

# Jatindra-Rajendra Mahavidyalaya



ESTD – 1986

P.O.--Amtala



Dist. – Murshidabad



Pin Code-742121

## Metric ID: 5.1.4

### Deviations Details:

*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. Organisation 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

HEI Input :

A. All of the above

## HEI RESPONSE

against the Findings of DVV:

The **Governing Body** of HEI has constituted of Internal committees / Grievances Committee formation / other committees as per UGC norms in its **Meeting No. 15** dated **29.08.2018** and these committees have been approved as recorded in its **Resolution No. 14**.

And the **Internal Complaint Cell** has been empowered for Sexual Harassment Prevention among the students in it **Meeting No. 19** dated **17.07.2019** and was approved as per the record of **Resolution No. 3.b** with Prof. Sucharita Mitra being the convener.

HEI provides detailed information in its website and the respective links of those committees and their screenshots are given as follows:

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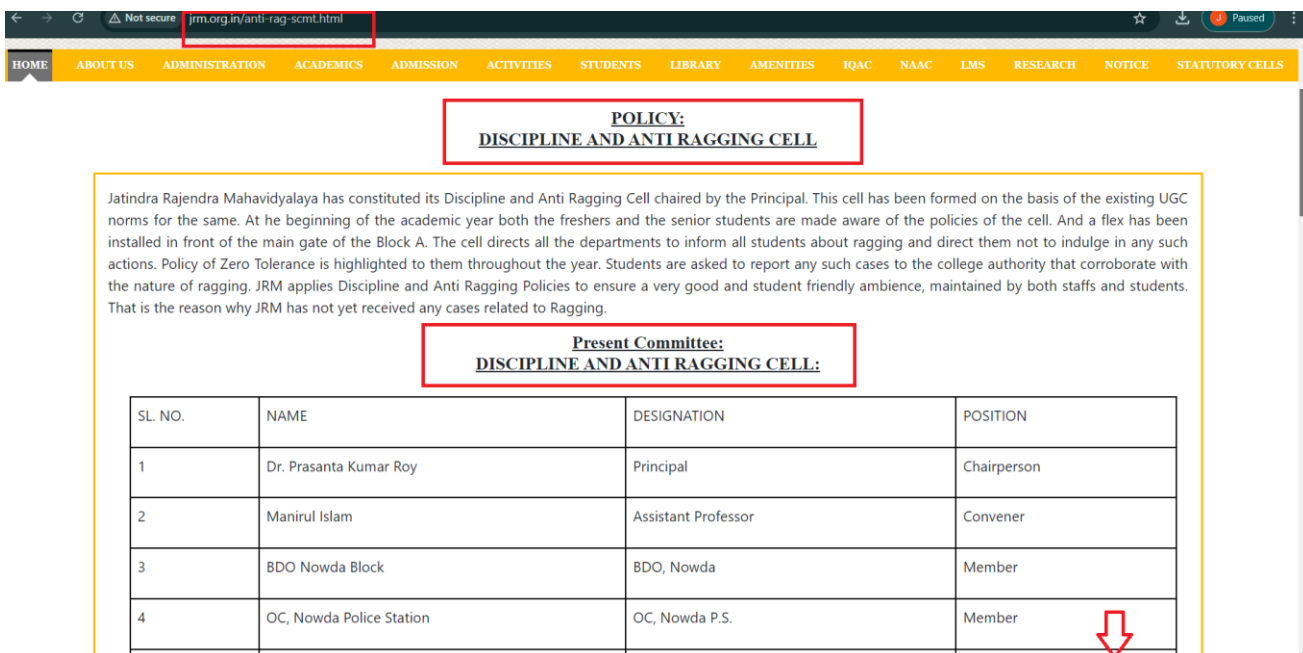
**1. HEI has constituted all its Internal committees/ Grievances Committee formation/ other committees as per UGC norms.**

**a) Discipline and Anti Ragging Cell**

The committee has been formed as per the UGC Norms and the formation of committee has been displayed in old and New HEI Website : [http://old.jrm.org.in/Anti\\_ragging%20Committee.html](http://old.jrm.org.in/Anti_ragging%20Committee.html)



**New Website: <http://www.jrm.org.in/anti-rag-scm.html>**



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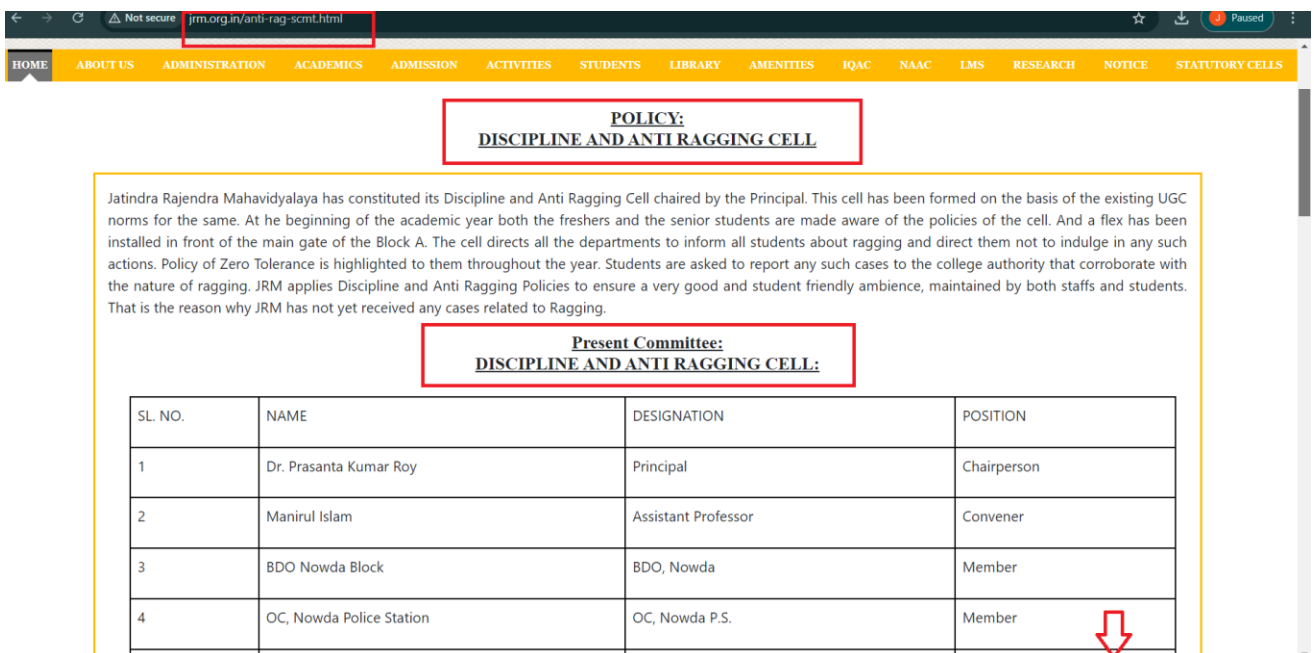


**b) Internal Complaint and Anti Sexual Harassment Cell**

The committee has been formed as per the UGC Norms and the formation of committee has been displayed in old and New HEI Website : <http://old.jrm.org.in/Internal%20Complaints%20Committee.html>



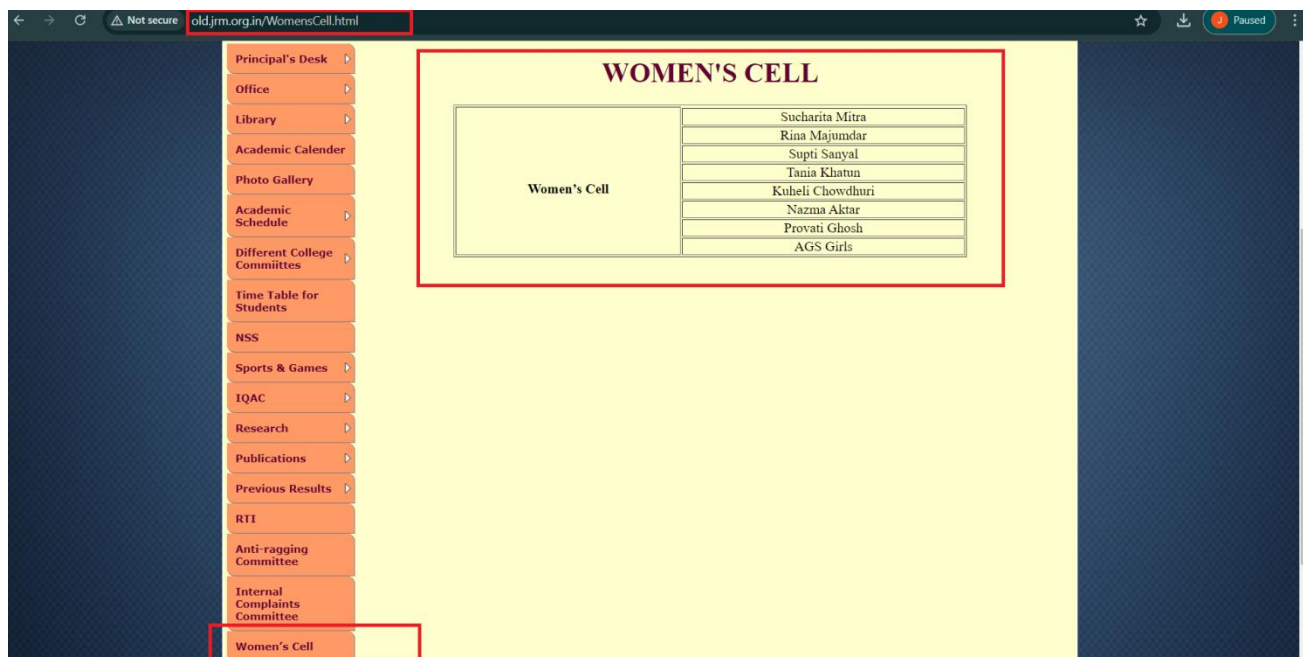
New Website: <http://www.jrm.org.in/internal-soc.html>



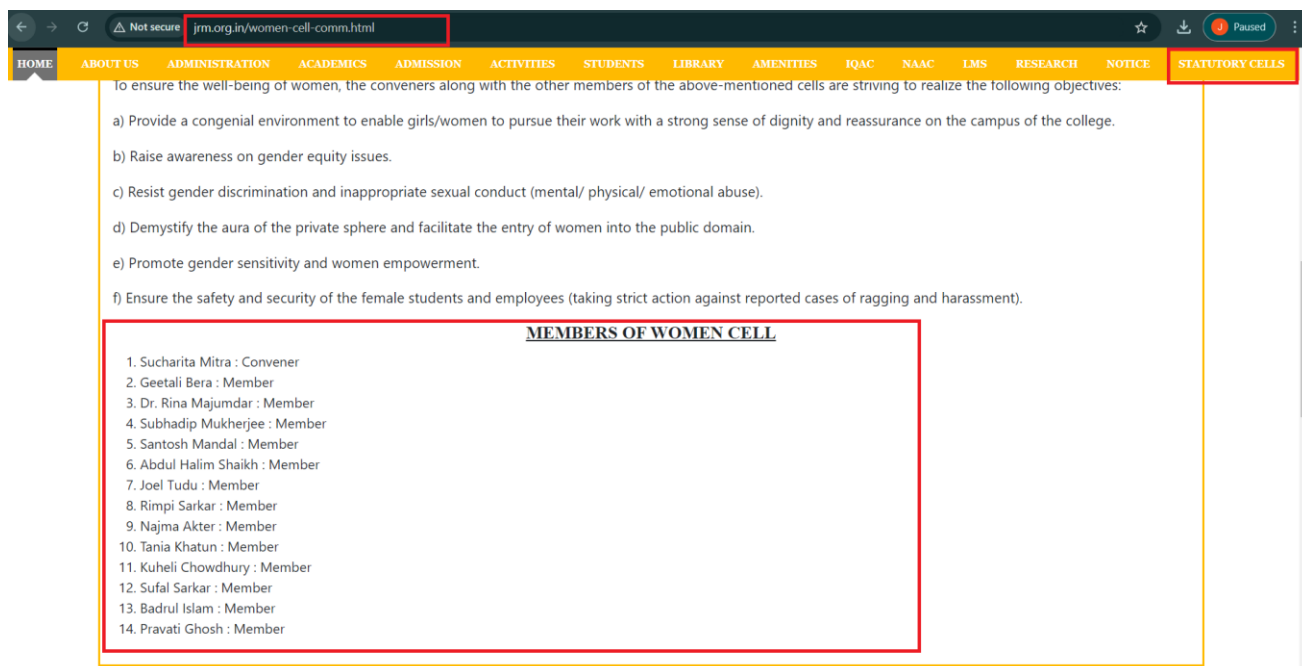
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**Jatindra - Rajendra Mahavidyalaya**  
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c) Women's Cell

The committee has been formed as per the UGC Norms and the formation of committee has been displayed in Old and New HEI Website : <http://old.jrm.org.in/WomensCell.html>



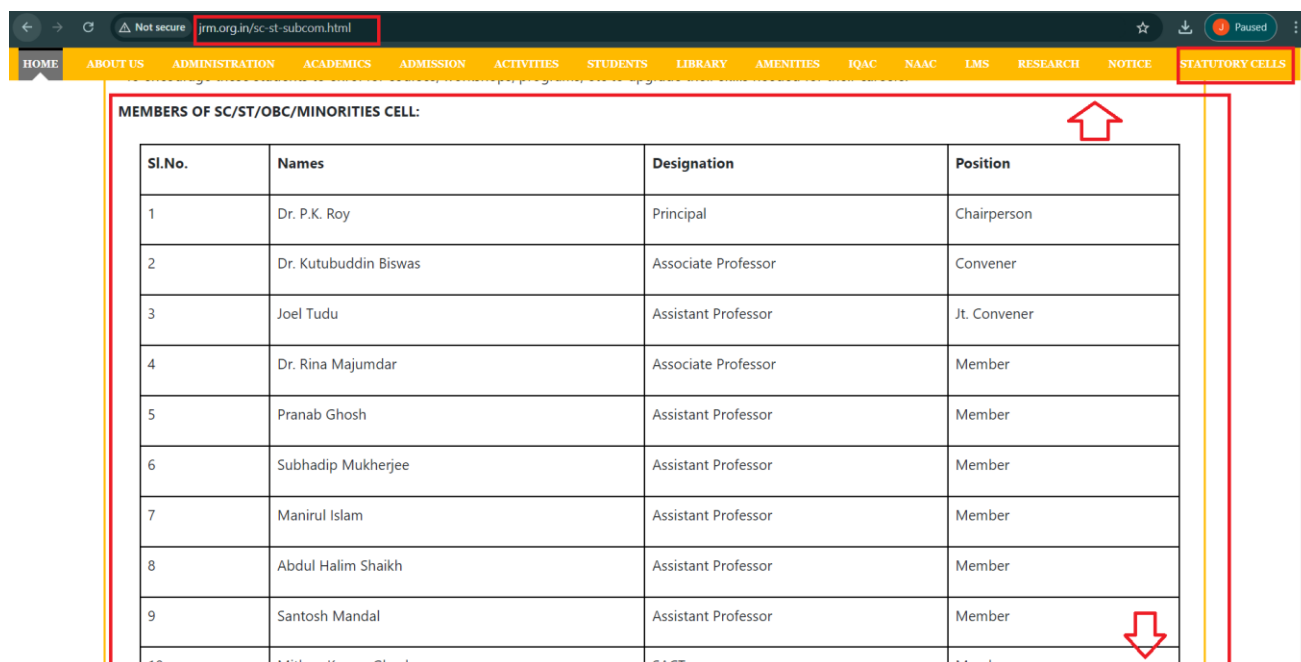
New Website: <http://www.jrm.org.in/women-cell-comm.html>



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#### d) SC/ST/OBC/Minority Cell

The committee has been formed as per the UGC Norms and the formation of committee has been displayed in New HEI Website : <http://www.jrm.org.in/sc-st-subcom.html>



Sl.No.	Names	Designation	Position
1	Dr. P.K. Roy	Principal	Chairperson
2	Dr. Kutubuddin Biswas	Associate Professor	Convener
3	Joel Tudu	Assistant Professor	Jt. Convener
4	Dr. Rina Majumdar	Associate Professor	Member
5	Pranab Ghosh	Assistant Professor	Member
6	Subhadip Mukherjee	Assistant Professor	Member
7	Manirul Islam	Assistant Professor	Member
8	Abdul Halim Shaikh	Assistant Professor	Member
9	Santosh Mandal	Assistant Professor	Member
10	Mihir Kumar Chakraborty	Asst. Prof.	Member


#### e) Equal Opportunity Cell

UGC Guideline for formation of this cell:

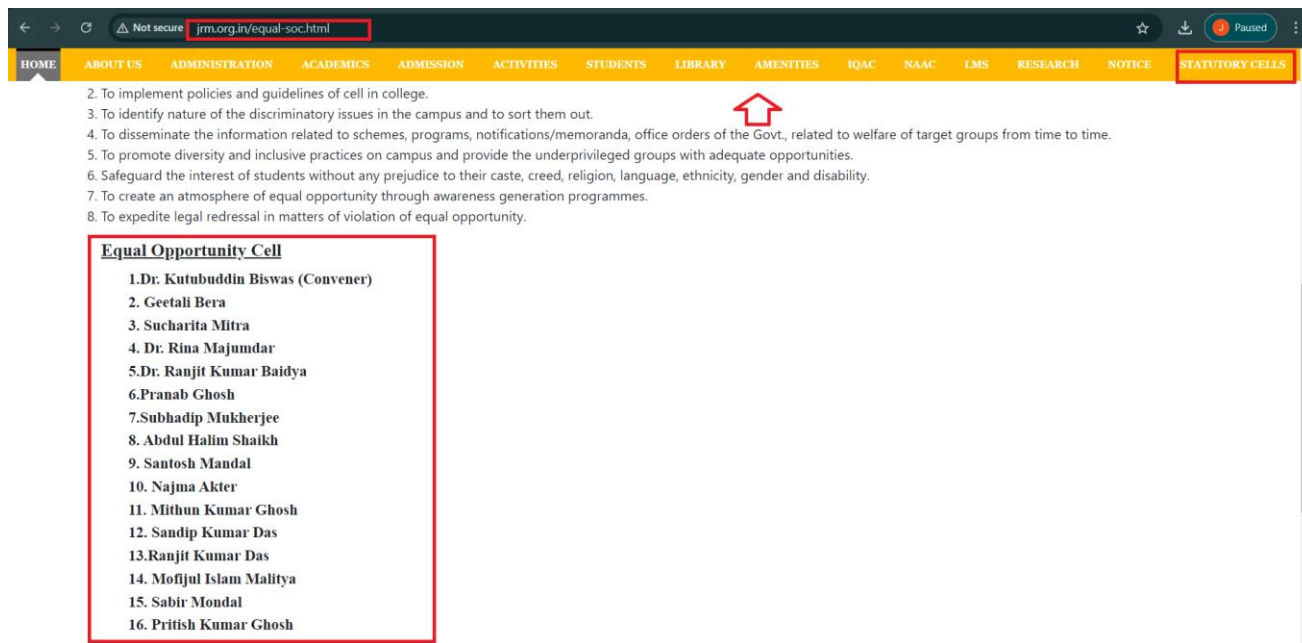
##### 3.3 Governance of SEDGs Cell:

1	Chairperson. SEDGs Cell	
2	Senior Professor	Member
3	In-charge of Internal Complaint Committee	Member
4	Coordinator/Director of IQAC	Member
5	SC/ST Representative	Member
6	OBC Representative	Member
7	Two Students' Representative belonging to SEDGs	Members (one male and one female member)
8	Assistant Registrar/ Administrative Officer	Member Secretary

\* Chairperson and members to be nominated by Head of the HEI

  
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The committee has been formed as per the UGC Norms and the formation of committee has been displayed in New HEI Website : <http://www.jrm.org.in/equal-soc.html>



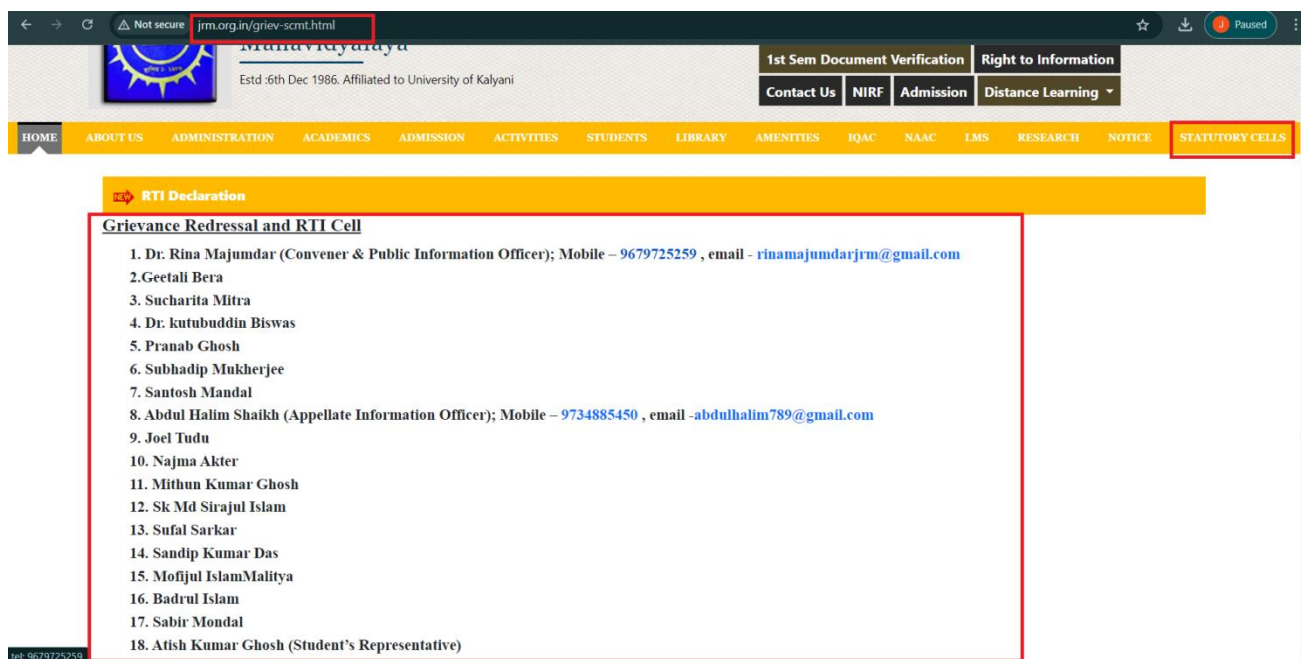
2. To implement policies and guidelines of cell in college.  
3. To identify nature of the discriminatory issues in the campus and to sort them out.  
4. To disseminate the information related to schemes, programs, notifications/memoranda, office orders of the Govt., related to welfare of target groups from time to time.  
5. To promote diversity and inclusive practices on campus and provide the underprivileged groups with adequate opportunities.  
6. Safeguard the interest of students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.  
7. To create an atmosphere of equal opportunity through awareness generation programmes.  
8. To expedite legal redressal in matters of violation of equal opportunity.

**Equal Opportunity Cell**

1. Dr. Kutubuddin Biswas (Convener)
2. Geetali Bera
3. Sucharita Mitra
4. Dr. Rina Majumdar
5. Dr. Ranjit Kumar Baidya
6. Pranab Ghosh
7. Subhadip Mukherjee
8. Abdul Halim Shaikh
9. Santosh Mandal
10. Najma Akter
11. Mithun Kumar Ghosh
12. Sandip Kumar Das
13. Ranjit Kumar Das
14. Mofijul Islam Malitya
15. Sabir Mondal
16. Pritish Kumar Ghosh

#### f) Grievance Redressal Cell

The committee has been formed as per the UGC Norms and the formation of committee has been displayed in New HEI Website : <http://www.jrm.org.in/griev-scmt.html>



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**RTI Declaration**

**Grievance Redressal and RTI Cell**

1. Dr. Rina Majumdar (Convener & Public Information Officer); Mobile – 9679725259 , email - [rinamajumdarjrm@gmail.com](mailto:rinamajumdarjrm@gmail.com)
2. Geetali Bera
3. Sucharita Mitra
4. Dr. kutubuddin Biswas
5. Pranab Ghosh
6. Subhadip Mukherjee
7. Santosh Mandal
8. Abdul Halim Shaikh (Appellate Information Officer); Mobile – 9734885450 , email - [abduhalim789@gmail.com](mailto:abduhalim789@gmail.com)
9. Joel Tudu
10. Najma Akter
11. Mithun Kumar Ghosh
12. Sk Md Sirajul Islam
13. Sufal Sarkar
14. Sandip Kumar Das
15. Mofijul Islam Malitya
16. Badrul Islam
17. Sabir Mondal
18. Atish Kumar Ghosh (Student's Representative)

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# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala, Murshidabad – 742121

## STATUTORY CELLS

### STUDENTS GRIEVANCE AND REDRESSAL CELL

#### POLICY:

The students are the centre stage of all teaching learning process in Jatindra Rajendra Mahavidyalaya. Their concerns and problems deter them from overall growth and development. Hence the college keeps the utmost importance and priority to eradicate their problems. In this regard, the function of the Grievance and Redressal Cell is to look into the complaints and grievances of the students lodged through offline mode and judged and redressed the merits of the cases. The cell extends its power to look into the matters of harassment cases as well. Students are informed to submit their written complaints to be dropped in the complaint box located in the main office or any member of the cell can be approached individually. Students can also lodge their complaints over the phone call to any members of the cell.

#### ❑ OBJECTIVES:

The objectives of the Grievance and Redressal Cell are to develop the atmosphere of college free from all kinds of harassment in order to enhance teaching learning process more efficiently and smoothly. The cell also makes sure a responsive and accountable attitude of all stakeholders with the view to maintain a harmonious educational atmosphere in our college. The Cell operates with the following objectives:

- To uphold the dignity of an educational institute i.e. to develop an atmosphere free from all harassment, discrimination, and anti-social activities by promoting fraternal relationship among stakeholders.



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- To encourage students to open their minds to grow mentally, emotionally and intellectually.
- To motivate to face challenges the students encounter during their college life to get rid of problems and victimized attitude.
- To ensure complaints are lodged in written forms to be dropped in the complaint box kept in the main office to improve the quality of the college.
- To advise the stakeholders to respect the dignity, viewpoints, and ways of life of everyone.
- To monitor any kind of unwanted activities that goes against the policies of the college from being developed in the college.
- To ensure zero tolerance attitude towards ragging.
- To ensure discipline and rule of laws among all.

#### ❑ **SCOPE:**

The Cell deals with the Grievances of students related to any of the following matters:-

- **Academic Matters:** Daily classes, students support services like free Wi-Fi, notes, clean drinking water, etc and timely issuance of duplicate Marks-sheet, Transfer Certificates, Conduct Certificates or other examination related matters.
- **Financial Matters:** filling up of scholarship forms and timely disbursement of them.
- **Other Matters:** canteen facility, organization of programmes and events related to students concerns like cultural events, *nobin boron*, victimization by teachers etc.

#### ❑ **FUNCTIONS:**

- Complaint box is opened and checked every day by the convener of the Grievance and Redressal Cell.
- Cases to be attended promptly on the receipt of written grievances from the students or any other means like explanation of cases to any members individually or over the phone call or messaging platforms.

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- The Cell formally reviews all cases and acts accordingly as per the stipulated Policies.
- The Cell reports to the authority about the cases, attendance of members to hear the cases, if any, and the number of pending cases, which require direction and guidance from higher authorities.

#### ❑ **PROCEDURE FOR LODGING COMPLAINT:**

- The students are free to lodge a grievance in writing and drop it in box.
- The Grievance Cell acts upon those cases which have merits to be redressed.
- The Grievance Cell assures that the grievances are properly solved in a stipulated time frame.

#### ❑ **DEFINITIONS:**

- ***Informal Complaint:***

An informal complaint means issues or problems related to academics and non-academics that a student faces with a faculty/instructor, staff member, administrator, or department or the programme of the University of Kalyani.

The student must first discuss and attempt to resolve the issue with whomever the issue arose, if possible except the cases of alleged sexual harassment, sexual misconduct or discrimination. Under such cases, the student should contact any member of the cell for guidance. The student must initiate a complaint within a few days (not more than seven working days) after the alleged incident.

- ***Non-Academic Grievance:***

Non-academic grievance means any incident through which if a student believes that he/ she has been dealt with arbitrarily, unfairly or in a way that violates the established laws, rules, policies or procedures, or past practices by the college as a



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whole or any unit or agency or function thereof and in a manner that has caused actual harm to the student.

- **Academic Grievance:**

Academic grievance means any incident through which if a student believes that he/ she has been treated arbitrarily or unfairly within the context of the course, teaching learning process, privilege of obtaining information or study materials that are circulated as a general.

In order to get justice for such grievances, a student must first file an academic grievance by demonstrating the actual harm except classroom style or general grading or award giving policies.

- **Complainant/ Grievant:**

A complainant/ grievant is an individual student or group of students who believe(s) he/she or they has/ have been robbed of due rights.


- **Confidentiality:**

Confidentiality means the information related to the complainant/ grievant, matters, their discussion of complaints or grievances are to be kept secret through the maintenance of professional standards of confidentiality. Such confidential information does apply to law enforcement or other agencies required by the law.

**❑ STUDENT'S GRIEVANCES REDRESSAL CELL:**

**A. From Academic Years: 2018-19 to 2019-20; 2020-21 to 2021-22**

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Position</i>
1	Geetali Bera	Teacher In-charge	Chairperson
2	Abdul Halim Shaikh	Assistant Professor	Convener
3	Pranab Ghosh	Assistant Professor	Member
4	Dr. Kutubuddin Biswas	Associate Professor	Member

  
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5	Subhadip Mukherjee	Assistant Professor	Member
6	Manirul Islam	Assistant Professor	Member

**B. From Academic Years: 2022-23 to 26.07.2023**

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Position</i>
1	Geetali Bera	Teacher In-charge	Chairperson
2	Abdul Halim Shaikh	Assistant Professor	Convener
3	Pranab Ghosh	Assistant Professor	Member
4	Dr. Kutubuddin Biswas	Associate Professor	Member
5	Subhadip Mukherjee	Assistant Professor	Member
6	Manirul Islam	Assistant Professor	Member

**C. From Academic Years: from 26.07.2023 till present**

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Position</i>
1	Dr. Prasanta Kumar Roy	Principal	Chairperson
2	Dr. Rina Majumdar	Associate Professor	Convener
3	Geetali Bera	Associate Professor	Member
4	Dr. Kutubuddin Biswas	Associate Professor	Member
5	Sucharita Mitra	Associate Professor	Member
6	Pranab Ghosh	Assistant Professor	Member
7	Subhadip Mukherjee	Assistant Professor	Member
8	Abdul Halim Shaikh	Assistant Professor	Member
9	Santosh Mandal	Assistant Professor	Member

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10	Joel Tudu	Assistant Professor	Member
11	Najma Akter	State Aided College Teacher (SACT)	Member
12	Mithun Kumar Ghosh	State Aided College Teacher (SACT)	Member
13	Sk Md Sirajul Islam	State Aided College Teacher (SACT)	Member
14	Sufal Sarkar	State Aided College Teacher (SACT)	Member
15	Sandip Kumar Das	Head Clerk Officiating	Member
16	Mofijul Islam Malitya	Library Peon	Member
17	Badrul Islam	Office Clerk on Special Duty	Member
18	Sabir Mondal	Office Clerk	Member
19	Atish Kumar Ghosh	Student	Students Representative

### **DISCIPLINE AND ANTI RAGGING CELL:**

### **POLICY:**

Jatindra Rajendra Mahavidyalaya has constituted its Discipline and Anti Ragging Cell chaired by the Principal. This cell has been formed on the basis of the existing UGC norms for the same. At the beginning of the academic year both the freshers and the senior students are made aware of the policies of the cell. And a flex has been installed in front of the main gate of the Block A. The cell directs all the departments to inform all students about ragging and direct them not to indulge in any such actions. Policy of Zero Tolerance is highlighted to them throughout the year. Students are asked to report any such cases to the college authority that corroborate with the nature of ragging. JRM applies Discipline and Anti Ragging Policies to ensure a very good and student friendly ambience, maintained by both staffs and students. That is the reason why JRM has not yet received any cases related to Ragging.

*P. K. Roy*

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❑ **Present Committee: DISCIPLINE AND ANTI RAGGING CELL**

SL. NO.	NAME	DESIGNATION	POSITION
1	Dr. Prasanta Kumar Roy	Principal	Chairperson
2	Manirul Islam	Assistant Professor	Convener
3	BDO Nowda Block	BDO, Nowda	Member
4	OC, Nowda Police Station	DOC, Nowda P.S.	Member
5	Geetali Bera	Associate Professor	Member
6	Sucharita Mitra	Associate Professor	Member
7	Dr. Rina Majumdar	Associate Professor	Member
8	Pranab Ghosh	Assistant Professor	Member
9	Subhadip Mukherjee	Assistant Professor	Member
10	Abdul Halim Shaikh	Assistant Professor	Member
11	Santosh Mondal	Assistant Professor	Member
12	Sk Md Sirajul Islam	SACT	Member
13	Sufal Sarkar	SACT	Member
14	Sandip Kumar Das	Head Clerk Officiating	Member
15	Mofijul Islam Malitya	Library Peon	Member
16	Chittaranjan Shil	Office Staff	Member
17	Badrul Islam	Office Staff	Member
18	Sabir Mandal	Office Staff	Member

❑ **Introduction:**

The College has reconstituted the Discipline and Anti Ragging Cell in the year 2023-24. The cell has framed different kinds of instructions for the separate stakeholders to prevent the menace of ragging and foster healthy interpersonal relations among themselves in the campus of Jatindra Rajendra Mahavidyalaya. As per the laws, preventions and regulations of the nation, Ragging is strictly forbidden in or outside the college campus. All stakeholders familiarize themselves with rules, regulations and guidelines on the Code of Conduct, Anti-Ragging Measures and Discipline of the College. All freshers are given an orientation platform through which they are made aware of the daily chores of the teaching learning process for the entire academic session.

❑ **Objectives:**

- To aware the students of dehumanizing effect of ragging inherent in its perversity.

  
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- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To deal promptly and stringently with the incidents of ragging brought to our notice.
- Code of Conduct for all stakeholders brings forth internal changes in them.

❑ **Functions of the Cell:**

- To resolve the complaints received from the stakeholders by conducting a preliminary enquiry and submit those reports to the Discipline and Anti- Ragging Cell along with punishment recommended against the offender(s);
- To oversee the procedure of obtaining undertaking from the stakeholders in accordance with the laid down provisions;
- To Conduct workshops, talks, seminars and programmes to make students to aware them against ragging menace and orient them to become a disciplined and responsible citizen;
- To provide students with the information pertaining to contact address and mobile numbers of the person(s) identified to receive complaints/distress calls;
- To create awareness among the students about Anti ragging, posters and catchy words and phrases are to be installed all around the college campus.
- To take all necessary measures for prevention of Ragging inside the JRM Campus.

**EQUAL OPPORTUNITY CELL:**

**POLICY:**

Our esteemed college is a co-educational institute and has always striven for the holistic development of our students and staffs as well. Just like the academic excellences, our college also makes sure of the safety, security and gender equity in every aspect of policy implementations. The college adopts the guidelines of UGC by developing a committee meant

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for addressing Women's issues like gender-based misconduct for students as well as teachers. The followings are its objectives:

- To discuss and sort out all such cases of women's safety, security, and gender-based misconduct through its Redressal systems.
- Sensitize students, staffs and teachers on the issues of health, education and gender equality by conducting seminars, workshops, programmes and extracurricular activities for the academic year 2022-23 that deal with such issues.
- Our college encourages all students to actively participate in curricular and extra-curricular activities like social awareness programmes, sports and games.

**❑ Members of the Cell:**

Dr. Kutubuddin Biswas (Convener)

Geetali Bera

Sucharita Mitra

Dr. Rina Majumdar

Dr. Ranjit Kumar Baidya

Pranab Ghosh

Subhadip Mukherjee

Abdul Halim Shaikh

Santosh Mandal

Najma Akter

Mithun Kumar Ghosh

Sandip Kumar Das

Ranjit Kumar Das

Mofijul IslamMalitya

Sabir Mondal

  
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**P.O.- Amtala, Dist.- Murshidabad**

Pritish Kumar Ghosh

## WOMEN CELL

### POLICY:

Gender Equity and Women Empowerment are the most important requirements for the upliftment of the female section of the society and the progress of our nation. Accordingly, the Women Cell in Jatindra-Rajendra Mahavidyalaya has both the faculty and non-teaching fraternity of the College as its members (eight among them being females) to work together with an aim to create a gender-sensitized community. It has been organizing various skill-enhancing, academic, cultural and social events for the promotion of the significance of gender equality in society, in association with the students of the college, ever since its establishment.

The College has constituted an Internal Complaint Cell (ICC), comprising 3 female and 12 male members, as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule 2013. Having raised the bar of responsibility and accountability in the Vishaka Guidelines, the Supreme Court placed an obligation on workplaces, institutions and those in positions of responsibility, to uphold working women's fundamental right to equality and dignity at the workplace. Three key obligations were imposed on institutions to meet that standard – Prohibition, Prevention and Redress. In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act. Consistent with the Vishaka judgment, the Act aspires to ensure women's right to workplace equality and protection from sexual harassment through compliance with the above mentioned

three elements. It is important to note that the Act provides a civil remedy to women in addition to other laws that are currently in force. Consequently, any woman who wishes to report instances of sexual harassment at the workplace has the right to take recourse to both civil and criminal proceedings. All of these obligations are fulfilled through the founding and smooth functioning of the Internal Complaint Committee in our college.

Unfortunately, no gender audit committee has been constituted yet but the college has a functional Internal Complaint Cell, Sexual Harassment Committee, Women Cell and Grievance Redressal Cell to reach out to its female students and employees and establish their claim to equal rights along with men. Women, forming almost half of the entire population, are in need of greater representation to vindicate the fact that instead of remaining circumscribed by their sexual identity, they have every moral right to assert their human identity. Accordingly, to address gender issues with utmost sensitivity, these committees and cells have been instrumental in raising awareness about several challenges women face even today in our androcentric society. Our institution was established at a time in the mid-eighties when the issue of gender was not much of a concern especially in a remote region like ours, considering the time when it was set up. Obviously when gender became a major parameter for institutional governance, institutional leadership stepped forward. Although it cannot be said that we have attained perfection in this field and much has to be implemented yet efforts are in progress to constitute a gender audit committee and analyze gender equilibrium and androgynous set-up in our institution based on relevant parameters.



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## OBJECTIVES OF THE WOMEN CELL

To ensure the well-being of women, the conveners along with the other members of the above-mentioned cells are striving to realize the following objectives:

- a) Provide a congenial environment to enable girls/women to pursue their work with a strong sense of dignity and reassurance on the campus of the college.
- b) Raise awareness on gender equity issues.
- c) Resist gender discrimination and inappropriate sexual conduct (mental/ physical/ emotional abuse).
- d) Demystify the aura of the private sphere and facilitate the entry of women into the public domain.
- e) Promote gender sensitivity and women empowerment.
- f) Ensure the safety and security of the female students and employees (taking strict action against reported cases of ragging and harassment).

## MEMBERS OF WOMEN CELL

1. Sucharita Mitra : Convener
2. Geetali Bera : Member
3. Dr. Rina Majumdar : Member
4. Subhadip Mukherjee : Member
5. Santosh Mandal : Member
6. Abdul Halim Shaikh : Member
7. Joel Tudu : Member
8. Rimpi Sarkar : Member
9. Najma Akter : Member

  
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10. Tania Khatun : Member  
11. Kuheli Chowdhury : Member  
12. Sufal Sarkar : Member  
13. Badrul Islam : Member  
14. Pravati Ghosh : Member

### **INTERNAL COMPLAINT CELL (ICC)**

### **POLICY:**

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 has been implemented by the Ministry of Women and Child Development, Government of India. The Ministry of Human Resource Development via notification dated 2<sup>nd</sup> May, 2016 made University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students in Higher Educational Institutions) Regulation, 2015. This statute was enacted to fill the legislative void which had been partially addressed by the judiciary in *Vishaka and Others v. State of Rajasthan and Others* (1997 (7) SCC 323). In this seminal public interest litigation verdict, the Supreme Court of India had framed a set of guidelines (“Vishaka Guidelines”) for dealing with instances of sexual harassment at the workplace, which has now been codified in the POSH Act (see below attachment).

Above legal provisions provide our students and employees with safety, 24×7 security, cordial environment, freedom from sexual harassment and gender discrimination. UGC Regulation states the responsibility of HEIs to act decisively against all gender based violence against employees and students of all sexes and to reinforce its commitment to creating its campus free from discrimination, harassment, retaliation and any form of sexual assault. In pursuance of the above, the Internal Complaints Cell (ICC) of JRM is constituted to deal with complaints regarding Sexual harassment cases within the college campus.

❑ **Details of ICC Members (2022-2023):**



**Principal**  
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The ICC of the College comprises of the following members:

Sl. No.	Description	Names and Designation	Position
1	Presiding Officer	Dr. Prasanta Kumar Roy Principal	Chairperson
2	Secretary	Sucharita Mitra Associate Professor	Convener
3	Faculty Members	Dr. Rina Majumdar Associate Professor	Jt. Convener
4		Prof. Geetali Bera Associate Professor	Member
5		Rimpi Sarkar Assistant Professor	Member
6		Najma Akter, SACT	Member
7		Tania Khatun, SACT	Member
8		Kuheli Chowdhury, SACT	Member
9	One Non-teaching Staff	Prabhathi Ghosh, Lady Attendant	Member
10	One Law Officer	Mohaimenul Mondal, Govt. Panelist Advocate, Kolkata High Court	Member
11	Three Student Representatives (in their cases)	Fain Khatun, B.A./21/0514	Member
12		Sabana Khatun, B.A./21/0120	Member
13		Minakshi Mondal, B.A./20/0060	Member

**□ Objective and Role of ICC:**

- To arrange programmes and promote gender sensitization among stakeholders to become aware of their legal rights, protections and provision.
- Make recommendations to administration/ IQAC to give its priority in all their undertakings.
- ICC is to provide victims of such cases with knowledge, procedures, hassle-free support, support services, etc.
- To conduct awareness programme for women on matter of sexual harassment at workplace, schools, colleges etc around Amtala.

  
**Principal**  
**Jatindra - Rajendra Mahavidyalaya**  
**P.O.- Amtala, Dist.- Murshidabad**

- To take consistent and stiff action against sexual harassment, gender discrimination of women employees and students in the college.
- Lay down appropriate punitive action against the guilty.
- To figure out various techniques and strategies, measures, procedures etc to reduce sexual harassment and gender discrimination.

### **SC, ST, OBC, & MINORITY CELL**

### **POLICY:**

Jatindra Rajendra Mahavidyalaya is the only higher education institute of Nowda Block of Murshidabad district that upholds the Indian Constitution by ensuring equitable access to higher education for underprivileged categories of the society such that SCs, STs, OBCs, and Minorities students given quota wise admission benefits to the college. With the help of this cell, the college aims to empower and assist students from these communities to excel in their respective fields guaranteed by the constitutional mandates especially Article 340, Article 29, and Article 30. Support services from different sources are promoted in the college to foster comprehensive growth among its students.

Following the policies of the government of India/ UGC, JRM resolved to take affirmative policy plans, programs, schemes, and facilities to socially and economically weaker sections of society, including persons with disabilities by forming SC/ST/OBC cell in accordance with UGC letter no. F.1-26/76 (CP/SCT) dated June 27, 1979 under the surveillance of the Teachers' Council of the College to empower the students of concerned communities and provide pieces of information to the students about existing Govt. Schemes and assist the concerned communities to receive existing assistance as per different Government policies/ schemes and in their curricular, co-curricular and extra-curricular activities. The Cell also helps the minority students from the Christian, Muslim, Jain and other communities achieve holistic development.



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## ❑ OBJECTIVES:

Objectives of SC, ST, OBC, and MINORITY are as follows:

- To integrate and promote the students of SC/ST/OBC & Minority communities as par with the mainstream students body.
- To create a platform where students can raise their problems, regarding academic and non-academic matters.
- To monitor the implementation of reservation policy in the college.

## ❑ FUNCTIONS AND ACTIVITIES:

- To collect reports and information of Government of West Bengal and UGC's orders on various aspects of education and employment.
- To coordinate with other sub-Committees and Cells to ensure that such students participate in their activities.
- To coordinate with Programme Coordinators and Department Headsto identify their students who need special assistance such as remedial classes or other facilities such as extra attention and guidance.
- To ensure an environment where students from these categories feel safe and secure.
- To Collect data of students from these communities who have received scholarships.
- To Provide a mechanism to redress the grievances of students from these communities.
- To observe the reservation policy applied as per the government policies for SCs/STs/OBCs and Minorities in the institution.
- To meet the students and faculties belonging to SC/ST/ OBC & Minority communities to understand their problems and to assist them in resolving their problems.
- To circulate Notices of UGC, Governments, and non-government agencies to make the students aware of existing Welfare Schemes such as scholarships, schemes, etc for the concerned students.
- To encourage these students to enrol for courses, workshops, programs, etc to upgrade their skills needed for their careers.

*P. K. Roy*

Principal  
Jatindra - Rajendra Mahavidyalaya  
P.O.- Amtala, Dist.- Murshidabad



❑ MEMBERS OF SC/ST/OBC/MINORITIES CELL:

Sl.No.	Names	Designation	Position
1	Dr. P.K. Roy	Principal	Chairperson
2	Dr. Kutubuddin Biswas	Associate Professor	Convener
3	Joel Tudu	Assistant Professor	Jt. Convener
4	Dr. Rina Majumdar	Associate Professor	Member
5	Pranab Ghosh	Assistant Professor	Member
6	Subhadip Mukherjee	Assistant Professor	Member
7	Manirul Islam	Assistant Professor	Member
8	Abdul Halim Shaikh	Assistant Professor	Member
9	Santosh Mandal	Assistant Professor	Member
10	Mithun Kumar Ghosh	SACT	Member
11	Sk Md Sirajul Islam	SACT	Member
12	Chittaranjan Shil	Security Staff	Member
13	Ranjit Kumar Das	Head Clerk	Member
14	Mofijul IslamMalitya	Library Peon	Member
15	Sabir Mondal	Office Staff	Member
16	Basudeb Das	Sweeper	Member
17	Panchu Das	Gardener	Member

*P. K. Roy*

**Principal**  
**Jatindra - Rajendra Mahavidyalaya**  
**P.O.- Amtala, Dist.- Murshidabad**

# Jatindra-Rajendra Mahavidyalaya



ESTD – 1986

P.O.--Amtala



Dist. – Murshidabad



Pin Code-742121

Ref.No.

Date:

## Criterion: 5 Student Support and Progression

### 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. Organisation 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

Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance

*Subhadip Kumarjeyo*  
I.Q.A.C  
Coordinator  
Jatindra-Rajendra Mahavidyalaya  
Amtala, Murshidabad

*P. K. Roy*  
Principal  
Jatindra - Rajendra Mahavidyalaya  
P.O.- Amtala, Dist.- Murshidabad  
Principal  
Jatindra Rajendra Mahavidyalaya

# Discipline and Anti-Ragging Cell





# Discipline and Anti-Ragging Cell

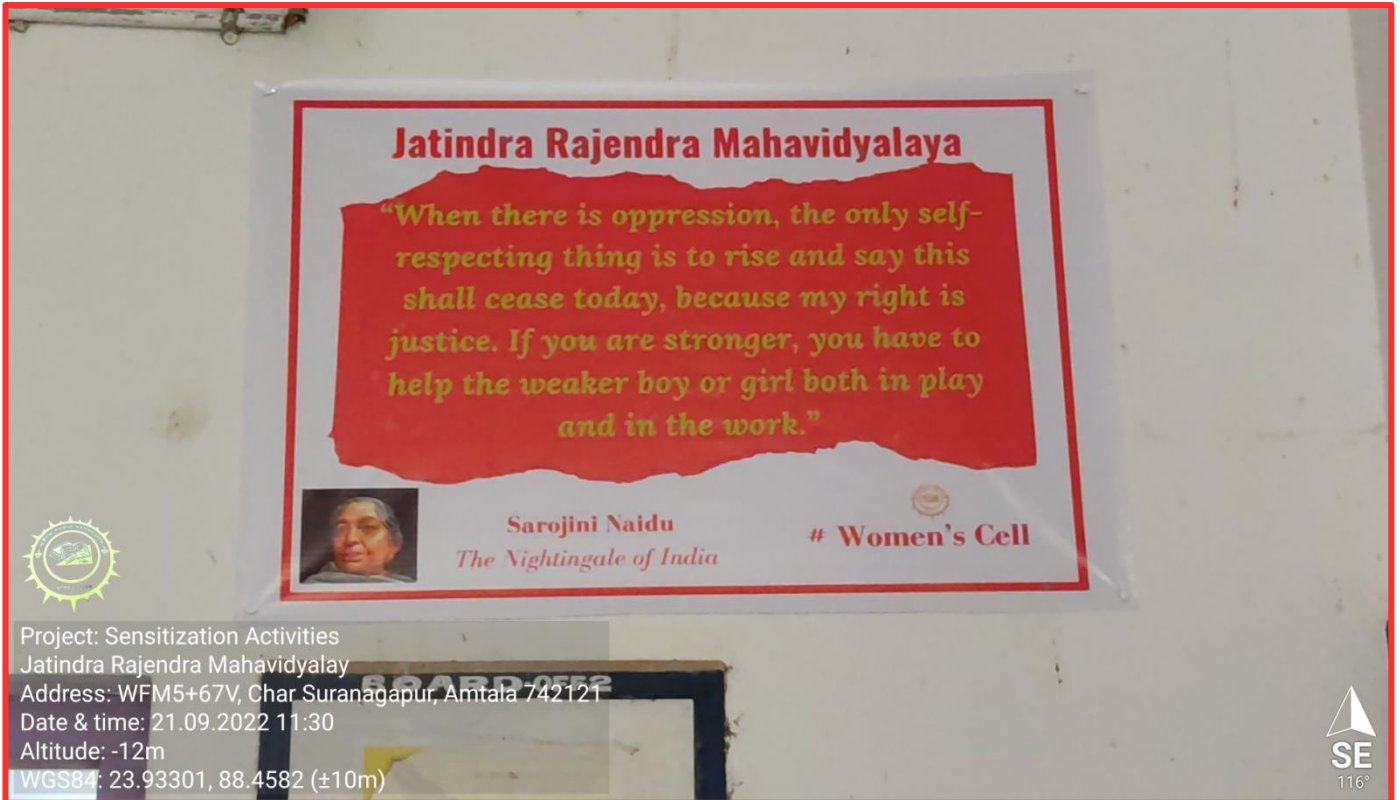


Awareness Initiatives as per UGC Guidelines

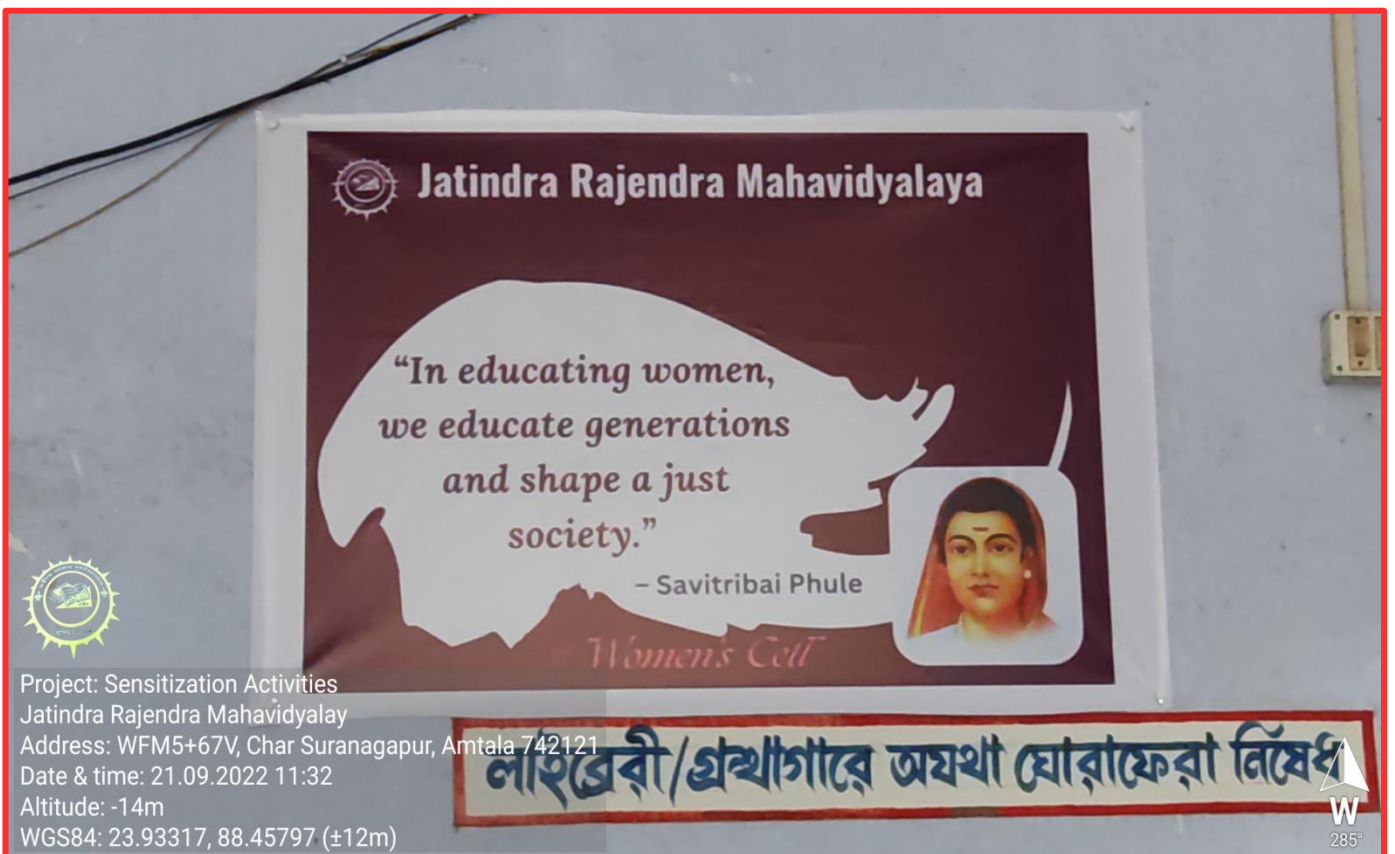


Awareness Initiative against Substance Abuse

## Women's Cell



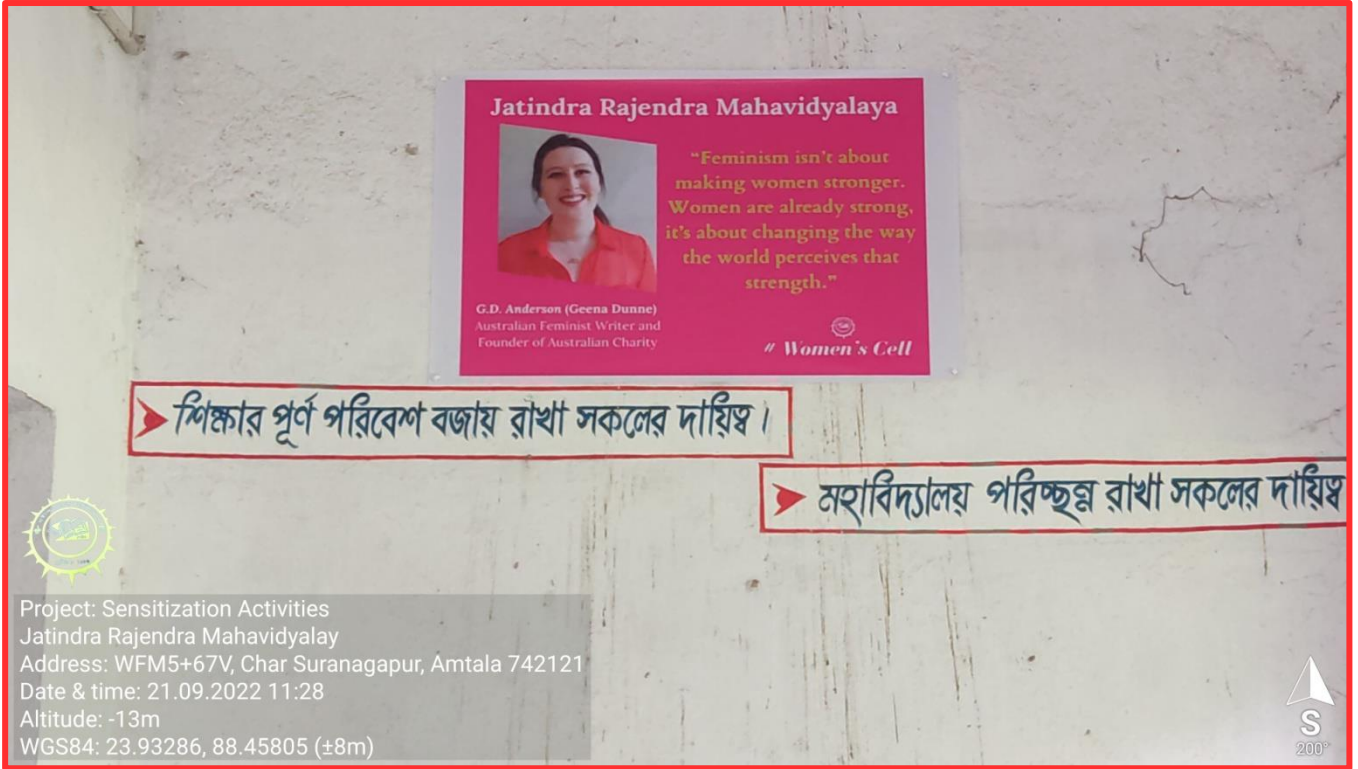
Awareness Initiatives on Women's Cell



Awareness Initiative Poster of Women's Cell near Library



## Women's Cell

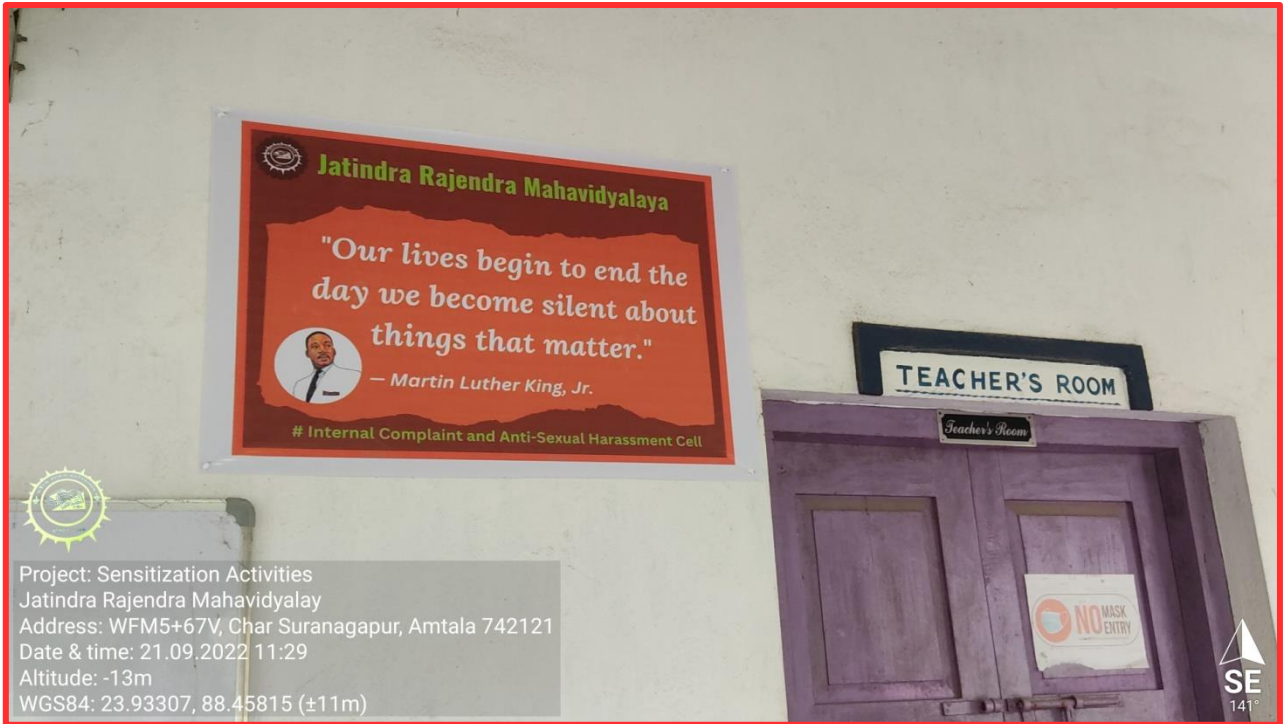


Awareness Campaign of Women's Cell in Block B



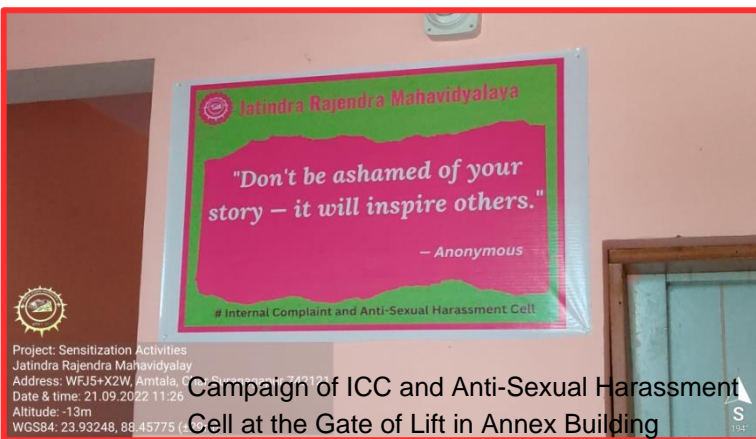
Awareness Campaign of Women Cell on Staircase of Block A

# Internal Complaint & Anti-Sexual Harassment Cell



Project: Sensitization Activities  
 Jatindra Rajendra Mahavidyalay  
 Address: WFM5+67V, Char Suranagapur, Amtala 742121  
 Date & time: 21.09.2022 11:29  
 Altitude: -13m  
 WGS84: 23.93307, 88.45815 (±11m)

Awareness Campaign of Internal Complaint and Anti-Sexual Harassment Cell



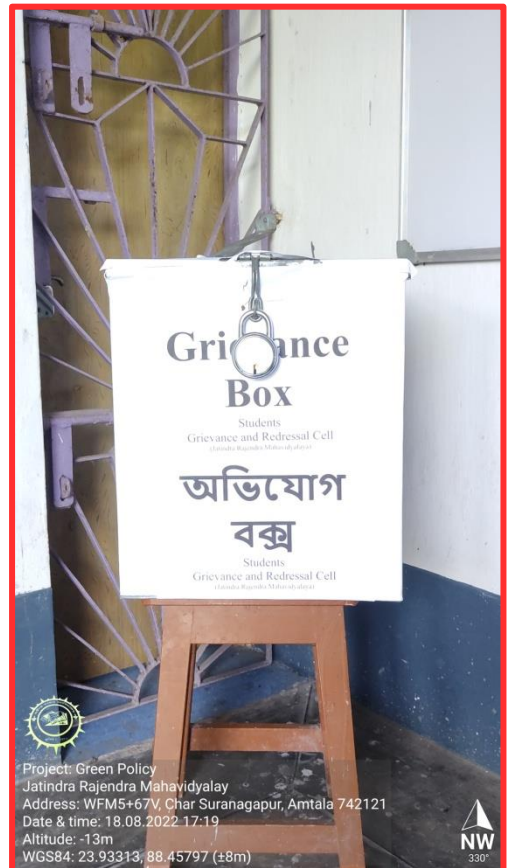
Project: Sensitization Activities  
 Jatindra Rajendra Mahavidyalay  
 Address: WFJ5+X2W, Amtala, Char Suranagapur, Amtala 742121  
 Date & time: 21.09.2022 11:26  
 Altitude: -13m  
 WGS84: 23.93248, 88.45775 (±11m)

Campaign of ICC and Anti-Sexual Harassment Cell at the Gate of Lift in Annex Building



Project: Sensitization Activities  
 Jatindra Rajendra Mahavidyalay  
 Address: WFM4+50J, Char Suranagapur, Amtala 742121  
 Date & time: 21.09.2022 11:21  
 Altitude: -14m  
 WGS84: 23.93314, 88.45736 (±10m)

Campaign initiative at College Main Gate



Project: Green Policy  
 Jatindra Rajendra Mahavidyalay  
 Address: WFM5+67V, Char Suranagapur, Amtala 742121  
 Date & time: 18.08.2022 17:19  
 Altitude: -13m  
 WGS84: 23.93313, 88.45797 (±8m)

Grievance Box at Main Office in Block A Building



# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala, Murshidabad – 742121

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## STUDENTS' GRIEVANCE REDRESSAL CELL

### ANNUAL REPORTS

(Academic Years 2018-19 to 2022-23)

The Grievance Redressal Cell (GRC) of Jatindra Rajendra Mahavidyalaya aims to look into the matters of complaints or grievances lodged by students and resolve them in timely basis. Students are free and have rights to lodge their complaints or grievances on any matters of the daily chores of the college that they believe to be against the policies and provisions whether academics or non-academic aspects by which their teaching learning process gets hindered. For this purpose a grievance box is installed at the main office along with the Performa of grievance redressal form to be filled up and dropped in it. The members of the cell are responsible to open the box every day to find out if any complaint is registered. The institution aims at solving the grievances of the students within the stipulated time frame.

Students' Grievance and Redressal Cell has been set up in the Meeting No. 15 of the Governing Body of Jatindra Rajendra Mahavidyalaya held on 29<sup>th</sup> August, 2018 and was again re-constituted in the Meeting No. 25 of the Governing Body held on 13<sup>th</sup> February, 2021. The purpose of the cell is to work with all the statutory cells of the college to ensure the issues of the students are sorted out on timely basis to enhance their overall development and growth. The cell coordinates with the Discipline and Anti Ragging Cell, Gender Equity (Equal Opportunity Cell), Internal Complaint Cell (Anti Sexual Harassment Cell), SC ST OBC Minority Cell, and Women's Cell. The Primary goal of GRC is to monitor all pending cases or complaints to be addressed within the stipulated time frame. All the grievances related to students have been redressed by the respective statutory cells or sub-committees of the college as provided below under the respective cells.

*P. K. Roy*

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Jatindra - Rajendra Mahavidyalaya  
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## DISCIPLINE AND ANTI RAGGING CELL

# ANNUAL REPORTS

(Academic Years 2018-19 to 2022-23)

Jatindra Rajendra Mahavidyalaya has constituted its Discipline and Anti Ragging Cell chaired by the Principal. This cell has been formed on the basis of the existing UGC norms for the same. At the beginning of every academic year, all the college students especially freshers were given an orientation programme through which they were made aware of the policies of discipline and anti ragging cell along with several curricular inputs by teacher in-charge.

To prevent the menace of ragging and maintain healthy interpersonal relationship among students and staff in the college campus of Jatindra Rajendra Mahavidyalaya, the Cell upholds that Ragging is strictly forbidden in or outside the college campus. And a flex has been installed in front of the main gate of the Block A. The cell directs all the departments to inform all students about ragging and direct them not to indulge in any such actions. Policy of Zero Tolerance is highlighted to them throughout the year. Students are asked to report any such cases to the college authority that corroborate with the nature of ragging.

JRM applies Discipline and Anti Ragging Policies to ensure a very good and student friendly ambience, maintained by both staffs and students. Since all the staff were vigilant on discipline of the students, any kind of activities related to ragging has never taken place in the college premises for the academic years 2018-19 to 2022-23.

*P. K. Roy*

Principal  
Jatindra - Rajendra Mahavidyalaya  
P.O.- Amtala, Dist.- Murshidabad

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## INTERNAL COMPLAINT AND SEXUAL HARASSMENT CELL

# ANNUAL REPORTS

(Academic Years 2018-19 to 2022-23)

Only one case was registered during the academic year 2018-19. The complaint was about a Lost Book (*Darshonik Bishleshoner Ruprekha*, by Samarendra Bhattacharya on 20<sup>th</sup> June 2018 by a student, Dipika Majhi and this lost book was found by sweeper and handed over to Dipika Majhi on 22<sup>nd</sup> June 2018.

The committee has received two complaints during the academic year 2019-20 and 2021-22.

- Harassment Case of Reshma Sultana dated 03.03.2020 which was sorted out on 04.03.2020, warning was given by the TIC to Rana Ghosh (offender).
- Harassment Case of Ritika Sarkar dated 16.02.2022 against some boys of union and was redressed on 17.02.2022. Leader of the group was rebuked and was made to understand the gravity of the case, so the accused did not repeat the same.

The sub-committee had received two grievances and they were redressed immediately since the cases were related to emotions (love) during the academic year 2022-23.

- Harassment case of Puja Chowdhury dated 14<sup>th</sup> February, 2023 against Robiul Islam (case of emotions) and was redressed 16.02.2023.
- Harassment Case of Paramita Mondal dated 20.02.2023 against Sandip Das. This case was redressed on 21.02.2023.

*P. K. Roy*

Principal  
Jatindra - Rajendra Mahavidyalaya  
P.O.- Amtala, Dist.- Murshidabad



WOMEN'S CELL

# ANNUAL REPORTS

(Academic Years 2018-19 to 2022-23)

Women Cell has conducted several programmes on women's issues and concerns with the help of NSS unit of the college and the administration for the academic years 2018-19 to 2022-23. Here we outline all the activities organized and conducted and the issues solved were classified under three categories:

## **A. Awareness Programmes, Seminars, Workshops etc:**

The N.S.S. Unit of J.R.M. thoroughly assisted the members of the Women Cell in conducting a campaign against **“Child Marriage: A Burning Issue in Present Scenario”** on 25.03.19 to eradicate this social menace from the fabric of our society.

The Women Cell, in league with the N.S.S Unit of J.R.M., enthusiastically celebrated the **International Women's Day** on 08.03.19, as it did every year, to acknowledge the contribution of women in all fields of profession, besides fulfilling their personal commitments.

The campaign by the N.S.S. Unit of J.R.M., under the aegis of the Women Cell, on 28.03.19. against **“Dowry System”**, the awareness programme on the **“Role of Education in Women Empowerment”** on 27.03.19. and the discussion session on **“Women Trafficking and Violence”** were all successfully held on the assigned dates and the responses of students in respect to these events were spontaneous and enthusiastic.

To enlighten students, faculty members and the non-teaching staff on the legal rights of women, a seminar will be organized on 09.03.20 to empower women in terms of taking recourse to the legal system. The esteemed speaker on **“Women Empowerment through Legal Rights”** will be

*P. K. Roy*

Principal  
Jatindra - Rajendra Mahavidyalaya  
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Mr. Mohaimenul Mondal, a Government recognized Advocate of Kolkata High Court. (As the speaker was available on 09<sup>th</sup> March which also happened to be the day of *Dolyatra*, the honorable Teacher In-Charge gave permission to organize the seminar on that day against a compensatory casual leave granted to the college staff for being present on this occasion).

In view of the growing threat of the epidemic, Covid-19, the members of the cell have decided to arrange a special lecture session on 25.03.20 to educate and instruct the students of J.R.M about the measures to be taken in this worsening condition.

In order to sensitize students, faculty members and the non-teaching staff on issues concerning gender equality, education and health, a seminar was organized on 16.03.22 to provide valuable information about ways of maintaining **a healthy diet**. Besides, a motivational camp was held on 24.03.22 to educate primarily girls and raise their awareness regarding their rights and claims to resources and opportunities on a par with men.

The members of the Women Cell will be actively involved in supervising a one-day state level seminar on “**Feminism: An Approach**” which will be organized by the Department of Political Science on 21.09.22. This academic event will be instrumental in explaining and analyzing the various strands of feminist movements down the ages and their relevance in the present Indian context.

An International Seminar was organized by the IQAC under the aegis of the Women Cell on 06.02.23. Dr. Arup J. Kalita (MBBS, MRCS) from the Royal College of Surgeons, Edinburg, England, was the revered speaker on this occasion.

As evoking gender sensitization is a primary concern of Women Cell, all its members will provide assistance to the Department of Education and IQAC in arranging a one-day state level seminar on “**Woman Empowerment and its Impact on Society**” on 12.03.23. Dr. Munmun Sadhukhan, Assistant Professor of Lalgola College (Murshidabad), will be the invited speaker of this academic event.

  
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**B. Women's Issues Raised and Solved:**

Purified drinking water and clean washrooms for both boys and girls on the college campus have been facilitated by the concerted efforts of the members of this cell.

It has been resolved that gate keepers will restrict unnecessary entry of outsiders at the college gate to ensure greater safety measures for female students and staff members during the college working hours.

A greater number of CCTV cameras are installed in every nook and cranny of our educational institution to ensure strict 24×7 surveillance for the purpose of providing safety and security to women and girls students.

A grievance redressal mechanism have been developed and brought into operation to strictly deal with cases of harassment (cases of one-sided love) particularly targeting the female students on the college campus. To begin with, a redressal box will be installed in the main building to address any such issues demanding immediate attention and prompt action.

A Sanitary Napkin Vending Machine will be installed in the Girls' Common Room situated on the first floor of the main building on 17.09.22. This initiative has been finalized to encourage the female students to regularly attend their classes without dreading the onset of sudden early menses and enable them to maintain proper hygiene during their menstrual cycle at an affordable price.

**C. Activities/ Celebrations/ Observances etc.:**

Motivational placards related to the motto of Women Cell have to be installed in every significant area of the campus to garner awareness about gender equality and equity among the stakeholders of the college.

And purified drinking water and clean washrooms for both boys and girls on the college premises have also been facilitated.

  
Principal  
Jatindra - Rajendra Mahavidyalaya  
P.O.- Amtala, Dist.- Murshidabad

Regular counseling sessions of female students will be arranged by various departments to raise awareness on gender equity issues, resist gender discrimination and inappropriate sexual conduct (mental/physical/emotional abuse) and promote gender sensitivity and women empowerment.

A motivational camp was held on 24.03.22 to educate and inform the female students about the concept of gender equity, to raise the awareness of women in general regarding their rights and claims and to facilitate their access to resources and opportunities on a par with men.


The *Rakhi Bandhan Utsav* was celebrated all in its splendor on 12.08.22 to foster the spirit of harmony, inclusion and universal brotherhood among the stakeholders of the college and the local inhabitants of the surrounding region.

A grievance redressal mechanism has been brought into operation by the installation of a redressal box in the main building to strictly deal with cases of ragging and harassment of the female students on the college campus.

To acknowledge the importance of women as equal partners in building a healthy and progressive society, the Women Cell, in league with IQAC, will enthusiastically celebrate the International Women's on 08.03.23, as it does every year. Mrs. Murshida Khatun will grace this occasion by being our invited guest of honor.

The members of Women Cell assisted the Amtala Rural Hospital in organizing an awareness programme on "Health Issues" on the college campus on 18.03.23 to acquaint the students with basic hygiene measures and healthy living habits.

The members of the cell will absolutely support and provide encouragement to the noble endeavor of the N.S.S. Unit of J.R.M. to arrange a special camp from 28.03.23 to 31.03.23. This awareness programme will consist of the following:

  
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- A survey on Women's Education, Health and Hygiene.
- A field trip in a surrounding village to sensitize rural women and inform them how to become self-reliant through micro finance.
- A lecture on Women's Rights.

To further the cause of self-reliance and independence of our female students, a one-day workshop on the "Scope of Vocations for the Women in Contemporary Times" was organized by the Women Cell in collaboration with Jabala Action Research on 19.05.23 in the Seminar Hall of J.R.M.

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*P. K. Roy*

**Principal**  
**Jatindra - Rajendra Mahavidyalaya**  
**P.O.- Amtala, Dist.- Murshidabad**



**SC/ ST/ OBC & MINORITIES CELL**

# **ANNUAL REPORTS**

(Academic Years 2018-19 to 2022-23)

Jatindra Rajendra Mahavidyalaya is the only higher education institute of Nowda Block of Murshidabad district that upholds the Indian Constitution by ensuring equitable access to higher education for underprivileged categories of the society such that SCs, STs, OBCs, and Minorities students given quota wise admission benefits to the college. With the help of this cell, the college aims to empower and assist students from these communities to excel in their respective fields to foster comprehensive growth among its students. The Cell also helps the minority students from the Christian, Muslim, Jain and other communities achieve holistic development.

The members of the cell have been vigilant during the admission period, from the academic year 2018-19 to 2022-23, to implement all government policies related to admission and it is found that the college had followed every possible ways to fulfill reservation policies and no cases or issues have been raised so far.

Members had resolved to help all the students who belong to the reserved categories to pursue their education without any trouble or difficulty. For this purpose, all information related to governments welfare scheme such as scholarships and jobs had been informed to them. There has been no grievance registered with the cell on scholarship issue during the last five years.

As per the oral recommendation of the members, all the teachers tried to include students from reserved categories in all their cultural programmes or any other activities had been initiated. All departments had encouraged these students to enroll for courses, workshops, programs, etc to upgrade their skills needed for their careers. Through this initiative, the cell has not received any such kinds of grievances related to omissions or discriminations.

*P. K. Roy*

Principal

Jatindra - Rajendra Mahavidyalaya  
P.O.- Amtala, Dist.- Murshidabad



# Jatindra-Rajendra Mahavidyalaya



ESTD – 1986

P.O.--Amtala



Dist. – Murshidabad



Pin Code-742121

Ref.No.

Date:

## Criterion: 5 Student Support and Progression

### 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. Organisation 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

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

### RESPONSE:

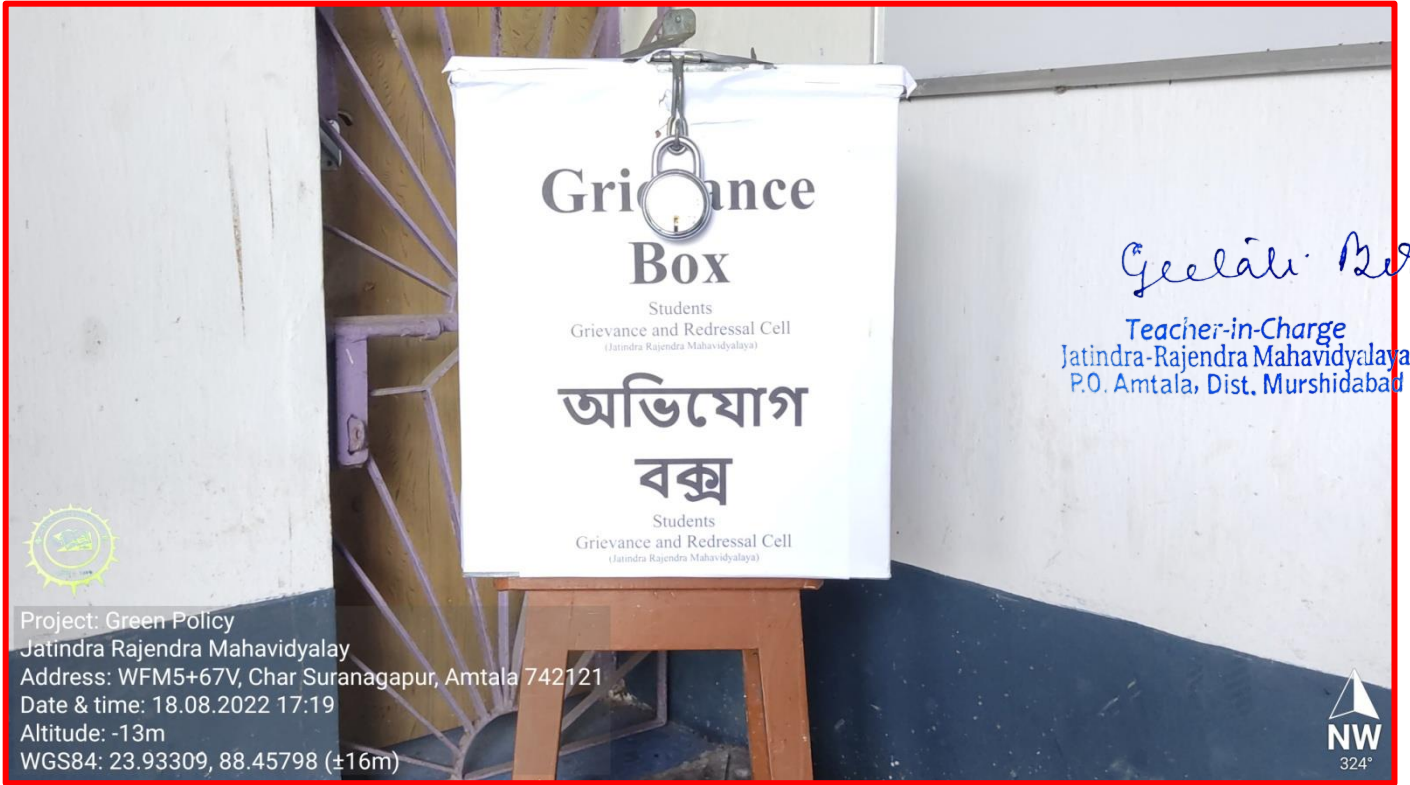
The college had only offline mechanism for submission of students' grievances during the last five years. Grievance Redressal Cell arranged a box that was installed at the gate of Main Office of Block-A building. Grievance Redressal Proforma has always been kept with the box for the purpose of maintaining written records of the complaints and their redressal to track the growth and development of the college facilities and services.

*Subhadip Kumar*  
I.Q.A.C  
Coordinator  
Jatindra-Rajendra Mahavidyalaya  
Amtala, Murshidabad

*P. K. Roy*

Principal  
Jatindra - Rajendra Mahavidyalaya  
P.O.- Amtala, Dist.- Murshidabad

Principal  
Jatindra Rajendra Mahavidyalaya



Grievance Submission Box



Grievance Submission Box

# JATINDRA RAJENDRA MAHAVIDYALAYA

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## GRIEVANCE REDRESSAL PROFORMA

অভিযোগ নিষ্পত্তি ফর্ম

Grievance No. : .....

Date : .....

Sl. No.	Particulars/ বিবরণ	Information to be filled up / তথ্য পূরণ করতে হবে
1	Name/ নাম	
2	Semester/ সেমিস্টার	
3	Roll No./ID রোল নং	
5	Contact No./ মোবাইল নং	
6	Address/ ঠিকানা	
7	<p><b>Description of Complaints or Grievances</b></p> <p>অভিযোগ বা অভিযোগের বর্ণনা</p>	<p><i>Geelali Bera</i> Teacher-in-Charge Jatindra-Rajendra Mahavidyalaya P.O. Amtala, Dist. Murshidabad</p>
8	<b>Signature with Date</b> স্বাক্ষর ও তারিখ	
9	<b>Result of Redressal</b> অভিযোগের মূল্যায়ন	

Signature of TIC/ Principal

Signature of Convener

Signature of Member



# JATINDRA RAJENDRA MAHAVIDYALAYA

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## GRIEVANCE REDRESSAL PERFORMA

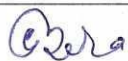
অভিযোগ নিষ্পত্তি ফর্ম

Grievance No. : ICC

Date

: 22.06.2018

Sl. No.	Particulars/ বিবরণ	Information to be filled up / তথ্য পূরণ করতে হবে
1	Name/ নাম	নীলিকা গাঙ্গুী
2	Semester/ সেমিস্টার	পার্ট - 3
3	Roll No./ রোল নং	B.A./15/85
4	Department/ বিভাগ	
5	Contact No./ মোবাইল নং	7872511380
6	Address/ ঠিকানা	মুকেশ্বর, নওদা, মুর্শিদাবাদ
7	Description of Complaints or Grievances অভিযোগ বা অভিযোগের বর্ণনা	আমার একটি ডেস্কটপ বই কক্ষনাং ২৩ থেকে হারিয়ে গেছে গত ২৩ আগস্ট ২০১৮। বইয়ের নাম - <u>দর্শনিক বিশ্লেষণের</u> <u>রূপ রেখা, প্রবন্ধ ও কৌশল</u> Loss of Text Book
8	Signature with Date স্বাক্ষর ও তারিখ	নীলিকা গাঙ্গুী, 20/06/2018
9	Result of Redressal অভিযোগের মূল্যায়ন	The lost book has been returned to the complainant on 22nd June 2018.

  
Signature of TIC/Principal  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad

  
Signature of Convener  
Convener  
J-R Mahavidyalaya  
P.O. Amtala Murshidabad

  
Signature of Member

# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala • Nowda • Murshidabad

## GRIEVANCE REDRESSAL PROFORMA

অভিযোগ নিষ্পত্তি ফর্ম

Grievance No. : 100

Date

: 17.02.2020

Sl. No.	Particulars/ বিবরণ	Information to be filled up / তথ্য পূরণ করতে হবে
1	Name/ নাম	স্নাতিকা সন্নিকার
2	Semester/ সেমিস্টার	২ স্নাতিকা
3	Roll No./ID রোল নং	B.A/22/0241
5	Contact No./ মোবাইল নং	৭৩৬৩৬৩৬০৬৪
6	Address/ ঠিকানা	গ্রাম- ডেলানগর, পোস্ট- ডেলানগর, থানা-নওদা জেলা- মুর্শিদাবাদ, পিন- ৭৪২১২১
7	Description of Complaints or Grievances  অভিযোগ বা অভিযোগের বর্ণনা	স্নাতিকা সন্নিকার, আমি স্নাতিকা সন্নিকার দ্বিতীয় স্নাতিকারে ২৩ নম্বর বিভাগের ছাত্রী ইদ্রিন কলেজে পাঠ করছিলাম কলেজে গেল সময়ে জিন্স পরা দায়িত্ব থাকে এবং কলেজে আমি প্রত্যেক স্নাতিকার বিলম্ব করি। তাদের বর্ষে কলেজের হুম বাদল স্নাতিকা, প্রত্যেক বিশ্বাস  আমার বিনীত বিরোধ যে আমার এই অভিযোগ তা দেখেন।  <u>Likely Harassment / Emotion</u>
8	Signature with Date স্বাক্ষর ও তারিখ	স্নাতিকা সন্নিকার 16.02.2022
9	Result of Redressal অভিযোগের মূল্যায়ন	Leader of the group that was accused was made to realise its gravity and promised not to repeat. This case was redressed on 17.02.2020

*[Signature]*  
Signature of TIC/ Principal

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad

*[Signature]*  
Signature of Convener

Convener  
JR Mahavidyalaya  
P.O. Amtala Murshidabad

*[Signature]*  
Signature of Member



# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala • Nowda • Murshidabad

## GRIEVANCE REDRESSAL FORM

অভিযোগ নিষ্পত্তি ফর্ম

Grievance No. : 100

Date

: 04.03.20

Sl. No.	Particulars/ বিবরণ	Information to be filled up / তথ্য পূরণ করতে হবে
1	Name/ নাম	বেঙ্গা মুন্ডানা
2	Semester/ সেমিস্টার	তৃতীয় সেমিস্টার
3	Roll No./ রোল নং	১১০১২৮
4	Department/ বিভাগ	চর্চনা
5	Contact No./ মোবাইল নং	৯৭৩২৭৮৩১২৬
6	Address/ ঠিকানা	জোয়ালী, নওদা
7	Description of Complaints or Grievances  অভিযোগ বা অভিযোগের বর্ণনা	<p>গত কয়েকদিন ধরে তৃতীয় সেমিস্টারে বিনা ছোঁসে আমাকে স্বিকৃতি করতে চেষ্টা করে আসি, আমার বন্ধুদের ডাটাবে বিনা ছোঁসে মনে রাখা। গত ৩ দিনের মত দিন ধরে স্বিকৃতি করতে চলেছি। স্বিকৃতি দেয়া জন্য বন্ধুদের বৃত্তমন্ডলে আনু বোধ করছি।</p> <p>emotion!</p>
8	Signature with Date স্বাক্ষর ও তারিখ	বেঙ্গা মুন্ডানা ০৩/০৩/২০২০
9	Result of Redressal অভিযোগের মূল্যায়ন	The Above complaint has been sorted out on 4th March, 2020 with a warning to the accused.

*[Signature]*

Signature of TIC/Principal

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad

*[Signature]*

Signature of Convener

Convener  
J.R. Mahavidyalaya  
P.O. Amtala, Murshidabad

*[Signature]*

Signature of Member

# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala • Nowda • Murshidabad

## GRIEVANCE REDRESSAL PROFORMA

অভিযোগ নিষ্পত্তি ফর্ম

Grievance No. : 1CC

Date : 16.02.2022

Sl. No.	Particulars/ বিবরণ	Information to be filled up / তথ্য পূরণ করতে হবে
1	Name/ নাম	পূজা চৌধুরী
2	Semester/ সেমিস্টার	দ্বিতীয় সেমিস্টার
3	Roll No./ID রোল নং	BA/22/0031
5	Contact No./ মোবাইল নং	৯৮৮০৬৪৮৩০০
6	Address/ ঠিকানা	গ্রাম - হোগারপুর, পোস্ট - তেলানগর, থানা - নওদা, জেলা - মুর্শিদাবাদ, ৭৪২২২২
7	Description of Complaints or Grievances  অভিযোগ বা অভিযোগের বর্ণনা	নসমসংগত শাস্তি, আমি পূজা চৌধুরী দ্বিতীয় সেমিস্টারের ইংরেজি অনুষ্ঠানের ছাত্রী ইদানিং, আমি কলেজে আসলে সার্ভিস একডল হেলে বসিয়ে ইন্সপেক্টর আমাকে খুব বিরক্ত করছে। সে আমাকে সারসার স্নেহের প্রস্তাব দিচ্ছে আমি তা প্রত্যাখ্যান করলে সে আমাকে ভুলমতি দিচ্ছে, আপনার কাছে কিনীত কিনোন আপনি কিয়মতি করবেন।
8	Signature with Date স্বাক্ষর ও তারিখ	পূজা চৌধুরী 16.02.2022
9	Result of Redressal অভিযোগের মূল্যায়ন	This case has been redressed on 16.02.2022. Accused understood mistakes and promised not to repeat anymore.

*Per*  
Signature of TIC/Principal

*Per*  
Signature of Convener

*Per*  
Signature of Member

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad

Convener  
JR Mahavidyalaya  
P.O. Amtala Murshidabad



# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala • Nowda • Murshidabad

## GRIEVANCE REDRESSAL PROFORMA

অভিযোগ নিষ্পত্তি ফর্ম

Grievance No. : 166

Date : 21.02.22

Sl. No.	Particulars/ বিবরণ	Information to be filled up / তথ্য পূরণ করতে হবে
1	Name/ নাম	দায়িত্বপ্রাপ্ত ছাত্র
2	Semester/ সেমিস্টার	তৃতীয় সেমিস্টার
3	Roll No./ID রোল নং	BA/20/0055
5	Contact No./ মোবাইল নং	৬২৯৬৬৭০৭০৬
6	Address/ ঠিকানা	গ্রাম-বোঁচাডাঙ্গা, পোস্ট-সোপনা, থানা-পাড়া, নওদা, ৬৭০২২২
7	Description of Complaints or Grievances অভিযোগ বা অভিযোগের বর্ণনা	নামধর্মের ছাত্র, আমি দায়িত্বপ্রাপ্ত ছাত্র, ইতিহাস বিভাগের ছাত্র, তৃতীয় সেমিস্টার ছাত্রী। আমি যখন কলেজের আমি এখন কলেজের স্বয়ং পরিচালকের ছাত্র সৌন্দর্য হার, আমারও হুমকি ইতিহাস করে, ধারণা স্বীকার করে, আমার কাছে প্রেরিত আমার করে। আমি এর স্বীকার করেছি, কোনো কলেজের কাছে আমার অনুরোধ আমার অভিযোগের একটি ব্যবস্থা করা হবে। <u>emotion</u>
8	Signature with Date স্বাক্ষর ও তারিখ	দায়িত্বপ্রাপ্ত ছাত্র ২১.০২.২২
9	Result of Redressal অভিযোগের মূল্যায়ন	Case of emotion (love) has been sorted out on 21.02.22. The accused understood that he was on wrong place of actions. Promised not to Repeat.

Signature of TIC/ Principal

Signature of Convener  
Convener  
JR Mahavidyalaya  
PO - Amtala Murshidabad

Signature of Member



# Jatindra-Rajendra Mahavidyalaya



ESTD – 1986

P.O.--Amtala



Dist. – Murshidabad



Pin Code-742121

Ref.No.

Date:

## Criterion: 5 Student Support and Progression

### 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. Organisation 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

### Proof for Implementation of guidelines of statutory/regulatory bodies

1. **DISCIPLINE AND ANTI RAGGING CELL: Policy, Minutes, Guidelines**  
<http://www.jrm.org.in/anti-rag-scm.html>
2. **GRIEVANCE REDRESSAL: Policy, Minutes,**  
<http://www.jrm.org.in/griev-scm.html>
3. **INTERNAL COMPLAINT AND ANTI-SEXUAL HARASSMENT CELL: Policy, Minutes**  
<http://www.jrm.org.in/internal-soc.html>
4. **WOMEN CELL: Policy, Minutes**  
<http://www.jrm.org.in/women-cell-comm.html>
5. **SC, ST, OBC, & MINORITY CELL: Policy, Guidelines, Minutes, Notice**  
<http://www.jrm.org.in/sc-st-subcom.html>

  
I.Q.A.C  
Coordinator  
Jatindra-Rajendra Mahavidyalaya  
Amtala, Murshidabad

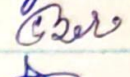

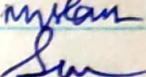
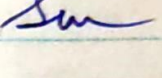
  
Principal  
Jatindra - Rajendra Mahavidyalaya  
P.O.- Amtala, Dist.- Murshidabad  
Principal  
Jatindra Rajendra Mahavidyalaya



Minutes of Meeting - 1  
Acad: 2018-19

Date: 22nd June 2018

The members of the Students' Grievance and Redressal Cell had carried out its meeting that was held today (22nd June 2018) in the office of the Principal under the chairperson of Prof. Geetali Bera, the Teacher-in-charge, the following members were present for the meeting:

Name:-	Designation	Position	Signature
Geetali Bera	Teacher in-charge	Chairperson	
Abdul Halim Shaikh	Assistant Professor	Convener	
Pranob Ghosh	Assistant Professor	Member	
Manirul Islam	Assistant Professor	Member	
Subhadip Mookherjee	Assistant Professor	Member	
Dr. Khatibuddin Patwari	Associate Professor	Member	

Agenda of Meeting:-

1. To review all cases of students' grievances.
2. To sensitize students to bring their problems to the authority.
3. Miscellaneous.

Minutes of Meeting:

1. The first meeting of the academic year was conducted today. Prof. Abdul Halim Shaikh initiated the meeting and was approved by the honorable chairperson Prof. Geetali Bera.
2. No complaints were recorded by the students until today.
3. Complaint box is to be opened after every working day by any members of the cell.




Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad



Minutes of Meeting - II  
(2018-2019)

Date: - 18<sup>th</sup> January, 2019

The meeting of the Students Grievance and Redressal Cell was held today (18<sup>th</sup> January, 2019) in the office of the Principal under the Chairperson of Prof. Geetali Bera, the Teacher-in-Charge. The following members were present for the meeting.

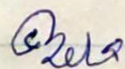
Names:	Designation	Position.	Signature
Geetali Bera	Teacher in Charge	Chairperson	
Abdul Halim Shaikh	Assistant Professor	Convener	
Pranab Ghosh.	Assistant Professor	Member	
Manirul Islam.	Assistant Professor	Member	manirul
Subhadip Mukherjee	Assistant Professor	Member	Sub
Dr. Kutebuddin Biswas	Associate Professor	Member	

Agenda of Meeting:

1. To review all cases of Students grievances.
2. Miscellaneous

Minutes of Meeting: -

1. The Second meeting of the academic year was conducted today and Prof. Abdul Halim Shaikh read out the minutes of the first meeting and was approved by the honorable Chairperson Prof. Geetali Bera.
2. No Complaints were received so far.



Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad



# Minutes of Meeting - 1 (2019-20)

Date: 15<sup>th</sup> July 2019

The meeting of the Students Grievance and Redressal Cell was held today (15<sup>th</sup> July, 2019) in the office of the Principal under the Chairperson of Prof. Geetali Bera, the Teacher in-charge. The following members were present for the meeting:

Name:-	Designation	Position	Signature
Geetali Bera	Teacher in charge	Chairperson	
Abdul Halim Shaikh	Assistant Professor	Convener	Am
Pranab Ghosh	Assistant Professor	Member	Pr
Mamirul Islam	Assistant Professor	Member	mIslam
Subhadip Mukherjee	Assistant Professor	Member	Sub
Dr. Kutubuddin Fairwar	Associate Professor	Member	

## Agenda of Meeting :-

1. To review all Cases of Students grievances.
2. Any other matter that support Students Teaching Learning Process.

## Minutes of Meeting :-

1. The first meeting of the academic year 2019-20 was conducted today and Prof. Abdul Halim Shaikh initiated the meeting while reading out the minutes of last meeting and was approved by the honorable Chairperson Prof. Geetali Bera.
2. Since no complaints were received, the Cell resolved to aware students to talk about their problems with the help of complaints.
3. The meeting was concluded with the vote of thanks from the Convener, Prof. Abdul Halim Shaikh.

Geeta

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad




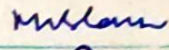
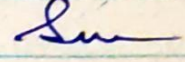


# Minutes of Meeting - 11 (2019-20)

Date: 27th January, 2020 (Monday)

The meeting of the Student's Grievance and Redressal cell was held today (27th January, 2020) in the office of the Principal under the chairperson of Prof. Greetali Bera, the Teacher in-charge.

The following members were present for the meeting.

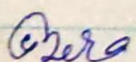
Name	Designation	Position	Signature
Greetali Bera	Teacher in-charge	Chairperson	
Abdul Halim Shaikh	Convener	Convener	
Pranab Ghosh	Assistant Professor	Member	
Manikul Islam	Assistant Professor	Member	
Subhadip Mukherjee	Assistant Professor	Member	
Dr. Kutubuddin Biswas	Associate Professor	Member	

## Agenda of Meeting :-

1. To review all cases of student's grievances.
2. Miscellaneous.

## Minutes of Meeting :-

1. The second meeting of the academic year 2019-20 was conducted today and Prof. Abdul Halim Shaikh read out the minutes of the previous meeting (15.07.2019) and was approved by the honorable Chairperson Prof. Greetali Bera.
2. Members pointed out that no complaints or grievances of student's were received.
3. Meeting was concluded with the vote of thanks from the convener of the cell.

  
Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad

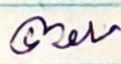

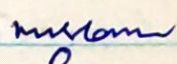
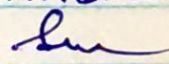


# Minutes of Meeting - 1 (2021-22)

Date: 1<sup>st</sup> February, 2022

The meeting of the Student's Grievance and Redressal Cell was held today (1st February, 2022) in the office of the Principal under the chairmanship of Prof. Greetali Bera, the Teacher in-charge.

The following members were present for the meeting.

Names	Designation	Position	Signature
Greetali Bera	Teacher in charge	Chairperson	
Abdul Halim Shaikh	Assistant Professor	Convenor	
Branab Ghosh	Assistant Professor	Member	
Manisul Islam	Assistant Professor	Member	
Subhadip Mukherjee	Assistant Professor	Member	
Dr. Kutubuddin Biswas	Associate Professor	Member	

## Agenda of Meeting :-

1. To review all cases of student's grievances during the Covid - 19 Lockdown.
2. Any complaints received informally during this time.
3. Miscellaneous.

## Minutes of Meeting :-

1. After a long time because of the lockdown, the member of the student's grievance and redressal Cell gathered to discuss about the mental conditions of the students in the meeting held on 1<sup>st</sup> February, 2022. The meeting was initiated by Prof. Abdul Halim Shaikh. He read out the minutes of the last



meeting (27.01.2020) and was approved by the  
honorable chairperson Prof. Greetali Bera.

2. Students were extremely anxious about the pandemic. Hence members agreed to inform the IQAC to bring some courses or seminars of kind of programme that deals with the mental support to the students after the lockdown.
3. Students talked about their anxiety during the online classes but ~~no~~ formal complaints were received so far.
4. The meeting was wrapped out with the vote of thanks from the convener.




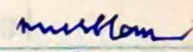
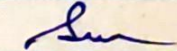
G Bera



# Minutes of Meeting - I (2022-23)

Date: 18<sup>th</sup> July, 2022

The meeting of the Students Grievances and Redressal Cell was held today (18<sup>th</sup> July, 2022) in the office of the Principal under the chairperson of Prof. Greetali Bera, the Teacher in-charge. The following members were present for the meeting.

Names	Designation	Position	Signature
Greetali Bera	Teacher in-charge	Chairperson	
Abdul Halim Shaikh	Assistant Professor	Convener	
Pranab Ghosh	Assistant Professor	Member	
Manirul Islam	Assistant Professor	Member	
Subhadip Mukherjee	Assistant Professor	Member	
Dr. Kutubuddin Biswas	Associate Professor	Member	

## Agenda of Meeting: -

1. To review all cases of Students grievances.
2. Discuss any improvement with the regard to previous meeting's agenda
3. Miscellaneous.

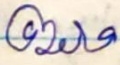
## Minutes of Meeting: -

1. The convener started the meeting with the reading out of the minutes of the previous meeting (01.02.2022) and the chair had approved it.
2. Based on the previous initiative, the Department of Philosophy conducted a state level seminar on Psychology: Mind and its different levels on 22.03.2022 for which the members of the cell were truly delighted.



3. The cell has received three complaints from the students as the following:

- Additional books to be supplied from the library to those who need under the cap of different staff in order to make the students cover up their lost time. (Case of Fain Khatun dated 20.03.2022) and this case was redressed on 22.03.2022.
- Additional Drinking water facility was given to the students on 21.04.2022.
- Extra Taps were installed in girls bathroom on 25.04.2022 based on the complaint received from Khushi Khatun dated 19.04.2022.
- The meeting was winded up with the vote of thanks from the convener.

  
Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad


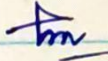

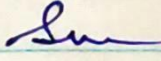


# Minutes of Meeting - II (2022-23)

Date :- 2nd February, 2023

The meeting of the students Grievance and Redressal Cell was held today (2nd February, 2023) in the office of the Principal under the chairperson of Prof. Greetali Bera, the Teacher in-charge.

The following members were present for the meeting.

Names	Designation	Position	Signature
Greetali Bera	Teacher in-charge	Chairperson	
Abdul Halim Sheikh	Assistant Professor	Convener	
Pranab Ghosh	Assistant Professor	Member	
Manirul Islam	Assistant Professor	Member	
Subhadip Mukherjee	Assistant Professor	Member	
Dr. Kutubuddin Biswas	Associate Professor	Member	

## Agenda of Meeting :

1. To review all cases of students grievances.
2. Miscellaneous.

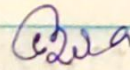
## Minutes of Meeting :

1. The convener started the meeting with the reading out of the minutes of the previous meeting (18.07.2022) and the chairperson had approved it.
2. The cell has received two complaints from the students as the following:
  - Cleaning of boy's toilet was the issue which was sorted out on 18.08.2022.
  - Additional books from the library was supplied to Sahin Sk who raised the issue on 12th November 2022 and he was supplied with additional books



on 14th November 2022.

3. The meeting got over with the vote of thanks from the convener.



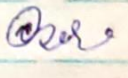

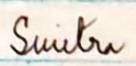
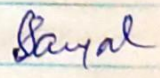

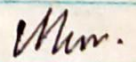
Teacher-In-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad



## Minutes of Meeting I (2018-19)

30th July, 2018

The meeting of Internal Complaint and Sexual Harassment Cell was held today in the office of Principal under the chairmanship of Prof. Greetali Bera. The following members were present for the meeting.

Names	Designation	Position	Signature
Greetali Bera	Teacher-In-Charge	Chairperson	
Dr. Rina Majumdar	Associate Professor	Convener	
Sucharita Mitra	Associate Professor	Member	
Supti Sanyal	Part-Time Faculty	Member	
Mita Chaudhury	Asha Karmi	Member	
Mohaimenul Mandel	Lawyer	Member	

### Agenda of Meeting:-

- ① To review the cases related to the objectives of the cell if any.
- ② Institutional measures to refrain students from such mentality
- ③ Any other matter with the permission of the chairperson

### Minutes of Meeting :-

- Dr. Rina Majumdar initiated the meeting proceedings and was approved by the chairperson Prof. Greetali Bera.
- Only one case was registered i.e. lost Book (Darsshonik Bishleshkone Ruprekha, by Samarendra).



Bhattacharya on 20th June 2018 by Dipika Majhi and this lost book was found by sweeper and handed over to Dipika Majhi on 22nd June 2018.

④ Meeting was concluding with the thanks giving to the members.

*(Signature)*

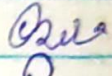
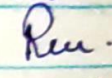
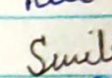
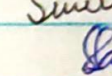
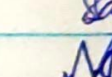
Teacher in Charge  
Jatindra Rajendra Prasad Vidyalyaya  
P.O. Amtala, Murshidabad



## Minutes of Meeting I (2018-19)

31st January, 2019.

The meeting of Internal Complaint and Sexual Harassment Cell was held today in the office of Principal under the chairmanship of Prof. Greetali Bera. The following members were present for the meeting.

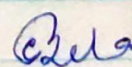
<u>Names</u>	<u>Designation</u>	<u>Position</u>	<u>Signature</u>
Greetali Bera	Teacher-In-Charge	Chairperson	
Dr. Rina Majumder	Associate Professor	Convener	
Sucharita Mitra	Associate Professor	Member	
Supti Sanyal	Part-Time Faculty	Member	
Mita Chaudhury	Asha Karmi	Member	
Mohaimenul Mandel	Lawyer	Member	

### Agenda of Meeting :-

- To review the cases related to the objectives of the cell if any.
- Institutional measures to refrain students from such mentality.
- Any other matter with the permission of the chairperson.

### Minutes of Meeting :-

- Dr. Rina Majumder read out the minutes (30.07.2018) of previous meeting and was approved by the chairperson of Prof. Greetali Bera.
- There was no case registered related to this cell.
- Meeting was concluding the thanks giving to the members.

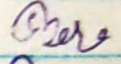

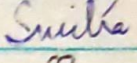
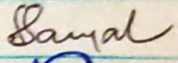
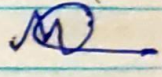




## Minutes of Meeting I (2019-20)

31st July, 2019

The meeting of Internal Complaint and Sexual Harassment Cell was held today in the office of Principal under the chairmanship of Prof. Greetali Bera. The following members were present for the meeting.

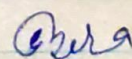
<u>Names.</u>	<u>Designation</u>	<u>Position</u>	<u>Signature.</u>
Greetali Bera	Teacher-in-Charge	Chairperson	
Dr. Rina Majumder	Associate Professor	Convener	
Sucharita Mitra	Associate Professor	Member	
Supti Sanyal	Part-Time-faculty	Member	
Mita Choudhury	Asha Karmi	Member	
Mohaimenu Mander	Lawyer	Member	

### Agenda of Meeting :-

- ① To review the cases related to the objectives of the cell if any.
- ② Any other matter with the permission of the chairperson.

### Minutes of Meeting :-

- ① Dr. Rina Majumder read ~~the~~ out the minutes (31.01.2019) of previous meeting and was approved by the chairperson Prof. Greetali Bera.
- ② There was no case registered to this cell.
- ③ Meeting was concluding with the thanks giving to the members.





No Meetings were held due to Covid-19  
Lockdown

From April 2020 - November 2021

*Chera*

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad



## Minutes of Meeting I (2021-22)

27th January, 2022 (Thursday)

The meeting of Internal Complaint and Sexual Harassment Cell was held today in the office of Principal under the chairmanship of Prof. Greetali Bera. The following members were present for the meeting.

<u>Name</u>	<u>Designation</u>	<u>Position</u>	<u>Signature</u>
Greetali Bera	Teacher-in-Charge	Chairperson	
Dr. Rina Majumder	Associate Professor	Convener	Ren.
Sucharita Mitra	Associate Professor	Member	Smita
Supti Sanyal	Part-Time-Faculty	Member	Sanyal
Mita Chaudhury	Asha-Karmi	Member	M
Mohaimenul Mandal	Lawyer	Member	

### Agenda of Meeting :-

- To review the cases related to the objectives of the cell if any.
- Any other matter with the permission of the chairperson.

### Minutes of Meeting :-

- Dr. Rina Majumder read out the minutes of previous meeting (31.07.2019) and was approved by the chairperson Prof. Greetali Bera.
- The committee has received two complaints during this long time.
  - Harassment Case of Reshma Sultana dated 03.03.2020 which was sorted out on 04.03.2020, warning was given by the TIC to Rang Ghosh (offender)
  - Harassment Case of Ritika Sarkar dated 16.02.2022 against some boys of union and was ~~sorted out~~ redressed on 17.02.2022. Leader of the group was rebuked and was made to understand



the gravity of the case, so the accused did not ~~present~~ repeat the same.

- Meeting was concluding with the thanks giving to the members.

Chug

Teacher-in-Charge  
Jatindra Rajendra Minavidyalaya  
P.O. Amtala, Dist. Murshidabad



## Minutes of Meeting I (2022-23)

30th July, 2022 (Saturday)

The meeting of Internal Complaint and Sexual Harassment Cell was held today in the office of Principal under the chairmanship of Prof. Greetali Bera. at 12 noon. The following members were present for the meeting.

<u>Names</u>	<u>Designation</u>	<u>Position</u>	<u>Signature</u>
Greetali Bera	Teacher-in-charge	Chairperson	Bera
Dr. Rina Majumder	Associate Professor	Convener	Rina
Sucharita Mitra	Associate Professor	Member	Mitra
Srepti Sanyal	Part-Time-Faculty	Member	Sanyal
Mita Chaudhury	Asha-karmi	Member	M
Mohaimenul Mandal	Lawyer	Member	

### Agenda of Meeting:-

- To review the cases related to the objectives of the cell if any.
- Any other matter with the permission of the Chairperson.

### Minutes of Meeting:-

- Dr. Rina Majumder read out the minutes (27.01.2022) of previous meeting and was approved by the Chairperson Prof. Greetali Bera.
- There was no case registered related to this cell.
- Meeting was concluding with the thanks giving to the members.

Bera

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad



## Minutes of Meeting I (2022-23)

4th May, 2023 (Thursday)

The meeting of Internal Complaint and Sexual Harassment cell was held today in the office of Principal under the chairmanship of Prof. Greetali Bera at 3 p.m. The following members were present for the meeting.

<u>Names</u>	<u>Designation</u>	<u>Position</u>	<u>Signature</u>
Greetali Bera	Teacher-In-Charge	Chairperson	<i>Gera</i>
Dr. Rina Majumder	Associate Professor	Convener	<i>Rina</i>
Sucharita Mitra	Associate Professor	Member	<i>Mitra</i>
Supti Sanyal	Part-Time Faculty	Member	<i>Sanyal</i>
Mita Choudhury	Asha Kammi	Member	<i>NO</i>
Mohaimenul Mandol	Lawyer	Member	

### Agenda of Meeting :-

- To review the cases related to the objectives of the cell if any.
- Institutional measures to refrain students from such mentality.
- Any other matter with the ~~permission~~ permission of the chairperson.

### Minutes of Meeting :-

- Dr. Rina Majumder read-out the minutes (30.07.2022) of previous meeting and was approved by the chairperson Prof. Greetali Bera.
- The sub-committee had received two grievances and they were redressed immediately since the cases were related to emotion (love).

○ Harassment case of Puja Choudhury dated 14th February, 2023 against Robiul Islam (case of emotions) and was redressed 16.02.2023.

○ Harassment Case of Paramita Mondal



Dated 20.02.2023. against Sandip Das. This case was redressed on 21.02.2023.

① Meeting was concluding with the thanks giving to the members.

*[Signature]*



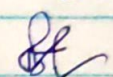
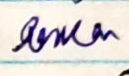
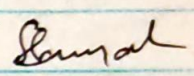
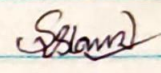
Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad



## Minutes of Meeting I (2018-19)

23<sup>rd</sup> July, 2018

The meeting of Discipline and Anti Ragging committee was held today in the office of Principal under the chairmanship of Prof. Geetali Bera. The following members were present for the meeting.

Names	Designation	Position	Signature
Geetali Bera	Teacher-in-charge	chairperson	
Abdul Halim Shaikh	Assistant Professor	convener	
Pranab Ghosh	Assistant Professor	Member	
Anmol Sarkar	Assistant Professor	Member	
Supti Sanyal	Part-time Faculty	Member	
Sahidul Islam	Part-time Faculty	Member	

### Agenda of Meeting

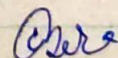
- To review the case of ragging if any.
- Institutional measures to refrain students from ragging mentality.
- Any other matter with permission of the chairperson.

### Minutes of Meeting:-

• Prof. Abdul Halim Shaikh initiated the meeting proceedings and was approved by the chairperson Prof. Geetali Bera.

• There is a no case regarding ragging of student so far.

• All the members of cell to guide students regarding the issue.

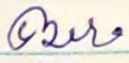


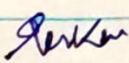
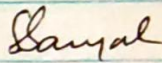
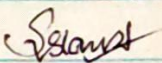




## Minutes of Meeting II (2018-19)

31st - January, 2019

The meeting of Discipline and Anti Ragging committee was held today in the office of Principal under the chairmanship of Prof. Geetali Bera. The following members were present for the meeting.

Geetali Bera	Teacher-in Charge	Chairperson		
Abdul Halim Shaikh	Assistant Professor	Convener		
Pranab Ghosh	Assistant Professor	Member		
Amal Sarkar	Asst	Assistant Professor	Member	
Supti Sanyal	Part-Time Faculty	Member		
Sahidul Islam	Part-Time Faculty	Member		


### Agenda of Meeting

- \* To look into the matters of ragging if any case registered
- \* Any other relevant matters of its concerns.

### Minutes of Meeting

\* Minutes of earlier meeting (23rd July, 2018) were read by Prof. Abdul Halim Shaikh and approved by the chairperson Prof. Geetali Bera.

\* There is a no case regarding of student found so far.


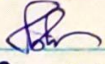
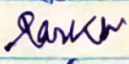
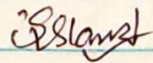




## Minutes of Meeting (2019-20)

30th July - 2019

The meeting of Discipline and Anti Ragging committee was held today in the office of Principal under the chairmanship of Prof. Geetali Bera. The following members were present for the meeting.

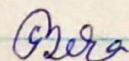
Geetali Bera	Teacher-in-Charge	Chairperson	Geetali Bera
Abdul Halim Shaikh	Assistant Professor	convener	
Poornab Chosh	Assistant Professor	Member	
Amal Sarkar	Assistant Professor	Member	
Supti Sanyal	Part-time Faculty	Member	Supti Sanyal
Sahidul Islam	Part-time Faculty	Member	

### Agenda of Meeting

- \* To review the case of ragging if any
- \* Review various measures taken to prevent ragging in the campus.

### Minutes of Meeting:-

- \* Minutes of earlier meeting (31.01.2019) were read by Prof. Abdul Halim Shaikh and approved by the chairperson Prof. Geetali Bera.
- \* There is a no case regarding ragging of student.



Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad



## Minutes of Meeting 11 (2019-20)

25<sup>th</sup> January - 2020

The meeting of Discipline and Anti Ragging Committee was held today in the office of Principal under the chairmanship of Prof. Geetali Bera. The following members were present for the meeting

Name -		Signature
Geetali Bera	Teacher-in-charge	Geetali Bera
Abdul Halim Shaikh (Ap)	Convener	Abdul Halim Shaikh
Pranali Ghosh (Asst. Prof)	Member	Pranali Ghosh
Amul Sarkar	Asst. Prof. Member	Amul Sarkar
Supti Sanjal	Post-Time Faculty Member	Supti Sanjal
Sahidul Islam	Post-Time Faculty Member	Sahidul Islam

### Agenda of Meeting -

- \* To review the case of ragging if any.
- \* To guide the day scholar student about anti-ragging.
- \* Guidance to Hosteller.
- \* Any other relevant subject at the time of meeting.

### Minutes of Meeting

\* Minutes of earlier meeting (20.7.2019) were read by Prof. Abdul Halim Shaikh were approved by the honorable chairperson Prof. Geetali Bera. There is no case regarding ragging of student was found.

Geetali Bera

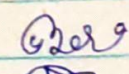
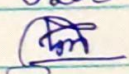
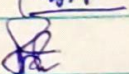
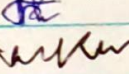
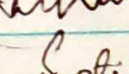
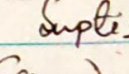
Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad



## Minutes of Meeting (2021-22)

11<sup>th</sup> April, 2022

The meeting of Discipline and Anti Ragging Committee was held today in the office of Principal under the chairmanship of Prof. Geetali Bera. The following members were present for the meeting.

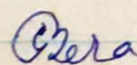
Names	Designation	Position	Signature
Geetali Bera	Teacher-in-charge	Chairperson	
Abdul Halim Sheikh	Assistant Prof.	Convener	
Pranab Ghosh	Assistant Prof.	Member	
Amal Sarkar	Assistant Prof.	Member	
Supti Sanyal	Part-time Faculty	Member	
Sahidul Islam	Part-time Faculty	Member	

### Agenda of Meeting

- \* To review the case of ragging if any.
- \* To guide the students about their studies during lockdown.
- \* Any other relevant subject at the time of meeting.

### Minutes of Meeting

- \* Minutes of earlier meeting (25.1.2020) were read by Prof. Abdul Halim Sheikh and were approved by the Chairperson, Prof. Geetali Bera, Teacher-in-charge of JRM.
- \* There was no case registered regarding ragging of students.



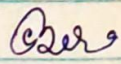

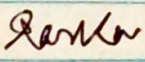
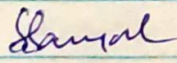
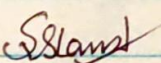
Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad



## Minutes of Meeting 1 (2022-23)

20th December 2022

The meeting of Discipline and Anti Ragging Committee was held today in the office of Principal under the chairmanship of Prof. Geetali Bera. The following members were present for the meeting.

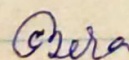
Names	Designation	Position	Signature
Geetali Bera	Teacher in-Charge	Chairperson	
Abdul Halim Shaikh	Assistant Prof.	Convener	
Pranab Ghosh	Assistant Prof.	Member	
Amal Sarkar	Assistant Prof.	Member	
Supti Sanyal	Part-Time Faculty	Member	
Sahidul Islam	Part-Time Faculty	Member	

### Agenda of Meeting

- \* To review the case of ragging if any.
- \* To guide the students about Anti-ragging Policies.
- \* Any other relevant issue.

### Minutes of Meeting

- \* Minutes of earlier meeting (11.4.2022) were read by Prof. Abdul Halim Shaikh and approved by the honorable chairperson Prof. Geetali Bera.
- \* No case has been registered regarding ragging of student.



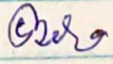

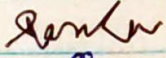
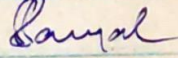
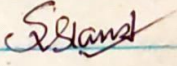
Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad



## Minutes of Meeting II (2022-23)

22nd May, 2023

The meeting of Discipline and Anti-Ragging cell was held today in the office of Principal under the chair of Prof. Geetali Bera, the Teacher-in-charge. The following members were present for the meeting.

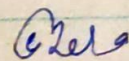
Names	Designation	Position	Signature
Geetali Bera	Teacher in charge	Chairperson	
Abdul Halim Shaikh	Assistant Prof.	Convener	
Pranali Chash	Assistant Prof.	Member	
Amal Sarkar	Assistant Prof.	Member	
Supti Sanyal	Part-time Faculty	Member	
Sahidul Islam	Part-time Faculty	Member	

### Agenda of Meeting

- \* To review the case of ragging if any.
- \* To organize anti-ragging awareness programmes.
- \* To guide students about Anti-ragging
- \* Miscellaneous.

### Minutes of Meeting

- \* Minutes of earlier meeting (20.12.2022) were read by Prof. Abdul Halim Shaikh and approved by Honorable Chairperson Prof. Geetali Bera.
- \* There is a no case regarding ragging of student.
- \* Complaint-Box is to be opened after every working day by any member of the cell.
- \* A notice was displayed on notice board to fill off-line grievance form within the time limit.



Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad



JATINDRA RAJENDRA  
MAHAVIDYALAYA

WOMEN'S CELL

Amtala, Msd

2018-19 to 2022-23



## Women's Cell

Gender Equity and Women Empowerment are the most important requirements for the upliftment of the female section of the society and the progress of our nation. Accordingly, the Women Cell in Jalinda Rajendra Mahavidyalaya has both the faculty and Non-faculty fraternity of the college as its members (Eight among them being females) to work together with an aim to create a gender sensitized community. It has been organising various skill-enhancing academic, cultural and social events for the promotion of the significance of gender equality, in association with the students of the college, ever since its establishment.

The college has constituted an Internal Complaint Cell (ICC), comprising three female and twelve male members as per the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) act and rule 2023. Having raised the bar of responsibility and accountability in the Vishaka Guidelines, the Supreme Court placed an obligation on work places, institutions and those in positions of responsibility to uphold working women's fundamental right to equality and dignity at the work place. Three key obligations were imposed on institutions to meet that standard - Prohibition, Prevention and Redress. In 2023, the Govt. of India notified the sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act. Consistent with the Vishaka Judgement the act aspires to ensure women's right to work place equality and protection from sexual harassment through compliance with the above mentioned



three elements. It is important to note that the act provides a civil remedy to women in addition to other laws, that are currently in force. Consequently, any woman who wishes to report instances of sexual harassment at the work place has the right to take recourse of both civil and criminal proceedings. All of these obligations are fulfilled through the founding and smooth functioning of the ICC in our college.

Unfortunately, no gender audit committee has been constituted yet but the college has a functional Internal Complaint Cell, Sexual harassment committee, women cell and Grievance Redressal Cell to reach out to the female students and employees and established their claim to equal rights along with men. Women, forming almost half of the entire population are in need of greater representation to vindicate the fact that instead of remaining circumscribed by their sexual identity, they have every moral right to assert their human identity. Accordingly, to address gender issues with utmost sensitivity, these committees and cells have been instrumental in raising awareness about several challenges women face even today in our androcentric society. Our institution was established at a time in the mid-Eighties when the issue of gender was not much of a concern specially in a remote region like ours, considering the time when it was setup. Obviously when gender became a major parameter for institutional governance, institutional leadership stepped



forward, although it cannot be said that we have attained perfection in this field and much has to be implemented yet efforts are in progress. to constitute a gender audit committee and analyse gender equilibrium and androgynous set-up in our institution based on relevant parameters.

### Objective of the Women's Cell :

To ensure the well being of women, the convenors along with the other members of the above mentioned cell are striving to realise the following objectives.

- (a) Provide a congenial environment to enable girls/women to pursue their work with a strong sense of dignity and reassurance on the campus of the college.
- (b) Raise awareness on gender equity issues.
- (c) Resist gender discrimination and inappropriate sexual conduct (Mental/Physical/Emotional abuse).
- (d) Demystify the aura of the private sphere and facilitated facilitate the entry of women into the public domain.
- (e) Promote gender sensitivity and women empowerment.



(f) Ensure the safety and security of the female students and employees (taking strict action against reported cases of ragging and harassment).

Geelali Bera

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad



# Jatindra-Rajendra Mahavidyalaya



ESTD – 1986

P.O.--Amtala



Dist. – Murshidabad



Pin Code-742121

Ref.No.

Date:

## Criterion: 5 Student Support and Progression

### 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. Organisation 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

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

### RESPONSE:

The college had only offline mechanism for submission of students' grievances during the last five years. Grievance Redressal Cell arranged a box that was installed at the gate of Main Office of Block-A building. Grievance Redressal Proforma has always been kept with the box for the purpose of maintaining written records of the complaints and their redressal to track the growth and development of the college facilities and services.

*Subhadip Kumar*  
I.Q.A.C  
Coordinator  
Jatindra-Rajendra Mahavidyalaya  
Amtala, Murshidabad

*P. K. Roy*

Principal  
Jatindra - Rajendra Mahavidyalaya  
P.O.- Amtala, Dist.- Murshidabad

Principal  
Jatindra Rajendra Mahavidyalaya





Grievance Submission Box



Grievance Submission Box

# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala • Nowda • Murshidabad

## GRIEVANCE REDRESSAL PROFORMA

অভিযোগ নিষ্পত্তি ফর্ম

Grievance No. : .....

Date : .....

Sl. No.	Particulars/ বিবরণ	Information to be filled up / তথ্য পূরণ করতে হবে
1	Name/ নাম	
2	Semester/ সেমিস্টার	
3	Roll No./ID রোল নং	
5	Contact No./ মোবাইল নং	
6	Address/ ঠিকানা	
7	<p><b>Description of Complaints or Grievances</b></p> <p>অভিযোগ বা অভিযোগের বর্ণনা</p>	<p><i>Geelali Bera</i> Teacher-in-Charge Jatindra-Rajendra Mahavidyalaya P.O. Amtala, Dist. Murshidabad</p>
8	<b>Signature with Date</b> স্বাক্ষর ও তারিখ	
9	<b>Result of Redressal</b> অভিযোগের মূল্যায়ন	

Signature of TIC/ Principal

Signature of Convener

Signature of Member



# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala • Nowda • Murshidabad

## GRIEVANCE REDRESSAL PERFORMA

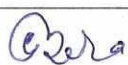
অভিযোগ নিষ্পত্তি ফর্ম

Grievance No. : ICC

Date

: 22.06.2018

Sl. No.	Particulars/ বিবরণ	Information to be filled up / তথ্য পূরণ করতে হবে
1	Name/ নাম	নীলিকা গাঙ্গুলী
2	Semester/ সেমিস্টার	পার্ট - 3
3	Roll No./ রোল নং	B.A./15/85
4	Department/ বিভাগ	
5	Contact No./ মোবাইল নং	7872511380
6	Address/ ঠিকানা	মুকেশ্বর, নওদা, মুর্শিদাবাদ
7	Description of Complaints or Grievances  অভিযোগ বা অভিযোগের বর্ণনা	আমার একটি ডেস্কটপ বই কক্ষনাং ২৩ থেকে হস্তান্তর করে গত ২৩ আগস্ট ২০১৮। বইয়ের নাম - <u>দর্শনিক বিশ্লেষণের</u> <u>রূপ রেখা, প্রবন্ধ ও কৌশল</u>  Loss of Text Book
8	Signature with Date স্বাক্ষর ও তারিখ	নীলিকা গাঙ্গুলী, 20/06/2018
9	Result of Redressal অভিযোগের মূল্যায়ন	The lost book has been returned to the complainant on 22nd June 2018.

  
Signature of TIC/Principal  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad

  
Signature of Convener  
Convener  
J-R Mahavidyalaya  
PO Amtala Murshidabad

  
Signature of Member

# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala • Nowda • Murshidabad

## GRIEVANCE REDRESSAL PROFORMA

অভিযোগ নিষ্পত্তি ফর্ম

Grievance No. : 100

Date

: 17.02.2020

Sl. No.	Particulars/ বিবরণ	Information to be filled up / তথ্য পূরণ করতে হবে
1	Name/ নাম	স্নিগ্ধা সন্নিকার
2	Semester/ সেমিস্টার	২ সেমিস্টার
3	Roll No./ID রোল নং	B-A/22/0241
5	Contact No./ মোবাইল নং	৭৩৬৩৬৩৬০৬৪
6	Address/ ঠিকানা	গ্রাম- ডেলানগর, পোস্ট- ডেলানগর, থানা-নওদা জেলা- মুর্শিদাবাদ, পিন- ৭৪২১২১
7	Description of Complaints or Grievances  অভিযোগ বা অভিযোগের বর্ণনা	স্নিকার ব্যাপ্তি, আমি স্নিকার স্নিকার দ্বিতীয় সেমিস্টারে ইংরেজি বিভাগের ছাত্রী ইদানিং কলেজে পাঠের ছেলেরা কলেজে গেলের সামনে জিন কল দায়িত্ব থাকে এবং কলেজে আমি প্রত্যেক কলেজে বিস্কুট খাই। তাদের বর্ষে কলেজের হুম বাদল হাটল, গ্রেপ্তার বিশ্বাস  আমার বিনীত নিবেদন যে আমার এই অভিযোগ তা দেখেন।  <u>Likely Harassment / Emotion</u>
8	Signature with Date স্বাক্ষর ও তারিখ	স্নিকার সন্নিকার 16.02.2022
9	Result of Redressal অভিযোগের মূল্যায়ন	Leader of the group that was accused was made to realise its gravity and promised not to repeat. This case was redressed on 17.02.2020

*[Signature]*  
Signature of TIC/ Principal

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad

*[Signature]*  
Signature of Convener

Convener  
JR Mahavidyalaya  
P.O. Amtala Murshidabad

*[Signature]*  
Signature of Member



# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala • Nowda • Murshidabad

## GRIEVANCE REDRESSAL FORM

অভিযোগ নিষ্পত্তি ফর্ম

Grievance No. : 100

Date

: 04.03.20

Sl. No.	Particulars/ বিবরণ	Information to be filled up / তথ্য পূরণ করতে হবে
1	Name/ নাম	রেজিয়া মুন্ডানা
2	Semester/ সেমিস্টার	তৃতীয় সেমিস্টার
3	Roll No./ রোল নং	১১০১২৮
4	Department/ বিভাগ	চর্চন
5	Contact No./ মোবাইল নং	৯৭৩২৭৮৩১২৬
6	Address/ ঠিকানা	জোয়ানী, নওদা
7	Description of Complaints or Grievances  অভিযোগ বা অভিযোগের বর্ণনা	<p>গত কয়েকদিন ধরে তৃতীয় সেমিস্টারে বিনা ছোম আমাকে স্বিকৃতি করতে চেষ্টা করে আসি, আমায় বন্ধুদের ডার্টনে বিনা ছোমকে মারতেন বাবা! গত ৩ দিনের মত দিন ছোম স্বিকৃতি করতে চলেছে স্বিকৃতি ছোম জন্য বন্ধুদের বৃষ্টিময়নে আনু বোধ করছি।</p> <p>emotion!</p>
8	Signature with Date স্বাক্ষর ও তারিখ	রেজিয়া মুন্ডানা ০৩/০৩/২০২০
9	Result of Redressal অভিযোগের মূল্যায়ন	The Above complaint has been sorted out on 4th March, 2020 with a warning to the accused.

*Debra*

Signature of TIC/Principal

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad

*Ren*

Signature of Convener

Convener  
J.R. Mahavidyalaya  
P.O. Amtala, Murshidabad

*Smita*

Signature of Member

# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala • Nowda • Murshidabad

## GRIEVANCE REDRESSAL PROFORMA

অভিযোগ নিষ্পত্তি ফর্ম

Grievance No. : 1CC

Date : 16.02.2022

Sl. No.	Particulars/ বিবরণ	Information to be filled up / তথ্য পূরণ করতে হবে
1	Name/ নাম	পূজা চৌধুরী
2	Semester/ সেমিস্টার	দ্বিতীয় সেমিস্টার
3	Roll No./ID রোল নং	BA/22/0031
5	Contact No./ মোবাইল নং	৯৮৮০৬৪৮৩০০
6	Address/ ঠিকানা	গ্রাম - হোগারপুর, পোস্ট - তেলানগর, থানা - নওদা, জেলা - মুর্শিদাবাদ, ৭৪২২২২
7	Description of Complaints or Grievances  অভিযোগ বা অভিযোগের বর্ণনা	নসমসংগত শাস্তি, আমি পূজা চৌধুরী দ্বিতীয় সেমিস্টারের ইংরেজি অনুষ্ঠানের ছাত্রী ইদানিং, আমি কলেজে আসলে সার্ভিস একডল হেলে বসিলাম ইদানিং আমাকে খুব বিরক্ত করছে। সে আমাকে সারসার স্নেহের প্রস্তাব দিচ্ছে আমি তা প্রত্যাখ্যান করলে সে আমাকে ভুলারি দিচ্ছে, আপনার কাছে কিনীত কিনোন আপনি কিয়মতি করবেন।
8	Signature with Date স্বাক্ষর ও তারিখ	পূজা চৌধুরী 18.02.2022
9	Result of Redressal অভিযোগের মূল্যায়ন	This case has been redressed on 16.02.2022. Accused understood mistakes and promised not to repeat anymore.

*Per*  
Signature of TIC/Principal

*Per*  
Signature of Convener

*Per*  
Signature of Member

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad

Convener  
JR Mahavidyalaya  
P.O. Amtala Murshidabad



# JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala • Nowda • Murshidabad

## GRIEVANCE REDRESSAL PROFORMA

অভিযোগ নিষ্পত্তি ফর্ম

Grievance No. : 166

Date : 21.02.22

Sl. No.	Particulars/ বিবরণ	Information to be filled up / তথ্য পূরণ করতে হবে
1	Name/ নাম	দায়িত্বিতা হুন্দল
2	Semester/ সেমিস্টার	তৃতীয় সেমিস্টার
3	Roll No./ID রোল নং	BA/20/0055
5	Contact No./ মোবাইল নং	৬২৯৬৫৭০৭০৬
6	Address/ ঠিকানা	গ্রাম-বোঁচাডাঙ্গা, পোস্ট-সোপলা, থানা-পাড়া, নওদা, ৬৭০২২২
7	Description of Complaints or Grievances অভিযোগ বা অভিযোগের বর্ণনা	নামধর্মের হুমকি, আমার দায়িত্বিতা হুন্দল, ইতিহাস বিভাগের <del>ছাত্র</del> , তৃতীয় সেমিস্টার ছাত্রী। আমার যখন কলকাতার একটি ওয়েব কলকাতার ফক্স সেমিস্টারের ছাত্র <u>অনুপ</u> হাজা, আমার <u>হুমকি</u> <u>বিস্তার</u> <u>করে</u> , <u>ধারণ</u> <u>করে</u> , <u>আমার</u> <u>সঙ্গে</u> <u>প্রেরিত</u> <u>আছেন</u> <u>করে</u> । <u>আমি</u> <u>এর</u> <u>স্বতন্ত্র</u> <u>করে</u> , <u>কলকাতা</u> <u>বিস্তার</u> <u>করে</u> <u>আমার</u> <u>অনুপ</u> <u>আমার</u> <u>অভিযোগের</u> <u>একটি</u> <u>স্বতন্ত্র</u> <u>করে</u> <u>হবে</u> । <u>emotion</u>
8	Signature with Date স্বাক্ষর ও তারিখ	দায়িত্বিতা হুন্দল ২১.০২.২২
9	Result of Redressal অভিযোগের মূল্যায়ন	Case of emotion (love) has been sorted out on 21.02.22. The accused understood that he was on wrong place of actions. Promised not to Repeat.

Signature of TIC/Principal

Signature of Convener  
Convener  
JR Mahavidyalaya  
PO-Amtala Murshidabad

Signature of Member

# Jatindra-Rajendra Mahavidyalaya



ESTD – 1986

P.O.--Amtala



Dist. – Murshidabad



Pin Code-742121

Ref.No.

Date:

## Criterion: 5 Student Support and Progression

### 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. Organisation 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

### Proof for Implementation of guidelines of statutory/regulatory bodies

1. **DISCIPLINE AND ANTI RAGGING CELL: Policy, Minutes, Guidelines**  
<http://www.jrm.org.in/anti-rag-scm.html>
2. **GRIEVANCE REDRESSAL: Policy, Minutes,**  
<http://www.jrm.org.in/griev-scm.html>
3. **INTERNAL COMPLAINT AND ANTI-SEXUAL HARASSMENT CELL: Policy, Minutes**  
<http://www.jrm.org.in/internal-soc.html>
4. **WOMEN CELL: Policy, Minutes**  
<http://www.jrm.org.in/women-cell-comm.html>
5. **SC, ST, OBC, & MINORITY CELL: Policy, Guidelines, Minutes, Notice**  
<http://www.jrm.org.in/sc-st-subcom.html>

  
I.Q.A.C  
Coordinator  
Jatindra-Rajendra Mahavidyalaya  
Amtala, Murshidabad

  
Principal  
Jatindra - Rajendra Mahavidyalaya  
P.O.- Amtala, Dist.- Murshidabad  
Principal  
Jatindra Rajendra Mahavidyalaya





# भारत का राजपत्र

## The Gazette of India

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मानव संसाधन विकास मंत्रालय

(विश्वविद्यालय अनुदान आयोग)

अधिसूचना

नई दिल्ली, 2 मई, 2016

विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम 2015

मि. सं. 91-1/2013 (टी. एफ. जी. एस.—विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) जिसे उक्त अधिनियम के अनुच्छेद 20 के उप-अनुच्छेद (1) से संयुक्त रूप से पढ़ा जाए उस अधिनियम 26 के अनुच्छेद (1) की धारा (जी) द्वारा प्रदत्त अधिकारों के क्रियान्वयन अनुसार विश्वविद्यालय अनुदान आयोग एतद्वारा निम्न विनियम निर्मित कर रहा है, नामतः :-

1. लघु शीर्ष, अनुप्रयोग एवं समारम्भ:- (1) ये विनियम विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम, 2015 कहलाएंगे।
  - (2) ये विनियम भारत वर्ष में सभी उच्चतर शैक्षिक संस्थानों पर लागू होंगे।
  - (3) सरकारी राजपत्र में उनके प्रकाशन की तिथि से वे लागू माने जाएँगे।
2. परिभाषाएँ:- इन विनियमों में-बशर्ते विषयवस्तु के अन्तर्गत कुछ अन्यथा जरूरी है:-
  - (अ) "पीड़ित महिला" से अर्थ है किसी भी आयु वर्ग की एक ऐसी महिला—चाहे वह रोजगार में है या नहीं, किसी कार्य स्थल में कथित तौर से प्रतिवादी द्वारा कोई लैंगिक प्रताड़ना के कार्य का शिकार बनी है;
  - (ब) "अधिनियम" से अर्थ है कार्य स्थल में महिलाओं का लैंगिक उत्पीड़न (निराकरण, निषेध एवं समाधान) अधिनियम, 2013 (2013 का 14);
  - (स) "परिसर" का अर्थ उस स्थान अथवा भूमि से है जहाँ पर उच्चतर शैक्षिक संस्थान तथा इसकी संबद्ध संस्थागत सुविधाएँ जैसे पुस्तकालय, प्रयोगशालाएँ, लेक्चर हॉल, आवास, हॉल, शौचालय, छात्र केन्द्र, छात्रावास, भोजन कक्षों, स्टेडियम, वाहन पड़ाव स्थल, उपवनों जैसे स्थल तथा अन्य कुछ सुविधाएँ जैसे स्वास्थ्य केन्द्र, कैंटीन, बैंक पटल इत्यादि स्थित हैं तथा जिसमें छात्रों द्वारा उच्चशिक्षा के छात्र के रूप में दौरा किया जाता हो—जिस में वह परिवहन शामिल है जो उन्हें उस संस्थान से आने जाने के लिए, उस संस्थान के अलावा क्षेत्रीय भ्रमण हेतु

संस्थान पर, अध्ययनों, अध्ययन भ्रमण, सैर-सपाटे के लिए, लघु-अवधि वाली नियुक्तियों के लिए, शिविरों के लिए उपयोग किए जा रहे स्थानों, सांस्कृतिक समारोहों, खेलकूद आयोजनों एवं ऐसी ही अन्य गतिविधियों जिनमें कोई व्यक्ति एक कर्मचारी अथवा उच्चतर शैक्षिक संस्थान के एक छात्र के रूप में भाग ले रहा है—यह समस्त उस परिसर में सम्मिलित हैं;

- (डी) "आयोग" का अर्थ है विश्वविद्यालय अनुदान आयोग जो विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) के अनुच्छेद 4 के अन्तर्गत स्थापित है;
- (ई) "आवृत्त व्यक्तियों" से अर्थ उन व्यक्तियों से है जो एक सुरक्षित गतिविधि में कार्यरत हैं जैसे कि किसी लैंगिक उत्पीड़न की शिकायत को दायर करना—अथवा वे ऐसे किसी व्यक्ति से घनिष्ठ रूप से सम्बद्ध हैं जो सुरक्षित गतिविधि में कार्यरत है तथा ऐसा व्यक्ति एक कर्मचारी हो सकता है अथवा उस पीड़ित व्यक्ति का एक कर्मचारी हो सकता है अथवा एक साथी छात्र अथवा अभिभावक हो सकता है;
- (एफ) "कर्मचारी" का अर्थ, उस व्यक्ति से है जिसे अधिनियम में परिभाषित किया गया है तथा इसमें इन विनियमों की दृष्टि से प्रशिक्षार्थी, शिक्षार्थी अथवा वे अन्य जिस नाम से भी जाने जाते हैं। आन्तरिक अध्ययन में लगे छात्र, स्वयंसेवक, अध्यापन-सहायक शोध-सहायक चाहे वे रोजगार में हैं अथवा नहीं, तथा क्षेत्रीय अध्ययन में, परियोजनाओं लघु-स्तर के भ्रमण अथवा शिविरों में कार्यरत व्यक्तियों से है;
- (जी) "कार्यकारी प्राधिकारी" से अर्थ है उच्चतर शैक्षिक संस्थान के प्रमुख कार्यकारी प्राधिकारी, चाहे जिस नाम से वे जाने जाते हों— तथा जिस संस्थान में उच्चतर शैक्षिक संस्थान का सामान्य प्रशासन सम्मिलित है। सार्वजनिक रूप से निधि प्राप्त संस्थानों के लिए, कार्यकारी प्राधिकारी से अर्थ है अनुशासनात्मक प्राधिकारी जैसा कि केन्द्रीय नागरिक सेवायें (वर्गीकरण, नियन्त्रण एवं अपील) नियम तथा इसके समतुल्य नियमों में दर्शाया गया है;
- (एच) "उच्चतर शैक्षिक संस्थान" (एचई.आई.) से अर्थ है—एक विश्वविद्यालय जो अनुच्छेद 2 की धारा (जे) के अन्तर्गत अर्थों के अनुसार है, ऐसा एक महाविद्यालय जो अनुच्छेद 12 (ए) के उप-अनुच्छेद (1) की धारा (बी) के अर्थ के अनुसार है तथा एक ऐसा संस्थान जो मानित विश्वविद्यालय के रूप में विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) के अनुच्छेद 3 के अन्तर्गत है;
- (आई) "आन्तरिक शिकायत समिति" (आई.सी.सी.) (इन्टरनल कम्प्लेन्ट्स कमिटी) से अर्थ है इन विनियमों के विनियम 4 के उप-विनियम (1) के अर्थ के अनुसार उच्चतर शैक्षिक संस्थान द्वारा गठित की जाने वाली आन्तरिक शिकायत समिति से है। यदि पहले से ही समान उद्देश्य वाला कोई निकाय सक्रिय है, (जैसे कि लैंगिक संवेदीकरण समिति जो लैंगिक उत्पीड़न संबंधी विवाद देखेगी (जी.एस.सी.ए.एस.एच.) ऐसे निकाय को आन्तरिक शिकायत समिति (आईसीसी) के रूप में पुनर्गठित किया जाना चाहिए;
- बशर्ते, बाद वाले मामले में उच्चतर शैक्षिक संस्थान ऐसा सुनिश्चित करेगा कि इन विनियमों के अन्तर्गत आन्तरिक शिकायत केन्द्र के लिए ऐसे एक निकाय का गठन आवश्यक है। बशर्ते कि ऐसा निकाय इन विनियमों के प्रावधानों द्वारा बाध्य होगा;
- (जे) "संरक्षित गतिविधि" में ऐसी एक परम्परा, के प्रति तर्कपूर्ण विरोध शामिल है, जिसके बारे में ऐसा माना जाता है कि अपनी तरफ से अथवा कुछ दूसरे लोगों की तरफ से लैंगिक उत्पीड़न संबंधी कानूनों का उल्लंघन उस परम्परा के माध्यम से किया जा रहा है— जैसे कि लैंगिक उत्पीड़न मामलों की कार्रवाई में भागीदारी करना, किसी भी आन्तरिक जांच पड़ताल में अथवा कथित लैंगिक उत्पीड़न मामलों में सहयोग करना अथवा किसी बाहरी एजेन्सी द्वारा की जा रही जांच पड़ताल में अथवा किसी मुकदमें में बतौर गवाह मौजूद रहना;
- (के) "लैंगिक उत्पीड़न" का अर्थ है—

- (i) ऐसा एक अनचाहा आचरण जिसमें छिपे रूप में लैंगिक भावनाएँ जो प्रत्यक्ष भी हो जाती हैं अथवा जो भावनाएँ अत्यन्त मजबूत होती, नीचतायुक्त होती हैं, अपमानजनक होती हैं अथवा एक प्रतिकूल और धमकी भरा वातावरण पैदा करती हैं अथवा वास्तविक अथवा धमकी भरे परिणामों द्वारा अधीनता की ओर प्रेरित करने वाली होती हैं तथा ऐसी भावनाओं में निम्नलिखित अवांछित काम या व्यवहारों में कोई भी एक या उससे अधिक या ये समस्त व्यवहार शामिल हैं (चाहे सीधे तौर से या छिपे तौर से) नामतः—
- (अ) लैंगिक भावना से युक्त कोई भी अप्रिय शारीरिक, मौखिक अथवा गैर मौखिक के अतिरिक्त कोई आचरण
- (ब) लैंगिक अनुग्रह या अनुरोध करना
- (स) लैंगिकतायुक्त टिप्पणी करना



- (ड़) शारीरिक रूप से संबंध बनाना अथवा पास बने रहने की कोशिश करना
- (ई) अश्लील साहित्य दिखाना
- (ii) निम्न परिस्थितियों में से किसी एक में (अथवा इससे अधिक एक या सभी में) यदि ऐसा पाया जाता है अथवा वह ऐसे किसी बर्ताव के बारे में है या उससे संबंधित है जिसमें व्यापक रूप से या छिपे रूप में लैंगिक संकेत छिपे हैं—
- (अ) छिपे तौर से या प्रत्यक्ष रूप से अधिमान्य व्यवहार देने का वायदा जो लैंगिक समर्थन के एवज में हैं;
- (ब) कार्य के निष्पादन में छिपे रूप से या सीधे तौर से रुकावट डालने की धमकी;
- (स) संबद्ध व्यक्ति के वर्तमान अथवा उसके भविष्य के प्रति छिपे तौर से या सीधे तौर से धमकी देकर;
- (द) एक दहशत भरा हिंसात्मक या द्वेषपूर्ण वातावरण पैदा करके;
- (ई) ऐसा व्यवहार करना जो कि संबद्ध व्यक्ति के स्वास्थ्य उसकी सुरक्षा, प्रतिष्ठा अथवा उसकी शारीरिक दृढ़ता को दुष्प्रभावित करने वाला है;
- (एल) “छात्र” शब्द का अर्थ उस व्यक्ति के लिए है जिसे विधिवत प्रवेश मिला हुआ है, जो नियमित रूप से या दूर शिक्षा विधि से एक उच्च शिक्षा संस्थान में, एक अध्ययन पाठ्यक्रम का अनुसरण कर रहा है जिसमें लघु अवधि प्रशिक्षण पाठ्यक्रम भी शामिल हः
- बशर्ते, ऐसे किसी छात्र के साथ यदि कोई लैंगिक उत्पीड़न की घटना होती है जो उच्च शिक्षा संस्थान परिसर में प्रवेश पाने की प्रक्रिया में है— यद्यपि वह प्रवेश प्राप्त नहीं हुआ है तो इन विनियमों के आधार पर उस छात्र को उच्च शिक्षा संस्थान का छात्र माना जाएगा:
- बशर्ते एक ऐसा छात्र जो किसी उच्चतर शैक्षिक संस्थान में प्रवेश प्राप्त है तथा उस संस्थान में भागीदार है और उस छात्र के प्रति कोई लैंगिक उत्पीड़न होता है तो उसे उस उच्च संस्थान का छात्र माना जाएगा;
- (एम) “किसी तीसरे व्यक्ति द्वारा उत्पीड़न” उस स्थिति को दर्शाता है जब लैंगिक उत्पीड़न की घटना किसी तीसरे व्यक्ति द्वारा या किसी बाहर के आदमी द्वारा की गई हो जो ना तो उस उच्च शैक्षिक संस्थान का कर्मचारी अथवा उसका छात्र है—बल्कि उस संस्थान में एक आगन्तुक है जो अपने अन्य किसी काम या उद्देश्य से आया हुआ है;
- (एन) “उत्पीड़न” का अर्थ है किसी व्यक्ति से नकारात्मक व्यवहार जिसमें छिपे तौर से या सीधे तौर से लैंगिक दुर्भावना की नीयत छिपी होती है;
- (ओ) “कार्यस्थल” का अर्थ है उच्चतर शैक्षिक संस्थान का परिसर जिसमें शामिल हैं:
- (अ) कोई विभाग, संगठन, उपक्रम, प्रतिष्ठान, उद्योग, संस्थान, कार्यालय, शाखा अथवा एकांश जो उपयुक्त उच्चतर शैक्षिक संस्थान द्वारा पूरी तरह अथवा पर्याप्त रूप से उपलब्ध निधि द्वारा सीधे तौर से अथवा अप्रत्यक्ष रूप से स्थापित, स्वामित्व वाले या उससे नियन्त्रित हैं;
- (ब) ऐसा कोई खेलकूद संस्थान, स्टेडियम, खेल परिसर या प्रतियोगिता या खेलकूद क्षेत्र चाहे वह आवासीय है या नहीं या उसे उच्चतर शैक्षिक संस्थान की प्रशिक्षण, खेलकूद अथवा अन्य गतिविधियों के लिए उपयोग नहीं किया जा रहा है;
- (स) ऐसा कोई स्थान जिसमें कर्मचारी अथवा छात्र अपने रोजगार के दौरान या अध्ययन के दौरान आते रहते हैं तथा जिस गतिविधि में यातायात शामिल है जिसे कार्यकारी प्राधिकारी ने ऐसे भ्रमण के लिए उपलब्ध कराया है जो उस उच्च शैक्षिक संस्थान में अध्ययन के लिए हैं।
3. उच्चतर शैक्षिक संस्थानों के दायित्व—(1) प्रत्येक उच्चतर शैक्षिक संस्थान)
- (अ) कर्मचारियों एवं छात्रों के प्रति लैंगिक उत्पीड़न के निराकरण एवं निषेध संबंधी अपनी नीति एवं विनियमों में उपरोक्त परिभाषाओं की भावना को यथा आवश्यक उपयुक्त रूप में सम्मिलित करें तथा इन विनियमों की आवश्यकता अनुसार अपने अध्यादेशों एवं नियमों को संशोधित करना;
- (ब) लैंगिक उत्पीड़न के विरुद्ध प्रावधानों को अधिसूचित करना तथा उनके विस्तृत प्रचार—प्रसार को सुनिश्चित करना;

- (स) जैसा कि आयोग की "सक्षम" (परिसरों में महिलाओं की सुरक्षा एवं लैंगिक संवेदीकरण कार्यक्रम) रिपोर्ट में दर्शाया गया है, प्रशिक्षण कार्यक्रम अथवा कार्यशाला, अधिकारियों, कार्यपालकों, संकाय सदस्यों एवं छात्रों के लिए उन्हें सभी को सुग्राही बनाना तथा इस अधिनियम एवं इन विनियमों में स्थापित अधिकारों, पात्रताओं एवं दायित्वों की जानकारी उन्हें सुनिश्चित कराना तथा उनके प्रति उन्हें जागरूक बनाना;
- (द) इस बात को पहचानते हुए कि प्राथमिक रूप से महिला कर्मचारी तथा छात्राओं एवं कुछ छात्र तथा तीसरे लिंग वाले छात्र कई प्रकार के लैंगिक उत्पीड़न, अपमान एवं शोषण के अन्तर्गत संवेदनशील हैं, तदनुसार सभी लिंगों के कर्मचारियों एवं छात्रों के प्रति सुनियोजित समस्त लिंग आधारित हिंसा के विरुद्ध निर्णयात्मक रूप से सक्रिय बनना ;
- (ई) लैंगिक उत्पीड़न के प्रति शून्य स्तर सहन संबंधी नीति की सार्वजनिक प्रतिबद्धता रखना;
- (एफ) सभी स्तरों पर अपने परिसर को, भेदभाव, उत्पीड़न, प्रतिशोध अथवा लैंगिक आक्रमणों से मुक्त बनाने की प्रतिबद्धता की पुनः पुष्टि करना;
- (जी) इस विषय में जागरूकता पैदा करना कि लैंगिक उत्पीड़न में क्या शामिल है— तथा इसके साथ ही हिंसापूर्ण वातावरण उत्पीड़न एवं प्रतिकर उत्पीड़न इन विषयों में जागरूकता पैदा करना;
- (एच) अपनी विवरणिका में सम्मिलित करना और महत्वपूर्ण स्थलों पर, विशिष्ट स्थानों पर या नोटिस बोर्ड पर लैंगिक उत्पीड़न के दण्ड एवं परिणामों को दर्शाया जाना तथा संस्थान के सभी समुदायों के वर्गों को इस तन्त्र की सूचना के प्रति जागरूक करना जो तन्त्र लैंगिक उत्पीड़न संबंधी शिकायतों के समाधान के लिए बनाया गया है तथा इसके बारे में आन्तरिक शिकायत समिति के सदस्यों का विवरण, उनसे संपर्क साधना, शिकायत के बारे में विधि आदि के बारे में बताना यदि कोई मौजूदा निकाय पहले से ही उसी लक्ष्य के साथ सक्रिय है (जैसे कि लैंगिक संवेदीकरण समिति जो लैंगिक उत्पीड़न के विरुद्ध है, ऐसे जेन्डर सेन्सीटाइजेशन कमिटी अगेंस्ट सैक्सुअल ह्यासमेंट—जी.एस.सी. ए.एस.एच निकाय को आन्तरिक शिकायत समिति) (इण्टरनल कम्प्लेन्टस कमिटी—आई.सी.सी) के समान ही पुनर्गठित करना :
- बशर्ते, बाद में दर्शाये गए मामले में उच्चतर शैक्षिक संस्थान सुनिश्चित करेंगे कि इस प्रकार के निकाय का गठन आई.सी.सी. के लिए आवश्यक सिद्धान्तों के आधार पर इन विनियमों के अन्तर्गत किया गया है। ऐसा कोई भी निकाय इन विनियमों के प्रावधानों के द्वारा बाध्य होगा;
- (आई) कर्मचारियों एवं छात्रों को उपलब्ध आश्रय के बारे में बताना, यदि वे लैंगिक उत्पीड़न के शिकार हुए हैं;
- (जे) आन्तरिक शिकायत समिति के सदस्यों द्वारा शिकायतों के निपटान, समाधान अथवा समझौते आदि की प्रक्रिया का संचालन संवेदनशील रूप से करने के लिए, नियमित अभिमुखी अथवा प्रशिक्षण कार्यक्रम संचालित करना;
- (के) कर्मचारियों एवं छात्रों के सभी प्रकार के उत्पीड़न के निराकरण हेतु सक्रिय रूप से गतिशील बनाना चाहे वह उत्पीड़न किसी प्रबल अधिकारी अथवा उच्चतर शैक्षिक संस्थान में स्थित पदानुक्रम संबंधों के आधार पर है। अथवा किसी घनिष्ठ भागीदार की हिंसा संबंधी हो अथवा समकक्षों से अथवा उस उच्चतर शैक्षिक संस्थान की भौगोलिक सीमाओं से बाहर किन्हीं तत्वों के कारण हो;
- (एल) उसके कर्मचारियों एवं छात्रों के प्रति किए गए लैंगिक उत्पीड़न के लिए दोषी जो लोग हैं उन्हें दण्डित करना तथा विधि द्वारा मान्य कानून के अनुसार समस्त कार्यवाही करना तथा परिसर में लैंगिक उत्पीड़न के निराकरण एवं अवरोध हेतु तन्त्रों एवं समाधान प्रणाली को यथार्थिती बनाना;
- (एम) यदि उस दुराचार का षडयंत्रकारी वहाँ का कर्मचारी है तो सेवा नियमों के अन्तर्गत लैंगिक उत्पीड़न को एक दुराचार के रूप में मानना;
- (एन) यदि अपराधकर्ता कोई छात्र है तो लैंगिक उत्पीड़न को अनुशासनात्मक नियमों (जो बहिष्कार एवं बहिष्करण तक हो सकता है) के उल्लंघन के रूप में देखना;
- (ओ) इन विनियमों के प्रकाशन की तिथि से लेकर 60 दिनों की अवधि में इन विनियमों के प्रावधानों का अनुपालन सुनिश्चित किया जाना, जिनमें आन्तरिक शिकायत समिति की नियुक्ति शामिल है;
- (पी) आन्तरिक शिकायत समिति द्वारा की गई रिपोर्टों का समयबद्ध रूप से प्रस्तुतीकरण;
- (क्यू) एक वार्षिक स्थिति रिपोर्ट जिसमें दायर मामलों का, उनके निपटान का विवरण हो, वह तैयार करना तथा इसे आयोग को प्रस्तुत करना;

### 3.2 समर्थन करने वाली गतिविधियाँ—

- (1) जिन नियमों, विनियमों अथवा अन्य इसी प्रकार के माध्यम जिनके द्वारा आन्तरिक शिकायत केन्द्र (आई.सी.सी.) प्रकाश करेगा, उन्हें अद्यतन किया जाएगा तथा उन्हें समय-समय पर संशोधित किया



जाएगा—क्योंकि न्यायालय के निर्णय एवं अन्य कानून तथा नियमों द्वारा उस कानूनी ढाँचे में लगातार संशोधन होता रहेगा जिनके अनुसार अधिनियम लागू किया जाना है;

- (2) उच्चतर शैक्षिक संस्थानों का कार्यकारी प्राधिकारी द्वारा अधिदेशात्मक रूप से पूरा समर्थन किया जाना चाहिए तथा यह देखा जाना चाहिए कि आई.सी.सी. की सिफारिशों का क्रियान्वयन समयबद्ध रूप से किया जा रहा है कि नहीं। आई.सी.सी. के प्रकार्य के लिए समस्त संभावित संसाधन उपलब्ध कराए जाने चाहिए— जिनमें कार्यालय और भवन अवसंरचना सहित (कम्प्यूटर, फोटो कॉपियर, श्रव्य दृश्य उपकरणों आदि) स्टाफ (टाइपिस्ट, सलाह एवं कानूनी सेवाओं) सहित पर्याप्त रूप में वित्तीय संसाधन का आबंटन भी हो;
- (3) असुरक्षित/दुर्बल वर्ग विशेष रूप से प्रताड़ना के शिकार बन जाते हैं और उनके द्वारा शिकायत करना और भी ज्यादा कठिन होता है। क्षेत्र, वर्ग, जाति, लैंगिक प्रवृत्ति, अल्पसंख्यक पहचान, एवं पृथक रूप से सामर्थ्य से असुरक्षा सामाजिक रूप से संयोजित हो सकती है। समर्थकारी समितियों को इस प्रकार की असुरक्षितताओं के प्रति अति संवेदनशीलता एवं विशेष जरूरतों के प्रति संवेदनशील होने की आवश्यकता है;
- (4) क्योंकि शोध छात्र और डॉक्टरल छात्र विशेष रूप से आक्रान्त होते हैं, अतः उच्चतर शैक्षिक संस्थानों द्वारा यह सुनिश्चित कराया जाए कि शोध सर्वेक्षण की नैतिकता संबंधी दिशा निर्देश उचित रूप से लागू हो रहे हैं;
- (5) समस्त उच्चतर शैक्षिक संस्थानों द्वारा उनकी लैंगिक उत्पीड़न विरोधी नीति की क्षमता का नियमित रूप से अर्ध वार्षिक पुनरीक्षण किया जाना चाहिए;
- (6) सभी अकादमिक स्टाफ कॉलेजों (जिन्हें अब मानव संसाधन विकास केन्द्रों के रूप में पाया जाता है) (एचआरडीसी) और क्षमता निर्माण के क्षेत्रीय केन्द्रों द्वारा लिंग संबंधी सत्रों को अपने अभिमुखी एवं पुनश्चर्या पाठ्यक्रमों में निगमित करना चाहिए। अन्य सब विषयों से भी इसे प्राथमिकता दी जाए तथा इसे मुख्य धारा के रूप में विशेष रूप से बनाया जाए तथा इसके लिए "यूजीसी सक्षम" रिपोर्ट का उपयोग करें जिसमें, इस बारे में, प्रविधियाँ उपलब्ध कराई जाती हैं;
- (7) उच्चतर शैक्षिक संस्थानों में प्रशासकों के लिए संचालित अभिमुखी पाठ्यक्रमों में आवश्यक रूप से लैंगिक संवेदीकरण तथा लैंगिक उत्पीड़न की समस्याओं पर एक मापदण्ड होना चाहिए। उच्चतर शैक्षिक संस्थान के समस्त विभागों में मौजूद सदस्यों के लिए कार्यशालाएँ नियमित रूप से संचालित की जानी चाहिए;
- (8) समस्त उच्चतर शैक्षिक संस्थानों में परामर्श सेवाओं को संस्थानों के अन्तर्गत रखा जाना चाहिए और इसके लिए सुप्रशिक्षित पूर्णकालिक परामर्शदाता होने चाहिए;
- (9) कई उच्चतर शैक्षिक संस्थान जिनके विशाल परिसर हैं जिनमें प्रकाश संबंधी व्यवस्था बहुत अधूरी है तथा अन्य संस्थानों के लोगों के अनुभव अनुसार वे स्थान असुरक्षित समझे जाते हैं, वहाँ पर्याप्त प्रकाश व्यवस्था अवसंरचना एवं रख-रखाव का एक अनिवार्य अंग है;
- (10) पर्याप्त एवं अच्छी तरह से प्रशिक्षित सुरक्षा स्टाफ आवश्यक रूप से होना चाहिए जिसमें महिला सुरक्षा स्टाफ सदस्य अच्छी संख्या में हों, जिससे संतुलन बना रहे। सुरक्षा स्टाफ नियुक्ति के मामले में लैंगिक संवेदनशीलता प्रशिक्षण को एक शर्त के रूप में माना जाना चाहिए;
- (11) उच्चतर शैक्षिक संस्थान आवश्यक रूप से विश्वसनीय जन यातायात को सुनिश्चित करें— विशेष रूप से उच्चतर शैक्षिक संस्थानों के विस्तृत परिसरों के अन्दर विभिन्न विभागों के मध्य जैसे— छात्रावासों, पुस्तकालयों, प्रयोगशालाओं तथा मुख्यालय और विशेष रूप से वे स्थान जिन तक पहुँच पाना दैनिक शोधकर्ताओं के लिए कठिन है। सुरक्षा की कमी तथा उत्पीड़न बहुत बढ़ जाता है जब कर्मचारी और छात्र सुरक्षित जन यातायात पर निर्भर नहीं रहते हैं। कर्मचारी एवं छात्रों द्वारा पुस्तकालयों और प्रयोगशालाओं में देर रात तक काम करने और शाम के समय अन्य कार्यक्रमों में भाग लेने के लिए उच्चतर शैक्षिक संस्थानों द्वारा भरोसेमंद यातायात का प्रबन्ध किया जाना चाहिए;
- (12) आवासीय उच्चतर शैक्षिक संस्थानों द्वारा महिला छात्रावासों की संरचना को प्राथमिकता दी जाए। महिला छात्रावास, जो सभी प्रकार के उत्पीड़न से थोड़ी बहुत सुरक्षा प्रदान करते हैं, उस उच्च शिक्षा के सभी स्तरों पर, शहरी एवं ग्रामीण क्षेत्रों में बड़ी संख्या में उच्च शिक्षा इच्छुक युवा महिलाओं के लिए अत्यन्त जरूरी है;

- (13) युवा छात्रों की तुलना में छात्रावास में स्थित छात्राओं की सुरक्षा के मामले को भेदभाव पूर्ण नियमों का आधार नहीं बनाया जाना चाहिए। परिसर की सुरक्षा संबंधी नीतियों को महिला कर्मचारी एवं छात्राओं की सुरक्षात्मकता के रूप में नहीं बन जाना चाहिए, जैसे कि आवश्यकता से अधिक सर्वेक्षण या पुलिसिया निगरानी अथवा आने जाने की स्वतंत्रता में कटौती करना— विशेषकर महिला कर्मचारी एवं छात्राओं के लिए;
- (14) सभी उच्चतर शैक्षिक संस्थानों के लिए पर्याप्त स्वास्थ्य सुविधायें होनी अधिदेशात्मक हैं। महिलाओं के विषय में इस प्रक्रिया में लिंग संवेदी डाक्टर और नर्सों तथा इसके साथ ही एक स्त्री रोग विशेषज्ञ की सेवाएँ उपलब्ध होनी चाहिए;
- (15) महाविद्यालयों में महिला विकास प्रकोष्ठ पुनः चालू किये जाने चाहिए एवं उन्हें धन दिया जाना चाहिए और इन्हें लैंगिक उत्पीड़न विरोधी समितियों तथा आन्तरिक शिकायत समिति के प्रकार्यों से पृथक करके स्वशासी रखा जाना चाहिए। उसके साथ ही वे आन्तरिक शिकायत केन्द्रों के परामर्श से अपनी गतिविधियाँ विस्तारित करेंगे जिनमें लैंगिक संवेदीकरण कार्यक्रम शामिल हैं तथा नियमित आधार पर लैंगिक उत्पीड़न विरोधी नीतियाँ परिसरों में प्रचारित प्रसारित करेंगे। "सांस्कृतिक पृष्ठभूमि" एवं "औपचारिक अकादमिक स्थल" इन्हें परस्पर सहभागिता करनी चाहिए ताकि ये कार्यशालाएँ नवोन्मेषी, आकर्षक बने एवं मशीनी न हों;
- (16) छात्रावासों के वार्डन, अध्यक्ष, प्राचार्यों, कुलपतियों, विधि अधिकारियों एवं अन्य कार्यकारी सदस्यों को नियमों के अथवा अध्यादेशों में संशोधनों द्वारा जबाबदेही के दायरे में यथाआवश्यक रूप से लाना चाहिए;

#### 4. शिकायत समाधान तन्त्रः—

- (1) लैंगिक उत्पीड़न के विरुद्ध प्रत्येक कार्यकारी प्राधिकारी लैंगिक संवेदीकरण के लिए एक आन्तरिक तन्त्र सहित एक आन्तरिक शिकायत समिति (आई.सी.सी.) का गठन करेंगे। आई.सी.सी. की निम्न संरचना होगी:—
  - (अ) एक पीठासीन अधिकारी जो एक महिला संकाय सदस्य हो और जो एक वरिष्ठ पद पर (एक विश्वविद्यालय की स्थिति में प्रोफेसर से निम्न न हो तथा किसी महाविद्यालय की स्थिति में सह-प्रोफेसर अथवा रीडर से निम्न न हो) शैक्षिक संस्थान में नियुक्त हो तथा कार्यकारी प्राधिकारी द्वारा नामित हो:
 

बशर्ते यदि किसी स्थिति में कोई वरिष्ठ स्तर की महिला कर्मचारी उपलब्ध नहीं है तो पीठासीन अधिकारी को उप-अनुभाग 2(ओ) में दर्शाये कार्यस्थल के अन्य कार्यालय अथवा प्रशासनिक एकांश से उन्हें नामित किया जाएगा:

"बशर्ते यदि उस कार्यस्थल के अन्य कार्यालयों अथवा प्रशासनिक एकांशों में कोई वरिष्ठ स्तर की महिला कर्मचारी नहीं है तो अध्यक्ष अधिकारी को उसी नियुक्ता के कार्यस्थल से अथवा किसी अन्य विभाग या संगठन में से नामित किया जा सकता है"
  - (ब) दो संकाय सदस्य एवं दो गैर-अध्यापनरत कर्मचारी जो अधिमानतः महिलाओं की समस्याओं के लिए प्रतिबद्ध हैं तथा जिन्हें सामाजिक कार्य अथवा कानूनी जानकारी है, उन्हें कार्यकारी प्राधिकारी द्वारा नामित किया जाना चाहिए;
  - (स) यदि किसी मामले में छात्र शामिल हैं तो उसमें तीन छात्र हों जिन्हें स्नातक पूर्व, स्नातकोत्तर एवं शोधस्तर पर क्रमशः भर्ती किया जायेगा जिन छात्रों को पारदर्शी लोकतांत्रिक प्रणाली द्वारा चुना गया है;
  - (द) गैर सरकारी संगठनों में से किसी एक में से अथवा किसी ऐसी सभा में से जो महिलाओं की समस्याओं के लिए प्रतिबद्ध हैं या एक ऐसा व्यक्ति हो जो लैंगिक उत्पीड़न से जुड़े मामलों का जानकार हो, जो कार्यकारी प्राधिकारी द्वारा नामित हो;
- (2) आन्तरिक शिकायत समिति के कुल सदस्यों में न्यूनतम आधे सदस्य महिलायें होनी चाहिए;
- (3) उच्चतर शैक्षिक संस्थानों में वरिष्ठ प्रशासनिक पदों पर नियुक्त व्यक्ति जैसे कुलपति, पदेन कुलपति, रेक्टर, कुलसचिव, डीन, विभागों के अध्यक्ष आदि आन्तरिक समिति के सदस्य नहीं होंगे ताकि ऐसे केन्द्र के प्रकार्यों की स्वायत्तता सुनिश्चित रहे;



- (4) आन्तरिक शिकायत समिति के सदस्यों की सदस्यता अवधि तीन वर्ष की होगी। उच्चतर शैक्षिक संस्थान ऐसी एक प्रणाली का उपयोग करें जिसके द्वारा आन्तरिक शिकायत केन्द्र के सदस्यों का एक तिहाई भाग प्रतिवर्ष परिवर्तित होता रहे;
- (5) आन्तरिक समिति की बैठक आयोजित करने के लिए जो सदस्य गैर सरकारी संगठनों अथवा सभाओं से संबद्ध हैं उन्हें कार्यकारी प्राधिकारी द्वारा ऐसे शुल्क अथवा भत्ते का भुगतान किया जाए, जैसा निर्धारित किया गया है;
- (6) जिस स्थिति में आन्तरिक समिति का अध्यक्ष अधिकारी अथवा इसका कोई सदस्य, यदि:—
- (अ) अधिनियम की धारा 16 के प्रावधानों का उल्लंघन करता है, अथवा
- (ब) वह किसी अपराध के लिए दोषी सिद्ध हुआ है अथवा उसके विरुद्ध वर्तमान में लागू किसी कानून के अन्तर्गत किसी अपराध के बारे में कोई पड़ताल लम्बित है, अथवा
- (स) किसी अनुशासनात्मक कार्यवाही के तहत वह दोषी पाया गया है अथवा उसके विरुद्ध कोई अनुशासनात्मक कार्यवाही लम्बित है, अथवा
- (द) उसने अपने पद का दुरुपयोग इस सीमा तक किया है कि कार्यालय में उसकी सेवा में निरन्तरता को जनहित के प्रतिकूल माना जाएगा;
- तो ऐसा अध्यक्ष अधिकारी अथवा सदस्य, यथास्थिति, इस समिति से हटा दिया जाएगा तथा इस प्रकार से होने वाली रिक्ति अथवा ऐसी कोई नैमित्तिक (कैजुअल) रिक्ति को नये नामांकन द्वारा इस धारा के प्रावधानों के अनुसार भरा जाएगा;”

5. आन्तरिक शिकायत समिति (आई.सी.सी.) :- आन्तरिक शिकायत समिति करेगी :-

- (अ) यदि कोई कर्मचारी अथवा छात्र पुलिस के पास कोई शिकायत दर्ज करना चाहता है तो उसे सहायता उपलब्ध कराएगी;
- (ब) विवाद समाधान के हेतु बातचीत संबंधी तन्त्र उपलब्ध कराना ताकि विवादित बातों पर पूर्वानुमान को समीचीन एवं उचित मैत्रीपूर्ण क्रिया द्वारा देखा जा सका जिससे उस शिकायतकर्ता के अधिकारों की हानि न हो तथा जिससे पूरी तरह से दण्डात्मक दृष्टिकोणों की न्यूनतम जरूरत हो जिनसे और अधिक जानकारी, विमुखता अथवा हिंसा न बढ़े;
- (स) उस व्यक्ति की पहचान उजागर किये बिना उस शिकायतकर्ता की सुरक्षा बनाए रखना तथा स्वीकृत अवकाश अथवा उपस्थिति संबंधी अनिवार्यताओं में छूट द्वारा अथवा अन्य किसी विभाग में अथवा किसी सर्वेक्षणकर्ता के पास स्थानान्तरण द्वारा, यथा आवश्यक रूप से उस शिकायत के लम्बित होने की अवधि में अथवा उस अपराधकर्ता के स्थानान्तरण का भी प्रावधान किया जाएगा;
- (द) लैंगिक उत्पीड़न संबंधी शिकायतों के निपटान करते समय सुनिश्चित करें कि पीड़ित व्यक्ति या गवाहों का शोषण ना किया जाए अथवा उनके साथ भेदभाव न किया जाए, तथा
- (ई) किसी भी आवृत्त व्यक्ति के विरुद्ध अथवा प्रतिकूल कार्रवाई पर प्रतिबन्ध को सुनिश्चित करना क्योंकि वह कर्मचारी अथवा छात्र एक संरक्षित गतिविधि में व्यस्त है;
6. शिकायत करने एवं जाँच पड़ताल की प्रक्रिया:- आन्तरिक शिकायत समिति किसी भी शिकायत को दायर करने और उस शिकायत की जाँच करने के लिए इन विनियमों और अधिनियम में निर्धारित प्रणाली का अनुपालन करेगी ताकि वह समयबद्ध रूप से पूरी हो सके। उच्चतर शैक्षिक संस्थान, आन्तरिक शिकायत समिति को सभी आवश्यक सुविधाएँ उपलब्ध कराएगा ताकि जाँच पड़ताल शीघ्रता से संचालित हो सके तथा आवश्यक गोपनीयता भी बनी रहे;
7. लैंगिक उत्पीड़न की शिकायत दायर करने की प्रक्रिया :- किसी भी असन्तुष्ट व्यक्ति के लिए आवश्यक है कि वह घटना होने की तिथि से तीन माह के भीतर लिखित शिकायत आन्तरिक शिकायत समिति को प्रस्तुत करे और यदि लगातार कई घटनाएँ हुई हो तो सबसे बाद की घटना से तीन माह के भीतर उसे प्रस्तुत करें;
- बशर्ते जहाँ ऐसी शिकायत लिखित रूप में नहीं दी जा सकती है, वहाँ अध्यक्ष अधिकारी अथवा आन्तरिक समिति का कोई भी सदस्य, उस व्यक्ति के द्वारा लिखित शिकायत प्रस्तुत करने के लिए समस्त सम्भव सहायता प्रदान करेगा;
- बशर्ते, इसके साथ ही आई.सी.सी. लिखित रूप से प्रस्तुत तर्कों के आधार पर समय सीमा विस्तारित कर सकती है, परन्तु वह तीन माह से अधिक की नहीं होगी, यदि इस बात को आश्वस्त किया गया हो कि परिस्थितियाँ ऐसी थी कि जिनके कारण वह व्यक्ति इस कथित अवधि के दौरान शिकायत दायर करने से वंचित रह गया था;

8. जाँच पड़ताल की प्रक्रिया:-

- (1) शिकायत मिलने पर आन्तरिक शिकायत समिति इसकी एक प्रति को प्रतिवादी को इसके प्राप्त होने से सात दिनों के भीतर भेजेगी;
  - (2) शिकायत की प्रति मिलने के बाद प्रतिवादी अपना उत्तर इस शिकायत के बारे में, समस्त दस्तावेजों की सूची, गवाहों के नामों एवं पतों के नामों एवं उनके पतों सहित दस दिन की अवधि में दाखिल करेगा;
  - (3) शिकायत प्राप्त होने के 90 दिनों के भीतर ही जाँच पड़ताल पूरी की जानी चाहिए। अनुशंसाओं सहित, यदि वे हों, तो, जाँच पड़ताल रिपोर्ट उस जाँच के पूरा होने के 10 दिनों के भीतर उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी को प्रस्तुत की जानी चाहिए। इस शिकायत से जुड़े दोनों पक्षों के समक्ष इस जाँच के तथ्यों या सिफारिशों की प्रति दी जाएगी;
  - (4) जाँच रिपोर्ट प्राप्त होने के 30 दिनों के भीतर इस समिति की सिफारिशों पर उच्चतर शैक्षिक संस्थान के अध्यक्ष प्राधिकारी कार्यवाही करेंगे, यदि किसी भी पक्ष द्वारा उस अवधि में जाँच के विरुद्ध कोई अपील दायर न की गई हो;
  - (5) दोनों में से किसी भी पक्ष द्वारा आन्तरिक शिकायत समिति द्वारा प्रदान तथ्यों/अनुशंसाओं के विरुद्ध उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी के समक्ष की गई अनुशंसाओं की तिथि से तीस दिन की अवधि में अपील दायर की जा सकती है;
  - (6) उच्चतर शैक्षिक संस्थान का कार्यकारी प्राधिकारी यदि आन्तरिक शिकायत समिति की सिफारिशों के अनुसार कार्य नहीं करने का निर्णय लेता है तो वह इसके बारे में लिखित रूप से कारण स्पष्ट करेगा जिन्हें आन्तरिक शिकायत समिति को तथा उस कार्यवाही से जुड़े दोनों पक्षों को भेजा जाएगा। यदि दूसरी ओर वह आन्तरिक शिकायत समिति द्वारा की गई सिफारिशों के अनुसार कार्य करने का निर्णय लेता है तो एक कारण बताओ नोटिस जिसका 10 दिनों के भीतर उत्तर भेजा जाना है— उसे उस पक्ष को भेजा जाएगा जिसके विरुद्ध कार्यवाही की जानी है। उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी उस असन्तुष्ट व्यक्ति का पक्ष सुनने के पश्चात ही आगे की कार्यवाही करेंगे;
  - (7) मामले को निपटाने के उद्देश्य से पीड़ित पक्ष एक सुलह का आग्रह कर सकता है। सुलह का आधार कोई आर्थिक समझौता नहीं होना चाहिए। यदि कोई सुलह का प्रस्ताव रखा जाता है तो यथास्थिति उच्चतर शैक्षिक संस्थान सुलह की प्रक्रिया को आन्तरिक शिकायत समिति के माध्यम से सुलभ कराएगा। किसी भी दण्डात्मक हस्तक्षेप की तुलना में, जहाँ तक संभव होता है, उस पीड़ित पक्ष की पूरी संतुष्टि के लिए उस पारस्परिक विरोध के समाधान को अधिमानता दी जाती है;
  - (8) पीड़ित पक्ष अथवा पीड़ित व्यक्ति अथवा गवाह अथवा अपराधकर्ता की पहचान सार्वजनिक नहीं की जाएगी या विशेष रूप से उस जाँच प्रक्रिया के दौरान इसे सार्वजनिक क्षेत्र में रखा जाएगा;
- 9. अन्तरिम समाधान:— उच्चतर शैक्षिक संस्थान,**
- (अ) यदि आन्तरिक शिकायत केन्द्र सिफारिश करता है तो शिकायतकर्ता अथवा प्रतिवादी को अन्य किसी अनुभाग अथवा विभाग में स्थानान्तरित किया जा सकता है ताकि सम्पर्क अथवा अन्योन्य क्रिया में शामिल जोखिम कम से कम बना रहे;
  - (ब) पीड़ित पक्ष को, सम्पूर्ण स्तर संबंधी एवं अन्य हित लाभों के संरक्षण सहित तीन माह तक का अवकाश स्वीकृत कर दे;
  - (स) शिकायतकर्ता के किसी भी काम अथवा निष्पादन अथवा परीक्षण अथवा परीक्षाओं के संबन्ध में कोई बात प्रकट न करने के लिए प्रतिवादी को बाध्य कर दें;
  - (द) सुनिश्चित करें कि अपराधकर्ताओं को पीड़ित व्यक्तियों से दूरी बना कर रखनी चाहिए तथा यथा आवश्यक, यदि कोई प्रत्यक्ष धमकी है तो उनका परिसर में प्रवेश प्रतिबंधित कर दे;
  - (ई) लैंगिक उत्पीड़न की किसी शिकायत के परिणाम स्वरूप, शिकायतकर्ता को प्रतिशोध एवं उत्पीड़न से सुरक्षा प्रदान करने के लिए तथा एक अनुकूल वातावरण उपलब्ध कराने के लिए सख्त उपाय किये जाने चाहिए;
- 10. दण्ड एवं हरजाना:—**
- (1) अपराधकर्ता यदि उच्चतर शैक्षिक संस्थान का कर्मचारी है तथा लैंगिक उत्पीड़न का दोषी पाया जाता है तो उसे संस्थान के सेवा नियमों के अनुसार दण्डित किया जाएगा;
  - (2) अपराध की गंभीरता को देखते हुए— यदि प्रतिवादी कोई छात्र है, तो उच्चतर शैक्षिक संस्थान:—
    - (अ) ऐसे छात्र के विशेषाधिकारों को रोक सकता है तो, जैसे—पुस्तकालय, सभागार, आवासीय आगारों, यातायात, छात्रवृत्ति, भत्तों एवं पहचान पत्र आदि तक पहुँच बनाना;



- (ब) एक विशेष समय तक परिसर में उसका प्रवेश स्थगित अथवा बाधित करना;
- (स) यदि उस अपराध की ऐसी गंभीरता है तो उस छात्र को संस्थान से निष्कासित किया जा सकता है तथा उसका नाम उस संस्थान की नामावलि से हटाया जा सकता है, इसके साथ ही पुनः प्रवेश की अनुमति उसे नहीं होगी;
- (द) अधिदेशात्मक परामर्श अथवा सामुदायिक सेवाओं जैसे सुधारवादी दण्ड प्रदान करना;
- (3) पीड़ित व्यक्ति मुआवजे का अधिकारी है। आन्तरिक शिकायत समिति द्वारा अनुशंसित तथा कार्यकारी प्राधिकारी द्वारा स्वीकृत मुआवजे के भुगतान के लिए उच्चतर शैक्षिक संस्थान निर्देश जारी करेगा, जिसकी वसूली अपराधकर्ता से की जाएगी। देय मुआवजे का निर्धारण निम्न आधार पर होगा:—
- (अ) पीड़ित व्यक्ति को जितना मानसिक तनाव, कष्ट, व्यथा एवं दुख पहुँचा है;
- (ब) उस लैंगिक उत्पीड़न की घटना के कारण उन्हें अपनी जीविका के सुअवसर की हानि उठानी पड़ी;
- (स) पीड़ित व्यक्ति द्वारा अपने शारीरिक एवं मनोरोग संबंधी आधार के लिए खर्च किए गए चिकित्सा व्यय;
- (द) कथित अपराधकर्ता एवं उस पीड़ित व्यक्ति की आय एवं जीवन स्तर, और
- (ई) ऐसे समस्त भुगतान का एकमुश्त रूप से या किस्तों में किए जाने का औचित्य;

#### 11. झूठी शिकायत के विरुद्ध कार्यवाई:—

इस बात को सुनिश्चित करने के लिए कि लैंगिक उत्पीड़न मामलों में कर्मचारियों एवं छात्रों की सुरक्षा के प्रावधानों का दुरुपयोग न हो, असत्य एवं द्वेष भावना पूर्ण शिकायतों के विरुद्ध प्रावधान किये जाने की आवश्यकता है तथा इन्हें उच्चतर शैक्षिक संस्थानों में प्रचारित प्रसारित किया जाना चाहिए। आन्तरिक शिकायत समिति यदि यह निष्कर्ष निकालती है कि लगाए गए अभियोग असत्य, थे, विद्वेषपूर्ण थे अथवा यह जानते हुए भी कि वह शिकायत असत्य अथवा जाती है अथवा भ्रामक सूचना को उस पड़ताल के दौरान उपलब्ध कराया गया है तो शिकायतकर्ता विनियम (10) के उप विनियम (1) के तहत दण्डित किये जाने के लिए बाध्य होगा यदि शिकायतकर्ता एक कर्मचारी है, तथा यदि वह अपराधकर्ता एक छात्र है तो वह इस विनियम की उप-विनियम (2) के प्रावधानों के अनुसार सजा के लिए बाध्य होगा तथापि किसी भी शिकायत को प्रमाणित करने अथवा उसके लिए पर्याप्त सबूत उपलब्ध न कर पाने का आधार, शिकायतकर्ता के विरुद्ध कार्यवाई करने का कारण नहीं माना जा सकता है। शिकायतकर्ता द्वारा द्वेषपूर्ण उद्देश्य से दायर शिकायत की जाँच पड़ताल द्वारा तय किया जाना चाहिए तथा इस बारे में किसी कार्यवाई की सिफारिश किए जाने से पूर्व इस विषय में निर्धारित प्रणाली के अनुसार जाँच की जानी चाहिए;

#### 12. गैर अनुपालन के परिणाम:—

- (1) ऐसे संस्थान जो जानबूझकर अथवा बारंबार उन दायित्वों तथा कर्तव्यों के अनुपालन में असमर्थ बना रहता है जिन्हें कर्मचारियों एवं छात्रों के प्रति लैंगिक उत्पीड़न के निराकरण, निषेध एवं समाधान हेतु निर्धारित किया गया है, तो इस स्थिति में आयोग विधिवत नोटिस देकर निम्न में से किसी एक अथवा इससे अधिक बिन्दुओं पर कार्यवाई करेगा:—
- (अ) विश्वविद्यालय अनुदान आयोग अधिनियम 1956 की धारा 12(बी) के अन्तर्गत की गई घोषणा जो पात्रता दिये जाने के विषय में है, उसका आहरण किया जाना;
- (ब) आयोग द्वारा अधिनियम 1956 की धारा 2 (एफ) के अन्तर्गत अनुरक्षित सूची में से उस विश्वविद्यालय अथवा महाविद्यालय का नाम हटाना;
- (स) संस्थान को आबंटित किसी भी अनुदान को रोक देना;
- (द) आयोग को किसी भी सामान्य अथवा विशेष सहायता कार्यक्रमों के अन्तर्गत किसी भी सहायता को प्राप्त करने के लिए उस संस्थान को अपात्र घोषित किया जाना;
- (ई) जन साधारण को, एवं रोजगार अथवा प्रवेश के इच्छुक भावी प्रत्याशियों को एक ऐसे नोटिस द्वारा सूचित करना जो समाचार पत्रों में प्रमुख रूप से दर्शाया गया है अथवा उपयुक्त मीडिया में दर्शाया गया है तथा आयोग की वेबसाइट पर प्रदर्शित किया गया है तथा जिस नोटिस में घोषणा की गई है कि वह संस्थान लैंगिक उत्पीड़न के विरुद्ध शून्य सहनशीलता नीति, मतव जवसमतंदबम चवसपबलद्ध का समर्थन नहीं करता है;
- (एफ) यदि वह एक महाविद्यालय है तो उसके सम्बद्ध विश्वविद्यालय द्वारा उसकी सहसम्बद्धता को आहरित करने की अनुशंसा के लिये कहें;

- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केन्द्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुशंसा करना;
- (एच) यदि वह किसी राज्य अधिनियम के अन्तर्गत स्थापित अथवा नियमित विश्वविद्यालय है तो उसके इस स्तर को आहरित करने के लिए उपयुक्त राज्य सरकार को सिफारिश करना;
- (आई) जैसे कि विश्वविद्यालय अनुदान आयोग अधिनियम 1956 के अन्तर्गत प्रावधान किया जाना हो तदनुसार अपने अधिकारों के अनुसार यथोचित रूप से ऐसी समयावधि के लिए दण्ड प्रदान कर सकता है जिस समय तक वह संस्थान इन विनियमों में निर्धारित प्रावधानों का अनुपालन नहीं करता है;
- (जे) इन विनियमों के अन्तर्गत आयोग द्वारा उस समय तक कार्रवाई नहीं की जाएगी जब तक कि संस्थान को अपना पक्ष प्रस्तुत करने के लिए प्रदत्त सुअवसर के आधार पर उनकी सुनवाई कर ली गई हो;

[विज्ञापन—III/4/असा./53]

जसपाल एस. संधु, सचिव, यूजीसी

## MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(University Grants Commission)

### NOTIFICATION

New Delhi, the 2nd May, 2016

#### University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015

**No. F. 91-1/2013(TFGS).**—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:-

1. **Short title, application and commencement.**—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
  - (2) They shall apply to all higher educational institutions in India.
  - (3) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—In these regulations, unless the context otherwise requires,-
  - (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
  - (b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
  - (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;



- (d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;
- Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means-
- (i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-
- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks
- (d) physical contact and advances; or
- (e) showing pornography"
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) implied or explicit threat of detrimental treatment in the conduct of work;
- (c) implied or explicit threat about the present or future status of the person concerned;
- (d) creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

- (l) “student” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI;  
 Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;  
 Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;
- (m) “third Party Harassment” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;
- (n) “victimisation” means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (o) “workplace” means the campus of a HEI including-
- (a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
  - (b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
  - (c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.

**3. Responsibilities of the Higher Educational Institution- (1) Every HEI shall,-**

- (a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- (b) publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- (c) organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- (d) act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- (e) publicly commit itself to a zero tolerance policy towards sexual harassment;
- (f) reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (g) create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- (h) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual



harassment, contact details of members of Internal Complaints Committee , complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;

Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- (j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;
- (l) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- (o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

3.2 **Supportive measures.**—(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.

(5) All HEIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.

- (6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.
- (7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.
- (8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.
- (9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.
- (10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.
- (11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.
- (12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.
- (13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
- (14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.
- (15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.
- (16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.
- 4. Grievance redressal mechanism.—**(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-



- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(o);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;"

- (b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
- (c) Three students, **if the matter involves students**, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- (d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

- (2) At least one-half of the total members of the ICC shall be women.
- (3) Persons in senior administrative positions in the HEI, such as Vice- Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- (4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one-third of the members of the ICC may change every year.
- (5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.
- (6) Where the Presiding Officer or any member of the Internal Committee:
- (a) contravenes the provisions of section 16 of the Act; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section."

**5. Responsibilities of Internal Complaints Committee (ICC) - The Internal Complaints Committee shall:**

- (a) provide assistance if an employee or a student chooses to file a complaint with the police;

- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

**6. The process for making complaint and conducting Inquiry** – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

**7. Process of making complaint of sexual harassment** - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing:

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.”

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

**8. Process of conducting Inquiry-** (1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the



case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

**9. Interim redressal-**The HEI may,

- (a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

**10. Punishment and compensation-** (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-

- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
  - (b) suspend or restrict entry into the campus for a specific period;
  - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
  - (d) award reformatory punishments like mandatory counselling and, or, performance of community services.
- (3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
  - (b) the loss of career opportunity due to the incident of sexual harassment;
  - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
  - (d) the income and status of the alleged perpetrator and victim; and
  - (e) the feasibility of such payment in lump sum or in instalments.

**11. Action against frivolous complaint.**—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2)

of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

**12. Consequences of non-compliance.**—(1) The Commission shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice: -

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956.
  - (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
  - (c) withholding any grant allocated to the institution;
  - (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
  - (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
  - (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
  - (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;
  - (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.
  - (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

[Advt.-III/4/Exty./53]

JASPAL S. SANDHU, Secy. UGC



## **UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009**

In exercise of the powers conferred by clause (g) of Sub-Section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission, hereby, makes the following Regulations, namely-

### **Title, commencement and applicability:-**

1. These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".
2. They shall come into force with immediate effect.
3. They shall apply to all the Universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all Institutions deemed to be University under Section 3 of UGC Act, 1956, to all other higher Educational Institutions, Including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc.) of such Universities, deemed University and other Higher Educational Institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

### **Objective:-**

To root out raging in all its forms from Universities, Colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provision of these regulations and punishing those who indulge in ragging as provided for in these regulations and the appropriate law in force.

### **"Ragging" means the following:**

Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

### **Punishable ingredients or Ragging:-**

- Abetment to ragging;
- Criminal conspiracy to ragging;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim (s);
- Physical or psychological humiliation;
- All other offences following from the definition of "Ragging".

### **Punishments:-**

#### **At the institution level:-**

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges.
- Withholding/Withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, National or International meet, tournament, Youth festival, etc.
- Suspension/ Expulsion from the hostel.
- Cancellation of Admission.
- Rustication from the Institution for period ranging from 1 to 4 semesters.
- Expulsion from the Institution and consequent debarring from admission to any other institution for specified period.
- Fine ranging between Rupees 25,000/- and Rupees 1 Lakh.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.



### **UNDERTAKING BY THE CANDIDATE/STUDENT**

1. I, ..... S/o. D/o. of Mr./Mrs./Ms. .... have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard.
2. I have received a copy of the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institution, 2009, and have carefully gone through it.
3. I, hereby, undertake that
  - I will not indulge in any behaviour or act that may come under the definition of ragging.
  - I will not participate in or abet or propagate ragging in any form.
  - I will not hurt anyone physically or psychologically or cause any other harm.
4. I, hereby, agree that if found guilty of any aspect of ragging, I may be punished as per the provision of the UGC Regulations mentioned above and / or as per the law in force.
5. I, hereby, affirm that I have not been expelled or debarred from admission by any institution.

Signed this ..... Day of ..... month of .....year

Signature

Name:

Address:





## SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

- 1. PREAMBLE:** In view of the directions of the Hon'ble Supreme Court dated 8.05.2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.
- 2. OBJECTIVE:** To eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.
- 3. WHAT CONSTITUTES RAGGING:** Ragging constitutes one or more of any of the following acts:

  - a) 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.
  - b) Indulging in rowdy or indisciplined 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.

- c) 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.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) 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;
- h) 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.
- i) 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 or any other student.

**4. MEASURES FOR PROHIBITION OF RAGGING:** There are a number of such measures at institution level, University Level, District level etc. Some of them that are important for students to know are as follows:

- No institution shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and



required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.

- All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.
- The application for admission, enrolment or registration must be accompanied by an Anti Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian. (*Both these Affidavits can be downloaded from the Web*)

- Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.
- The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the



Commission, that the institution has complied with the anti-ragging measures.

- Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.

**5. ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:** The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  - 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) Suspension/ expulsion from the hostel.
  - g) Cancellation of admission.
  - h) Rustication from the institution for period ranging from one to four semesters.
  - i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
  - An appeal against the order of punishment by the Anti-Ragging Committee shall lie, (i) in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University; (ii) in case of an order of a University, to its Chancellor. (iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
  - Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is



attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

## Where Can I get Help?

1. I do not want you to feel that you are alone and help less. We are all with you.
2. Your Parents are there to help. Please do not feel that you will burden your parents. Talk to them freely and openly. If you are being ragged – it is not your fault. They understand that.
3. We, at the Ragging Prevention Program are ready to help. You can call us any time on 1800 180 5522. It is a free phone. You can also send us an E mail on [helpline@antiragging.in](mailto:helpline@antiragging.in).
4. Your College Administration is there to help – Please do not hesitate to ask for help. They will definitely help you. The local police and local administration is also there to help.
5. Any body can register a complaint of Ragging. It does not have to be only the victim. If you notice an incidence of Ragging you must inform the call centre. It is your duty to do so.
6. You can also register a complaint of Ragging - Anonymously. You must however avoid this option because without knowing details it becomes difficult for us to take any action. We can assure you of confidentiality.
7. For knowing the progress of your complaint you can log on to the Anti Ragging Portal: [www.antiragging.in](http://www.antiragging.in) or visit [www.amanmovement.org](http://www.amanmovement.org).



## What Constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- a) 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.
- b) 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.
- c) 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.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) 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;
- h) 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.

- i) 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

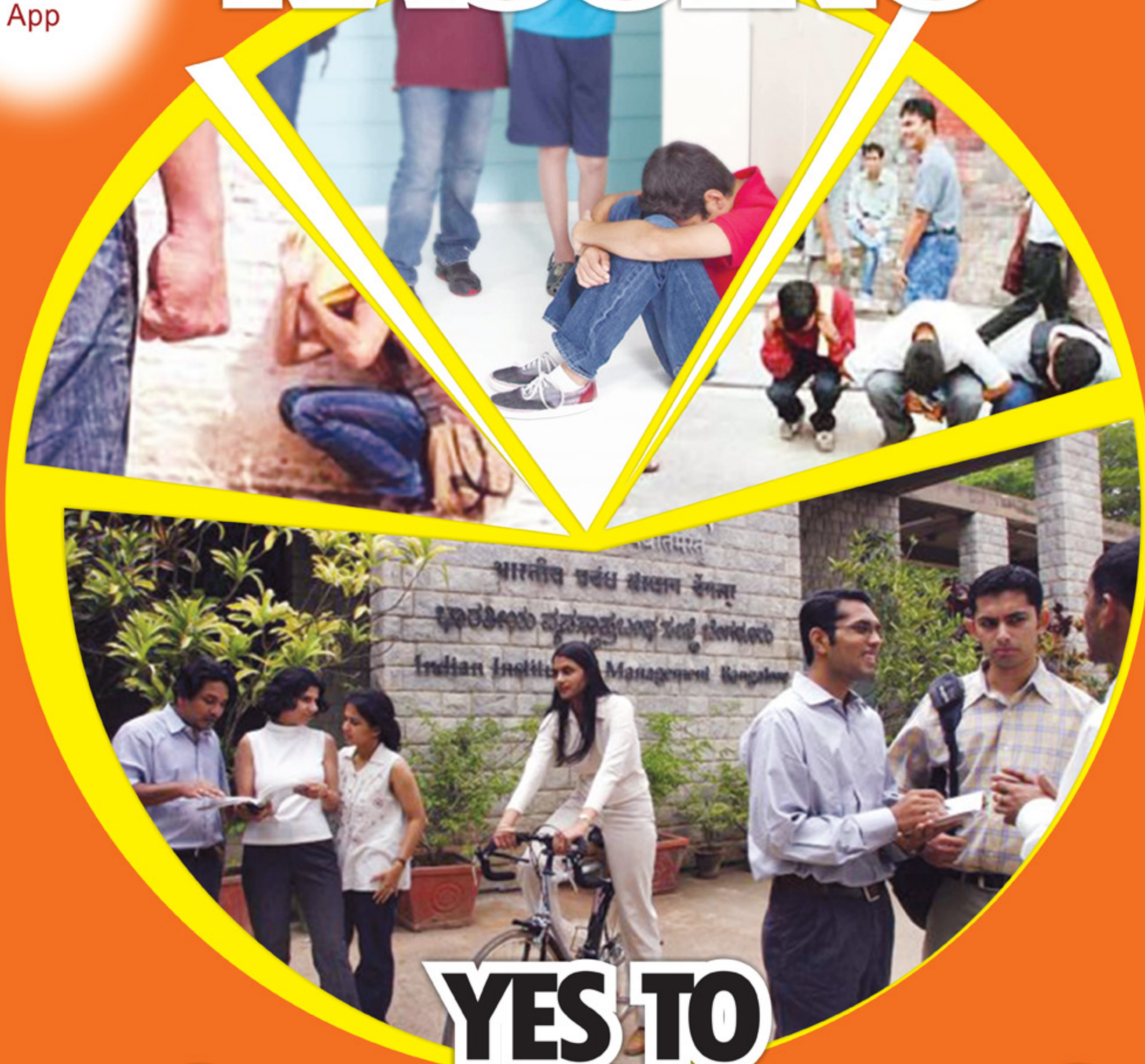


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# SAY NO TO RAGGING



# YES TO JOYFUL CAMPUS

## What is Ragging?

**Any Act Resulting in:**

- Mental/physical/sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation/wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation/extortion
- Use Of Force

### A STUDENT INDULGING IN RAGGING CAN BE:

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing Scholarship/Fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament or youth festival etc.
- **Collective punishment** : when the persons committing or abetting the crime of ragging are not identified the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential ragger.



Immediately call  
**UGC Anti-Ragging Helpline**  
1800-180-5522 (24X7 toll free)  
or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



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**Foolishly I ragged  
& got suspended**

**Will I get  
prosecuted?**

**What about my  
Job prospects?**



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**MY FUTURE IS A BIG**



**Remember RAGGING is for LOSERS**

Visit UGC Website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) to see UGC Anti Ragging regulations.  
Are You Being Ragged ?

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**BEFORE YOU EVEN  
THINK OF RAGGING**

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**THINK OF**

**Humiliation**

**Suspension**

**Ruined Career**

**Blacklisting**

**Expulsion**

**Possible Prosecution**

**Don't just stand and watch. Stop Ragging! Show Character**

*Remember RAGGING is for LOSERS*

Visit UGC Website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) to see UGC Anti Ragging regulations.

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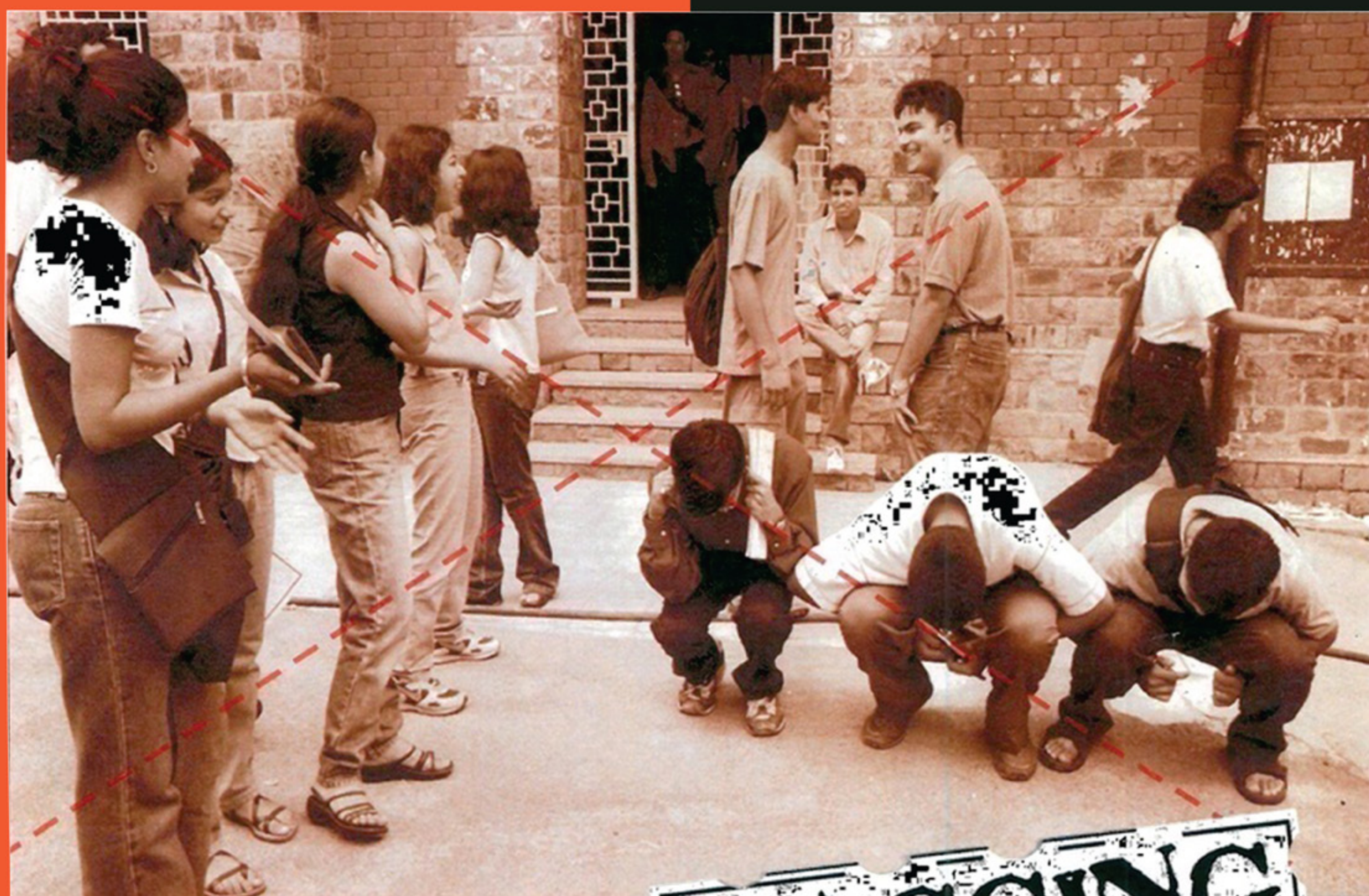


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# DON'T RAG, JUST INTERACT



Visit UGC website i.e.  
[www.ugc.ac.in](http://www.ugc.ac.in) &  
[www.antiragging.in](http://www.antiragging.in) to  
see UGC Anti Ragging  
Regulations

## Are you being ragged ?

Immediately call UGC Anti Ragging Helpline  
1800-180-5522 (24X7 Toll Free)  
Or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)

Issued in public interest by:  
Ministry of Human Resource Development  
Department of Higher Education  
Government of India

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# Guidelines to Provide Equitable Opportunity for the Socio-Economically Disadvantaged Groups (SEDGs) in the HEIs



**The University Grants Commission**  
Bahadur Shah Zafar Marg  
New Delhi – 110002  
[www.ugc.gov.in](http://www.ugc.gov.in)

# **Guidelines to Provide Equitable Opportunity for the Socio-Economically Disadvantaged Groups (SEDGs) in the HEIs**

**January 2024**



**The University Grants Commission**  
Bahadur Shah Zafar Marg  
New Delhi – 110002  
[www.ugc.gov.in](http://www.ugc.gov.in)





### Foreword

The National Education Policy 2020 envisions a transformative approach to education, emphasising inclusive practices that cater to the diverse needs of learners. Inclusive education, as outlined in the NEP 2020, incorporates students with diverse backgrounds into mainstream education and emphasises creating an environment that enables, honours, and promotes diversity. One of the primary goals is to increase students' participation from socio-economically disadvantaged groups (SEDGs) and their Gross Enrolment Ratio.

I am happy to announce the University Grants Commission Guidelines launch to ensure equitable access to higher education for SEDGs. This marks a significant step towards fulfilling the National Education Policy 2020 vision- an inclusive and vibrant education landscape where no talent is left behind. The UGC guidelines reflect the collective dedication to fostering inclusivity and ensuring that every aspiring student, regardless of socioeconomic background, has an equal opportunity at quality education.

By encouraging inclusive education, the Guidelines aim to ensure that every learner receives a quality education and is equipped with the skills needed in the 21st century, irrespective of their background or ability. Through initiatives like bridge courses, earn-while-learn schemes, and targeted outreach programmes, we aim to create multiple pathways for SEDGs to access quality education. UGC will encourage higher educational institutions to establish Equal Opportunity Cells (EOCs) on campuses to foster a supportive and inclusive environment free from discrimination and prejudice.

I invite the Higher Educational Institutions to take up this opportunity and make our higher education accessible to all. Together, we can create an education system that empowers minds, transforms lives, and builds a just and equitable society.



(Prof. M. Jagadesh Kumar)

Chairman, University Grants Commission

19<sup>th</sup> January, 2024



प्रा. मनिष र. जोशी  
सचिव

**Prof. Manish R. Joshi**  
Secretary



सत्यमेव जयते



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)



### ACKNOWLEDGMENTS

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**Prof. Manish R. Joshi**

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## Guidelines to Provide Equitable Opportunity for the Socio-Economically Disadvantaged Groups (SEDGs) in the HEIs

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## Section - I

### Socio-Economically Disadvantaged Groups (SEDGs)

#### 1.1 Introduction:

Accessibility of quality education to all has been a major challenge in countries all over the world. In India, there are several disadvantaged groups, such as women, minorities, SCs and STs, OBCs, PwDs, EWSs, who lag behind others in the field of education. Taking all together in the development of the nation is the prime goal of the Government of India. Accordingly, the National Education Policy (NEP) 2020 emphasizes the need to address the issues of students belonging to Socio-Economically Disadvantaged Groups (SEDGs).

The students belonging to SEDGs face several challenges and difficulties in accessing quality education because of socio-cultural, economic, and historical reasons. The NEP 2020 has indicated people with the following identities as *Socio-Economically Disadvantaged Groups* (SEDGs) and emphasized on their increased participation, particularly in higher education:

#### (i) Gender Identity:

- Female (Girls and Women make up about half of all SEDGs and, in particular, those belonging to underrepresented groups have multiple disadvantages)
- Transgender.

#### (ii) Social Backwardness Identity:

- Scheduled Castes (SCs)
- Scheduled Tribes (STs)

#### (iii) Educational and Economic Backward Identity:

- Non-Creamy Layer among Other Backward Classes (OBCs)
- Economically Weaker Sections (EWSs)
- Students from the vernacular medium schools
- First Generation Learners

#### (iv) Minority Identity:

- Religious Minorities
- Linguistic Minorities

#### (v) Persons with Disabilities and Benchmark Disabilities.

- A person with long-term physical, mental, intellectual, or sensory impairment,
- A person with not less than forty percent of a specified disability as certified by the certifying authority.

#### (vi) Vulnerable and Low Socio-economic conditions:

- Migrant communities, Denotified and Nomadic Tribes
- Low-income households Below Poverty Line (BPL)
- Child beggars and Children in vulnerable situations

- Victims of or Children of victims of trafficking
- Students who lost their parents
- Any other group of low socio-economic conditions

**(vii) Less-developed, poor-access, and disadvantaged locations:**

- Villages and towns
- Tribal Areas /Scheduled Areas as mentioned in the V and VI Schedule under the Constitution of India
- Slums
- Aspirational Areas with Special Educational Zones (SEZs)
- North East States
- Islands
- Conflict Prone Areas
- Disaster-prone areas, including flood, drought, earthquake, etc.
- Border Areas

Accomplishing the goals of NEP 2020 is considered necessary to help India addressing effectively the challenges of her commitment to achieving the Sustainable Development Goals (SDGs), adopted by all United Nations Member States in 2015, particularly the challenges related to achieving SDG-4 (quality education), SDG-5 (gender equality), SDG-1 (no poverty), and SDG-8 (decent work and economic growth). These guidelines are meant to ensure that students belonging to Socio-Economically Disadvantaged Groups (SEDGs) have a safe and secure environment and equitable access to quality education in Higher Educational Institutions (HEIs), as specified in the National Education Policy (NEP) 2020, and quality assessment of HEIs as under relevant criteria of National Assessment and Accreditation Council (NAAC) and National Institutional Ranking Framework (NIRF).

**1.2 Objectives:**

- a) Improving equitable access to quality education for SEDGs through bridge courses, earn-while-learn, and outreach programme;
- b) Extending and ensuring basic facilities and amenities to SEDGs for inclusive, healthy, safe, and secure environments on campuses; and
- c) Setting up SEDGs Cell for the purpose of sensitization of all stakeholders, policy implementation, monitoring, equalizing access to inclusive quality higher education, ensuring respectful dignity, promoting egalitarian and constitutional values, and grievance redressal in the HEIs.

*The following measures are suggested in the NEP 2020 to achieve the above objectives:*

1. Make admission processes more inclusive.
2. Make the curriculum more inclusive.
3. Develop bridge courses for students from disadvantaged educational backgrounds.
4. Ensure sensitization of faculty, counselors, and students on the gender-identity issue and its inclusion in all aspects of the HEI, including curricula.
5. Strictly enforce all no-discrimination and anti-harassment rules.
6. Develop a road map that contains specific plans for action on increasing participation from SEDGs, including but not limited to the above items.



## Section II

### Interventions to make the HEIs Inclusive, Equitable, and Sensitive to SEDGs

There is a need to provide a robust framework to HEIs for formulating measures to make HEIs inclusive, equitable, and sensitive to students belonging to SEDGs. To facilitate learning for all students, with special emphasis on SEDGs; the HEIs may undertake appropriate affirmative action such as Bridge Courses, Earn-while-Learn, Outreach programme, SEDGs Special Education Zones, and Sensitizing Stakeholders of HEIs. It is to ensure the implementation of these measures, primarily for making the HEIs more inclusive, equitable, and sensitive to SEDGs; the HEIs shall establish the SEDGs Cell. A brief account of each of these measures is given as follows:

#### 2.1 Bridge Courses:

Bridge courses are helpful, especially for newly admitted students in the transition to studying in higher education institutions. It is aimed at helping the moderate and below moderate level students belonging to the SEDGs at the entry-level to bridge the gap between the subjects studied at the previous level and those to be examined at the entry level of the new academic programme that the students have been admitted to. It provides an adequate foundation in the core subjects so that such students do not have difficulty when the classes commence.

The bridge courses are intended to help the students of SEDGs category perform academically at par with other category students. Such courses are to be conducted every year before the commencement of the semester programme. The bridge courses (in physical or online mode) are to provide in advance, both primary and supplementary knowledge on the subjects taught to these students during the semesters. For this purpose, HEIs need to identify the SEDGs students who are required to undergo the bridge courses, and wherever possible, the bridge courses can be offered in the local languages. The bridge courses should be tailor-made to meet the requirements of SEDGs students, and a separate timetable should be prepared to deliver the content.

### 2.1.1 Objectives of Bridge courses:

1. To facilitate the students to overcome challenges in their learning process.
2. To assist students with different learning abilities and multiple challenges to perform at optimal level.
3. To act as a buffer for the new students.
4. To provide adequate time to the SEDGs students for smooth transition.
5. To provide knowledge on core courses and prepare the students for the identified courses which will commence in the forthcoming sessions/semesters.
6. To equip the students with the necessary knowledge and confidence to take on more challenges.

### 2.1.2 Measures to be taken by the HEIs:

The HEIs shall undertake some actionable steps to introduce relevant bridge courses. The infrastructural and other facilities in the HEIs shall be utilized to realize the objectives of the bridge courses. These shall include the following:

1. Bridge courses for students with learning difficulty and challenges could be conducted for all Semesters of all courses and for such duration as needed by SEDGs. These classes are conducted for students to assist them in achieving expected competencies in subjects. Bridge courses can also be taken from online platforms such as SWAYAM.
2. Orientation courses may be conducted for the freshers to enable them for smooth transition. These courses may include mathematics, computers, communication skills, accounting, etc., designed to connect a student's previous course.

### 2.1.3 Broad areas to enhance employability:

- a) The national development concerns, development perspectives, and priorities.
- b) Connect with the community, world of work, and global society.
- c) Self-empowerment, motivation, teamwork, and leadership development.
- d) Effective learning in a constructive and creative way with competence and confidence; life skills including effective communication, decision-making, problem-solving, design thinking, creative thinking, critical and scientific thinking, interpersonal skills, self-awareness, empathy, equanimity, coping with stress, and resilience.
- e) Emerging career opportunities and challenges.
- f) E-learning resources and use of digital technology, application of Information and Communications Technology (ICT), and responsible social media uses.

## 2.2 Earn-while-Learn Scheme

The *Earn-while-Learn* (EwL) scheme is a means to help the SEDGs students earn and support their education and acquire skills and capabilities that would enhance their employability. It attempts to mitigate the economic hardships of learning and enhance the learner's adaptability; both will improve the quality of education making it a purposeful endeavour. It provides the students opportunities to develop their personality, gain technical skills and build their entrepreneurial ability, which would help them take up professional assignments relatively faster. Under this scheme, opportunities for part-time engagement are provided to needy students. The indicative list of such engagement opportunities may



include working on research projects, assistantship, Library assignments, Computer services, Data entry, laboratory assistance, etc.

The effectiveness of any earn-while-learn program depends on its adherence to four foundational pillars: academic rigor, relevant work experience, student financial support, and stakeholders investment in programs. The pillars are held in place by a commitment to ensuring accountability, giving students the opportunity for career exploration and professional development, and conferring credentials.

### **2.2.1 Benefits of the Earn-while-Learn Scheme:**

Some of the benefits that the students may access through the Earn-while-Learn scheme include the following:

1. It will enhance employability skills and career preparedness.
2. The Earn-while-Learn Scheme initiative will help to reduce the dropout rate.
3. The proper and effective implementation of the scheme will minimize parents' economic burden.
4. This initiative will have a positive impact on the student's career. On one hand, students will earn some extra money, while on the other, they will get work experience and hands-on training while studying, something that needs to be encouraged in our education system.
5. Acquisition of work experience and hands-on practice during learning.
6. It will provide means of education to socio-economically disadvantaged students.
7. It will make students more resourceful due to their work experience and acquire job skills.
8. It will open various career opportunities to take better jobs in the future and enhance employment prospects.
9. It will increase networking possibilities for the students.
10. It will facilitate students to acquire the requisite competence and attitude etc.
11. It will add value to the resume of students.

### **2.2.2 Opportunities:**

HEIs may provide various part-time engagement opportunities to the students in any department of the HEIs. HEIs should create awareness among the students about such opportunities so that eligible students make use of these opportunities.

### **2.2.3 Remuneration:**

The rate of remuneration for each of the students will be a consolidated amount on an hourly basis for the part-time service they render. Eligible students can be engaged up to a maximum of 20 hours per week, 20 days per month. The payment may be made on an actual basis. The services of the students may be planned in such a way that it does not affect their classes.

### **2.2.4 Steps to be taken by the HEIs:**

- a. HEIs have to ensure flexibility to the students for acquiring knowledge and skills essential to earn a living while learning.
- b. Identify the types of work engagement on the campus that can be taken up by students in part-time mode, as per local needs and also in regional languages.

- c. Publicize the “Earn while Learn” opportunities widely.
- d. Draw a transparent selection process. Priority may be given to needy students.
- e. Institutions must collaborate with Government, Non-Government agencies and corporate sector for funding or seeking projects for implementing the scheme.
- f. Provide necessary weightage to the scheme by including it as a criterion for assessment and accreditation.
- g. Students engaged in “Earn while Learn” may be issued a certificate.

### **2.3 Outreach Programme - SEDGs Special Education Zones:**

An outreach program aims to help, uplift, and support those who are in need of certain services. It involves learning, social planning, health support, and other projects for their empowerment.

Students from SEDGs require encouragement and support to make a successful transition to higher education. HEIs should strive to provide services such as language translation, recording services, and assistive technologies. HEIs need to mobilize resources to carry out this effectively. Professional, academic, and career counselling are to be made available to all the students; also counsellors to ensure the physical, psychological, and emotional well-being of the students.

#### **2.3.1 Steps to be taken by the HEIs:**

- Institutions have to ensure students’ flexibility for outreach programme.
- Guidelines and principles relating to implementing the outreach programmes must be prepared.
- HEIs have to design the curriculum to embed outreach programmes.
- HEIs must collaborate with Government, Non-Government agencies and corporate sectors to conduct such outreach programmes.
- Yearly budgetary allocation could be made by HEIs for out-reach programmes.

### **2.4 Sensitizing the HEIs on Challenges related to SEDGs:**

Appropriate sensitization programmes are to be introduced and regularly organized for all teachers, administrators, functionaries, and students of HEIs so that the latter become more open to valuing the relevance of inclusive policies such as reservation policy, etc. There is a need to adhere to the principles of inclusion and equity at all levels of the HEIs’ engagement with the SEDGs students, and it requires more sensitivity to the challenges faced by the SEDGs students, particularly concerning their self-respect, self-esteem, and dignity.



## **Section III**

### **SEDGs Cell**

All HEIs shall set up SEDGs Cell to ensure opportunities for inclusive, equal and quality higher education to the SEDGs students. SEDGs Cell shall function as an independent body, without any hindrance or interference to the functioning and mandated activities of other Cells in the HEIs.

SEDGs Cell within every HEIs shall ensure the protection of the constitutionally guaranteed rights, dignity, safety, and security of all individuals belonging to the SEDGs and also ensure them equalizing access and opportunities to pursue higher education with the help of the existing statutory bodies such as SC/ST Cell, Equal Opportunity Cell etc.

#### **3.1 Objectives of SEDGs Cell:**

1. To protect all the constitutional rights of the SEDGs students.
2. To ensure that the HEIs are inclusive, safe, and secure for the SEDGs students.
3. To provide socio-emotional and academic support and mentoring for the students belonging to the SEDGs through proper counselling and monitoring programme.
4. To ensure proper implementation and monitoring of orientation and bridge courses designed by the HEIs to benefit SEDGs students.
5. To ensure implementation of all such programme designed and developed by HEIs to increase the participation of SEDGs students in academic activities.
6. To ensure implementation of Government's policies, including reservation policies and various schemes, programme, facilities and guidelines for SEDGs students.
7. To ensure that the HEIs develop appropriate outreach programme to help the SEDGs students to avail the various opportunities of educational/academic programmes of HEIs.
8. To ensure proper implementation of preventive measures and Laws against discrimination and atrocities, and for safeguards of students belonging to respective categories under SEDGs.
9. To circulate, publicize, facilitate, and monitor the implementation of all UGC and Government guidelines and instructions issued from time to time in reference to SEDGs.
10. To redress the grievances and complaints of the SEDGs students within 15 days through a Grievances Redressal Committee (GRC) without compromising the safety, privacy and dignity of the complainant.

#### **3.2 Functions of SEDGs Cell:**

1. To co-ordinate with other existing cells and statutory bodies of the HEIs and enable implementation of the existing schemes and provisions, including scholarships and fellowships of the Govt. of India and respective States.
2. To ensure the implementation of orientation and bridge courses, earn-while-learn schemes, and outreach programme designed and developed by HEIs for SEDGs.

3. To provide socio-economic, academic, and psychological support and mentoring for such students through proper counselling and mentoring programme.
4. To ensure sensitization of faculty, staff, counsellors, and students on the SEDGs issues and their inclusion in all aspects of the HEIs.
5. To explore and generate funds from various sources like Corporate Social Responsibilities (CSR) and Alumni to provide more financial assistance and scholarships to SEDGs to mitigate opportunity costs and fees for pursuing higher education.
6. To coordinate with the Internal Quality Assurance Cell (IQAC) to raise awareness about the implementation of various policies for inclusive and equitable quality higher education.
7. To work as a ‘Single Window’ for students belonging to SEDGs for their grievances, basic needs, amenities, facilities, welfare measures, and scholarships and fellowships.
8. To upload and disseminate guidelines, facilities, welfare, and safety measures on HEI’s portal and maintain such records to review and monitor amenities and basic facilities for a safe and secure environment for SEDGs.
9. To circulate, publicize, and facilitate existing welfare schemes like – Remedial, NET, entry into services, and residential Coaching for SC/ST/OBC (non-creamy layer), Minority Community, and PwD Students.
10. To establish a team of counsellors, social workers, and faculty members to provide emotional and social support to SEDGs to adapt to the environment of the HEI.
11. To focus on overall personality and skill development, including professional and soft skills, so as to ensure enhancing the student employability.
12. To organize periodic meetings and to monitor the progress of various schemes and all the HEIs may prepare a database of such schemes for SEDGs.
13. To assess the needs of SEDGs and make necessary recommendations to the authorities of the HEIs.
14. To make faculty, staff, students, and service professionals aware of facilities available for SEDGs.
15. To sensitize all the students to bring an attitudinal change towards SEDGs to ensure participation of SEDGs in curricular, co-curricular, and extra-curricular activities in the HEIs.
16. To hold regular meetings with representatives of SEDG students to check their grievances and also meet with management/authorities of HEIs to facilitate discussion of the grievances of SEDG students and maintain the confidentiality of deliberations and data.
17. To review, monitor, and ensure disposal of all grievances within 15 days.
18. To inform all students during induction/counselling session about Zero-tolerance policy for any form of discrimination.



### 3.3 Governance of SEDGs Cell:

1	Chairperson. SEDGs Cell	
2	Senior Professor	Member
3	In-charge of Internal Complaint Committee	Member
4	Coordinator/Director of IQAC	Member
5	SC/ST Representative	Member
6	OBC Representative	Member
7	Two Students' Representative belonging to SEDGs	Members (one male and one female member)
8	Assistant Registrar/ Administrative Officer	Member Secretary

\* Chairperson and members to be nominated by Head of the HEI

## INDICATIVE GLOSSARY

### Definitions/ Key-terms

The definitions mentioned in these guidelines are under those appearing in the relevant Gazette notifications, Government of India NEP 2020, and guidelines notified by the University Grants Commission, unless the context otherwise requires, as under:

1. The **Socio-Economically Disadvantaged Groups (SEDGs)** are those who, for historical reasons and the causes of their prevailing disadvantaged social, economic, educational, vocational, and locational conditions, cannot have equal access to the various facilities and opportunities available for higher education.
2. The category “**Economically Weaker Section (EWS)**” refers to those sections of society that are not covered under the scheme of reservation for SC/ST/OBC and whose gross annual income from all sources (as per the existing criteria) is below Rs.8 lakhs for the financial year preceding the year of application for admission/recruitment.
3. The category “**Other Backward Classes**” refers to the class or classes of citizens who are socially and educationally backward and are so determined and listed by the Central Government or by State Governments in the respective list of OBCs.
4. As per the existing notification, the Creamy Layer status of an OBC student is determined based on the income status of their parents. Hence, under the SEDGs, eligible OBC students are those in the “non-Creamy layer,” which means the parents’ income of an OBC student has been below Rs.8 lakhs per annum during the last three consecutive years. (Ref. DoPT O.M. No 36033/1.2013-Estt. (Res.) dated 13<sup>th</sup> September 2017 (which may be amended from time to time).
5. “**Persons with Disabilities**” means a person with a long-term physical, mental, intellectual, or sensory impairment which, in interaction with barriers, hinders a person’s complete and adequate participation in society equally with others, as defined under the Rights of Persons with Disabilities Act, 2016.
6. “**Persons with benchmark Disabilities**” means a person with not less than forty percent of a specified disability where a specified disability has not been defined in measurable terms and includes persons with disabilities where a specified disability has been defined in measurable terms, as certified by the certifying authority.
7. “**Scheduled Castes**” means the Scheduled Castes, notified under Article 341 of the Constitution of India.
8. “**Scheduled Tribes**” means the Scheduled Tribes, notified under Article 342 of the Constitution of India.
9. “**SEDGs Budget**” means the separate budget generated by HEIs from their own sources/ CSR/Voluntary/Donations for the welfare and benefit of students belonging to SEDGs.





सत्यमेव जयते

## National Education Policy 2020



Ministry of Education  
Government of India

Government of India

## GUIDELINES

ON

**BASIC FACILITIES AND AMENITIES FOR SAFE  
SECURE**

**ENVIRONMENT FOR WOMEN**

AND

**WOMEN CELL (FOR SENSITIZATION, POLICY  
IMPLEMENTATION, MONITORING AND  
GRIEVANCE REDRESSAL) IN HIGHER  
EDUCATIONAL INSTITUTIONS**



ज्ञान-विज्ञान विमुक्तये

**University Grants Commission**

New Delhi, India

## **The Recommendations of The UGC**

### **Committee on**

### **Women Safety and Security:**

The UGC is committed to the goal of developing a safe, secure and violence free environment in all the educational institutions across the country. It has been reviewing the safety of the campus communities especially women from time to time and issuing guidelines for the same. In this regard, the UGC again setup a committee in 2022 and tasked it with reviewing and updating the safety guidelines for implementation.

On a general note, the committee observed that there is a strong need to challenge the culture of silence that perpetuate the acts of violence against women, be it within the campus or outside. The committee, however, was cognizant of the prevailing norms and practices of masculinities in the functioning of educational institutions that posed a real hurdle in the effective implementation of policies meant to combat sexual harassment and gender based violence in higher educational institutions (HEIs). It was therefore, imperative that HEIs emerged out of the denial mode and acknowledged the prevalence of sexual harassment on campuses and thereafter, implemented the UGC guidelines as a multi-dimensional redressal mechanism. Gender sensitisation of each and every individual on the campus including the vice chancellor, registrar, the principal, the administrative officers, all the teaching and non- teaching staff, students, research scholars, all service providers and workers ( permanent, temporary and contractual) will pave the way for making our campuses safe and secure for women.



The committee also observed that UGC's earlier report titled, "*Saksham: Measures for ensuring the Safety of Women and Programmes for Gender Sensitisation on Campuses*" was quite comprehensive and suitable for the task.

Hence it recommends that Saksham should act as a handbook for developing gender sensitisation programmes in HEIs. A soft copy of the „Saksham“ must be freshly circulated in all HEISs across the country to implement the policy guidelines for women’s safety and security.

The committee suggests the following fresh guidelines to create safe, secure and gender equitable environment in all HEISs.

**The guidelines are broadly classified into the following two interlinked domains:**

- I. Infrastructural facilities and amenities for a safe and secure environment:**
- II. Women Cells (for sensitization, policy implementation, monitoring and grievance Redressal**



**Guidelines for basic facilities & amenities for secure environment for women on campuses and Women Cell (for sensitization, policy implementation, monitoring and grievance redressal) in higher educational institutions**

1. Students should be provided with a handbook at the time of admission that would contain detailed information about rules and regulations regarding proper conduct and behaviour expected of them. It should list the helpline numbers of ICC members, student counsellors, anti-ragging cell, proctor office, medical emergencies, health centre, canteen, and other university authorities to be approached in case of need.
2. Professional counseling services should be available on the campus to address the psychological and emotional concerns of the students.
3. Safety of women is a paramount concern for all. The higher education choices are, quite often, limited by perceptions of risk involved in going „outside“ the home for higher education. Therefore, efforts by the college/university administration to make their campuses better equipped and safer for women would strengthen women's participation in institutions of higher learning. Infrastructural improvement measures, therefore, would act as a strong component in creating a women friendly campus.
4. The HEIs should ensure easy access to basic sanitation and hygiene facilities for women such as clean, well maintained and fully functioning separate restrooms equipped with 24 hours tap water supply, soap, covered dustbins, sanitary pad disposal bins and vending machines in all

its buildings. There should be proper sanitary staff deployed to keep the facilities clean and usable at all times.

5. The campus and the adjoining areas should be well lit. The sports and other play grounds and public parks should have flood lights. All the roads and streets on the campus, and the areas around the main/central library, the hostels, and parking lots must have adequate street lighting. There should be no dark stretches anywhere on the campus.
6. The HEIs should provide reliable and consistent transport facilities and feeder buses for all students, especially for women students and female staff, for a safe transit within the campus. The services should be provided till late hours as laboratories and libraries are open till late.
7. All the buildings, the open public spaces and other infrastructural amenities including transport, restrooms, footpaths, entry and exits should be friendly for specially abled Students.
8. A sufficient number of female security guards should be hired from credible security firms.
9. Each campus should have adequately equipped with primary health care center along with an ambulance facility to ensure women's safety by availing the primary and emergency health care services on a 24 hours basis within the campus.
10. Boundary wall provisions are essential for ensuring the safety of students especially where campuses are located in rural or out of town, secluded



areas. In this regard the university/college premises must have a boundary wall to curtail unauthorized access of outsiders to the campus.

11. All the public spaces on the campus such as streets, libraries, corridors, playgrounds, parks, sports stadia, laboratories, libraries, parking lots should be under CCTV coverage with a centralized surveillance system to monitor the behavior and activities of students, staff, and visitors. A system of issuing passes to all visitors at the campus entry should be in place.
12. Childcare centers and crèches with trained personnel should be available at subsidized charges.
13. The HEIs should build more hostels for women and all women students who need hostel rooms should be given this facility. Hostels should be designed to offer contemporary amenities such as the mess, canteen, clean restrooms, self-service laundry rooms fitted with washing machines, Wi-Fi, lounge, entertainment facilities for indoor games, and reading rooms etc.
14. Healthy and nutritious food should be available at all the canteens and the mess premises of the college/university and its quality should be regularly checked by the food safety officials.
15. The administration should organize self-defense classes/ training camps for female students and employees on a regular basis.
16. Every college/university/educational institution must have an Internal Complaints Committee (ICC) constituted as per the legal requirements in

the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The ICC will work towards prevention and grievance redressal and look into all complaints of sexual harassment filed by the women students and women staff members and adhere to all the rules and regulations stipulated in this Act.

17. Information about the ICC, its members, their contact details via phone and email, and details about the role and responsibilities of ICC should be prominently uploaded on the website of the institution. The same should also be disseminated widely through posters or brochures put up at prominent places, on notice boards of all departments, offices, hostels, auditoriums and sports stadia. A copy of the act should also be uploaded on the website of the institution. Complaint /grievance boxes should be put up at discreet locations in all buildings of the institution. An anonymous complaint should also be addressed.

18. Universities must advocate a zero tolerance policy with respect to sexual harassment and gender based discrimination on the campus. In this regard, all the necessary actions should be taken and norms should be followed as per the official gazette of India, University Grant Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulation, 2015.

19. Gender sensitization seminars, contests/exhibitions/debates/ and film screenings should be organized regularly to sensitize the students, teachers and other staff about the existing gender stereotypes that reinforce gender based discrimination and violence. In this regard, an Annual Fest can also be instituted around the Women's Day to create



awareness on gender equality through interactive sessions, performative arts, film discussions, essay and poetry writing, poster making, photography and critical debates. The selected pieces may be published in the campus magazine. A gender equality wall may be maintained in the campus and students should be encouraged to express their views on a daily basis to orient fellow students and staff members towards the need to build gender inclusive societies.

20. HEIs should instill self confidence in young women to become achievers, leaders and entrepreneurs in order to empower them socially and economically. There should be a strong focus on developing and promoting gender inclusive curriculum in order to provide equal career opportunities, irrespective of gender.

21. The HEIs must take strong steps to counter the practices of stigmatization and secondary victimization of the complainant/victim. This could be done through legal awareness lectures, workshops, seminars and conferences that would instill confidence in women to report any instance of sexual harassment or gender based violence that they observe, come to know about or experience. In this regard, the HEIs may invite the services of the legal counselors from State Legal Service Authority (SLSA), District Legal Service Authorities (DLSA), or the law department, legal advocacy groups and in-house legal counselors etc.

22. Similarly, the campus community should regularly invite eminent members of society such as professionals, and functionaries from the state, corporate and civil society who are known to promote gender equality in their respective fields.

23. The HEIs should regularly organise health awareness and health check-up camps to spread awareness about issues such as breast cancer, menstrual hygiene, use of contraceptive pills, unwanted pregnancy, depression, anxiety, eating disorders, stress induced disorders, hormonal imbalance, Polycystic Ovarian Disease (PCOD) etc.
24. The revised curriculum as per NEP 2022 should create ample space for vocational skill development and entrepreneurship for women to enable them to become economically independent.
25. The HEIs should try to motivate Women in general and more specifically women from socially disadvantaged groups, or women who are disabled to continue their education by offering scholarships and funding opportunities.
26. The administration machinery of the HEIs should ensure the use of gender-inclusive language for all official communications.
27. Annual reports of the HEIs should include the data about the number of complaints of sexual harassment received, successfully disposed of and pending, without revealing the identities of complainants.
28. The HEIs are supposed to submit a periodic report to UGC in regards to the measures taken for safety and security of women employees and students in the premises.
29. All the facilities in women cells should be specially abled (Divyangjan) friendly.





प्रो. रजनीश जैन  
सचिव

**Prof. Rajnish Jain**  
Secretary



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

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F.No. 14-4/2012(CPP-II)

7<sup>th</sup> December, 2018

**PUBLIC NOTICE**

**ON**

**UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018**

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23<sup>rd</sup> March, 2013**. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email [grmhei.2018@gmail.com](mailto:grmhei.2018@gmail.com) on or before **31<sup>st</sup> December, 2018**.

**(Prof. Rajnish Jain)**

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110 002**

**NOTIFICATION**

**F.No.14-4/2012 (CPP-II)**

**New Delhi, the \_\_ October, 2018**

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT:**

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

**2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:**

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any



qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

(d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.

(e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;

(f) "grievances" include the following complaints of the aggrieved students, namely:

- i. making admission contrary to merit determined in accordance with the declared admission policy of the institution;
- ii. irregularity in the admission process adopted by the institution;
- iii. refusing admission in accordance with the declared admission policy of the institution;
- iv. non publication of prospectus, (either hard copy / online) as specified in these regulations;
- v. publishing any information in the prospectus, which is false or misleading, and not based on facts;
- vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- vii. demand of money in excess of that specified in the declared admission policy to be charged by such institution;



- viii. breach in reservation policy in admission as may be applicable;
  - ix. nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
  - x. delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
  - xi. on provision of student amenities as may have been promised or required to be provided by the institution;
  - xii. non transparent or unfair evaluation practices;
  - xiii. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
- (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
- (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
- (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
- (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- (l) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
- (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;



(n) "Ombudsperson" means the Ombudsperson appointed under these regulations;

(o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

### **3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:**

i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:

(a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

(b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;

(c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;

(d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;



- (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
- (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular / visiting ---- and teaching experience of every member of its teaching faculty.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.
- (k) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

- ii. Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its



publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

#### **4. GRIEVANCE REDRESSAL COMMITTEES (GRC):**

##### **A. Department Grievance Redressal Committee (DGRC)**

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
  - a) Head of the Department / School / Center – Chairperson
  - b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
  - c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

##### **B. Institutional Grievance Redressal Committee (IGRC)**



- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
  - (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI – Chairperson.
  - (b) Dean of students/Dean, Students Welfare
  - (c) Two senior academicians other than Chairperson.
  - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The IGRC shall follow the principles of natural justice while deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 workings days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii) The IGRC shall provide a copy of the report to the aggrieved person(s).

**C. College Grievance Redressal Committee (CGRC)**



- (i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:
  - a) Principal of the college -Chairperson
  - b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

**D. University Grievance Redressal Committee (UGRC)**

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :
  - a) A senior Professor of the university – Chairperson
  - b) Dean, Student Welfare or its equivalent - Member
  - c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.



(iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.

(v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.

E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

#### **5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:**

(i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.

(ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.

(iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.

(iv) The Ombudsperson, or any member of his immediate family shall not -

(a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;

(b) have any significant relationship, including personal, family, professional or financial, with the university;

(c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-



- (a) Nominee of the Governor of the State or his nominee - Chairperson
  - (b) Vice-Chancellor of a University of State to be nominated by the State Government – Member
  - (c) Vice-Chancellor of the concerned State University – Member
  - (d) Registrar of the concerned State University – Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of University Grants Commission – Chairperson
- (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

- (c) The Vice Chancellor of the university – Member
  - (d) The Registrar of the university – Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.



- (ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

## **6. FUNCTIONS OF OMBUDSPERSON:**

- (i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;
- (ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- (iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

## **7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:**

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- (ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.



- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- (x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

**8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:**

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

**9. CONSEQUENCES OF NON-COMPLIANCE:**

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal



Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- (g) recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

**(Prof. Rajnish Jain)**  
Secretary



# **UNIVERSITY GRANTS COMMISSION (PREVENTION, PROHIBITION, REDRESSAL OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES AND STUDENTS IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS 2015**

## **Introduction**

The Constitution of India provides for equality of status and opportunity as well as the right to live with personal liberty and human dignity. These mandates make the right to have a safe workplace and educational institution campus a legal right, and sexual harassment at the workplace is a gross violation of it. **The Sexual Harassment of Women at Work - place (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)** finds its genesis in these constitutional man - dates. This interpretation of the constitutional framework was done by the Supreme Court in the case of Vishaka vs. State of Rajasthan, through which the historical Vishaka Guidelines came into being. These guidelines later formed the roots and basis for the POSH Act, and the **University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015** (UGC Regulations). It is important for both the higher education institution, and its employees and students to be completely aware of their rights, duties and the redressal mechanisms under the POSH Act, and the UGC Regulations.

## **Objectives**

- To make the students and employees of the Higher Educational Institutions aware of their legal rights and protections available to them in an accessible language.
- To empower them with the knowledge they need to reach out to the authorities whenever needed.
- To enable students and employees to question if their campuses are safe and whether their educational institution is ICC compliant or not.
- Higher Educational Institutions and its Executive Authorities to be aware of their duties and obligations under the legal frameworks provided to protect students and employees from sexual harassment at the workplace.
- To spread awareness among its community of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment and everything around it.

## **Terminologies**

- **Aggrieved woman**

Any woman who reports to have been subjected to any act of sexual harassment by any person employed by an organisation, or the employer themselves. The woman doesn't necessarily have to be employed in that particular organisation to seek redressal.

- **Campus**

Anything and everything that is on the land of the Higher Educational Institution is covered under the term “campus”. This includes, but is not limited to - libraries, laboratories, lecture halls, hostels, dining halls, bank counters, parking areas, playground etc. Any places visited by a person as a student of the HEI, including the transportation provided for the purpose of their commute to and from the institution is also covered under the scope of “campus” even though the location may be outside the institution. Hence, student visits like field trips, internships, study tours, placements, cultural festivals, sports meet and other such activities where the person is participating in the capacity of an employee or a student of the HEI, is covered under the ambit of “campus”, giving the term a comprehensive meaning

➤ **Employee**

The POSH Act and the UGC Regulations have kept the definition of “Employee” quite broad. Here’s who are covered under it - A person doing any kind of work for a company/organisation. Interns/ volunteers/whether paid/ unpaid. Trainee, apprentice, teaching assistants, research assistants, whether employed or not, including those involved in field studies, projects.

➤ **Employer**

“Employer” is basically the biggest “boss” in any organisation or institution - anyone who is responsible for the management, supervision and control of the workplace. Hence, for universities, it would be VC/Registrar, and for a college, it would be the Dean/Principal.

➤ **Executive Authority**

The chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For example - Vice Chancellor, Registrar, Principal, Dean. For public funded institutions the Executive Authority means the Disciplinary Authority.

➤ **Higher Educational Institution (HEI)**

Any University, College or Institution deemed to be a university recognised under the University Grants Commission Act, 1956 is a Higher Educational Institution. While it may sound technical, what needs to be remembered is the fact that it is mandatory for ALL educational institutions to set up an Internal Complaints Committee (CC) to look into the complaints of sexual harassment.

➤ **Complaints Committee (CC)**

An educational institution might already have a body functioning with the same objective as that of an CC. For example, many universities, colleges, and institutions have a functioning Gender Sensitisation Committee Against Sexual Harassment (GSCASH) body. Instead of creating a new body for ICC, these existing bodies can also be reconstituted as the CC in consonance with the UGC Regulations, which once reconstituted, will fall under the ambit of UGC Regulations.

➤ **Local Committee (LCC/LC)**



Local Committee is the Local Complaints Committee which every district officer is bound to constitute in district concerned to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted.

➤ **Victimization**

Any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour.

➤ **Respondent**

Respondent” is a legal term generally used for a person against whom the complaint has been made by the aggrieved woman.

➤ **Protected Activity**

Reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others, such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation.

➤ **Student**

The term “student” covers - Current student - pursuing any course in the HEI through either regular or distance mode, including both short- and long-term training programs. Future student - in the process of taking admission in the HEI, but not yet enrolled. Deemed student - any student who is a participant in any activities in an HEI other than HEI where the student is enrolled. For example - a student from x university participating in the cultural festival in y university, may be deemed to be a student of y university for the period of such participation.

➤ **Third Party Harassment**

A situation where sexual harassment occurs as a result of an act or omission by any third party or outsider who is not an employee or student of HEI but a visitor in some other capacity or for some other purpose.

➤ **Workplace**

Workplace means the campus of Higher Educational Institution including any department, establishment, office etc funded by and the HEI, or any sports institute, stadium etc used for activities related to the HEI. It also includes any place visited by an employee or student during the course of their employment or study including transportation provided by the Executive Authority. The definition of “workplace” just like the definition of “Employee” is quite broad. Whoever the complaint is filed against, it needs to be ensured that the institution is their workplace (in case of students, their respective universities, colleges or institutions can be considered as their workplace, unless it’s a third-party harassment).

## **What Constitutes Sexual Harassment**

Sexual harassment, in general, can be understood as an unwanted conduct with sexual undertones if it occurs or which is persistent and

- which demeans, humiliates or creates a hostile and intimidating environment
- is calculated to induce submission by actual or threatened adverse consequences

## **Acts that can be considered as sexual harassment**

Sexual harassment includes one or all of the following unwelcome acts or behaviour, whether directly or by implication –

- Physical contact or advances
- A demand or request for sexual favours
- Making sexually coloured remarks
- Showing pornography or asking if you want to see pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

## **“Sexual Harassment at the Workplace”**

Sexual Harassment at Workplace includes one or more of the following circumstances with explicit or implicit sexual undertones –

- Implied or explicit promise of preferential treatment in her employment.
- Implied or explicit threat of detrimental treatment in her employment.
- Implied or explicit threat about her present or future employment status.
- Interference with her work or creating an intimidating/ offensive/hostile work environment for her. Humiliating treatment likely to affect her health, safety or integrity.

## **What exactly is an CC?**

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, makes it mandatory for all employers and HEI respectively to constitute an Complaints Committee to look into the matter of sexual harassment at workplace.

## **Functions of CC**

- Receive complaints on sexual harassment at the workplace from an aggrieved woman.
- Inquire into the complaint received.
- Make recommendations to the employer on the action required pursuant to its inquiry of such complaint made.



## **Responsibilities of CC**

Apart from enabling and ensuring fair trial, CC has various other responsibilities.

- ✓ It needs to provide assistance if an employee or a student chooses to file a complaint with the police. Provide mechanisms of dispute redressal and dialogue without undermining complainant's rights. Protect the identities of all parties involved.
- ✓ Provide interim relief during the pendency of the complaint.
- ✓ Provide mandatory relief by way of sanctioned leave or relaxation of attendance requirement.
- ✓ Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints
- ✓ Ensure prohibition of retaliation or adverse action against covered individual

## **Composition of CC**

**Presiding Officer:** A woman faculty member employed at a senior level (not below a professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution.

**Employee Members:** Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge.

**External Member:** One member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

Apart from these, ICC ought to have **3 students** in the committee if the matter involves students. These students shall be enrolled at the undergraduate, master's, and research scholar levels respectively, and should be elected through transparent democratic procedure.

## **Recommendations made by CC**

- ✓ Interim relief - granted during the pendency of inquiry/complaint.
- ✓ Against the respondent - if the charges are proved.
- ✓ Against the complainant - if the allegations are proved to be malicious.
- ✓ Compensatory recommendation.
- ✓ Dismissal - if charges are not proved.

## **What other options does one have?**

- ✓ The CC may, at the request of aggrieved party and before initiating an inquiry, take steps to settle the matter between her and the respondent through conciliation.
- ✓ Apart from reaching out to the ICC, the complainant is also free to approach the nearest police station to file an FIR. The complainant, if she chooses to do so, may

both file FIR with the police and a complaint with Complaints Committee simultaneously.

### **Filing a complaint**

- ✓ An aggrieved person is required to submit a written complaint to the CC within three months from the date of the incident. In case a series of incidents have happened, a person may file the complaint before the CC within a period of three months from the date of the last incident.
- ✓ A written complaint addressed to the CC needs to be submitted with the committee. In case the complainant is unable to submit a written complaint for any reason, it is the responsibility of the CC to provide her all the assistance that is needed for her to submit the complaint in written form.
- ✓ As per the UGC Regulations, it is the responsibility of the HEI to make all sections of the institutional community aware of the contact details of members of Complaints Committee, as well as the complaints procedure.

### **Procedure**

- ✓ The complainant shall submit 6 copies of the complaint along with supporting documents to the CC. They also need to submit names and addresses of witnesses.
- ✓ The CC shall send one copy of the complaint to the respondent within a period of seven working days of receiving the complaint. Upon receipt of the copy of the complaint, the respondent shall file their reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten working days.

### **How does CC inquire into a complaint?**

- ✓ The Complaints Committee will conduct an inquiry by calling all the concerned parties i.e. complainant, respondent, witnesses etc.
- ✓ Minimum of 3 CC members including Presiding Officer/Chairperson must be present while conducting inquiry.
- ✓ For the process of inquiry, the CC will have same powers as vested in a Civil Court under the Code of Civil Procedure, 1908, when trying a suit in respect of the following matters –
  - Summoning/enforcing the attendance of any person and examining them on oath.
  - Requiring the discovery and production of documents.
  - Any other matter which may be prescribed

### **Annual Report**

The CC is responsible for creating an annual report and submitting it to the HEI. This annual report needs to be prepared every calendar year and should incorporate the following –



- ✓ Number of complaints of sexual harassment received in the year.
- ✓ Number of complaints disposed off in the year.
- ✓ Number of cases pending for more than 90 days.
- ✓ Number of workshops/awareness programmes against sexual harassment carried out in the year. Nature of action taken by the employer.

### **Constitution of the Internal Complaints Committee**

The members of the Internal Complaints Committee are as follows: -

- Dr. Sumona Ghosh (Chairperson) ([sumonaghosh@sxccal.edu](mailto:sumonaghosh@sxccal.edu))
- Dr Panchali Sen ( [psen@sxccal.edu](mailto:psen@sxccal.edu))
- Dr Rina Ghosh([pchemrg@gmail.com](mailto:pchemrg@gmail.com))
- Dr. Swati Sarkar( [swatisxc@rediffmail.com](mailto:swatisxc@rediffmail.com))
- Dr. Chandrani Biswas (chandranibiswas @sxccal.edu)
- Dr Indranil Bose ([boseindranilcal@gmail.com](mailto:boseindranilcal@gmail.com))
- Dr Zaid Al Baset([zaidalbaset@sxccal.edu](mailto:zaidalbaset@sxccal.edu))
- Dr Jhumpa Chakraborty([jhumpasxc@yahoo.com](mailto:jhumpasxc@yahoo.com))
- Dr. Saswati Chaudhury ([sxcsas@sxccal.edu](mailto:sxcsas@sxccal.edu))
- Prof. Chandrima Banerjee( [banerjee.chandrima@sxccal.edu](mailto:banerjee.chandrima@sxccal.edu))
  
- Dr. Tinni Goswami ([tinnibhattacharya982@gmail.com](mailto:tinnibhattacharya982@gmail.com))
- Prof. Basuli Dasgupta([basuli@sxccal.edu](mailto:basuli@sxccal.edu))
- Prof. Sonali Panda ([spandaadv@gmail.com](mailto:spandaadv@gmail.com))
- Prof Jayati Ghosh Dastidar([jghoshdastidar@gmail.com](mailto:jghoshdastidar@gmail.com))
- Dr Ipsita Barat ([ipsita.barat@gmail.com](mailto:ipsita.barat@gmail.com))
- Ms. Cheryl Francis ([cherylsxc@gmail.com](mailto:cherylsxc@gmail.com))
- Ms. Feroza Mogrelia ([ferozafm@gmail.com](mailto:ferozafm@gmail.com))
- Prof Sujata Lahiri Pakrashi([sujatalahiri@yahoo.co.in](mailto:sujatalahiri@yahoo.co.in))
- Mr Lancelot Collins ([lancenigel@yahoo.co.in](mailto:lancenigel@yahoo.co.in))
- Ms. Anne Joseph – Invitee ([ankurkalakal@gmail.com](mailto:ankurkalakal@gmail.com))
- Disha Khandelwal (undergraduate student)([dishakhandelwal@xavcomsoceity.com](mailto:dishakhandelwal@xavcomsoceity.com))
  
- Harshita Jaiswal (Post graduate student)
- Prof Pritha Das (Doctoral student) ([prithadas@sxccal.edu](mailto:prithadas@sxccal.edu))