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### **Institutional Policy for Prevention of Ragging and Sexual Harassment of Students**

- Discriminatory harassment of any person or group of persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or veteran status is prohibited. Any employee, student, student organization, or person privileged to work or to study at the **New Arts, Commerce and Science College Shevgaon** who violates this policy will be subject to disciplinary action: for employees, up to and including termination; and for others, up to and including permanent exclusion from the Institute.
- This policy applies to every member of the Institute. Faculty, students, and staff at all levels are responsible for maintaining an appropriate environment for study and work. This includes conducting themselves in a professional manner. For this purpose the **New Arts, Commerce and Science College Shevgaon** supports the principle that harassment represents a failure in professional and ethical behavior that will not be ignored.
- This policy and procedure is intended to facilitate an atmosphere in which, faculty staff, and students have the right to raise the issue of discriminatory harassment without fear of retaliation and to ensure that violations are fully remedied. No member of **New Arts, Commerce and Science College Shevgaon** will be retaliated against for participating in complaint Redressal Committee of alleged harassment or for participating in an investigation, proceeding, or hearing.



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professional endeavors. This opportunity can exist only when each member of our college is assured an atmosphere of mutual respect. The free and open exchange of ideas is fundamental to the Institute's purpose. It is not the Institute's intent in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

- **Policy Terms:-**

- **Sexual harassment** - Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, when:-
- Submission to such conduct is made either implicitly or explicitly as a term or condition of an individual's employment or status in a course, program, or activity;
- Submission or rejection of such conduct by an individual is used as a basis for condition of an individual's employment or status in a course, program, or activity;
- Such conduct has the purpose or effect of unreasonably interfering with the individual's work or education performance;
- of creating an objectively intimidating, hostile, or offensive working and/or learning environment; or
- of unreasonably interfering with or limiting one's ability to participate in or benefit from an educational program or activity.
- Both men and women, as well as, persons of the same gender may be either the initiators or victims of sexual harassment.

- **Procedures: -**

- **Complaints of Sexual Misconduct**

- Complaints of Sexual Misconduct (relate to dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking) are addressed pursuant to the policies and as per sexual harassment process given in the handbook on sexual harassment of women at work place published by government of India ministry of women and child development November 2015.

- **Complaints of Discriminatory Harassment**

- Any member of the **New Arts, Commerce and Science College Shevgaon**, who believes that he or she has been the victim of discriminatory harassment other than sexual misconduct (the Complainant) should promptly report the matter to the appropriate



institute officials within the offices designated to handle such complaints. The complaint should be brought to the notice of the committee within Three Months of the most recent alleged harassing act.

- For incidents involving faculty and staff, the complaint should be intimated to women WGR committee.
- The initial discussion between the Complainant and the W.G.R. Committee member will be handled with sensitivity and discretion. The designated committee member will inquire into all reports of alleged sexual harassment brought to his or her attention.
- During the initial meeting with the Committee, a written summary of the complaint will be made and should be signed by the Complainant.
- The committee member will inform the alleged offender ("Respondent") of the allegation and of the identity of the Complainant, will provide him or her with a written summary of the Complaint and will proceed as set forth in the following section.
- **Resolution of a Complaint: -**
  - When a complaint is submitted, the designated committee member will discuss the matter with the parties promptly, will notify the Principal of the College, and may initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties within Three Months of a reported incident. If an informal resolution is reached, it will be documented in writing, approved by the Principal of the College and Committee, as appropriate, and signed by the Complainant and the Respondent.
  - If an informal resolution satisfactory to the Parties is not reached within Three Months after an incident is reported, or if in the sole discretion of the designated committee member an informal resolution is not possible; the designated committee member will proceed with a full investigation. A report of the investigation results along with a recommendation for resolution of the Complaint and/or disciplinary action will be made to the Honorary Secretary of A.J.M.V.P.S. within 60 days of the date the investigation was initiated in the College. The Honorary Secretary of A.J.M.V.P.S. of Students will initiate prompt remedial or corrective action where warranted.
- **Facilities available for the safety of girls students**
  1. Separate common room.



2. Separate Que for ladies.
3. Separate Toilet.
4. Campus with cameras surveillance.
5. Watchmen/security guard at the gate
6. Separate reading hall
7. Separate parking
8. Separate setting arrangement in classes and laborites
9. Intermittent visit of police
10. Nirbhaya kanya Abhiyan for self depends training
11. Kranti jyoti pathak
12. Cameras in canteen
13. Sanitaria facilities
14. Guest lectures on women right and women low for legal awareness
15. Guest lectures of Doctors on personal Hygiene and diet
16. Medical checkup
17. Guest lectures by police officers.



  
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# GRIEVANCE REDRESSAL COMMITTEE

## MECHANISM

- The main aim of this committee is to help students redress their academic and administrative problems and guide them to find ways and redress their complaints.
- Grievance shall be redressed depending on the nature of the grievance.
- The students are free to put up any grievance in writing or in the format available in the college office and drop it in the suggestion boxes available on each floor of the building. Some students can directly approach or meet the teacher regarding their grievances.
- The Grievance committee looks into the matter in a meeting and adopts a resolution for conducting an enquiry into the incident.
- The Grievance committee acts upon only those cases which have been forwarded along with the necessary documents such as students ID proof etc to the Chairperson.
- After receiving necessary documents, the redressal committee shall review the complaint and invite both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.
- The Grievance committee will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

After an enquiry, the GRC will recommend the following steps

- Apology in oral for light offences.
- Informs the parents of culprit.
- Warning and written apology taken from the offender.



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