

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

**Organization wide awareness and undertakings on policies with zero tolerance**

Prohibition of Ragging in Educational Institutions Act 26, 1997 and Disciplinary Act:

**Salient Features:**

- Prohibition of Ragging within or outside educational institution.
- Without permission no entry is allowed within college and hostel premises.
- It is compulsory for all students to carry identity cards and need to show on demand.
- The Hostel Wardens can inspect the rooms at any time.
- Before leaving the hostel, it is necessary for a student to submit declaration from parents to warden.

Grievance submission and redressal:

**Salient Features:**

- Grievance Form submitted to the concerned section incharge in writing as per format.
- Action taken report must be submitted within stipulated time for the closure of grievance.
- Information about action taken must be communicated to the individual within stipulated time.



  
**Principal/ Chairman**  
U.V.K. College, Karama  
Alamnagar (Madhepura)



# U.V.K COLLEGE KARAMA-ALAMNAGAR

(NAAC Accredited, Regd. U/S 2F & 12B of UGC Act 1956)  
A PERMANENT UNIT OF B.N. MANDAL UNIVERSITY, MADHEPURA (BIHAR)

Ref: \_\_\_\_\_

Date: \_\_\_\_\_

## Anti-Ragging Cell

" Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or a junior student. Indulging in a rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or Psychological harm or to raise fear or apprehension thereof in a fresher or a junior student. Asking the students to do any act or perform something which such student 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 a junior student. "

### Members of the Anti-ragging cell

- Dr.Madhwendra Jha (Chairman/ Principal)
- Dr. Shekhar Jha (Convenor)
- Prof. Sunita Jha (Member)
- Prof. Amrendra Kumar Jha (Member)
- Abhishek Acharya (Student's Council)

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

- Any kind of misconduct to a student of an educational institution, which causes physical or psychological harm.
- Forcing a student to do any act against his/her willingness.
- Targeting a student on the ground of his colour, race, religion, caste, gender, sexual orientation, linguistic identity or economic background.
- Deliberately creating a sense of shame or embarrassing a junior student or fresher.
- Force students to perform acts which can lead to physical injury/ mental torture or death.



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## Punishment for ragging

- Guardian call and Class suspension according to the degree of offence
- Disallowing to appear in test examination
- Financial punishment
- Expulsion from hostel
- Russification from College (if fault is severe)
- Holding back results
- Cancellation of admission
- Imprisonment as per 'West Bengal Prohibition of Ragging in Educational Institutions act, 2000'.

## Activities

- The Committee keeps a deep observation over any kind of act of ragging inside the campus (Classrooms, Canteens, Grounds, Hostels etc) and take prompt action.
- Anti-ragging banners are placed at various places of the campus and all the hostels to alert the students about this criminal offence.
- Frequent and surprise visits are done to the hostels (both boys and girls) and private conversation are done with the new comers so that they can share any kind of embarrassing experiences that they may have faced.
- Emergency helpline number and email contact has been given so that any student can report any kind of ragging incident inside the campus.
- The Anti-ragging cell shows zero tolerance against any such reported act and strict measures are taken to curb the menace of Ragging.

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## Grievance Redressal Cell

The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non-academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated academic and non-academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated time.

### Objectives:

The Grievance Redressal Cell has been developed to settle the grievances of the students and other stakeholders within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

According to the UGC (Grievance Redressal ) Regulations, 2018, composition of the Grievance Redressal Committee

Sr.No	Name	Designation
1.	Dr. Madhwendra Jha, Principal	Chairman
2.	Prof. Jitendra Kumar	Convenor
3.	Prof. Prakash Mishra	Jt. Convenor



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## Mechanism of the GRC-

- 1. Grievance redressal committee (GRC) shall consider only individual grievances of specific nature of students and staff.
- 2. The GRC shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee/student.
- 3. Post receipt of the complaint/application the committee will decide on the merit of case regarding scope of further discussion investigation and act promptly.
- 4. The GRC may mediate between complainant and defendant against who the complaint has been made, it required.
- 5. GRC shall consider redressing of grievances within a reasonable time.
- 6. The cell will give report to the authority about the cases attended to and seek guidance from the higher authorities if required.

## Scope :

The students may lodge grievance about any academic and non- academic matters related to -

- Timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination and scholarship related matters.
- to dues and payments for various items from the library, hostels and other financial matters.
- certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers and any other offensive activity.

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## Internal Complaint Cell

### Primary Goals:

- a) To develop a policy against sexual harassment of women at the Institute.
- b) To develop a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- c) To maintain the commitment of the Institute to provide an environment free of gender-based discrimination.
- d) To create a secure physical and social environment to deter any act of sexual harassment.

According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- Physical contact and advances
- A demand or request for sexual favors
- Making sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

### Functions:

- a) To develop a mechanism for registering complaints which should be safe, accessible, and sensitive.
- b) To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend disciplinary action or initiate disciplinary action against the harasser, if necessary.
- c) To follow-up action and monitor the same.



- d) To recommend the college authority to provide assistance to the complainant if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time-being in force.
- e) To recommend the college authority to provide the medical intervention with the consent of the complainant or even without consent in such cases where the complainant is physically or mentally incapacitated to give her consent.
- f) To recommend the college authority to arrange for appropriate psychological, emotional, and physical support (in the form of counselling, security and other assistance) to the victim if she so desires.

## Formation & Structure of the Cell:

Its formation and structure is strictly as per the Guideline published by UGC, New Delhi

### Members

MEMBER	DESIGNATION
<b>Kumari Renu</b>	COORDINATOR
<b>Priyanka Puja</b>	PRESIDING OFFICER
<b>Sandhiya Suman</b>	FACULTY MEMBER
<b>Shiv Kishor Singh</b>	FACULTY MEMBER
<b>Shiv Kumar Yadav</b>	OFFICE MEMBER
<b>Rachna Kumari</b>	STUDENT MEMBER, UG
<b>Mausham Kumari</b>	STUDENT MEMBER, UG
<b>Ishita Kumari</b>	STUDENT MEMBER, BCA



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A PERMANENT AFFILITED UNIT OF B.N.MANDAL UNIVERSITY , MADHEPURA (BIHAR)

Letter No. IQAC/UVK/21/01

Date. 20-10-2021

## **Minutes of Meeting Student Redressal Committee**

A meeting of the student redressal committee was held and was presided over by the IQAC chairman and coordinator

- It was decided that grievances should be accepted online through the college website.
- Each Month a review of grievances should be made so that we can slowly resolve all grievances systematically



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Letter No. IQAC/UVK/21/02

Date. 20-02-2022

## **Minutes of Meeting** **Gender Sensitization & Anti Ragging committee**

A meeting of the Gender Sensitization & Anti Ragging committee was held and was presided over by the IQAC chairman and coordinator

- It was decided that Due to covid19 protocols all grievances should be taken online through the college website.
- Each Month a review of grievances should be made so that we can slowly resolve all grievances systematically.
- Code of conduct should be followed and all students and staffs must be sensitized about implementing it to the core.
- New Anti Ragging posters and banners should be put up in campus after the covid-19 lockdowns are lifted and normal classes are resumed

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