICC shall be women and Persons in senior 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 or the Chairperson or any Member of the 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 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 incapacity 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:

**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.





## **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 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;
- 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.*



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**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 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 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.



### 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@antiraqing.in



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

**Constitution of the cell**

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

*NBhoge*  
Dr. Nilima Y. Bhoge  
Associate Professor & Head (Arts and Science)  
Arts, Science & Commerce College,  
Chikhaldara

**Sipna Shikshan Prasarak Mandal, Amravati's**  
**Arts, Science and Commerce College, Chikhaldara**  
**Grievance Redressal Mechanism**

**Students' Grievance Redressal Mechanism**

The redressal mechanism works to resolve grievances raised by any student in the college. If any student has any problem or a grievance regarding academics, 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 Complaint Box i.e. (Suggestion Box) installed in the college campus. Any form of discomfort or dissatisfaction confronted by the students can be directly informed to Internal Complaint Committee. This committee also looks into the matters of sexual abuse and harassment. A complainant with a genuine grievance may approach the Convener/Coordinator of ICC (Internal Complaint Committee) to lodge a complaint in writing, ICC then redresses the grievance sincerely and judiciously. As a result of this mechanism, the college has developed a comfortable, pleasant and healthy atmosphere among the students.

**Objective**

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 dealwith 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.



MYL

**Dr. R.S. Jaipurkar**  
Principal

**Dr. R. S. Jaipurkar**  
Principal

**Arts Science & Commerce College,**  
**Chikhaldara, Dist - Amravati**

Gender Policy