

Mula Education Society's  
Arts, Commerce and Science College, Sonai  
Tal: Newasa Dist: Ahmednagar (MS)  
**COLLEGE GRIEVANCE REDRESSAL CELL**  
Academic Year 2020-21

Date: 01/07/2020

The meeting of college grievance redressal cell members was held on 1<sup>st</sup> of July of 2020 at 11.00 am in the Conference Hall. The following points were discussed during the meeting.


MINUTES OF MEETING

- 1) Review of activities planned and carried out during academic year
- 2) Submission of annual report to IQAC
- 3) Suggestion box is to be kept and opened every Saturday 11.00am.
- 4) Discussion with principal and to take action.
- 5) Reporting to concerned (on notice board).
- 6) The meeting of the member is to be held every Saturday.
- 7) Keep the record of cell in format decided by committee.
- 8) Submit the report in prescribed format to IQAC at the end of academic year
- 9) Any other

MEMBERS PRESENT

- 1) Dr. Shankar Laware (Principal) Chairman
- 2) Dr. Dnyandeo Zine (Vice Principal)
- 3) Dr. Machhindra Varpe
- 4) Dr. Sitaram Roundal
- 5) Dr. Shweta Choudhare
- 6) Shri. Babasaheb Mali
- 7) Dr. Rajesh Wagh - Coordinator

SIGNATURE



(Dr. Rajesh V. Wagh)

Coordinator

College Grievance Redressal Cell



Mula Education Society's  
**Arts, Commerce & Science College, Sonai.**

Department of Grievance Redressal Cell

ACA – R - 31  
Rev : 00  
Date: 15.06.2018

**Term work Submission Report**

Academic Year: 2020-21  
Annual /Semester: I / II

Ref: MES/ACSC/ACA/ 01 /

Date: 25/07/2020

**COLLEGE GRIEVANCE REDRESSAL CELL**

**2020-21**

College grievance redressal cell was established in Academic Year 2017-18. The structure of this cell five members, Coordinator and Chairman. In the Academic Year 2020-21 no any grievance was registered from students to this cell.

In this College Grievance Redressal Cell following teaching and non-teaching members are working.

Sr. No	Name of committee Members	Post
1	Dr. Shankar Laware ( <i>Principal</i> )	Chairman
2	Dr. Dnyandeo Zine ( <i>Vice Principal</i> )	Members
3	Dr. Machhindra Varpe	Members
4	Dr. Sitaram Roundal	Members
5	Dr. Shweta Choudhare	Members
6	Shri. Babasaheb Mali	Members
7	Dr. Rajesh Wagh	Coordinator

Coordinator

Dr. Rajesh Wagh

सावित्रीबाई फुले पुणे विद्यापीठ  
विद्यार्थी कल्याण मंडळ

## UNIVERSITY GRANTS COMMISSION

Academic Year - 2020-2021 (Semester2)

## Proforma for monitoring the directions of Hon'ble Supreme Court of India on measures against Ragging in educational institutions

Sr.No	Name of Institute / College	Mula Education Society Arts Commerce and Science College Addr: Post Sonai Tal: Nevasa Dist: Ahmednagar Pincode: 414105
	Principal Name	Shankar Laxman Laware
1	Whether Anti ragging Squads were Constituted ?	Yes
2	Whether Anti ragging Committees were Constituted ?	Yes
3	Whether prospectus mention possible actions against Ragging ?	Yes-on college website as well as highlighted in porch
4	Whether names,telephone nos. of authorities to be contacted have been publicized / made available to Freshers?	Yes-through highlighted in common place
5	Whether students are allowed free access to phone (cell & Landline) in hostel(s) for timely reporting?	Yes-mobile
6	Whether Seniors counseled?	Yes
7	Whether Freshers counseled?	Yes-induction program
8	Whether oriantation courses for freshers counseled?	Yes-Induction program
9	Anti Ragging Squads -	
	9 (a) Date of Formation	15/06/2019
	9 (b) No.of Members	12
	9 (c) Names of Members	1.Prin. Dr. Shankar Laware 2.Dr. Ashok Tuwar 3.Dr. Macchhindra Varpe 4.Shri. Vasant Phatake 5.Dr. Shivaji Darandale 6.Dr. Shweta Choudhare 7.Dr. Ravindra Khandare 8.Shri. Suresh Gadakh 9.Shri. Sandip Shirsath 10.smt. Manda Mali 11.API Sonai Police Station 12.Dr. Bhanudas Chopade
	9 (d) No . of raids	2
	9 (e) Frequency of raids	01
	9 (f) Surprise raids	01
	9 (g) Others Measures taken by the squad	-
	9 (h) No.of cases detected	00
	9 (i) Action taken as follow up	00
10	Anti Ragging Committee -	



वि.कं.मं.नोंदणी क्रमांक :- AN040

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विद्यार्थी कल्याण मंडळ

UNIVERSITY GRANTS COMMISSION

Academic Year - 2020-2021 (Semester2)

	10 (a) Date of Formation	15/06/2020
	10 (b) No.of Members	6
	10 (c) Names of Members	1.Dr. Ashok Tuwar 2.Dr. Shivaji Darandale 3.Dr. Shweta Choudhare 4.Dr. Ravindra Khandare 5.Shri. Mali B.B. 6.Mr. Yogesh Salve
	10 (d) No . of raids	2
	10 (e) Frequency of raids	01
	10 (f) Surprise raids	01
	10 (g) Others Measures taken by the squad	-
	10 (h) No.of cases detected	00
	10 (i) Action taken as follow up	00
11	Inquiry(ies) Conducted ?	02
12	Panishment meted out ?	
	12 (a) Suspension	No
	12 (b) Rustication	No
	12 (c) Expulsion	No
13	No. of F.I.R.(s) lodged by institution with details	00
14	As per UGC norms online undertaking forms submitted from students,Mention students count	Yes-2217

Signature and Stamp  
Principal/Director

**Principal**  
Mula Education Society's  
Art's, Commerce & Science College  
Sonai, Tal. Newasa, Dist. Solapur



## Mechanism for Prevention, Prohibition and Redressal of Sexual Harassment

The MES Arts, Commerce & Science College, Sonai in pursuance to the regulations published by UGC "University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015" has constituted the Internal Complaints Committee (ICC) Named as "Committee Against Sexual Harassment" for Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students in the MES Arts, Commerce & Science College, Sonai.

### Definition of Sexual Harassment

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 behavior (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 colored 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 behavior 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;

### Procedure for Approaching Committee

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 Chairperson or any member of the ICC 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



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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 situation where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

**ICC/LCC Known as Committee Against Sexual Harassment**

- Members to hold office for a term not exceeding three years
- ICC for each branch, offices if there are multiple
- Functions
  - To educate and sensitize employee about the issue
  - To address the complaint, conduct enquiry etc.
- Operates as a Quasi Judicial Body with powers to
  - Summon and enforce attendance
  - Call for evidence, documents
  -

**COMMITTEE AGAINST SEXUAL HARASSMENT**

Chairman	Principal
Member	From amongst NGO/ associations, Doctor Advocate, Incharge of Ladies Hostel
Member	01 Girl & 01 Boy as a Student representative
Convener	Women Working at senior level as employee
* 50% shall always be women	

**Complaint Committee should -**

- I. Be thoroughly prepared
- II. Know the Act, Policy and/or relevant Service Rules
- III. Gather and record all relevant information
- IV. Determine the main issues in the complaint
- V. Prepare relevant interview questions
- VI. Conduct necessary interviews
- VII. Ensure parties are made aware of the process and their rights/responsibilities within it
- VIII. Analyze information gathered
- IX. Prepare the report with findings/recommendations
- X. Maintain Confidentiality
- XI. Be impartial, non retaliation
- XII. Clinical

**The Complaint mechanism**

- Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Complaints Committee, within a period of three months from the



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date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

- The time limit may be extended for another three months if the CC is satisfied with the reasons for non non-filing
- If woman is unable to make a complaint in writing, CC to provide assistance

**Who can make the complaint?**

- The woman herself
- In case of mental incapacity
  - Her relative
  - Friend
  - Special educator
  - Qualified psychiatrist/ psychologist
  - Guardian under whom she is receiving care
  - Any person who has information about incident with written consent of any of the above
- In case of Physical incapacity
  - Her relative
  - Friend
  - Co-worker
  - Officer of the National / State commission for women
  - Any person who has information about incident with the written consent of woman
  - In case of death any person who has information about incident with the written consent of legal heir
  - In any other case, by any person Any person who has information about incident with the written consent of woman
  - is unable to make complaint due to death or physically or mentally incapacity, her legal heir or a person authorized by her may make the complaint

**The Complaint**

- The complaint by the aggrieved person should contain all the material and relevant details concerning the alleged sexual harassment which includes
  - the name of contravener
  - the complainant
  - Date
  - Time
  - Location
  - Working Relationship between parties
  - Names and addresses of witnesses, if any

**The Complaint mechanism**



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- On receiving such a complaint, the chairperson will inform other members of Committee at the earliest possible and Committee will take further steps in the matter as required. The first meeting is to be held immediately within reasonable time but not later than 07 working days of receiving the written complaint of the Aggrieved .
- The ICC shall investigate the Complaint and submit its Report containing the findings/ recommendations along with relevant documents
- In conducting inquiry, a minimum of three members of CC including chairperson to be present

### **Upon Receipt of Complaint**

- Review the Complaint to ensure
  - It has all the information
  - The conduct of respondent was towards complainant and is improper and may form SH at Workplace
  - The incident occurred in workplace or at any location/any event related to work
- Send complaint to Respondent within seven days of receipt to respond within 10 days
- Meet up with complainant for any settlement/conciliation

### **Conciliation**

- Initiate conciliation process in the form of
  - Verbal warning
  - Counseling
  - Educating
  - Appoint neutral conciliator to resolve
- Forward the findings/ conciliation resolution to employer
- The choice is of the complainant

### **Inquiry**

- Initiate enquiry
- Interview the Complainant, Respondent, Witnesses
- Listing of the Events
- Fact Finding
- Confidentiality and Impartiality is the key
- Inquiry Process
- Follow the Principles of natural Justice
  - Order Ex-parte or terminate the proceedings if the complainant or Respondent fail to be present for three consecutive hearings
- Legal Practitioners are not permitted
- Confidentiality to be maintained
- Committee must adhere to the Rules of Natural Justice





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**There are three important rules to be observed by the Committee:**

- Hearing - Nobody can be condemned without being heard
- Fair Play - The judge must be impartial and act fairly and in good faith
- Reasoned Orders

**Interim Measure**

- To prevent ongoing SH at the written request of the woman or event otherwise, CC may recommend
  - Restrain the respondent from
    - reporting on work performance of the Aggrieved woman
    - Writing her Confidential Report, appraisal
    - Supervising her academic activities
  - Transfer the Complainant or Respondent
  - Place Complainant or Respondent on Leave

**Recommendations**

- In case allegations are Proven
  - Service Rules to be followed as for “misconduct”
  - Disciplinary Actions like Written Apology; Warning;
  - Reprimand
  - With-holding of promotion
  - With-holding of pay increase or increments
  - Counseling Sessions
  - Community Service
  - Termination from services
  - Financial Damages
  - Additional recommendations to address underlying factors

**False or malicious complaint**

- Where the Internal Committee, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer, to take action against the woman or the person who has made the complaint, as the case may be, in accordance with the provisions applicable to her or him. Provided further that the malicious intent on part of the complainant has been established after an inquiry in accordance with the procedure prescribed, before any action is recommended.
- If the ICC comes to the conclusion that any witness has given wrong statement or evidence, it may recommend the employer to take action against such employee as well



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**Timelines as per the Act**

Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days of complaint
Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days Appeal Within 90 days of the recommendations

**Confidentiality**

The Act prohibits the disclosure of:

- Contents of the complaint;
- Identity and address of complainant, respondent and witnesses;
- Information pertaining to conciliatory/inquiry proceedings or recommendations of the ICC/LCC;
- Action taken by the employer/DO.

**Monitoring:**

- **Monitoring Process**
- Submission of Annual Report
  - No of cases received
  - No of cases disposed of
  - No of case pending more than 90 days
  - No of workshops/awareness sessions carried out
  - Nature of action taken by employer
- Inspection
  - Make available any information, records or document including physical inspection of workplace
- Mention in the Directors Report

**Non compliance – penal consequences**

- Fails to constitute an Complaint Committee (CC)
- Fails to act on the recommendation of the CC
- Fails to file Annual report
- Contravenes or abets the contravention of the provisions of the Act
- In the event of repeat of a breach
  - Twice or higher the punishment prescribed
  - Cancellation/ withdrawal/ non renewal of license/ registration for carrying out the business



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**Appeal**

- A person Aggrieved by the orders of the CC or in the case of non-implementation of the orders may file an Appeal with appropriate authority
- Either party can chose to seek justice through the regular court of justice

Principal

Dr. S.L. Laware

**PRINCIPAL**  
Arts, Commerce & Science College  
Sonai, Tal. Newasa, Dist. A.Nagar  
Pin - 414 105

Convener,

Committee against sexual harassment  
S.B. Choudhare

IQAC Coordinator

Dr. J.C. Sonawane

Vice Principal

Dr. D.E. Zine

**Vice Principal**

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