



सकलडीहा पोस्ट ग्रेजुएट, कॉलेज SAKALDIHA POST GRADUATE COLLEGE

सकलडीहा, बनौली-232109 (उ.प्र.)
Sakaldiha, Chandauli-232109 (U.P.)
(संपत्त: महात्मा गांधी काशी विश्वविद्यालय, बनौली)
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अमृत महोत्सव



केएन डीएम सी केपी डबल
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Ref.....

Date- ...5/08/2022

महाविद्यालय में स्टाफ / पुरातन छात्रों / अभिभावकों / छात्र-छात्राओं / अन्य की शिकायतों एवं मॉर्गों के समाधान एवं निबटारे हेतु एक शिकायत निवारण प्रकोष्ठ (Grievance Redressed Cell- GRC) का गठन किया गया है। यह प्रकोष्ठ छात्र सहायता पटल (Student Help Desk) के रूप में भी कार्य करता है। महाविद्यालय में एक समभाव का वातावरण बनाये रखकर पठन-पाठन हेतु उचित माहौल प्रदान करना प्रकोष्ठ का मुख्य उद्देश्य है। इस प्रकोष्ठ के निम्न कार्य हैं-

- प्राप्त शिकायतों का 07 दिन के अन्दर निवारण सुनिश्चित करना।
- मॉर्गों का सम्बन्धित समिति/ प्रकोष्ठ को संस्तुतीकरण करना।
- रैगिंग निवारण प्रकोष्ठ (ARC) एवं महिला उत्पीड़न निवारण प्रकोष्ठ (AWHC) के साथ सहयोग एवं समन्वय बनाकर उन्हें सहयोग प्रदान करना।
- शिकायतों के समाधान में पुरातन छात्रों/अभिभावकों व अन्य का सहयोग प्राप्त करना।
- शिकायत निवारण के माध्यम से संस्था के गुणात्मक विकास में सहयोग देना।

शिकायत निवारण प्रकोष्ठ की संरचना/संगठन निम्न है -

क्रमांक	नाम	पद
1	डॉ० इन्द्रजीत सिंह	समन्वयक
2	डॉ० अजय कुमार सिंह यादव	सदस्य
3	श्री यजनाथ पाण्डेय	सदस्य
4	डॉ० सीता मिश्रा	सदस्य
5	डॉ० सुशील सिंह	सदस्य

प्रमुख
सकलडीहा पोस्ट ग्रेजुएट कॉलेज
बनौली, चण्डी-232109
प्राचार्य



सकलडीहा पोस्ट ग्रेजुएट, कॉलेज

SAKALDIHA POST GRADUATE COLLEGE

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यह द्वारा श्री. कपी प्रसा
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Ref.....

Date- 02/08/2022

महाविद्यालय में विश्वविद्यालय अनुदान आयोग (UGC), नई दिल्ली एवं माननीय सर्वोच्च न्यायालय, भारत के दिशा-निर्देशों के अनुरूप महिला प्राध्यापिकाओं/ कर्मियों एवं छात्राओं को एक सुरक्षित एवं स्वस्थ माहौल प्रदान करने हेतु, जिससे वे अपने कार्यों का सुचारु निष्पादन कर सकें, महिला उत्पीड़न निवारण प्रकोष्ठ (Anti-Woman Harassment Cell - AWHC) का गठन किया गया है। यह प्रकोष्ठ महिला एवं बाल विकास मंत्रालय, भारत सरकार के Handbook on Sexual Harassment of Woman at workplace (Prevention, Prohibition and Redressed Act-2013) के प्रावधानों को अंगीकार करता है। इस प्रकोष्ठ के मूल उद्देश्य निम्न है -

- महाविद्यालय में महिला अधिकारों के प्रति जागरूकता फैलाना एवं सम्बन्धित कार्यक्रमों का आयोजन करना।
- महाविद्यालय में लैंगिक भेदभाव से सम्बन्धित शिकायतों पर सुनवाई कर उचित निर्णय लेना।
- महाविद्यालय में लैंगिक उत्पीड़न निवारण से सम्बन्धित निर्देश एवं नीतियाँ तैयार करना।
- उपरोक्त नीतियों के कार्यान्वयन से सम्बन्धित दीर्घकालीन कार्य योजना तैयार करना।
- उपरोक्त से सम्बन्धित विश्वविद्यालय अनुदान आयोग (UGC), नई दिल्ली व अन्य के दिशा-निर्देशों का प्रचार-प्रसार करना।

महिला उत्पीड़न निवारण प्रकोष्ठ के संयोजक एवं सदस्य निम्न हैं -

क्रमांक	नाम	पद
1	डॉ० सीता मिश्रा	समन्वयक
2	श्रीमती वंदना कुमारी	सदस्य
3	डॉ० प्रीतम उपाध्याय	सदस्य
4	डॉ० मीनू श्रीवास्तव	सदस्य
5	श्रीमती मीनू जायसवाल	सदस्य
6	श्री सरिता शर्मा	सदस्य

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एन आर सी केंपी इण्डिया
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Ref.....

Date- 12/08/2022

महाविद्यालय में माननीय सर्वोच्च न्यायालय, भारत एवं विश्वविद्यालय अनुदान आयोग (UGC), नई दिल्ली के दिशा-निर्देशों तथा UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009 के प्रावधानों के अनुरूप रैगिंग निवारण प्रकोष्ठ (Anti Ragging Cell- ARC) का गठन किया गया है। इस प्रकोष्ठ के मूल उद्देश्य इस प्रकार हैं-

- महाविद्यालय में रैगिंग निवारण हेतु जागरूकता उत्पन्न करना एवं सम्बन्धित कार्यक्रमों का आयोजन करना।
- महाविद्यालय में रैगिंग से सम्बन्धित शिकायतों पर सुनवाई कर उचित निर्णय लेना।
- महाविद्यालय में रैगिंग निवारण से सम्बन्धित निर्देश एवं नीतियाँ तैयार करना।
- रैगिंग निवारण से सम्बन्धित नीतियों एवं निर्देशों के कार्यान्वयन हेतु दीर्घकालीन कार्य योजना तैयार करना।
- उपरोक्त से सम्बन्धित विश्वविद्यालय अनुदान आयोग, नई दिल्ली व अन्य के दिशा-निर्देशों का प्रचार-प्रसार करना।

रैगिंग निवारण प्रकोष्ठ (Anti Ragging Cell - ARC) की संरचना / संगठन निम्न है-

क्रमांक	नाम	पद
1	प्रो. महेन्द्र प्रताप सिंह	समन्वयक
2	डॉ. राजेश यादव	सदस्य
3	डॉ. सीता मिश्रा	सदस्य
4	श्री श्याम लाल सिंह यादव	सदस्य
5	श्रीमती वंदना कुमारी	सदस्य
6	डॉ. योगेन्द्र तिवारी	सदस्य

प्रचारिणी
सकलडीहा पोस्ट ग्रेजुएट कॉलेज
चण्डीली
प्रचारिणी



सकलडीहा पोस्ट ग्रेजुएट, कॉलेज SAKALDIHA POST GRADUATE COLLEGE

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नेम ड्रास सी केपी प्रवॉस
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Ref.....

Date- 13/08/2022

महाविद्यालय के समस्त छात्र/छात्राओं को सूचित किया जाता है कि सत्र 2022-23 महाविद्यालय में अनुशासन व्यवस्था को सुदृढ़ रखने के लिए निम्न सदस्यों का एक प्राक्टोरियल बोर्ड का गठन किया जाता है।

PRACTORIAL BOARD

क्रमांक	नाम	पद
1	प्रो. उदय शंकर झा	चीफ प्राक्टर
2	श्री अजय कुमार यादव (पुस्तक)	प्राक्टर
3	डॉ. राजेश कुमार यादव	प्राक्टर
4	श्री यजनाथ पाण्डेय	प्राक्टर
5	श्री श्याम लाल सिंह यादव	प्राक्टर
6	डॉ. पवन कुमार ओझा	प्राक्टर
7	श्रीमती वंदना कुमारी	प्राक्टर

प्रो. उदय शंकर झा
सकलडीहा पोस्ट ग्रेजुएट कॉलेज
चन्दौली-232109 (उ.प्र.)
प्राचार्य

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पत्रांक:

दिनांक-14.03.2021

शिकायत निवारण प्रकोष्ठ छात्रसंघ चुनाव सत्र 2020-21

आज दिनांक-14.03.2021 को द्वितीय सत्र में उपाध्यक्ष पद प्रत्याशी श्री अतुल कुमार पाण्डेय के प्रार्थना पत्र दिनांक-13.03.2021, कला संकाय प्रतिनिधि पद प्रत्याशी श्री धर्मेन्द्र कुमार एवं अध्यक्ष पद प्रत्याशी श्री मुकेश सिंह यादव एवं अन्य के आपत्ति पत्र पर एक बैठक सम्पन्न हुई जिसमें डॉ० विजय कुमार पाण्डेय अध्यक्ष, डॉ० अरुण कुमार उपाध्याय सदस्य, डॉ० शिव सहाय सिंह यादव सदस्य, ज्वाइंट मजिस्ट्रेट सकलडीहा श्री मीणा एवं प्रभारी निरीक्षक सकलडीहा कोतवाली श्री राय उपस्थित रहे। प्रकरण को डॉ० उदय शंकर झा मुख्य चुनाव अधिकारी-सह-सदस्य सचिव ने समिति के समक्ष प्रस्तुत किया। सम्यक विचारोपरान्त समिति ने सर्वसम्मति से निम्नलिखित अभिनिर्णय पारित किया।

1. उपाध्यक्ष पद प्रत्याशी श्री अतुल कुमार पाण्डेय के शिकायती पत्र दिनांक-13.03.2021 एवं अन्य पर सर्वसम्मति से यह निर्णय लिया गया कि आपत्ति कर्ता श्री अतुल कुमार पाण्डेय की आपत्ति निराधार है।
2. कला संकाय प्रतिनिधि पद के प्रत्याशी श्री धर्मेन्द्र कुमार के आपत्ति पत्र दिनांक- 14.03.2021 पर सर्वसम्मति से यह निर्णय लिया गया कि, नामांकन पत्र निरस्तीकरण नियमानुसार एवं विश्वविद्यालय छात्रसंघ चुनाव नियमावली के अनुसार है।
3. अध्यक्ष पद प्रत्याशी श्री मुकेश सिंह यादव एवं अन्य के प्रार्थना पत्र दिनांक विविध पर यह सर्वसम्मति से निर्णय लिया गया कि मतपत्र पर प्रत्याशियों का फोटो लगाना नियम संगत नहीं है।

यदि उपर्युक्त तीनों निर्णयों से कोई भी आपत्ति कर्ता असंतुष्ट है तो वह अग्रेतर विधिक कार्यवाही करने के लिए स्वतंत्र है।

स्थान- सकलडीहा

अध्यक्ष

(डॉ० विजय कुमार पाण्डेय)
शिकायत निवारण प्रकोष्ठ
छात्रसंघ चुनाव 2020-21

प्रतिलिपि: सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. मा० जिलाधिकारी, चन्दौली।
2. मा० उपजिलाधिकारी, सकलडीहा।
3. मा० प्रभारी निरीक्षक, कोतवाली सकलडीहा।

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पत्रांक-.....

दिनांक- 10/08/2018

सूचना

महाविद्यालय के समस्त महिला प्राध्यापिकाओं/कर्मियों/छात्राओं को सूचित किया जाता है कि महिला उत्पीड़न निवारण प्रकोष्ठ आपको महाविद्यालय में एक सुरक्षित एवं स्वस्थ माहौल प्रदान करने हेतु प्रतिबद्ध है। आप अपने कार्यक्षेत्र में किसी भी प्रकार के लैंगिक भेदभाव/उत्पीड़न आदि से सम्बन्धित शिकायतों के लिए महिला उत्पीड़न निवारण प्रकोष्ठ की संयोजक एवं सदस्यों से निम्न सम्पर्क सूत्र पर सम्पर्क कर सकती है।

क्र०सं०.	नाम	मो० नं०
1.	डॉ० सीता मिश्रा	6391546859
2.	डॉ० प्रीतम उपाध्याय	7052422257

आज्ञा से
समन्वयक
महिला उत्पीड़न निवारण
प्रकोष्ठ



सकलडीहा पोस्ट ग्रेजुएट, कॉलेज SAKALDIHA POST GRADUATE COLLEGE

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एन सी ई आर
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पत्रांक—.....

दिनांक—06/08/2013

सूचना

महाविद्यालय के समस्त महिला प्राध्यापिकाओं/कर्मियों/छात्राओं को सूचित किया जाता है कि महिला उत्पीड़न निवारण प्रकोष्ठ आपको महाविद्यालय में एक सुरक्षित एवं स्वस्थ माहौल प्रदान करने हेतु, प्रतिबद्ध है। आप अपने कार्यक्षेत्र में किसी भी प्रकार के लैंगिक भेदभाव/उत्पीड़न आदि से सम्बन्धित शिकायतों के लिए महिला उत्पीड़न निवारण प्रकोष्ठ की संयोजक एवं सदस्यों से निम्न सम्पर्क सूत्र पर सम्पर्क कर सकती है।

क्र०सं०.	नाम	मो० नं०
1.	डॉ० सीता मिश्रा	6391546859
2.	डॉ० मीनू श्रीवास्तव	9415985466

आज्ञा से
समन्वयक
महिला उत्पीड़न निवारण
प्रकोष्ठ



सकलडीहा पोस्ट ग्रेजुएट, कॉलेज SAKALDIHA POST GRADUATE COLLEGE

सकलडीहा, चन्दौली 232109 (U.P.)
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नेट ग्रेजुएट की केंपी कक्षा
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पत्रांक-.....

दिनांक- ११/०१/२०१९

सूचना

महाविद्यालय के समस्त महिला प्राध्यापिकाओं/कर्मियों/छात्राओं को सूचित किया जाता है कि महिला उत्पीड़न निवारण प्रकोष्ठ आपको महाविद्यालय में एक सुरक्षित एवं स्वस्थ माहौल प्रदान करने हेतु, प्रतिबद्ध है। आप अपने कार्यक्षेत्र में किसी भी प्रकार के लैंगिक भेदभाव/उत्पीड़न आदि से सम्बन्धित शिकायतों के लिए महिला उत्पीड़न निवारण प्रकोष्ठ की संयोजक एवं सदस्यों से निम्न सम्पर्क सूत्र पर सम्पर्क कर सकती है।

क्र०सं०.	नाम	मो० नं०
1.	डॉ० सीता मिश्रा	6391546859
2.	डॉ० प्रीतम उपाध्याय	7052422257

आज्ञा से 
समन्वयक
महिला उत्पीड़न निवारण
प्रकोष्ठ



सकलडीहा पोस्ट ग्रेजुएट, कॉलेज SAKALDIHA POST GRADUATE COLLEGE

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पत्रांक-.....

दिनांक-13/09/21

सूचना

महाविद्यालय के समस्त महिला प्राध्यापिकाओं/कर्मियों/छात्राओं को सूचित किया जाता है कि महिला उत्पीड़न निवारण प्रकोष्ठ आपको महाविद्यालय में एक सुरक्षित एवं स्वस्थ माहौल प्रदान करने हेतु, प्रतिबद्ध है। आप अपने कार्यक्षेत्र में किसी भी प्रकार के लैंगिक भेदभाव/उत्पीड़न आदि से सम्बन्धित शिकायतों के लिए महिला उत्पीड़न निवारण प्रकोष्ठ की संयोजक एवं सदस्यों से निम्न सम्पर्क सूत्र पर सम्पर्क कर सकती है।

क्र०सं०.	नाम	मो० नं०
1.	डॉ० सीता मिश्रा	6391546859
2.	श्रीमती वन्दना कुमारी	6393417046

आज्ञा से
समन्वयक
महिला उत्पीड़न निवारण
प्रकोष्ठ



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75
आजादी का
अमृत महोत्सव
75
श्री गुरु गुरु कर्णे प्रदत्त
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पत्रांक-.....

दिनांक- 2/08/2022

सूचना

महाविद्यालय के समस्त महिला प्राध्यापिकाओं/कर्मियों/छात्राओं को सूचित किया जाता है कि महिला उत्पीड़न निवारण प्रकोष्ठ आपको महाविद्यालय में एक सुरक्षित एवं स्वस्थ माहौल प्रदान करने हेतु, प्रतिबद्ध है। आप अपने कार्यक्षेत्र में किसी भी प्रकार के लैंगिक भेदभाव/उत्पीड़न आदि से सम्बन्धित शिकायतों के लिए महिला उत्पीड़न निवारण प्रकोष्ठ की संयोजक एवं सदस्यों से निम्न सम्पर्क सूत्र पर सम्पर्क कर सकती है।

क्र०सं०.	नाम	मो० नं०
1.	डॉ० सीता मिश्रा	6391546859
2.	डॉ० मीनू श्रीवास्तव	9415985466


आज्ञा से
समन्वयक
महिला उत्पीड़न निवारण
प्रकोष्ठ



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पत्रांक-.....

दिनांक-...12/08/2022

सूचना

महाविद्यालय के समस्त छात्र/छात्राओं को सूचित किया जाता है कि महाविद्यालय परिसर में माननीय सर्वोच्च न्यायालय भारत सरकार एवं विश्वविद्यालय अनुदान आयोग (यू0जी0सी0, नई दिल्ली) के दिशा निर्देशों के प्रावधानों के अनुरूप रैगिंग निवारण प्रकोष्ठ का गठन किया गया है। जिसका मूल्य उद्देश्य महाविद्यालय परिसर में रैगिंग से सम्बन्धित शिकायतों पर सुनवाई कर उचित निर्णय लेना है। रैगिंग एक गैर कानूनी कृत्य है तथा इसमें दोषी पाये गये छात्रों को जेल भी हो सकती है।

नव प्रवेशित छात्र/छात्राएं रैगिंग सम्बन्धित शिकायतों के लिए प्रकोष्ठ के संयोजक एवं सदस्यों से निम्न सम्पर्क सूत्र पर सम्पर्क कर सकते हैं।

क्र0सं0.	नाम	मो0 नं0
1.	प्रो0 महेन्द्र प्रताप सिंह	8765217878
2.	डॉ0 राजेश यादव	9415371686

आज्ञा से
M. Singh
समन्वयक
रैगिंग निवारण प्रकोष्ठ



सकलडीहा पोस्ट ग्रेजुएट, कॉलेज SAKALDIHA POST GRADUATE COLLEGE

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एन आर सी केंपी प्रमाण
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पत्रांक-.....

दिनांक-13/08/2021

सूचना

महाविद्यालय के समस्त छात्र/छात्राओं को सूचित किया जाता है कि महाविद्यालय परिसर में माननीय सर्वोच्च न्यायालय भारत सरकार एवं विश्वविद्यालय अनुदान आयोग (यू०जी०सी०, नई दिल्ली) के दिशा निर्देशों के प्रावधानों के अनुरूप रैगिंग निवारण प्रकोष्ठ का गठन किया गया है। जिसका मूल्य उद्देश्य महाविद्यालय परिसर में रैगिंग से सम्बन्धित शिकायतों पर सुनवाई कर उचित निर्णय लेना है। रैगिंग एक गैर कानूनी कृत्य है तथा इसमें दोषी पाये गये छात्रों को जेल भी हो सकती है।

नव प्रवेशित छात्र/छात्राएं रैगिंग सम्बन्धित शिकायतों के लिए प्रकोष्ठ के संयोजक एवं सदस्यों से निम्न सम्पर्क सूत्र पर सम्पर्क कर सकते हैं।

क्र०सं०.	नाम	मो० नं०
1.	डॉ० विजेन्द्र सिंह	9616151555
2.	डॉ० पवन कुमार ओझा	9473743313

आज्ञा से
Vijendra Singh
समन्वयक
रैगिंग निवारण प्रकोष्ठ



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नेट द्वारा सी.के.पी. प्रदान
Accredited by NAAC With 'C' Grade

पत्रांक-.....

दिनांक-17/03/2020

सूचना

महाविद्यालय के समस्त छात्र/छात्राओं को सूचित किया जाता है कि महाविद्यालय परिसर में माननीय सर्वोच्च न्यायालय भारत सरकार एवं विश्वविद्यालय अनुदान आयोग (यू0जी0सी0, नई दिल्ली) के दिशा निर्देशों के प्रावधानों के अनुरूप रैगिंग निवारण प्रकोष्ठ का गठन किया गया है। जिसका मूल्य उद्देश्य महाविद्यालय परिसर में रैगिंग से सम्बन्धित शिकायतों पर सुनवाई कर उचित निर्णय लेना है। रैगिंग एक गैर कानूनी कृत्य है तथा इसमें दोषी पाये गये छात्रों को जेल भी हो सकती है।

नव प्रवेशित छात्र/छात्राएं रैगिंग सम्बन्धित शिकायतों के लिए प्रकोष्ठ के संयोजक एवं सदस्यों से निम्न सम्पर्क सूत्र पर सम्पर्क कर सकते हैं।

क्र०सं०.	नाम	मो० नं०
1.	प्रो० महेन्द्र प्रताप सिंह	8765217878
2.	डॉ० राजेश यादव	9415371686

आज्ञा से
(Signature)
समन्वयक
रैगिंग निवारण प्रकोष्ठ

सकलडीहा पोस्ट ग्रेजुएट कॉलेज SAKALDIHA POST GRADUATE COLLEGE



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पत्रांक-.....

दिनांक-13/09/2018

सूचना

महाविद्यालय के समस्त छात्र/छात्राओं को सूचित किया जाता है कि महाविद्यालय परिसर में माननीय सर्वोच्च न्यायालय भारत सरकार एवं विश्वविद्यालय अनुदान आयोग (यू०जी०सी०, नई दिल्ली) के दिशा निर्देशों के प्रावधानों के अनुरूप रैगिंग निवारण प्रकोष्ठ का गठन किया गया है। जिसका मूल्य उद्देश्य महाविद्यालय परिसर में रैगिंग से सम्बन्धित शिकायतों पर सुनवाई कर उचित निर्णय लेना है। रैगिंग एक गैर कानूनी कृत्य है तथा इसमें दोषी पाये गये छात्रों को जेल भी हो सकती है।

नव प्रवेशित छात्र/छात्राएं रैगिंग सम्बन्धित शिकायतों के लिए प्रकोष्ठ के संयोजक एवं सदस्यों से निम्न सम्पर्क सूत्र पर सम्पर्क कर सकते हैं।

क्र०सं०.	नाम	मो० नं०
1.	डॉ० विजेन्द्र सिंह	9616151555
2.	डॉ० पवन कुमार ओझा	9473743313

Vijander Singh
आज्ञा से



सकलडीहा, चन्दीली-232109 (उ.प्र.)

Sakaldiha, Chandauli-232109 (U. P.)

(अखण्ड : पद्मनाभ गणेश कान्ति विद्यापीठ, वाराणसी)

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पत्रांक:

दिनांक- 09/08/2018

आवश्यक सूचना

महाविद्यालय के समस्त छात्र/छात्राओं को सूचित किया जाता है कि सत्र 2020-21 महाविद्यालय में अनुशासन व्यवस्था को सुदृढ़ रखने के लिए निम्न सदस्यों का एक प्राक्टोरियल बोर्ड का गठन किया जाता है।

1. डॉ० शिव सहाय सिंह यादव
2. डॉ० शमीम राईन
3. श्री संदीप कुमार सिंह
4. श्री जितेन्द्र यादव
5. डॉ० राजेश कुमार यादव
6. डॉ० पवन कुमार ओझा
7. डॉ० सुशील कुमार सिंह
8. श्री श्यामलाल सिंह गान्ध
9. डॉ० सीता मिश्रा

चीफ प्राक्टर

सदस्य बी०ए० प्रथम प्राक्टर

सदस्य बी०ए० द्वितीय प्राक्टर

सदस्य बी०ए० तृतीय प्राक्टर

सदस्य बी०ए० बी०ए०० प्राक्टर

सदस्य एम०ए० प्रथम सेमे० प्राक्टर

सदस्य बी०ए० तृतीय सेमेस प्राक्टर

सदस्य बी०ए० प्रथम प्राक्टर

सदस्य बी०ए० द्वितीय प्राक्टर

हस्ताक्षर

(डॉ० प्रमोद कुमार सिंह)
प्राचार्य
सकलडीहा पी० जी० कॉलेज
सकलडीहा, चन्दीली

(डॉ० शिव सहाय सिंह यादव)
चीफ प्राक्टर
सकलडीहा पी० जी० कॉलेज
सकलडीहा, चन्दीली



पत्रांक:

दिनांक-07.01.2020

आवश्यक सूचना

महाविद्यालय के समस्त छात्र/छात्राओं को सूचित किया जाता है कि सत्र 2020-21 महाविद्यालय में अनुशासन व्यवस्था को सुदृढ़ रखने के लिए निम्न सदस्यों का एक प्राक्टोरियल बोर्ड का गठन किया जाता है।

1. डॉ० शिव सहाय सिंह यादव
2. डॉ० शमीम राईन
3. श्री संदीप कुमार सिंह
4. श्री जितेन्द्र यादव
5. डॉ० राजेश कुमार यादव
6. डॉ० पवन कुमार ओझा
7. डॉ० सुशील कुमार सिंह
8. श्री श्यामलाल सिंह यादव
9. डॉ० सीता मिश्रा

हस्ताक्षर
 Chief Practitioner

सदस्य बी०ए० प्रथम प्राक्टर

सदस्य बी०ए० द्वितीय प्राक्टर

सदस्य बी०ए० तृतीय प्राक्टर

सदस्य बी०ए० बी०एड० प्राक्टर

सदस्य एम०ए० प्रथम सेमि० प्राक्टर

सदस्य बी०ए० तृतीय सेमि० प्राक्टर

सदस्य बी०ए० प्रथम प्राक्टर

सदस्य बी०ए० द्वितीय प्राक्टर

(डॉ० प्रमोद कुमार सिंह)

प्राचार्य

सकलडीहा पी० जी० कालेज
 सकलडीहा, चन्दीली

(डॉ० शिव सहाय सिंह यादव)

07.01.20

चीफ प्राक्टर

सकलडीहा पी० जी० कालेज
 सकलडीहा, चन्दीली

ACCREDITED BY NAAC WITH 'C' GRADE

सकलडीहा पोस्ट ग्रेजुएट कॉलेज SAKALDIHA POST GRADUATE COLLEGE



सकलडीहा, चन्दौली-232109 (उ.प्र.)
Sakaldiha, Chandauli-232109 (U.P.)
(सम्बद्ध: महात्मा गांधी कशी विद्यापीठ, वाराणसी)
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पत्रांक:

दिनांक- 12-3-2021

सूचना

समस्त छात्र/छात्राओं को सूचित किया जाता है कि दिनांक-18 मार्च, 2021 तक सम्बन्धित सम्मानित प्राक्टर से परिचय पत्र-अदृश्य प्राप्त कर लें अन्यथा छात्रसंघ चुनाव में परिचय पत्र नहीं होने पर मताधिकार से वंचित कर दिया जायेगा। सम्बन्धित प्राक्टर गण की सूची निम्नवत है-

1. डॉ० विजेन्द्र सिंह	चीफ प्राक्टर
2. डॉ० शमीम राईन	प्राक्टर बी०ए० प्रथम
3. श्री संदीप कुमार सिंह	प्राक्टर बी०ए० द्वितीय
4. श्री जितेन्द्र यादव	प्राक्टर बी०ए० तृतीय
5. डॉ० राजेश कुमार यादव	प्राक्टर बी०ए०
6. डॉ० पवन कुमार ओझा	प्राक्टर एम०ए० प्रथम एवं द्वितीय
7. डॉ० सुशील कुमार सिंह	प्राक्टर एम०ए० तृतीय एवं चतुर्थ
8. श्री श्यामलाल सिंह यादव	प्राक्टर बी०ए० प्रथम
9. डॉ० सीता मिश्रा	प्राक्टर बी०ए० द्वितीय (छात्रायें)

Vijendra Singh

(डॉ० विजेन्द्र सिंह)

चीफ प्राक्टर

सकलडीहा पी० जी० कॉलेज
सकलडीहा, चन्दौली

प्रतिलिपि-

1. माननीय प्राचार्य जी।
2. महाविद्यालय सूचना पट्ट।



सकलडीहा पोस्ट ग्रेजुएट, कॉलेज SAKALDIHA POST GRADUATE COLLEGE

सकलडीहा, चन्दौली-232109 (उ०प्र०)
Sakaldiha, Chandauli-232109 (U.P.)
(सम्बद्ध : मातृमा गांधी विश्वविद्यालय, वाराणसी)
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पत्रांक-.....

दिनांक- 03/08/2022

सूचना

समस्त छात्र/छात्राओं को सूचित किया जाता है कि दिनांक- 18 अगस्त, 2022 तक सम्बन्धित सम्मानित प्राक्टर से परिचय पत्र/अवश्य प्राप्त कर लें अन्यथा महाविद्यालय परिसर में बिना परिचय पत्र प्रवेश वर्जित रहेगा। सम्बन्धित प्राक्टरगण की सूची निम्नवत है-

1. प्रो० उदय शंकर झा	चीफ प्राक्टर
2. श्री अजय कुमार यादव (पुस्त०)	प्राक्टर
3. डॉ० राजेश कुमार यादव	प्राक्टर
4. श्री यज्ञनाथ पाण्डेय	प्राक्टर
5. श्री श्याम लाल सिंह यादव	प्राक्टर
6. डॉ० पवन कुमार ओझा	प्राक्टर
7. श्रीमती वंदना कुमारी	प्राक्टर

(प्रो० उदय शंकर झा)
चीफ प्राक्टर
सकलडीहा पी० जी० कॉलेज
सकलडीहा-चन्दौली



सकलडीहा पोस्ट ग्रेजुएट, कॉलेज

SAKALDIHA POST GRADUATE COLLEGE

सकलडीहा, चन्दौली-232109 (उ.प्र.)
Sakaldiha, Chandauli-232109 (U.P.)
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Telephone & Fax No: 05412-297440



पत्रांक-.....

दिनांक-13/08/2022

सूचना

समस्त छात्र/छात्राओं को सूचित किया जाता है कि दिनांक- 18 अगस्त, 2022 तक सम्बन्धित सम्मानित प्राक्टर से परिचय पत्र/अवश्य प्राप्त कर लें अन्यथा महाविद्यालय परिसर में बिना परिचय पत्र प्रवेश वर्जित रहेगा। सम्बन्धित प्राक्टरगण की सूची निम्नवत है-

- | | |
|---------------------------------|--------------|
| 1. प्रो० उदय शंकर झा | चीफ प्राक्टर |
| 2. श्री अजय कुमार यादव (पुस्त०) | प्राक्टर |
| 3. डॉ० राजेश कुमार यादव | प्राक्टर |
| 4. श्री यज्ञनाथ पाण्डेय | प्राक्टर |
| 5. श्री श्याम लाल सिंह यादव | प्राक्टर |
| 6. डॉ० पवन कुमार ओझा | प्राक्टर |
| 7. श्रीमती वंदना कुमारी | प्राक्टर |

(प्रो० उदय शंकर झा)
चीफ प्राक्टर
सकलडीहा पी० जी० कॉलेज
सकलडीहा-चन्दौली

सेवा में

दिनांक: 17-9-21

छात्र शिकायत निवारण प्रकोष्ठ
एनकॉलेज पी.जी. कॉलेज समवेत

महोदय साविनय निवेदन है कि मैं छात्रा प्रियंका
B.A J Semester की छात्रा हूँ मुझे जो पुस्तकालय
से जो पुस्तक प्राप्त हुई है उसमें वर्तमान
समय का पाठक्रम सम्मिलित नहीं है
जिससे मेरी पढ़ाई में बाधा आ रहा है
अतः आप से निवेदन है कि मुझे पाठक्रम
के अनुसार पुस्तक उपलब्ध कराने की
कृपा करें।

प्राथनी
प्रियंका

B.A J Semester

विधा - भूगोल, समाजशास्त्र

दिनांक: 29/9/2021

सेवा में
समन्वयक
छात्र शिकायत निवारण प्रकोष्ठ
सकलबीहा पी०बी० कालेज - चन्दौली
महोदय

अविनय निवेदन है कि मैं छात्रा रुविना प्रविन वी०ए० प्रथम समेशटर की छात्रा हूँ मुझे अब तक महाविद्यालय का परिचय पत्र नहीं मिल पाया है जिससे महाविद्यालय की सुविधा लेने में बाधा हो जा रही है।

अतः आपसे निवेदन है कि मुझे परिचय पत्र दिलवाने की कृपया करें

प्रावनीक

रुविना परवीन

वी०ए० प्रथम समेशटर

सोना में,

18/09/2021

द्वारा शिकायत निवारण प्रकौठ,
सकलडीहा पी.जी कॉलेज (चन्दौली)

महोदय,

सविनय निवेदन है कि मैं श्रुति पाठ्य
B.A I Semester कि द्वारा हूँ। अभी तक
मुझे महाविद्यालय से परिचय पत्र नहीं
प्राप्त हुआ है जिसके वजह से मुझे
अनेकों परेशानियों का सामना करना
पड़ रहा है।

अतः आपसे निवेदन
है कि मुझे अतिशीघ्र परिचय पत्र
दिलवाने कि कृपा करें।

प्राथमिक
श्रुति पाठ्य
B.A. I Semester

दिनांक
21/3/21

सेवा में

शान शिकायत निगरण प्रबन्ध

सकलडिहा पी.टी.० कान्धल चन्दीवी

महोदय →

सविनय निवेदन है कि मैं स्नेहा की एक प्रथम मैग्रेटर
कि शानल हूँ मुझे वीरु में जो पिछले मिला है उसमें मैं
परिवर्तन चाहती हूँ,

अतः आपसे निवेदन है कि मेरा विषय परिवर्तन
कराने की कृपा करें।

पार्थी

कुमारी स्नेहा

विषय - वीरु प्रथम मैग्रेटर

आवृत्त विषय -

अनौपचारिक

परिवर्तित विषय -

समाप्त

दिनांक 23/9/2021

सेवा में

प्रकार शिक्षागत निवारण प्रकोष्ठ
सकलशिक्षा पी जी कार्यालय चण्डीगढ़

महोदय

सावित्री विवेक हैं। कि मैं
कुमारी रीखा कि B. A I Sem
की छात्रा हैं। मुझे जो पुस्तक
मिली है। उसमें वर्तमान समय का
पाठ्यक्रम नहीं है। अतः आप से विवेक
है कि मुझे नये पाठ्यक्रम के अनुसार
पुस्तक दिलवाने का प्रयास करें।

प्राथी

रुचि रीखा

B. A I Sem

विषय - इतिहास
संस्कृत

दिनांक

18/12/2021

सेवा में

छात्र शिक्षागत मितारण प्रकोष्ठ

शकलसीहा पी. जी कॉलेज चण्डीली

महोदय

सविनय निवेदन है कि मैं कुमारी अजनी M.A (II Sem)
समाजशास्त्र की छात्रा हूँ मेरी परिक्षा परिणाम में
अपूर्ण दर्शाया गया है।

अतः आप से निवेदन है कि मेरा परिक्षा
परिणाम पूर्ण कराया जाए।

प्रार्थी

कुमारी अजनी

M.A (II Sem)

समाजशास्त्र

सेवा में,

दात निवारण शिकायत निवारण प्रकीर्ष
सकलदीहा पी.जी. कॉलेज

महोदय,

समिनय निवेदन है कि मैं अनुसूचा निश्चकर्मा
M.A 4th Sem भूगोल की दाता में मेरी परीक्षा
परिवाम में प्रथम पुस्तक पत्र में अनुपस्थित दिखाया
गया है जबकि मैं उस पुस्तक-पत्र में उपस्थित थी
अतः आपसे निवेदन है कि उक्त पुस्तक पत्र में मुझे
उपस्थित करते हुए मेरा परीक्षा परिवाम घोषित करवा
जाय।

दिनांक

18/12/2021

— धार्मी

अनुसूचा निश्चकर्मा

M.A 4th Sem भूगोल

सैबा में ,

हाल खिलायत निवारण प्रकौष्ठ
सकलशिक्षा पी.जी. कालेज

महोदय,

सविनय निवेदन है, कि मैं प्रा. आर.ली. B.A I Sem
कि हालत में मेरी हालतपूर्ण आवेदन पत्र में
लुप्त दर्शाया गया है।

अतः आपसे निवेदन है, कि मेरी हाल
पूर्व आवेदन पत्र में सुधार कराया जाए

दिनांक

19/12/21

प्रा.ली.

आर.ली.

B.A I Sem

सेवा में

द्वारा शिक्षापत्र निबन्ध प्रकोष्ठ
सकलशिक्षा पी०जी० सकलशिक्षा चन्द्रोदारी
अधोपनिवेश निवेदन है कि मैं रीट एनर्स अली
B.A. III का दस्त हूँ। मुझे पुस्तकालय द्वारा
जो पुस्तक उपलब्ध कराई गई है। वह पुस्तक
वर्तमान पाठ्यक्रम के अनुसार नहीं है।
अतः आप से निवेदन है कि मैं पाठ्यक्रम
के अनुसार पुस्तक उपलब्ध कराने की कृपा
करें

दिनांक

14/08/2022

प्राथमिक

रीट एनर्स अली

B.A. III

रीट एनर्स

राजनीति शास्त्र

2 14/8/2022

सेवा में,

क्षेत्र शिक्षाभारत निवारण प्रकोष्ठ
सकलप्रीति पी०पी० कॉलेज चन्दौली

महोदय -

सविनय निवेदन है कि मैं क्षेत्र अनुशाखा सिंह BA 8थम सेमेटर
कि क्षत्रा इंध BA 8थम सेमेटर में जो विषय दिया गया है वह मेरे
10+2 में लिए गए विषय के अनुरूप नहीं है।
अतः आपसे निवेदन है कि मुझे 10+2 के अनुसार विषय
दिलवाने कि कृपा करें

प्राचीन

अनुशाखा सिंह

BA 8थम सेमेटर

सेवा में

ज्ञात शिकायत विचारण प्रकल्प
सकलदीहा पी० जी० कर्मज - य-दौती

महादय -

साविनय है कि निवेदन है कि मैं ज्ञाता शैली पटल वीरुण
पुथम क्षाता हूँ मुझे जो विषय दिया गया है
मैं उसमें परिवर्तन चाहती हूँ अतः
अतः आप से निवेदन है कि मुझे शतेहास के
असथा परसमाज अक्षरत लिवाये जाय ।

प्रार्थन
शैली पटल
वीरुण० पुथम
समंस्तर

स्वेचा में

दिनांक-13-12-23

ग्रान्थि स्कूलडीए पी०जी० कालेज
स्कूलडीए चण्डीली

विषय - माहा विद्यालय में वाहन स्ट्रेट के स्व-ध में

प्रहोक्ष

सविनय निवेदन है कि कालेज परिसर
में वाहन के लिए उपयुक्त स्थान नहीं है।
तथा फिल में जल भरव के कारण विद्यार्थी
बहुत दिकर का सामना करना पद रहा है।
और उधर-उधर वाहन खड़ा करने पर बहुत
दिकर का सामना करना पद रहा है।

उत्तर: आप से निवेदन रहे की वाहन स्ट्रेट में
जल्द से जल्द स्व-ध करवा जाय

गणपिकाश यादव
आशुतोष सि
घात्र मंघ उपाध्यक्ष
प्रत्यासी

Fishi Patel

Quenching Ray

हनुवा ९
आकाश यादव

अमित भाडेय

शेख में

श्रीमान डाक्टर निवारण संयोजक महोदय जी
सकलडीहा पीठ जीठ कालेज सकलडीहा चन्दौली

विषय - लीठ सीठ प्राप्ती के सम्बन्ध में प्रार्थना पत्र ।

महोदय

आपसे सविनय निवेदन है कि मैं प्राचीनी
हुस्न निशा पुत्री नाजिर अहमद वर्ष 2022 में
बीठ एठ तृतीय वर्ष की परीक्षा उत्तीर्ण की है
महोदय आपसे आग्रह है कि मुझे लीठ सीठ
प्राप्ती हेतु उचित कार्यवाही करें ।

दिनांक
15/12/2023

प्राचीनी
हुस्न निशा



महात्मा गांधी काशी विद्यापीठ, वाराणसी

MAHATMA GANDHI KASHI VIDYAPITH, VARANASI

उत्तर प्रदेश राज्य विश्वविद्यालय (UTTAR PRADESH STATE UNIVERSITY)

22/11/1513



STATEMENT OF MARKS

B. A. (REGULAR) FINAL YEAR EXAMINATION - 2022

Name : KM HOORUN NISHA Roll No. : 20422030171
 Father's Name : NAZIR AHMAD Enrolment No. : KA2K20/204010075
 Mother's Name : SAYARA BEGUM
 Name of Institution / College : 204 - SAKALDIHA P.G. COLLEGE, SAKALDIHA, CHANDAULI



S. N.	SUBJECT	MARKS OBTAINED							TOTAL	
		THEORY				THEORY TOTAL	PRACTICAL			
		PAPER-I	PAPER-II	PAPER-III	PAPER-IV		PAPER-I	PAPER-II		PAPER-III
1.	HOME SCIENCE	058 / 100	056 / 100			114 / 200	080 / 100	194 / 300		
2.	SOCIOLOGY	049 / 100	052 / 100	062 / 100		163 / 300		163 / 300		

TOTAL : 357 / 600

FIRST YEAR MARKS : 423 / 600

SECOND YEAR MARKS : 423 / 600

RESULT : PASSED

GRAND TOTAL : 1203 / 1800

DIVISION : FIRST

ONE THOUSAND TWO HUNDRED THREE

RASHTRA GAURAV EVAM BHARTIYA CHINTAN 045 / 100 PASSED
 ENVIRONMENTAL STUDIES 035 / 100 PASSED

Signature of Principal with Seal

Sakaldiha P.G. College
 Sakaldiha, Chandauli

Dated : 23-08-2022

Prepared by



Checked by

Pandey

Controller of Examinations

Date - 11/12/23

सेवा में

दात रिकॉयस निवारण प्रकोष्ठ
सकलडीहा पी० जी० कार्यालय, चर्दीवाली

महोदय

प्रतिवेदन निवेदन है कि मैं संजना ली.ए. 1st sem.
की दाता हूँ मेरी दातकनी के आकेस पत्र में
भुली हो गयी है

उक्त आकेस निवेदन है कि मेरी दातकनी के आकेस
पत्र में सुधार करवाया जाय

प्राथमिक, संजना कुमारी
ली.ए. 1st sem.

दिनांक 27/01/2023

सेवा में,
श्रीकायल
शाखा निवसना कुलेश्वर
सकलडीहा पी.पी. कॉलेज चंडौली
महोदय,

सविनय निवेदन है, कि मैं अंकित कुमार
B.A. 1st Semester का छात्र हूँ। मेरा अर्थव्यय
नहीं जमा हो पा रहा है।

अतः आप से निवेदन है, कि अर्थव्यय जमा
कराने कृपया व्यवस्था कराव।

धार्ष्टी
अंकित कुमार
B.A. (I) 3rd Sem.

सेवा में

श्रीमान प्राचार्य महोदय जी
सकलश्रीहा पीठ ऑफ कॉलेज
सकलश्रीहा - चन्दीली

विषय - पहचान पत्र (I.D Card) के सम्बन्ध में प्रार्थना पत्र।

महोदय

आपसे सविनय निवेदन है कि मैं प्रार्थी
विकास कुमार सन १८ उच्चम सेमेस्टर का छात्र हूँ।
श्रीमान हम सभी छात्र/छात्राओं का पहचान पत्र
प्राप्त नहीं हुआ है जिसके कारण हमें कॉलेज
परिसर में कक्षा में प्रवेश देना बाधा उत्पन्न
हो रही है।

अतः महोदय आपसे आग्रह है कि हमें जल्द
से जल्द पहचान पत्र की प्राप्ति हेतु उचित
कार्यवाही करें।

दिनांक
28/09/2023

प्रार्थी
विकास कुमार

सेवा में -

दिनांक - 01/09/2023

प्रधानाचार्य

सकलडीहा पी.जी. कॉलेज

सकलडीहा - चन्दौली

विषय :- सडमिरान कराने के सम्बन्ध में हेतु -

महोदय -

आपसे सखिनय निवेदन है कि मैं नियामत अली पुल S/o मुहम्मद अली सर में आपके विद्यालय सकलडीहा पी.जी. कॉलेज सकलडीहा चन्दौली B.A. II श्यर का छात्र हूँ।

घर की आर्थिक स्थिति सही नहीं होने के कारण B.A. I श्यर में र-कॉलरशीप भी नहीं आई सडमिरान B.A. II श्यर में कराने में 5 हजार रुपए लग रहा है। इस वजह से मैं B.A. II श्यर में सडमिरान नहीं करा पा रहा हूँ।

अतः सर आपसे किन्नर निवेदन है कि मेरा B.A. II श्यर में सडमिरान कराने का कृपा कष्ट करें।

संलग्नक - स्काइट / गाइड राज्यपाल
पुरस्कार की दफा प्रती।
- आय प्रमाण-पत्र।

धन्यवाद

Muhammad Ali
प्राची
नियामत अली

प्रतिक्रमा -

छात्र शिक्षणत विभाग प्रमुख
सकलडीहा पी.जी. कॉलेज - चन्दौली

सेवा में

प्राचार्य

सकलदीहा पी.जी. कलेज सकलदीहा - चंदेरी

विवरण

KV-5 - 8 सितंबर में

महोदय,

सविनय निवेदन है, की मैं प्राची सिंहा सिंह डा. अनुरोध सिंह
जिसका B.A. पास किया वर्ष 2022 में केरु परीक्षा लिखना मर्यादालीन
इंस्टीट्यूट का प्रथम खम्बू द्वितीय पेपर की परीक्षा दिया है।
जो हमें K.V. 5 के पत्र बनवाने के लिए K.V. 5 की कृपया मदद करें।
कति: आपसे सविनय अनुरोध करता हूँ, की कृपया हमको K.V. 5
दिलाने की कृपा करें जिससे हमारा B.A. पास किया का अंक पत्र
पूर्ण हो सके।

दिनांक - 19.09.23

प्राची

सिंहा सिंह

रोल नं. - 2042 2030 350

सकलडीहा पी0जी0 कॉलेज, सकलडीहा-चन्दौली
छात्र शिकायत निवारण प्रकोष्ठ कार्यवृत्ति

2021-22

छात्र शिकायत निवारण प्रकोष्ठ वर्ष पर्यन्त छात्र हिताकांक्षा को ध्यान में रखते हुए महाविद्यालय परिसर में शैक्षणिक गुणवत्ता बनाये रखने के साथ-साथ महाविद्यालय प्रशासन को छात्रों के प्रति जवाबदेही एवं उत्तरदायी बनाने तथा छात्रों की समस्याओं के निवाकरण के लिए प्रयत्नशील रहा। इस क्रम में अपनी बैठकों के माध्यम से निम्न कार्यवृत्ति का सम्पादन किया।

दिनांक- 24.09.2021 की बैठक की कार्यवृत्ति।

1. प्रकोष्ठ की बैठक में छात्रों (श्रुति पाण्डेय, बी0ए0 प्रथम सेमे0, राहुल कुमार, बी0ए0 प्रथम सेमे0, रूबीना परवीन, बी0ए0 प्रथम सेमे0) द्वारा परिचय पत्र निर्गत करने के सम्बंध में आवेदनों पर चर्चा की गयी।
2. बैठक में निर्णय लिया गया की छात्रों को तत्काल परिचय-पत्र निर्गत किया जाय।
3. परिचय पत्र निर्गत करने के लिए कर्मचारियों को एक निश्चित सीमा के अन्तर्गत निर्देश दिया गया।
4. प्रकोष्ठ ने छात्रों के पुस्तकों के निर्गत से सम्बन्धित आवदनों पर चर्चा किया। बैठक में निर्णय लिया गया कि अतिशीघ्र छात्रों को पाठ्यक्रम के अनुसार पुस्तके वितरित किया जाय तथा आवश्यकता अनुसार नई पुस्तके क्रय की जाय। इस निर्णय से माननीय प्राचार्य जी तथा पुस्तकालय अध्यक्ष को अवगत कराया गया।
5. प्रकोष्ठ की बैठक में बी0ए0 प्रथम सेमे0 में छात्रों द्वारा विषय परिवर्तन के सम्बंध में चर्चा किया गया।
6. बैठक में निर्णय लिया गया कि विषय परिवर्तन के लिये एक निश्चित तिथि तक छात्रों से विषय परिवर्तन के लिए आवेदन मांगा जाये।
7. छात्रों के 10 + 2 के विषयों के आधार पर एवं मेरिट के आधार पर विषय परिवर्तन अतिशीघ्र किया जाय।
8. इस निर्णय से प्राचार्य जी एवं प्रवेश समिति के संयोजक को अवगत कराया गया।

दिनांक- 22.12.2021 की बैठक की कार्यवृत्ति।

1. प्रकोष्ठ के सामने छात्रों द्वारा (अनुराधा विश्वकर्मा, एम0ए0 चतुर्थ सेमेस्टर भूगोल, कु0 अंजली एम0ए0 तृतीय सेमे0 समाजशास्त्र, रविन्द्र कुमार यादव, एम0ए0 द्वितीय सेमेस्टर हिन्दी) द्वारा अपूर्ण परीक्षाफल के संबंध में आये आवेदनों पर चर्चा की गई।
2. प्रकोष्ठ ने निर्णय लिया गया कि अपूर्ण परीक्षा फल वाले छात्रों से एक निश्चित तिथि तक आवेदन पत्र साक्षों के साथ मांगा जाय।
3. सम्बन्धित पटल सहायक अतिशीघ्र स्वयं तथा संबन्धित कार्यालय तथा विश्वविद्यालय जाकर परीक्षाफल पूर्ण करायें।



समन्वयक

छात्र शिकायत निवारण प्रकोष्ठ
सकलडीहा पी0जी0 कॉलेज
सकलडीहा-चन्दौली

4. छात्र हरिदयाल कनौजिया, बी0ए0 प्रथम सेमे0, रियासत अली बी0ए0 द्वितीय सेमे0, अभिषेक यादव बी0ए0 द्वितीय सेमे0 द्वारा महाविद्यालय परिसर में साफ-सफाई से सम्बंधित आवेदनों पर प्रकोष्ठ में चर्चा की गई।
5. प्रकोष्ठ यह निर्णय लिया कि समय-समय पर क्लास रूम, गैलरी, टायलेट, वासरूम की सफाई के लिये कर्मचारियों को निश्चित कर उनका उत्तरदायित्व सुनिश्चित किया जाय जिसके लिये पर्यावरण एवं स्वच्छता समिति के संयोजक प्रो0 उदय शंकर झा को इस निर्णय से अवगत कराया गया।
6. छात्र शिवम पाण्डेय बी0ए0 प्रथम सेमे0 आरती बी0ए0 प्रथम सेमे0 द्वारा दिये गये छात्रवृत्ति से सम्बंधित आवेदनों पर चर्चा किया गया।
7. प्रकोष्ठ ने अपनी बैठक में निर्णय लिया कि छात्रों के छात्रवृत्ति से सम्बंधित आवेदनों को एक निश्चित तिथि तक जमा कराकर उसका निवाकरण सम्बंधित कर्मचारियों के माध्यम से तत्काल कराया जाय।
8. इस आशय का निर्देश छात्रवृत्ति पटल सहायक श्री कविन्द्र नारायण को दिया गया।

दिनांक- 22.03.2022 की बैठक की कार्यवृत्ति।

1. प्रकोष्ठ की बैठक में छात्रों के प्रवेश पत्र एवं अदेय प्रमाण पत्र के निर्गत पर विचार किया गया।
2. बैठक में निर्णय लिया गया कि समय सीमा के भीतर छात्र एवं छात्राओं के लिए अलग-अलग काउण्टर बनाकर प्रवेश पत्र एवं अदेय प्रमाण पत्र का वितरण किया जाय।
3. बी0ए0 प्रथम सेमेस्टर के छात्र/छात्राओं द्वारा दिये गये आवेदन पत्रों में परीक्षा की जटिलता प्रश्न पत्रों का क्रम तथा उत्तर पुस्तिका में प्रश्नों के उत्तर लिखने के सम्बन्ध पर चर्चा की गयी तथा परीक्षा विभाग को यह सुझाव दिया गया कि इसके लिए छात्रों का काउंसलिंग कराया जाय।
4. बैठक में यह भी निर्णय लिया गया कि परीक्षा को ध्यान में रखते हुए छात्रों के लिये परीक्षा हेल्प डेस्क का निर्माण किया जाय।
5. बैठक में यह भी निर्णय लिया गया कि छात्र/छात्राओं के बैग एवं मोबाइल जमा करने के लिये एक काउण्टर की व्यवस्था की जाय।


समन्वयक

छात्र शिकायत निवारण प्रकोष्ठ
सकलडीहा बी0जी0 कालेज
सकलडीहा-चन्दौली

सकलडीहा पी0जी0 कॉलेज, सकलडीहा-चन्दौली
छात्र शिकायत निवारण प्रकोष्ठ कार्यवृत्ति

2021-22

छात्र शिकायत निवारण प्रकोष्ठ छात्र हिताकांक्षा को ध्यान में रखते हुए महाविद्यालय परिसर में शैक्षणिक गुणवत्ता बनाये रखने के साथ-साथ महाविद्यालय प्रशासन को छात्रों के प्रति जवाबदेही एवं उत्तरदायी बनाने तथा छात्रों की समस्याओं के निवाकरण के लिए वर्ष भर प्रयत्नशील रहा। अपनी बैठकों के माध्यम से निम्न कार्यवृत्ति का आयोजन किया, जिसका विवरण निम्नवत है।

दिनांक- 20.08.2022 की बैठक की कार्यवृत्ति।

1. छात्रा प्रीति कुमार, बी0ए0 तृतीय वर्ष, देवन्ती बी.ए. प्रथम सेमे0, राहुल कुमार बी.ए. द्वितीय सेमे0 द्वारा पाठ्यक्रम के अनुसार पुस्तक सुलभ कराने के सम्बंध में दिये गये आवेदनों पर चर्चा की गई।
2. प्रकोष्ठ ने यह निर्णय लिया की अतिशीघ्र पाठ्यक्रम के अनुसार पुस्तक क्रय करके छात्रों को पुस्तक वितरित किया जाय।
3. प्रकोष्ठ के सामने भारी संख्या में आये अपूर्ण परीक्षा परिणामों पर चर्चा की गयी।
4. बैठक में यह निर्णय लिया गया कि अतिशीघ्र कक्षा पटल सहायक विश्वविद्यालय जा कर छात्रों के अपूर्ण परीक्षा परिणामों का निवाकरण करायें।

दिनांक- 15.12.2022 की बैठक की कार्यवृत्ति।

1. छात्र कुन्दन कुमार सिंह बी0ए0 तृतीय वर्ष, राहुल कुमार राय, तृतीय वर्ष द्वारा चरित्र प्रमाण पत्र तथा स्थानान्तरण प्रमाण पत्र के निर्गत से सम्बंधित दिये गये आवेदनों पर चर्चा किया गया।
2. प्रकोष्ठ ने अपनी बैठक में निर्णय लिया की चरित्र प्रमाण पत्र तथा स्थानान्तरण प्रमाण पत्र के लिये आये आवेदनों का कक्षा पटल सहायक उसी तिथि में रजिस्टर में दर्ज करें।
3. सी.सी. तथा टी.सी. तीन कार्य दिवसों के भीतर छात्रों को निर्गत किया जाय।
4. विशेष आवश्यकता पड़ने पर छात्र द्वारा साक्ष्य प्रस्तुत करने में छात्रों को तत्काल टी. सी. एवं सी.सी. निर्गत किया जाय।



समन्वयक

छात्र शिकायत निवारण प्रकोष्ठ
सकलडीहा पी0जी0 कॉलेज
सकलडीहा-चन्दौली

दिनांक- 02.02.2023 की बैठक की कार्यवृत्ति।

1. छात्रा रोली पटेल बी0ए0 प्रथम सेमे0, श्वेता पाण्डेय बी0ए0 प्रथम सेमे0 अंकित कुमार, बी0ए0 प्रथम सेमेस्टर द्वारा अधिन्यास जमा करने के सम्बन्ध में दिये गये आवेदनों पर प्रकोष्ठ में चर्चा की गई
2. प्रकोष्ठ द्वारा निर्णय लिया गया कि सभी विषय विभाग प्रभारी एक समय सीमा निश्चित कर अपने निर्देशन में कर्मचारियों के माध्यम से अधिन्यास जमा करने की व्यवस्था करें इस निर्णय से प्राचार्य जी एवं समस्त विषय विभाग प्रभारी को अवगत कराया गया।

दिनांक- 19.09..2023 की बैठक की कार्यवृत्ति।

1. छात्र ऋषि सोनकर बी.ए. चतुर्थ सेमेस्टर, आकाश यादव बी0ए0 तृतीय सेमे0 द्वारा वाहन स्टैण्ड एवं जल जमाव से सम्बन्धित दिये गये आवेदनों पर चर्चा की गई।
2. प्रकोष्ठ की बैठक में यह निर्णय लिया गया कि जल जमाव वाले स्थान पर मिट्टी डालकर एवं नाली बनाकर जल जमाव को समाप्त किया जाय।
3. जिसके लिये कार्यालय अधीक्षक एवं प्राचार्य जी को इस निर्णय से अवगत कराया गया।
4. छात्र नियामत अली बी0ए0 तृतीय सेमे0 द्वारा निर्धन छात्र सहायता प्राप्ति के लिये दिये गये आवेदन पर चर्चा की गई।
5. प्रकोष्ठ ने छात्र नियामत अली के आर्थिक स्थिति को ध्यान में रखते हुए यह निर्णय लिया की निर्धन छात्र सहायता कोष से इनकी फीस का प्रबन्ध किया जाय।


सह-चयक

छात्र विभाग का निवारण प्रकोष्ठ
सकलडीहा पी0जी0 कालेज
सकलडीहा-चन्दौली

सकलडीहा पी0जी0 कॉलेज, सकलडीहा-चंदौली

महिला उत्पीड़न निवारण प्रकोष्ठ

बैठक की कार्यवृत्ति

1. महिला उत्पीड़न रोधी प्रकोष्ठ की एक बैठक दिनांक 19.09.2018 को सकलडीहा पी0जी0 कॉलेज, सकलडीहा के मनोविज्ञान विभाग में आयोजित की गयी।
2. बैठक में निम्न सदस्यों ने चर्चा में भाग लिया-
 - डॉ0 सीता मिश्रा संयोजक *Sm*
 - डॉ0 प्रीतम उपाध्याय सदस्य *Pratam*
 - श्रीमती सरिता शर्मा सदस्य *S*
3. बैठक के प्रमुख मुद्दे :-
 - I. महाविद्यालय स्तर पर महिलाओं के किसी भी प्रकार के उत्पीड़न की रोकथाम व निवारण की समीक्षा करना।
 - II. महाविद्यालय में महिलाओं के उत्पीड़न संबंधी मुद्दे के निष्पक्ष व नियोजित ढंग से निराकरण हेतु उठाए जाने वाले आवश्यक कदम पर चर्चा करना।
 - III. बैठक में महाविद्यालय स्तर पर महिला उत्पीड़न संबंधी कोई भी घटना न होने पर संतोष व्यक्त किया गया।
4. बैठक के पश्चात निर्णय लिया गया :-
 - I. यदि उत्पीड़न संबंधी कोई भी शिकायत समिति के पास आती है तो समिति स्वयं के स्तर पर जरूरी जांच पड़ताल करने के पश्चात आगे की कार्रवाई करेगी।
 - II. शिकायतकर्ता को शिकायत पश्चात के दबाव एवं प्रताड़ना से बचने हेतु कदम उठाए जाएं।
 - III. शिकायतकर्ता का आवश्यक परामर्शन व निर्देशन किया जाए।
5. संयोजन द्वारा धन्यवाद ज्ञापन के साथ बैठक समाप्त हुई।

- डॉ0 सीता मिश्रा
- डॉ0 प्रीतम उपाध्याय
- श्रीमती सरिता शर्मा

- संयोजक *Sm*
- सदस्य *Pratam*
- सदस्य *S*

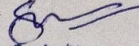
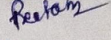

सकलडीहा पी0जी0 कॉलेज, सकलडीहा-चंदौली

महिला उत्पीड़न निवारण प्रकोष्ठ

बैठक की कार्यवृत्ति

1. महिला उत्पीड़न निवारण प्रकोष्ठ की एक बैठक दिनांक 10.10.2019 को महाविद्यालय के मनोविज्ञान विभाग में संपन्न हुई।

2. बैठक में निम्न सदस्यों ने प्रतिभाग किया :-

- | | | |
|-----------------------|--------|---|
| • डॉ0 सीता मिश्रा | संयोजक |  |
| • डॉ0 प्रीतम उपाध्याय | सदस्य |  |
| • श्रीमती सरिता शर्मा | सदस्य |  |

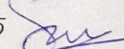
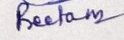

3. बैठक के प्रमुख मुद्दे :-

- I. महाविद्यालय में छात्राओं को दिए जाने वाले उत्पीड़न निवारण संबंधी दिशा निर्देश पर चर्चा की गई।
- II. शिकायत करने वाली छात्रा की सुरक्षा पर चर्चा की गई।
- III. छात्राओं के बीच यौन उत्पीड़न संबंधी कानूनों की जानकारी सम्बंधी चर्चा।
- IV. बैठक में अब तक उत्पीड़न सम्बंधी कोई शिकायत न मिलने पर संतोष व्यक्त किया गया।

4. बैठक में लिए गए निर्णय :-

- i. बैठक में यह निर्णय लिया गया कि महाविद्यालय में उत्पीड़न संबंधी दिशा निर्देश जारी कर बोर्ड पर लगा दिया जाए।
- ii. बैठक में यह निर्णय लिया गया कि महाविद्यालय के अन्य जिम्मेदार लोगों का भी उत्तरदायित्व तय हो ताकि किसी भी पीड़ित को अपमानजनक स्थिति का सामना न करना पड़े एवं पीड़ित स्वयं को सुरक्षित महसूस करें।
- iii. साथ ही यह निर्णय लिया गया कि समय समय पर गोष्ठी आयोजित करके उत्पीड़न निवारण संबंधी कानून की जानकारी दी जाए ताकि शिकायत दर्ज न करने के पीछे महिलाओं का डर, शर्मिंदगी और आत्मविश्वास भी कभी जैसे कारणों को दूर किया जा सके।

5. संयोजन द्वारा धन्यवाद प्रस्ताव पारित करने के पश्चात बैठक समाप्त किया गया।

- | | | |
|-----------------------|--------|--|
| ○ डॉ0 सीता मिश्रा | संयोजक |  |
| ○ डॉ0 प्रीतम उपाध्याय | सदस्य |  |
| ○ श्रीमती सरिता शर्मा | सदस्य |  |

सकलडीहा पी0जी0 कॉलेज, सकलडीहा-चंदौली

महिला उत्पीड़न निवारण प्रकोष्ठ

बैठक की कार्यवृत्ति

1. आज दिनांक 15.09.2020 को कोविड गाइडलाइंस का पालन करते हुए सकलडीहा पी0जी0 कॉलेज, सकलडीहा-चंदौली की महिला उत्पीड़न निवारण प्रकोष्ठ की एक मीटिंग का आयोजन गूगल मीट पर किया गया जिसमें समस्त पढ़ने सदस्यों संयोजक के अलावा कुछ सक्रिय छात्राओं ने भी प्रतिभाग किया।
2. बैठक के प्रमुख मुद्दे :-
 - i. महिलाओं/छात्राओं के उत्पीड़न संबंधी कानून पर चर्चा।
 - ii. शिकायतकर्ता के सुरक्षा सम्बन्धित उपायों पर चर्चा।
 - iii. शिकायत करने वाली महिला/छात्रा को किसी भी प्रकार के अपमानजनक रिश्ते से बचाने हेतु किए जाने वाले उपायों पर चर्चा।
3. उपयुक्त बैठक में यह निर्णय लिया गया कि :-
 - i. यदि उत्पीड़न संबंधी कोई भी शिकायत समिति के पास आती है तो समिति स्वयं जरूरी जांच करने के पश्चात आगे की कार्यवाही करेगी।
 - ii. शिकायतकर्ता आवश्यक परामर्श एवं निर्देशन के साथ उसे सुरक्षित महसूस करवाया जाय।
4. कार्यक्रम संयोजक द्वारा धन्यवाद प्रस्ताव पारित करने के पश्चात मीटिंग समाप्ति की घोषणा की गई।

○ डॉ0 सीता मिश्रा

संयोजक

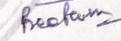
○ डॉ0 प्रीतम उपाध्याय

सदस्य

○ श्रीमती सरिता शर्मा

सदस्य







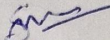
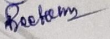

सकलडीहा पी0जी0 कॉलेज, सकलडीहा-चंदौली

महिला उत्पीड़न निवारण प्रकोष्ठ

बैठक की कार्यवृत्ति

1. सकलडीहा पी0जी0 कॉलेज महिला उत्पीड़न निवारण प्रकोष्ठ की एक बैठक महाविद्यालय के मनोविज्ञान विभाग में दिनांक 12.10.2021 आयोजित की गयी।

2. बैठक में निम्न सदस्य ने भाग लिया :-

- | | | |
|-----------------------|--------|---|
| • डॉ0 सीता मिश्रा | संयोजक |  |
| • डॉ0 प्रीतम उपाध्याय | सदस्य |  |
| • श्रीमती सरिता शर्मा | सदस्य |  |

3. बैठक के प्रमुख मुद्दे :-

- कार्यस्थल पर महिलाओं/छात्राओं के किसी भी प्रकार के उत्पीड़न के कुछ सामान्य रूपों की जानकारी देने पर चर्चा।
- उत्पीड़न निवारण सम्बंधी उठाए जाने वाले महत्वपूर्ण कदमों की जानकारी पर चर्चा।
- शिकायतकर्ता की सुरक्षा एवं उसकी भावनात्मक मजबूती बनाए रखने पर चर्चा।

4. बैठक में निर्णय लिया गया कि :-

- छात्राओं की विशेष कक्षाएं चलाकर उत्पीड़न के कुछ सामान्य प्रकार जैसे- अफवाह फैलाना, बदनामी करना, किसी भी प्रकार की शोषण एवं धमकी आदि के प्रति जागरूक बनाया जाय ताकि वे आत्मविश्वास पूर्वक निडर होकर इन परिस्थितियों का सामना कर सकें।
- छात्राओं को जानकारी दी जाए कि वे किस प्रकार इस परिस्थितियों से लड़ने हेतु तैयार हो सकें।
- पीड़ित कुछ गवाहों को किस प्रकार जुटे तथा निंदकों की बातों पर ध्यान ना दें।
- समिति के समक्ष इस प्रकार के किसी भी प्रकार के शिकायत न प्राप्त होने पर समिति द्वारा संतोष व्यक्त किया गया।

5. संयोजक द्वारा धन्यवाद ज्ञापन करने के पश्चात बैठक की समाप्ति की गयी।

- | | | |
|-----------------------|--------|--|
| ○ डॉ0 सीता मिश्रा | संयोजक |  |
| ○ डॉ0 प्रीतम उपाध्याय | सदस्य |  |
| ○ श्रीमती सरिता शर्मा | सदस्य |  |


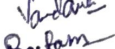
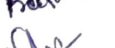


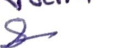

सकलडीहा पी0जी0 कॉलेज, सकलडीहा-चंदौली

महिला उत्पीड़न निवारण प्रकोष्ठ

बैठक की कार्यवृत्ति

1. सकलडीहा पी0जी0 कॉलेज, सकलडीहा-चंदौली में महिला उत्पीड़न निवारण प्रकोष्ठ की एक बैठक का आयोजन दिनांक 02.01.2023 को किया गया। बैठक में महिलाओं के उत्पीड़न एवं उनके निवारण हेतु चर्चा की गयी।

2. बैठक में निम्न सदस्यों ने चर्चा में भाग लिया:-

• डॉ0 सीता मिश्रा	संयोजक	
• श्रीमती वन्दना कुमारी	सदस्य	
• डॉ0 प्रीतम उपाध्याय	सदस्य	
• डॉ0 मीनू श्रीवास्तव	सदस्य	
• श्रीमती मीनू जायसवाल	सदस्य	
• डॉ0 रीता वर्मा	सदस्य	
• श्रीमती सरिता शर्मा	सदस्य	








3. बैठक में प्रमुख मुद्दे:-

- कार्यस्थल पर महिला उत्पीड़न की रोकथाम व निवारण की समीक्षा करना।
- महाविद्यालय में छात्राओं को दिए जाने वाले उत्पीड़न संबंधी दिशा निर्देशों पर चर्चा।
- उत्पीड़न संबंधी मुद्दे के निष्पक्ष एवं प्रभावी तरीके से निराकरण हेतु उठाए जाने वाले कदमों पर चर्चा।
- छात्राओं को दिए जाने वाले उत्पीड़न संबंधी कानूनों की जानकारी पर चर्चा।

4. बैठक में विभिन्न मुद्दों पर विचार विमर्श पश्चात निर्णय लिया गया कि-

- उत्पीड़न निवारण सम्बंधी दिशा निर्देशों व कानूनों की जानकारी छात्राओं को दी जाय
- शिकायतकर्ता को किसी भी प्रकार के प्रताड़ना दबाव एवं डर से बचाने हेतु कदम उठाए जाय
- शिकायतकर्ता का जरूरी परामर्शन एवं निर्देशन किया जाय ताकि वह खुलकर इन परिस्थितियों से लड़े व निपटे।
- समय-समय पर उपर्युक्त विषयक गोष्ठी सेमिनार इत्यादि आयोजित किया जाय।

5. बैठक के पश्चात संयोजक द्वारा धन्यवाद प्रस्ताव पारित किया गया :-

○ डॉ0 सीता मिश्रा	संयोजक	
○ श्रीमती वन्दना कुमारी	सदस्य	
○ डॉ0 प्रीतम उपाध्याय	सदस्य	
○ डॉ0 मीनू श्रीवास्तव	सदस्य	
○ श्रीमती मीनू जायसवाल	सदस्य	
○ डॉ0 रीता वर्मा	सदस्य	
○ श्रीमती सरिता शर्मा	सदस्य	

सकलडीहा पी0जी0 कॉलेज, सकलडीहा-चन्दौली

रैगिंग रोधी प्रकोष्ठ (Anti Ragging Cell)

बैठक की कार्यवृत्ति

1. एंटी रैगिंग सेल (रैगिंग रोधी प्रकोष्ठ) की एक बैठक दिनांक **06.10.2020** को अपराह्न **03:00** बजे महाविद्यालय के रक्षा एवं सत्रातेजिक अध्ययन विभाग में सम्पन्न हुई।
2. बैठक में निम्न लोगों ने प्रतिभाग किया—
 - i. डॉ0 विजेन्द्र सिंह सदस्य/प्रभारी
 - ii. डॉ0 पवन कुमार ओझा सदस्य/प्रभारी
 - iii. डॉ0 सीता मिश्रा विशेष आमंत्रित सदस्य
(संयोजक, महिला, उत्पीड़न-रोधी प्रकोष्ठ)
3. क. बैठक में महाविद्यालय में रैगिंग की कोई भी घटना न होने पर सन्तोष व्यक्त किया गया।
ख. महाविद्यालय प्रांगण में छात्रों/छात्राओं में रैगिंग रोधी जागरूकता हेतु प्रचार के लिए प्राचार्य, महाविद्यालय को अवगत कराने का निर्णय लिया गया।
4. प्रभारी प्रकोष्ठ के धन्यवाद ज्ञापन के साथ सायं 04:15 बजे बैठक समाप्त हुई।

डॉ0 विजेन्द्र सिंह
डॉ0 पवन कुमार ओझा
डॉ0 सीता मिश्रा

सदस्य/प्रभारी
सदस्य/प्रभारी
विशेष आमंत्रित सदस्य

Vijendra Singh
UAG
SM

सकलडीहा पी0जी0 कॉलेज, सकलडीहा-चन्दौली

रैगिंग रोधी प्रकोष्ठ (Anti Ragging Cell)

बैठक की कार्यवृत्ति

1. एंटी रैगिंग सेल (रैगिंग रोधी प्रकोष्ठ) की एक बैठक दिनांक **21.10.2021** को अपराहन **01:00** बजे महाविद्यालय के रक्षा एवं स्त्रातेजिक अध्ययन विभाग में सम्पन्न हुई।
2. बैठक में निम्न लोगों ने प्रतिभाग किया—

क. डॉ0 विजेन्द्र सिंह	सदस्य/प्रभारी
ख. डॉ0 पवन कुमार ओझा	सदस्य/प्रभारी
ग. डॉ0 सीता मिश्रा	विशेष आमंत्रित सदस्य

(संयोजक, महिला, उत्पीड़न-रोधी प्रकोष्ठ)
3. क. बैठक में महाविद्यालय में छात्र/छात्राओं से सम्बंधित रैगिंग की कोई भी घटना न होने पर सन्तोष व्यक्त किया गया।
ख. महाविद्यालय प्रांगण में छात्रों/छात्राओं में रैगिंग रोधी जागरूकता गोष्ठी कराने हेतु प्राचार्य, महाविद्यालय को अवगत कराने का निर्णय लिया गया।
4. प्रभारी प्रकोष्ठ के धन्यवाद ज्ञापन के साथ अपराहन 02:00 बजे बैठक समाप्त हुई।

डॉ0 विजेन्द्र सिंह
डॉ0 पवन कुमार ओझा
डॉ0 सीता मिश्रा

सदस्य/प्रभारी
सदस्य/प्रभारी
विशेष आमंत्रित सदस्य

Vijendra Singh
uog
Sm

सकलडीहा पी0जी0 कॉलेज, सकलडीहा, चन्दौली
एंटी रैगिंग समिति

बैठक की कार्यवृत्ति

महाविद्यालय में दिनांक 14.08.2023 दिन सोमवार अपराहन 02:00 बजे भूगोल विभाग में एंटी रैगिंग समिति की बैठक आयोजित की गई।

एजेण्डा-


1. रैगिंग के सम्बन्ध में छात्र एवं छात्राओं के साथ वार्ता।
2. एंटी रैगिंग वर्कशाप, सेमिनार के बारे में वार्ता।

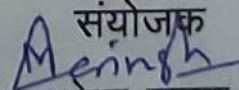
कार्यवाही-

1. पूर्व बैठक की कार्यवाही का अनुमोदन किया गया।
2. रैगिंग के सम्बन्ध में कोई घटना घटित न होने पर संतोष व्यक्त किया गया।
3. एंटी रैगिंग वर्कशाप, सेमिनार हेतु महाविद्यालय के प्राचार्य जी को अवगत कराया गया।

सदस्यगण-

1. डॉ0 रोजश यादव
2. डॉ0 सीता मिश्रा
3. श्री श्याम लाल सिंह यादव
4. श्रीमती वंदना कुमारी
5. डॉ0 योगेन्द्र तिवारी


प्राचार्य
सकलडीहा पी0 जी0 कालेज
सकलडीहा, चन्दौली

संयोजक

प्रो0 महेन्द्र प्रताप सिंह 14.8.23
सकलडीहा पी0जी0 कॉलेज
सकलडीहा-चन्दौली।



सकलडीहा पोस्ट ग्रेजुएट, कॉलेज SAKALDIHA POST GRADUATE COLLEGE

सकलडीहा, चन्दाुली-232109 (उ.प्र.)
Sakaldiha, Chandauli-232109 (U.P.)
(सम्बद्ध : महात्मा गांधी कृषि विद्यापीठ, वाराणसी)
(Affiliated: Mahatma Gandhi Kashi Vidyapeeth, Varanasi)
Email: spgcollege1965@gmail.com
sakaldihapostcollege@hotmail.com
URL: www.sakaldihapostcollege.org.in
Telephone & Fax No. : 05412-297440



पत्रांक:


दिनांक-29.01.2023

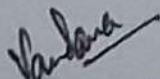
महिला प्रकोष्ठ की कार्यवाही

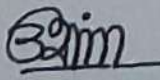
आज दिनांक-29-01-2023 जनवरी को दोपहर 12.00 बजे प्राचार्य कक्ष में संजना मौर्या के शिकायती पत्र के प्रकरण पर महिला प्रकोष्ठ की एक बैठक सम्पन्न हुयी। बैठक में महिला प्रकोष्ठ की समन्वयिका डा० सीता मिश्रा, सदस्य वन्दना कुमारी, सदस्य व सरिता देवी उपस्थित हैं। छात्र अधिष्ठाता डा० उदय शंकर झा भी बैठक में उपस्थित हैं। बैठक की कार्यवाही प्रारम्भ की जाती है-

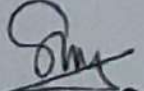
1. शिकायत कर्त्री का नाम पुकारा गया, जो अनुपस्थित हैं। संजना मौर्या के प्रार्थना पत्र का अवलोकन किया गया, जिसमें यह लिखा है कि गाली-गलौज व मारपीट की घटना महाविद्यालय के मुख्य द्वार के बाहर हुई है, अन्य जानकारी संजना मौर्या के अनुपस्थित रहने के कारण नहीं हो सकी।
2. प्रिया सिंह का नाम पुकारा गया। प्रिया सिंह समिति के समक्ष अपस्थित हैं। प्रकरण के सम्बन्ध में प्रिया सिंह ने बताया कि वाशरूम से निकलते समय मेरा पैर उसके पैर से टच हो गया तो मैंने क्षमा मांगी किन्तु उसने बाहर निकलने पर देख लेने की धमकी दी। मुख्य द्वार से बाहर निकलने पर पहला प्रहार संजना मौर्या ने ही की थी जो विडियों में स्पष्ट है। फिर भी मैं इस दुखद घटना के लिए प्रकोष्ठ से क्षमा मांगती हूँ।
3. रानी सिंह का नाम पुकारा गया। रानी सिंह प्रकोष्ठ के सामने उपस्थित हैं। रानी सिंह ने बताई कि इन दोनों के बीच हो रहे विवाद पर मैं समझाने गई थी किन्तु संजना मौर्या ने मुझे गाली देना शुरू कर दिया क्रोध में आकर मैंने भी गाली दी। तथापि मैं समिति के समक्ष इस घटना में नाम जुड़ने के लिये मैं क्षमा प्रार्थी हूँ।
4. शिखा सिंह का नाम पुकारा गया। शिखा सिंह ने प्रकोष्ठ के समक्ष उपस्थित हैं। शिखा सिंह ने बताया कि चूंकि मैं रानी सिंह के साथ जा रही थी, इसलिए मुझे आरोपित किया गया है मुझे इस घटना से कोई लेना-देना नहीं है। तथापि मेरा नाम घटना में जुड़जाने के कारण मैं क्षमा प्रार्थी हूँ।

शिकायत कर्त्री के अनुपस्थित रहने के कारण, घटना महाविद्यालय परिसर के बाहर होने के कारण एवं तीनों आरोपियों के क्षमा मागने के कारण इस प्रकरण पर अग्रेतर कार्यवाही न होने हेतु इसे निस्तारित किया जाता है। शिकायती पत्र पोषणीय नहीं है।


सरिता देवी
सदस्य


वन्दना कुमारी
सदस्य


डॉ० उदय शंकर झा
छात्र अधिष्ठाता


डॉ० सीता मिश्रा
अध्यक्ष

Sakaldiha P.G. College
Sakaldiha-Chandauli
Grievance Redressal Policy-2016

Sakaldiha PG College, Sakaldiha, Chandauli, nurtures its students in alignment with its vision and mission. Our college firmly believes that students form the foundation of the institution, as there can be no educational institution without them. So, the institution provides care to its students through various methods and recognizes that disciplined students are the product of a quality educational institution.

- (i) Students Grievance Redressal Cell (SGRC).
- (ii) Anti-Women Harassment Cell (AWHC).
- (iii) Anti Ragging Cell (ARC).
- (iv) Examination Committee (EC).
- (v) Proctorial Board

- ✓ The rights and responsibilities of the mentioned cell and committee, along with their names, mobile numbers and email addresses, will be posted on the college website as well as on the notice board within the campus.
- ✓ Boards, Committees and Cells are required to address any complaint within a timeframe of three working days.
- ✓ Committees/Cells/Boards will advertise regarding rules and regulations.
- ✓ Committees/Cells/Boards will organize seminars, awareness programs, and quiz competitions to educate students about women's rights, sexual harassment, ragging, discipline and other related topics.
- ✓ The Examination Committee will oversee matters related to both University and Internal Examinations/Tests.
- ✓ The Proctorial Board will establish discipline rules and ensure their proper enforcement.
- ✓ The above-mentioned bodies will follow the instructions.





HANDBOOK

On

Sexual Harassment of Women at Workplace

(Prevention, Prohibition and Redressal) Act, 2013

for Employers / Institutions / Organisations/
Internal Complaints Committee / Local Complaints Committee



Towards a new dawn

Government of India
Ministry of Women and Child Development

NOVEMBER 2015



HANDBOOK

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for Employers / Institutions / Organisations/
Internal Complaints Committee / Local Complaints Committee



Towards a new dawn

Government of India
Ministry of Women and Child Development

November 2015

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सत्यमेव जयते

मेनका संजय गांधी
Maneka Sanjay Gandhi



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महिला एवं बाल विकास मंत्रालय
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MINISTER
MINISTRY OF WOMEN & CHILD DEVELOPMENT
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MESSAGE

With improved access to education and employment, millions of Indian women are entering the country's workforce today. Many working women face sexual harassment at the workplace on a daily basis. It is crucial therefore that as a country, we strive to eliminate work-place sexual harassment since women have the right to work in safe and secure environment. It is the responsibility of every employer to ensure safety of women in a work environment and improve their participation. This will contribute to realization of their right to gender equality and result in economic empowerment and inclusive growth and benefit the nation as a whole.

I am pleased to present this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. It provides key information about the provisions of the Act in an easy-to-use and practical manner. The Handbook has been developed with the aim to ensure that the citizens of India are aware of their rights and obligations in terms of creating safe workplace environment for women.

Government of India is committed to promote gender equality and women's empowerment across every sector. This Handbook reflects our commitment to empower women as economic agents and improve their ability to access markets on competitive and equitable terms. I am confident that this Handbook which advocates and enforces the rules as laid out in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, will be beneficial to everyone. The practical and user-friendly procedures outlined in the Handbook will be useful for actual implementation of the Act.


(Smt. Maneka Sanjay Gandhi)

V. Somasundaran



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भारत सरकार
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Secretary
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18th November 2015

FOREWORD

I am pleased to share with you this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. This Handbook is of immense importance because combating sexual harassment involves developing deeper understanding of what is sexual harassment and change of attitudes in all - be it employer, employees, colleagues, friends, or the policy makers.

Sexual Harassment at workplace is an extension of violence in everyday life and is discriminatory and exploitative, as it affects women's right to life and livelihood. In India, for the first time in 1997, a petition was filed in the Supreme Court to enforce the fundamental rights of working women, after the brutal gang rape of Bhanwari Devi a social worker from Rajasthan. As an outcome of the landmark judgment of the Vishaka and Others v State of Rajasthan the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, was enacted wherein it was made mandatory for every employer to provide a mechanism to redress grievances pertaining to workplace sexual harassment and enforce the right to gender equality of working women. The Act is also unique for its wide ambit as it is applicable to the organized sector as well as the unorganized sector.

The legislation, however, requires the support and commitment of all stakeholders for its effective and successful implementation in preventing workplace sexual harassment. It casts an obligation upon the employer to address the grievances in respect of sexual harassment at workplace in a time bound manner. It is in this context that this Handbook would be very useful as it provides clear definition of what constitutes sexual harassment and explains how the complaint process works.

I am sure that the Handbook will be extremely useful to all agencies concerned and help them in taking pro-active measures to eradicate the problem/menace of workplace sexual harassment in the country.


(V. Somasundaran)

प्रीति सूदन

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PREFACE

The Government of India is committed to ending all forms of violence against women that negatively impact society, hamper gender equality and constricts the social and economic development of the country.

Since, sexual harassment results in violation of the fundamental rights of a woman to equality as per Articles 14 and 15 and her right to live with dignity as mentioned under Article 21 of the Constitution, the Government of India enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Act is an extension of the Vishaka Guidelines issued by the Supreme Court in 1997. The Supreme Court of India, for the first time in the Vishaka Guidelines, acknowledged Sexual Harassment at the workplace as a human rights violation. Further, the Act also reflects the commitment of the Government to the ratification of the Convention on the Elimination of all forms of Discrimination against Women (CEDAW) on July 09, 1993. This new legislation makes every effort to be a user friendly tool in the hands of the employers and employees, to create safe and secure workplaces for all women.

With the enactment of the Act, India is now a part of a select group of countries to have prohibited sexual harassment at workplace through national legislation. The Act is unique in its broad coverage which includes all working women from organised and unorganised sectors alike, as also public and private sectors, regardless of hierarchy. Effective implementation of the Act is a challenge. The Handbook is designed to be a Ready Reckoner for organisations vested with responsibility to enforce the law.

The Handbook is structured into six sections. The first section is an introduction and detail regarding the genesis of the Act, the second sets the context by defining the workplace and sexual harassment and impact of such behaviour, the third focuses on the key individuals and institutions involved in prohibition and prevention processes and their responsibilities, section four discusses the redressal mechanism followed by monitoring requirement in section five and important international frameworks and best practices on sexual harassment at the workplace in the concluding section.

It is the hope of the Ministry that this Handbook will be of considerable value for employers, employees and complaint committees alike, as it provides guidance with regard to the steps to be taken and the processes to be followed, in line with the requirements of the law. It will prove useful to all women workers particularly and be a step forward in promoting their independence as well as the right to work with dignity as equal partners in an environment that is free from violence.


(Pręti Sudan)



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ACKNOWLEDGEMENTS

In our journey towards preparing this Handbook, which required a lot of guidance and assistance from many people, whose names may not be enumerated, I am thankful to all of them for their contributions towards the completion of the task.

I would like to express my sincere thanks to the UN Women (United Nations Entity for Gender Equality and Empowerment of Women) for their valuable contributions with their experience in women's movement and expertise in gender rights in supporting the Ministry to prepare the Handbook with key information on the Act in an easy-to-use practical manner and designing with appropriate illustrations.

I would like acknowledge the important contributions made by Ms. Risha Syed, Legal Consultant for the hardwork put by her coupled with her experience and expertise as a legal professional and commitment to gender issues in bringing out the Handbook.

I am also thankful to Dr. Paramita Majumdar, Senior Consultant, Gender Budgeting for reviewing the manuscript with meticulous scrutiny and scholarly advice. I would like to mention with appreciation for Shri Samuel Paul, Assistant Secretary for showing not only his keen interest on the subject, but assisting us in the review work.

We hope that this Handbook will be a guide and inspiration to all of us in creating an enabling environment of women in the workplaces.


(Lopamudra Mohanty)

“The meaning and content of the fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of gender equality...”

Late Chief Justice J.S. Verma, Supreme Court of India, Vishaka v. State of Rajasthan

Introduction

“Whereas sexual harassment results in violation of the fundamental rights of a Woman to equality....”

[Preamble, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act]

As enshrined in the Preamble to the Constitution of India, “equality of status and opportunity” must be secured for all its citizens; equality of every person under the law is guaranteed by Article 14 of the Constitution.

A safe workplace is therefore a woman’s legal right. Indeed, the Constitutional doctrine of equality and personal liberty is contained in Articles 14, 15 and 21 of the Indian Constitution. These articles ensure a person’s right to equal protection under the law, to live a life free from discrimination on any ground and to protection of life and personal liberty. This is further reinforced by the UN Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), which was adopted by the UN General Assembly in 1979 and which is ratified by India. Often described as an international bill of rights for women, it calls for the equality of women and men in terms of human rights and fundamental freedoms in the political, economic, social, cultural and civil spheres. It underlines that discrimination and attacks on women’s dignity violate the principle of equality of rights.

Sexual harassment constitutes a gross violation of women’s right to equality and dignity. It has its roots in patriarchy and its attendant perception that men are superior to women and that some forms of violence against women are acceptable. One of these is workplace sexual harassment, which views various forms of such harassment, as harmless and trivial. Often, it is excused as ‘natural’ male behaviour or ‘harmless flirtation’ which women enjoy. Contrary to these perceptions, it causes serious harm and is also a strong manifestation of sex discrimination at the workplace. Not only is it an infringement of the fundamental rights of a woman, under Article 19 (1) (g) of the Constitution of India “to practice any profession or to carry out any occupation, trade or business”; it erodes equality and puts the dignity and the physical and psychological well-being of workers at risk. This leads to poor productivity and a negative impact on lives and livelihoods. To further compound the matter, deep-rooted socio-cultural behavioural patterns, which create a gender hierarchy, tend to place responsibility on the victim, thereby increasing inequality in the workplace and in the society at large.



Though sexual harassment at the workplace has assumed serious proportions, women do not report the matter to the concerned authorities in most cases due to fear of reprisal from the harasser, losing one's livelihood, being stigmatized, or losing professional standing and personal reputation.

Across the globe today, workplace sexual harassment is increasingly understood as a violation of women's rights and a form of violence against women. Indeed, the social construct of male privileges in society continues to be used to justify violence against women in the private and public sphere. In essence, sexual harassment is a mirror reflecting male power over women that sustains patriarchal relations. In a society where violence against women, both subtle and direct, is borne out of the patriarchal values, women are forced to conform to traditional gender roles. These patriarchal values and attitudes of both women and men pose the greatest challenge in resolution and prevention of sexual harassment. Workplace sexual harassment, like other forms of violence, is not harmless. It involves serious health, human, economic and social costs, which manifests themselves in the overall development indices of a nation.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was enacted to ensure safe working spaces for women and to build enabling work environments that respect women's right to equality of status and opportunity. An effective implementation of the Act will contribute to the realization of their right to gender equality, life and liberty, equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth.

The full scale of the problem is not known given the difficulties in documenting the experience of those who have experienced workplace sexual harassment. However, available studies on sexual harassment show that it is certainly prevalent in India today. This is why the legislation is an important step forward within the larger architecture of women's rights, as it tackles this issue to secure the rights of women workers across the country.

While the official figures for women's work participation are low, much of the work that women do is not captured in official data accounts. It is argued¹ that where this is to be captured, women's overall work participation would be 86.2 per cent. While the official data² shows that women's work participation rate is around 25.3 per cent in rural areas and 14.7 per cent in the urban areas, estimates indicate that there is a huge workforce of women, therefore there is a need to secure their workplace and entitlements. Given, that 93 per cent of women workers are employed in the informal sector, they remain unprotected by laws. With no laws or mechanisms to protect them, proactive measures are required to make their workplaces safe.

¹ Professor Jayati Ghosh, Paper on 'What Exactly is Work?' http://www.macrosan.org/cur/oct14/pdf/Exactly_Work.pdf

² NSSO 2011-12

It is well established that ensuring safe working conditions for women leads to a positive impact on their participation in the workforce and increases their productivity, which in turn benefits the nation as a whole. Economically, empowered women are key to the nation's overall development and this can only be achieved if it is ensured that women's workspaces across all sectors and all over the country have a safe and secure environment for work.

It is important as well to ensure that the emphasis is on prevention rather than punitive action. This calls for widespread awareness on the Act among employers, managers and the workers themselves. Frequently, women workers may face sexual harassment but may not be aware that it is a breach of their rights and that there is something they can do about it. They need to know that they can do something about it. Then there are others, who may believe that it is a personal matter that needs to be resolved by the people involved. In order to change this order of things, it is urgent that measures are taken to change mind-sets and attitudes by creating awareness about what constitutes sexual harassment and the steps that can be taken to address it.

This handbook will serve as an important tool to make workplaces safe and benefit both workers and employers alike, leading to mutual gains.

1.1 THE MANDATE

Today, all workplaces in India are mandated by law to provide a safe and secure working environment free from sexual harassment for all women.

1.2 THE GENESIS

In 1992, a rural level change agent, Bhanwari Devi, was engaged by the state of Rajasthan as a *Sathin*³ to work towards the prevention of the practice of child marriages. During the course of her work, she prevented the marriage of a one-year old girl in the community. Her work was met with resentment and attracted harassment from men of that community. Bhanwari Devi reported this to the local authority but no action was taken. That omission came at great cost – Bhanwari was subsequently gang raped by those very men.

The Bhanwari Devi case revealed the ever-present sexual harm to which millions of working women are exposed across the country, everywhere and everyday irrespective of their location. It also shows the extent to which that harm can escalate if nothing is done to check sexually offensive behaviour in the workplace.

Based on the facts of Bhanwari Devi's case, a Public Interest Litigation (PIL) was filed by Vishaka and other women groups against the State of Rajasthan and Union of India before the Supreme Court of India. It proposed that sexual harassment be recognized as a violation of women's fundamental right to equality and that all workplaces/establishments/institutions be made accountable and responsible to uphold these rights.

³ *Sathin*³ means a friend

In a landmark judgment, *Vishaka vs. State of Rajasthan (1997)*⁴, the Supreme Court of India created legally binding guidelines basing it on the right to equality and dignity accorded under the Indian Constitution as well as by the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

It included:

- ◆ A definition of sexual harassment
- ◆ Shifting accountability from individuals to institutions
- ◆ Prioritizing prevention
- ◆ Provision of an innovative redress mechanism

The Supreme Court defined sexual harassment as any unwelcome, sexually determined physical, verbal, or non-verbal conduct. Examples included sexually suggestive remarks about women, demands for sexual favours, and sexually offensive visuals in the workplace. The definition also covered situations where a woman could be disadvantaged in her workplace as a result of threats relating to employment decisions that could negatively affect her working life.

It placed responsibility on employers to ensure that women did not face a hostile environment, and prohibited intimidation or victimization of those cooperating with an inquiry, including the affected complainant as well as witnesses.

It directed for the establishment of redressal mechanism in the form of Complaints Committee, which will look into the matters of sexual harassment of women at workplace. The Complaints Committees were mandated to be headed by a woman employee, with not less than half of its members being women and provided for the involvement of a third party person/NGO expert on the issue, to prevent any undue pressure on the complainant. The guidelines extended to all kinds of employment, from paid to voluntary, across the public and private sectors.

Vishaka established that international standards/law could serve to expand the scope of India's Constitutional guarantees and fill in the gaps wherever they exist. India's innovative history in tackling workplace sexual harassment beginning with the *Vishaka* Guidelines and subsequent legislation has given critical visibility to the issue. Workplaces must now own their responsibility within this context and ensure that women can work in safe and secure spaces.

1.3 THE ACT

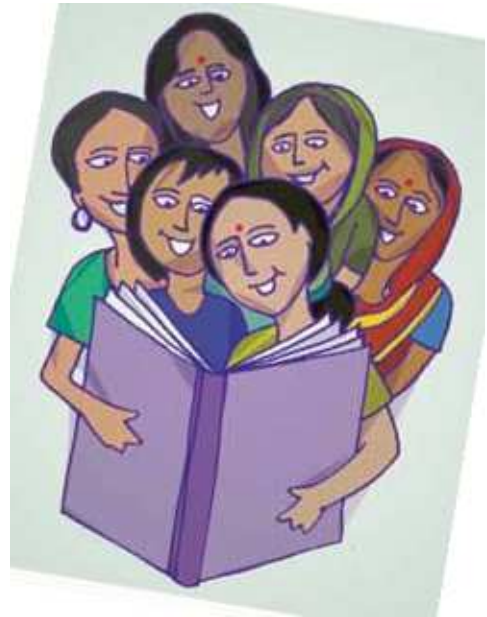
Having raised the bar of responsibility and accountability in the *Vishaka* Guidelines, the Supreme Court placed an obligation on workplaces, institutions and those in positions of responsibility, to uphold working women's fundamental right to equality and dignity at the workplace. Three key obligations were imposed on institutions to meet that standard, namely:

⁴(AIR 1997 Supreme Court 3011)

- ◆ Prohibition
- ◆ Prevention
- ◆ Redress

In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act (referred to as Act hereinafter). Consistent with the Vishaka judgment, the Act aspires to ensure women's right to workplace equality, free from sexual harassment through compliance with the above mentioned three elements.

It is important to note that the Act provides a civil remedy to women and is in addition to other laws that are currently in force. Consequently, any woman who wishes to report instances of sexual harassment at the workplace has the right to take recourse of both civil and criminal proceedings.



1.4 PURPOSE OF THIS HANDBOOK

This handbook is meant for all workplaces/institutions/organizations to provide a basic understanding of sexual harassment at places of work. Additionally, it is designed to offer Internal Complaints Committee/s and Local Complaints Committee/s (Complaints Committee/s) established under the Act, with simple, user friendly information on sexual harassment; what is expected of Complaints Committee/s to redress a complaint; and what the inquiry process and outcome should include.

1.5 WHO IS THIS HANDBOOK FOR

This handbook informs the end user (an employee/worker) about workplace sexual harassment and their right to an informed complaint process in seeking redress as provided under the Act and Rules framed thereunder.

1.6 STRUCTURE OF THE HANDBOOK

This Handbook has 6 sections, with each containing information for women, male co-workers as well as their employers, on how to deal with sexual harassment at the workplace in the context of the Act.

Section 1 serves as an introduction, as it details the genesis of the Act and the history behind it, as well as provides a brief description of the Act itself. This section also describes the purpose of this handbook and who it is designed for.



Section 2 sets the context by defining a workplace and sexual harassment. It provides the reader with key elements, such as examples of sexual harassment as well as scenarios and the impact of such behaviour.

Section 3 focuses on the key individuals and institutions involved in the prohibition and prevention processes and their responsibilities.

Section 4 is about redress. This section identifies and defines the key players involved in the complaint mechanism (including the complainant and the respondent). It details the stages of the complaint process. Particular attention is paid to the complaints committee which plays a very important role in this process.

Section 5 describes the monitoring requirements as per the Act.

Section 6 lists the important international frameworks and select best practices on sexual harassment at the workplace.

Workplace Sexual Harassment- What Is It?

“No woman shall be subjected to sexual harassment at any workplace.”

Section 3(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

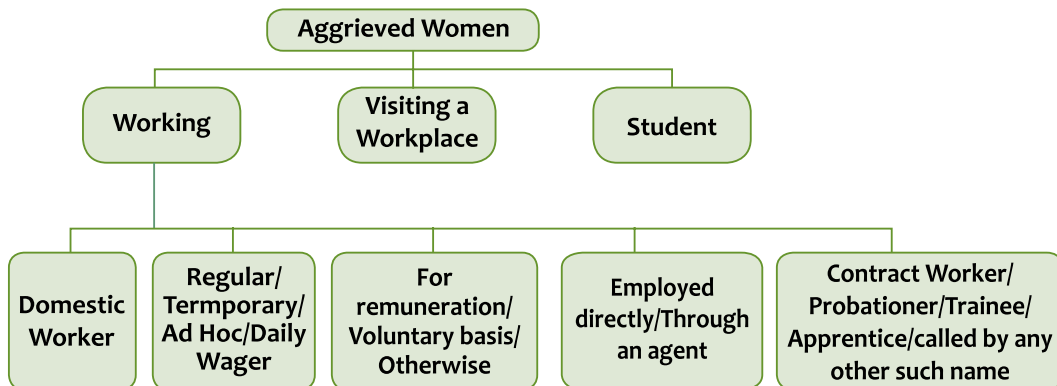
This section defines the aggrieved woman, workplace and sexual harassment as well as highlights key elements of workplace sexual harassment. It provides examples of behaviours through which a woman can experience possible professional and personal harm. It presents the user with scenarios from across-section of work contexts to build clarity on different forms of sexual harassment as identified under the Act.

2.1 WHO IS AN AGGRIEVED WOMAN?

The Act recognizes the right of every woman to a safe and secure workplace environment irrespective of her age or employment/work status. Hence, the right of all women working or visiting any workplace whether in the capacity of regular, temporary, adhoc, or daily wages basis is protected under the Act.

It includes all women whether engaged directly or through an agent including a contractor, with or without the knowledge of the principal employer. They may be working for remuneration, on a voluntary basis or otherwise. Their terms of employment can be express or implied.

Further, she could be a co-worker, a contract worker, probationer, trainee, apprentice, or called by any other such name. The Act also covers a woman, who is working in a dwelling place or house.



2.2 WHAT IS A WORKPLACE?

A workplace is defined as “any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey.” As per this definition, a workplace covers both the organised and un-organised sectors.

It also includes all workplaces whether owned by Indian or foreign company having a place of work in India. As per the Act, workplace includes:

- Government organizations, including Government company, corporations and cooperative societies;
- Private sector organisations, venture, society, trust, NGO or service providers etc. providing services which are commercial, vocational, educational, sports, professional, entertainment, industrial, health related or financial activities, including production, supply, sale, distribution or service;
- Hospitals/Nursing Homes;
- Sports Institutes/Facilities;
- Places visited by the employee (including while on travel) including transportation provided by employer;
- A dwelling place or house.

The Act defines the Unorganised Sector as:

- Any enterprise owned by an individual or self-employed workers engaged in the production or sale of goods or providing services of any kind;
- Any enterprise which employs less than 10 workers.

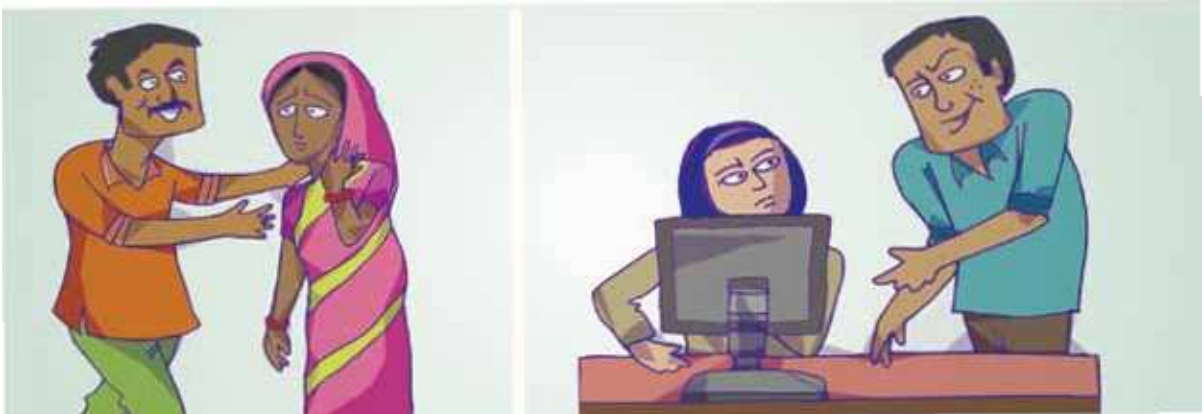
All women working or visiting workplaces, for example:



2.3 WHAT IS SEXUAL HARASSMENT AT THE WORKPLACE?

“Sexual Harassment” includes anyone or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

1. Physical contact or advances;
2. A demand or request for sexual favours;
3. Making sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature



2.4 KEY ELEMENTS OF WORKPLACE SEXUAL HARASSMENT

Very often situations that start off innocently end up in inappropriate and unprofessional behaviours. It is important to remember that **workplace sexual harassment is sexual, unwelcome** and the experience is **subjective**. It is the **impact** and not the intent that matters and it almost always occurs in a matrix of **power**. It is possible that a woman may experience a single instance of sexual harassment or a series of incidents over a period of time. It is important also to remember that each case is unique and should be examined in its own context and according to the surrounding circumstances as a whole.

The following table highlights the subjective nature of the experience and the impact it may have on the person involved, irrespective of the intent of such behaviour.

To enable prevention of sexual harassment at the workplace, it is critical to recognize and differentiate between welcome and unwelcome sexual behaviour. Listed are some examples of how “unwelcome” and “welcome” behaviour is experienced.

THE FIRST STEP TO PREVENTION IS RECOGNITION

Workplace Sexual Harassment is behaviour that is

UNWELCOME

SEXUAL in nature

A **SUBJECTIVE** experience

IMPACT not intent is what matters

Often occurs in a matrix of **POWER**

UNWELCOME	WELCOME
Feels bad	Feels good
One-sided	Reciprocal
Feels powerless	In-control
Power-based	Equality
Unwanted	Wanted
Illegal	Legal
Invading	Open
Demeaning	Appreciative
Causes anger/sadness	Happy
Causes negative self-esteem	Positive self-esteem

Impact of inappropriate behaviour

The impact of sexual harassment at the workplace is far-reaching and is an injury to the equal right of women. Not only does it impact her, it has a direct bearing on the workplace productivity as well as the development of the society. Below is a list of select examples of such negative impacts.



Professional	Personal
<ul style="list-style-type: none"> • Decreased work performance • Increased absenteeism, loss of pay • Loss of promotional opportunities • Retaliation from the respondent, or colleagues/ friends of the respondent • Subjected to gossip and scrutiny at work • Being objectified • Becoming publicly sexualized • Defamation • Being ostracized • Having to relocate • Job and career consequences • Weakened support network 	<ul style="list-style-type: none"> • Depression • Anxiety, panic attacks • Traumatic stress • Sleeplessness • Shame, guilt, self-blame • Difficulty in concentrating • Headaches • Fatigue, loss of motivation • Personal Difficulties with time • Eating disorders (weight loss or gain) • Feeling betrayed and/or violated • Feeling angry or violent towards the respondent • Feeling powerless • Loss of confidence and self esteem • Over all loss of trust in people • Problems with intimacy • Withdrawal and isolation

SEXUAL HARASSMENT IS A SUBJECTIVE EXPERIENCE

In 2010, the High Court of Delhi endorsed the view that sexual harassment is a subjective experience and for that reason held “We therefore prefer to analyze harassment from the [complainant’s] perspective. A complete understanding of the [complainant’s] view requires... an analysis of the different perspectives of men and women. Conduct that many men consider unobjectionable may offend many women... Men tend to view some forms of sexual harassment as “harmless social interactions to which only overly-sensitive women would object. The characteristically male view depicts sexual harassment as comparatively harmless amusement. ... Men, who are rarely victims of sexual assault, may view sexual conduct in a vacuum without a full appreciation of the social setting or the underlying threat of violence that a woman may perceive.”

Dr. Punita K. Sodhi v. Union of India & Ors. W.P. (C) 367/2009 & CMS 828, 11426/2009
 On 9 September, 2010, in the High Court of Delhi

2.5 EXAMPLES OF BEHAVIOURS AND SCENARIOS THAT CONSTITUTE SEXUAL HARASSMENT

Below are examples of behaviour that may or may not constitute workplace sexual harassment in isolation. At the same time, it is important to remember that more often than not, such behaviour occurs in cluster. Distinguishing between these different possibilities is not an easy task and requires essential training and skill building.



Some examples of behaviour that constitute sexual harassment at the workplace:

1. Making sexually suggestive remarks or innuendos.
2. Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
3. Offensive comments or jokes.
4. Inappropriate questions, suggestions or remarks about a person's sex life.
5. Displaying sexist or other offensive pictures, posters, mms, sms, whatsapp, or e-mails.
6. Intimidation, threats, blackmail around sexual favours.
7. Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
8. Unwelcome social invitations, with sexual overtones commonly understood as flirting.
9. Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.



10. Physical contact such as touching or pinching.
11. Caressing, kissing or fondling someone against her will (could be considered assault).
12. Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
13. Persistently asking someone out, despite being turned down.
14. Stalking an individual.
15. Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
16. Falsely accusing and undermining a person behind closed doors for sexual favours.
17. Controlling a person's reputation by rumour-mongering about her private life.

Some examples of behaviour that may indicate underlying workplace sexual harassment and merit inquiry:

1. Criticizing, insulting, blaming, reprimanding or condemning an employee in public.
2. Exclusion from group activities or assignments without a valid reason.
3. Statements damaging a person's reputation or career.
4. Removing areas of responsibility, unjustifiably.
5. Inappropriately giving too little or too much work.
6. Constantly overruling authority without just cause.
7. Unjustifiably monitoring everything that is done.
8. Blaming an individual constantly for errors without just cause.
9. Repeatedly singling out an employee by assigning her with demeaning and belittling jobs that are not part of her regular duties.
10. Insults or humiliations, repeated attempts to exclude or isolate a person.
11. Systematically interfering with normal work conditions, sabotaging places or instruments of work.
12. Humiliating a person in front of colleagues, engaging in smear campaigns.
13. Arbitrarily taking disciplinary action against an employee.
14. Controlling the person by withholding resources (time, budget, autonomy, and training) necessary to succeed.

Some examples of workplace behaviours that may not constitute sexual harassment:

1. Following-up on work absences.
2. Requiring performance to job standards.

3. The normal exercise of management rights.
4. Work-related stress e.g. meeting deadlines or quality standards.
5. Conditions of works.
6. Constructive feedback about the work mistake and not the person.

2.6 FORMS OF WORKPLACE SEXUAL HARASSMENT

Generally workplace sexual harassment refers to two common forms of ***inappropriate behaviour***:

- Quid Pro Quo (literally ‘this for that’)
 - Implied or explicit promise of preferential/detrimental treatment in employment
 - Implied or express threat about her present or future employment status
- Hostile Work Environment
 - Creating a hostile, intimidating or an offensive work environment
 - Humiliating treatment likely to affect her health or safety

2.7 SCENARIOS

The following scenarios have been constructed as examples based on real life experiences of women at workplaces. The scenarios attempt to build an understanding of the two types of workplace sexual harassment as prescribed by the Act i.e. quid pro quo and hostile environment.

The names in the following examples are fictional and in no way refer to any individual alive or dead.

A. Examples of scenarios that constitute quid pro quo or ‘this for that’ type of sexual harassment at the workplace:

SCENARIO EXAMPLE 1

Kamini is a bright young team leader working in a call centre. Known to be forthright, she is dedicated, hardworking and is a perfectionist.

Kamini stays back at work late one evening with her colleague Ravi to complete work for an important presentation. Ravi offers to buy Kamini dinner and later drop her home since it’s been a long day. After dinner, Ravi proposes to Kamini that he would like her to spend the night with him. Kamini refuses politely but firmly and goes home. Next evening, Ravi repeats his request and on Kamini’s refusal, threatens her that ***if she doesn’t give-in, he will tell everyone*** that she made a pass at him.

What is Workplace ‘this for that’ Sexual Harassment?

In the above example, Ravi’s threat to Kamini that if she does not agree to his ‘request’ for a sexual favour, he will in return smear her character at the workplace as a person who wants to use sexual

favours to her advantage constitutes quid pro quo form of sexual harassment. Ravi's behaviour is unwelcome, sexual, and has a negative impact on Kamini.

SCENARIO EXAMPLE 2

Renuka is employed as a domestic worker where she is expected to take care of all the household activities, other than cooking. Most of the days, the lady of the house leaves early. Renuka is therefore left alone in the house with a male member of the household.

Renuka finds the male member constantly leering at her when he is at home and often walks around the house wrapped in nothing but a towel which makes her very uncomfortable. On one occasion, while she was sweeping, he pinched her bottom. When she protested that she will complain to the lady of the house, he **threatened to accuse** her of stealing, and that he will ensure that she **loses** her job.



What is Workplace Sexual Harassment?

In the above example, the male member by threatening Renuka to keep quiet about the unwelcome physical contact if she wants to continue with her employment commits quid pro quo form of sexual harassment. His behaviour occurring in a matrix of power, is unwelcome, sexual and has a negative impact on Renuka.

SCENARIO EXAMPLE 3

Shamima is a lawyer who works as a researcher at an NGO in Delhi since 2013. Dr. Bhavan is the director of the organisation and has always advocated for the cause of human rights.

During an official field visit to Shimla for 2 days, Dr. Bhavan finds an opportunity to be alone with Shamima and makes a physical advance. Despite her protests, he forces himself on her while giving lurid and sexually explicit details of his relationships, both past and present, with women. When she chastises him and threatens to make his behaviour public, he **threatens to destroy her career**.

What is Workplace Sexual Harassment?

In the above example, by threatening Shamima with the destruction of her career, Dr. Bhavan commits quid pro quo sexual harassment. His physical advances and sexual conversation are unwelcome for Shamima and occur in a matrix of power.

B. Examples of scenarios that constitute a 'hostile work environment' type of sexual harassment at the workplace:

SCENARIO EXAMPLE 1

Jayanthi works in a garment factory in Bangalore.

Varghese, Jayanthi's supervisor, often tries to touch her on one or the other pretext. For example, he adjusts her *dupatta* while she is sewing at her workstation on the pretext of covering her back. Jayanthi is very uncomfortable with his behaviour. Her colleagues at the workplace ridicule Jayanthi and mock her for the 'special treatment' by her supervisor. They often gossip about her and Varghese.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, the physical touching by Varghese is unwelcome and sexual in nature. The gossip, which is based on Varghese's behaviour towards Jayanthi at the workplace, is creating a hostile work environment for Jayanthi.



SCENARIO EXAMPLE 2

Sukhi is a daily wage labourer working at a construction site. Every day at lunch time, Sukhi sits under the shade of the tree to feed her 16-month old baby. She finds Jaswinder, a worker, staring at her from the distance. Sukhi feels uncomfortable and asks Jaswinder to stay away from her while she's feeding the baby. However, Jaswinder persists and always finds a place near her. The group of fellow construction workers now **constantly catcall and whistle** at Sukhi every time she walks their way to refill the cement or mortar. When she questions them, they tell her they are only joking amongst themselves.

What is a Hostile Workplace Environment Sexual Harassment?

Ogling, stalking and gossiping against Sukhi in the above example constitute a hostile work environment, a form of workplace sexual harassment.

SCENARIO EXAMPLE 3

Sumedha is a Captain with the Indian Army. She has refused an offer made by a Senior Officer for a relationship. Sumedha has kept quiet about this experience, but thanks to the rumour-mongering by the Senior Officer, she has acquired a reputation of being a woman of 'easy virtue'. Now she is being *subjected to repeated advances* by three of her senior officer colleagues. When she turns around and protests, *she is singled out for additional physical training*.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, Sumedha's refusal to the sexual advances of her Senior Officer, leads to her being subjected to rumours, gossip, character assassination, unwelcome sexual advances by other officers, and arbitrary disciplinary action. This constitutes Hostile Work Environment form of workplace Sexual Harassment.

SCENARIO EXAMPLE 4

Asha is a researcher at a media agency led by Dr. Purshottam, a well-known journalist.

In the first few months of Asha's employment, Dr. Purshottam is very pleased with her work and publicly appreciates her. Soon after, Dr. Purshottam frequently summons Asha to his office on the pretext of work and makes verbal sexual advances and sexually coloured remarks to her. He brushes aside her protests by saying that they would not be able to work as a team unless she interacted closely with him and they both got to know each other well. However, once she categorically rebuffed his sexual advances, he has stopped. Now he **ridicules her work** and **humiliates** her in the presence of colleagues and the staff. He **discriminates** against her by allotting projects to her and then arbitrarily withdrawing the work.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, the workplace actions are a result of Asha rebuffing the unwelcome, sexual advances of Dr. Purshottam and this constitutes hostile work environment form of workplace sexual harassment.

This section has listed and illustrated some of the behaviours that constitute the five parameters of workplace sexual harassment, viz., sexual, subjective, unwelcome, impact and power. This becomes the basis of the key elements of the Act, Prevention, Prohibition and Redress.

Prevention and Prohibition

“The meaning and content of fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of gender equality...”

Late Justice J.S. Verma

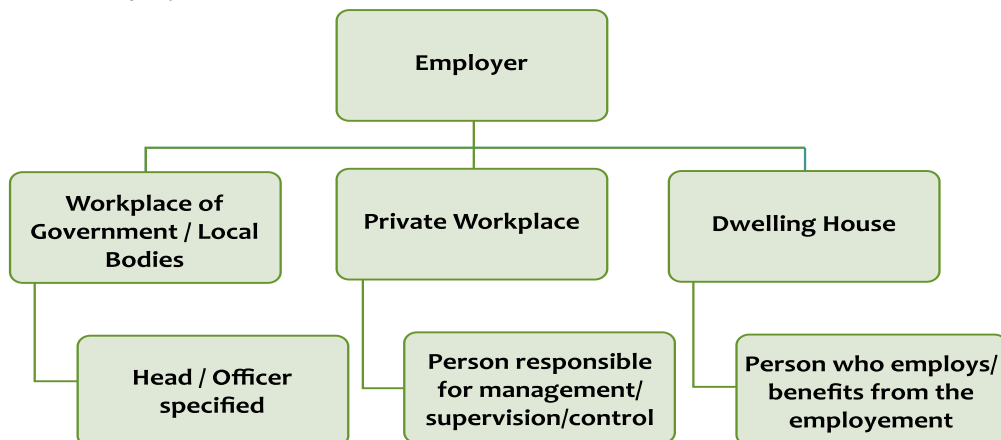
This section describes those who are both responsible and accountable to prevent workplace sexual harassment in compliance with the Act. It also highlights the role of workplaces in prohibiting workplace sexual harassment through an effectively communicated policy.

3.1 PREVENTIVE AUTHORITIES

3.1.1 WHO IS AN EMPLOYER?

An employer refers to:

1. The head of the department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the Appropriate Government or local authority or such officer specified in this behalf.
2. Any person (whether contractual or not) responsible for the management, supervision and control of a designated workplace not covered under clause (i).
3. A person or a household who employs or benefits from the employment of domestic worker or women employees.



3.1.2 WHO IS AN APPROPRIATE GOVERNMENT?

As per the Act, Appropriate Government means:

- i. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—
 - a. By the Central Government or the Union Territory administration, the Central Government;
 - b. By the State Government, the State Government;
- ii. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government.

3.2 WHO IS A DISTRICT OFFICER (DO)?

State Governments will notify a District Magistrate/Additional District Magistrate/ Collector/ Deputy Collector as a District Officer at the local level. The District Officer will be responsible for carrying out the powers and functions under the Act at the district levels (including every block, taluka, tehsil, ward, and municipality).

3.3 RESPONSIBILITIES OF THE AFOREMENTIONED AUTHORITIES

Under the law the employer/DO is obliged to create a workplace free of sexual harassment. It is the responsibility of the Employer/District Officer in general to:

1. Create and communicate a detailed policy;
2. Ensure awareness and orientation on the issue;
3. Constitute Complaints Committee/s in every workplace and district so that every working woman is provided with a mechanism for redress of her complaint(s);
4. Ensure Complaints Committees are trained in both skill and capacity;
5. Prepare an annual report and report to the respective state government;
6. District Officer will also appoint a nodal officer to receive complaints at the local level.

3.2.1 Complaints Committee/s

The Act provides for two kinds of complaints mechanisms: Internal Complaints Committee (ICC) and Local Complaints Committee (LCC). All Complaints Committees must have 50 per cent representation of women. ICC or LCC members will hold their position not exceeding three years from the date of their nomination or appointment.

1) Internal Complaints Committee (ICC)

Every employer is obliged to constitute an ICC through a written order. The ICC will be composed of the following members:

No	Member	Eligibility
1.	Chairperson	Women working at senior level as employee; if not available then nominated from other office/units/ department/ workplace of the same employer
2.	2 Members (minimum)	From amongst employees committed to the cause of women/ having legal knowledge/experience in social work
3.	Member	From amongst NGO/associations committed to the cause of women or a person familiar with the issue of Sexual Harassment

Where the office or administrative units of a workplace are located in different places, division or sub-division, an ICC has to be set up at every administrative unit and office.

ICC/LCC ARE MANDATORY

The employee who had a fundamental right to a workplace free of sexual harassment, had complained about sexual harassment. According to the Court, had the organisation complied with the Vishaka Guidelines and set up such a Complaints Committee, the preventative benefit would have been three-fold:

1. Ensured a place where women employees could seek redress;
2. Sent a clear message to the workplace that such complaints would be enquired into by a specially designated committee with external expertise;
3. Prevented a series of litigation that followed.

Hence, the Madras High Court awarded Rs. 1.68 crores in damages to an employee for the non-constitution of a Complaints Committee by the employer, as per the Vishaka Guidelines (at the time of the complaint, the Sexual Harassment of Women at Workplace Act 2013 had not been enacted).

Ms. G v. ISG Novasoft Technologies Ltd. Madras High Court (CrI.R.C.No.370 of 2014 order dated 02.09. 2014. Original Petition No.463 of 2012

2) Local Complaints Committee (LCC)

The District Officer will constitute an LCC in every district so as to enable women in the unorganised sector or small establishments to work in an environment free of sexual harassment. The LCC will receive complaints:

1. From women working in an organisation having less than 10 workers;
2. When the complaint is against the employer himself;
3. From domestic workers.

No	Member	Eligibility
1.	Chairperson	Nominated from amongst the eminent women in the field of social work and committed to the cause of women
2.	Member	Nominated from amongst the women working in the block, taluka or tehsil or ward or municipality in the district
3.	2 Members	Nominated from amongst such NGO/associations/persons committed to the cause of women or familiar with the issues relating to sexual harassment, provided that: <ul style="list-style-type: none"> • At least one must be a woman • At least one must have a background of law or legal knowledge
4.	Ex Officio member	The concerned officer dealing with social welfare or women and child development in the district

*One of the nominees shall be a woman belonging to the SC/ST/OBC/Minority community notified by the Central Government.

3) External Members on the Complaints Committee/s

The Act refers to external members, which generally means persons who have expertise with the issue of sexual harassment. Given the largely intangible nature of workplace sexual harassment, there are a range of complexities involved in responding effectively to workplace sexual harassment complaints. For this reason, external third party/ members on the Complaints Committee/s (from civil society or legal background) should possess the following attributes:

1. Demonstrated knowledge, skill and capacity in dealing with workplace sexual harassment issues/complaints;
2. Sound grasp and practice of the legal aspects/implications.

Such expertise will greatly benefit Complaints Committees in terms of fair and informed handling of complaints to lead to sound outcomes. These external third party members shall be paid for their services on the Complaints Committees as prescribed.

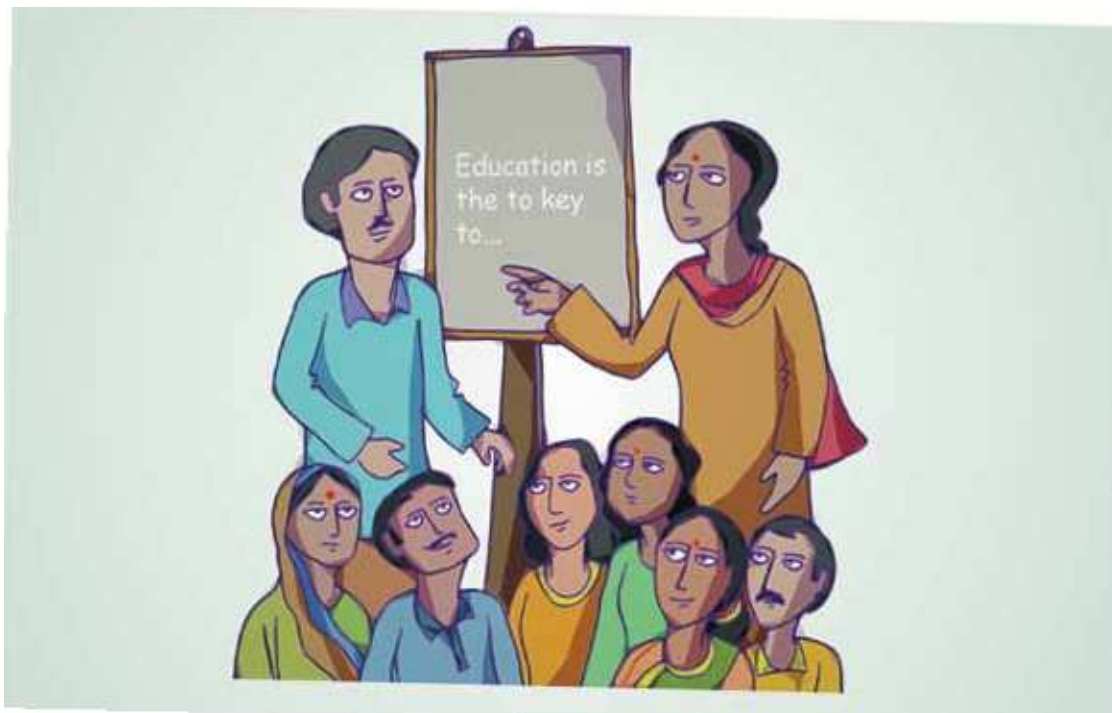
Criteria for the External Member

A 'person familiar with issues relating to women' would mean such persons who have expertise in issues related to sexual harassment and may include any of the following:

- At least 5 years of experience as a social worker, working towards women's empowerment and in particular, addressing workplace sexual harassment;
- Familiarity with labour, service, civil or criminal law.

3.2.2 Sexual Harassment at Workplace Policy

Employers/District Officers are responsible for complying with prohibition, prevention and redress of workplace sexual harassment. In practice, this means having a policy that: (1) prohibits unwelcome behaviour that constitutes workplace sexual harassment; (2) champions prevention of workplace sexual harassment through orientation, awareness and sensitization sessions; and (3) provides a detailed framework for redress.



3.2.3 Dissemination of Information and Awareness Generation

Employers/ District Officers have a legal responsibility to:

1. Effectively communicate a policy that prohibits unwelcome behaviour that constitutes workplace sexual harassment, and provides a detailed framework for prevention, and redress processes.
2. Carry out awareness and orientation for all employees.
3. Create forums for dialogue i.e. Panchayati Raj Institutions, Gram Sabhas, Women's Groups, Urban Local Bodies or like bodies, as appropriate.
4. Ensure capacity and skill building of Complaints Committees.
5. Widely publicize names and contact details of Complaints Committee members.

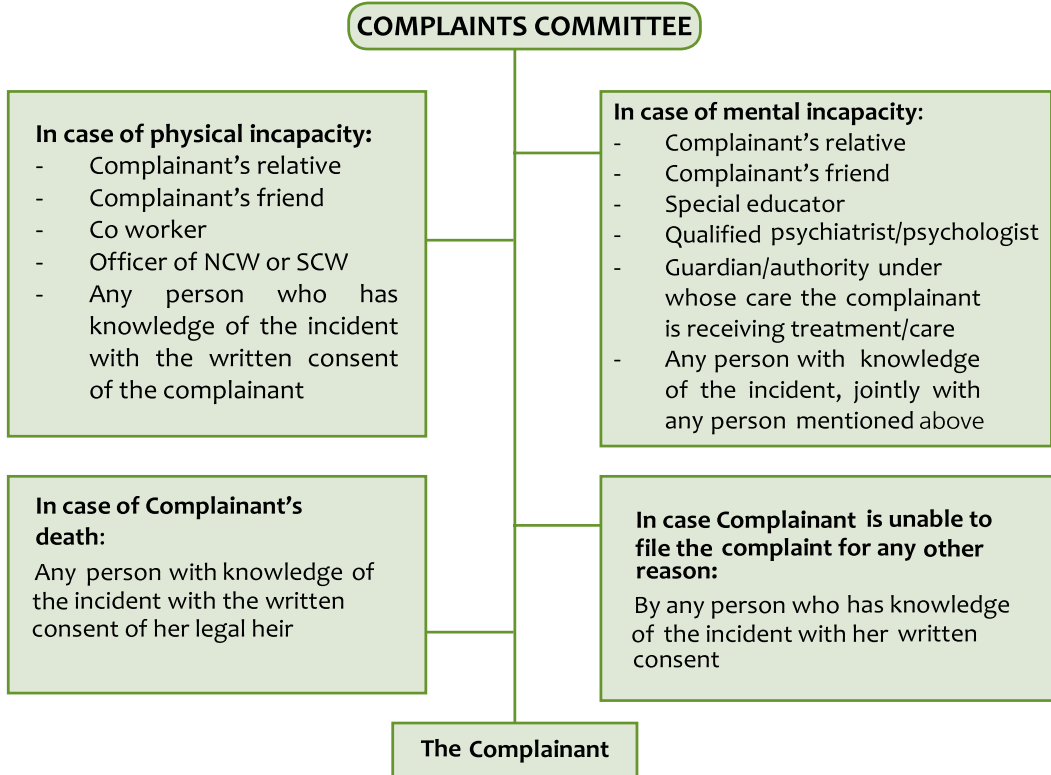
Redress

“...the time has come when women must be able to feel liberated and emancipated from what could be fundamentally oppressive conditions against which an autonomous choice of freedom can be exercised and made available by women. This is sexual autonomy in the fullest degree”

Late Chief Justice J.S. Verma, Justice Verma Committee Report, 2013

This section is about Redress. It provides helpful information on who can complain, to whom, and what a complaint should contain. It also gives information and lays out the steps involved when a complaint has reached the Complaints Committee, in terms of the process, findings and recommendations.

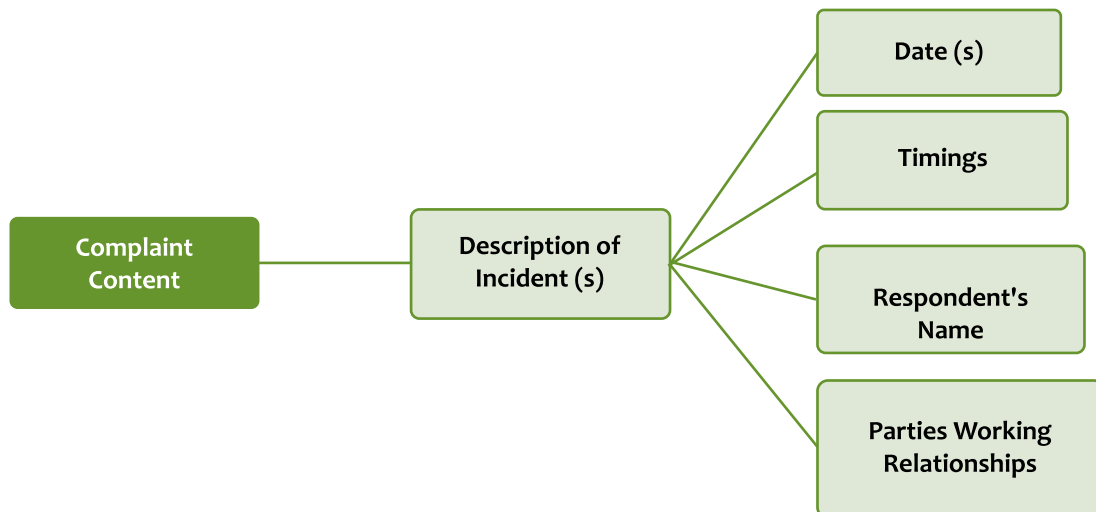
4.1 WHO CAN COMPLAIN AND WHERE?



Generally, where there are less than ten workers, any woman employee can complain to the Local Complaints Committee with the support of the Nodal Officer, when required. It is the responsibility of the District Officer to designate a person as the Nodal Officer in every block, taluka and tehsil in rural or tribal areas and wards or municipalities in the urban areas, to receive the complaints of workplace sexual harassment from women. The Nodal Officer will forward all such complaints within seven days of its receipt to the concerned Complaints Committee for appropriate action. In most other workplaces, a woman employee can make a complaint to the Internal Complaints Committee.

4.2 WHAT SHOULD THE COMPLAINT CONTAIN?

The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties. A person designated to manage the workplace sexual harassment complaint is required to provide assistance in writing of the complaint if the complainant seeks it for any reason.



4.3 WHAT CAN AN EMPLOYEE/WORKER EXPECT?

When it comes to redress for workplace sexual harassment, employee/worker has a right to expect -a **trained, skilled** and **competent** Complaints Committee, a time bound process, information confidentiality, assurance of non-retaliation, counselling or other enabling support where needed and assistance if the complainant opts for criminal proceedings.

4.3 A. RIGHTS OF THE COMPLAINANT

- An empathetic attitude from the Complaints Committee so that she can state her grievance in a fearless environment
- A copy of the statement along with all the evidence and a list of witnesses submitted by the respondent

- Keeping her identity confidential throughout the process
- Support, in lodging FIR in case she chooses to lodge criminal proceedings
- In case of fear of intimidation from the respondent, her statement can be recorded in absence of the respondent
- Right to appeal, in case, not satisfied with the recommendations/findings of the Complaints Committee

4.3 B. RIGHTS OF THE RESPONDENT

- A patient hearing to present his case in a non-biased manner
- A copy of the statement along with all the evidence and a list of witnesses submitted by the complainant
- Keeping his identity confidential throughout the process
- Right to appeal in case not satisfied with the recommendations/findings of the Complaints Committee

4.4 KEY RESPONSIBILITIES

To effectively address workplace sexual harassment complaints, a Complaints Committees must first be aware of their key responsibilities, some of which are highlighted below:

1. Be thoroughly prepared
2. Know the Act, Policy and/or relevant Service Rules
3. Gather and record all relevant information
4. Determine the main issues in the complaint
5. Prepare relevant interview questions
6. Conduct necessary interviews
7. Ensure parties are made aware of the process and their rights/responsibilities within it
8. Analyse information gathered
9. Prepare the report with findings/recommendations

4.5 KNOWLEDGE, SKILLS, TRAINING

Dealing with workplace sexual harassment complaints is often complex. Hence Complaints Committee/s must possess critical skills/capacity to effectively carry out their role. That includes a sound grasp of the Act, Vishaka Guidelines, applicable Service Rules, relevant laws and an understanding of workplace sexual harassment and related issues. Complaints Committee skills must include an ability to synthesise information i.e. relevant documents, the law and interviews. They should also be able to communicate effectively, write clearly, listen actively and conduct interviews. They should be competent at showing empathy, being impartial and being thorough. They should be able to identify sexual harassment and its impact.

A Complaints Committee/s is required to be trained in both **skill** and **capacity** to carry out a fair and informed inquiry into a complaint of workplace sexual harassment. An absence of such training will lead to unequal and unfair results, which can cost employers, employees, complainants as well as respondents.

FAIR AND INFORMED INQUIRY

Within 6 months of joining The Statesman newspaper, Rina Mukerhjee lost her job. While the company alleged that her work was “tardy” and “lacking in quality” it suppressed Rina’s complaint of sexual harassment against the news coordinator, Ishan Joshi. Within her first month of work, Rina had taken her complaint directly to the Managing Director, Ravinder Kumar. Time passed, nothing happened and Rina was fired. In a rare display of social context insight and clarity, the Industrial Tribunal (West Bengal) rejected the Statesman’s claim that Rina only referred to “professional” harassment in her complaint to Mr. Kumar. In the Tribunal’s view, Mr. Kumar’s failure to dig deeper was clearly suspect- “... it becomes clear that there was no Committee on Sexual Harassment, as per the Honb’le Supreme Court’s direction in Vishaka vs State of Rajasthan, existing in The Statesman, at that relevant time. ...to expect-the lady workman to file a written complaint and not to believe the same, when it has been filed ‘at a later date’ is sheer bias.” The Statesman was ordered to reinstate Rina and grant her full back wages.

M/s The Statesmen Ltd. and Smt. Rina Mukherjee. Order of K.K. Kumai, Judge, dated 06.02.2013, Fourth Industrial Labour Tribunal (West Bengal)

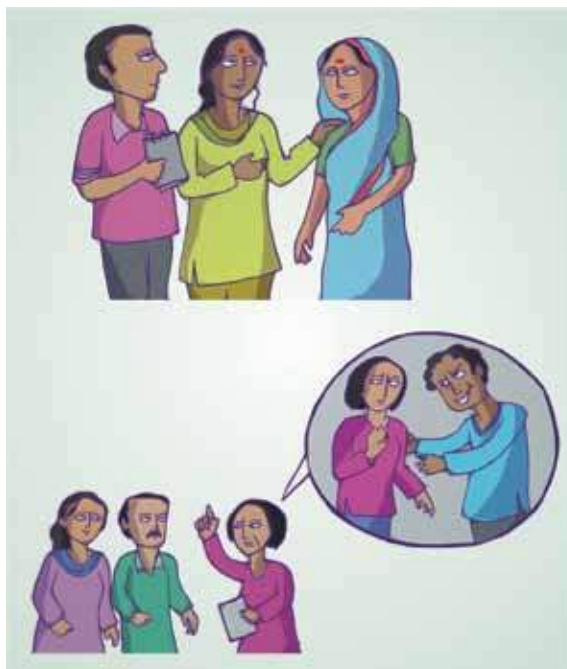
4.6 DO’S AND DON’TS FOR COMPLAINTS COMMITTEE

DO’S

1. Create an enabling meeting environment.
2. Use body language that communicates complete attention to the parties.
3. Treat the complainant with respect.
4. Discard pre-determined ideas.
5. Determine the harm.

DON’TS

1. Get aggressive.
2. Insist on a graphic description of the sexual harassment.
3. Interrupt.
4. Discuss the complaint in the presence of the complainant or the respondent.

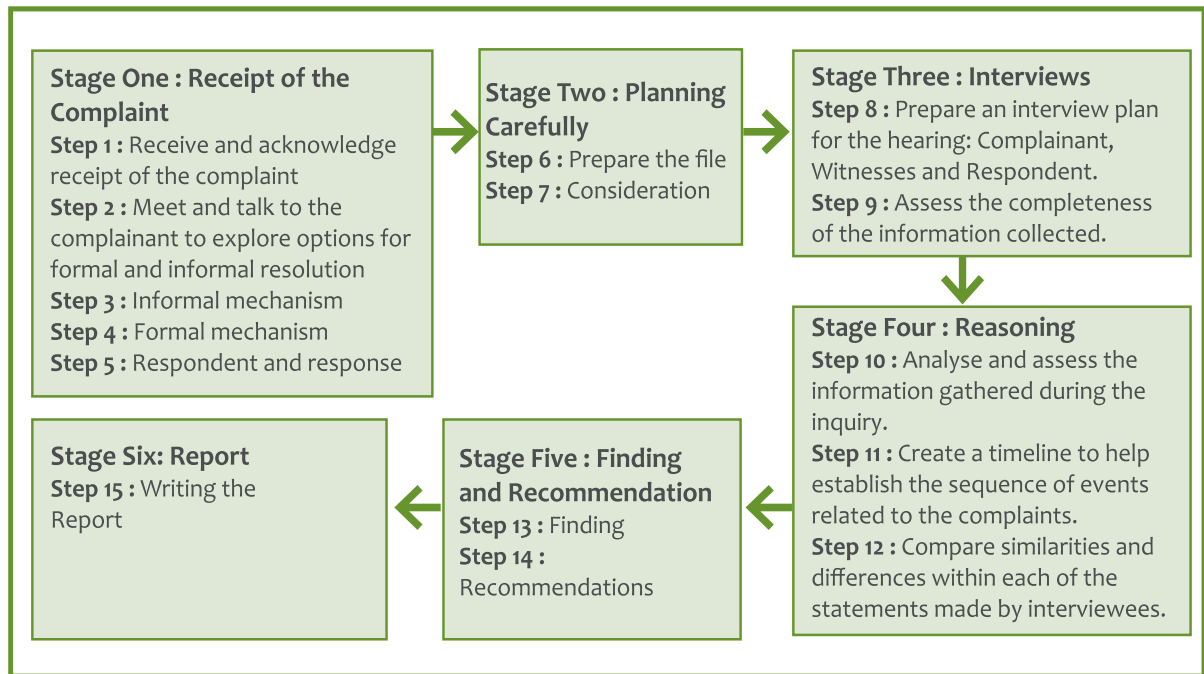


4.7 NON-NEGOTIABLES DURING THE INQUIRY PROCESS

During a redress process the Complaints Committee/s are required to assure confidentiality, non-retaliation and recommend interim measures as needed to conduct a fair inquiry.

4.8 THE SEXUAL HARASSMENT COMPLAINT PROCESS

The Complaints Committee/s needs to have information on the six stages (including fifteen steps), detailed below, for addressing a complaint of workplace sexual harassment.



STAGE ONE: RECEIPT OF THE COMPLAINT

A fair, prompt, and impartial inquiry process starts with a Complaints Committee capable of creating an environment of trust and confidence throughout the inquiry.

Step 1 : Receive and Acknowledge Receipt of the Complaint

The complainant submits a sexual harassment complaint in writing within three months of the last alleged incident to the Complaints Committee or any other person designated by the organization/ District Officer (i.e. Nodal Officer) to receive and manage complaints of sexual harassment.

Training and Skill Building : An Institutional Responsibility

It is important that both the Committee and any other person designated by the organization/ District Officer to receive or otherwise handle a sexual harassment complaint has there quired competency and skill building training formanaging a complaint and/or any concern related to workplace sexual harassment.

Upon receipt, the complaint should be reviewed for:

1. In the context of workplace that the sexual harassment complaint is to be met with under the Act, such as, Service Rules, Workplace Policy, Vishaka Guidelines and related laws.
2. Clarity in the complaint.
3. Additional information needed from the complainant.

The complainant will be notified in writing to acknowledge receipt.

Elements of the Behaviour

The complaint needs to satisfy the following elements:

- 1** The respondent displayed a potentially improper and/or offensive conduct which may come within workplace sexual harassment;
- 2** The behaviour was directed at the complainant;
- 3** The complainant experienced harm.
- 4** The behavior occurred in the workplace or at any location/any event related to work

Step 2: Meet and Talk to the Complainant to Explore Options for Formal and Informal Resolution

The complainant needs to be informed about the ensuing process and the informal or formal options available for the redress.

Step 3: Informal Mechanism

If the complainant chooses to adopt the informal process to resolve her complaint/experience of workplace sexual harassment, then it is the responsibility of the person designated to receive and manage the Complaints Committee to explore enabling ways to address the complaint. This can include counselling, educating, orienting, or warning the respondent to promptly stop the unwelcome behaviour or appointing a neutral person to act as a conciliator between the parties to resolve the complaint through conciliation.

However, before recommending conciliation, the Committee must assess the severity of the situation and if necessary, advise and enable the complainant to opt for the formal route. At no point, the Complaints Committee will advise the complainant to resolve the matter directly with the respondent. Where such an informal process is successful, such resolution is to be recorded by the conciliator and forwarded to the ICC/LCC who in turn will forward the same to the employer/District Officer for further action based on the resolution. Employers/District Officers are responsible for taking steps to ensure that the complainant is not subject to any backlash.

The choice of a formal process rests with the complainant even if the person responsible for managing the complaint believes that this can be resolved through an informal process.

Step 4: Formal Mechanism

1. If the complainant opts for formal redress, or the nature of the complaint is serious which calls for formal redress, then the Complaints Committee responds to the complaint.

2. Complaints Committee/s members must be free of any conflict of interest with either the concerned parties or with the outcome.
3. Ensure that the independent third party member has sound knowledge, skill, and experience in dealing with workplace sexual harassment complaints.

Step 5: Respondent and Response

1. As per the procedure provided in the Service Rule; or in absence of the same
2. Within seven days of receiving a complaint, the Complaints Committee will inform the respondent in writing that a complaint has been received.
3. The respondent will have an opportunity to respond to the complaint in writing within ten days thereafter.

STAGE TWO: PLANNING CAREFULLY

Step 6: Prepare the File

A sound inquiry relies on sound preparation. This includes taking into account the following steps:

1. Documentation

Create an independent confidential file of the complaint and all subsequent related documentation.

2. Review Law & Policy

Have a clear knowledge and understanding of the Act/Rules as well as the relevant Service Rules, Workplace Policy, Vishaka Guidelines, existing practices and related laws.

3. Make a List

Make a list of all the dates and events relating to the written complaint as well as the names of witnesses, where applicable.

Relevant Witnesses

The complaint may include the names of people believed to have witnessed the alleged incidents or those who may have been aware of other information directly related to the complaint. The respondent may also include the names of witnesses. In addition, the Complaints Committee also has the discretion to call any person as a witness, who it believes, has something to contribute to the inquiry process.

4. Supporting Documents

Obtain and review all supporting documents relevant to the complaint, including those presented by the complainant and the respondent.

5. Act Quickly

Create a plan. This can be used as an initial checklist to ensure that all of the critical elements are covered. It includes:

- a. The names of the parties and witnesses to be interviewed
- b. Any documentary support that needs to be examined
- c. Timeline

Preparing the Plan - Key Elements to Consider

1. Defining the Issues

What is the complaint

Questions or points that require clarification

2. Determining a violation of the Policy/Act

What information is needed to determine that there has been a violation

3. Logistics

Venue for conducting the interviews. Are special logistics required

Creating timelines for each

4. Critical Information

What documents need to be looked at

Witnesses to be questioned and in what order

5. Areas of Questioning

Questions for each specific incident and party/witness

Questions for each particular issue

Issues likely to require follow-up

Step 7: Consideration

1. Interim Measures

While a complaint is pending inquiry, a complainant can make a written request for her transfer or the transfer of the respondent, or for leave (upto 3 months). She can also request the Complaints Committee to restrain the respondent from reporting on her work performance or writing her confidential report or supervising her academic activities (in case she is in educational institution). Even in the absence of such a request, the Complaints Committee must take corrective action. It is essential to take these actions in order to prevent potential *ongoing sexual harassment*.

2. Support

Maintain clear, timely communication with the parties throughout the process. Provide complainants with any specific assistance they may require, such as counselling, addressing health-related concerns or sanctioning of leave.

STAGE THREE: INTERVIEWS

Step 8: Prepare an Interview Plan for the Hearing: Complainant, Witnesses, Respondent

1. Based on the results of the previous steps and before conducting interviews, the Complaints Committee should decide which issues need to be pursued for questioning.
2. Interviews are meant to obtain information that is relevant to the complaint from individuals.
3. Interviews should be conducted with each person *separately and in confidence*. *The complainant and the respondent should not be brought face to face with each other.*

Interviewing Tips

1. Introduction

Questioning the parties and witnesses in a situation of workplace sexual harassment is a sensitive task. The Complaints Committee must therefore proceed with empathy, while appreciating at times, a different version of the facts.

2. Questioning

Determine beforehand the following:

- Date, time, place and order of interviews
- Questions and their order
- Time for each interview

Generally rely on questions related to **who, what, where, when and how**. Remember:

- Questions ought to be clear and focused.
- Obtain as much information as possible through the interview.
- Do not share information gathered from other sources.

3. Choose an Appropriate Location

To create trust, comfort and openness

4. Explain the Interview Process

Explain how the interview will be conducted and what is expected

5. Records of the Interview

Take notes and explain the need for a proper record

6. Manage the Interview

The Chairperson of the Complaints Committee is responsible for ensuring the interviews are correctly carried out and due process followed

7. Sign Statements

At the conclusion of the interview, have those interviewed, sign and date statements made and recorded before the Complaints Committee



Step 9: Assess the Completeness of the Information Collected

At this stage, the Complaints Committee should review the information gathered and their factual relevance to each aspect of the complaint. This will help determine whether there is enough information to make a finding on the complaint.

STAGE FOUR: REASONING

Step 10: Once the information and review is complete, the Complaints Committee will make its reasoned finding(s), which involves having to:-

- Identify the substance of each aspect of the complaint.
- Determine, whether or not, on a **balance of probability**, the unwelcome sexual harassment took place.
- Check that such behaviour/conduct falls within the definition of sexual harassment set out in the relevant Act/Rules, Policy, Service Rules or law.
- Comment on any underlying factor(s) that may have contributed to the incident.

Step 11: Create a timeline to help establish the sequence of events related to the complaint.

Step 12: Compare similarities and differences within each of the statements made by the interviewees.

STAGE FIVE: FINDING AND RECOMMENDATION

Step 13: Finding

Based on the above, the Complaints Committee must arrive at a finding of whether the complaint is upheld, not upheld or inconclusive.

Provided, where both the parties are employees, before finalising the findings, the ICC/LCC shall share its finding with both the parties and provide them an opportunity to make representation against it before the Committee.

Step 14: Recommendations

Based on its findings, the Complaints Committee shall then make appropriate recommendations which may include:

1. Where the Complaints Committee is unable to uphold the complaint, it shall recommend no action.
2. Where the Complaints Committee upholds the Complaint, it may recommend such action as stated within the relevant Policy or Service Rules, which may include a warning to terminate.

In case service rules do not exist, recommended action may include:

- Disciplinary action, including a written apology, reprimand, warning, censure;
- Withholding promotion/ pay raise/ increment;
- Termination;
- Counselling;
- Community service.

3. The Complaints Committee may also recommend financial damages to the complainant, while deciding the amount they shall take into consideration:

- Mental trauma, pain, suffering and emotional distress caused;
- Medical expenses incurred;
- Loss of career opportunity;
- Income and financial status of the respondent.

If the amount is not paid it can be recovered as an arrear of land revenue.

4. The Complaints Committee can also give additional recommendations to address the underlying factors contributing to sexual harassment at the workplace.

STAGE SIX: REPORT**Step 15: Writing the Report**

The Complaints Committee will prepare a final report that contains the following elements:

- A description of the different aspects of the complaint;
- A description of the process followed;
- A description of the background information and documents that support or refute each aspect of the complaint;
- An analysis of the information obtained;
- Findings as stated above;
- Recommendations.

An inquiry must be completed within 90 days and a final report submitted to the Employer or District Officer (as the case may be) within ten days thereafter. Such report will also be made available to the concerned parties. The Employer or District Officer is obliged to act on the recommendations within 60 days. Any person not satisfied with the findings or recommendations of the Complaints Committee or non-implementation of the recommendations, may appeal in an appropriate court or tribunal, as prescribed under the Service Rules or where no such service rules exist, in such manner as may be prescribed.

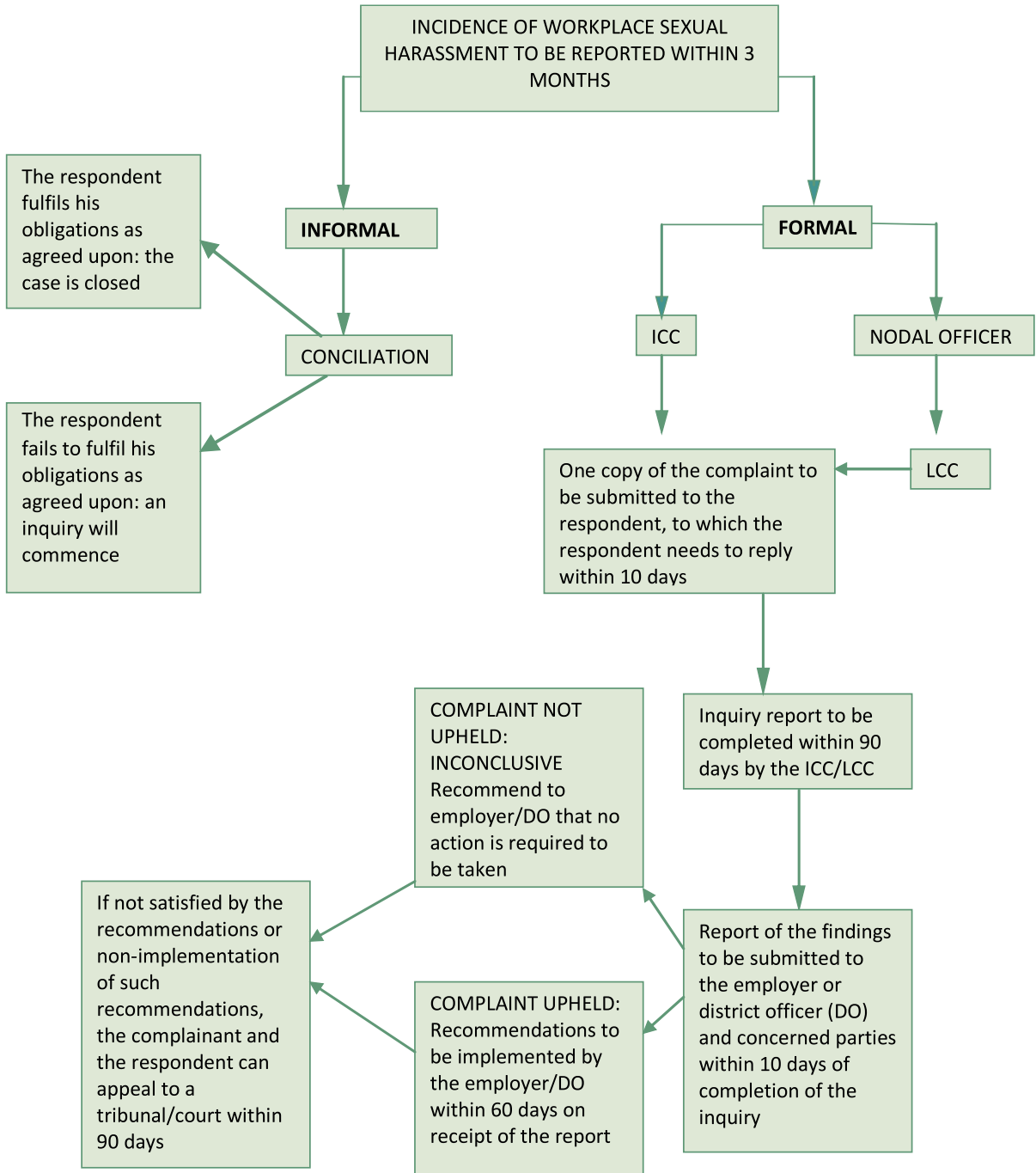
Given that most workspaces today are gender unequal and male-dominated, it is important that complaints by women be treated fairly and not dismissed. The mere inability to substantiate a complaint or provide adequate proof will not attract legal action against the complainant. However, making a false or malicious complaint or producing a forged or misleading document is an offence.

4.9 AT A GLANCE

1) Complaints Committee's Checklist

- Review the written complaints and response to complaints
- Review the applicable policy, the Act/Rules, Vishaka Guidelines and other relevant laws
- Develop a plan
- Meet with the complainant
- Meet with the respondent
- Meet with the witnesses
- Record statements and have them dated and signed
- Review and adapt the plan, as needed
- Proceed with further interviews, as needed
- Analyze all the facts to develop reasoning
- Arrive at the findings
- Give recommendations
- Prepare the report
- Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping.

INQUIRY PROCESS AT A GLANCE





2) Timelines as per the Act

Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

3) Confidentiality

The Act prohibits the publication or making known the contents of a complaint and the inquiry proceedings. Any breach of confidentiality will result in specific consequences.

The Act prohibits the disclosure of:

- Contents of the complaint;
- Identity and address of complainant, respondent and witnesses; Information pertaining to conciliatory/inquiry proceedings or recommendations of the ICC/LCC;
- Action taken by the employer/DO.

Accountability: Any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action taken under the provisions of this Act.

Consequences: As per the Service Rules or Rs.5,000/ to be collected by the employer.

Exception: Dissemination of information regarding the justice secured without disclosure of name, address, identity and particulars of complainant or witnesses.

Section 4 completes the details of the Complaints Committee process in addressing formal complaints. It serves as a guideline to action in providing appropriate redress. The manner in which a complaint is addressed will make all the difference to the equal rights of working women as well as the kind of workplace culture being promoted.

Monitoring

“Vishaka was a victory for all women”
Bhanwari Devi

This section refers to ways in which application of the Act at all workplaces is monitored. Monitoring is a way to ensure compliance of the Act on the ground. As an additional means of monitoring, the Act mandates the submission of Annual Reports with specific information as well as specific consequences where compliance is lacking.

The Act authorizes Appropriate Government to monitor the implementation of the Act. As per the Act, Appropriate Government means:

- i. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly-
 - a. By the Central Government or the Union Territory administration, the Central Government;
 - b. By the State Government, the State Government;
- ii. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

Thus to monitor the Act, the Appropriate Government has the authority to undertake any of the following measures:

5.1 Inspection

In relation to workplace sexual harassment, when it is in the public interest or in the interest of women employees, every employer/District Officer can be ordered by the Appropriate Government i.e. State and Central Government, to make available any information, record or document, including opening its workplace for inspection relating to the same.

5.2 Annual Report

The Appropriate Government is entrusted with the monitoring of the implementation of this Act and for maintaining the data on the number of cases filed and disposed of under it. In particular, the Act mandates submission of an Annual Report by the ICC/LCC to the employer/District Officer.

The District Officer will forward a brief report on the annual reports to the appropriate State Government. Such reports must include the following information:

- a. No. of complaints received;
- b. No. of complaints disposed of;
- c. No. of cases pending for more than 90 days;
- d. No. of workshops/awareness programmes carried out;
- e. Nature of action taken by the employer/DO;

The Report of ICC will be forwarded to the DO through the employer.

5.3 Penalties

An employer can be subjected to a penalty of up to INR 50,000 for:

- Failure to constitute Internal Complaints Committee
- Failure to act upon recommendations of the Complaints Committee; or
- Failure to file an annual report to the District Officer where required; or
- Contravening or attempting to contravene or abetting contravention of the Act or Rules.

Where an employer repeats a breach under the Act, they shall be subject to:

- Twice the punishment or higher punishment if prescribed under any other law for the same offence.
- Cancellation/Withdrawal/Non-renewal of registration/license required for carrying on business or activities.

Monitoring is a critical yardstick to measure success in terms of compliance with the Act. Additionally, it highlights those areas, in terms of law and practice, which may require improvement and/or additional information and guidance at both the State as well as the workplace levels.

Global Norms and Good Practices

Increasing awareness and compliance with international standards is a reminder that we must not lose sight of the goal. Over the years, the international community has developed benchmarks that provide guidance on what the laws around workplace sexual harassment should look like in practice. The key benchmarks are listed below:

1. Recognition that workplace sexual harassment is a form of human rights violation.ⁱ
2. Recognition that sexual harassment is a form of gender-specific violence.ⁱⁱ
3. Equality, dignity and worth of a human person must be emphasized.
4. Gender-based violence includes sexual harassment and impairs the enjoyment by women of several basic human rights and fundamental freedoms.ⁱⁱⁱ Some of these rights include:
 - The right to life, the right to liberty and security of the person.
 - The right to equal protection under the law.
 - The right to the highest standard attainable of physical and mental health.
 - The right to just and favourable conditions of work.^{iv}
5. Eliminating violence against women and advancing women's equality includes the right to be free from workplace sexual harassment.^v
6. Legislation on violence against women should define violence to include sexual harassment. Such legislation should also recognize sexual harassment as a form of discrimination and a violation of women's rights with health and safety consequences.^{vi}
7. The International Labour Organization (ILO) has also drawn specific attention to domestic workers, who have a right to “enjoy effective protection against all forms of abuse, harassment and violence.”^{vii}

In terms of practice, international law and policy frameworks have an important role to play in encouraging the adoption of an understanding of sexual harassment as a fundamental human right and equality issue, and not just a problem for labour/employment law to solve.

Converting these concepts into practice involves constant monitoring and adapting to changing circumstances. As a start, six simple steps to keep in mind and practice in any workplace should involve the following:

1. Make sure there is a policy that has been “effectively” communicated to all workers, irrespective of whether they are paid or volunteers.
2. Display details of both informal and formal ways available to a worker to address/complain about workplace sexual harassment.
3. Undertake orientation on workplace sexual harassment for all workers in respective organizations, establishments or institutions.
4. A Complaints Committee which is trained in terms of skill and capacity is critical for building trust.
5. Encourage senior persons/leaders/supervisors or any person who can influence employment-related decisions, to become role models.
6. Men and women should be included in building a culture which no longer tolerates workplace sexual harassment.

Legally, workplace sexual harassment can no longer be dismissed as some moral transgression. The Vishaka Guidelines raised that bar, when for the first time it recognized “each incident of sexual harassment” as a violation of the fundamental right to equality. That notion has found its way into the Act, which promotes the right of women as citizens to a workplace free of sexual harassment. Complaints Committees at all workplaces are now charged with the role to ensure that the right remains intact, through a fair, informed, user-friendly process of redress.

Prioritising prevention and establishing a redress mechanism, which comprises of 50 per cent women, a woman chair and an external third party expert, is India’s innovative model in responding to working women’s experience of sexual harassment. Assuming adequate changes follow, in both law and practice to meet global benchmarks, that model can evolve into an exemplary best practice. To get there, workplaces in India today, must rise to the requirement of promoting gender equality.

ⁱ General Recommendation 12 of 1989, Committee on the Elimination of All Forms of Discrimination against Women.

ⁱⁱ General Recommendation 19 of 1992, Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

ⁱⁱⁱ Ibid.

^{iv} Article 3, Declaration on the Elimination of Violence against Women, 1993.

^v The Beijing Platform of Action drawn at the United Nations’ Women’s Conference in Beijing in 1995.

^{vi} United Nations UN Division for the Advancement of Women *Handbook for Legislation on Violence Against Women* (UN Handbook).
<http://www.un.org/womenwatch/daw/vaw/handbook/Handbook%20for%20legislation%20on%20violence%20against%20women.pdf>

^{vii} Article 5, ILO Decent Work for Domestic Workers Convention, 2011 (No. 189).





Towards a new dawn

Government of India
Ministry of Women and Child Development

Guidelines for Internal Complaint Committee



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

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मानव संसाधन विकास मंत्रालय

(विश्वविद्यालय अनुदान आयोग)

अधिसूचना

नई दिल्ली, 2 मई, 2016

विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम 2015

मि. सं. 91-1/2013 (टी. एफ. जी. एस.—विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) जिसे उक्त अधिनियम के अनुच्छेद 20 के उप-अनुच्छेद (1) से संयुक्त रूप से पढ़ा जाए उस अधिनियम 26 के अनुच्छेद (1) की धारा (जी) द्वारा प्रदत्त अधिकारों के क्रियान्वयन अनुसार विश्वविद्यालय अनुदान आयोग एतद्वारा निम्न विनियम निर्मित कर रहा है, नामतः :-

1. लघु शीर्ष, अनुप्रयोग एवं समारम्भ:- (1) ये विनियम विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम, 2015 कहलाएंगे।

(2) ये विनियम भारत वर्ष में सभी उच्चतर शैक्षिक संस्थानों पर लागू होंगे।

(3) सरकारी राजपत्र में उनके प्रकाशन की तिथि से वे लागू माने जाएँगे।

2. परिभाषाएँ:- इन विनियमों में—बशर्ते विषयवस्तु के अन्तर्गत कुछ अन्यथा जरूरी है:-

(अ) "पीड़ित महिला" से अर्थ है किसी भी आयु वर्ग की एक ऐसी महिला—चाहे वह रोजगार में है या नहीं, किसी कार्य स्थल में कथित तौर से प्रतिवादी द्वारा कोई लैंगिक प्रताड़ना के कार्य का शिकार बनी है;

(ब) "अधिनियम" से अर्थ है कार्य स्थल में महिलाओं का लैंगिक उत्पीड़न (निराकरण, निषेध एवं समाधान) अधिनियम, 2013 (2013 का 14);

(स) "परिसर" का अर्थ उस स्थान अथवा भूमि से है जहाँ पर उच्चतर शैक्षिक संस्थान तथा इसकी संबद्ध संस्थागत सुविधाएँ जैसे पुस्तकालय, प्रयोगशालाएँ, लेक्चर हॉल, आवास, हॉल, शौचालय, छात्र केन्द्र, छात्रावास, भोजन कक्षों, स्टेडियम, वाहन पड़ाव स्थल, उपवनों जैसे स्थल तथा अन्य कुछ सुविधाएँ जैसे स्वास्थ्य केन्द्र, कैन्टीन, बैंक पटल इत्यादि स्थित हैं तथा जिसमें छात्रों द्वारा उच्चशिक्षा के छात्र के रूप में दौरा किया जाता हो—जिस में वह परिवहन शामिल है जो उन्हें उस संस्थान से आने जाने के लिए, उस संस्थान के अलावा क्षेत्रीय भ्रमण हेतु

- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केन्द्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुशंसा करना;
- (एच) यदि वह किसी राज्य अधिनियम के अन्तर्गत स्थापित अथवा नियमित विश्वविद्यालय है तो उसके इस स्तर को आहरित करने के लिए उपयुक्त राज्य सरकार को सिफारिश करना;
- (आई) जैसे कि विश्वविद्यालय अनुदान आयोग अधिनियम 1956 के अन्तर्गत प्रावधान किया जाना हो तदनुसार अपने अधिकारों के अनुसार यथोचित रूप से ऐसी समयावधि के लिए दण्ड प्रदान कर सकता है जिस समय तक वह संस्थान इन विनियमों में निर्धारित प्रावधानों का अनुपालन नहीं करता है;
- (जे) इन विनियमों के अन्तर्गत आयोग द्वारा उस समय तक कार्रवाई नहीं की जाएगी जब तक कि संस्थान को अपना पक्ष प्रस्तुत करने के लिए प्रदत्त सुअवसर के आधार पर उनकी सुनवाई कर ली गई हो;

[विज्ञापन—III/4/असा./53]

जसपाल एस. संधु, सचिव, यूजीसी

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(University Grants Commission)

NOTIFICATION

New Delhi, the 2nd May, 2016

University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015

No. F. 91-1/2013(TFGS).—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:-

1. **Short title, application and commencement.**—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
 - (2) They shall apply to all higher educational institutions in India.
 - (3) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—In these regulations, unless the context otherwise requires,-
 - (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
 - (b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
 - (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;

- (d) Commission” means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) “covered individuals” are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) “employee” means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) “Executive Authority” means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) “Higher Educational Institution” (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) “Internal Complaints Committee” (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;

Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

- (j) “protected activity” includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) “sexual harassment” means-
- (i) “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-
- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks
- (d) physical contact and advances; or
- (e) showing pornography”
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) implied or explicit threat of detrimental treatment in the conduct of work;
- (c) implied or explicit threat about the present or future status of the person concerned;
- (d) creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

- (l) “student” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI;
Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;
Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;
- (m) “third Party Harassment” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;
- (n) “victimisation” means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (o) “workplace” means the campus of a HEI including-
- (a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
 - (b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
 - (c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.’

3. Responsibilities of the Higher Educational Institution- (1) Every HEI shall,-

- (a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- (b) publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- (c) organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- (d) act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- (e) publicly commit itself to a zero tolerance policy towards sexual harassment;
- (f) reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (g) create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- (h) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual

harassment, contact details of members of Internal Complaints Committee , complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC; Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- (j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;
- (l) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- (o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

3.2 **Supportive measures.**—(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.

(5) All HEIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.

(6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.

(7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.

(8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.

(9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.

(10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.

(11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.

(12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.

(13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.

(14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.

(15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.

(16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

4. Grievance redressal mechanism.—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(o);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;”

- (b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
- (c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- (d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

(2) At least one-half of the total members of the ICC shall be women.

(3) Persons in senior administrative positions in the HEI, such as Vice- Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.

(4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one –third of the members of the ICC may change every year.

(5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.

(6) Where the Presiding Officer or any member of the Internal Committee:

- (a) contravenes the provisions of section 16 of the Act; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.”

5. Responsibilities of Internal Complaints Committee (ICC) - The Internal Complaints Committee shall:

- (a) provide assistance if an employee or a student chooses to file a complaint with the police;

- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

6. The process for making complaint and conducting Inquiry – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

7. Process of making complaint of sexual harassment - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing;

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.”

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental in capacity or death.

8. Process of conducting Inquiry- (1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) **The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.**

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the

case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

9. Interim redressal-The HEI may,

- (a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

10. Punishment and compensation- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-

- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - (b) suspend or restrict entry into the campus for a specific period;
 - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - (d) award reformatory punishments like mandatory counselling and, or, performance of community services.
- (3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
 - (b) the loss of career opportunity due to the incident of sexual harassment;
 - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
 - (d) the income and status of the alleged perpetrator and victim; and
 - (e) the feasibility of such payment in lump sum or in instalments.

11. Action against frivolous complaint.—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2)

of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

12. Consequences of non-compliance.—(1) The Commission shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice: -

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956.
 - (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
 - (c) withholding any grant allocated to the institution;
 - (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
 - (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
 - (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
 - (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;
 - (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.
 - (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

[Advt.-III/4/Exty./53]

JASPAL S. SANDHU, Secy. UGC

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING

BAHADURSHAH ZAFAR MARG, NEW DELHI – 110 002

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN
HIGHER EDUCATIONAL INSTITUTIONS, 2009.

(Under Section 26 (1) (g) of the University Grants Commission Act, 1956)

Dated June, 2009.

PREAMBLE.

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

1. Title, commencement and applicability.-

1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".

1.2 They shall come into force from the date of their publication in the Official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

2. Objectives.-

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it

3 Under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. What constitutes Ragging.-?

a. Ragging constitutes one or more of any of the following acts: a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

4. Definitions. -

1) In these regulations unless the context otherwise requires, - a) "Act" means, the University Grants Commission Act, 1956 (3 of 1956); b) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year. c) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations. d) "Commission" means the University Grants Commission; e) "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils. f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district. g) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred. h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution. i) "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such

institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma. j) “NAAC” means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act; k) “State Level Monitoring Cell” means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

(2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be.

5. Measures for prohibition of ragging at the institution level:-

a) No institution or any part of it thereof, including its elements, including, but not b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

6 Measures for prevention of ragging at the institution level.-

6.1 An institution shall take the following steps in regard to admission or registration

of students; namely, a) Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full. Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus. Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.

d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioral pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.

g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.

h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent

ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.

j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.

k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.

l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.

m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.

n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.

o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.

p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.

b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.

c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.

d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.

e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely;
(i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations;
(ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti -ragging committee;(iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members ; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.(v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.

f) The institution shall set up appropriate committees, including the course-in charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.

g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such

informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.

i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.

k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.

l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.

m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.

n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organization authorized to do so.

o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same.; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.

p) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution. Such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

q) The database shall be made available by Commission to the non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

r) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.

b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

c) Every institution shall also constitute a smaller body to be known as the Anti- Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.

e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of

the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.

h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely;

a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counseling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a

mobile phone by the institution, the number of which shall be publicized among all students residing in the hostel.

c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.

d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.

e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.

f) The faculty of the institution and its non-teaching staff, which includes, but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

g) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.

h) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.

i) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.

j) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.

k) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.

l) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

m) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members or bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

n) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.

o) The Vice Chancellor of each University shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

7. Action to be taken by the Head of the institution.-

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;

- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of “Ragging”.

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

8. Duties and Responsibilities of the Commission and the Councils.-

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) In order to enable a student or any person to communicate with the Anti- Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- e) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- f) The Commission and respective council shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution through an agency approved by the Ministry of Human Resource Development, Government of India; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- g) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.

b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.

c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission that the institution has complied with the anti-ragging measures.

d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorized accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.

e) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.

f) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

9. Administrative action in the event of ragging.-

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

i. Suspension from attending classes and academic privileges.

ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.

iii. Debarring from appearing in any test/ examination or other evaluation process.

- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from 1 to 4 semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- x. Fine which may extend up to Rs.2.5 Lakh. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;

ii. in case of an order of a University, to its Chancellor.

iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

i. Withdrawal of affiliation/recognition or other privileges conferred.

ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University. Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

iii. Withholding grants allocated to it by the university, if any

iv. Withholding any grants canalized through the university to the institution.

v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental enquiry, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such action.

9.5 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations. Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (*full name of parent/guardian*) father/mother/guardian of _____, _____ (*full name of student with admission/registration/enrolment number*) _____, having been admitted to _____ (*name of the institution*), have received a copy of the UGC

Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE I
AFFIDAVIT BY THE STUDENT

I, _____ (*full name of student with admission/registration/enrolment number*)
s/o d/o Mr./Mrs./Ms. _____, having
been admitted to _____ (*name of the institution*), have
received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher
Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and
fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to
what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and
am fully aware of the penal and administrative action that is liable to be taken against
me in case I am found guilty of or abetting ragging, actively or passively, or being part
of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as
ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of
commission or omission that may be constituted as ragging under clause
3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment
according to clause 9.1 of the Regulations, without prejudice to any other criminal action
that may be taken against me under any penal law or any law for the time being in
force.

6) I hereby declare that I have not been expelled or debarred from admission in
any institution in the country on account of being found guilty of, abetting or being part
of a conspiracy to promote, ragging; and further affirm that, in case the declaration is
found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of deponent

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no
part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month),
_____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

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



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

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www.ugc.ac.in

www.antiragging.in and www.c4yindia.org



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		

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 raggars.

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_constitues_ragging.pdf

www.c4yindia.org/Home/AntiRagging

ZERO TOLERANCE POLICY IN INDIA

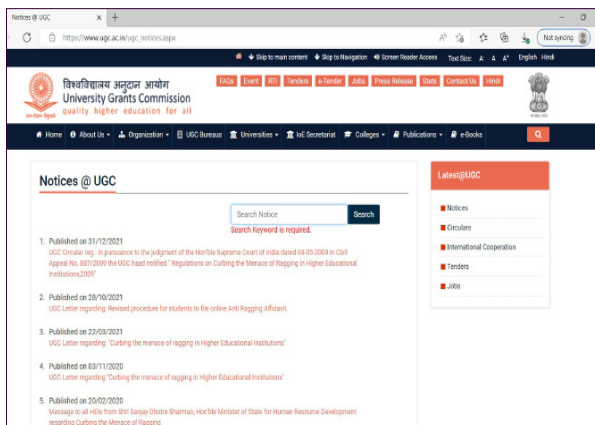
No act of ragging, major or minor, shall go unnoticed. No ragger, male or female, student or non-student, shall go unpunished. No institution that fails to take action against ragging shall be allowed to operate.

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.

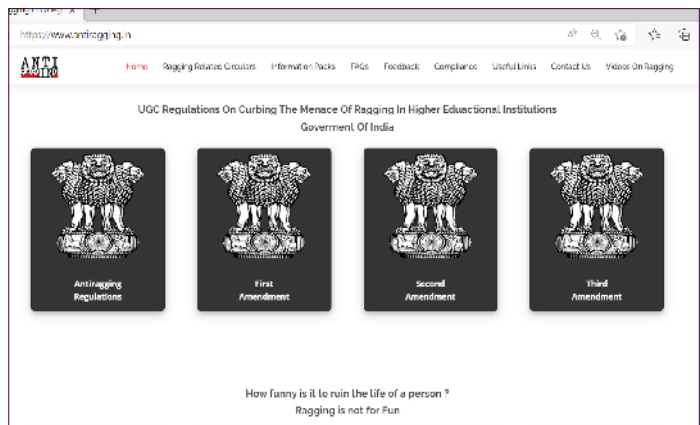
Regulatory provisions and the appropriate law are in force to eliminate ragging in all its forms from the universities, deemed universities and other higher educational institutions in the country by prohibiting, preventing its occurrence and punishing those who indulge in ragging.

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

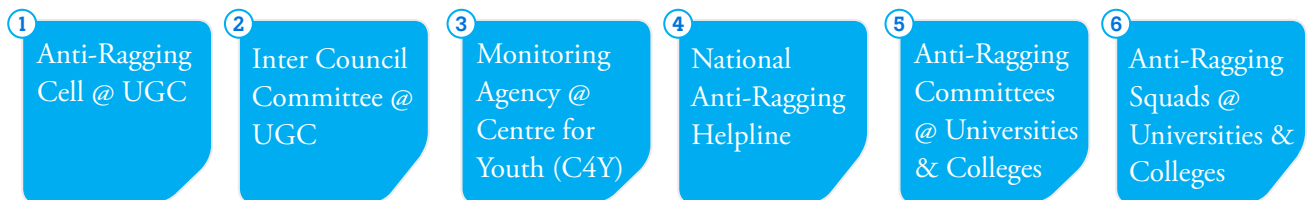
ANTI-RAGGING REGULATORY FRAMEWORK IN INDIA

▶ 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.

▶ 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

Complaint registered Before April 2022

Complaint Number

Complaint registered From April 2022

Complaint Number

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).

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

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:	
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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.

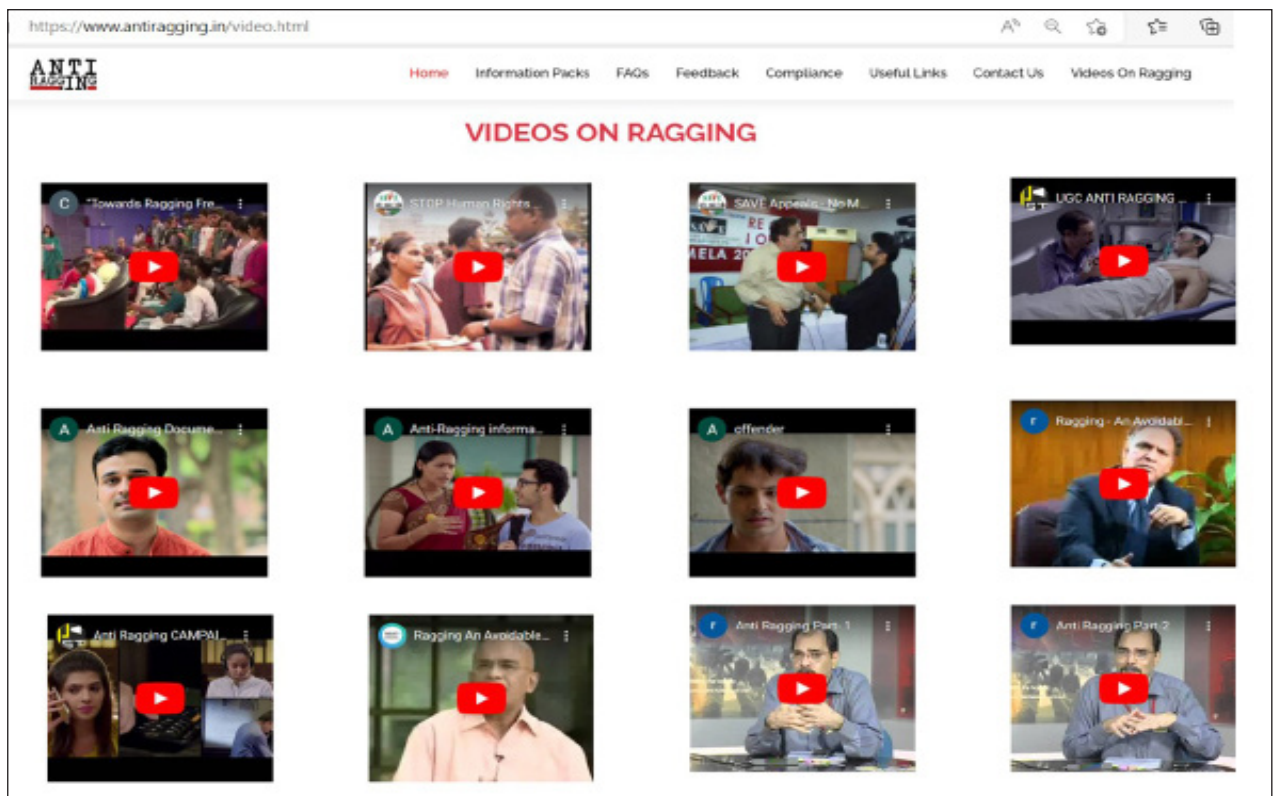
AWARENESS COLLATERALS

▶ Posters



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

▶ Videos



www.antiragging.in/video.html

▶ Frequently Asked Questions (FAQ)

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

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