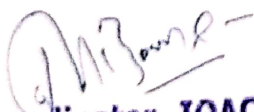


Anti-Ragging Policy


Anti-ragging Committee the College has an Anti-Ragging Cell in place as per the UGC Regulations. Aggrieved students can register their grievances and concerns regarding any form of ragging be it verbal, non-verbal, or suggestive. Any action or word condemning one's gender identity, community, caste or other discriminatory remarks can be reported in confidence to the Grievance Committee. At the time of admission every student and parent is made to sign an Anti Ragging affidavit as per university stipulations which implicitly states not to indulge in any behavioral practices which will subject them to disciplinary action or expulsion, depending on the nature of the offence.

The Committee is coordinated by the following members :

1. Director:
2. Police inspector
3. Press representative
4. Principal
5. Vice Principal
6. Student
7. Student
8. IQAC Coordinator
9. Anti-ragging committee coordinator


Coordinator IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon




Principal



Policy No.23 College Grievance cell for students and Staff

Sr. No.	Title of the Policy	Maintenance and utilization
1.	College Grievance cell for students Policy Number (IPN)	for college students and staff.
2.	Brief Description of The Policy	Purpose: to develop responsive and accountable attitude among the stakeholders in order to maintain harmonious educational atmosphere in the institute.
3.	Draft prepared by	IQAC/ College maintenance Committee
3.	Policy Applies to	for college students and staff
4.	Effective from the Date	15-06-2016
5.	Approved By	Governing Body/ Management
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated	NA
9.	Key objective	<ul style="list-style-type: none"> Encourage the students to express their grievances freely. To advice the students of the college to respect the write dignity of one another Ragging in any form prohibited in an outside the institution.
10.	Reference for the policy	UGC, State Directorate of Higher Education.



College Grievance cell for students

1. Functions and Procedure:- the following functions of college grievance cell

- To Receive the application of the students from the offline/ online mode.
- The application form of grievance is available on website and student consumer in the college.
- To attend all grievance applications of the student.
- To discuss and consider the grievance of students.
- To hear all the concerned students and settled grievance as possible as.
- To counselling the students whenever necessary to resolve their grievance.
- The committee shall not discuss we any sub-judice grievance.
- It shall make efforts to settle the grievance unanimously.
- To prepare recommendations relative to the redressal of grievance and submit to the principal.
- To prepare minutes and action taken report of the meeting.

2. Rule of chairperson of grievance cell.

- The principal/vice principal of the college shall be the chairperson of college grievance redressal cell.
- The chairperson shall finalize the date of grievance meeting in discussion with coordinator.
- The coordinator shall preside over the meeting of grievance committee.

3. Role of Coordinator:-

- The coordinator of grievance cell shall be work as Coordinator.
- He will be responsible for maintaining the record of grievances.
- The coordinator shall be prepare agenda of meeting with discussion chairperson.
- Coordinator registered grievance through website or offline.
- He/she will be responsible for maintaining the records minutes of meeting and action taken report.
- Coordinator shall declare or upload decisions, resolutions/minutes/ action taken report of the grievance.

3. Meetings of grievance committee:-

- The College grievance redressal committee shall meet regularly as per the exigency in order to redress the grievances registered on portal. If there are no grievances, the College grievance redressal committee shall meet once in every semester.
- The Member Coordinator may be directed by the Chairperson to convene a meeting of the College grievance redressal committee at the place, date and time to be fixed in consultation with him/her.
- The Notice of the meeting shall be issued by the Member Coordinator well in advance, in consultation with the Chairperson and shall communicate to all members with its Agenda and necessary documents prior to the meeting through an email.



- However, any non-receipt of notice by the members shall not invalidate the proceedings of the meeting.
- In case of a meeting being called urgently the Notice and Agenda with necessary documents may be distributed to the members during the meeting. The procedure of any such meeting shall be such as the College grievance redressal committee may determine.
- In case the grievance is against any of the members of the College grievance redressal committee, the concerned member shall abstain himself from the proceeding on such issue.

4. Venue of the Meeting of grievance

1. The Meeting of the College grievance redressal committee shall be held in the premises of the College during the working days and working time of the College.
2. The Member Coordinator shall communicate venue, date and time of meeting of college grievance redressal committee to all members of college grievance redressal committee and students who have registered their grievances prior to the meeting.

5. Quorum of the Meeting of grievance

The Quorum for the meeting of college grievance redressal committee shall be three, including Chairperson.

6. Decisions by Majority of the Meeting of grievance

All matters of any meeting of the College grievance redressal committee shall be decided by majority of the members present and voting and, in case of a tie, the person presiding shall have a second or casting vote.

7. Minutes

- The draft Minutes of the meetings shall be prepared by the Member Coordinator in consultation with the Chairperson and confirm it from all members.
- The Minutes shall contain a record of the decisions taken and resolutions passed by the College grievance redressal committee in the meeting and the discussions of the meeting shall not ordinarily form part of the Minutes.

8. Action Taken Report

After the confirmation of the minutes, the Member Coordinator shall report to the College grievance redressal committee the Action Taken Report on the resolutions or decisions or directions given in the previous meetings of the College grievance redressal committee.

9. Attendance of Members

- Member Coordinator shall maintain the record of Attendance of each meeting of College grievance redressal committee.
- Every member shall sign the Attendance Sheet during every meeting.



10. Appearance before College grievance redressal committee

the complainant student may appear in person. If he/she is incapable to attend / represent his/her grievances, then his/her representative (preferably parents) other than legal practitioner may be authorized to present his/her case in any proceedings before the College grievance redressal committee.

11. Language of Proceedings of Meetings of College grievance redressal committee

Preferably Marathi language may be used in the proceedings of meetings of College grievance redressal committee. The complainant student can request for any other language to the College grievance redressal committee.

12. Nature of Applications to be entertained by the College grievance redressal committee

The grievances or common grievances of students related to College only shall be considered by the College grievance redressal committee.

13. Registration of Grievances on the Portal

- Any student desiring redressal of his grievance/s may register his/her grievance/s online on the portal available on website of the College.
- The student shall fill all the information required for registration and upload the supporting documents.
- The grievances with insufficient/incomplete information shall not be entertained by College grievance redressal committee.

14. Disposal of Applications

- On receipt of an Applications of Grievances of Students, the Member Coordinator shall scrutinize the applications in consultation with Chairperson of the College grievance redressal committee and prepare the Agenda of Meeting.
- Non-accepted applications shall be communicated to the student in writing by Member Coordinator.
- The Member Coordinator shall communicate the date, time and venue of the Meeting to the students who have registered their grievances on the portal before the meeting with the help of Administrative Staff of the College.
- The Member Coordinator may request the applicant student to supply further information as may be necessary and also discuss the grievance personally with the applicant.
- The Member Coordinator may request all the parties related to grievance to give clarification in writing with necessary documents and send it to all members through an email along with the agenda.
- The Member Coordinator shall present each complaint before the College grievance redressal committee as per the agenda with all necessary documents given by the students during the meeting.
- The College grievance redressal committee shall redress all the grievances as per the agenda by giving an opportunity of hearing to all the concerned parties and by following principles of natural justice.



- The Member Coordinator shall communicate a copy of Order/Decision/Resolution to all the students whose grievances were mentioned in the agenda.

15. Non-Entertainment of Application

1. No applications for redressal of grievances shall be entertained, if the College grievance redressal committee is satisfied that-
 - a. The applicant has knowingly made false statement or furnished false information as regards to place of residence, educational qualifications etc.
 - b. In an application, there is no prima facie case for considering it.
 - c. The Application is frivolous or fictitious.
 - d. The matter is sub-judice in any court of law.
 - e. If there is gross delay.
 - f. Having regard to all the circumstances of the case, it is otherwise not reasonable to consider the application.
2. In case of any false or frivolous complaint, the College grievance redressal committee may recommend appropriate action against the complainant student.

16. Processing of Applications

- The Member Coordinator shall prepare requisite number of sets of all the applications received online/personally from the students and documents of other parties on which complaint has been made and send it to all members of College grievance redressal committee prior to the meeting through an email and handover its hardcopies to all members of College grievance redressal committee at the time of meeting.
- The College grievance redressal committee shall consider the case on the basis of the noting prepared by the Member Coordinator.
- The College grievance redressal committee shall deal with the case on the basis of the Provisions of the Act, Rules, Regulations, Statutes, Ordinances, Circulars and Directions of the University and on the basis of natural justice, equity and good conscience.
- The College grievance redressal committee shall hear the all the concerned parties related to the complaint in person individually collectively whatever the requirement of the case by following principles of natural justice.
- Efforts shall be made to settle the grievances amicably after hearing all parties.
- Efforts shall be made to settle the grievances within 15 days of its receiving.

17. Consideration of Applications:

1. Each member of the College grievance redressal committee shall study the applications/cases sent to them in advance.
2. Applications shall be discussed in the Meeting and further line of action shall be decided.
3. The concerned student/s or any other person or teaching staff or administrative staff or non-teaching staff or official who is concerned with the grievances of the student's may be called during the meeting of the College grievance redressal committee whenever necessary and they may be heard in person.



4. If the College grievance redressal committee finds it necessary, it may refer any matter to an expert and obtain his/her opinion.
5. After following all the procedures enumerated under sub-rules R. (1) to (4) above. The College grievance redressal committee may formulate its recommendations on the Application.

18. Recommendations for Final Action

- The Member Coordinator shall communicate a copy of Order/ Decision/ Resolution to all the students whose grievances were mentioned in the agenda.
- The Chairman and Member resolutions/decisions made during the meeting of college grievance redressal committee on top priority basis.
- The Member Coordinator shall upload the Decisions/ Resolutions/ Minutes/ Action Taken Report of College grievance redressal committee on the portal.
- If the College grievance redressal committee comes to the conclusion that any of the employees/officials is involved in misconduct, they can recommend departmental enquiry against him/her, Coordinator shall see the implementation of final action.

19. Pursuing the Matter

- The Chairman and Member Coordinator shall keep in touch with the concerned sections/units/departments/cells and see that the decision is immediately.
- After the decision is finally implemented the same shall be incorporated in the Action Taken Report and submit it to all the members of college grievance redressal committee at the next meeting.
- The Member Coordinator shall upload the Decisions /Resolutions /Minutes /Action Taken Report of College grievance redressal committee implemented.

20. Appeal on the Decisions

- The student may prefer an appeal on the decision given by college grievance redressal committee to University Grievance Redressal Cell (UGRC) within 30 days from the receipt of the decision of the College grievance redressal committee.
- In such case the student shall apply again on the portal available on the website of University of Mumbai, www.mu.ac.in within 30 days from the receipt of the decision of the College grievance redressal committee.

21. Miscellaneous

A. Staff of the College grievance redressal committee -

The principal shall assign one Administrative Staff (Junior Clerk) and Peon for working of college grievance redressal committee.

B. Publicity-

The Chairperson and Member Coordinator of College grievance redressal committee shall give due publicity to the functioning of the College grievance redressal committee through various modes of publicity like, Website, Prospectus, Notices, Electronic Gadgets, etc. for the information of the Students, Teaching Staff, Administrative Staff and Non-Teaching Staff.



22. Punishment to those found guilty:

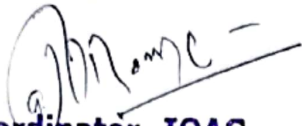
The following are the penalties that may be imposed on a guilty students.

Minor Penalties:

1. Oral/Writing warning
2. Fine
3. Suspension form the class for two days or a week

Major Penalties:

1. Suspension form attending classes
2. Withholding /Withdraw scholarship
3. With holding results.
4. Cancellation of Admission
5. Debarring from co-curricular and extra curricular activities.
6. Ranging between Rs. 25,000 to 1,00,000.


Coordinator, IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon




Acting Principal
Rani Laxmibai Mahavidyalaya,
Parola, Tal. Parola Dist. Jalgaon



Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

Web : www.rlcollegeparola.org
Email : principalrlcparola@gmail.com

Outward No.

Date : / /20

Anti-Harassment Policy

1.0 Preamble:

Our Rani Laxmibai Mahavidyalaya, Parola, Dist. Jalgaon is committed to zero tolerance policy on sexual harassment of women at work place. The HEI shall maintain a community in which, students and employees can work together in an environment free of violence, harassment, exploitation, fear and stress. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of sex / gender or amongst the same members.

2.0 Objectives:

Policy on prevention of sexual harassment is prepared keeping the following objectives in view:

- To adhere with the directives of the Hon'ble Supreme Court of India.
- To establish the effective mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the campus.
- To create and promote an environment at the campus that is completely free of sexual harassment in its various forms and to generate public opinion against all forms of gender-based violence.
- Acts amounting to sexual harassment.
- This policy on sexual harassment shall include.
 - a) Unwelcome sexual advances committed through requests for sexual favors and / or verbal or physical conduct of sexual nature made, either explicitly or implicitly, intern for a term or condition of teaching / guidance, employment, participation or evaluation of a person's engagement in any Mahavidyalaya.



- b) Unwelcome sexual advances committed through verbal, non-verbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or email or any other communication medium, gestures, showing of vulgarity, lurid stares, physical contact or touch, stalking, sounds, or display of a derogatory nature, have the purpose, or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment.
- c) Forcible physical touch or molestation eve teasing, physical confinement against ones will and any other act to disturb one's privacy.
- d) Any act or conduct of the person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of education or career development or otherwise making the environment at the Mahavidyalaya hostail intimidating to a person belonging to the other / same sex.

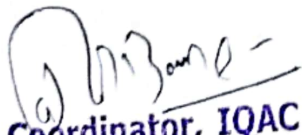
3.0 The Scope of the Policy:

- This policy shall be applicable to all allegations of sexual harassment made by a student against a student, employee, or third party, irrespective of whether sexual harassment is alleged to have taken place within or outside the college premises.
- The HEI constituted the committee for prevention of sexual harassment shall take cognizance of complaints about sexual harassment conduct enquiries provide assistance and redressal to the victims, recommended penalties and take action against the offender if necessary.
- The disciplinary action shall be commensurate with the nature of the violence and could be in the form of warning suspension or even expulsion from the Mahavidyalaya.


4.0 The committee and operational modalities:

The constitution of the Mahavidyalaya committee for prevention of sexual harassment (Annexure – I), its responsibilities and procedures shall be in the accordance with

- 1) The sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act 2013.
- 2) The UGC (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015.
- 3) Maharashtra Public University Act 2016 section 56 (Mechanism for prevention of sexual harassment of Teacher employees, students of college and redressal of grievance.


Coordinator, IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon




Acting Principal
Rani Laxmibai Mahavidyalaya,
Parola, Tal. Parola Dist. Jalgaon



GRIEVANCE REDRESSAL MECHANISM

Policy

The Rani Laxmibai Mahavidyalaya, Parola is to providing friendly atmosphere for learning and personal growth of students. Beside other welfare measures, a grievance mechanism is created to encourage students to express individual and group concerns related to academic and nonacademic staff. The grievance mechanism has in place a grievance box, a suggestion box and a complaint box for sexual harassment and Anti Ragging placed near the Principal's office and in library. The students are informed of this redressal mechanism at the time of induction program so the if the need arises, they can drop their suggestion or complaints in the respective drop boxes which will facilitate firsthand information for action to be taken. Complaints are handled in the sympathetic, fair, and efficient manner encouraging informal conciliation, early resolution, individual privacy and confidentiality.

PROCEDURE

- The three boxes will be opened at 12.00 AM on every Saturday by the student Affairs coordinator.
- Letters will be numbered and registered in Complaint Registers, maintained by the student Affairs Coordinator.
- Depending on the nature of the complaint, the grievance will be referred to the concerned authorities.



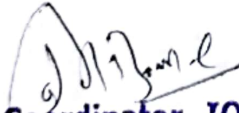


Administration and Infrastructural Grievances:	Director and Secretary
Examination related Grievances	Principal and vice Principal
Students related Grievances	Students affairs Coordinator/Student Development Officer/NSS Coordinator
Academic Grievances:	Academic Affairs Coordinator


- The Action Taken Report (ATR) will be submitted within one week.
- Complaint related to Sexual Harassment will be dealt with by the Disciplinary Committee.
- All suggestions given will be discussed in Management meeting for taking action.

***HEI'S firmly Grievances redressal Committee as-**

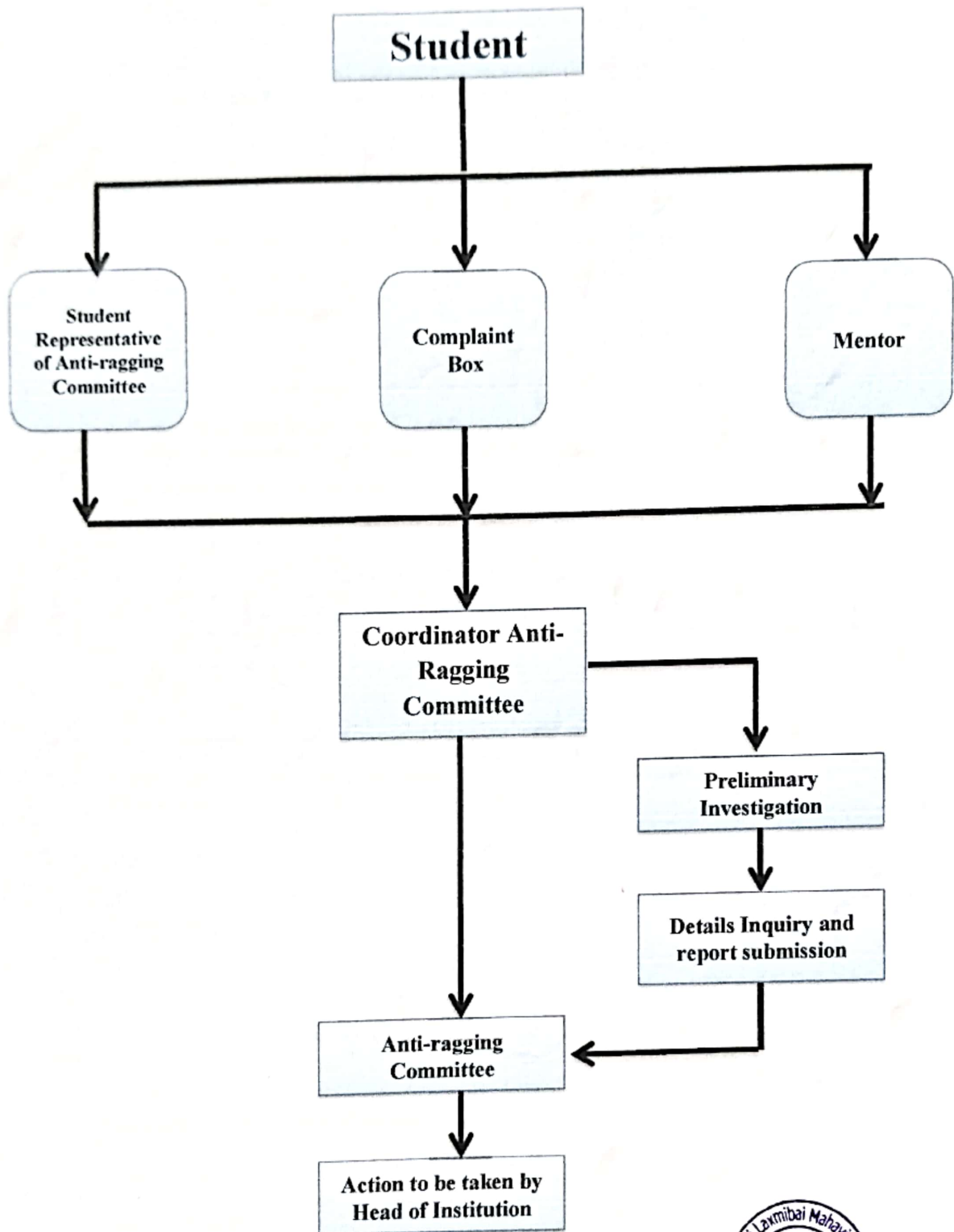
Sr. No.	Name Of the Member	Designation	Position
1	Dr. D. R. Patil	Acting principal	Chairman
2	Dr. S. N. Salunkhe (SDO)	Assistant Professor	Member
3	Dr. S. B. Bhavsar (V.P.)	Assistant Professor	Member
4	Dr. M. R. Karanje	Assistant Professor	Member
5	Dr. S. B. Savant (NSS Coordinator)	Assistant Professor	Member
6	Mr. J. B. Patil (Exam. Coordinator)	Assistant Professor	Member
7	Dr. G. P. Borse (IQAC Coordinator)	Assistant Professor	Member


Coordinator IQAC
 Rani Laxmibai Mahavidyalaya
 Parola, Dist. Jalgaon




Acting Principal
 Rani Laxmibai Mahavidyalaya,
 Parola, Tal. Parola Dist. Jalgaon

SSPMS Rani Laxmibai Mahavidyalaya, Parola
MECHANISM OF ANTI-RAGGING COMMITTEE





Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

Web : www.rlcollegeparola.org
Email : principalrlcparola@gmail.com

Outward No. _____

Date : / / 20

IQAC & internal committee against ragging / Sexual Harassment / Students Grievance
Performa for filling of complains

1. Complainant(s):

(Students / Academic Staff / Non-teaching staff / Administrative Staff)

Name:	
Age	
Sex	
Address	
Department	
Mobile Number:	
Email ID:	

2. Person(s) against Whom the complaint is being logged:

(Students / Academic Staff / Non-teaching staff / Administrative Staff)

Name:	
Age	
Sex:	
Address:	
Department:	
Mobile Number:	
Email ID:	

3. The Complainants with dates timing and other significant details
(Please attached extra paper if needed and signed in the end).

Name and contact details of Witness :

Name and signature of the complaint :

Date of Submission :

Note: All complaints will be kept strictly confidentially.

