



Criteria 5 Student Support and Progression

5.1 Student Report

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

Proof related to Mechanisms for submission of online/offline students' grievances





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Anti sexual harassment committee- composition

- ❖ Senior women faculty should be the chairman.
- ❖ Two senior women faculty members
- ❖ One senior male teaching faculty member
- ❖ One women member from administrative staff.
- ❖ One women member from class IV staff.
- ❖ Three nominated girls representatives.
- ❖ Principal and one member from the management.
- ❖ One parents of a girl student.

Objectives of the policy

- To fulfil the directives of the Supreme Court and the universities of implementing a policy against sexual harassments in the institutions.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender base violence in the institutions.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow up procedures.
- To provide an environment free of gender base discrimination.
- To ensure equal access of all facilities and participation in activities of the college.
- To create a secure physical and social environment on the campus which will deter out of sexual harassments
- To promote social and psychological environment that will raise awareness about sexual harassment in its various forms.
- To create a healthy atmosphere on the campus in which no women / student or employee will be harassed.

Sexual Harassments

It includes such unwelcome sexually determined behaviour as –

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

Powers of the Committee.

- ✓ The committee shall have the power to summon witnesses and call for documents for any other information from an employee or students.
- ✓ It can serve a notice in writing on that person calling for such documents.
- ✓ If the written documents is in electronic form the committee shall have power to direct the same to be reproduce in a writing.
- ✓ The committee shall have power to make copies of the documents and retain such documents.
- ✓ The committee shall have the power to receive interim directions to any person.
- ✓ The committee shall have the power to recommend action to be taken against any person found guilty.



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Functions of the committee - Preventative steps.

It will be the endeavour of the committee.

- (a) To facilitate a safe environment that is free of sexual harassment.
- (b) To promote behaviour that creates an atmosphere that ensures gender equality and equal opportunity.

Procedures to be followed by the committee.

The committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.

- The committee may direct the complainant to prepare and submit a detail statement of the incidents. If the written complaint lacks exactness and require particulars, such statement should be submitted within a period of two days from the directions given.
- The committee shall direct the accused employee to prepare and submit written response to the obligations within a period of four days from such directions.
- Each party shall be provided with a copy written statement(s) submitted by the other.
- The committee shall conduct the proceeding in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, the accused should not participate in the proceedings. The committee shall continue ex- party.
- The committee shall allow both parties to produce the relevant documents and witness to support their case; documents produced should bear the party signature to certify it as original / true copy.
- The party against whom the documents / witnesses produced shall be entitled to challenge / cross examine the same.
- The committee shall sit on a day to day basis to record and consider the evidence produced by both the parties.
- As far as practicable, all proceedings of the committee shall take place in presence of both the parties.
- Minuets of all the proceedings of the committee shall be prepared and duly signed by the members of the committee.
- The committee should make all the attempts to complete the proceeding within a period of 15 days from the receipt of the complaint.
- The committee shall records its findings in writing supported with reasons and shall forward the same with recommendations to the principle of managements within a period of five days from the completion of the proceedings.
- If the committee is satisfied then a prima faci case of sexual harassment is made out against the accused employee/student and that there is any chance of recurrence of any such action or any action is too initiated in the interest of justice. Disciplinary action of the following nature can be taken



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- Warning
- Written apology
- Bond of good behaviour
- Adverse remarks in the confidential report
- Denial of reemployment or readmission
- Stopping of increment / promotion/ denying admission tickets
- Reverting / demotions
- Suspension
- Dismissal

There should be periodic meeting of the cell and minutes maintained. The cell is to undertake pro-active activities.



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STUDENT GRIEVANCE REDRESSAL COMMITTEE POLICY

Yeshwant Mahavidyalaya, Wardha is committed to create conducive atmosphere for academic and holistic development of students. Accordingly, opportunities are given to the students to seek the redressal of grievance through the Student Redressal Grievance Committee (hereinafter referred as the Committee), constituted in compliance with section 5, University Grants Commission (Redress of Grievances of Students) Regulations, 2019 (hereinafter referred as UGC Regulations, 2019). The committee intends to redress the grievance with the highest standard of integrity, fairness and with confidentiality.

Mechanism for Redressal or dispose of complaints received from students

Functions:

1. *To review the complaints received by the Student Grievance Redressal Committee.*
2. *To follow the principles of natural justice in considering the grievances.*
3. *To report with recommendations.*
4. *To conduct the surveys to identify the problems of students and provide suitable solutions.*

Mode of submitting the Grievance:

An aggrieved student can submit the application seeking redressal of grievance to the Committee

1. *The online portal provided on the website of the college or*
2. *By dropping the complaint at the grievance box.*

However, the committee also reserves the right to receive the complaint on its own motion. Further, where a complaint is found to be false or frivolous, disciplinary action will be taken.



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ANTI RAGGING COMMITTEE

(Mechanism for Redressal or dispose of complaints received from students)

Functions of the Committee :

- 1) To consider the complaints received from the students and conduct enquiry and submit report to Anti Ragging Committee along with the punishments recommended for the offender.
- 2) Oversee the procedure of obtaining the Undertaking from the students in accordance with the provisions.
- 3) Conduct workshop against ragging menace and orient the students.
- 4) To create awareness among the students about anti ragging.
- 5) To take all necessary measures for prevention of ragging inside the college campus.
- 6) The other function of a committee is to contribute to the efficient operation of an organization. In most cases, a committee is concerned with the communication of information and with assisting the leadership in the decision-making process by
- 7) providing needed information and maintain healthy atmosphere in the college.

SOP :

- If any aggrieved students wants to complaint to the Anti Ragging Committee, he can directly approach to the said committee and lodge a complaint,.
- Students can complaint in online as well as off line mode. For lodging offline complaint.
- Suggestions cum Complaint box has been provided in conspicuous place of the college.
- For online complaint TAB has been provided on college website.



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- All complaints regularly open before the committee and according to the gravity of incidence; the said committee will take appropriate action against the complaint filed.
- Thus strict SOP has been followed in every case in time.

Awareness / Prevention from all practices of Ragging :

At the time of admission we inform all the students about prevention of ragging practices and its punishments. It made compulsory for every students to sign Undertaking that he /she shall not involved in any practices of ragging. Conduct workshop against ragging menace and orient the students also.

Online and off line mechanism for entertaining the complaint :

College has developed off line and also online mode of receiving complaints regarding ragging incidence. For offline complaint Suggestions cum Complaint box has been provided in conspicuous place of the college, and for online complaint TAB has been provided on college website

All complaints regularly open and action taken on time.

Outcomes :

As per our strict and zero tolerance policies implemented in our college, not a single case found in last five years.



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UNDERTAKING

I _____ hereby solemnly declare that I shall not be in any way involved in the act of ragging. I shall follow the “U.G.C. Regulations on curbing the menace of ragging in higher education institutions (Redressal of Grievances of Students) Regulation, 2023” notified through U.G.C. regulations dated 11 April, 2023. I am aware of the fact that any violations of these regulations will be viewed seriously and shall be entitled for the necessary punishment, even to the extent of rustication or imprisonment.

Date :

Signature of the Student

I _____ hereby solemnly declare that my son/daughter _____ shall be in no way involved in the act of ragging. I am quite aware of the fact that ragging is a criminal offence and liable for punishment.

Date :

Signature of the Parent