



Navnirman Shikshan Sanstha's

**S. P. Hegshetye College of Arts, Commerce & Science**

(Affiliated to University of Mumbai & Reco. by Govt. of Maharashtra)

S. M. Joshi Vidyaniketan, P 63, MIDC, Mirjole, Ratnagiri 415 639

Phone: (02352) 228977 / 230812 / 9420250977 E-Mail: navnirmancollege@rediffmail.com

## INSTITUTIONAL POLICY FOR ANTI RAGGING CELL

### **Anti-Ragging Committee**

The University Grants Commission has reiterated the ban on ragging of learners in Institutions of Higher Education. The learners admitted in the S.P. Hegshetye college of Arts commerce and science, are therefore directed to strictly desist from any kind of ragging in the college premises.

### **Forms of Ragging**

Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc. Any kind of eve teasing is also deemed as a form of ragging.

### **Punishment for Participation in/or Abetment of Ragging**

Following Punishment may be given to the learners for Participation in/or Abetment of Ragging :

1. Cancellation of admission from the college.
2. Suspension from attending lectures and practicals.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any Internal /semester end examination or other evaluation process.
5. Withholding results of Internal /semester end examination of the college.
6. Debarring from representing the college in any national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the college hostel.
8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
9. Expulsion from the college and consequent debarring from admission to any other college/institution.



**V/c Principal**

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### Anti-Ragging Committee Composition 2022-23

As per the UGC guidelines, Anti-ragging committee of the institute, has following composition.

### COMPOSITION OF ANTI RAGGING CELL

Name	Member	Designation
1	Mr. Sushil Salvi	Convenor
2	Mrs. Amruta salvi	Member
3	Miss. Siddhika Hatiskar	Member
4	Miss. Pranita Pilankar	Member



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### **Internal Complaint Committee (ICC)**

The institution providing equal opportunities to all. Men and women work together in a congenial atmosphere, however if there are any complaints involving physical contacts or advances, demand for sexual favours, sexually tainted remarks, and any unwelcome physical, verbal or nonverbal expressions of a sexual nature; it is addressed and appropriate action is taken. This cell aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

### **Why ICC?**

It is formed according to the provisions of the POSH ACT-Sexual Harassment of Women at Workplace Act of 2013, 9<sup>th</sup> December 2013. (Prevention, Prohibition and Redressal).

It is also mentioned in University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions)

### **Functions of ICC :**

- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees
- To conduct periodical programmes on women empowerment.
- To provide conducive environment and congenial atmosphere for women.



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## STUDENT GRIEVANCE REDRESSAL CELL:

### Institutional Policy

#### **Introduction**

The function of the Student Grievance Redressal Committee (INSTITUTE) is to look into the complaints lodged by any student, and judge its merit. The INSTITUTE is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the head of the Institute. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Institute at Administrative Block.

#### **2. Objective:**

The objective of the Institute is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institute.

A Institute should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.



*[Signature]*  
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- To investigate the cause of grievances.
- To ensure effectual solution to the online submitted grievances by stakeholders like students, faculties and parents.

### 3. Scope:

The INSTITUTE will deal with Grievances received in writing from the students about any of the following matters: -

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.
- Non-payment or delay in payment of scholarships to eligible student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority.

### 4. Functions:

Institute have provided an online portal ([www.sphegshetyecollege.in](http://www.sphegshetyecollege.in)) facility where any aggrieved students may submit an application seeking redressal of grievance.

- On receipt of an online complaint, the institution refers the complaint to the Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- After receipt of the online complaint, the Student Grievance Redressal Committee fix a date for hearing the complaint which is communicated to the aggrieved students. The cases will be attended promptly on receipt of written grievances from the students.
- The cell formally will review all cases and will act accordingly.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- After the resolution of the complaint, the Institute provides the copy of the order with signature to the student and the institution place it for general information on its website

### 5. Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the admin department and drop it in boxes.



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- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

**As per the notification published by UGC, New Delhi (Redressal of Grievance of Students) Regulation, 2019 vide F. No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019). All concerned are hereby informed that following Redressal of Grievance of Students Committee is constituted at Institute level as per UGC guidelines.**

