

Hanuman Shikshan Prasarak Mandal, Sonpeth's
**LATE RAMESH WARPUDKAR ARTS, COMMERCE & SCIENCE
 COLLEGE, SONPETH. DIST. PARBHANI 431516 (MS)**
NAAC Accredited Grade 'B' with 2.03 CGPA (Validity: 02 March 2020)
 (Affiliated to: Swami Ramanand Teerth Marathwada University, Nanded)
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**PROOF FOR IMPLEMENTATION OF GUIDELINES OF
 STATUTORY /REGULATORY BODIES**


- ❖ The Grievance Redressal Committee, Internal Complain Committee, and Anti-Ragging Committee Timely redressal of students including sexual harassment and ragging cases.
- ❖ All committees grievances in a fair and impartial manner and maintain confidentiality.
- ❖ Internal Complain Committee looking into any complaints filed by students and staff about grievances at the college.
- ❖ Anti-Ragging Committee & Anti-Ragging Squad.
- ❖ Institution has provided disciplinary guidelines to the students.

Statutory/Regulatory Committees

The UGC Regulations for Grievance Redressal, UGC regulations for Anti-Ragging, Maharashtra Prohibition of Ragging Act, 1999 and UGC regulations for Internal complaint committee have been uploaded on website. Accordingly, committees have been formed in the institute. The following index can be referred to for the regulations and guidelines by statutory committees for grievance redressal, governing regulations implemented and constitution of different committees.

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 PRINCIPAL

Late Ramesh Warpudkar (ACS)
 College, Sonpeth Dist. Parbhani

1.1. UGC Regulations for Grievance Redressal



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)

7th December, 2018

PUBLIC NOTICE

ON

UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23rd 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 on or before **31st December, 2018**.

(Prof. Rajnish Jain)

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



**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

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Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



1.2. Regulations for Grievance Redressal

रजिस्ट्रेशन नं. डीएल (एन)-04/0007/2003-05

REGISTERED No. DL(N)-04/0007/2003-05



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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके
(Separate paging is given to this Part in order that it may be filed as a separate compilation)

भाग III—खण्ड 4

[PART III—SECTION 4]

[संविधिक निकायों द्वारा जारी की गई विविध अधिसूचनाएं जिसमें कि आदेश, विज्ञापन और सूचनाएं सम्मिलित हैं]
[Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices issued by
Statutory Bodies]

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



UNIVERSITY GRANTS COMMISSION

New Delhi-110002, the—December 2012

F. No. 14-4/2012(CPP-II)—In exercise of the power conferred under sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby makes the following regulations, namely:—

1. Short title, application and commencement:—

- (1) These regulations shall be called the University Grants Commission (Grievance Redressal) Regulations, 2012.
- (2) They shall apply to every University, 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.
- (3) 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 persons 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 institute;
- (ii) irregularity in the admission process adopted by the institute;
- (iii) refusing admission in accordance with the declared admission policy of the institute;
- (iv) non publication of prospectus, as specified;
- (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 person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;
- (vii) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;
- (viii) breach of the policy for reservation in admission as may be applicable;
- (ix) complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories;
- (x) non payment 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;
- (xi) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
- (xii) on provision of student amenities as may have been promised or required to be provided by the institution;
- (xiii) denial of quality education as promised at the time of admission or required to be provided;
- (xiv) non transparent or unfair evaluation practices;



(xv) harassment and victimisation of students, including sexual harassment;

(g) "Grievance Redressal Committee" means a committee constituted under these regulations;

(h) "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;

(i) "institution" for the purposes of these regulations, means university, college or institution, as the case may be;

(j) "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;

(k) "Ombudsman" means the Ombudsman appointed under regulation 4 of these regulations;

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

3. *Mandatory publication of prospectus, its contents and pricing:--*
(1) Every higher education institution, shall publish, before expiry of sixty days prior the date of the commencement of the admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and the general public, namely:—

(a) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or programme of study, and the other terms and conditions of such payment;

(b) 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 programme of study and the time within, and the manner in, which such refund shall be made to that student;

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

(d) the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;



- (e) the educational qualifications specified by the relevant appropriate statutory authority, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- (f) the process of admission and 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 programme of study and the amount of fee to be paid for the admission test;
- (g) details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such members are on regular basis or as visiting member;
- (h) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library and 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;
- (i) broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
- (k) any such other information as may be specified by the Commission;

Provided that an institution shall publish information referred to in items (a) to (j) of this sub 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 the different newspapers and through other media: Provided further that an institution may publish prospectus in accordance with this sub regulation at any time before the period of sixty days.

(2) 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. *Appointment, tenure, removal and conditions of services under grievance redressal mechanism –*

(1) Each University shall appoint an Ombudsman for redressal of grievances of students under these regulations.

(2) The Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a retired professor who has at least ten years' experience as a professor.

(3) The Ombudsman shall not, at the time of appointment, during one year before such appointment, or in the course of his tenure as Ombudsman, be in a conflict of interest with the university where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the university.

(4) The Ombudsman, 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 the 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.

(5) The Ombudsman in a State University shall be appointed by 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 - Chairman;
- (b) two Vice-Chancellors, by rotation from public universities of the State to be nominated by the State Government - Members;
- (c) one Vice-Chancellor, by rotation from a private university of the State to be nominated by the State Government - Member;
- (d) Secretary (Higher Education) of the State - Member-- Convener.

(6) The Ombudsman in a Central University and institution deemed to be university shall be appointed by the Central University or institution as the case may be on part-time basis



from a panel of three names recommended by the search committee consisting of the following members, namely:-

- a) Chairman of the University Grants Commission or his nominee - Chairman;
- b) one Vice Chancellor from central university, by rotation, to be nominated by the Central Government - Member;
- c) one Vice Chancellor from institution deemed to be university, by rotation, to be nominated by the Central Government - Member;
- d) Joint Secretary to the Government of India in the Ministry of Human Resource Development dealing or incharge of the higher education - Member;
- e) Joint Secretary in the office of the University Grants Commission - Member - Convener

(7) The Ombudsman shall be a part time officer appointed for a period of three years or until he attains the age of seventy year, whichever is earlier, from the date he resumes the office and may be reappointed for another one term in the same university.

(8) The Ombudsman shall be paid a fees of Rs. 3000 per day for hearing the cases, in addition to reimbursement of the conveyance.

(9) The Ombudsman may be removed on charges of proven misconduct or misbehavior or as defined under sub regulation (3) and (4) of this regulation, by the concerned appointing authority.

(10) No order of removal of Ombudsman shall be made except after an inquiry made in this regard by a person not below the rank of Judge of the High Court in which such Ombudsman has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

5. **Grievance Redressal Committee –**

- (1) In case of a college, the Vice Chancellor of the affiliating university shall constitute a Grievance Redressal Committee consisting of five members for an individual college or a group of colleges keeping in view the location of the college(s).
- (2) The Grievance Redressal Committee shall be constituted by the Vice-Chancellor of the affiliating university consisting of -
 - a) a senior Professor of the University - Chairman;
 - b) three senior teachers drawn from the affiliating colleges, on rotation basis, to be nominated by the Vice-Chancellor - Members;



- c) a student representing the college where the grievance has occurred to be nominated, based on academic merit, by the concerned college - special invitee.
- (3) The Grievance Redressal Committee shall have a term of two years.
- (4) The provisions of sub-regulations (8), (9) and (10) of regulation 4 and regulation 6 in respect of the matters of the reimbursement and procedure and functions shall, *mutatis mutandis*, apply to the Grievance Redressal Committee except that the Grievance Redressal Committee shall communicate its decision within ten days of receipt of the complaint.
- (5) Any person aggrieved by the decision of the Grievance Redressal Committee may within a period of six days prefer an appeal to the Ombudsman.
6. *Powers and functions of ombudsman -*
- (1) The Ombudsman shall exercise his powers to hear any grievance-
- (a) of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
- (b) of any applicant for admission as student to such institution.
- (2) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- (3) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Castes, the Scheduled Tribes, Socially and Economically Backward Classes, minority or disabled category, as *amicus curiae*, for hearing complaints of alleged discrimination.
7. *Procedure in redressal of grievances by Ombudsman and Grievance Redressal Committee-*
- (1) Each institution shall establish a registry, headed by an employee of the institute of appropriate rank as the Ombudsman may decide, where any aggrieved student or person may make an application seeking redressal of grievance.
- (2) The address of the registry so established shall be published widely including on the notice board and prospectus and placed on the website of the institution.



- (3) On receipt of an application by the registry, the employee-in-charge shall inform the Ombudsman or the Grievance Redressal Committee, as the case may be, shall immediately provide a copy to the institution for furnishing its reply within seven days.
- (4) The Ombudsman or the Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved person either in writing or electronically, as may be feasible.
- (5) An aggrieved person may appear either in person or represented by such person as may be authorised to present his case.
- (6) The Ombudsman or the Grievance Redressal Committee, as the case may be, shall be guided by the principles of natural justice while hearing the grievance.
- (7) The Ombudsman or the Grievance Redressal Committee, as the case may be, shall ensure disposal of every application as speedily as possible and not later than a month of receipt of the grievance.
- (8) The institution shall co-operate with the Ombudsman or the Grievance Redressal Committee, as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsman to the Commission.
- (9) On the conclusion of proceedings, the Ombudsman or the Grievance Redressal Committee, as the case may be, 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.
- (10) Every order under sub-regulation (9), under the signature of the Ombudsman or the Grievance Redressal Committee, as the case may be, shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (11) The institution shall comply with the order of the Ombudsman or the Grievance Redressal Committee, as the case may be,
- (12) Any order of the Ombudsman or the Grievance Redressal Committee, as the case may be, not complied with by the institution shall be reported to the Commission.
- (13) A complaint shall be filed by the aggrieved student or his parent or with a special permission from the Ombudsman or the Grievance Redressal Committee, as the case may be, by any other person.
- (14) In case of any false or frivolous complaint, the ombudsman may order appropriate action against the complainant.



8. *Information regarding Ombudsman Grievance Redressal Committee to be published in prospectus -*

The University, the institution deemed to be university and the college concerned shall provide detailed information regarding provisions of Grievance Redressal Committee, Ombudsman and the duties and rights of students in their prospectus prominently.

9. *Consequences of non-compliance -*

The Commission shall in respect of any institution which willfully contravenes or repeatedly fails to comply with orders of the Ombudsman or the Grievance Redressal Committee, 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 the newspapers or other 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) recommend to the Central Government for withdrawal of declaration as Institution deemed to be university, in case of an institution deemed to be university;
- (g) recommend to the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act;
- (h) taking such other action within its powers as the Commission may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations:

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 opportunity of being heard has been provided to it.

AKHILESH GUPTA
Secy.

PRINCIPAL
Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



2.1 UGC Regulations for Anti-Ragging



प्रा. मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



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

D. O. No. F.1-15/2009 (ARC) Pt.III

December 14, 2023/23 अग्रहायण, 1945

Respected Madam/Sir,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, to exercise the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website www.ugc.gov.in & www.antiragging.in.

It is once again brought to your kind notice that ragging is a criminal offence and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. These regulations are mandatory, and all institutions are required to take necessary steps for its implementation in toto including the monitoring mechanism. Any violation of these regulations will be viewed seriously. If any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, it will attract punitive action against itself by the UGC.

You are requested to step up anti-ragging mechanism by way of adequate publicity through various mediums; constitution of Anti-Ragging committee and Anti-Ragging squad, setting up of Anti-Ragging Cell, installing CCTV cameras at vital points, Anti-Ragging workshops and seminar, updating all websites with nodal officers' complete details, alarm bells etc. Regular interaction and counseling with the students, identification of trouble-triggers and mention of Anti-Ragging warning in the institution's E-prospectus and E-information booklets/brochures must be ensured. Surprise inspection of hostels; students' accommodation, canteens, rest cum recreational rooms, toilets, bus-stands must be carried out & Anti-Ragging posters must be displayed at all prominent places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. These posters are available on UGC website www.ugc.ac.in. The size of the posters should be 8x6 feet. Any other measure which would augur well in preventing/quelling ragging and any uncalled-for behavior/incident must be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in. For any other information regarding ragging you may please visit the UGC website i.e. www.ugc.gov.in & www.antiragging.in and contact UGC monitoring agency i.e. Centre for Youth (C4Y) on Mobile No. 09818044577 (only in case of emergency).



बहादुरशाह जफर मार्ग, नई दिल्ली-110002 | Bahadur Shah Zafar Marg, New Delhi-110002
Ph.: 011-23236288/23239337 | Fax: 011-2323 8858 | E-mail: secy.ugc@nic.in

2.


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In compliance to the directions of the Anti-Ragging Monitoring Committee constituted by Hon'ble Supreme Court of India, HEIs/Councils have to implement the following:

1. The concept of mentor-mentee as given out in the UGC Regulations for curbing the Menace of Ragging in HEIs - 2009 be followed by students in all institutions to make a comfortable bond amongst Juniors and Seniors.
2. The Anti Ragging Cell and Anti Ragging Squads of institutions should be empowered by provisioning of a legal counsel so that airtight cases against the ragging culprits can be made.
3. Henceforth for extreme ragging and suicide cases, Principal of the college and Registrar of the University will be called and will be answerable to the National Anti-Ragging Monitoring Committee for the reasons of non-compliance of UGC Regulations for ragging.
4. All the Councils/Regulatory Bodies must constitute a committee as and when a serious/suicide/death case is reported related to their Council/Regulatory Body to relook into the issue even when case is under police investigation. The Regulatory Bodies/Councils are also advised to appoint a legal person for the matter.
5. The Committee has also instructed the Anti Ragging Monitoring Agency to be more vigilant and carry out surprise checks all across the Nation to ensure that the UGC Regulations to curb the menace of ragging are being strictly adhered to by the HEI's, Teaching Staff and the students. Punitive action as mentioned in these regulations will be taken against the defaulters.

UGC also drives an Anti-Ragging Media Campaign through different modes and has undertaken the following activities to promote the campaign which are available on UGC website www.ugc.gov.in

1. UGC developed 05 TV Commercials of 30 seconds each with different perspective for Parents, Victim and Offenders.
2. UGC designed and distributed 04 types of posters amongst Universities / Regulatory Authorities / Councils / IITs / NITs / other educational institutions for their prominent display.
3. UGC consecutively organized 02 Anti-Ragging Competitions for students/faculty/general public for the wider awareness of the menace of ragging.

In compliance of the 2nd Amendment in UGC Regulations, you are requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in

You are also requested to implement the revised procedure for students to file an online Anti-Ragging affidavit. The student will receive an e-mail with his/her registration number. The student will forward that e-mail to the Nodal officer in his/her university/college e-mail.

Universities/Colleges have to display the email address and contact number of the Nodal Officer of Anti-Ragging Committee of their university/college on their website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities, etc.

Ami S.

CONTINUATION SHEET

-03-



Universities and Colleges are requested to insert a mandatory column in their university/college's admission form as per the given format:

Anti Ragging Undertaking Reference no:	<input type="text"/>
--	----------------------

All HEI's are further advised to fill in the complete details of their respective Anti Ragging Committee and Anti Ragging Squad on the website i.e. www.antiragging.in and also display these lists on the Notice Boards.

Universities are also requested to ensure strict compliance of this advisory and fill the compliance on www.antiragging.in. You are also requested to forward this advisory to all the colleges in your ambit with strict compliance directions. All colleges be instructed to make multiple prints of this circular and the same to be prominently displayed at all the locations visited by the Students.

IT IS ONCE AGAIN REITERATED FOR THE BENEFIT OF ALL THE STAKEHOLDERS THAT RAGGING IS A CRIMINAL OFFENCE AND THE CULPRITS WILL ATTRACT PUNITIVE ACTION AS MENTIONED IN THE UGC REGULATIONS.

With kind regards,

Yours sincerely,


(Manish Joshi)

The Vice-Chancellor/Registrars of all Universities

Copy to:

1. All Regulatory Authorities
2. Ms. Jasleen Kaur, Under Secretary, Ministry of Education, (jasleen.kau@nic.in).
3. DS(website), UGC (for uploading on (i) UGC website, (ii) Under ragging related Twitter handle of UGC)
4. Ms. Alka Tomar, Centre for Youth (C4Y)(alka.tomar@c4yindia.org) (for uploading on antiragging.in)


(Manish Joshi)


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2.2 Regulations for Anti-Ragging



रजिस्ट्री सं० डी० एल०-33004/99

REGD. NO. D. L.-33004/99

भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

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PART III—Section 4

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 101] नई दिल्ली, शनिवार, मार्च 29, 2014/ चैत्र 8, 1936
No. 101] NEW DELHI, SATURDAY, MARCH 29, 2014/ CHAITRA 8, 1936

विश्वविद्यालय अनुदान आयोग

अधिसूचना

नई दिल्ली, 25 दिसम्बर, 2013

मि.सं. 15-3/2013 (ए.आर.सी.) पार्ट-III.-विश्वविद्यालय अनुदान आयोग अधिनियम, (1956) (3-1956) की धारा (ग) के उप-अनुच्छेद (I) के अनुच्छेद 26 में प्रदत्त अधिकारों के क्रियान्वयन के अनुसार विश्वविद्यालय अनुदान आयोग एतद्वारा निम्न विनियम सृजन करता है, नामतः -

- (1) यह विनियम "उच्चतर शैक्षिक संस्थानों" में रैगिंग के जोखिम के निराकरण (द्वितीय संशोधन) विनियम 2013 कहलायेंगे।
- (2) इन विनियमों के अनुलग्नकों-I एवं II के अंतर्गत रैगिंग के जोखिम पर नियंत्रण के विश्वविद्यालय अनुदान आयोग विनियम 2009 (जो आगे से प्रमुख विनियम के रूप में जाने जाएँगे) इनमें सम्मिलित निम्न वाक्यों का विलोपन किया जाएगा:-
"सत्यनिष्ठापूर्वक पुष्टि की गई एवं इस पत्र की विषयवस्तु को पढ़कर इस (दिन) (माह)..... (वर्ष) को मेरी उपस्थिति में हस्ताक्षरित किया गया।

राफ्त आयुक्त

उपमन्थु बसु, सचिव

[विज्ञापन-III/4/असं./113/13]

पाद टिप्पणी:- प्रमुख विनियमों को भारत के राजपत्र में अधिसूचना सं. 27 दिनांक 07.07.2009 में प्रकाशित किया गया था।


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छात्र का आरवासन

1. मैं (प्रवेश/पंजकरण/नामांकन संख्या के साथ ही छात्र का पूरा नाम) सुपुत्र/सुपुत्री/..... श्री/श्रीमती/सुश्री जिसे में (संस्थान का नाम) प्रवेश दिया गया है, उसने उच्च शैक्षिक संस्थानों में 2009 के जोखिम पर नियंत्रण संबंधी यूजीसी विनियमों की प्रति प्राप्त की है (जो इसके आगे से विनियम कहलायेंगे) तथा इन विनियमों में समाविष्ट प्रावधानों को ध्यानपूर्वक पढ़ कर पूरी तरह से समझ लिया है।
2. मैंने, विशेष रूप से इन विनियमों की धारा 3 को ध्यानपूर्वक पढ़ा है तथा मुझे इस बात का संज्ञान है कि रैगिंग में कौन सी बातें सम्मिलित हैं।
3. मैंने विनियमों की धारा 7 एवं 9.1 को भी विशेष रूप से पढ़ा है तथा मैं उस दण्डात्मक एवं प्रशासनिक कार्रवाई के विषय में पूरी तरह से सचेत हूँ जो मेरे विरुद्ध लागू की जा सकती है यदि मैं रैगिंग को बढ़ावा देने के लिए दोषी पाया जाता हूँ अथवा रैगिंग को सक्रिय अथवा छिपे तौर से प्रोत्साहित करने अथवा इस विषय में षड्यन्त्र करने का दोषी पाया जाता हूँ।
4. मैं एतद्वारा सत्यनिष्ठ रूप से प्रमाणित करता/करती हूँ एवं आश्वासन देता/देती हूँ कि.....
(क) मैं ऐसे किसी व्यवहार अथवा कृत्य में संलिप्त नहीं होऊँगा/होऊँगी जिसे इन विनियमों की धारा 3 के अंतर्गत रैगिंग के रूप में माना जा सकता है।
(ख) मैं ऐसे किसी आचरण अथवा अनाचरण के काम में न तो भाग लूँगा/लूँगी न ही उसके षड्यन्त्र में अथवा उसके प्रोत्साहन में शामिल होऊँगा जिस कृत्य को इन विनियमों की धारा 3 के अंतर्गत रैगिंग के रूप में माना गया है।
5. मैं, एतद्वारा प्रमाणित करता/करती हूँ कि यदि मैं दोषी पाया जाता हूँ तो इन विनियमों की धारा 9.1 के अनुसार इनसे बिना पूर्वाग्रह के मैं दण्ड के लिए तथा ऐसी दण्डात्मक कार्रवाई के लिए उत्तरदायी हूँ जो कि अन्य किसी आपराधिक मामले के प्रति किसी घालू दण्डात्मक अथवा अन्य किसी कानून के अनुसार मेरे विरुद्ध की जा सकती है।
6. मैं घोषित करता/करती हूँ कि इस देश के किसी भी संस्थान ने, मुझे रैगिंग के षड्यन्त्र में अथवा इसे प्रोत्साहित करने, इसको भड़काने में अथवा इसमें भाग लेने के मामले में दोषी पाने के लिए ना तो निष्कासित किया है ना ही प्रवेश से बाधित किया है—और मैं यह भी प्रमाणित करता/करती हूँ कि यदि की गई यह घोषणा असत्य पाई जाती है तो मुझे पूरी जानकारी है कि मेरा प्रवेश निरस्त करने का उत्तरदायित्व मुझ पर होगा।

घोषित किया गया दिन माह वर्ष

शपथकर्ता के हस्ताक्षर

नाम

सत्यापन

सत्यापित किया जाता है कि यह वचनबद्धता मेरे संज्ञान सर्वांगीण रूप से सत्य है तथा इसका कोई भी अंश असत्य नहीं है तथा इसमें कथित कोई भी बात ना तो छिपाई गई और ना ही अयर्थाथ कही गई है।

सत्यापित (स्थान) दिन माह वर्ष

शपथकर्ता के हस्ताक्षर

नाम:

**माता-पिता/अभिभावक द्वारा दी गई प्रतिबद्धता**

1. श्री/श्रीमती/सुश्री _____ (माता-पिता/अभिभावक का पूरा नाम छात्र का पूरा नाम, उसके प्रवेश/पंजीकरण/नामांकन संख्या सहित) के पिता-माता/अभिभावक, जिसके छात्र को _____ (संस्थान का नाम) में प्रवेश दिया गया है, इसने उच्च शैक्षिक संस्थानों, 2009, में रैगिंग के जोखिम पर नियन्त्रण लगाने से संबंध यूजीसी विनियमों (जो आगे से विनियम के नाम से कहलायेंगे) को ध्यानपूर्वक पढ़ लिया है तथा इन विनियमों में समाविष्ट प्रावधानों को पूरी तरह समझ लिया है।
2. मैंने, विशिष्ट रूप से इन विनियमों का अवलोकन किया है तथा मुझे इस ज्ञात की जानकारी है कि रैगिंग में क्या बात शामिल है।
3. मैंने विनियमों की धारा 7 एवं 9.1 का भी विशेष रूप से अध्ययन किया है तथा मैं पूरी तरह से जागरूक हूँ कि यदि मेरी संतान रैगिंग की अथवा रैगिंग में सहायक होने की सक्रिय अथवा छिपे तौर से दोषी पाया/पाई जाती है अथवा रैगिंग को बढ़ावा देने के षडयन्त्र का एक हिस्सा होता/होती है तो उस स्थिति में उसके विरुद्ध जिस दण्डात्मक एवं प्रशासनिक कार्रवाई का वह भागीदार होगा/होगी, वह मेरे संज्ञान में है।
4. मैं एतद्वारा सत्यनिष्ठ रूप से प्रमाणित करता/करती हूँ एवं आश्वासन देता/देती हूँ कि _____
(क) मेरी संतान ऐसे किसी व्यवहार अथवा कृत्य में संलिप्त नहीं होगी जिसे विनियमों की धारा 3 के अंतर्गत रैगिंग माना गया है।
(ख) मेरी संतान जान बूझकर अथवा मूलचूक से ऐसे किसी कृत्य में न तो संलिप्त होगी अथवा न ही उसमें सहायक होगी ना ही उसे प्रोत्साहित करेगी जिसे इन विनियमों की धारा 3 के अंतर्गत रैगिंग के रूप में माना गया है।
5. एतद्वारा मैं यह घोषित करता/करती हूँ कि यदि मेरी संतान रैगिंग की दोषी पाई जाती/पाया जाता है तो वह इन विनियमों की धारा 9.1 के अनुसार दण्ड की भागीदार होगा/होगी जो कि किसी भी अन्य आपराधिक कृत्य के पूर्वाग्रह के बिना होगा-तथा जो दण्ड मेरी संतान के विरुद्ध किसी भी दण्ड संबंधी कानून के अथवा वर्तमान में लागू किसी भी अन्य कानून के अनुसार होगा।
6. एतद्वारा मैं यह घोषित करता/करती हूँ कि यदि मेरी संतान इस देश में विद्यमान किसी भी संस्थान द्वारा रैगिंग की दोषी अथवा उसमें सहायक होने कि अथवा षडयन्त्र का एक हिस्से के रूप से दोषी होने के कारण अथवा उसे प्रोत्साहित करने के दोष के कारण निष्कासित नहीं हुई है/हुआ है तथा मैं यह भी पुष्टि करता हूँ कि यदि यह घोषणा असत्य पाई जाती है, तो मेरी संतान को दिया गया प्रवेश निरस्त कर दिया जायेगा।

घोषित किया गया _____ दिन _____ माह _____ वर्ष _____

शपथकर्ता के हस्ताक्षर

नाम:

पता:

दूरभाष सं./मो. नं.:

सत्यापन

सत्यापित किया जाता है कि यह वचनबद्धता मेरे संज्ञान में सर्वांगीण रूप से सत्य है तथा इसका कोई भी अंश असत्य नहीं है तथा इसमें कथित कोई भी बात ना तो छिपाई गई है और ना ही अयर्थाथ कही गई है।

सत्यापित (स्थान) _____ दिन _____ माह _____ वर्ष _____

शपथकर्ता के हस्ताक्षर

नाम:

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 25th December, 2013

No. F. 15-3/2013 (ARC) Pt. III.—In exercise of powers conferred under clause (g) of sub-section (1) of section 26 of the University Grants Commission Act 1956 (3 of 1956), the University Grants Commission hereby makes the following regulations, namely:-

- (1) These regulations may be called the "curbing the Menace of Ragging in Higher Educational Institutions (second Amendment) Regulations, 2013".
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. In UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter referred to as the Principal regulations), in the Annexure-I and II of the regulations, the sentences containing the following shall be deleted:

"Solemnly affirmed and signed in my presence on this (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER"

UPAMANYU BASU, Secy.

[ADVT. III/4/Exty./113/13]

Foot Note: The principal Regulations were published in the Gazette of India, vide notification number 27 dated 04.07.2009.

ANNEXURE-I

UNDERTAKING BY THE STUDENT

I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms., having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- (2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- (3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- (4) I hereby solemnly aver and undertake that
 - (a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.



- (5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- (6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year).

Signature of deponent
Name:

ANNEXURE-II

UNDERTAKING BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of, (full name of student with admission / registration/enrolment number) _____, having been admitted to _____ (name of the Institution) _____, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations."

- (2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- (3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- (4) I hereby solemnly aver and undertake that
- (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- (5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

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(6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent
Name:
Address:
Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at (Place) on this the (day) of (month) (year).

Signature of deponent
Name:

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PRINCIPAL
Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



2.3 Judgement of Hon. Supreme Court on Anti-Ragging

SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT DELIVERED ON THE 8th MAY 2009.

- I. The Hon. Supreme court ordered that a number of recommendations made by the Raghavan Committee be implemented immediately. These included
 - Confidence building measures such as appointment of counsellors, arrival of senior students a week or two weeks after the Juniors have arrived; joint sensitization programmes; joint orientation programme of 'freshers' and 'seniors' to be addressed by the principal/Head of the institution; organization on large scale of cultural, sports and other activities; make provisions for faculty members to dine with the hostel residents in their respective hostels etc.
 - Every institution must have an Anti-Ragging Committee and an Anti-Ragging Squad. There should be a Monitoring Cell on Ragging at the University Level that would coordinate with the affiliated colleges and institutions under its domain. There should be a Monitoring Cell at the level of the Chancellor of the State Universities.
 - In the, light of the increasing number of private commercially managed, lodges or hostels outside campuses, such hostels and management must be registered with the local police authorities and permission to start such hostels or register them must necessarily be recommended by the Heads of educational institutions. It should be mandatory for both local police, local administration as well the institutional authorities to ensure vigil on incidents that may come within the definition of ragging.
 - Wardens must be accessible at all hours and therefore it is important that they, be available on telephone and other modes of communication. Similarly, the telephone numbers of the other important functionaries - Heads of institutions, faculty members, members of the anti-ragging committees, district and sub-divisional authorities and state authorities where relevant, should also be widely disseminated for the needy to get in touch or seek help in emergencies.
 - Brochures or booklet/leaflet distributed to each student at the beginning of each academic session for obtaining undertaking not to indulge or abet ragging, shall contain the blueprint of prevention and methods of redress."

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



- The educational institutions shall ensure that each hostel should have a full-time warden who resides within the hostel, or at the very least, in the close vicinity thereof.
2. The Hon. Supreme Court acknowledged that The Ministry of Human Resource Development, Government of India, in consultation with UGC, MCI, AICTE and other similar regulatory bodies was in the process of setting up a central crisis-hotline and anti-ragging database in the manner suggested by Dr. Raj Kachroo. The Hon. Court, however, added that
 - The task of monitoring the database be given to a nongovernmental agency, to be immediately nominated by the Union of India to build confidence in the public and also to provide information of non compliance to the regulatory bodies and to the Raghavan Committee.
 - The database shall be created out of affidavits affirmed by each student and his/her parents/guardians, which affidavits shall be stored electronically, and shall contain the details of each student.
 - The database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
 3. The Hon. Supreme Court ordered that Regulations on Curbing the Menace of Ragging, formulated by the UGC, must be adopted by all other regulatory bodies, such as AICTE, MCI, DCI, NCI etc.;
 4. The Hon. Supreme Court acknowledged that the incident involving the death of Aman Kachroo clearly indicated that the formulation of guidelines and regulations was not sufficient. Hence, the Hon. Court ordered that such regulations shall have to be enforced strictly, and penal consequences for the heads of the institutions/administration of the institution who do not take timely steps in the prevention of ragging and punishing those who rag. In addition to penal consequences, departmental enquiries be initiated against such heads institutions / members of the administration / faculty members / non-teaching staff, who display an apathetic or insensitive attitude towards complaints of ragging;
 5. The Hon. Supreme Court said that not only the students, but also the faculty must be sensitized towards the ills of ragging, and the prevention thereof. Non-teaching staff, which includes administrative staff, contract employees, security guards etc., have also to be regularly sensitized towards the evils and consequences of ragging;



6. The Hon. Supreme Court ordered that the Principal or Head of the Institution/Department shall obtain an undertaking from every employee of the institution including teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service record.
7. The Hon. Supreme Court said that it was necessary that parents/guardians of freshers assume responsibility for promptly bringing to the notice of the Head of the Institution any instance of ragging.
8. The Hon. Supreme Court said that the SHO/SP, within whose jurisdiction a particular college falls, shall be responsible for ensuring that no ragging takes place on the campus of the concerned college, and to effectively deal with incidents of ragging, should, any such incidents take place. Once a central database/crisis hotline is made operative then as soon as SHO/SP, within whose jurisdiction a particular college falls, is contacted by the crisis hotline staff, then such SHO/SP shall deal effectively with the incident and cooperate and communicate with the crisis hotline staff and/or the independent monitoring agency. This will build confidence and encourage people to report incidences of ragging without fear or delay;
9. The Hon. Supreme court said that once the database/crisis hotline is operative, State Governments shall amend their anti-ragging statutes to include provisions that place penal consequences on institutional heads.

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2.4 UGC Regulation on Curbing The Menace of Ragging

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN

BAHADURSHAH ZAFAR MARG, NEW DELHI – 110 002

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN

HIGHER EDUCATIONAL INSTITUTIONS, 2009.

(Under Section 26 (1) (g) of the University Grants Commission Act, 1956)

Dated June, 2009.

PREAMBLE.

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 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 including 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, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, 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, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

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,

1. Title, commencement and applicability.-

1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".

1

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



1.2 They shall come into force from the date of their publication in the Official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

2. Objectives.-

To prohibit 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, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, 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; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it

3 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.-?

a. 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. Definitions. -

1) In these regulations unless the context otherwise requires,- a) "Act" means, the University Grants Commission Act, 1956 (3 of 1956); b) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year. c) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations. d) "Commission" means the University Grants Commission; e) "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils. f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district. g) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred. h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution. i) "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such



institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma. j) "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act; k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

(2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be.

5. Measures for prohibition of ragging at the institution level:-

a) No institution or any part of it thereof, including its elements, including, but not b) 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.

6 Measures for prevention of ragging at the institution level.-

6.1 An institution shall take the following steps in regard to admission or registration

of students; namely, a) 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.

b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full. Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus. Provided further that 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.

c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.



d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioral pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.

g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.

h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent



ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

- i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.
- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.



6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.
- b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely;
 - (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations;
 - (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti -ragging committee;
 - (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members ;
 - (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.
 - (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.
- f) The institution shall set up appropriate committees, including the course-in charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such



informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.

i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.

k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.

l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.

m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.

n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organization authorized to do so.

o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same.; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.



p) 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. Such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

q) The database shall be made available by Commission to the non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

r) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.

b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

c) Every institution shall also constitute a smaller body to be known as the Anti- Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.

e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of



the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.

h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely;

a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counseling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a



mobile phone by the institution, the number of which shall be publicized among all students residing in the hostel.

- c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
- d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
- e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- f) The faculty of the institution and its non-teaching staff, which includes, but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- g) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.
- h) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- i) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.
- j) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.



k) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.

l) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

m) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members or bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

n) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.

o) The Vice Chancellor of each University shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

7. Action to be taken by the Head of the institution.-

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 authorized 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 relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;



- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

8. Duties and Responsibilities of the Commission and the Councils.-

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;



- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) 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.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) In order to enable a student or any person to communicate with the Anti- Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- e) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- f) The Commission and respective council 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 through an agency approved by the Ministry of Human Resource Development, Government of India; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- g) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.



b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.

c) 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.

d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorized accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.

e) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.

f) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

9. Administrative action in the event of ragging.-

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

a) 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.

b) 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;

i. Suspension from attending classes and academic privileges.

ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.

iii. Debarring from appearing in any test/ examination or other evaluation process.



- iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the institution for period ranging from 1 to 4 semesters.
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
 - x. Fine which may extend up to Rs.2.5 Lakh. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- c) 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.
- 9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;
- i. Withdrawal of affiliation/recognition or other privileges conferred.
 - ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University. Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.
 - iii. Withholding grants allocated to it by the university, if any
 - iv. Withholding any grants canalized through the university to the institution.
 - v. Any other appropriate penalty within the powers of the university.



9.3 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 enquiry, 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 action.

9.5 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for 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 possess the minimum academic standards.
- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations. Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN



- I, Mr./Mrs./Ms. _____ (*full name of parent/guardian*) father/mother/guardian of _____ (*full name of student with admission/registration/enrolment number*), having been admitted to _____ (*name of the institution*), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
- My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent
Name:
Address:
Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.
Verified at _____ (*place*) on this the _____ (*day*) of _____ (*month*), _____ (*year*).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (*day*) of _____ (*month*), _____ (*year*) after reading the contents of this affidavit.

OATH COMMISSIONER

प्रबंधक, भारत सरकार मुद्रणालय, फरीदाबाद द्वारा मुद्रित
एवं प्रकाशन नियंत्रक, दिल्ली, द्वारा प्रकाशित 2009
PRINTED BY THE MANAGER, GOVT. OF INDIA PRESS, FARIDABAD
AND PUBLISHED BY THE CONTROLLER OF PUBLICATION, DELHI, 2009

ANNEXURE I
AFFIDAVIT BY THE STUDENT



I, _____ (*full name of student with admission/registration/enrolment number*)
s/o d/o Mr./Mrs./Ms. _____, having
been admitted to _____ (*name of the institution*), have
received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher
Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and
fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to
what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and
am fully aware of the penal and administrative action that is liable to be taken against
me in case I am found guilty of or abetting ragging, actively or passively, or being part
of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as
ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of
commission or omission that may be constituted as ragging under clause
3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment
according to clause 9.1 of the Regulations, without prejudice to any other criminal action
that may be taken against me under any penal law or any law for the time being in
force.

6) I hereby declare that I have not been expelled or debarred from admission in
any institution in the country on account of being found guilty of, abetting or being part
of a conspiracy to promote, ragging; and further affirm that, in case the declaration is
found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no
part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month),
(year) after reading the contents of this affidavit.

OATH COMMISSIONER


PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



3. Maharashtra Prohibition of Ragging Act 1999



GOVERNMENT OF MAHARASHTRA
LAW AND JUDICIARY DEPARTMENT

MAHARASHTRA ACT NO. XXXIII OF 1999

THE MAHARASHTRA PROHIBITION OF
RAGGING ACT, 1999.

(As modified upto the 29th August 2012)



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2012

[Price : Rs. 8]

PRINCIPAL
Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



1999 : Mah. XXXIII]

(7)

**THE MAHARASHTRA PROHIBITION OF RAGGING
ACT, 1999**

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6. Suspension of student.
7. Deemed abetment.
8. Power to make rules.

H 777-1



MAHARASHTRA ACT No. XXXIII OF 1999¹.

[THE MAHARASHTRA PROHIBITION OF RAGGING
ACT, 1999.]

(This Act received the assent of the Governor on the 13th May 1999 ; assent was first published in the *Maharashtra Government Gazette*, Part IV, Extraordinary, on the 15th May 1999.)

An Act to prohibit ragging in educational institutions in the State of Maharashtra.

WHEREAS it is expedient to enact a special law to prohibit ragging in educational institutions in the State of Maharashtra; It is hereby enacted in the Fiftieth Year of the Republic of India as follows :—

1. (1) This Act may be called the Maharashtra Prohibition of Ragging Act, 1999. Short title and commencement.

(2) It shall come into force on such *date as the State Government may, by notification in the Official Gazette, appoint.

2. In this Act, unless the context otherwise requires,— Definitions.

(a) "educational institution" means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto ;

¹ For Statement of Objects and Reasons, see *Maharashtra Government Gazette*, Part V-A, Extraordinary, dated the 7th April 1999, p. 169.

* 1st June 1999. vide G. N., H. & T.E.D., No. Sankirna. 1098/(133/98)/UNI-3, dated the 19th May 1999, published in *Maharashtra Government Gazette*, 1999, Part IV-B, Extra, No. 301, p. 2.



(b) "head of the educational institution" means the Vice-Chancellor of the University, Dean of Medical Faculty, Director of the Institution or the Principal, Headmaster or the person responsible for the management of the educational institution ;

(c) " ragging " means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes—

(i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student ; or

(ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

- Prohibition of ragging. **3.** Ragging within or outside of any educational institution is prohibited.
- Penalty for ragging. **4.** Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
- Dismissal of student. **5.** Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- Suspension of student. **6.** (f) Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, *prima facie*, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the Police Station having jurisdiction over the area in which the educational institution is situated, for further action.



(2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance, *prima facie*, in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

(3) The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final.

7. If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4. Deemed abetment.

8. (1) The State Government may, by notification in the *Official Gazette*, make rules for carrying out all or any of the purposes of this Act. Power to make rules.

(2) Every rule made under this Act shall be laid, as soon as may be, after it is made, before each House of the State Legislature, while it is in session for a total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, both Houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and notify such decision in the *Official Gazette*, the rule shall, from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be ; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.



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AND THE RECOGNISED BOOKSELLERS

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



4.1 Regulations for Internal complaint committee

रजिस्ट्री सं. एच. एन. (२३)०४/०००७/२००३-१३

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भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II — खण्ड I

PART II — Section I

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PUBLISHED BY AUTHORITY

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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:—

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(No. 14 OF 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:—

CHAPTER I

PRELIMINARY

Short title,
extent and
commencement

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Definitions.

2. In this Act, unless the context otherwise requires,—

(a) "aggrieved woman" means—

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) "appropriate Government" means—

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means an officer notified under section 5;

(e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means—

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.



Explanation.—For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4;

(i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) “workplace” includes —

(i) 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 Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;



(v) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

Prevention of sexual harassment.

3. (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:—

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

Constitution of Internal Complaints Committee.

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:—

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

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 (1):

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 organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.



(5) Where the Presiding Officer or any Member of the Internal Committee,—

- (a) contravenes the provisions of section 16; 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.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

Notification of District Officer.

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the "Local Complaints Committee" to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

Constitution and jurisdiction of Local Complaints Committee

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:—

Composition, tenure and other terms and conditions of Local Complaints Committee

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.



(3) Where the Chairperson or any Member of the Local Complaints Committee—

- (a) contravenes the provisions of section 16; 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) 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 Chairperson 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.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

Grants and
audit

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

Complaint of
sexual
harassment

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

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

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Conciliation

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:



Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable.

Inquiry into complaint

45 of 1860

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

45 of 1860

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

5 of 1908

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents; and
- (c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to—

Action during pendency of inquiry

- (a) transfer the aggrieved woman or the respondent to any other workplace; or



- (b) grant leave to the aggrieved woman up to a period of three months; or
(c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Inquiry report.

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be—

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

Punishment for false or malicious complaint and false evidence

14. (1) Where the Internal Committee or the Local Committee, as the case may be, 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 or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.



(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to —

Determination of compensation

- (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
- (b) the loss in the career opportunity due to the incident of sexual harassment;
- (c) medical expenses incurred by the victim for physical or psychiatric treatment;
- (d) the income and financial status of the respondent;
- (e) feasibility of such payment in lump sum or in instalments.

22 of 2005

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Prohibition of publication or making known contents of complaint and inquiry proceedings.

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Penalty for publication or making known contents of complaint and inquiry proceedings

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

Appeal

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Every employer shall —

Duties of employer.

(a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting the Internal Committee under sub-section (1) of section 4;



(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force; 45 of 1860

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place; 45 of 1860

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

Duties and powers of District Officer

20. The District Officer shall, --

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

Committee to submit annual report

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

Employer to include information in annual report

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

Appropriate Government to monitor implementation and maintain data

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

Appropriate Government to take measures to publicise the Act

24. The appropriate Government may, subject to the availability of financial and other resources, --

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace.



(b) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,—

Power to call for information and inspection of records

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. (1) Where the employer fails to—

Penalty for non-compliance with provisions of Act.

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to—

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence;

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

Cognizance of offence by courts

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

Act not in derogation of any other law.

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

Power of appropriate Government to make rules

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the fees or allowances to be paid to the Members under sub-section (1) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (4) of section 7;



- (d) the person who may make complaint under sub-section (2) of section 9;
- (e) the manner of inquiry under sub-section (1) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section (1) of section 18;
- (l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Power to
remove
difficulties

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

P.K. MALHOTRA,
Secy. to the Govt. of India.

CORRIGENDA

THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012

(2 of 2013)

At page 18, in line 2, for "Arts", read "Art".

At page 21, in line 14, for "Protection", read "(Protection)".

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

4.2 UGC regulations for Internal complaint committee



Sec. 1] THE GAZETTE OF INDIA EXTRAORDINARY

13

CORRIGENDUM

THE UNLAWFUL ACTIVITIES (PREVENTION) AMENDMENT ACT, 2012
(3 of 2013)

At page 6, in line 22, for "clause", read "clause".

CORRIGENDUM

THE BANKING LAWS (AMENDMENT) ACT, 2012
(4 of 2013)

At page 8, in line 29, for 'sections 30', read 'section 30',.

CORRIGENDUM

THE APPROPRIATION ACT, 2013
(9 of 2013)

At page 1, in the marginal heading to section 2, for "4715,54,00,000",
read "49715,54,00,000".

GMGIPMRND—354G(S4)—23-04-2013.

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केन्द्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुमति 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 समावधि 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;



“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-
- 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;
 - 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;
 - 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,-

- 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;
- publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- 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;
- 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;
- publicly commit itself to a zero tolerance policy towards sexual harassment;
- reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- 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:
- contravenes the provisions of section 16 of the Act; or
 - 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
 - he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
 - 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;



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;

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



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.

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)



regulation, if the complainant happens to be a student. However, the mere inability to substantiate a claim 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

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HANDBOOK

On

Sexual Harassment of Women at Workplace

(Prevention, Prohibition and Redressal) Act, 2013

for Employers / Institutions / Organisations/
Internal Complaints Committee / Local Complaints Committee



Towards a new dawn

Government of India
Ministry of Women and Child Development

NOVEMBER 2015

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Ministry of Women and Child Development

November 2015


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18th November 2015

FOREWORD

I am pleased to share with you this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. This Handbook is of immense importance because combating sexual harassment involves developing deeper understanding of what is sexual harassment and change of attitudes in all - be it employer, employees, colleagues, friends, or the policy makers.

Sexual Harassment at workplace is an extension of violence in everyday life and is discriminatory and exploitative, as it affects women's right to life and livelihood. In India, for the first time in 1997, a petition was filed in the Supreme Court to enforce the fundamental rights of working women, after the brutal gang rape of Bhanwari Devi a social worker from Rajasthan. As an outcome of the landmark judgment of the Vishaka and Others v State of Rajasthan the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, was enacted wherein it was made mandatory for every employer to provide a mechanism to redress grievances pertaining to workplace sexual harassment and enforce the right to gender equality of working women. The Act is also unique for its wide ambit as it is applicable to the organized sector as well as the unorganized sector.

The legislation, however, requires the support and commitment of all stakeholders for its effective and successful implementation in preventing workplace sexual harassment. It casts an obligation upon the employer to address the grievances in respect of sexual harassment at workplace in a time bound manner. It is in this context that this Handbook would be very useful as it provides clear definition of what constitutes sexual harassment and explains how the complaint process works.

I am sure that the Handbook will be extremely useful to all agencies concerned and help them in taking pro-active measures to eradicate the problem/menace of workplace sexual harassment in the country.

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MESSAGE

With improved access to education and employment, millions of Indian women are entering the country's workforce today. Many working women face sexual harassment at the workplace on a daily basis. It is crucial therefore that as a country, we strive to eliminate work-place sexual harassment since women have the right to work in safe and secure environment. It is the responsibility of every employer to ensure safety of women in a work environment and improve their participation. This will contribute to realization of their right to gender equality and result in economic empowerment and inclusive growth and benefit the nation as a whole.

I am pleased to present this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. It provides key information about the provisions of the Act in an easy-to-use and practical manner. The Handbook has been developed with the aim to ensure that the citizens of India are aware of their rights and obligations in terms of creating safe workplace environment for women.

Government of India is committed to promote gender equality and women's empowerment across every sector. This Handbook reflects our commitment to empower women as economic agents and improve their ability to access markets on competitive and equitable terms. I am confident that this Handbook which advocates and enforces the rules as laid out in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, will be beneficial to everyone. The practical and user-friendly procedures outlined in the Handbook will be useful for actual implementation of the Act.


(Smt. Maneka Sanjay Gandhi)

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Introduction

“Whereas sexual harassment results in violation of the fundamental rights of a Woman to equality....”

[Preamble, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act]

As enshrined in the Preamble to the Constitution of India, “equality of status and opportunity” must be secured for all its citizens; equality of every person under the law is guaranteed by Article 14 of the Constitution.

A safe workplace is therefore a woman’s legal right. Indeed, the Constitutional doctrine of equality and personal liberty is contained in Articles 14, 15 and 21 of the Indian Constitution. These articles ensure a person’s right to equal protection under the law, to live a life free from discrimination on any ground and to protection of life and personal liberty. This is further reinforced by the UN Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), which was adopted by the UN General Assembly in 1979 and which is ratified by India. Often described as an international bill of rights for women, it calls for the equality of women and men in terms of human rights and fundamental freedoms in the political, economic, social, cultural and civil spheres. It underlines that discrimination and attacks on women’s dignity violate the principle of equality of rights.

Sexual harassment constitutes a gross violation of women’s right to equality and dignity. It has its roots in patriarchy and its attendant perception that men are superior to women and that some forms of violence against women are acceptable. One of these is workplace sexual harassment, which views various forms of such harassment, as harmless and trivial. Often, it is excused as ‘natural’ male behaviour or ‘harmless flirtation’ which women enjoy. Contrary to these perceptions, it causes serious harm and is also a strong manifestation of sex discrimination at the workplace. Not only is it an infringement of the fundamental rights of a woman, under Article 19 (1)(g) of the Constitution of India “to practice any profession or to carry out any occupation, trade or business”; it erodes equality and puts the dignity and the physical and psychological well-being of workers at risk. This leads to poor productivity and a negative impact on lives and livelihoods. To further compound the matter, deep-rooted socio-cultural behavioural patterns, which create a gender hierarchy, tend to place responsibility on the victim, thereby increasing inequality in the workplace and in the society at large.



Though sexual harassment at the workplace has assumed serious proportions, women do not report the matter to the concerned authorities in most cases due to fear of reprisal from the harasser, losing one's livelihood, being stigmatized, or losing professional standing and personal reputation.

Across the globe today, workplace sexual harassment is increasingly understood as a violation of women's rights and a form of violence against women. Indeed, the social construct of male privileges in society continues to be used to justify violence against women in the private and public sphere. In essence, sexual harassment is a mirror reflecting male power over women that sustains patriarchal relations. In a society where violence against women, both subtle and direct, is borne out of the patriarchal values, women are forced to conform to traditional gender roles. These patriarchal values and attitudes of both women and men pose the greatest challenge in resolution and prevention of sexual harassment. Workplace sexual harassment, like other forms of violence, is not harmless. It involves serious health, human, economic and social costs, which manifests themselves in the overall development indices of a nation.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was enacted to ensure safe working spaces for women and to build enabling work environments that respect women's right to equality of status and opportunity. An effective implementation of the Act will contribute to the realization of their right to gender equality, life and liberty, equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth.

The full scale of the problem is not known given the difficulties in documenting the experience of those who have experienced workplace sexual harassment. However, available studies on sexual harassment show that it is certainly prevalent in India today. This is why the legislation is an important step forward within the larger architecture of women's rights, as it tackles this issue to secure the rights of women workers across the country.

While the official figures for women's work participation are low, much of the work that women do is not captured in official data accounts. It is argued¹ that where this is to be captured, women's overall work participation would be 86.2 per cent. While the official data² shows that women's work participation rate is around 25.3 per cent in rural areas and 14.7 per cent in the urban areas, estimates indicate that there is a huge workforce of women, therefore there is a need to secure their workplace and entitlements. Given, that 93 per cent of women workers are employed in the informal sector, they remain unprotected by laws. With no laws or mechanisms to protect them, proactive measures are required to make their workplaces safe.

¹ Professor Jayati Ghosh, Paper on 'What Exactly is Work?' http://www.macrosan.org/cur/oct14/pdf/Exactly_Work.pdf

² NSSO 2011-12





It is well established that ensuring safe working conditions for women leads to a positive impact on their participation in the workforce and increases their productivity, which in turn benefits the nation as a whole. Economically, empowered women are key to the nation's overall development and this can only be achieved if it is ensured that women's workspaces across all sectors and all over the country have a safe and secure environment for work.

It is important as well to ensure that the emphasis is on prevention rather than punitive action. This calls for widespread awareness on the Act among employers, managers and the workers themselves. Frequently, women workers may face sexual harassment but may not be aware that it is a breach of their rights and that there is something they can do about it. They need to know that they can do something about it. Then there are others, who may believe that it is a personal matter that needs to be resolved by the people involved. In order to change this order of things, it is urgent that measures are taken to change mind-sets and attitudes by creating awareness about what constitutes sexual harassment and the steps that can be taken to address it.

This handbook will serve as an important tool to make workplaces safe and benefit both workers and employers alike, leading to mutual gains.

1.1 THE MANDATE

Today, all workplaces in India are mandated by law to provide a safe and secure working environment free from sexual harassment for all women.

1.2 THE GENESIS

In 1992, a rural level change agent, Bhanwari Devi, was engaged by the state of Rajasthan as a *Sathin*³ to work towards the prevention of the practice of child marriages. During the course of her work, she prevented the marriage of a one-year old girl in the community. Her work was met with resentment and attracted harassment from men of that community. Bhanwari Devi reported this to the local authority but no action was taken. That omission came at great cost – Bhanwari was subsequently gang raped by those very men.

The Bhanwari Devi case revealed the ever-present sexual harm to which millions of working women are exposed across the country, everywhere and everyday irrespective of their location. It also shows the extent to which that harm can escalate if nothing is done to check sexually offensive behaviour in the workplace.

Based on the facts of Bhanwari Devi's case, a Public Interest Litigation (PIL) was filed by Vishaka and other women groups against the State of Rajasthan and Union of India before the Supreme Court of India. It proposed that sexual harassment be recognized as a violation of women's fundamental right to equality and that all workplaces/establishments/institutions be made accountable and responsible to uphold these rights.

³ Sathin' means a friend





“The meaning and content of the fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of gender equality...”

Late Chief Justice J.S. Verma, Supreme Court of India, Vishaka v. State of Rajasthan



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In our journey towards preparing this Handbook, which required a lot of guidance and assistance from many people, whose names may not be enumerated, I am thankful to all of them for their contributions towards the completion of the task.

I would like to express my sincere thanks to the UN Women (United Nations Entity for Gender Equality and Empowerment of Women) for their valuable contributions with their experience in women's movement and expertise in gender rights in supporting the Ministry to prepare the Handbook with key information on the Act in an easy-to-use practical manner and designing with appropriate illustrations.

I would like to acknowledge the important contributions made by Ms. Risha Syed, Legal Consultant for the hardwork put by her coupled with her experience and expertise as a legal professional and commitment to gender issues in bringing out the Handbook.

I am also thankful to Dr. Paramita Majumdar, Senior Consultant, Gender Budgeting for reviewing the manuscript with meticulous scrutiny and scholarly advice. I would like to mention with appreciation for Shri Samuel Paul, Assistant Secretary for showing not only his keen interest on the subject, but assisting us in the review work.

We hope that this Handbook will be a guide and inspiration to all of us in creating an enabling environment of women in the workplaces.

(Lopamudra Mohanty)



-2-

It is the hope of the Ministry that this Handbook will be of considerable value for employers, employees and complaint committees alike, as it provides guidance with regard to the steps to be taken and the processes to be followed, in line with the requirements of the law. It will prove useful to all women workers particularly and be a step forward in promoting their independence as well as the right to work with dignity as equal partners in an environment that is free from violence.


(Preeti Sudan)



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PREFACE

The Government of India is committed to ending all forms of violence against women that negatively impact society, hamper gender equality and constricts the social and economic development of the country.

Since, sexual harassment results in violation of the fundamental rights of a woman to equality as per Articles 14 and 15 and her right to live with dignity as mentioned under Article 21 of the Constitution, the Government of India enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Act is an extension of the Vishaka Guidelines issued by the Supreme Court in 1997. The Supreme Court of India, for the first time in the Vishaka Guidelines, acknowledged Sexual Harassment at the workplace as a human rights violation. Further, the Act also reflects the commitment of the Government to the ratification of the Convention on the Elimination of all forms of Discrimination against Women (CEDAW) on July 09, 1993. This new legislation makes every effort to be a user friendly tool in the hands of the employers and employees, to create safe and secure workplaces for all women.

With the enactment of the Act, India is now a part of a select group of countries to have prohibited sexual harassment at workplace through national legislation. The Act is unique in its broad coverage which includes all working women from organised and unorganised sectors alike, as also public and private sectors, regardless of hierarchy. Effective implementation of the Act is a challenge. The Handbook is designed to be a Ready Reckoner for organisations vested with responsibility to enforce the law.

The Handbook is structured into six sections. The first section is an introduction and detail regarding the genesis of the Act, the second sets the context by defining the workplace and sexual harassment and impact of such behaviour, the third focuses on the key individuals and institutions involved in prohibition and prevention processes and their responsibilities, section four discusses the redressal mechanism followed by monitoring requirement in section five and important international frameworks and best practices on sexual harassment at the workplace in the concluding section.



In a landmark judgment, *Vishaka vs. State of Rajasthan (1997)*⁴, the Supreme Court of India created legally binding guidelines basing it on the right to equality and dignity accorded under the Indian Constitution as well as by the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

It included:

- ◆ A definition of sexual harassment
- ◆ Shifting accountability from individuals to institutions
- ◆ Prioritizing prevention
- ◆ Provision of an innovative redress mechanism

The Supreme Court defined sexual harassment as any unwelcome, sexually determined physical, verbal, or non-verbal conduct. Examples included sexually suggestive remarks about women, demands for sexual favours, and sexually offensive visuals in the workplace. The definition also covered situations where a woman could be disadvantaged in her workplace as a result of threats relating to employment decisions that could negatively affect her working life.

It placed responsibility on employers to ensure that women did not face a hostile environment, and prohibited intimidation or victimization of those cooperating with an inquiry, including the affected complainant as well as witnesses.

It directed for the establishment of redressal mechanism in the form of Complaints Committee, which will look into the matters of sexual harassment of women at workplace. The Complaints Committees were mandated to be headed by a woman employee, with not less than half of its members being women and provided for the involvement of a third party person/NGO expert on the issue, to prevent any undue pressure on the complainant. The guidelines extended to all kinds of employment, from paid to voluntary, across the public and private sectors.

Vishaka established that international standards/law could serve to expand the scope of India's Constitutional guarantees and fill in the gaps wherever they exist. India's innovative history in tackling workplace sexual harassment beginning with the *Vishaka* Guidelines and subsequent legislation has given critical visibility to the issue. Workplaces must now own their responsibility within this context and ensure that women can work in safe and secure spaces.

1.3 THE ACT

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, namely:

⁴(AIR 1997 Supreme Court 3011)





- ♦ Prohibition
- ♦ Prevention
- ♦ Redress

In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act (referred to as Act hereinafter). Consistent with the Vishaka judgment, the Act aspires to ensure women's right to workplace equality, free 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 and is 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 of both civil and criminal proceedings.



1.4 PURPOSE OF THIS HANDBOOK

This handbook is meant for all workplaces/institutions/organizations to provide a basic understanding of sexual harassment at places of work. Additionally, it is designed to offer Internal Complaints Committee/s and Local Complaints Committee/s (Complaints Committee/s) established under the Act, with simple, user friendly information on sexual harassment; what is expected of Complaints Committee/s to redress a complaint; and what the inquiry process and outcome should include.

1.5 WHO IS THIS HANDBOOK FOR

This handbook informs the end user (an employee/worker) about workplace sexual harassment and their right to an informed complaint process in seeking redress as provided under the Act and Rules framed thereunder.

1.6 STRUCTURE OF THE HANDBOOK

This Handbook has 6 sections, with each containing information for women, male co-workers as well as their employers, on how to deal with sexual harassment at the workplace in the context of the Act.

Section 1 serves as an introduction, as it details the genesis of the Act and the history behind it, as well as provides a brief description of the Act itself. This section also describes the purpose of this handbook and who it is designed for.



Section 2 sets the context by defining a workplace and sexual harassment. It provides the reader with key elements, such as examples of sexual harassment as well as scenarios and the impact of such behaviour.

Section 3 focuses on the key individuals and institutions involved in the prohibition and prevention processes and their responsibilities.

Section 4 is about redress. This section identifies and defines the key players involved in the complaint mechanism (including the complainant and the respondent). It details the stages of the complaint process. Particular attention is paid to the complaints committee which plays a very important role in this process.

Section 5 describes the monitoring requirements as per the Act.

Section 6 lists the important international frameworks and select best practices on sexual harassment at the workplace.





Workplace Sexual Harassment- What Is It?

“No woman shall be subjected to sexual harassment at any workplace.”

Section 3(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

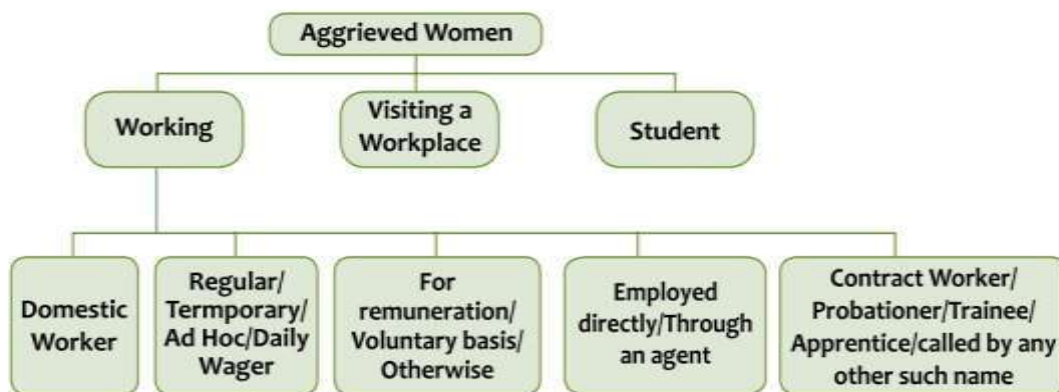
This section defines the aggrieved woman, workplace and sexual harassment as well as highlights key elements of workplace sexual harassment. It provides examples of behaviours through which a woman can experience possible professional and personal harm. It presents the user with scenarios from across-section of work contexts to build clarity on different forms of sexual harassment as identified under the Act.

2.1 WHO IS AN AGGRIEVED WOMAN?

The Act recognizes the right of every woman to a safe and secure workplace environment irrespective of her age or employment/work status. Hence, the right of all women working or visiting any workplace whether in the capacity of regular, temporary, adhoc, or daily wages basis is protected under the Act.

It includes all women whether engaged directly or through an agent including a contractor, with or without the knowledge of the principal employer. They may be working for remuneration, on a voluntary basis or otherwise. Their terms of employment can be express or implied.

Further, she could be a co-worker, a contract worker, probationer, trainee, apprentice, or called by any other such name. The Act also covers a woman, who is working in a dwelling place or house.





2.2 WHAT IS A WORKPLACE?

A workplace is defined as “any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey.” As per this definition, a workplace covers both the organised and un-organised sectors.

It also includes all workplaces whether owned by Indian or foreign company having a place of work in India. As per the Act, workplace includes:

- Government organizations, including Government company, corporations and cooperative societies;
- Private sector organisations, venture, society, trust, NGO or service providers etc. providing services which are commercial, vocational, educational, sports, professional, entertainment, industrial, health related or financial activities, including production, supply, sale, distribution or service;
- Hospitals/Nursing Homes;
- Sports Institutes/Facilities;
- Places visited by the employee (including while on travel) including transportation provided by employer;
- A dwelling place or house.

The Act defines the Unorganised Sector as:

- Any enterprise owned by an individual or self-employed workers engaged in the production or sale of goods or providing services of any kind;
- Any enterprise which employs less than 10 workers.

All women working or visiting workplaces, for example:

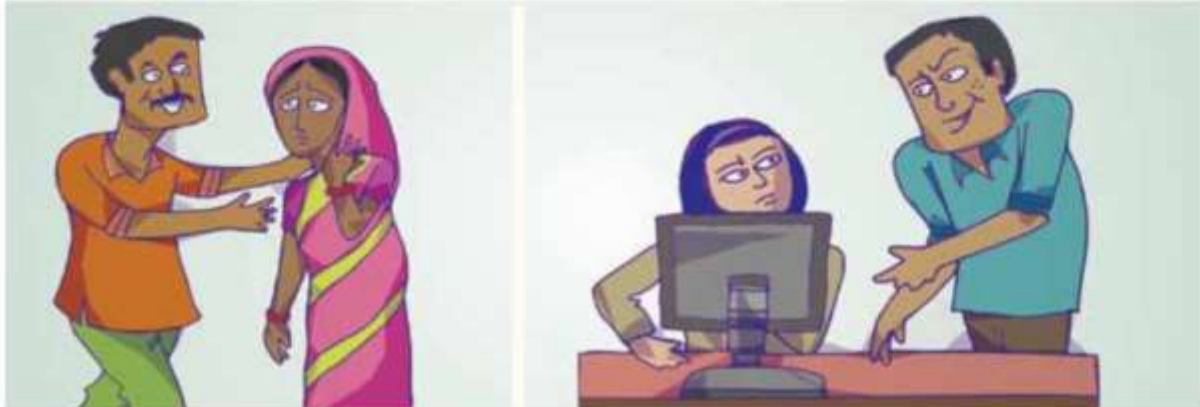




2.3 WHAT IS SEXUAL HARASSMENT AT THE WORKPLACE?

“Sexual Harassment” includes anyone or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

1. Physical contact or advances;
2. A demand or request for sexual favours;
3. Making sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature



2.4 KEY ELEMENTS OF WORKPLACE SEXUAL HARASSMENT

Very often situations that start off innocently end up in inappropriate and unprofessional behaviours. It is important to remember that **workplace sexual harassment** is **sexual, unwelcome** and the experience is **subjective**. It is the **impact** and not the intent that matters and it almost always occurs in a matrix of **power**. It is possible that a woman may experience a single instance of sexual harassment or a series of incidents over a period of time. It is important also to remember that each case is unique and should be examined in its own context and according to the surrounding circumstances as a whole.

The following table highlights the subjective nature of the experience and the impact it may have on the person involved, irrespective of the intent of such behaviour.

To enable prevention of sexual harassment at the workplace, it is critical to recognize and differentiate between welcome and unwelcome sexual behaviour. Listed are some examples of how “unwelcome” and “welcome” behaviour is experienced.

THE FIRST STEP TO PREVENTION IS RECOGNITION

Workplace Sexual Harassment is behaviour that is

UNWELCOME

SEXUAL in nature

A **SUBJECTIVE** experience

IMPACT not intent is what matters

Often occurs in a matrix of **POWER**



UNWELCOME	WELCOME
Feels bad	Feels good
One-sided	Reciprocal
Feels powerless	In-control
Power-based	Equality
Unwanted	Wanted
Illegal	Legal
Invading	Open
Demeaning	Appreciative
Causes anger/sadness	Happy
Causes negative self-esteem	Positive self-esteem

Impact of inappropriate behaviour

The impact of sexual harassment at the workplace is far-reaching and is an injury to the equal right of women. Not only does it impact her, it has a direct bearing on the workplace productivity as well as the development of the society. Below is a list of select examples of such negative impacts.





Professional	Personal
<ul style="list-style-type: none"> • Decreased work performance • Increased absenteeism, loss of pay • Loss of promotional opportunities • Retaliation from the respondent, or colleagues/ friends of the respondent • Subjected to gossip and scrutiny at work • Being objectified • Becoming publicly sexualized • Defamation • Being ostracized • Having to relocate • Job and career consequences • Weakened support network 	<ul style="list-style-type: none"> • Depression • Anxiety, panic attacks • Traumatic stress • Sleeplessness • Shame, guilt, self-blame • Difficulty in concentrating • Headaches • Fatigue, loss of motivation • Personal Difficulties with time • Eating disorders (weight loss or gain) • Feeling betrayed and/or violated • Feeling angry or violent towards the respondent • Feeling powerless • Loss of confidence and self esteem • Over all loss of trust in people • Problems with intimacy • Withdrawal and isolation

SEXUAL HARASSMENT IS A SUBJECTIVE EXPERIENCE

In 2010, the High Court of Delhi endorsed the view that sexual harassment is a subjective experience and for that reason held “We therefore prefer to analyze harassment from the [complainant’s] perspective. A complete understanding of the [complainant’s] view requires... an analysis of the different perspectives of men and women. Conduct that many men consider unobjectionable may offend many women... Men tend to view some forms of sexual harassment as “harmless social interactions to which only overly-sensitive women would object. The characteristically male view depicts sexual harassment as comparatively harmless amusement. ... Men, who are rarely victims of sexual assault, may view sexual conduct in a vacuum without a full appreciation of the social setting or the underlying threat of violence that a woman may perceive.”

Dr. Punita K. Sodhi v. Union of India & Ors. W.P. (C) 367/2009 & CMS 828, 11426/2009
On 9 September, 2010, in the High Court of Delhi





2.5 EXAMPLES OF BEHAVIOURS AND SCENARIOS THAT CONSTITUTE SEXUAL HARASSMENT

Below are examples of behaviour that may or may not constitute workplace sexual harassment in isolation. At the same time, it is important to remember that more often than not, such behaviour occurs in cluster. Distinguishing between these different possibilities is not an easy task and requires essential training and skill building.



Some examples of behaviour that constitute sexual harassment at the workplace:

1. Making sexually suggestive remarks or innuendos.
2. Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
3. Offensive comments or jokes.
4. Inappropriate questions, suggestions or remarks about a person's sex life.
5. Displaying sexist or other offensive pictures, posters, mms, sms, whatsapp, or e-mails.
6. Intimidation, threats, blackmail around sexual favours.
7. Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
8. Unwelcome social invitations, with sexual overtones commonly understood as flirting.
9. Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.





10. Physical contact such as touching or pinching.
11. Caressing, kissing or fondling someone against her will (could be considered assault).
12. Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
13. Persistently asking someone out, despite being turned down.
14. Stalking an individual.
15. Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
16. Falsely accusing and undermining a person behind closed doors for sexual favours.
17. Controlling a person's reputation by rumour-mongering about her private life.

Some examples of behaviour that may indicate underlying workplace sexual harassment and merit inquiry:

1. Criticizing, insulting, blaming, reprimanding or condemning an employee in public.
2. Exclusion from group activities or assignments without a valid reason.
3. Statements damaging a person's reputation or career.
4. Removing areas of responsibility, unjustifiably.
5. Inappropriately giving too little or too much work.
6. Constantly overruling authority without just cause.
7. Unjustifiably monitoring everything that is done.
8. Blaming an individual constantly for errors without just cause.
9. Repeatedly singling out an employee by assigning her with demeaning and belittling jobs that are not part of her regular duties.
10. Insults or humiliations, repeated attempts to exclude or isolate a person.
11. Systematically interfering with normal work conditions, sabotaging places or instruments of work.
12. Humiliating a person in front of colleagues, engaging in smear campaigns.
13. Arbitrarily taking disciplinary action against an employee.
14. Controlling the person by withholding resources (time, budget, autonomy, and training) necessary to succeed.

Some examples of workplace behaviours that may not constitute sexual harassment:

1. Following-up on work absences.
2. Requiring performance to job standards.





3. The normal exercise of management rights.
4. Work-related stress e.g. meeting deadlines or quality standards.
5. Conditions of works.
6. Constructive feedback about the work mistake and not the person.

2.6 FORMS OF WORKPLACE SEXUAL HARASSMENT

Generally workplace sexual harassment refers to two common forms of **inappropriate behaviour**:

- Quid Pro Quo (literally 'this for that')
 - Implied or explicit promise of preferential/detrimental treatment in employment
 - Implied or express threat about her present or future employment status
- Hostile Work Environment
 - Creating a hostile, intimidating or an offensive work environment
 - Humiliating treatment likely to affect her health or safety

2.7 SCENARIOS

The following scenarios have been constructed as examples based on real life experiences of women at workplaces. The scenarios attempt to build an understanding of the two types of workplace sexual harassment as prescribed by the Act i.e. quid pro quo and hostile environment.

The names in the following examples are fictional and in no way refer to any individual alive or dead.

A. Examples of scenarios that constitute quid pro quo or 'this for that' type of sexual harassment at the workplace:

SCENARIO EXAMPLE 1

Kamini is a bright young team leader working in a call centre. Known to be forthright, she is dedicated, hardworking and is a perfectionist.

Kamini stays back at work late one evening with her colleague Ravi to complete work for an important presentation. Ravi offers to buy Kamini dinner and later drop her home since it's been a long day. After dinner, Ravi proposes to Kamini that he would like her to spend the night with him. Kamini refuses politely but firmly and goes home. Next evening, Ravi repeats his request and on Kamini's refusal, threatens her that **if she doesn't give-in, he will tell everyone** that she made a pass at him.

What is Workplace 'this for that' Sexual Harassment?

In the above example, Ravi's threat to Kamini that if she does not agree to his 'request' for a sexual favour, he will in return smear her character at the workplace as a person who wants to use sexual





favours to her advantage constitutes quid pro quo form of sexual harassment. Ravi's behaviour is unwelcome, sexual, and has a negative impact on Kamini.

SCENARIO EXAMPLE 2

Renuka is employed as a domestic worker where she is expected to take care of all the household activities, other than cooking. Most of the days, the lady of the house leaves early. Renuka is therefore left alone in the house with a male member of the household.

Renuka finds the male member constantly leering at her when he is at home and often walks around the house wrapped in nothing but a towel which makes her very uncomfortable. On one occasion, while she was sweeping, he pinched her bottom. When she protested that she will complain to the lady of the house, he **threatened to accuse** her of stealing, and that he will ensure that she **loses** her job.



What is Workplace Sexual Harassment?

In the above example, the male member by threatening Renuka to keep quiet about the unwelcome physical contact if she wants to continue with her employment commits quid pro quo form of sexual harassment. His behaviour occurring in a matrix of power, is unwelcome, sexual and has a negative impact on Renuka.

SCENARIO EXAMPLE 3

Shamima is a lawyer who works as a researcher at an NGO in Delhi since 2013. Dr. Bhavan is the director of the organisation and has always advocated for the cause of human rights.

During an official field visit to Shimla for 2 days, Dr. Bhavan finds an opportunity to be alone with Shamima and makes a physical advance. Despite her protests, he forces himself on her while giving lurid and sexually explicit details of his relationships, both past and present, with women. When she chastises him and threatens to make his behaviour public, he **threatens to destroy her career**.

What is Workplace Sexual Harassment?

In the above example, by threatening Shamima with the destruction of her career, Dr. Bhavan commits quid pro quo sexual harassment. His physical advances and sexual conversation are unwelcome for Shamima and occur in a matrix of power.

B. Examples of scenarios that constitute a 'hostile work environment' type of sexual harassment at the workplace:

SCENARIO EXAMPLE 1

Jayanthi works in a garment factory in Bangalore.





Varghese, Jayanthi's supervisor, often tries to touch her on one or the other pretext. For example, he adjusts her *dupatta* while she is sewing at her workstation on the pretext of covering her back. Jayanthi is very uncomfortable with his behaviour. Her colleagues at the workplace ridicule Jayanthi and mock her for the 'special treatment' by her supervisor. They often gossip about her and Varghese.



What is a Hostile Workplace Environment Sexual Harassment?

In the above example, the physical touching by Varghese is unwelcome and sexual in nature. The gossip, which is based on Varghese's behaviour towards Jayanthi at the workplace, is creating a hostile work environment for Jayanthi.

SCENARIO EXAMPLE 2

Sukhi is a daily wage labourer working at a construction site. Every day at lunch time, Sukhi sits under the shade of the tree to feed her 16-month old baby. She finds Jaswinder, a worker, staring at her from the distance. Sukhi feels uncomfortable and asks Jaswinder to stay away from her while she's feeding the baby. However, Jaswinder persists and always finds a place near her. The group of fellow construction workers now **constantly catcall and whistle** at Sukhi every time she walks their way to refill the cement or mortar. When she questions them, they tell her they are only joking amongst themselves.

What is a Hostile Workplace Environment Sexual Harassment?

Ogling, stalking and gossiping against Sukhi in the above example constitute a hostile work environment, a form of workplace sexual harassment.

SCENARIO EXAMPLE 3

Sumedha is a Captain with the Indian Army. She has refused an offer made by a Senior Officer for a relationship. Sumedha has kept quiet about this experience, but thanks to the rumour-mongering by the Senior Officer, she has acquired a reputation of being a woman of 'easy virtue'. Now she is being subjected to *repeated advances* by three of her senior officer colleagues. When she turns around and protests, *she is singled out for additional physical training*.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, Sumedha's refusal to the sexual advances of her Senior Officer, leads to her being subjected to rumours, gossip, character assassination, unwelcome sexual advances by other officers, and arbitrary disciplinary action. This constitutes Hostile Work Environment form of workplace Sexual Harassment.





SCENARIO EXAMPLE 4

Asha is a researcher at a media agency led by Dr. Purshottam, a well-known journalist.

In the first few months of Asha's employment, Dr. Purshottam is very pleased with her work and publicly appreciates her. Soon after, Dr. Purshottam frequently summons Asha to his office on the pretext of work and makes verbal sexual advances and sexually coloured remarks to her. He brushes aside her protests by saying that they would not be able to work as a team unless she interacted closely with him and they both got to know each other well. However, once she categorically rebuffed his sexual advances, he has stopped. Now he **ridicules her work** and **humiliates** her in the presence of colleagues and the staff. He **discriminates** against her by allotting projects to her and then arbitrarily withdrawing the work.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, the workplace actions are a result of Asha rebuffing the unwelcome, sexual advances of Dr. Purshottam and this constitutes hostile work environment form of workplace sexual harassment.

This section has listed and illustrated some of the behaviours that constitute the five parameters of workplace sexual harassment, viz., sexual, subjective, unwelcome, impact and power. This becomes the basis of the key elements of the Act, Prevention, Prohibition and Redress.



Prevention and Prohibition

“The meaning and content of fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of gender equality...”

Late Justice J.S. Verma

This section describes those who are both responsible and accountable to prevent workplace sexual harassment in compliance with the Act. It also highlights the role of workplaces in prohibiting workplace sexual harassment through an effectively communicated policy.

3.1 PREVENTIVE AUTHORITIES

3.1.1 WHO IS AN EMPLOYER?

An employer refers to:

1. The head of the department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the Appropriate Government or local authority or such officer specified in this behalf.
2. Any person (whether contractual or not) responsible for the management, supervision and control of a designated workplace not covered under clause (i).
3. A person or a household who employs or benefits from the employment of domestic worker or women employees.





3.1.2 WHO IS AN APPROPRIATE GOVERNMENT?

As per the Act, Appropriate Government means:

- i. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—
 - a. By the Central Government or the Union Territory administration, the Central Government;
 - b. By the State Government, the State Government;
- ii. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government.

3.2 WHO IS A DISTRICT OFFICER (DO)?

State Governments will notify a District Magistrate/Additional District Magistrate/ Collector/ Deputy Collector as a District Officer at the local level. The District Officer will be responsible for carrying out the powers and functions under the Act at the district levels (including every block, taluka, tehsil, ward, and municipality).

3.3 RESPONSIBILITIES OF THE AFOREMENTIONED AUTHORITIES

Under the law the employer/DO is obliged to create a workplace free of sexual harassment. It is the responsibility of the Employer/District Officer in general to:

1. Create and communicate a detailed policy;
2. Ensure awareness and orientation on the issue;
3. Constitute Complaints Committee/s in every workplace and district so that every working woman is provided with a mechanism for redress of her complaint(s);
4. Ensure Complaints Committees are trained in both skill and capacity;
5. Prepare an annual report and report to the respective state government;
6. District Officer will also appoint a nodal officer to receive complaints at the local level.

3.2.1 Complaints Committee/s

The Act provides for two kinds of complaints mechanisms: Internal Complaints Committee (ICC) and Local Complaints Committee (LCC). All Complaints Committees must have 50 per cent representation of women. ICC or LCC members will hold their position not exceeding three years from the date of their nomination or appointment.

1) Internal Complaints Committee (ICC)

Every employer is obliged to constitute an ICC through a written order. The ICC will be composed of the following members:



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No	Member	Eligibility
1.	Chairperson	Women working at senior level as employee; if not available then nominated from other office/units/ department/ workplace of the same employer
2.	2 Members (minimum)	From amongst employees committed to the cause of women/ having legal knowledge/experience in social work
3.	Member	From amongst NGO/associations committed to the cause of women or a person familiar with the issue of Sexual Harassment

Where the office or administrative units of a workplace are located in different places, division or sub-division, an ICC has to be set up at every administrative unit and office.

ICC/LCC ARE MANDATORY

The employee who had a fundamental right to a workplace free of sexual harassment, had complained about sexual harassment. According to the Court, had the organisation complied with the Vishaka Guidelines and set up such a Complaints Committee, the preventative benefit would have been three-fold:

1. Ensured a place where women employees could seek redress;
2. Sent a clear message to the workplace that such complaints would be enquired into by a specially designated committee with external expertise;
3. Prevented a series of litigation that followed.

Hence, the Madras High Court awarded Rs. 1.68 crores in damages to an employee for the non-constitution of a Complaints Committee by the employer, as per the Vishaka Guidelines (at the time of the complaint, the Sexual Harassment of Women at Workplace Act 2013 had not been enacted).

Ms. G v. ISG Novasoft Technologies Ltd. Madras High Court (CrI.R.C.No.370 of 2014 order dated 02.09.2014. Original Petition No.463 of 2012

2) Local Complaints Committee (LCC)

The District Officer will constitute an LCC in every district so as to enable women in the unorganised sector or small establishments to work in an environment free of sexual harassment. The LCC will receive complaints:

1. From women working in an organisation having less than 10 workers;
2. When the complaint is against the employer himself;
3. From domestic workers.



No	Member	Eligibility
1.	Chairperson	Nominated from amongst the eminent women in the field of social work and committed to the cause of women
2.	Member	Nominated from amongst the women working in the block, taluka or tehsil or ward or municipality in the district
3.	2 Members	Nominated from amongst such NGO/associations/persons committed to the cause of women or familiar with the issues relating to sexual harassment, provided that: <ul style="list-style-type: none"> • At least one must be a woman • At least one must have a background of law or legal knowledge
4.	Ex Officio member	The concerned officer dealing with social welfare or women and child development in the district

*One of the nominees shall be a woman belonging to the SC/ST/OBC/Minority community notified by the Central Government.

3) External Members on the Complaints Committee/s

The Act refers to external members, which generally means persons who have expertise with the issue of sexual harassment. Given the largely intangible nature of workplace sexual harassment, there are a range of complexities involved in responding effectively to workplace sexual harassment complaints. For this reason, external third party/ members on the Complaints Committee/s (from civil society or legal background) should possess the following attributes:

1. Demonstrated knowledge, skill and capacity in dealing with workplace sexual harassment issues/complaints;
2. Sound grasp and practice of the legal aspects/implications.

Such expertise will greatly benefit Complaints Committees in terms of fair and informed handling of complaints to lead to sound outcomes. These external third party members shall be paid for their services on the Complaints Committees as prescribed.

Criteria for the External Member

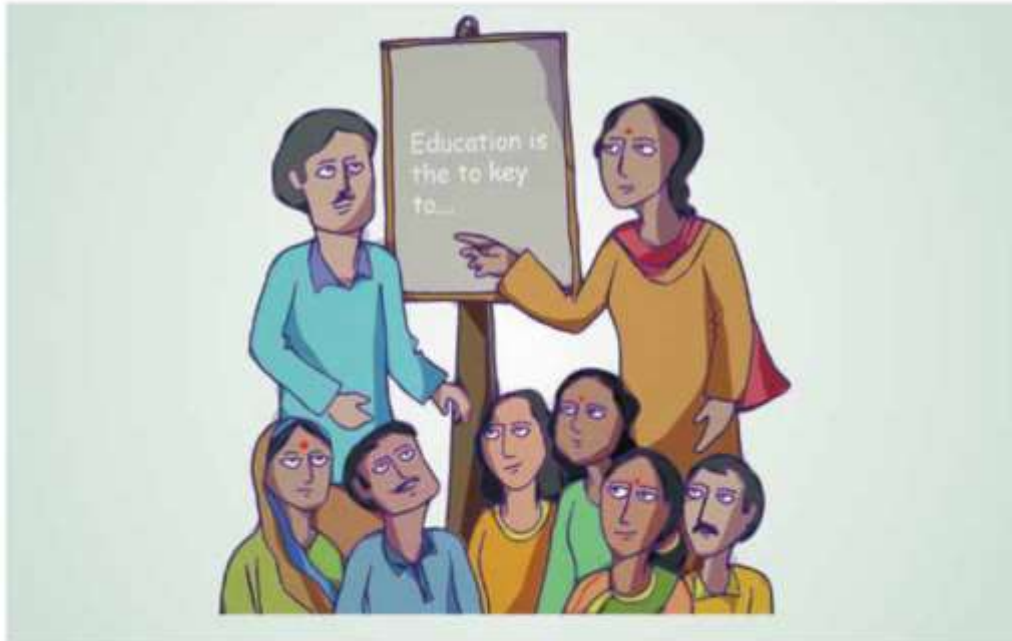
A 'person familiar with issues relating to women' would mean such persons who have expertise in issues related to sexual harassment and may include any of the following:

- At least 5 years of experience as a social worker, working towards women's empowerment and in particular, addressing workplace sexual harassment;
- Familiarity with labour, service, civil or criminal law.



3.2.2 Sexual Harassment at Workplace Policy

Employers/District Officers are responsible for complying with prohibition, prevention and redress of workplace sexual harassment. In practice, this means having a policy that: (1) prohibits unwelcome behaviour that constitutes workplace sexual harassment; (2) champions prevention of workplace sexual harassment through orientation, awareness and sensitization sessions; and (3) provides a detailed framework for redress.



3.2.3 Dissemination of Information and Awareness Generation

Employers/ District Officers have a legal responsibility to:

1. Effectively communicate a policy that prohibits unwelcome behaviour that constitutes workplace sexual harassment, and provides a detailed framework for prevention, and redress processes.
2. Carry out awareness and orientation for all employees.
3. Create forums for dialogue i.e. Panchayati Raj Institutions, Gram Sabhas, Women's Groups, Urban Local Bodies or like bodies, as appropriate.
4. Ensure capacity and skill building of Complaints Committees.
5. Widely publicize names and contact details of Complaints Committee members.





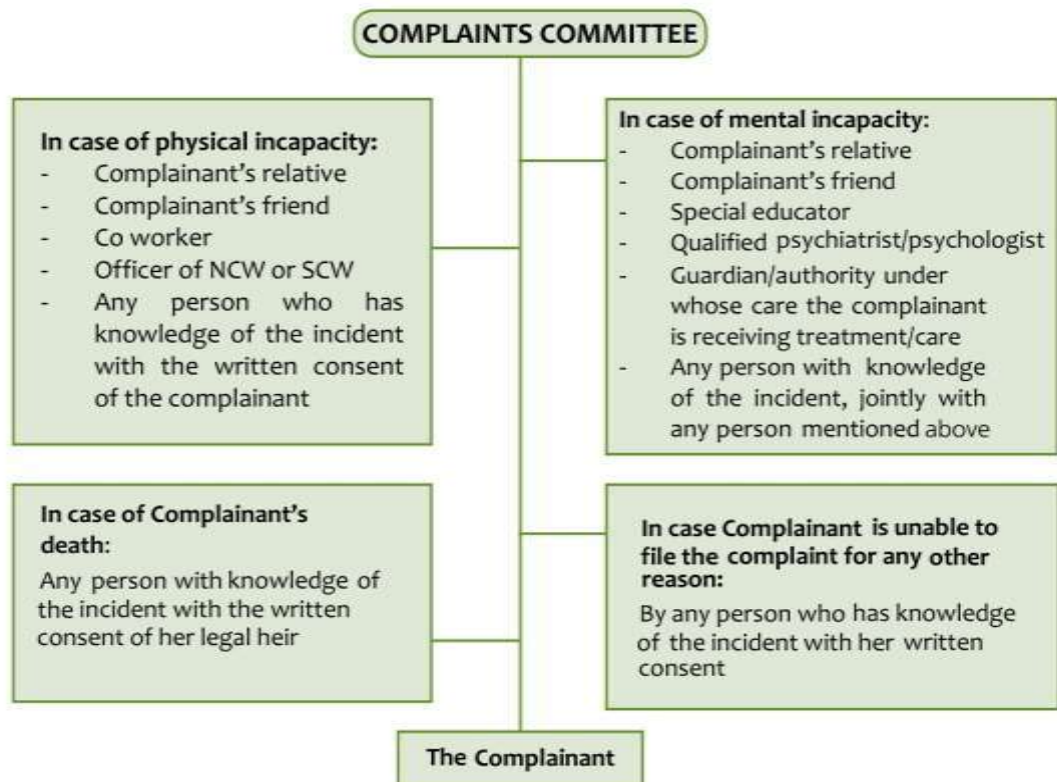
Redress

“...the time has come when women must be able to feel liberated and emancipated from what could be fundamentally oppressive conditions against which an autonomous choice of freedom can be exercised and made available by women. This is sexual autonomy in the fullest degree”

Late Chief Justice J.S. Verma, Justice Verma Committee Report, 2013

This section is about Redress. It provides helpful information on who can complain, to whom, and what a complaint should contain. It also gives information and lays out the steps involved when a complaint has reached the Complaints Committee, in terms of the process, findings and recommendations.

4.1 WHO CAN COMPLAIN AND WHERE?

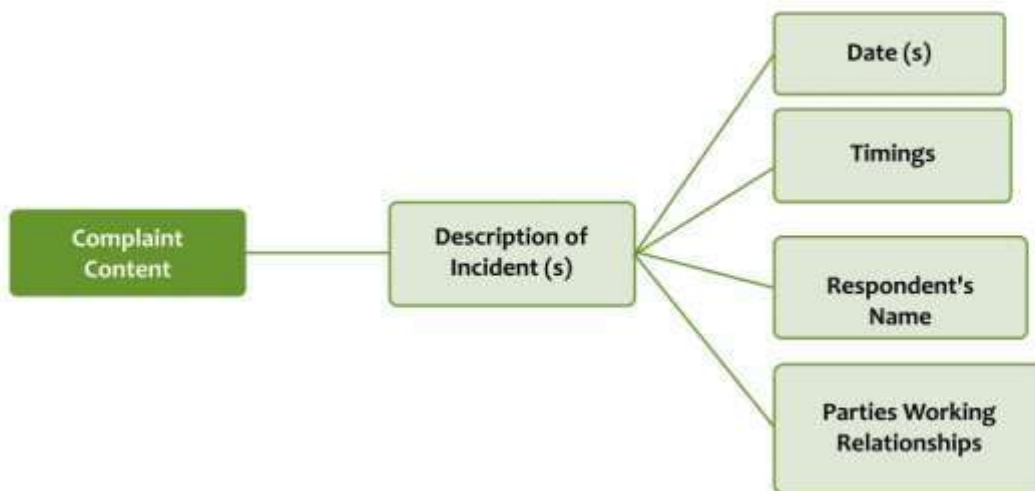




Generally, where there are less than ten workers, any woman employee can complain to the Local Complaints Committee with the support of the Nodal Officer, when required. It is the responsibility of the District Officer to designate a person as the Nodal Officer in every block, taluka and tehsil in rural or tribal areas and wards or municipalities in the urban areas, to receive the complaints of workplace sexual harassment from women. The Nodal Officer will forward all such complaints within seven days of its receipt to the concerned Complaints Committee for appropriate action. In most other workplaces, a woman employee can make a complaint to the Internal Complaints Committee.

4.2 WHAT SHOULD THE COMPLAINT CONTAIN?

The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties. A person designated to manage the workplace sexual harassment complaint is required to provide assistance in writing of the complaint if the complainant seeks it for any reason.



4.3 WHAT CAN AN EMPLOYEE/WORKER EXPECT?

When it comes to redress for workplace sexual harassment, employee/worker has a right to expect a **trained, skilled** and **competent** Complaints Committee, a time bound process, information confidentiality, assurance of non-retaliation, counselling or other enabling support where needed and assistance if the complainant opts for criminal proceedings.

4.3 A. RIGHTS OF THE COMPLAINANT

- An empathetic attitude from the Complaints Committee so that she can state her grievance in a fearless environment
- A copy of the statement along with all the evidence and a list of witnesses submitted by the respondent





- Keeping her identity confidential throughout the process
- Support, in lodging FIR in case she chooses to lodge criminal proceedings
- In case of fear of intimidation from the respondent, her statement can be recorded in absence of the respondent
- Right to appeal, in case, not satisfied with the recommendations/findings of the Complaints Committee

4.3 B. RIGHTS OF THE RESPONDENT

- A patient hearing to present his case in a non-biased manner
- A copy of the statement along with all the evidence and a list of witnesses submitted by the complainant
- Keeping his identity confidential throughout the process
- Right to appeal in case not satisfied with the recommendations/findings of the Complaints Committee

4.4 KEY RESPONSIBILITIES

To effectively address workplace sexual harassment complaints, a Complaints Committees must first be aware of their key responsibilities, some of which are highlighted below:

1. Be thoroughly prepared
2. Know the Act, Policy and/or relevant Service Rules
3. Gather and record all relevant information
4. Determine the main issues in the complaint
5. Prepare relevant interview questions
6. Conduct necessary interviews
7. Ensure parties are made aware of the process and their rights/responsibilities within it
8. Analyse information gathered
9. Prepare the report with findings/recommendations

4.5 KNOWLEDGE, SKILLS, TRAINING

Dealing with workplace sexual harassment complaints is often complex. Hence Complaints Committee/s must possess critical skills/capacity to effectively carry out their role. That includes a sound grasp of the Act, Vishaka Guidelines, applicable Service Rules, relevant laws and an understanding of workplace sexual harassment and related issues. Complaints Committee skills must include an ability to synthesise information i.e. relevant documents, the law and interviews. They should also be able to communicate effectively, write clearly, listen actively and conduct interviews. They should be competent at showing empathy, being impartial and being thorough. They should be able to identify sexual harassment and its impact.



A Complaints Committee/s is required to be trained in both **skill** and **capacity** to carry out a fair and informed inquiry into a complaint of workplace sexual harassment. An absence of such training will lead to unequal and unfair results, which can cost employers, employees, complainants as well as respondents.

FAIR AND INFORMED INQUIRY

Within 6 months of joining The Statesman newspaper, Rina Mukerhjee lost her job. While the company alleged that her work was “tardy” and “lacking in quality” it suppressed Rina’s complaint of sexual harassment against the news coordinator, Ishan Joshi. Within her first month of work, Rina had taken her complaint directly to the Managing Director, Ravinder Kumar. Time passed, nothing happened and Rina was fired. In a rare display of social context insight and clarity, the Industrial Tribunal (West Bengal) rejected the Statesman’s claim that Rina only referred to “professional” harassment in her complaint to Mr. Kumar. In the Tribunal’s view, Mr. Kumar’s failure to dig deeper was clearly suspect- “... it becomes clear that there was no Committee on Sexual Harassment, as per the Hon’ble Supreme Court’s direction in Vishaka vs State of Rajasthan, existing in The Statesman, at that relevant time. ...to expect the lady workman to file a written complaint and not to believe the same, when it has been filed ‘at a later date’ is sheer bias.” The Statesman was ordered to reinstate Rina and grant her full back wages.

M/s The Statesmen Ltd. and Smt. Rina Mukherjee. Order of K.K. Kumari, Judge, dated 06.02.2013, Fourth Industrial Labour Tribunal (West Bengal)

4.6 DO’S AND DON’TS FOR COMPLAINTS COMMITTEE

DO’S

1. Create an enabling meeting environment.
2. Use body language that communicates complete attention to the parties.
3. Treat the complainant with respect.
4. Discard pre-determined ideas.
5. Determine the harm.

DON’TS

1. Get aggressive.
2. Insist on a graphic description of the sexual harassment.
3. Interrupt.
4. Discuss the complaint in the presence of the complainant or the respondent.



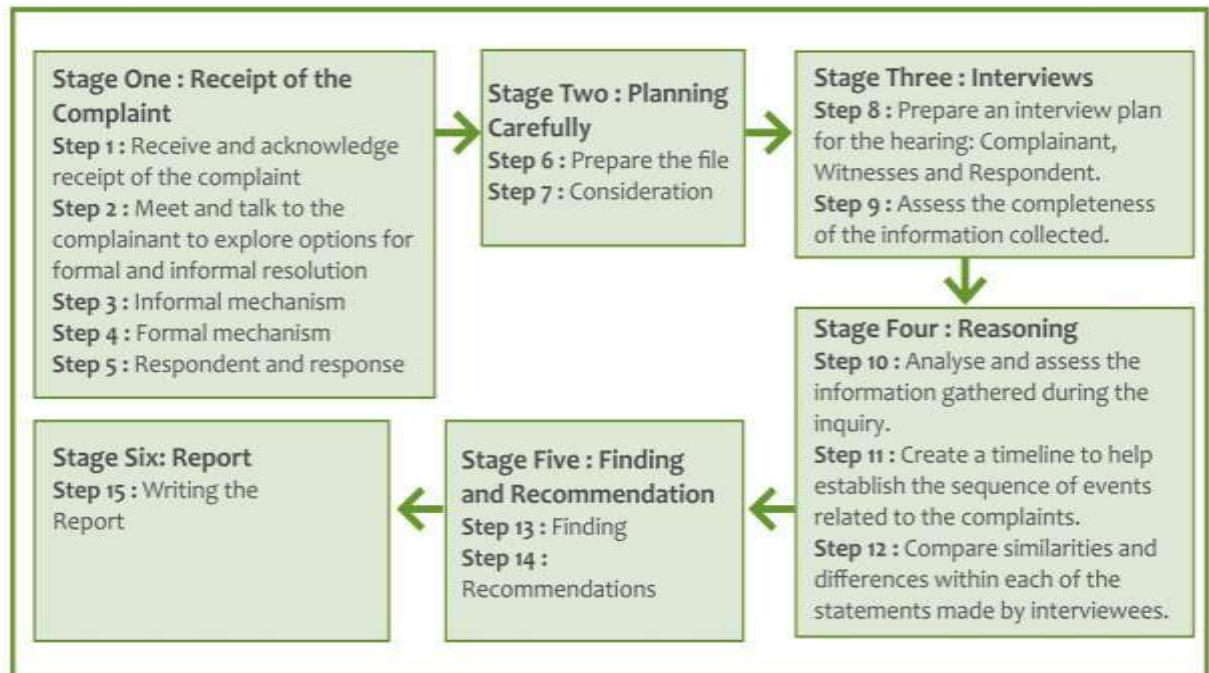


4.7 NON-NEGOTIABLES DURING THE INQUIRY PROCESS

During a redress process the Complaints Committee/s are required to assure confidentiality, non-retaliation and recommend interim measures as needed to conduct a fair inquiry.

4.8 THE SEXUAL HARASSMENT COMPLAINT PROCESS

The Complaints Committee/s needs to have information on the six stages (including fifteen steps), detailed below, for addressing a complaint of workplace sexual harassment.



STAGE ONE: RECEIPT OF THE COMPLAINT

A fair, prompt, and impartial inquiry process starts with a Complaints Committee capable of creating an environment of trust and confidence throughout the inquiry.

Step 1 : Receive and Acknowledge Receipt of the Complaint

The complainant submits a sexual harassment complaint in writing within three months of the last alleged incident to the Complaints Committee or any other person designated by the organization/ District Officer (i.e. Nodal Officer) to receive and manage complaints of sexual harassment.

Training and Skill Building : An Institutional Responsibility

It is important that both the Committee and any other person designated by the organization/ District Officer to receive or otherwise handle a sexual harassment complaint has there quired competency and skill building training formanaging a complaint and/or any concern related to workplace sexual harassment.





Upon receipt, the complaint should be reviewed for:

1. In the context of workplace that the sexual harassment complaint is to be met with under the Act, such as, Service Rules, Workplace Policy, Vishaka Guidelines and related laws.
2. Clarity in the complaint.
3. Additional information needed from the complainant.

The complainant will be notified in writing to acknowledge receipt.

Elements of the Behaviour

The complaint needs to satisfy the following elements:

- | | | | |
|--|---|--|--|
| 1 The respondent displayed a potentially improper and/or offensive conduct which may come within workplace sexual harassment; | 2 The behaviour was directed at the complainant; | 3 The complainant experienced harm. | 4 The behavior occurred in the workplace or at any location/any event related to work |
|--|---|--|--|

Step 2: Meet and Talk to the Complainant to Explore Options for Formal and Informal Resolution

The complainant needs to be informed about the ensuing process and the informal or formal options available for the redress.

Step 3: Informal Mechanism

If the complainant chooses to adopt the informal process to resolve her complaint/experience of workplace sexual harassment, then it is the responsibility of the person designated to receive and manage the Complaints Committee to explore enabling ways to address the complaint. This can include counselling, educating, orienting, or warning the respondent to promptly stop the unwelcome behaviour or appointing a neutral person to act as a conciliator between the parties to resolve the complaint through conciliation.

However, before recommending conciliation, the Committee must assess the severity of the situation and if necessary, advise and enable the complainant to opt for the formal route. At no point, the Complaints Committee will advise the complainant to resolve the matter directly with the respondent. Where such an informal process is successful, such resolution is to be recorded by the conciliator and forwarded to the ICC/LCC who in turn will forward the same to the employer/District Officer for further action based on the resolution. Employers/District Officers are responsible for taking steps to ensure that the complainant is not subject to any backlash.

The choice of a formal process rests with the complainant even if the person responsible for managing the complaint believes that this can be resolved through an informal process.

Step 4: Formal Mechanism

1. If the complainant opts for formal redress, or the nature of the complaint is serious which calls for formal redress, then the Complaints Committee responds to the complaint.



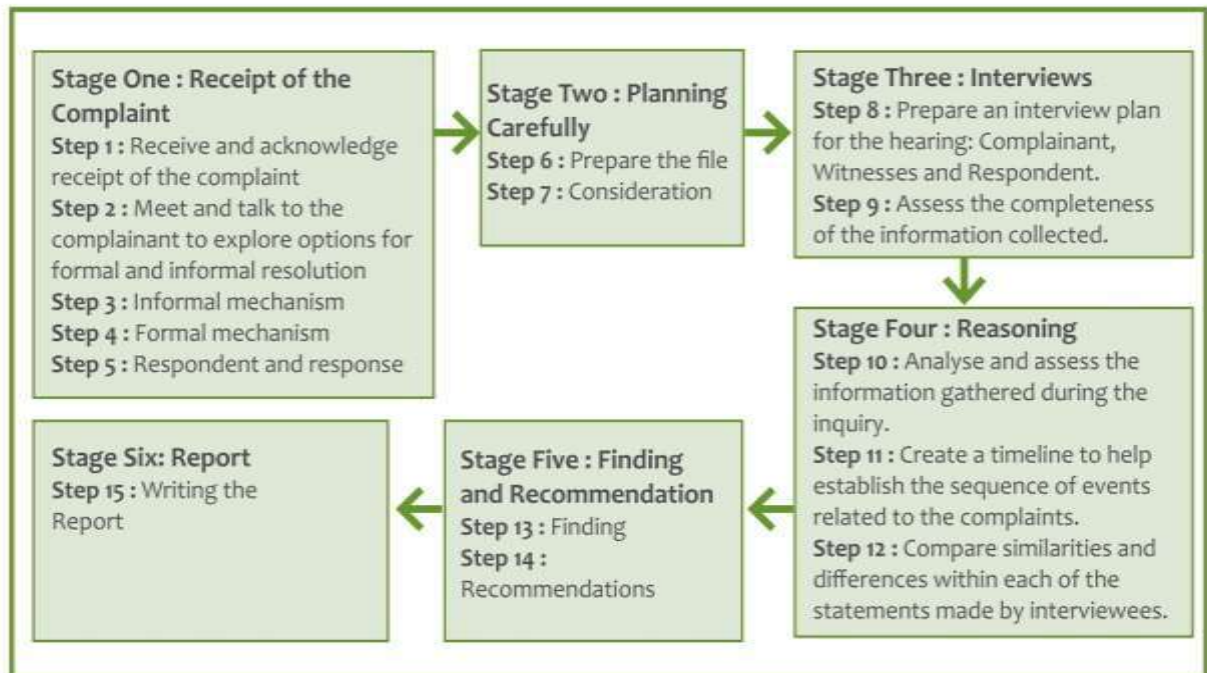


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Step 4: Formal Mechanism

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2. Complaints Committee/s members must be free of any conflict of interest with either the concerned parties or with the outcome.
3. Ensure that the independent third party member has sound knowledge, skill, and experience in dealing with workplace sexual harassment complaints.

Step 5: Respondent and Response

1. As per the procedure provided in the Service Rule; or in absence of the same
2. Within seven days of receiving a complaint, the Complaints Committee will inform the respondent in writing that a complaint has been received.
3. The respondent will have an opportunity to respond to the complaint in writing within ten days thereafter.

STAGE TWO: PLANNING CAREFULLY

Step 6: Prepare the File

A sound inquiry relies on sound preparation. This includes taking into account the following steps:

1. Documentation

Create an independent confidential file of the complaint and all subsequent related documentation.

2. Review Law & Policy

Have a clear knowledge and understanding of the Act/Rules as well as the relevant Service Rules, Workplace Policy, Vishaka Guidelines, existing practices and related laws.

3. Make a List

Make a list of all the dates and events relating to the written complaint as well as the names of witnesses, where applicable.

Relevant Witnesses

The complaint may include the names of people believed to have witnessed the alleged incidents or those who may have been aware of other information directly related to the complaint. The respondent may also include the names of witnesses. In addition, the Complaints Committee also has the discretion to call any person as a witness, who it believes, has something to contribute to the inquiry process.

4. Supporting Documents

Obtain and review all supporting documents relevant to the complaint, including those presented by the complainant and the respondent.



5. Act Quickly

Create a plan. This can be used as an initial checklist to ensure that all of the critical elements are covered. It includes:

- a. The names of the parties and witnesses to be interviewed
- b. Any documentary support that needs to be examined
- c. Timeline

Preparing the Plan - Key Elements to Consider

1. Defining the Issues

What is the complaint

Questions or points that require clarification

2. Determining a violation of the Policy/Act

What information is needed to determine that there has been a violation

3. Logistics

Venue for conducting the interviews. Are special logistics required

Creating timelines for each

4. Critical Information

What documents need to be looked at

Witnesses to be questioned and in what order

5. Areas of Questioning

Questions for each specific incident and party/witness

Questions for each particular issue

Issues likely to require follow-up

Step 7: Consideration

1. Interim Measures

While a complaint is pending inquiry, a complainant can make a written request for her transfer or the transfer of the respondent, or for leave (upto 3 months). She can also request the Complaints Committee to restrain the respondent from reporting on her work performance or writing her confidential report or supervising her academic activities (in case she is in educational institution). Even in the absence of such a request, the Complaints Committee must take corrective action. It is essential to take these actions in order to prevent potential *ongoing sexual harassment*.





2. Support

Maintain clear, timely communication with the parties throughout the process. Provide complainants with any specific assistance they may require, such as counselling, addressing health-related concerns or sanctioning of leave.

STAGE THREE: INTERVIEWS

Step 8: Prepare an Interview Plan for the Hearing: Complainant, Witnesses, Respondent

1. Based on the results of the previous steps and before conducting interviews, the Complaints Committee should decide which issues need to be pursued for questioning.
2. Interviews are meant to obtain information that is relevant to the complaint from individuals.
3. Interviews should be conducted with each person *separately and in confidence*. The complainant and the respondent should not be brought face to face with each other.

Interviewing Tips

1. Introduction

Questioning the parties and witnesses in a situation of workplace sexual harassment is a sensitive task. The Complaints Committee must therefore proceed with empathy, while appreciating at times, a different version of the facts.

2. Questioning

Determine beforehand the following:

- Date, time, place and order of interviews
- Questions and their order
- Time for each interview

Generally rely on questions related to **who, what, where, when and how**. Remember:

- Questions ought to be clear and focused.
- Obtain as much information as possible through the interview.
- Do not share information gathered from other sources.

3. Choose an Appropriate Location

To create trust, comfort and openness

4. Explain the Interview Process

Explain how the interview will be conducted and what is expected

5. Records of the Interview

Take notes and explain the need for a proper record

6. Manage the Interview

The Chairperson of the Complaints Committee is responsible for ensuring the interviews are correctly carried out and due process followed

7. Sign Statements

At the conclusion of the interview, have those interviewed, sign and date statements made and recorded before the Complaints Committee



Step 9: Assess the Completeness of the Information Collected

At this stage, the Complaints Committee should review the information gathered and their factual relevance to each aspect of the complaint. This will help determine whether there is enough information to make a finding on the complaint.

STAGE FOUR: REASONING

Step 10: Once the information and review is complete, the Complaints Committee will make its reasoned finding(s), which involves having to:-

- Identify the substance of each aspect of the complaint.
- Determine, whether or not, on a **balance of probability**, the unwelcome sexual harassment took place.
- Check that such behaviour/conduct falls within the definition of sexual harassment set out in the relevant Act/Rules, Policy, Service Rules or law.
- Comment on any underlying factor(s) that may have contributed to the incident.

Step 11: Create a timeline to help establish the sequence of events related to the complaint.

Step 12: Compare similarities and differences within each of the statements made by the interviewees.

STAGE FIVE: FINDING AND RECOMMENDATION

Step 13: Finding

Based on the above, the Complaints Committee must arrive at a finding of whether the complaint is upheld, not upheld or inconclusive.

Provided, where both the parties are employees, before finalising the findings, the ICC/LCC shall share its finding with both the parties and provide them an opportunity to make representation against it before the Committee.

Step 14: Recommendations

Based on its findings, the Complaints Committee shall then make appropriate recommendations which may include:

1. Where the Complaints Committee is unable to uphold the complaint, it shall recommend no action.
2. Where the Complaints Committee upholds the Complaint, it may recommend such action as stated within the relevant Policy or Service Rules, which may include a warning to terminate.





In case service rules do not exist, recommended action may include:

- Disciplinary action, including a written apology, reprimand, warning, censure;
- Withholding promotion/ pay raise/ increment;
- Termination;
- Counselling;
- Community service.

3. The Complaints Committee may also recommend financial damages to the complainant, while deciding the amount they shall take into consideration:

- Mental trauma, pain, suffering and emotional distress caused;
- Medical expenses incurred;
- Loss of career opportunity;
- Income and financial status of the respondent.

If the amount is not paid it can be recovered as an arrear of land revenue.

4. The Complaints Committee can also give additional recommendations to address the underlying factors contributing to sexual harassment at the workplace.

STAGE SIX: REPORT

Step 15: Writing the Report

The Complaints Committee will prepare a final report that contains the following elements:

- A description of the different aspects of the complaint;
- A description of the process followed;
- A description of the background information and documents that support or refute each aspect of the complaint;
- An analysis of the information obtained;
- Findings as stated above;
- Recommendations.

An inquiry must be completed within 90 days and a final report submitted to the Employer or District Officer (as the case may be) within ten days thereafter. Such report will also be made available to the concerned parties. The Employer or District Officer is obliged to act on the recommendations within 60 days. Any person not satisfied with the findings or recommendations of the Complaints Committee or non-implementation of the recommendations, may appeal in an appropriate court or tribunal, as prescribed under the Service Rules or where no such service rules exist, in such manner as may be prescribed.



Given that most workspaces today are gender unequal and male-dominated, it is important that complaints by women be treated fairly and not dismissed. The mere inability to substantiate a complaint or provide adequate proof will not attract legal action against the complainant. However, making a false or malicious complaint or producing a forged or misleading document is an offence.

4.9 AT A GLANCE

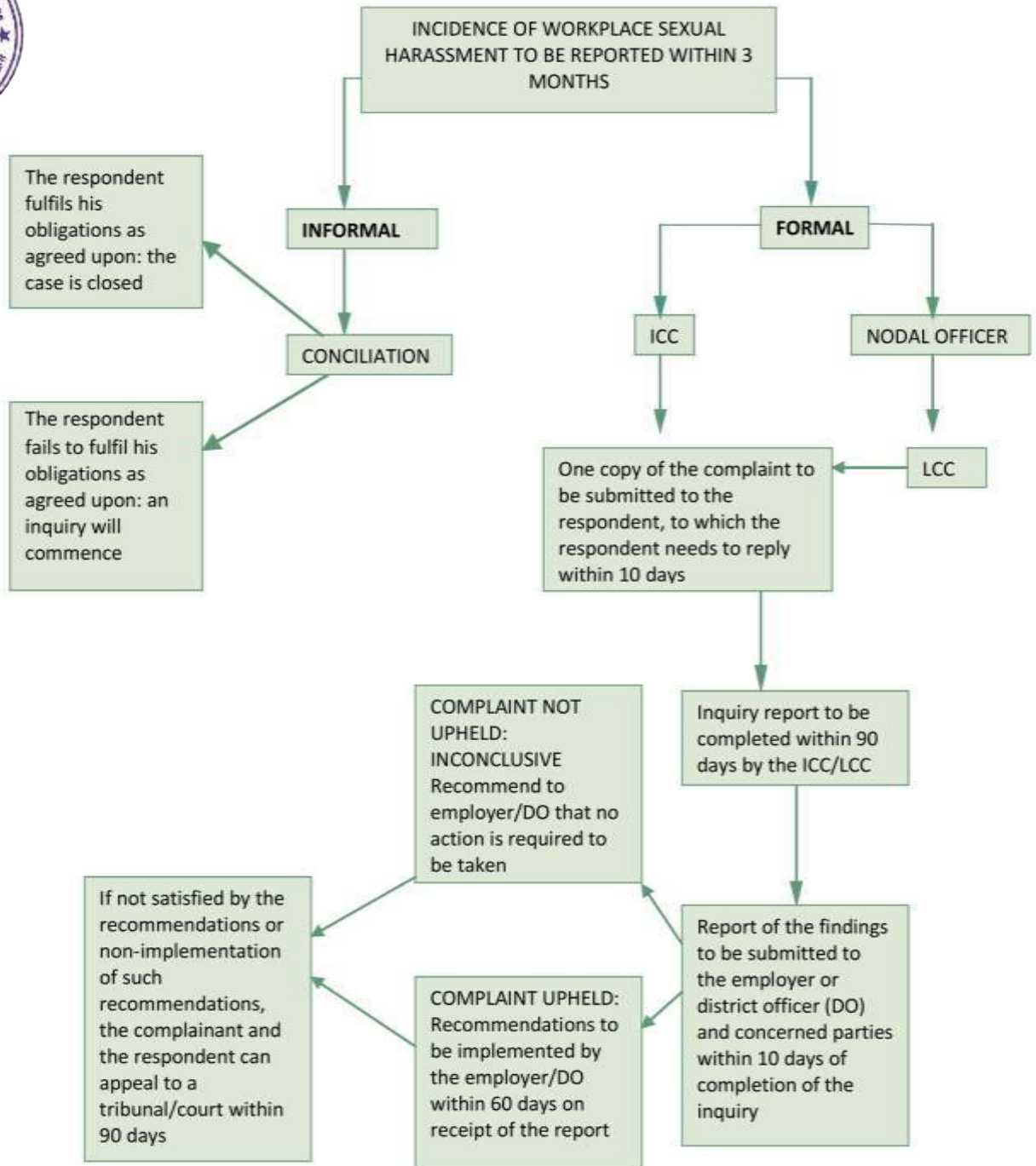
1) Complaints Committee's Checklist

- Review the written complaints and response to complaints
- Review the applicable policy, the Act/Rules, Vishaka Guidelines and other relevant laws
- Develop a plan
- Meet with the complainant
- Meet with the respondent
- Meet with the witnesses
- Record statements and have them dated and signed
- Review and adapt the plan, as needed
- Proceed with further interviews, as needed
- Analyze all the facts to develop reasoning
- Arrive at the findings
- Give recommendations
- Prepare the report
- Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping.





INQUIRY PROCESS AT A GLANCE





2) 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
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

3) Confidentiality

The Act prohibits the publication or making known the contents of a complaint and the inquiry proceedings. Any breach of confidentiality will result in specific consequences.

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.

Accountability: Any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action taken under the provisions of this Act.

Consequences: As per the Service Rules or Rs.5,000/ to be collected by the employer.

Exception: Dissemination of information regarding the justice secured without disclosure of name, address, identity and particulars of complainant or witnesses.

Section 4 completes the details of the Complaints Committee process in addressing formal complaints. It serves as a guideline to action in providing appropriate redress. The manner in which a complaint is addressed will make all the difference to the equal rights of working women as well as the kind of workplace culture being promoted.





Monitoring

"Vishaka was a victory for all women"
Bhanwari Devi

This section refers to ways in which application of the Act at all workplaces is monitored. Monitoring is a way to ensure compliance of the Act on the ground. As an additional means of monitoring, the Act mandates the submission of Annual Reports with specific information as well as specific consequences where compliance is lacking.

The Act authorizes Appropriate Government to monitor the implementation of the Act. As per the Act, Appropriate Government means:

- i. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly-
 - a. By the Central Government or the Union Territory administration, the Central Government;
 - b. By the State Government, the State Government;
- ii. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

Thus to monitor the Act, the Appropriate Government has the authority to undertake any of the following measures:

5.1 Inspection

In relation to workplace sexual harassment, when it is in the public interest or in the interest of women employees, every employer/District Officer can be ordered by the Appropriate Government i.e. State and Central Government, to make available any information, record or document, including opening its workplace for inspection relating to the same.

5.2 Annual Report

The Appropriate Government is entrusted with the monitoring of the implementation of this Act and for maintaining the data on the number of cases filed and disposed of under it. In particular, the Act mandates submission of an Annual Report by the ICC/LCC to the employer/District Officer.



The District Officer will forward a brief report on the annual reports to the appropriate State Government. Such reports must include the following information:

- a. No. of complaints received;
- b. No. of complaints disposed of;
- c. No. of cases pending for more than 90 days;
- d. No. of workshops/awareness programmes carried out;
- e. Nature of action taken by the employer/DO;

The Report of ICC will be forwarded to the DO through the employer.



5.3 Penalties

An employer can be subjected to a penalty of up to INR 50,000 for:

- Failure to constitute Internal Complaints Committee
- Failure to act upon recommendations of the Complaints Committee; or
- Failure to file an annual report to the District Officer where required; or
- Contravening or attempting to contravene or abetting contravention of the Act or Rules.

Where an employer repeats a breach under the Act, they shall be subject to:

- Twice the punishment or higher punishment if prescribed under any other law for the same offence.
- Cancellation/Withdrawal/Non-renewal of registration/license required for carrying on business or activities.

Monitoring is a critical yardstick to measure success in terms of compliance with the Act. Additionally, it highlights those areas, in terms of law and practice, which may require improvement and/or additional information and guidance at both the State as well as the workplace levels.



Global Norms and Good Practices

Increasing awareness and compliance with international standards is a reminder that we must not lose sight of the goal. Over the years, the international community has developed benchmarks that provide guidance on what the laws around workplace sexual harassment should look like in practice. The key benchmarks are listed below:

1. Recognition that workplace sexual harassment is a form of human rights violation.ⁱ
2. Recognition that sexual harassment is a form of gender-specific violence.ⁱⁱ
3. Equality, dignity and worth of a human person must be emphasized.
4. Gender-based violence includes sexual harassment and impairs the enjoyment by women of several basic human rights and fundamental freedoms.ⁱⁱⁱ Some of these rights include:
 - The right to life, the right to liberty and security of the person.
 - The right to equal protection under the law.
 - The right to the highest standard attainable of physical and mental health.
 - The right to just and favourable conditions of work.^{iv}
5. Eliminating violence against women and advancing women's equality includes the right to be free from workplace sexual harassment.^v
6. Legislation on violence against women should define violence to include sexual harassment. Such legislation should also recognize sexual harassment as a form of discrimination and a violation of women's rights with health and safety consequences.^{vi}
7. The International Labour Organization (ILO) has also drawn specific attention to domestic workers, who have a right to “enjoy effective protection against all forms of abuse, harassment and violence.”^{vii}

In terms of practice, international law and policy frameworks have an important role to play in encouraging the adoption of an understanding of sexual harassment as a fundamental human right and equality issue, and not just a problem for labour/employment law to solve.

Converting these concepts into practice involves constant monitoring and adapting to changing circumstances. As a start, six simple steps to keep in mind and practice in any workplace should involve the following:



1. Make sure there is a policy that has been “effectively” communicated to all workers, irrespective of whether they are paid or volunteers.
2. Display details of both informal and formal ways available to a worker to address/complain about workplace sexual harassment.
3. Undertake orientation on workplace sexual harassment for all workers in respective organizations, establishments or institutions.
4. A Complaints Committee which is trained in terms of skill and capacity is critical for building trust.
5. Encourage senior persons/leaders/supervisors or any person who can influence employment-related decisions, to become role models.
6. Men and women should be included in building a culture which no longer tolerates workplace sexual harassment.

Legally, workplace sexual harassment can no longer be dismissed as some moral transgression. The Vishaka Guidelines raised that bar, when for the first time it recognized “each incident of sexual harassment” as a violation of the fundamental right to equality. That notion has found its way into the Act, which promotes the right of women as citizens to a workplace free of sexual harassment. Complaints Committees at all workplaces are now charged with the role to ensure that the right remains intact, through a fair, informed, user-friendly process of redress.

Prioritising prevention and establishing a redress mechanism, which comprises of 50 per cent women, a woman chair and an external third party expert, is India’s innovative model in responding to working women’s experience of sexual harassment. Assuming adequate changes follow, in both law and practice to meet global benchmarks, that model can evolve into an exemplary best practice. To get there, workplaces in India today, must rise to the requirement of promoting gender equality.

¹ General Recommendation 12 of 1989, Committee on the Elimination of All Forms of Discrimination against Women.

² General Recommendation 19 of 1992, Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

³ Ibid.

⁴ Article 3, Declaration on the Elimination of Violence against Women, 1993.

⁵ The Beijing Platform of Action drawn at the United Nations’ Women’s Conference in Beijing in 1995.

⁶ United Nations UN Division for the Advancement of Women *Handbook for Legislation on Violence Against Women* (UN Handbook). <http://www.un.org/womenwatch/daw/vaw/handbook/Handbook%20for%20legislation%20on%20violence%20against%20women.pdf>

⁷ Article 5, ILO Decent Work for Domestic Workers Convention, 2011 (No. 189).





A handwritten signature in black ink, appearing to be in Devanagari script, written over a horizontal line.

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



Towards a new dawn

Government of India
Ministry of Women and Child Development



PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

5. UGC & University Circulars



मंजू सिंह
Manju Singh

सचिव
Secretary

स्वा. र. म. त. वि. नंदि
स्वा. र. म. त. वि. नंदि
स्वा. र. म. त. वि. नंदि
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स्वा. र. म. त. वि. नंदि

अ. क्र. 127/2011
महाविद्यालय व विद्यापीठ विकास मंडळ,
स्वा. र. म. त. वि. नंदि
मराठवाडा विद्यापीठ
PHONE : कार्यालय OFF : 23222595
फैक्स FAX : 23232569



विश्वविद्यालय अनुदान आयोग
बहादुर शाह ज़फर मार्ग, नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
Bahadur Shah Zafar Marg, New Delhi-110 002
E-mail : manjusingh@ugc.ac.in

No. F 1-11/2008 (Anti-Ragging)

June, 2011

To,

The Registrar
Swami Ramanand Teerth Marathwada University,
Nanded-431 606.
(Maharashtra)

04 JUL 2011



Subject: Regarding uploading the Documentary on Anti Ragging which is placed on the UGC website.

Sir,

I am directed to request you kindly download the Documentary on Anti Ragging which is placed on UGC website and wide publicity may be given within senior and junior students before the starting of Academic session 2011-2012.

Yours faithfully,

श्री. काले R.
upload the circulars &
place on notice-board.

Manju Singh
(Manju Singh)

Phone (02462) 229300, 229302
Fax : (02462) 229374

स्वामी रामानंद तीर्थ
मराठवाडा विद्यापीठ,
"दयान्तेर्थ", विशुपुरी,
नांदेड - 431 606 (म.स.)



दूरध्वनी (०२४६२) २२९३००, २२९३०२
फैक्स (०२४६२) २२९३७४

स्वामी रामानंद तीर्थ
मराठवाडा विद्यापीठ,
"दयान्तेर्थ", विशुपुरी,
नांदेड - ४३१ ६०६ (म.स.)

Ref : Acad/2011-12/ 378

July 15, 2011

To
The Principal,
All affiliated colleges,
this university.

18

Sir / Madam,

Please find Public Notice No.F.1-127/2011 (Anti Ragging) downloaded from UGC website is enclosed herewith for your information and necessary action.

Director

(Board of College & University Development)

PRINCIPAL
Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



UNIVERSITY GRANTS COMMISSION
Bahadurshah Zafar Marg
New Delhi-110002

No. F. 1-127/2011 (Anti Ragging)

PUBLIC NOTICE

CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS

It is brought to the notice of the Institutions, students and other various stakeholders that ragging is a criminal offence and UGC has framed regulations, on curbing the menace of ragging in higher educational institution, in order to prohibit, prevent and eliminate the scourge of ragging. The regulations have been notified vide No. F. 1-16/2009 (CPP-II) dated 21.10.2009 and are available on UGC website www.ugc.ac.in.

The above mentioned regulations are mandatory and shall apply to all Universities established or incorporated by or under a Central Act, a Provincial Act or a State/Union Territory Act and all Institutions recognized by or affiliated to such Universities and all Institutions deemed to be Universities under Section (3) of the UGC Act, 1956 with effect from 4th July, 2009 i.e. the date of its Publication in the official Gazette. **All institutions are required to take necessary steps for its implementation in toto including the monitoring mechanism as per provisions provided in the above regulation and ensure its strict compliance.** The following preventive measures for Anti-Ragging should also be strictly followed:-

- 1) The Institutions may erect suitable hoardings/bill boards/banners in prominent places within the campus to exhort the students to prevent or not to indulge in ragging and also indicating therein the names of the officials and their telephone numbers to be contacted in case of ragging.
- 2) All Educational Institutions should form an Anti-Ragging-Committee and squads and dedicated cadre of wardens and professional counselors to ensure that the directions of Hon'ble Supreme Court of India and Justice Raghavan Committee recommendations are followed without exception.

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College, Sonpeth Dist. Parbhani

PRINCIPAL
Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



Gram : "Dnyanteerth"

SWAMI RAMANAND TEERTH
MARATHWADA UNIVERSITY
"Dnyanteerth", Vishnupuri,
NANDED - 431 606 (M.S)



"तार : ज्ञानतीर्थ"
स्वामी रामानंद तीर्थ
मराठवाडा विद्यापीठ,
"ज्ञानतीर्थ" विष्णुपुरी,
नांदेड - 431 606 (महाराष्ट्र)

संदर्भ : शैक्षणिक/पदव्युत्तर/रॅगिंग/२००९-१०/५७५६

दिनांक : १४.०५.२०१०

१७

प्रति,
मा प्राचार्य,
सर्व संलग्नीत महाविद्यालये,
प्रस्तूत विद्यापीठ.

विषय : रॅगिंग प्रतिबंधक अधिनियम प्रवेशपुस्तिकेत छपाई करणे बाबत.

महोदय,

उपरोक्त विषयी विनंती की, आपल्या महाविद्यालयाच्या शैक्षणिक वर्ष २०१०-११ च्या माहिती पुस्तिकेत (Admission Prospectus) मध्ये सोबत जोडलेल्या 'रॅगिंग प्रतिबंधक अधिनियम' छपाई करणे अनिवार्य असून त्या प्रमाणे काटेकोरपणे अमलबजावणी करावी व माहितीपुस्तिकेच्या दोनप्रती प्रवेश सुरू होणेपूर्वी विद्यापीठात सादर करणे आवश्यक आहे.

तरी कृपया उक्त प्रमाणे कार्यवाही करून विद्यापीठास सहकार्य करावे. ही विनंती.

सोबत : बगेल प्रमाणे (चार पेजेस).

आपला विश्वासू,

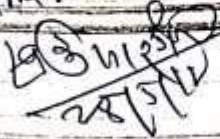
संचालक
महाविद्यालय व विद्यापीठ विकास मंडळ

प्रत-माहितीस्तव

- मा. कुलसचिव, प्रस्तूत विद्यापीठ
- मा. परीक्षा नियंत्रक, प्रस्तूत विद्यापीठ
- मा. शिक्षण संचालक, उच्च शिक्षण, मध्यवर्ती इमारत, महाराष्ट्र राज्य, पुणे
- मा. सहसंचालक, उच्च शिक्षण, नांदेड विभाग, नांदेड.


(P.T.O)

Shri. ~~Kale R.~~ Kale R.
Co-ordinator to prob. committee


28/5/10


PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani


PRINCIPAL
Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

6. Different committees for redressal of student grievances in the institute



COMMITTEES

The college has the following Activity Groups – committees, Associations and Forums for the students supports and progression.

The Chairman of all College Committees: **Principal Dr. V.D. Satpute**

Sr	Name of Committee	Co-ordinator	Member
1	Internal Quality Assurance Cell	Dr. M.B. Patil	Prin. R.T. Bedre, Dr. M.D. Kachave, Dr. M.K. Misal, Dr. B.M. Kale, Dr. S.D. Sonsale, Dr. S.A. Tengse, Mr. V.K. Jaybhaye, Mr. V.D. Ragole, Mr. R.M. Chonde.
2	NSS Programme Officer	Dr. M.D. Kachave Dr. S.D. Ambhure	Dr. S.A. Tengse (Asst.Prog. Off.), Dr. M.G. Somwanshi. (Asst.Prog. Off.).
3	Examination Cell	Dr. V.D. Satpute	Rotation System
4	Cultural & Students Welfare	Mr. S.B. Kadam	Dr. B.V. Andhale, Dr. M.G. Somwanshi.
5	Grievance Redressal Cell	Dr. S.V. Rankhamb	Dr. S.D. Ambhure, Dr. A.D. Chavan, Dr. V.B. Kulkarni Mr. R.M. Chonde.
6	Anti-Ragging Committee	Dr. Wakankar G.B.	Mr. A.K. Fajge, Dr. S.A. Tengse.
7	Cell of Study Tour	Dr. A.D. Chavan	Dr. M.K. Misal, Mr. P.T. Jondhale, Mr. V.D. Ragole.
8	Career and Counseling Cell	Dr. K.M. Golekar	Dr. B.R. Shinde, Dr. S.V. Rankhamb, Dr. A.P. Barve.
9	Admission Committee	Dr. V.D. Satpute	Rotation System
10	Committee for Annual Magazine	Dr. S.D. Sonsale	Dr. M.D. Kachave.
11	Committee for Prospectus	Mr. S.M. Devraye	Dr. B.R. Shinde, Dr. S.A. Wadachkar, Shri. Kale R.R.
12	Alumini & Parent Meet Cell	Dr. B.M. Kale	Dr. M.D. Kachave, Mr. A.K. Fajge, Mr. P.T. Jondhale, Dr. S.V. Rankhamb.
13	Committee for Time-Table	Dr. S.A. Wadachkar	Dr. B.R. Shinde, Mr. S.M. Devraye.
14	Committee for Annual Calender	Mr. V.K. Jaybhaye	Dr. M.B. Patil
15	Committee for Women Empowerment	Dr. M.G. Somwanshi	Dr. A.P. Barve.


PRINCIPAL



Late Ramesh Warpudkar ACS College, Sonpeth Dist. Parbhani.

Academic Committees

(Academic Year 2023-24 onwards....)

Sr. no	Committee/Cell	Name of the in charge faculty
1	College Development Council (CDC)	Shri Kadam P. R., Shri. Kharwade R. B., DR. Kachave M. D., Dr. Kale B. M. Dr. Tengse S. A., Dr. Jaybhaye V. K., Shri Kale R. R., Shri. Dayanand Swami., Mr. Maske B. V., Mr. Ganesh Patil, Dr. Mulgir V. S., Dr. Patil M. B., Miss. Megha Kurude and Prin. Satpute V. D.
2	Internal Quality Assurance Cell (IQAC)	Prin. Satpute V. D., Dr. Patil M. B., Dr. Kachave M. D., Dr. Jaybhaye V. K. Dr. Nitonde Rohidas, Dr. Ambhure S. D., Dr. Kale B. M., Dr. Sonsale S. D., Dr. Somwanshi M. G., Dr., Ragole V. D., Shri Kale R. R.
3	NSS Programme Officer	Mr. Fajge A K. Dr. Andhale B. V, Dr Somwanshi M G.
4	Examination cell	Mr. Devraye S. M., Dr. Shinde B. R., Dr. Wadchkar S. A. Shri. Kale R. R.
5	Cultural & Student Development cell	Dr Kale B. M., Mr. Kadam S. B.
6	Grievance Redressal Cell	Dr. Kachave M. D., Dr. Kulkarni V. B., Shri. Talekar T. A.
7	Anti-Ragging, Cleanliness and discipline Committee	Dr. Wakankar G. B., Mr. Fajge A. K., Dr. Rankhamn S. V.
8	Nodal Officer/AISHE/MIS	Dr. Sarkale A. B., Shri Kale R. R.
9	Career and Counseling Cell	Dr. Wadchkar S. A., Dr. Sonsale S. D.
10	Admission Committee	Coordinator with Rotation System (All Teaching Staff is member of the committee)
11	Committee for Prospectus	Mr. Devraye S. M., Shri Chonde R. M.
12	Alumni and Parent Meet Cell	Dr. Kachave M. D., Dr. Ambhure S. D. Dr. Rankhamb S. V.
13	Committee for Time Table	Dr. Wadchkar S. A., Dr. Shinde B. R. Mr. Devraye S. M.
14	Scholarship Committee	Dr. Misal M. K., Mr. Jondhale P. T. Shri. Kale R. R.
15	College Website (Update)	Dr. Patil M. B., Shri. Kale R. R.
16	Women Empowerment Cell	Dr. Tengse S. A. Dr. Kulkarni V. B. Somwanshi M. G.
17	Research Committee	Dr. Sonsale S. D., Dr. Kachave M. D. Dr. Patil M. B.
18	Internal Complaints Committee (ICC) (Anti-Sexual Harassment Cell)	Dr. Kulkarni V. B., Dr. Tengse S. A. Dr. Somwanshi M. G. Mrs. Nasim Manjoor Sayyad, Shri Kale R. R., Shri Talekar,
19	UGC Cell/NIRF/RUSA etc	Mr. Ragole V. D., Mr. Jaybhaye V. K., Shri. Talekar T. A.
20	Student Adoption & Mentoring	Dr. Golekar K. M., Dr. Misal M. K., Dr. Shinde B. R.
21	Committee for Extra-Mural Lectures	Dr. Ambhure S. D., Dr. Jadhav Ashok,
22	YCMU Centre	Dr. Ashok Jadhav, Shri. Survase Punjab, Shri Sontakke Datta.
23	Committee for Budget	Dr. Chavan A. D., Shri Talekar
24	Committee for Publicity	Dr. Rankhamb S. V. Mr. Kadam S. B.
25	Distance Education Centre	Dr. Kachave M. D. Shri. Survase P. L. Shri. Sontakke D. M.
26	Student Research (Avishkar)	Dr. Somwanshi M. G., Dr. Ambure S. D. Dr. Chavan A. D. Dr. Tengse S. A.,
27	Equal Opportunity Cell	Dr. V D Satpute & Coordinators of sports, library, NSS, scholarship, IQAC & office.
28	SRTM University exam	Rotation System

N.B: Principal will be the chairman of all committees. First teacher in each committee will be the coordinator of that committee.


PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani


PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



Est. Sept 1994

2(f) & 12 (B): March 2006

Hanuman Shikshan Prasarak Mandal, Sonpeth's
**LATE RAMESH WARPUDKAR ARTS, COMMERCE & SCIENCE
COLLEGE, SONPETH. DIST. PARBHANI 431516 (MS)**
NAAC Accredited with Grade- B

(Affiliated to: Swami Ramanand Teerth Marathwada University, Nanded)
Ph. (02453) 240 142 Fax. (02453)240 142 Principal: 09423 779 000

Web: www.warpudkarcollege.com Email:lrwcsnpt@rediffmail.com./shreyavasant2010@gmail.com

Shri. P.R. Kadam
President

Dr. V.D. Satpute
Principal

No. *LRWS / 2022-23 / (B)*

Date: *09/07/2022*

Internal Complaints Committee (ICC)

As per sexual harassment of women at workplace Act, 2013 (Prevention, Prohibition & Redressal) and Gazette of India dated 2nd May 2016.
For Academic Year 2022-23 onwards.....

Sr No.	Name of the member	Designation	Contact details
01	Dr. Mrs Kulkarni V. B. Associate Prof	Presiding Officer	8999297316
02	Dr. Mrs. Tengse S. A. Asistant Prof	Member	8983776077
03	Dr. Mrs Somwanshi M. G. Associate Prof	Member	9420035779
04	Mrs. Nassim Manjoor Sayyad NGO, Representative	Member	7020448155
05	Shri Chonde R. M. Head Clerk	Member	9730783272
06	Shri Talekar T. A. Junior Clerk	Member	8421108764
07	Miss. Kurude Megha Student Representative	Member	9423893500
08	Mr Mahajan Abhisek Student Representative	Member	9579329191

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. P.

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



Est. Sept 1994

2(f) & 12 (B) March 2006

Hanuman Shikshan Prasarak Mandal, Sonpeth's
LATE RAMESH WARPUDKAR ACS COLLEGE, SONPETH.
DIST. PARBHANI 431516 (MS)
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Ph. (02453) 240 142 Fax. (02453)240 142 Principal: 09423 779 000

Web: www.warpudkarcollege.com Email:lrwcnpt@rediffmail.com./sbroyavaant2010@gmail.com

Shri. P.R. Kadam
President

Dr. V. D. Satpute
Principal

No. Lrwc/Committees/ 06

Date : 04/07/2023

ORDER

To,

1. Dr. Kachave M. D. ---- Co-ordinator
2. Dr. Kulkarni V. B. -- Member
3. Shri. Talekar T. A. -- Member

Subject: Your appointment on Grievance Redressal Cell.

With reference to the subject cited above, this is to inform you that you have been appointed as coordinator/member of Grievance Redressal cell of this college. Your appointment is from the academic year 2023-24 to till further instructions . You are directed to take complaints from faculty and students and keep in the meeting as per the need of the hour and act as per the directions given by govt. and university from time to time. The cell will provide complaint cum suggestion box in college. You are assigned the responsibility of maintaining the record of complaints received directly or through box. You should preserve all the necessary record in update form. You are directed to accept the charge of this department and act accordingly.

ok R.D.M.
Respected
Principal

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



Est. Sept 1994

2(f) & 12 (B): March 2006

Hanuman Shikshan Prasarak Mandal, Sonpeth's
LATE RAMESH WARPUDKAR ACS COLLEGE, SONPETH.
DIST. PARBHANI 431516 (MS)

NAAC Accredited with Grade- B

(Affiliated to: Swami Ramanand Teerth Marathwada University, Nanded)

Ph. (02453) 240 142 Fax. (02453)240 142 Principal: 09423 779 000

Web: www.warpudkarcollege.com Email: lrwcnpt@rediffmail.com / shreyavasant2010@gmail.com

Shri. P.R. Kadam
President

Dr. V. D. Satpute
Principal

No. Lrwc/Committees/2021-22/ 90

Date :15th Sept, 2021

ORDER

To,

1. Dr. Shinde B. R. ---- Co-ordinator
2. Dr. Kulkarni V. B. -- Member
3. Shri. Chonde R. M. -- Member

Subject: Your appointment on Grievance Redressal Cell.

With reference to the subject cited above, this is to inform you that you have been appointed as coordinator/member of Grievance Redressal cell of this college. Your appointment is for the academic year 2021-22 to 2025-26. You are directed to take complaints from faculty and students and keep in the meeting as per the need of the hour and act as per the directions given by govt. and university from time to time. The cell will provide complaint cum suggestion box in college. You are assigned the responsibility of maintaining the record of complaints received directly or through box. You should preserve all the necessary record in update form. You are directed to accept the charge of this department and act accordingly.

Handwritten signature and date:
20/09/2021
Chonde R.M.
V.S.P.

Handwritten signature of Principal
PRINCIPAL
Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



1st. Sept 1994

2(f) & 12 (B) March 2006

Hanuman Shikshan Prasarak Mandal, Sonpeth's
**LATE RAMESH WARPUDKAR ARTS, COMMERCE & SCIENCE
COLLEGE, SONPETH, DIST. PARBHANI 431516 (MS)**
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Ph. (02453) 240 142 Fax. (02453)240 142 Principal: 09423 779 000

Web: www.warpudkarcollege.com Email:lrwcnpt@rediffmail.com/shreyavasant2010@gmail.com

Shri. P.R. Kadam
President

Dr. V.D. Satpute
Principal

No. LRWC/Committee/2021-22/97

Date: 15th Sept 2021

Office Order

1. Dr. Wakankar G. B.
2. Dr. Fajge A. K.
3. Dr. Rankhamb S. V.
4. Shri Kale R. R.

Handwritten signatures and initials:
- G.B. Wakankar
- A.K. Fajge
- S.V. Rankhamb
- R.R. Kale

Subject: Your appointment as coordinator/member of Discipline, Anti-Ragging and cleanliness committee.

With reference to the subject cited above this is to inform you that you have been appointed as coordinator/member of Discipline, Anti-Ragging and cleanliness committee for the period of 2021-2026. You are expected to work in the direction of maintaining the discipline in the college campus. The committee is also entrusted to monitor the adherence to the code of conduct for students, teachers and other staff members. The committee will be responsible for taking all such measures which will restrain students from ragging in the campus. The committee is also expected to implement the schemes regarding the prohibition of smoking and chewing tobacco in the campus. You are also assigned the work of supervising the cleanliness of all infrastructure and ground of the college. You are directed to accept the charge of this committee and cooperate.

Handwritten note:
one copy received
ma. [signature]

Handwritten signature of Principal
PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



Est. Sept 1994

2(f) & 12 (B): March 2006

Hanuman Shikshan Prasarak Mandal, Sonpeth's

LATE RAMESH WARPUDKAR ACS COLLEGE, SONPETH.

DIST. PARBHANI 431516 (MS)

NAAC Accredited with Grade- B

(Affiliated to: Swami Ramanand Teerth Marathwada University, Nanded)

Ph. (02453) 240 142 Fax. (02453)240 142 Principal: 09423 779 000

Web: www.warpudkarcollege.com Email: lrwcnpt@rediffmail.com / shreyavasant2010@gmail.com

Shri. P.R. Kadam
President

Dr. V. D. Satpute
Principal

No. Lrwc/Committees/2021-22/ 91

Date :15th Sept, 2021

ORDER

To,

1. Dr. Wakankar G. B. -- Co-ordinator
2. Mr Fajge A. K. ----- Member

Subject: Your appointment on Anti-Ragging Committee.

With reference to the subject cited above, this is to inform you that you have been appointed as co-ordinator/member of Anti-Ragging Committee of our college. Your appointment is for the academic year 2021-22 to 2025-26. You are directed to undertake all such measures which will restrain students from ragging somebody in the college campus or outside. You should also work in the direction of preventing sexual harassment in the college campus. You are also responsible for taking all such complaints from faculty and students and keep in the meeting as per the need of the hour and act as per the directions given by govt. and university from time to time. You should preserve all the necessary records in update form. You are directed to accept the charge of this department and act accordingly.

(Signature)
(Signature)

(Signature)
PRINCIPAL
Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

7. Annual reports & number of grievances redressed to prove timely redressal of the grievances.

- ❖ The committee prepares annual reports mentioning the number of grievances redressed.
- ❖ Every grievance is given due attention to achieve timely redressal of the said grievances.
- ❖ There are 22 grievances found and resolved in last five years.

Number of grievances redressed in last five years.

Year	Number of Grievances Received	Grievance Redressal Cell	Anti-Ragging Cell	Internal Complaints Committee
2019-20	04	04	00	00
2020-21	02	02	00	00
2021-22	03	03	00	00
2022-23	06	06	00	00
2023-24	07	07	00	00
Total	22	22	00	00



Annual reports of Grievance redressal cell
Annual reports of Anti-Ragging cell
Annual reports of Internal complaint committee
Minutes of meetings of Grievance redressal Cell committees indicating timely redressal of the grievances



PRINCIPAL
Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

Annual Reports of the Grievance committee

Est. 1994

2(f) & 12 (B): March 2006

Hanuman Shikshan Prasarak Mandal, Sonpeth's
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तक्रार निवारण समिती (Grievance Redressal Cell) Annual Report

Academic Year: 2023-24

हनुमान शिक्षण प्रसारक मंडल कै. रमेश वरपुडकर महाविद्यालय सोनपेठ जि.परभणी के महाविद्यालय मे छात्र अध्यापक और शिक्षकेतर कर्मचारीयों के तकरारीयों को लेकर प्रधानाचार्य के अनुमती से तकरार निवारण समिती का गठन किया गया। तक्रार निवारण समिति की ओर महाविद्यालय के शिक्षकेतर, शिक्षा क्षेत्र के कर्मचारी छात्रों ने मौखिक एंवम लिखित रूप से अनेक तकरारीयों को दर्ज किया गया। सभी प्रकार की तकरारों का निपटारा प्रधानाचार्य और तकरार निवारण समिती के सदस्यों व्दारा किया जाता है।

1)दिनांक 16 मई 2023 समर 2023 के परीक्षा में दो प्रकार की तकरार प्राप्त हुई इन्हीं तकरार का निवारण प्रधानाचार्य और तकरार निवारण समिति ने पुलिस थाने की और दर्ज करके निपटारा किया।

2) दिनांक 17 जून 2023 के दिन परीक्षा के संदर्भ में तीन प्रकार की तखरार प्राप्त हुई अन्य तकरारियों का निराकरण छात्रों को समझा कर किया गया।

3) दिनांक 18 अगस्त 2023 के दिन महाविद्यालय के छात्राओं को छात्र द्वारा कमेंट्स और गलत शब्दों का प्रयोग के संदर्भ में तकरार प्राप्त हुई तो उन्हें लड़के और लड़कियों को बुलाकर प्रधानाचार्य के कक्ष में उन दोनों से लिखित रूप में माफी ले ली।

4) दिनांक 15 दिसंबर 2023 के दिन तक्रार निवारण समिति की ओर बीकॉम तृतीय वर्ष का छात्र भुमरे गोविंदा के बाग से ₹5000 चोरी हो गए इस तकरार का निराकरण सीसीटीवी कमरे में कैद हो गई थी इस तकरार का निराकरण करने के लिए प्रधानाचार्य और समिति के सभी सदस्य ने निराकरण कार्य किया और उसे छात्र को उसके पैसे वापस दे दिए गए।




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कै.रमेश वरपुडकर महाविद्यालय सोनपेठ जिला परभणी के अध्यापक, छात्र और छात्राओं के तक्रार निवारण करने हेतु महाविद्यालय में तक्रार निवारण समिति का गठन किया गया है। इस समिति के सदस्यों द्वारा महाविद्यालय के सभी अध्यापक विद्यार्थी शिक्षक उत्तर कर्मचारी अपनी तक्रार दर्ज कर सकते हैं। अध्यापक कर्मचारी, छात्र सभी समिति की ओर तक्रारियों को दर्ज कराने हेतु इस समिति की स्थापना की गई है। समय-समय पर तक्रार निराकरण समिति के प्रमुख प्रधानाचार्य प्रमुख प्रधानाचार्य डॉक्टर वसंत सातपुते के निर्देशन नुसर तक्रारियों का निराकरण किया जाता है।

- 1) तक्रार निवारण समिति की बैठक दिनांक 14 जुलाई 2022 को विज्ञान विभाग से छात्रों की बैठक व्यवस्था को लेकर तक्रार मिली थी। इस तक्रार का निराकरण प्रधानाचार्य के बैठक में बैठकर छात्रों को बैठने के लिए नये स्टूल लाने की अनुमति ले ली गई।
- 2) तक्रार निवारण समिती की ओर दिनांक 22 अगस्त 2022 को शुद्ध पेयजल को लेकर छात्रों ने अर्ज दाखील किया था। इस तक्रार को समितीने ध्यान देकर हर कक्षा में छात्रों के लिए शुद्ध पेय जल के लिए जल जार की व्यवस्था की गई।
- 3) समिती की ओर दिनांक 20 अक्टुबर 2022 की परीक्षा में zoology के प्रश्नपत्र क्र. IV में गलत प्रश्न को लेकर तक्रार आ गई थी। इस बात की जानकारी समिती ने वरिष्ठ अधिकारियों की ओर भ्रमणध्वनीयों से भेज दी।
- 4) 21 सितम्बर 2022 को समय सारणी बदलकर मध्यांतर के लिए अवकाश दिया जाए ऐसी तक्रार आ गई। इस बात का नियोजन करके आधा घण्टा अवकाश छात्रों के लिए दिया गया।
- 5) दिनांक 6 अक्टुबर 2022 के दिन अवकाश के समय में छात्र के गैरव्यवहार को लेकर सभी छात्रों की ओर से मौखिक और लिखित रूप में प्राप्त हुये इन्ही तक्रारियों का निराकरण जिस छात्र को लेकर वह तक्रार है उन्हें बुलाकर उस छात्र को समझाकर उससे रपट लिखवाकर लिया गया।
- 6) दिनांक 27 दिसम्बर 2022 की छात्राओं के बाथरूम को लेकर तक्रार आ गई। तो इस तक्रार को सुलझाने के लिए सफाई कर्मचारी को बार बार समझाकर इसका भी निपटारा किया गया।




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Academic Year: 2021-22

कै. रमेश वरपुडकर महाविद्यालय सोनपेठ के छात्र ,छात्राओं के तक्रार निराकरण के लिए महाविद्यालय मे प्रधानाचार्य के निर्देशा नुसार तक्रार निवारण समिती का गठन किया गया। इस समिती मे महाविद्यालय के डाॅ.संतोष रणखांब ,डाॅ.वनिता कुलकर्णी श्री.चौडे रंगनाथ का चयन किया गया तक्रार निराकरण समिती के सदस्यों ने छात्रों के तक्रारियों के निराकरण के उद्देश से दिनांक 29 सितम्बर 2021 को प्रथम बैठक का नियोजन किया गया ।इसमे समिती ने कोरोना जैसी महामारी की वजह से हुई बच्चों की स्थिती को समझकर साथ ही दुनियाभर के लोगों की मानसिक स्थिती को ध्यान मे रखकर महाविद्यालयीन छात्रों पर जो असर हुआ था ,जिसकी वजह से छात्रों मे कोरोना जैसी महामारी के बारे मे जागृती निर्माण करने के लिए संकाय के सदस्यों ने बैठक का आयोजन किया था।

तक्रार निराकरण समिती की ओर से दिनांक 29सितम्बर 2021 को मार्गदर्शक सुचनाओं परक कार्यक्रम का आयोजन किया गया था।इस कार्यक्रम के अध्यक्ष के रूप मे डाॅ.संतोष रणखांब थे तो प्रमुख अतिथी के रूप मे डाॅ. मुकूंदराज पाटिल डाॅ. आंधले बि.व्ही. मौजूद थे।अध्यक्षीय मंच पर से डाॅ. संतोष रणखांब ने छात्रों को समय समय पर छात्रों की सुचनाओं तक्रारों का निराकरण किया जाएगा इस बात से आश्वासित किया गया। इस कार्यक्रम मे छात्रों ने अपने विचारों के साथ कुछ अपनी कमियों को रखा गया। जिसमे नल,बिजली, पंखा शुध्द पेयजल जैसे आदि विषय को रखा ।कार्यक्रम मे प्रमुख अतिथी मुकूंद पाटिल ने तक्रार बक्से को लेकर छात्रों मे जागृती की। साथ ही तक्रार निराकरण समिती के सदस्यों के भ्रमणध्वनी नंबर दिए गये। इस कार्यक्रम का सुजसंचालन डाॅ.वनिता कुलकर्णी ने किया तो ज्ञापन कु.ममता कुरुडे ने किया।




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यह शैक्षणिक वर्ष कोरोना जैसी महामारी की वजह से कुछ अच्छा नहीं रहा महामारी की वजह से महाविद्यालय में छात्र अभासी रूप में उपस्थित रहते थे। साथ ही महाविद्यालय के कर्मचारी भी अभासी रूप में काम करते थे। महामारी को लेकर अनेक प्रकार की समस्याएँ उपस्थित हुईं। उसमें छात्रों को लिखित रूप से तक्रार देने के लिए समय नहीं था। तब समिती को अभासी रूप में छात्र और छात्राओं के अनेक प्रकार की अभासी रूप से तक्रारें मिलती रहीं। इसमें प्रमुखता घरों में भ्रमणध्वनियों के प्रयोग को लेकर खास तक्रारें रहीं हैं। सामान्य परिवार से अनेक छात्र होने की वजह से वे अपने घर में जो एकाग्र दुसरा भ्रमणध्वनी था उसका जादा इस्तेमाल नहीं कर सकते थे यह तक्रार बहुतसे छात्रों की रहीं हैं। इस समय एक गांव में जो छात्र है उन्हें एक जगह पर बैठकर तासिका सुनने का मार्ग निकला गया। बहुत से छात्रों की मालीहालात ठिक ना होने से छात्रों को भ्रमणध्वनी लेने के लिए पैसों की किल्लत थी। तब उन्हें रिश्तेदार, दोस्त आदि के भ्रमणध्वनी का इस्तेमाल करने की सूचना दे दी गई। **तक्रार** निवारण समिती के सभी सदस्यों को भी सूचित किया गया की वे एक दुसरे के संपर्क में रहे और मौजूदा तक्रारों को छुड़वाने की सूचना दे दी गई। शैक्षणिक वर्ष 2020-2021 यह वर्ष छात्र, अभिभावक अध्यापक आदि सभी कर्मचारियों के लिए यातनादाई रहा है। इनमें से कुछ तक्रार छुटने योग्य तक नहीं थी तो भी जितना हो सके उतना प्रयास तक्रार निवारण समिती ने किया।




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कै. रमेश वरपुडकर महाविद्यालय सोनपेठ में छात्र और छात्राओं के लिए तक्रार निवारण समिती गठित की गई है। इस समिती की पहली बैठक 16 जुलाई 2019 को ले ली गई। तो दुसरी बैठक दिनांक 5 अगस्त 2019 को ले ली गई इसमें छात्रों को मार्गदर्शन परक संवाद किया गया। इस कार्यक्रम के अध्यक्ष के रूप में समिती प्रमुख डा. संतोष रणखांब थे तो प्रमुख अतिथी के रूप में डा. बालासाहेब काले और प्रा. अंगद फाजगे उपस्थित थे। इस कार्यक्रम में छात्रों ने भी अपने विचार व्यक्त किए। कार्यक्रम में तक्रार बक्से को लेकर पूरी जानकारी छात्रों को दे दी गई। साथ में छात्रों को तक्रार निवारण समिती के सभी सदस्यों के भ्रमणध्वनी नंबर दिए गये। तक्रार निवारण समिती की ओर शैक्षणिक वर्ष 2019-2020 में मौजूद तक्रार में पढाई के कक्षाओं में पंखा, बिजली, और वाशरूम की स्वच्छता को लेकर तक्रारे थी। साथ ही परीक्षा के दालन से छात्रों के थैलियों से पैसे चुराए जाने की कुछ तक्रारे मौजूद थी। ऐसे अनेको तक्रारों का निवारण तक्रार निवारण समिती ने करणे का प्रयास किया।




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Annual Reports of the Anti-Ragging committees



2(f) & 12 (B): March 2006

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Date: 11/05/2024

Anti-Ragging Committee Report

2019-20 to 2023-24

The college has constituted the anti-ragging committee for keeping the healthy atmosphere in the campus so that no student will remain away from higher education due to the events of ragging. In fact this problem occurs in big cities and we hear the incidents of ragging in newspapers. It doesn't mean that such type of events do not occur in towns etc. Hence we have set up the monitoring system in the form of anti-ragging committee and discipline committee. The anti-ragging committee exists in the college since 30-06-2015. Principal of the college is by virtue chairman of the committee. Along with the chairman the faculty members Dr. Wakankar G. B., Dr. Fajge A. K., & Dr. Sunita Tengse are the members of the committee. The committee is being reconstituted on 15th September 2021. Since then no such events of ragging took place in the campus and no student is being punished for that. Occasionally students make orally complaints regarding the inconvenience caused by the fellow students which is being resolved at the same time by calling both the students together and informing them not to repeat the same in future.

During the Covid pandemic, all the classes were through virtual mode and no presence of students was there in campus. Since all the classes were on online mode no



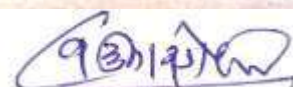

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

complaints were raised during academic year 2020-2021. Offline lectures began from 2021-22. The members of the committee, persistently keep watch on the students through CCTV mode. The committee coordinator Dr. Wakankar G. B. keeps rounds in the campus during lectures and ensures the safety of all students. The posters communicating the ragging and its consequences are being displayed in the campus. In the beginning of each academic year a notice is being circulated among the students regarding the anti-Ragging act and punishments related to it. The same is being published in prospectus of the college. The following programmes being organized in the college during last five years:

1. Organized a programme on the various laws and punishments regarding the ragging and other laws on 29-12-2019. Hon justice Khirapate Sachin, Junior magistrate court Sonpeth, chaired the programme and guided the students. Adv Amol Giram from parbhani explained the laws regarding ragging. The college had invited the Police Inspector Hon Gajanan Bhatlawande for the welcome freshers programme on 02-08-2019 where he delivered the talk on the ragging related matters.
2. Since the year 2020 was of Covid-19 Pandemic, no programmes on ragging took place.
3. Organized a programme on 'Kaydewishyak Shibir' i.e. various laws and punishments regarding the ragging and other laws on 17-09-2021. Hon justice Khirapate Sachin, Junior magistrate court Sonpeth, chaired the programme and guided the students.
4. Taluka court judge Hon S. V Munde guided the students regarding the ragging and other laws in the programme organized on **Awakening of various Laws**. On the occasion Adv. Mokashe, Adv. Diwan, Adv. Dhabde and Adv. Tirmale Ashok were present on the occasion.




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Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



5. Kaydewishayak Shibir was organized on 17-07-2023 for freshers where Hon Judge of the Taluka court Mr. S V. Munde chaired the session. Adv. R. P. Rathod and Adv. Vishnu Dhabde. Vice president of the Mandal Hon. Jyotitai Kadam were present on the occasion. In Student Induction Programme organized on 4th August 2023, a special talk on ragging is being delivered by Police Inspector Mr. Sunil Andhare Saheb. On the Police Rising Day Assistant Police Inspector Mr Kirkan Ajay conversed with the students regarding the ragging, its consequences and how to remain away from such activities so that students may concentrate on the study. As per the guidelines from state government, an establishment of **Chidimar Pathak (Damini Pathak)** has been done in the college under which the police personnel visit the college campus and the approaching road in civil uniform.

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College, Sonpeth Dist. Parbhani

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Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

Annual Reports of the Internal Complaint committees



Late. Ramesh Warpudkar Mahavidyalaya, Sonpeth.

Sonpeth dist. Parbhani

2019-2020

Annual Report

Women's Sexual Assault Prevention Committee

Internal Complaints Committee (ICC)

Women Atrocities Prevention Committee is working in Late. Ramesh Warpudkar College to prevent the violence against women. Through this committee, women are made aware of their rights and if there are any complaints regarding their safety, it is taken seriously. The first meeting was held on 11-7-2019 and this committee is working to maintain an environment conducive to women safety in our university. It was decided that the issues of self-security and other problems of women employees should be raised before the committee and they would be resolved.

The meeting of the committee was concluded on date 16-11-2019. In this meeting, the sexual harassment of women act 2013 and other information should be given to all the students by the female staff and student representatives and precautions should be taken to ensure that no cases of sexual harassment arise and accordingly the remedial plan was discussed.

On 23-1-2020, a women's meeting was organized in the college on behalf of this committee.

In this academic year, no written or verbal complaint has been received from any female employee to this committee.


Principal
Late. Ramesh Warpudkar
Arts, Commerce & Science College,
Sonpeth Dist. Parbhani


Prof. Dr. Kulkarni V.B. – Presiding Officer.

Dr. Tengse S.A.

Dr. Somvanshi M.G.

Shree. Chonde M.G.

Shree. Talekar T.A.

Sayyad Nasim-NGO, Representative

Shekh NurJahan- Student Representative



Late. Ramesh Warpudkar Mahavidyalaya, Sonpeth.

Sonpeth dist. Parbhani

2020-2021

Annual Report

Women's Sexual Assault Prevention Committee

Internal Complaints Committee (ICC)

The Principle,

Late. Ramesh Warpudkar Mahavidyalaya, Sonpeth,

Sonpeth dist. Parbhani

Subject: On the adoption of the Report of the Committee on the Prevention of Sexual Assault of Women for 2020 and 2021.

Respected Sir,


It is hereby requested that the above is Ramesh Varapudkar College has set up a women's sexual assault prevention committee to prevent violence against women. Through this committee, women are made aware of their rights and entitlements. It also provides guidance on the need and function of the Women Sexual Assault Committee. Also, if there are any complaints regarding women's safety, they are taken seriously. In this regard, the first meeting of the Committee was held on 5/8/2020. The Women's Sexual Assault Prevention Committee is also working to ensure a conducive environment for women's safety in our college. It was decided in the meeting that issues related to self-safety of women employees and other issues should be placed before the committee and they will be resolved.

On 23 / 11 / 2020, the meeting of the Women's Sexual Harassment Prevention Committee was concluded. In this meeting, many complaints and physical and mental abuse of women also arising in the future by the female staff and student representatives of the college, as well as the sexual harassment of women at the workplace (Prevention, Prohibition, Redressal) Act 2013 " and other information should be given to all the students through female staff as well as student representatives and precautions should be taken to ensure that no cases of sexual harassment occur in the college and accordingly the remedial plan was discussed.



No written or oral complaint has been received from any women employees in the academic year 2020-2021.


Principal
Late Ramesh Warpudkar (ACS)
College, Sonpeth, Dist. Parbhani


Prof. Dr. Kulkarni V.B.
Presiding Officer



Late. Ramesh Warpudkar Mahavidyalaya, Sonpeth.

Sonpeth dist. Parbhani

2021-2022

Annual Report

Women's Sexual Assault Prevention Committee

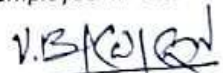
Internal Complaints Committee (ICC)

Hanuman Shikshan Prasarak Mandal run by Ka. Women's Atrocities Prevention Committee is working in Ramesh Warpudkar College Sonpeth to prevent women's atrocities. Through this committee, women are made aware of their rights and entitlements. Also, regarding the need and functions of Women's Sexual Abuse Committee, Veloveli meetings are organized and guidance is provided through the members of the committee, and if there are any complaints regarding women's safety, they are taken seriously. Accordingly, the first meeting of the committee was held on 09/9/2021. The Women's Sexual Harassment Prevention Committee (ICC) is working to create a supportive environment for the safety of women in the college. Questions and other problems related to self-security of women employees should be brought up to this committee without any fear and they will be resolved.

On 9/9/2021, the meeting of Women's Sexual Abuse Prevention Committee was concluded. In this meeting, the women's act 2013 as well as other laws for the protection of women and all other information should be given to all the students by the representatives of the women employees and students and measures should be taken to ensure that no cases of sexual harassment will arise.

The committee has not received any complaint from any female employee in the academic year 2021 - 2022.


Principal
Late Ramesh Warpudkar (ACS)
College, Sonpeth, Dist. Parbhani


Prof. Dr. Kulkarni V.B.

Presiding Officer

Dr. Sunita Tengse 

Dr. Mukta Somvanshi 

Sayyad Nasim

Shree. Rangnath Chonde

Shree. Tukaram Talekar

Ku. Popde Jayashri- Student representative

More Arjun- Student representative



Late. Ramesh Warpudkar Mahavidyalaya, Sonpeth.

Sonpeth dist. Parbhani

2022-2023

Annual Report

Women's Sexual Assault Prevention Committee

Internal Complaints Committee (ICC)

Late. Ramesh Warpudkar College, Women's Sexual Abuse Prevention Committee has been established to prevent women's abuse. Through this committee, the problems, injustice, physical and mental abuse and difficulties faced by the women employees at the work place are removed and the rights and rights of the women employees are made aware. Guidance is also given through the meetings regarding the need and function of Women's Sexual Atrocities Committee. Also, if there are any complaints regarding the safety of women, they are taken seriously by the committee. Accordingly, dt. The first meeting of the committee was held on 28/07/2022. This women's sexual harassment prevention committee is working to ensure an environment conducive to women's safety in the college. It was decided that the questions and other problems related to self-protection of women employees should be brought forward by this committee and they would be resolved in a proper manner.

On 20/09/2022, a One Day Workshop was organized by the Women's Sexual Violence Committee. All women staff and students of the college participated in this workshop. In this, all the women and girls were thoroughly guided about the Committee as well as the Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act 2013 Visakha Committee for the Protection of Women, Rights Awareness etc. The program was chaired by Prof. Dr. Vanita Kulkarni was present. Introductory Prof. Dr. Done by Mukta Somvanshi. Sheikh Shakeela, Principal of Junior, Prof. Aarti Bobde, Prof. Gavane Madam was present. In this event, a poster titled "Rising Violence Against Women" prepared by the students of the college was released.

The program was coordinated by Prof. Dr. Sunita Tengse madam and vote of thanks was proposed by Professor Mangal Gavane madam.

The number of women employees and students present for this program was 145.

Meetings of women employees were organized on 11 January 2023. In this meeting, the problems of all women employees as well as injustice and oppression were asked and discussed. Also, the student representative was asked about the complaints of the students. Also, there was




a discussion in this meeting about the precautionary and remedial plan to ensure that no kind of sex games will arise in the college.

In the academic year 2022-2023, no written or oral complaint has been received from any female employee to this committee.

Form- Annual Report Year 2022

Year	How many complaints have been received?	How many results ?	How many complaints were pending for more than 90 days?	Work schools and public awareness were organized with reference to this law	विभागाने (EMPLOYEREMPLOYEREmploy or) कोणत्या प्रकारची कार्यवाही केली
2022	Blank	Blank	Blank	Workshop was organized on 20/09/2022	Blank

Sayyid Nasim Prof.
NGO Representative
Kursade Megha
Student Representative
Abhishek Mahajan
Student Representative


Principal
Late. Ramesh Warpudkar
Arts, Commerce & Science College
Sonpeth Dist. Parbhani


Dr. Kulkarni Vanita

Presiding Officer:

Dr. Tengse S. A.

Dr. Somvanshi M.C.

Shree. Chonde R.M.

Shree. Talekar T.A.

Minutes of meetings of Grievance redressal Cell committees indicating timely redressal of the grievances






ठरान (Proceeding) of the meeting
14. 06/12/2023

दि. 6/12/2023 रोजी मा. प्राचार्य यांच्या
दफ्तारामध्ये वेळीसने आगोपन झाल्याने काढ.
या वेळीसमध्ये 15 लक्षां त. ग. या विद्यार्थी गोविंद
प्रभाकर भुमरे यांच्या वेळामध्ये 50000/- याचे
कॅम्पे-याच्या लगेत ठेवण्यात वेळामध्ये योरीत
अर्थ. वेत

मा. प्राचार्य शोखोनी कॅम्पे-याच्या निरीक्षणानुसार
योरीत गोळीने पैसे शोधण्यासाठी प्रयत्न केले.
व. 8/12/2023 रोजी या विद्यार्थीस याने
पैसे 50000/- रक्कम मिळवून दिले व नशीबाने
निरास(1) झाल्याने काढ.


PRINCIPAL
Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

निरास निवारण कर
डा. एम. सी. कच्छवे 
डा. सुखवीर वसिना 
श्री. नरेंद्र सी. र. 

सूचना (Notice) दि. 18/8/23

गडाक निवाणार समितीतील सर्व सदस्यांनर
उर विख्यात येते की दि. 18/8/2023 रोजी
मुळीची मुलांनार. डॉ. रीग। कावण-मिडिंगी गडाक आनी
मिडुन या गडातीने निवाणार उरव्याणार की दि.
19/8/2023 रोजी वेळीने कायोज्ज मा.
प्रचार्य पांनार उरव्याण उरव्याण काळ काहे.
नी वेळी उपायिन राडुन राडुन
उरवे.


ज. ए. डी. कुळगे


PRINCIPAL
Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

गडाक निवाणार समिती
जं. देवीध रायवांन
जं. कुळगे ए. ए. गडाक

उरवे (meeting)

दि. 19/8/2023 रोजी मा. प्रचार्य ग गडाक
निवाणार समितीनार यरवेनेन कुळगे काळ देडु
या गडातीने निवाणार उरव्याण काळ.

जं. ए. डी. कुळगे


PRINCIPAL
Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

जं. रणजंन देवीध
जं. कुळगे ए. ए. गडाक
श्री वेडी काळ
जं. कुळगे ए. ए. गडाक





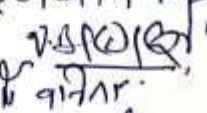


उत्सव (Meeting)

दि. 17.6.2023 रोजी मा.प्रचारक

सहकार कर्मकरांच्या वेंडकिते समोसा नशा निगाळ
समितीचा वतीने उत्सव कार्यक्रम या वेळी झाले

- ① योगेश पोनाळ यांनी स्मार्ट गॅजेट वावळी
नशा
- ② दिलेश कुंडेल यांनी (M.A. (Economics)) या
विद्यार्थ्यांनी नशा
- ③ विद्याजीन विष्णु भंडारे यांनी MA राज्यशास्त्र या
विद्यार्थ्यांनी नशा

अशा पद्धतीचा नशाहीच विना (निमित्तानुस
नशाहीच) निगाळ उत्सव कार्यक्रम व. विद्यार्थ्यांचा
समूहात घालून- आपले उत्सव नशाहीच
उत्सव झाला.

नशा निगाळ उत्सव
 डॉ. कल्लवे एम.टी. 
 डॉ. दीपक शंकांग 
 डॉ. तुळशी वनार. 
 श्री. चोडे डा. ए. 
 श्री. नरेश टी.ए. 


PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani



हरिव.

आज दि. 16.5.2023 रोजी मा.प्रधान

शाल्या उद्योगात उच्च शिक्षण परीक्षा 2023 च्या

परीक्षेबाबतिले न्याय विभाग वेंचिकोर

निवाळ निमित्तयागुन डॉ. न्याय पुणेकराकडे

नर्ग उरल्यान जाय. व डॉ. न्याय निवाळ

समज देऊन निवाळ्यान बोळगुन. सहायगुन

संगुन निवाळ उरल्यान जाय.

न्याय निवाळ उर

डॉ. न्याय न्याय Dr. Ramesh

डॉ. न्याय न्याय Dr. Ramesh

डॉ. न्याय न्याय Dr. Ramesh


PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

ठराव

दि. 28/12/2022

दि. 28/12/2022 रोजी मा. प्राचार्य यांच्या
 उद्दिष्टाने वेळीचे कार्यक्रम ठरवून घ्यावे. या
 वेळीचे लेडीज वायल्य स्पर्धा व लेडीज क्लब
 स्पर्धेतून विना विविधप्राप्त स्पर्धा
 साजरासाठी कोरून घ्यावे. व. वायल्य
 स्पर्धेतून विविधप्राप्त गीत गेज पाईपकोट
 वायल्य स्पर्धेतून सुवर्ण पुरस्कार
 व. नशादि निवारण ठरवून घ्यावे.



नशादि निवारण उद्योग

Ma. Ramesh
 डॉ. रामेश्वर कोणिस-
व. स्पर्धा
 डॉ. सुबोधनी गीतना
 डॉ. यश्विनी कोणिस-
व. स्पर्धा


 PRINCIPAL

Late Ramesh Warpudkar (ACS)
 College, Sonpeth Dist. Parbhani

आज दि. ४.१०.२०२२ रोजी मा.प्रान्तीय मांड्या
 ठराव दि. ०८/१०/२०२२ रोजी वेगवेगळ्या नकारीविषयी
 गोभी, इतर घेडग मा. प्रान्तीय मांडी महिला नका (ICC)
विशाखा समिती (२) महिला संकुमीकरण समिती.

(३) नका निवारण ठर. या सर्व समितीतील सदस्यांना

बोलावणुन या ठराव मर्या घटना व बाकी पुन्हा
 घडणाऱ्या बाबी यासाठी इतर रोज घेण्यात
 येईल व योग्य वकालते विचार्या घडणा
 याबाबत सर्व स्टाफ वी लक्ष घेण्याच्या रुपात
 मा. प्रान्तीय समिती कृत्या व या सर्व नकाराविषयी
 कृत्यात लक्षात.

नका निवारण ठर

डा. रणवीर कोर्कर मा. प्रान्तीय

डा. कुलकर्णी वीवी महिला

श्री. चोड. रणवीर महिला



ठरान

दि 12.6.22

आज दि 20/06/2022 रोजी मा प्रचारक
 राज्याचे विकासाचे वेळीचे मागेलीत करणारा आहे.
 2001 मध्ये सन 2014 च्या प्रत्यक्षिकेतील सकारात्मक
 कोटीक घटने विचारात आनी अथे दिव्या साने
 त्या लघुसंगणके चर्चा करण ही नव सिध्दीदाके
 कदाविश्वात जावती व त्या घटनांचे मागील निराकरण
 मिश्रीक अथे जाही नदिवानकडून घेणान जावती
 व या कावतने समाधान निराकरण करून
 करणान जावते. व आधीने निराकरण करणान
 जावते.

नकार निराकरण
 रजिस्ट्रार
 डॉ. राजाजी संतोष
 डॉ. अश्वनी वीर
 श्री. श्री. का. ए. ए.


 PRINCIPAL
 Late Ramnarayan Verpujhar (ACB)
 College, Sonpeti-Dist. Patbhari



४२१९

दि. 15/7/2022

आज दि. 15/7/2022 रोजी नशा निवारण

कक्षाच्या वतीने वैयक्तिके कार्यक्रम मा. प्रचार्य यांच्या
उद्योगाने उरव्यात आहे. या वैयक्तिके सायल
विभागातील वैयक्तिके व्यवसाय नफेस खुल कराय
-साम्यावाक्यात नशा उरव्यात आहे.

या नशाचे निवारण नशा निवारण
उद्ये व मा. प्रचार्य यांच्या विभागातियोगे सायल
विभागातील सर्व खुल करायून नवीन खुल खेरी
उद्ये उरव्याचे उरुत. सायल विभागातील गीही
डिपार्टमेंटमध्ये नवीन खुल उपलब्ध उठण देऊ
या नशाचे निवारण उरव्यात आहे.

PRINCIPAL

Late Ramesh Warpudkar (ACS)
College, Sonpeth Dist. Parbhani

नशा निवारण उद्ये

डा. यशोवन्त राव

डा. उमेशराव

डा. चोडें



ठराव

दि. 26. 8. 2019

आज दि. 26. 8. 2019 रोजी मा. प्रमुख यांच्या
कक्षामध्ये न्याय निवारण समितीची बैठक आयोजित करण्यात
आली या बैठकामध्ये D. Com T.Y. चा विद्यार्थ्यांची
वर्गव्योली स्पष्टता व दुकलीबाबत न्याय आली.
आहे.

या न्यायीचे निवारण सेलच्या सल्लोच्या
बाबतीत वर्गव्योल्या नेमुन देऊन करण्यात आले.
नवेन या व्योलीत दोन फुंजी व्यवस्था करण्यात
आली नवेन या व्योलीत दोन बाबत लोडिंग प्रशासक
व्यवस्था करण्यात आली. नवेन कोई दुकली उरला.
व्यवस्थित लोडिंग आला. व सर्व न्यायीचे
निवारण करण्यात आले.

प्रमुख

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श. प्रमुख ए. डे. (अभिमान)
प्रा. डॉ. बाबुल एम. ए. (अभिमान)
डॉ. महाद ए. ए. (अभिमान)

न्याय निवारण कक्ष.
मा. विद्यार्थी
प्रा. डॉ. रणजो व कोष.

प्रा. डॉ. वनिता कुळकर्णी. (अभिमान)
श्री. चोडे रंगनाथ. (अभिमान)




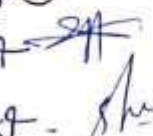

ठरान

दि. 20.7.19.


ज्ञान दि. 20.7.19 रोजी नकार निवारण
कक्षाच्या वतीने वेळीचे मागोजन मा. प्राचार्य यांच्या
कक्षामध्ये उरण्यात आले. या वेळीमध्ये ली ऑफ
द्वितीय वर्षाच्या विद्यार्थ्यांनी डॉ. ड. व मध्ये फोन
व लॉईटकावण्याची नकार उली होती.

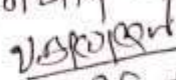
या नकाराचे निवारण नकार निवारण
कक्षा व मा. प्राचार्य यांच्या निवारणाने डॉ. ड.
मध्ये दोन फोन व लॉईटची व्यवस्था.
नकार कक्षा उरण्यात आले- तसेच सेलिंग.
हॉल ची साफसफाईकावण्यात युवना देण्यात
आल्या. व. व्हूकलागुन प्रकाशाची व्यवस्था उरण्यात
आली. शिफ्ट उमटविली सौता राखण्यासंदर्भात युवना
उरण्यात आल्या. व या नकाराचे निवारण उरण्यात
आले.


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श्री. छानगे ए. डे. 
श्री. चव्हाण ए. डे. 
श्री. अग्रुदे ए. डे. 

नकार निवारण कक्षा.


डॉ. रणजित यतोष.



डॉ. कुलकर्णी मनिता

श्री. चौधरी रंगनाथ 



४२१३

दि १६ ७-२०१९

ज्ञान दि. १६ ७.२०१९ रोजी महाविद्यालयातील
 विद्यार्थी व विद्यार्थिनींच्या तक्रारीबाबत व त्यांच्या समस्यांक
 प्रतिबंध घालण्यासाठी तक्रार निवारण समितीची वेळ
 घेण्यात आली व २०१९-२०२० वर्षांचे नियोजन करण्यात
 आले. व. विद्यार्थ्यांच्या तक्रारीबाबत तक्रारपत्रे तसेच
 लिखित स्वरूपात तक्रारी देण्याचे आवाहन विद्यार्थ्यांना
 करण्याबाबत आंगठर महिन्याच्या सुरुवातीस अभ्युत्थान
 आयोजन करण्याचे ठरले. व. महाविद्यालयात विद्यार्थ्यांना
 जास्तीत जास्त सोई सुविधा त्यांच्या विचारविनिमयातून
 करण्यात येतील असे ठरले.

प्रतिकारणे

Late Rameshwarrao Soudkar ACS College, Sonpeth Dist. Parbhani

तक्रार निवारण त्रय
 मा. ~~राजेश~~

प्रा. डॉ. यशोदा रणजोव.

~~प्रतिकारणे~~

प्रा. डॉ. कुलकर्णी वनिता.

प्रा. काजगे ए. डे. ~~प्रतिकारणे~~

प्रा. अंगुरे एल. ए. ~~प्रतिकारणे~~

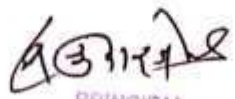
प्रा. पावठार ए. ए. ~~प्रतिकारणे~~



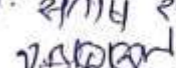
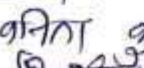
प्री. चोडं आर. एम. ~~प्रतिकारणे~~

उशव

दि. 24.7.18

दि. 24.7.2018 रोजी नशर निवाण कसकर
वांगे वेडडिमे आयोजन उरुयात आले. व.
B.A. B.com. B.Sc. च्या विद्यार्थ्यांच्या सोईसाठी.
पाठिगे व फिण्टरुच्या पाठ्याच्या व्यवस्थेबाबत
दान फिण्टरुची व्यवस्था उरुयात हे ठरले. तसेच
विद्यार्थ्यांच्या गाड्यांनी पाठिगे व प्राध्यापकांच्या
गाड्यांनी पाठिगे केलेगळ्या डिजनी बोर्ड-यावरी
जागेची व्यवस्था कुडी जाईल हे ठरले.
डेगडरुण विद्यार्थ्यांच्या नशरी वेणार नादीत वाने
निमेजण उरुयात आले-


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नशर निवाण कस.

प्रा. डॉ. शैलेश रणजीव.

प्रा. डॉ. कनिता कुळकर्णी.

श्री. रंगनाथ पोडे.