



BHANDARKARS' ARTS AND SCIENCE COLLEGE, KUNDAPURA

DVV 5.1.4

3. Provide proof of constitution of internal complaints/Grievances committee formation /other committees as per UGC Norms

BHANDARKARS' ARTS & SCIENCE COLLEGE

(Reaccredited at 'A' Grade with CGPA of 3.32 on 4 point scale)

KUNDAPURA - 576 201



UDUPI DISTRICT

Sponsored by
THE ACADEMY OF GENERAL EDUCATION
MANIPAL - 576 104, U. D.

Ref. No. _____

Students' Grievance Redressal Committee

The function of the committee is to look into the complaints lodged by any student, and judge its merit. Anyone with a genuine grievance may approach the department members in person, or in consultation with the coordinator of Students' Grievance Committee. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box kept in front of the college office/library. Grievances may also be sent through e-mail to the Principal/Coordinator of Students' Grievance Redressal Committee.

Objective:

The objective of the students Grievance Redressal Cell is to develop a responsible and accountable attitude among all the stakeholders in order to maintain harmonious educational atmosphere in the Institute. Students' Grievance Redressal Committee has been constituted for the redressal of the problems reported by the students of the college with the following functions:

- To Redress of Students' Grievances.
- To co-ordinate between students' and the department to redress the grievances.
- To support the students who have been deprived of the services for which he/she is eligible.
- To ensure effective solution to the students' grievances with an impartial and fair approach.
- To make the members be staff responsive, accountable and courteous in dealing with the students.

Definition:

- Grievance, means, and includes, any complaint or dissatisfaction, whether expressed or not, relating to academic and non-academic matter as defined under Regulation 2(h) of the UGC Regulations, 2019 including the grievances relating to internal assessments. *Provided that the grievance shall not include the grievances made before the Sexual Harassment Committee, Anti Ragging Committee and SC/ ST Commission.*

- Students' Grievance Redressal Committee means the Committee constituted under this policy as per the UGC Regulations, 2019.
- Aggrieved student means a student, who has any complaint in the matters relating to or connected with the grievances defined under UGC Regulations, 2019.

Student means a person enrolled, or seeking admission to the College

The Grievances may broadly include the following complaints of the aggrieved students

- Academic
- Non-Academic
- Grievance related to Assessment.
- Grievance related to Victimization.
- Grievance related to Attendance.
- Grievance related to charging of fees.
- Grievance regarding conducting of Examinations.
- Harassment by fellow students or the teachers etc.

Procedure for lodging complaint:

- Suggestion / complaint Box is installed in front of the college office/library where the Students, who want to remain anonymous, drop in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- By sending an email to principal@basck.in
- The Grievance Redressal Committee will assure that the grievance has been properly solved in a stipulated time limit.

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

Grievance Mechanism:

Three tier mechanism is set up to resolve the grievance:

- Firstly, the grievance will be brought to the notice of the concerned course teacher.
- Secondly, in case if the grievance is not resolved/ unaddressed the same can be escalated to the Class Teacher/Mentor.
- Finally, if the grievance still persists, the same shall be referred to the Student Grievance Redressal Committee (SGRC).
- In the process of redressal of the grievance, the interest of the aggrieved student shall be considered and as much as possible efforts shall made to resolve the grievance within 7 days by the SGRC.

University examination related grievance:

- On receipt of a complaint, the college shall refer the complaint to the SGRC, along with its report within 15 days of receipt of complaint.
- The Committee shall fix a date for hearing the complaint which shall be communicated to the aggrieved student.
- An aggrieved student may appear either in person or authorize a representative to present the case before the Committee.
- The Committee shall report with recommendations, if any, to the Vice Chancellor of affiliating university within a period of 15 days from the date of receipt of the complaint.
- Any grievances unresolved by the committee or the grievances arising from colleges can be considered by the University Student Grievance Redressal Committees (USGRC). In such cases, USGRC shall send its report and recommendations, if any, to the Principal with a copy thereof to the aggrieved student, within 15 days of the receipt of the grievance.

Appeal:

- (1) Any student aggrieved by the decision of the USGRC may prefer an appeal to the Ombudsperson, within in a period of fifteen days from the date of receipt of such decision.
- (2) The Ombudsman shall hear the appeal from the aggrieved student as per the UGC Regulations, 2019.

Consequences of Non- Compliance:

Any contravention of the regulations by the college would invoke the actions as per Regulation 10 of the UGC Regulations, 2019


(Principal)
PRINCIPAL

Bhandarkars' Arts & Science College
Kundapura, Udupi Dist., - 576 201 ✓



BHANDARKARS' ARTS AND SCIENCE COLLEGE

(RE-ACCREDITED AT 'A' GRADE WITH CGPA OF 3.32 ON 4 POINT SCALE)
KUNDAPURA - 576 201, UDUPI DISTRICT

Sponsored By
THE ACADEMY OF GENERAL EDUCATION
MANIPAL - 576 119, U.D.

Anti-Sexual Harassment Committee

Policy: As per the Supreme Court Judgement and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the Universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging in colleges and universities. Keeping the above guidelines in mind Bhandarkars' Arts and Science College has constituted committee against Sexual Harassment:

On 13th Aug 1997, the Supreme Court of India issued a judgment, Vishaka judgment that recognized and addressed sexual harassment at the workplace as a human rights violation. The Supreme Court in its judgment said every woman has a right to a safe workplace. The court gave directives for all employers/organizations making it mandatory to institute sexual harassment complaints committees at workplaces. The judgment also created sexual harassment prevention guidelines for the workplace. The sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 has replaced the guidelines/norms laid down by Hon' able Supreme Court on sexual harassment and came into force from 9 December 2013. The Govt. of India made rules for carrying out the provisions of this Act, 2013.

The Internal Complaints Committee is responsible for investigating every formal written complaint of sexual harassment and taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.

The Internal Complaints Committee shall inquire into the complaints as per the provisions of Section 11 of the Act, 2013. The Committee may give recommendations as may be considered necessary under the provision of Section 12

of the Act, 2013 and based on these recommendations, the Competent Authority shall take appropriate action.

Aims and Objectives of the committee:

- Prohibition of any hierarchical oppression exercised based on gender inequality that prohibits intellectual or academic growth.
- Prevention of gender biased attitude when it comes to adjudication of efficacy of work allocated within working hours.
- Protection of the fundamental rights of a woman.

Roles & Responsibilities:

- To help women to realize their rights of freedom.
- To treat sexual harassment as a misconduct and initiate punitive actions for such misconduct.
- To assist the aggrieved woman to place the complaint.
- To safe guard the one who is victimized.
- To educate and train students about sexual harassment.
- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To work out details for the implementation these policies.
- To prepare a detailed plan of actions, both short and long term
- To organize gender sensitization awareness programme.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized

What is Sexual Harassment?

Sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:

- Physical contact and advances.
- A demand or request for sexual favours.
- Sexually coloured remarks.
- Showing of pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- Eve-teasing.
- Unsavory remarks.
- Jokes causing or likely to cause awkwardness or embarrassment.
- Innuendos and taunts.
- Gender based insults or sexist remarks.

- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body and the like.
- Displaying of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation.
- Physical confinement against one's will and any other act likely to violate one's privacy.

Composition of the Anti – Sexual Harassment Committee.

A Presiding Officer who shall be a woman faculty member employed at a senior level at the educational institution;

Not less than two teaching employees and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

Not less than three students, who shall be enrolled at the undergraduate, masters, and research scholar levels respectively.

One member from amongst non-governmental organizations 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.

Activities of the Committee

The Anti-Sexual Harassment committee has been established to provide a healthy and congenial atmosphere for all the staff members and students. The Cell creates awareness on sexual harassment redressal mechanisms through brochures, posters, and speeches about sexual harassment in the campus. . The Committee has actively been involved in resolving the complaints through proper enquiry.

Procedure:

- The Committee deals with issues relating to sexual harassment of the college.
- It is applicable to all students, staff and faculty.
- A complaint of discrimination or sexual harassment may be lodged by the victim or a third party.
- A written complaint may be addressed to the Coordinator of the Committee. Informal methods would be first adopted to resolve the problems amicably.
- If necessary, the Committee will conduct detailed enquiry.

- Humanistic approach will be adopted while dealing with the complaint. Safe and fearless environment will be created to speak openly about the harassment.

PROCEDURE TO BE FOLLOWED BY THE COMMITTEE:

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

The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.

The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.

Each party shall be provided with a copy of the written statement(s) submitted by the other.

The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue *ex parte*.

The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.

The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.

The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.

As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.

Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

The Committee shall make all endeavour to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.

The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.

If, in the course of the proceedings before it, the Committee is satisfied that a

prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:- *Warning/Written apology/Bond of good behavior/Adverse remarks in the confidential report/Debarring from supervisory duties/Denial of membership of statutory bodies/Denial of re-employment/re – admission/Stopping of increments / promotion/denying admission ticket/Reverting, demotion/Suspension/Dismissal/Any other relevant mechanism.*

Ensure that complaints processes:

Are clearly documented;

Are explained to all employees;

Offer both informal and formal options for resolution;

Address complaints in a manner which is fair, timely and confidential;

are based on the principles of natural justice;

Provide clear guidance on internal investigation procedures and record keeping;

Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.

.....

BHANDARKARS' ARTS & SCIENCE COLLEGE

(Reaccredited at 'A' Grade with CGPA of 3.32 on 4 point scale)

KUNDAPURA - 576 201



UDUPI DISTRICT

Sponsored by
THE ACADEMY OF GENERAL EDUCATION
MANIPAL - 576 104, U. D.

Ref. No. _____

ANTI-RAGGING COMMITTEE/CELL

The College has an active Anti-Ragging Committee to ensure and a Culture of Ragging Free Environment in the College Campus. The Committee will supervise, advise, plan and act on matters of Ragging. The Committee members play the role of Anti-Ragging squad, engage in the works of checking the places like Canteen, Classrooms and other places of students gathering.

Anti – Ragging Committee of the College observes the following functions.

- Upholding directions of the Department on any acts amounting to ragging
- Creating awareness among the students the actions that can be taken against those indulging in ragging.
- Considering the complaints received from the students and conducting enquiry and take necessary action.
- Conducting Orientation / workshops against ragging acts
- To provide students the information pertaining to contact address and telephone numbers of the person(s) whom the students may contact for complaining.
- To offer services of counselling and create awareness to the students
- To take all necessary measures for prevention of Ragging inside the Campus.

ANTI-RAGGING CELL

Objectives of Anti Ragging Committee

Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus. The Anti-Ragging Squad-office bearers will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation. Anti-Ragging Committee will be involved in designing strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities.

Responsibilities of Anti Ragging Squad

Anti-Ragging Squad will be working under the Monitoring of Anti Ragging Committee and will seek advice from the Anti-Ragging Committee. The functions of Anti-Ragging Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc. The Squad will also educate the students at large by adopting various means about the menace of Ragging and related Punishments there to.

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

- 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.
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- 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 sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- 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 discomfort to fresher or any other student.
- 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.

Consequence of ragging

This institution shall take action in accordance with the Regulations d by the University Grants Commission, against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

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;

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel.
- Cancellation of admission.
- Rustication from the institution for period ranging from one to four semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

How to Report on Ragging

Complaints regarding Ragging, with full details may be submitted to the Anti-Ragging committee of the college at principal@basck.in or may be brought to the notice of the principal, coordinator/member of the Anti-Ragging committee. The Grievance and suggestions box also can be used to raise the complaint.

Furthermore, a government helpline by the name Maithri (1800-425-6178) is installed to address the complaints of grievances, harassment, need for counselling, Ragging and academics. This too can be utilized by all the students.

National Anti-Ragging Help Line (UGC Crisis Hotline)

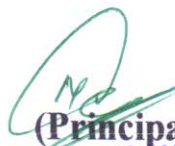
24x7 Toll Free Number* 1800-180-5522

(helpline@antiragging.in)

Are you being Ragged?

Lodge a complaint online in the website following

www.antiragging.in or www.amanmovement.org


(Principal)
PRINCIPAL
Bhandarkars' Arts & Science College
Kundapura, Udupi Dist., - 576 201