

## Criteria – V

### Student Support

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

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## Mechanisms for submission of Online/Offline students' grievances

## COMPLAINT BOX



- A complaint box is placed in the institute which is accessible for the students & staff members
- This box is opened first week of every month and the complaints are addressed by the committee members
- Received complaints are verified and discussed with the concerned members
- Necessary actions are taken based on the type of complaint

# Timely redressal of the grievances through appropriate committees

## **Sexual Harassment & Anti ragging Committee work**

### **OBJECTIVE OF THE POLICY**

1. To fulfill the directive of the Supreme Court, as per UGC directives and the University in respect of implementing a policy against sexual harassment in the institute
2. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
3. To provide an environment free from gender-based discrimination
4. To ensure equal access of all facilities and participation in activities of the college
5. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violences in the institution
6. To promote a social & psychological environment that will raise awareness about sexual harassment.

### **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature in the workplace or learning environment. It can be determined as:

1. A demand or request for sexual favors
2. Sexual remarks on color or gender
3. Unwanted touching or physical contact
4. Exposing oneself or performing sexual acts on oneself
5. Unwanted sexually explicit photos, emails, or text messages

### **PREVENTIVE STEPS BY THE COMMITTEE**

This committee ensures:

1. To facilitate a safe environment that is free from sexual harassment
2. To promote behavior that creates an atmosphere that ensures gender equality and equal opportunities

### **PROCEDURE/REMIDIAL STEPS**

1. The committee shall call for a meeting as and when the committee or any member of the committee receives a complaint.
2. The committee may direct the complainant to prepare and submit a written complaint with exactness and required particulars within a period of one week from the incident or such other time period decided by the committee
3. The committee shall direct the accused to prepare and submit a written response to the complaint/allegation within the time period as decided by the committee.
4. Each party will be provided with a copy of the written statement(s) submitted by the order.
5. The committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both the reasonable opportunity of presenting their case.
6. The committee shall allow both parties to produce relevant documents & witnesses to support their case. Documents produced by either party shall be affixed with the party's signature to certify the document as original / true copy.
7. The party against whom the document/witness is produced shall be entitled to challenge /cross examine the same.
8. The committee shall sit on a day-to-day basis to record and consider the evidence produced by both the parties.

9. As far as possible, all proceedings shall take place in the presence of both the parties.
10. Minutes of all the proceedings of the committee shall be prepared and duly signed by all the members of the committee.
11. The committee shall make all the endeavor to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint
12. The committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the principal/Management, within of five (5) days from the completion of the proceedings.
13. If, in the due course of the proceedings, the committee is satisfied that the prima facie case of sexual harassment is made against the accused and that there are chances of recurrence of any such action, or that it is required to do so in the interest of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of –
  1. Warning
  2. Written apology
  3. Bond of good behavior
  4. Adverse remarks in the confidential report
  5. Denial of re-employment/re-admission
  6. Stopping of increments / promotions / denying admission tickets
  7. Denial of membership in statutory bodies
  8. Suspension
  9. Any other relevant mechanism

If, in the course of the proceedings, the committee feels that any person (member or non member) has retaliated against/ victimized the complainant, the committee shall report the same in writing, to the Principal/Management with the reason and with recommendations of the action to be taken against such person. If, at the completion of the proceedings, the committee feels that the complainant has knowingly brought false charges of sexual harassment/ragging against any person, it shall report the same in writing to the Principal with reasons and appropriate action will be taken against the complainant.

**ANTI RAGGING COMMITTEE:**

Sr. No.	Name of the Committee member	Post
1	Ar. Girija Kulkarni	Chairman
2	Ar. Deepali Damugade	Member
3	Ar. Shivraj Ghatge	Member
4	Akshay Patil	Student Member
5	Shakir Momin	Student Member

**SEXUAL HARRASMENT COMMITTEE:**

Sr. No.	Name of the Committee member	Post
1	Ar. Girija Kulkarni	Chairman
2	Ar. Sai Kulkarni	Member
3	Ar. Prasad Nidsosi	Member
4	Adv. Neelam Ghatge	Member
5	Vrushali Jadhav	Student Member

**Complaint Form**

Name :

Class :

Victim Name :

Contact Number :

E-mail Id :

Accuser Name :

Class (of the Accuser) :

Complaint :

Time :

Date :

Signature :