

5.1.4. Redressal of student grievances including sexual harassment and ragging cases

5.1.4: The Institution has a transparent mechanism for timely Redressal of student grievances including sexual harassment and ragging cases:

1) Implementation of guidelines of statutory / regulatory bodies

Various committees are formed to implement the guidelines of statutory / regulatory bodies.

- I) Anti-Ragging and Discipline Committee
- II) Grievance Redressal Committee
- III) Internal Complaint Committee

The institute has established an Anti-ragging and Discipline committee as per guidelines of UGC 2009 to prevent or prohibit any incidence of ragging.

A grievance redressal committee has been constituted in the institute as per directions of UGC, AICTE and IKGPTU for redressal of individual grievances of students and faculty members

The college has constituted an Internal Complaint Committee (ICC) to deal with the issue of gender-based violence and to conduct gender sensitization Programme. ICC works as per UGC (Prevention, Prohibition and Redressal of sexual Harassment of women employees and Students' in Higher Education institutions) Regulations' 2015.



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Ref. No. KCP/3124/A....

Dated. 14-07-2022..

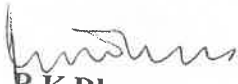
Anti-Ragging & Student Discipline Committee 2022-2023

Anti-Ragging & Student discipline Committee

S.No.	Faculty Name	Designation
1.	Dr. R.K. Dhawan	Chairman
2.	Dr. SandeepRahar	Co-ordinator
3.	Dr. Rajiv Kumar	Member
4.	Ms. AvneetKaur	Member

Anti-Ragging Squad

Dr. JasjeetKaur	+917837221174	jasjeet2975@yahoo.com
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Mr. Nishant Kumar	+918010044858	nk507447@gmail.com
Dr. NavneetNagpal	+917976565237	n.nagpal721@gmail.com
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Dr. R.K. Dhawan
Director-Principal

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I) Anti-Ragging and Discipline Committee

Objectives

- 1) To prevent or prohibit any incidence of ragging in the institute.
- 2) To implement UGC guidelines on curbing of menace of ragging.
- 3) To punish those who indulge in ragging as mentioned under UGC regulation 2009.



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**INFORMATION EDUCATION COMMUNICATION (IEC)
GUIDELINES FOR COUNCILS, UNIVERSITIES & COLLEGES
Curbing the Menace of Ragging**



Ministry of Education
Government of India



विश्वविद्यालय अनुदान आयोग
University Grants Commission
quality higher education for all

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INFORMATION EDUCATION COMMUNICATION (IEC) GUIDELINES FOR COUNCILS, UNIVERSITIES & COLLEGES


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www.ugc.ac.in

www.antiragging.in and www.c4yindia.org



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ABBREVIATIONS

ACP	Assistant Commissioner of Police	INC	Indian Nursing Council
AICTE	All India Council of Technical Education	IT	Information Technology
ARC	Anti-Ragging Committee	MCI	Medical Council of India
ASP	Assistant Superintendent of Police	NCRI	National Council for Rural Institutes
BCI	Bar Council of India	NCTE	National Council for Teacher Education
C4Y	Centre for Youth	PCI	Pharmacy Council of India
CCH	Central Council of Homeopathy	RCI	Rehabilitation Council of India
CCIM	Central Council for Indian Medicine	SCHE	State Councils of Higher Education
COA	Council of Architecture	SHO	Station House Officer
DCI	Dental Council of India	SP	Superintendent of Police
DCP	Deputy Commissioner of Police	SPC	Statutory Professional Councils
FAQ	Frequently Asked Question	SSP	Senior Superintendent of Police
ICAR	Indian Council for Agricultural Research	UGC	University Grants Commission
IEC	Information Education Communication		


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www.c4yindia.org



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RAGGING**

www.antiragging.in



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RAGGING MENACE

Ragging is a disturbing reality in the higher education system of our country. Despite the fact that over the years, ragging has claimed hundreds of innocent lives and has ruined the careers of thousands of bright students, the practice is still perceived by many as a way of 'familiarisation' and an 'initiation into the real world' for young college-going students.

The Ragging is defined as any disorderly conduct, whether by words spoken or written or by an act, has the effect of teasing, treating, or handling with rudeness a fresher or a junior student. Indulging in a rowdy or undisciplined activity that causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a fresher or junior student. Asking the students to do any act or perform something that such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student. This can lead to adverse effects such as depression, anxiety, and sometimes even suicide.

Punishment Provisions

Any student or group of students found guilty of ragging on campus or off campus shall be liable to one or more of the following punishments:

- Debarring from appearing in any sessional test/ university examination or withholding results
- Suspension from attending classes and academic privileges
- Withdrawing scholarships and other benefits
- Suspension from the college for a period of one month
- Cancellation of admission
- Debarring from representing the institution in any national or international meet, tournament, youth festival, etc
- Suspension/expulsion from the hostel
- Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period
- Expulsion from the institution and consequent debarring from admission to any other institution
- Fine up to twenty five thousand rupees
- Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both
- Collective punishment - When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential ragers.

Any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with the Regulations or fails to punish perpetrators or incidents of ragging suitably is liable to the penalties and punishments as per the provisions of the Regulations.

www.antiragging.in/assets/pdf/information/english/what_constitutes_ragging.pdf

www.c4yindia.org/Home/AntiRagging

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ZERO TOLERANCE POLICY IN INDIA

No act of ragging, major or minor, shall go unnoticed. No ragger, male or female, student or non-student, shall go unpunished. No institution that fails to take action against ragging shall be allowed to operate.

The Supreme Court, in its judgement dated 08 May 2009 ordered the implementation of a ragging prevention programme comprising, inter alia, setting up a toll-free anti-ragging helpline/ call center, a database of institutions/ students, and engaging an independent non-government agency as the monitoring agency.

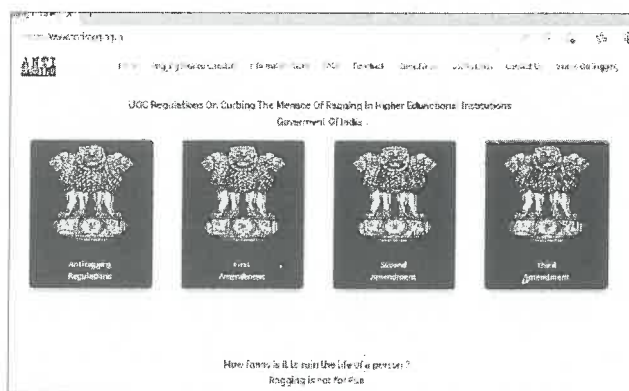
Regulatory provisions and the appropriate law are in force to eliminate ragging in all its forms from the universities, deemed universities and other higher educational institutions in the country by prohibiting, preventing its occurrence and punishing those who indulge in ragging.

UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009

Ragging is a criminal offense 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. In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". These regulations are mandatory for all universities/ institutions.



Notices @ UGC
www.ugc.ac.in/ugc_notices.aspx



UGC Regulations
www.antiragging.in/assets/pdf/annexure/Annexure-I.pdf

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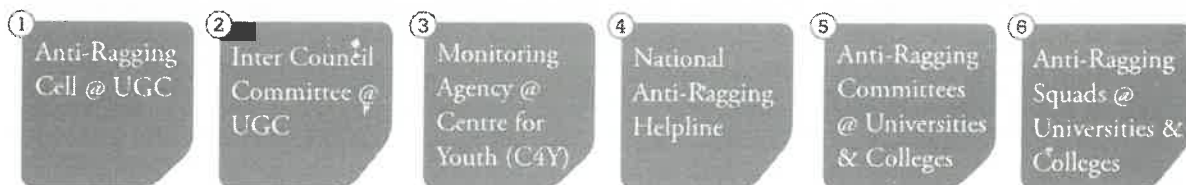
ANTI-RAGGING REGULATORY FRAMEWORK IN INDIA

▶ **Anti-Ragging Monitoring Committee, Ministry of Education, Government of India**

The Anti-Ragging Committee for monitoring measures to prevent ragging in higher educational institutions is constituted in the Ministry of Education, Government of India.

▶ **University Grant Commission (UGC)**

As per the directions of the Government of India, the UGC established the following regulatory framework mechanism to curb the menace of ragging in the country.



▶ **UGC Anti-Ragging Cell**

The Anti-Ragging Cell within UGC is an instructional mechanism to provide secretarial support for the collection of information, monitoring and to coordinate with the State Level Monitoring Cell and Universities Level Committees for effective implementation of anti-ragging measures. The Cell also coordinates with the Monitoring Agency.

▶ **Inter Council Committee, UGC**

The UGC has constituted an Inter-Council Committee, consisting of representatives of the various Councils and the Monitoring Agency. Such bodies in higher education are to coordinate and monitor the anti-ragging measures in institution across the country and to make recommendations from time to time.

▶ **The National Anti-Ragging Helpline**

The National Anti-Ragging Help Line 24x7 Toll Free number is 1800-180-5522. The support is provided for queries related to ragging, compliant registration, among others.

▶ **Monitoring Agency**

The Centre for Youth (C4Y) is the Monitoring Agency from April 01, 2022 (www.c4yindia.org) to support the National Ragging Prevention Programme in the country. The monitoring agency is working towards:

1. Establishing the National 24x7 Anti-Ragging Helpline
2. Software development (IT) for the operation of the national anti-ragging helpline
3. Development and updating the anti-ragging website (www.antiragging.in) and monitoring agency website (www.c4yindia.org)
4. Building an online reporting mechanism for UGC, councils, universities and colleges
5. Conducting trainings of helpline executives
6. Supervising the performance of the helpline and executives
7. Ensuring efficiency and ease of operations for the national helpline, UGC, colleges, universities, and the students
8. Creating awareness to demote ragging in universities, colleges across India
9. Monitoring of the databases maintained by the commission

► **The Councils, Regulatory Bodies**

The 15 councils in India are making collaborative efforts with UGC to address the menace of ragging. They have been issuing directions and monitoring the affiliated universities and colleges for adhering to the regulatory provisions and compliances. They participate in UGC Inter-Council meetings and the Anti-Ragging Monitoring Committee meetings of the Ministry of Education, Government of India for updates and strategies. The councils are:

1. All India Council of Technical Education (AICTE)
2. Bar Council of India (BCI)
3. Council of Architecture (COA)
4. Dental Council of India (DCI)
5. Indian Council for Agricultural Research (ICAR)
6. Indian Council of Medical Research (ICMR)
7. Indian Nursing Council (INC)
8. Mahatma Gandhi National Council of Rural Education (MGNCRE)
9. National Commission for Homoeopathy (NCH)
10. National Commission for Indian System of Medicine (NCISM)
11. National Council for Hotel Management & Catering Technology (NCHMCT)
12. National Council for Teacher Education (NCTE)
13. National Medical Commission (NMC)
14. Pharmacy Council of India (PCI)
15. Rehabilitation Council of India (RCI)
16. Sports Authority of India (SAI)
17. Veterinary Council of India (VCI)

► **The Anti-Ragging Committee (ARC), Universities and Colleges**

The Anti-Ragging Committee is instituted at each college or university to ensure compliance with the provisions of the regulations as well as the provisions of any law for the time being in force concerning ragging; investigate complaints and also, monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. The Anti-Ragging Committee is responsible for inculcating a culture of Ragging Free Environment on Campus. The Anti-Ragging Committee is involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting an array of activities. The committee is also responsible for conducting awareness programmes from time-to-time on campus.

► **Anti-Ragging Squads, Universities and Colleges**

The Anti-Ragging Squad office bearers work under the supervision and guidance of the Anti-Ragging Committee and engage in checking places like hostels, buses, canteens, grounds, classrooms and other places of student congregation to keep a vigil and stop the incidences of ragging, if any, and report them if they happen. The squad role is also to educate the students at large by adopting various means about the menace of ragging and related punishments there to.

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▶ Transparent Complaint Process

Specifically, after registering the complaint, the helpline executives forward it to four Higher Authorities:

University Vice-Chancellor | College Principal | SHO | City SP/SSP/DCP/ASP/ACP | Council

The team at the national helpline undertakes follow-up with the college's Anti-Ragging Committee (ARC) for investigation and ARC report till the satisfaction of the victim/ complainant. The complaint remains active in the helpline until the victim/ complainant is satisfied with the action taken by the authorities. The consent in writing for closing the complaint is taken from the victim/ complainant.

If the case is not resolved to the satisfaction of the victim/ complainant, the national helpline escalates the case to the Monitoring Agency for further action in terms of advice, second opinion, or follow-up by the Monitoring agency itself.

If the complainant is not satisfied with the action taken by the college or the college authorities are not cooperating with the helpline centre, such cases are escalated to the University Grants Commission and the respective council for intervention.

There is an online management system set up in the UGC premises for UGC to act on the complaints that have been escalated to UGC. Any actions in terms of writing a letter, email, phone calls etc. are being logged into the case file of the respective complaint. The case file is also visible to the victim/ complainant - www.ugc.ac.in

The status of the complaint with complete follow-up can be accessed at the link below with specific complaint number:

Enter Complaint Number To Check Status

<p>Complaint registered Before April 2022</p> <p>Complaint Number <input type="text"/> <input type="button" value="Submit"/></p>	<p>Complaint registered From April 2022</p> <p>Complaint Number <input type="text"/> <input type="button" value="Submit"/></p>
--	--

www.antiragging.in

Note: The helpline NEVER discloses the identity of the victim without their permission and consent.

Ragging Complaints Registration

The students in distress due to ragging-related incidents can contact National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail to helpline@antiragging.in.

Or

They may also contact UGC Monitoring Agency i.e. Centre for Youth (C4Y) at antiragging@c4yindia.org or 011-41619005 or 98180 44577 (only in case of emergency).

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IMPORTANT LINKS FOR THE STUDENTS, COLLEGES, UNIVERSITIES AND COUNCILS

▶ Students and Parents Undertaking Affidavit

In compliance of the second amendment in UGC Regulations, it is compulsory for each student and every parent to submit an online Anti-Ragging undertaking affidavit every academic year. The universities and colleges are also requested to implement the revised procedure for students to file online Anti-Ragging affidavits. The student will receive an e-mail with her/ his registration number. The student will forward that e-mail to the Nodal officer in her/ his university/college e-mail. (Please note that the student will not receive pdf affidavits and she/ he is not required to print & sign it as it used to be in the earlier case).

Link to fill out the online undertaking affidavit by students and parents:

www.antiragging.in/affidavit_registration_disclaimer.html | www.c4yindia.org/Home/Undertaking

▶ Ragging Complaints Registration

The complaints of ragging are being registered through the following means:

1. Via e-mail: helpline@antiragging.in
2. National Anti-Ragging Help Line: 1800-180-5522. 24x7 Toll Free Number
3. Suo Motto via Social Media platforms, news, reporters, influencers, social workers among others

Links for filling out ragging complaints:

The National Anti-Ragging Helpline website - www.antiragging.in

The Monitoring Agency website - www.c4yindia.org

▶ Universities and Colleges Compliance

The UGC regulation has made it mandatory for the universities and colleges to demote ragging in their campuses and follow the compliances to achieve these objectives. The universities are requested to fill online compliance and also immediately instruct all the colleges under their purview to follow it.

Link for 'confirmation on compliance being followed':

www.antiragging.in/compliance_disclaimer.html | www.c4yindia.org/Home/CollegeCompliance

▶ Colleges and Universities Contact Details

As per the order of the Hon'ble Supreme Court, it is mandatory for the college and university authorities to update their details each year, so that college students can navigate the college or university details while filing the undertaking affidavit.

Link to update college or university details:

www.antiragging.in/compliance_disclaimer.html | <https://www.c4yindia.org/Home/UpdateCollCont>

▶ Councils Reporting

The various councils in India are the statutory bodies for regulating universities and colleges. The measures undertaken by them to curb the menace of ragging in their respected affiliated universities and colleges are to be mandatorily reported.

Link to upload the council's reports:

www.antiragging.in/admin/login.php

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HIGHER EDUCATION INSTITUTIONS IN INDIA (HEIs)

UGC Regulations on 'Curbing the Menace of Ragging in Higher Educational Institutions, 2009' are mandatory and all higher education institutions are required to take necessary steps for its implementation 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.

The requisite mandatory action for curbing the menace of ragging in all Higher Educational Institutions in India:

- Strengthen and augment anti-ragging mechanism by way of adequate publicity through various mediums
- Constitution of Anti-Ragging committee and Anti-Ragging squad
- Establish Anti-Ragging Cell
- Install CCTV cameras at vital points
- Organise anti-ragging interaction, workshops and seminars for the freshers and the senior students
- After the commencement of the academic year organised professional counselling of the students
- Ensure identification of trouble triggers and take appropriate action
- Mention of Anti-Ragging warnings in the institution's E-prospectus and E-information booklets/ brochures
- Conduct surprise inspections of hostels, students, accommodation, canteens, rest cum recreational rooms, toilets, bus stands, and all other strategic locations
- Undertake all other measures that would augur well in preventing/ quelling ragging and any uncalled-for behaviour and the incident.

Website with nodal officers' complete details

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

Admission Form

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

Anti-Ragging Undertaking Reference no:	
--	--

AWARENESS MEASURES FOR RAGGING FREE CAMPUSES

- Every public declaration of intent by any institution in electronic, audio-visual, online, social media, print, website, admission prospectus/ booklet or any other media should expressly mention that ragging is totally prohibited in the institution at the time of admission of students in any course.
- The brochure of admission/ instruction booklet or prospectus, whether in print or electronic format, shall prominently print these regulations in full.
- Institutions should display posters in all prominent locations showcasing the provisions of penal law applicable to incidents of ragging.
- At the end of each academic year, the institution should send a letter to the parents/ guardians informing them about the Regulations and any law for the time being enforced prohibiting ragging and its punishments.
- Institutions can issue public notices in the newspapers, update their websites with the nodal officer's complete details.
- Every fresher should be provided with a printed leaflet with all the information to seek help and guidance from all authorities and agencies, and a calendar of events and activities laid down by the institution to facilitate and complement the familiarisation of freshers with the academic environment of the institution.
- Institutions should conduct joint sensitisation and orientation programmes for both freshers and senior students.
- Institutions should constitute Anti-Ragging Committee and Anti-Ragging Squad which will be responsible for spreading awareness and preventing the occurrence of ragging.
- Meeting of all staff, functionaries and agencies before the commencement of the academic session.
- Institutions should launch a publicity campaign against ragging before the commencement of the academic year.
- After the commencement of the academic year, the batch of freshers should be divided into small groups and assigned to the faculty for difficulties and guidance.
- Random anonymous survey should be done among students about ragging, and it should be a regular practice in the institution.

In Nutshell

- Brochure of admission/instruction booklet or the prospectus
- Leaflets
- Posters
- Institution website
- Meetings
- Publicity campaign
- Seminars and workshops
- Professional counselling
- Orientation programmes
- Large scale cultural, sports and other activities

▶ UGC designed and distributed four types of posters amongst Universities/ Regulatory Authorities/ Councils/ IITs/ NITs/ other educational institutions for their prominent display. These anti-ragging posters must be displayed at all prominent places like the Admission centre, Departments, Library, canteen, Hostel, Common facilities, etc. These posters are available on UGC website. The size of the posters should be 8x6 feet.

▶ UGC developed 05 TVCs of 30 seconds each with different perspectives i.e. Parents, victims, and Offenders.

AWARENESS COLLATERALS

▶ Posters



Download: www.ugc.ac.in/pdf/news/4957638_poster-ragging.pdf

▶ Videos



www.antiragging.in/video.html

▶ Frequently Asked Questions (FAQ)

www.antiragging.in/faqs.html | www.c4yindia.org/Home/AntiRagging

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REACH OUT

University Grant Commission (UGC)

Bahadur Shah Zafar Marg
New Delhi 110 002
P: 91 11 2360 4446; 2360 4200
E: contact.ugc@nic.in

UGC Anti-Ragging Cell (ARC)

NET Bureau, South Campus of Delhi University,
Benito Jhuarez Marg, New Delhi 110 021
P: 91 11 2411 2087
E: raggingcell@yahoo.in

Monitoring Agency

Centre for Youth (C4Y)
New Delhi 110 068
P: 91 11 4161 9005
E: antiragging@c4yindia.org

National Anti-Ragging Helpline

New Delhi 110 007
P: 1800 180 5522
E: helpline@antiragging.in

NATIONAL RAGGING PREVENTION PROGRAMME

www.ugc.ac.in

www.antiragging.in and www.c4yindia.org

Guidelines Content and Design by Centre for Youth (C4Y), Monitoring Agency



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Approved by AICTE, PCI, New Delhi & Punjab Govt. Affiliated to PTU, Kapurthala, PSBTE & IT, Chandigarh

Ref. No. KCP/3133/B

Dated 25.07.2022

Grievance Redressal Committee 2022-2023

S.No.	Faculty Name	Designation
1.	Dr. R.K. Dhawan	Chairman
2.	Dr. Sandeep Rahar	Co-ordinator
3.	Dr. Jasjeet Kaur	Member
4.	Dr. Varinder Soni	Member
5.	Dr. Narinder Kaur	Member
6.	Dr. Amandeep Bhatia	Member
7.	Mrs. Juhi Kataria	Member


Dr. R.K. Dhawan
Director-Principal

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GRIEVANCE REDRESSAL COMMITTEE

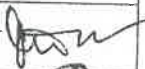






The Grievance Redressal Committee was constituted to probe into the student grievances.

The Grievance Redressal Committee attempts to address genuine problems and complaints of students whatever be the nature of the problem.

Objectives

- To create a platform where students can point out their problems, regarding academic and non-academic matters.
- Get suggestions from the students for improvement.
- Take necessary steps for improvement in the light of grievances.

Grievance Redressal Committee 2022-2023

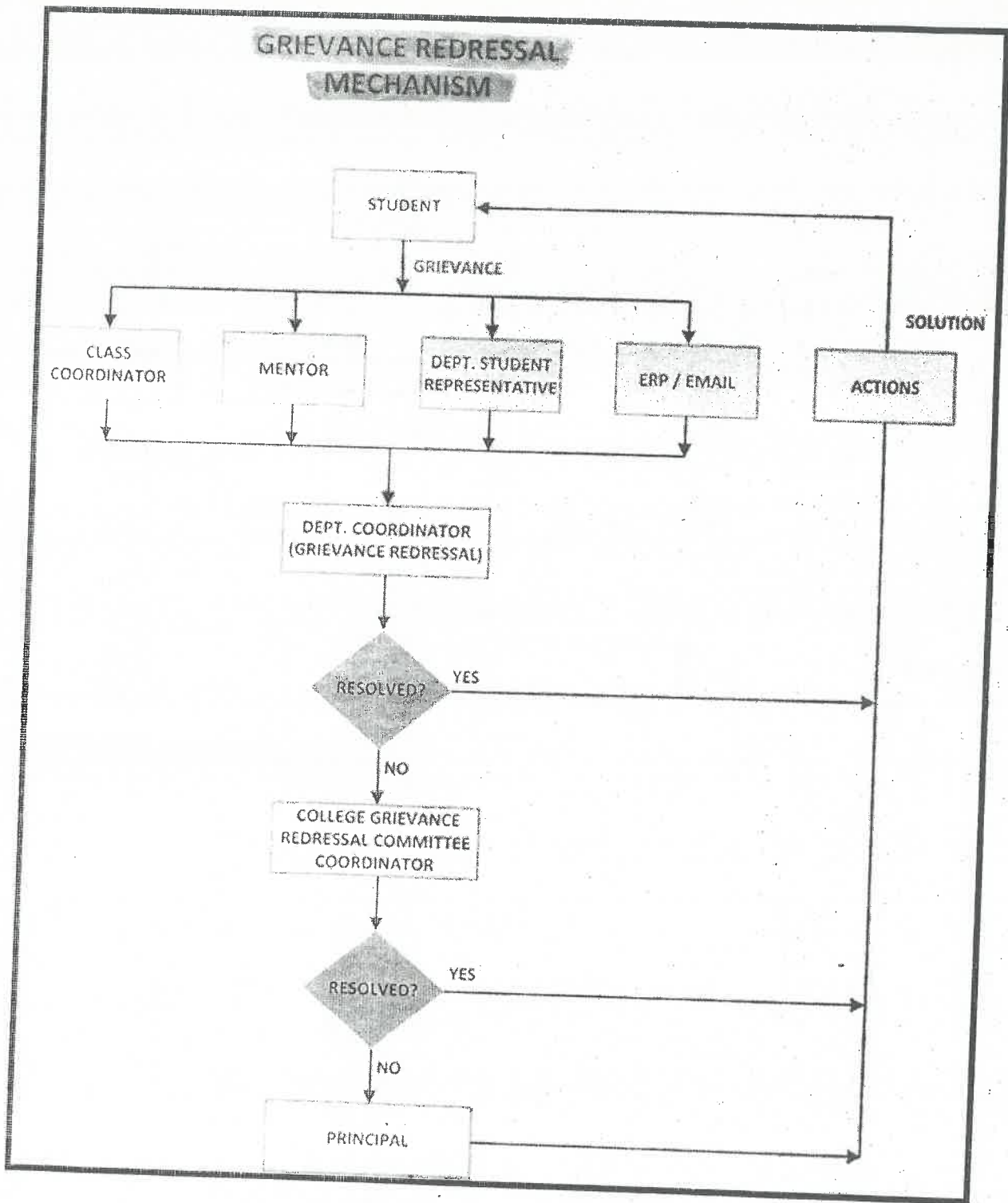
S.No.	Faculty Name	Designation
1.	Dr. R.K. Dhawan	Chairman 
2.	Dr. Sandeep Rahar	Co-ordinator 
3.	Dr. Jasjeet Kaur	Member 
4.	Dr. Varinder Soni	Member 
5.	Dr. Narinder Kaur	Member 
6.	Dr. Amandeep Bhatia	Member 
7.	Mrs. Juhi Kataria	Member 

➤ Following the directions of UGC, AICTE and IKGPTU the Grievances Redressal Committee is established in order to deal with the individual grievances related to students and faculty members and to ensure the redressal of grievances amicably in a time bound manner.*



- The online Grievance Redressal mechanism can be able to receive and dispose of the grievances online. Faculty from departments, who are members of this committee meet periodically and provide solutions to problems related to girl students and women employee.
- The committee invites suggestions from members for improving the working environment and resolving issues if any. Any grievances/sexual harassment related specific issues are addressed through professional counselling. If required, parents are called and counselled confidentially.
- The students approach the committee to voice their grievances regarding academic and non-academic matters. The committee redresses the grievances at individual and class level and grievances of common interest. Students are encouraged to use the suggestion box placed on the campus to express constructive suggestions and grievances.
- Suggestion Boxes are provided in every building and grievance records are placed at vantage points in the college (including the Library and Hostels) for the students/staff to air their grievances.
- Complaints dropped in the 'Suggestion Box' by students and oral complaints are also redressed. All complaints are scrutinized by the management and the grievance redressal committee. HOD/Principal/Director regularly attends to these on daily basis. The college assures students that once a complaint is made, it will be treated with confidentiality
- Besides there is an exclusive mechanism to address the issues relating to women and their
• grievances.

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The complaint management mechanism is carried out in three levels in the institution:

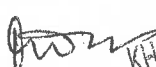
- ❖ The departmental level grievances are attended by the concerned class Coordinators, and Department Heads.
- ❖ The student coordinators and staff coordinators of grievance redressal cell act as facilitators to communicate and sort out the grievances at the department level.

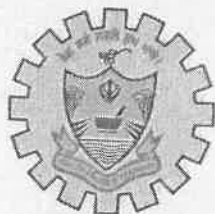
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- ❖ Unresolved grievances at the departmental level are referred to the Grievance Redressal Cell of the institution.
- ❖ An online monthly Status Report regarding the number of grievances received, disposed off and pending as on the last day of the previous month is being informed to AICTE via online feedback report in AICTE web portal.
- ❖ The suggestion box/ notice board /flex board is fixed near the office, indicating the details of online Grievance Redressal Mechanisms (i.e) URL of the online Grievance Redressal Portal : [srmeaswari.ac.in /Grievance](http://srmeaswari.ac.in/Grievance) , names ,contact nos. and e-mail ID's of members of the Grievance Committee.

Grievance Redressal Protocol

1. Registration of grievances via email-id/submitting in person at GRC or Department Coordinators /online registration system.
2. Acknowledging the receipt of grievances immediately.
3. Forwarding to the Grievance Redressal cell.
4. Scrutiny of the redressal process by reviewing the grievances.
5. Call for hearing or Enquiry if the resolution is not satisfactory in a stipulated time.
6. Forward to the student head if required.
7. Final resolution/decision by grievance redressal committee.
8. Communicating the final decision to both parties.
9. Closing of grievance and preparation of report
10. Feedback for improving the redressal process from time to time.


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Approved by AICTE, PCI, New Delhi & Punjab Govt. Affiliated to PTU, Kapurthala, PSBTE & IT, Chandigarh

Ref. No. KCP/3062-A

Dated 17.5.2022

Office order

In compliance with the UGC regulation 2015 of Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions an Institutional Internal Complaint committee (ICC) for Gender based violence has been constituted as follows:

Internal Complaint committee (ICC)

S.No.	Name of Faculty Members	Designation
1	Dr. Jasjeet Kaur	Chairperson
2	Mrs. Kamaldeep Kaur	Member
3	Dr. Varinder Soni	Member
4	Mr. Amandeep Bhatia	Member


Director

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Internal Complaint Committee

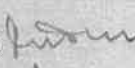

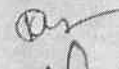


Minutes of Meeting

Venue: Seminar Hall

Date: 11-07-2017

Time: 04:00 p.m.

Faculty members Present

- | | | | |
|----|--------------------|-------------|---|
| 1. | Dr. R.K. Dhawan | Chairperson |  |
| 2. | Dr. Jasjeet Kaur | Coordinator |  |
| 3. | Dr. Kamaldeep Kaur | Member |  |
| 4. | Dr. Varinder Soni | Member |  |
| 5. | Mr. Amandeep Singh | Member |  |

Agenda:

Constitution of Internal complaint Committee as per the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.


Following a thorough discussion of the items on the agenda with the members, the following conclusions were made:

1. The members discussed about the provisions in the Govt. Hand book on sexual harassment of women/girls students released in November 2015. The members expressed that there were no cases of complaints against sexual harassment in the college campus and the male and the female students have a healthy and friendly relationship; they team up together and perform their academic work and participate in co-curricular and extra-curricular activities without any gender disparity.
2. Director sir, informed to all the members that as per the University guidelines an annual meeting of ICC committee would be held on start of every academic session.
3. Director Sir had constituted Internal Complaint committee (ICC) with effect from 10/8/2018 and instructed the members to draft a policy related to ICC.
4. The meeting ended at 4.30 pm as there were no other points for discussion.

The meeting was concluded with the vote of thanks by the Director Sir.


Chairperson

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Coordinator

Working policy of Internal complaint committee

1. Introduction This policy is designed to ensure a safe and conducive environment for women employees and students in higher educational institutions, free from any form of sexual harassment. The policy aims to prevent instances of sexual harassment, establish a mechanism for its prohibition, and provide a redressal framework in case of any reported incidents.

2. Definitions

- **Sexual Harassment:** Any unwelcome conduct of a sexual nature, including physical, verbal, or non-verbal actions that create a hostile, intimidating, or offensive environment.
- **Complainant:** A woman employee or student who lodges a complaint of sexual harassment.
- **Respondent:** The person against whom the complaint of sexual harassment is made.
- **Internal Committee (IC):** A committee constituted to inquire into complaints of sexual harassment, as per the guidelines laid down by the institution.
- **Higher Educational Institution:** Refers to any university, college, or educational organization imparting higher education and includes all its campuses and affiliated institutions.

3. Prohibition of Sexual Harassment a) It is strictly prohibited to engage in any form of sexual harassment on the premises of the higher educational institution, at any academic or non-academic events, or during any official activities. b) The prohibition of sexual harassment extends to online platforms and virtual spaces associated with the institution. c) All employees, students, faculty members, and other stakeholders are required to adhere to this policy and report any incidents of sexual harassment immediately.

4. Prevention Measures a) Regular awareness and sensitization programs on sexual harassment and gender equality shall be conducted for all members of the institution. b) Orientation programs will be organized at the beginning of each academic year to educate students and employees about their rights and the grievance redressal process. c) Posters, brochures, and other informational materials promoting awareness of the policy will be displayed prominently across the institution's premises. d) The institution shall promote a culture of respect and gender equality through its curriculum and co-curricular activities.

5. Redressal Mechanism a) The institution shall establish an Internal Committee (IC) to handle complaints of sexual harassment. The IC shall consist of members from diverse backgrounds, including legal experts, faculty, staff, and student representatives, with at least one external member. b) The IC shall maintain confidentiality throughout the inquiry process and ensure that the principles of natural justice are followed. c) Complainants shall have the right to be accompanied by a support person of their choice during the inquiry proceedings. d) The IC shall complete the inquiry within a time-bound manner and submit its report and recommendations to the competent authority. e) Based on the IC's recommendations, appropriate disciplinary action shall be taken against the guilty party, which may include warnings, suspension, termination of services, or academic expulsion, as per the severity of the offense.

6. Reporting and Complaint Procedure a) Any person who experiences or witnesses an incident of sexual harassment shall report it to the IC or the designated authority

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immediately. b) The complainant may file a written complaint with the IC or use any other mode of communication as specified in the policy. c) An online complaint portal or helpline number shall be established to facilitate easy and confidential reporting. d) The institution shall ensure that no victimization or retaliation occurs against the complainant or witnesses for filing a complaint.

7. Support Systems a) The institution shall provide necessary support and counseling services to the complainant during the inquiry process. b) Adequate measures shall be taken to ensure the safety and security of the complainant and witnesses throughout the proceedings.

8. Review and Implementation a) The policy shall be reviewed periodically to ensure its effectiveness and relevance. b) The institution's administration shall be responsible for the implementation and dissemination of the policy to all stakeholders.

9. Dissemination of the Policy The policy shall be made available to all employees, students, and other stakeholders through the institution's website, notice boards, and other relevant communication channels.

10. Non-Compliance Failure to comply with this policy may result in disciplinary action against the concerned individual or entity.

11. Effectiveness This policy shall come into effect from the date of its implementation and shall supersede any earlier policies or guidelines on the subject.


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