



New Maulana Azad Education Society's

# College of Education (B.Ed.)

Pingli Road, Parbhani Tq. Dist.Parbhani - 431401

Ref.No.

Date :

## Grievance Redressal committee sexual harassment and ragging committee

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## GRIEVANCE REDRESSAL CELL

### OBJECTIVES:

The objective of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institute.

### DEFINITION OF GRIEVANCE:

Grievance means a formal complaint-includes any kind of content or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with Institution that a student or parent or staff member thinks, believes, or even feels, is unfair, unjust or inequitable.

### SCOPE:

The Cell deals with grievances received in writing form from the students about any of the following matters:

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc.

### FUNCTIONING:

The cases are attended promptly on receipt of written grievances from the students in the attached Performa. (Annexure-I).

The cell formally meets to review all cases, prepare a statistical report about the number of cases received, attended to and the number of pending cases, if any which require direction and guidance from the higher authorities.

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## MEASURES FOR PREVENTION OF RAGGING:

- The setting up of the Grievance Redressal Cell (GRC) for students is widely publicized
- The students are encouraged to put grievance in the format attached and drop it in the boxes placed at conspicuous locations.
- The GRC will act upon those cases which have been forwarded along with the necessary documents.
- The GRC will take up only those matters which have not been solved by the different departments.
- Grievances related to fees etc. will be taken up only if the relevant financial documents like Demand drafts etc. are attached.

## STANDARD OPERATING PROCEDURE:

Any student or parents or staff member wants to initiate a grievance may in the first instance bring the issue to the notice of the Head of the department/office, who will address the issue and try to resolve it within 7 working days of the receipt of the grievance.

If, there is no response within the stipulated time from the department/office or grievant is dissatisfied with response/resolution to his/her grievance, then the grievant is free to represent his/her grievance to the Grievance Redressal Cell.

If, the grievance is against the respective Head of school/department/office, then the grievant may directly submit his/her grievance in writing via email or submit in person at the Grievance Redressal Cell, to the Officer-In-Charge of Grievance Redressal Cell.

### A. FORMAL REGISTRATION:

Any aggrieved student or parent or staff member with a genuine grievance will submit his/her Grievance in writing along with necessary documents, if any, through email ,or submitting a signed hard copy of the grievance complaint in person to the Officer-In-Charge of Grievance Redressal Cell.

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**B. ACKNOWLEDGEMENT:**

The Grievance Redressal Cell shall acknowledge the receipt of each grievance complainant immediately. In the case of e-mail the sender will receive an instant replay acknowledging the receipt of his/her e-mail.

**C. FORWARDING:**

Upon receipt of grievance the Grievance Redressal Cell shall categorize, analyze the merits of the grievance, and forward the grievance to the respective department/office/individual (dealing with the substantive function linked with the grievance) requesting them to enquire into the grievance and redress within such period as may be specified, not exceeding 7 days from the receipt of grievance complaint.

**D. FOLLOW UP & MONITORING:**

Grievance Redressal Cell shall coordinate, monitor and ensure Redressal within the stipulated time. Depending up on the seriousness of grievance, the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.

**E. SCRUITINY:**

Grievance Redressal Cell will make a thorough review of the Redressal process. In case the committee feels satisfied with the resolution provided by the respective department/office/individual, then it will intimate the same to the grievant via e-mail. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.

**F. CALL FOR HEARING:**

If the Grievance Redressal Cell is not satisfied with the resolution provided by the respective department/office/individual or upon the grievant written request, the committee shall fix a date for hearing, and intimate the same - to the respective department/office/individual as well as the grievant via e-mail or in person. If, at the conclusion of the hearing, the committee feels that

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additional information, testimony is necessary to make a decision, it may request that the parties submit such additional

## G. INVESTIGATION:

If resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Cell will have the right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.

## H. FINAL DECISION:

After the hearing or investigation the Grievance Redressal Cell shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application-pass an order indicating the reasons for such order, as may be deemed fit.

## I. COMMUNICATING THE DECISION:

Upon completion of proceedings, the Grievance Redressal Cell shall communicate the final decision to both parties, which shall be binding on both the parties.

## J. CLOSURE OF COMPLAINT:

The complaint shall be considered as disposed of and closed when: the grievant has indicated acceptance of the resolution: b. the grievant has not responded within four weeks from the date of receipt of information on resolution

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Cell, for the purpose of investigation.

## K. FEEDBACK:

  
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Grievance Redressal Cell will collect formal feedback from relevant stakeholders (students, parents, staff, etc.) from time to time, especially from the parties involved, on account for reviewing and improving the grievance handling and Redressal process.

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## EXCLUSIONS

The Grievance Redressal Cell shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals etc.
- Decisions made by the University with regard to Disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the Institute.
- Decisions by competent authority on assessment and examination result.

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## Sexual Harassment

Sexual Harassment has an place at the Institute is firmly committed to provide its students, employees, stakeholders and others with an environment that is free from Sexual Harassment. The workplace at INSTITUTE ensures every woman is treated with dignity and respect and afforded equitable treatment.

The College is also committed to promote an environment that is conducive to the professional growth of its women employees and encourages equality of opportunity. The College will not tolerate any form of sexual harassment and is commend to take all necessary steps to ensure that its women employees are not subjected to any form of armament.

This document explains INSTITUTE's Standard Operating Procedure for processing complaints and conducting investigation suited to sexual harassment and retaliation.

INSTITUTE also cooperates fully with my investigation conducted by authorized law enforcement. We may refer a complaint and the result of our investigation to those agencies. We may do so prior to the completion of our internal investigation

## OBJECTIVE

The objective in implementing and enforcing this policy is to define workplace sexual harassment, prohibit it in all forms, carry out appropriate disciplinary measures in the case of violations, and provide procedures for lodging complains about conduct that violate this policy and investigating sexual haunt claim

## DEFINITION

  
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Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct

Sexual Harassment at the workplace includes:

- ❖ Unwelcome sexual advances (verbal, written or physical),
- ❖ Demand or request for sexual favors.
- ❖ Any other type of sexually-oriented conduct.
- ❖ Verbal abuse or "joking" that is sex-oriented.
- ❖ Intrusive questions or statements about your private life.
- ❖ Sending sexually explicit emails de test messages.
- ❖ Inappropriate advances on social networking sites.
- ❖ Behavior that may also be considered to be an offence under criminal law, such as physical mult, indecent exposure, sexual assault, stalking or obscene communications.
- ❖ Any conduct that has the purpose or the effect of interfering with an individual's work.

Performance of creating an intimidating, hostile or offensive work environment a dice submission to such conduct is either an explicit or implicit term or condition of employment and for submission or rejection of the conduct is used as a basis for making employment decisions.

## RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:

All Students and Staff of the College have a personal responsibility to ensure that there behaves is not contrary to this policy. All Students and Staff are encouraged to reinforce the maintenance of a conductive environment free from sexual harassment,

## COMMITTEE:

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The College has instituted a Sexual harassment Complaint Committee for Redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

The Complaints Committee will comprise of members as such stated by the Statutory Bodies

## AT BRIEF:

The Sexual Harassment Complaint Committee seeks to provide employees and students with a working environment free from any unlawful harassment, including but not limited to sexual harassment. Harassment of any kind, whether by a co-employee or staff or batch mates or seniors or other associated with the institution, is not tolerated at the Sexual Harassment Complaint Committee.

The Committee will promptly investigate complaints of harassment, will act to stop any inappropriate unwelcome behavior, and will resolve a situation using the process outlined below in a manner that is fair to all parties and appropriate to the situation involved Employees and Students are also obligated to attend any mandatory training provided by the Society to prevent sexual or other forms of harassment

The Standard Operating Procedure describes the process available to women to report inappropriate behavior that they believe may constitute harassment, and also describes the way such complaints will be investigated and resolved. The Society recognizes that the decision to come forward with a complaint may be difficult but if it comes forward, the Society will handle information provided by employees or students who report inappropriate behavior in a sensitive manner, and will endeavor to protect the privacy of the reporting employee and to maintain confidentiality to the extent possible.

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Employees and Students are strongly encouraged to report instances of questionable workplace conduct well before such conduct would rise to the level of legally actionable harassment, whether sexual or otherwise. This way, the behavior can be addressed before it constitutes unlawful harassment or creates a hostile work environment; this also ensures that instances of inappropriate behavior can be dealt with in timely and appropriate manner to prevent recurrences. In addition, delays in reporting in appropriate conduct may have an impact on the Society's ability to investigate the situation and take appropriate action.

## STANDARD OPERATING PROCEDURE

Individuals should report complaints of conduct believed to violate College's sexual harassment policy according to the Sexual Harassment Complaint Committee's complaint procedures to initiate formal investigation into an alleged violation of this policy, employee/Student may be asked to provide a written statement about the alleged misconduct to the HR head. Complaints should be submitted as soon as possible after an incident has occurred. The HR head may assist the complainant in completing the statement. To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as is possible:

1. The name, department and position of the person or persons allegedly causing the harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any Witnesses.
3. The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment
4. The names of other individuals who might have soon subject to the same or similar harassment.
5. What, if any, steps the complainant has taken to try to stop harassment
6. Any other information the complainant believes to be relevant to the harassment complaint.

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**The HR can:**

1. Resolve the matter informally with the complainant.
2. Initiate, at the complainant's request, a mediation process between the parties (in these circumstances the contact person will keep the Headmaster or his delegate informed)
3. Forward the matter to the Head of the Institution, Le Principal (Chairperson of Sexual Harassment Complaint Committee)

The Head of the Institution, on receiving a formal complaint in writing, will act in accordance with the College's Sexual Harassment Complaint Committee Procedures.

The HR will call for a meeting of the Sexual Harassment Complaint Committee Members, headed by the Chairperson.

The Chairperson of the Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of Sexual Harassment, preferably within 30 days from receipt of the complaint. In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not mean an offence of Sexual Harassment, she/he will record this finding with reasons and communicate the same to the complainant. If the Chairperson of the Complaints Committee determines that the allegations constitute an act of sexual harassment, she is will proceed to investigate the allegation with the assistance of the Members of the Sexual Harassment Complaints Committee.

Where such conduct on the part of the accused amounts to a specific offence under the law, the Institute shall initiate appropriate action in accordance with law by making a complaint with the appropriate mandatorily

The Complaints Committee Member shall conduct such investigations in timely manner and shall submit a written report containing the findings and

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recommendations to the Chairperson as soon as practically possible and in any case, not later than 90 days from the date of receipt of the complaint. The Chairperson shall take corrective action on the recommendations of the Complaints Committee and keep the complainant informed of the same.

Corrective action may include any of the following:

- a. Formal apology
- b. Counseling
- c. Written warning to the perpetrator and a copy of it maintained in the employee's student's file.
- d. Change of work assignment/transfer for either the perpetrator or the victim. (Employer)
- e. Suspension or termination of services of the employee found guilty of the offence (Employee)
- f. Communication with parents. (Student)
- g. Referral to and liaison with specialist counseling. (Student)
- h. Formalized support at College Level, which may include closer monitoring or supervision of the child or young person in his interactions with other children and young people. (Student).

In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for Appropriate disciplinary action by the Committee.

## CONCLUSION

In conclusion, the Collage reiterates its commitment to providing its Women Employees and Students, a place free from harassment/ discrimination and where every woman is treated with dignity and respect.

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