

## Meeting Minutes

The 31<sup>st</sup> of August, 2017, Principal Room

Chairperson: Prof. Abdul Rayees Khan

Co-Ordinator: Dr. Abarna Roy <sup>ARoy</sup> 31.08.17

Members present: 1. Prof. Majid Nadiem Ahsan  
2. Prof. Ashok Roy. <sup>ARoy</sup>  
3. Prof. Rina Kumari <sup>RKumari</sup>  
4. Smt. Asha Marandi <sup>AMarandi</sup>

The meeting of Grievances Redressal Cell & Internal Complaint started at 1 pm under the chairmanship of Prof. Abdul Rayees Khan. The chairperson warmly welcomed the members present and continued to read out the complaint received from 3rd semester students.

Item - 1 Nature of Grievance- Vehicle Parking

Resolution- The members of the meeting discussed and assigned Prof. Majid Nadiem Ahsan and Prof. Ashok Kumar Roy to survey the parking area and handle the case immediately with the security guards.

After discussing the issue, the meeting is concluded with the vote of thanks by the chairperson.



## Meeting Minutes

The 21<sup>st</sup> of June, 2018 Principal Room

Chairperson: Prof. Abdul Rayees Khan

Co-Ordinator: Dr. Abarna Roy ~~21.06.18~~  
21.06.18

Members present: 1. Prof M. N. Ahsan ~~m.n.ahsan~~  
2. Prof. Ashok Kumar Roy ~~21.06.18~~  
3. Prof Rina Kumari ~~Rina Kumari~~  
4. Smt. Asha Marandi ~~Asha Marandi~~  
21.6.18

The meeting of Grievances Redressal Cell and Internal Complaint started at 1:30 pm under the Chairmanship of Prof. Abdul Rayees Khan. The chairperson warmly welcomed the members present and continued to read out the complaint received from 1<sup>st</sup> semester students.

Nature of Grievance - Inadequate lightning in room no. 204 classroom.

Resolution: As it cannot be solved directly by the Cell Committee, it was discussed to put off the case before the earliest faculty meeting in order to take remedial measures.

After discussing the issue, the meeting is concluded with the vote of thanks by the Chairperson.



## Meeting Minutes

The 15<sup>th</sup> of July, 2019, Principal Room

Chairperson: Prof. Abdul Rayees Khan

Co-Ordinator: Dr. Abarna Roy ~~15.07.19~~

Members present: 1. Prof. M. N. Ahsan

2. Prof. Ashok Kumar Roy

3. Prof. Rina Kumari

4. Smt. Asha Marandi

The meeting of Grievances Redressal Cell and Internal Complaint started at 11:00 am under the Chairmanship of Prof. Abdul Rayees Khan. The chairperson warmly welcomed the members present and continued to read out the complaint received from 5<sup>th</sup> semester students.

Nature of Grievance - Unhygienic toilet.

Resolution: The members of the meeting decided to take action regarding water condition as soon as possible for necessary actions and assigned Dr. Abarna Roy and Prof. Rina Kumari to deal with the cleanliness.

After discussing the issue, the meeting is concluded with the vote of thanks by the Chairperson.



## Meeting Minutes

The 5<sup>th</sup> of February, 2020, Principal Room

Chairperson: Prof. Abdul Rayees Khan

Coordinator: Dr. Abarna Roy <sup>ARoy</sup> 05/02/20

Members present : 1. Prof. M. N. Ahsan m.d.s  
2. Prof. Ashok Kr. Roy <sup>ARoy</sup> 05/02/20  
3. Prof. Rina Kumari <sup>RKumari</sup> 5/2/20  
4. Smt. Asha Marandi <sup>Asha Marandi</sup> 5/2/20

The meeting of Grievances Redressal Cell and Internal Complaint started at 2.00 pm under the Chairmanship of Prof. Abdul Rayees Khan. The chairperson warmly welcomed the members present and started the meeting formally.

Nature of Grievance - There was no grievance reported in the last year.

The meeting is concluded with the vote of thanks by the Chairperson.



## Meeting Minutes

The 18<sup>th</sup> of April, 2021, Principal Room.

Chairperson: Prof Abdul Rayees Khan

Co-Ordinator: Dr. Abarna Roy <sup>18/04/21</sup>

Member present: 1. Prof M. N. Ahsan <sup>m.n.ahsan</sup>  
2. Prof. Ashok kr. Roy <sup>Ashok kr. Roy</sup>  
3. Prof Rina Kumari <sup>Rina Kumari</sup>  
4. Smt. Asha Marandi <sup>Asha Marandi</sup>

The meeting of Grievances Redressal Cell and Internal Complaint started at 12.00 pm under the chairmanship of prof. Abdul Rayees Khan. The chairperson warmly welcomed the members present and continued to read out the complaint received from staffs working at computer lab.

Nature of Grievance - Internet Issue in computer lab

Resolution: - The concerned department was asked to solve the issue and order for new router. Prof. M. N. Ahsan was asked to take care of the issue.

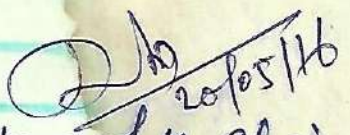
The meeting is concluded with the vote of thanks by the chairperson.



As per the UHC guidelines on the curbing of means ragging in the higher education - Institutions 2009 all anti ragging measures are to be implemented in the institution level. Considering the gravity of the situation it was felt that ragging in any form in our institution should be curbed and stopped. As it is social menace so necessary steps and actions should be taken to stop the same.

As the Supreme Court has passed stricture against ragging and instructed all higher educational institutions, persons and organizations that stringent action will be initiated in case of involvement of ragging process.

So with a hope to make our campus ragging free we felt it urgently necessary that a committee will be constituted in our institution namely anti ragging cell to monitor the anti ragging activities in the campus and suggest its possible remedies for curbing the same.

  
20/05/16  
Signature of the Chairman



## Meeting no-3

A meeting of anti-ragging Committee for academic year 2017-18 was scheduled to be held on 11 July 2017 at the Activities room No-12 M.G. College Campus

The following members attended the meeting

- |  |                              |
|--|------------------------------|
| 1. Abdul Rayees Khan (Principal) -           | Signature                    |
| 2. Prof. Swaran Kumar Singh (Co-ordinator) - | 11/7/17                      |
| 3. " Uday Prasad Singh -                     | Teaching Staff rep - 11/7/17 |
| 4. " Rina Kumari -                           | representative - 11/7/17     |
| 5. " Mayid Nadeem Akbar -                    | 11-7-17                      |
| 6. " Abarna Roy -                            | 11-7-17                      |
| 7. " Asis Kumar Mondal -                     | 21.07.2017                   |

## Agenda:

1. Introduction of the Committee members
2. Matters related to any complaints on ragging received from the campus
3. Measures to monitor and prevent ragging
4. Any other matter

Anti-Ragging Committee meeting 2017-18  
Date: 11 July 2017  
Venue: Activity room no 12

The first Anti-ragging Committee meeting for the academic year 2017-18 was



held on 11<sup>th</sup> July, 2017, under the chairmanship of Principal.

The Coordinator welcomed all members and then began with discussing the agenda points of the meeting.

### Discussion

1. Introduction of the Committee members: The Co-ordinator introduced the new members of the Committee and stated the objectives of the Committee and introduced the UGC norms on anti-ragging mechanism to be initiated at College level.
2. Matters related to any Complaints received from the Campus: The Coordinator reported that no matter related to Ragging was received.
3. Measures to monitor and prevent Ragging: It was decided that the Committee members will form a vigilance squad against ragging for monitoring and supervising the campus and class rooms. It was decided that any incident on ragging



if noticed should be recorded on the spot and the student indulging in any such activities should be brought to the notice of the concerned person in authority immediately ✓

4. The meeting ended with the coordinator proposing the vote of thanks to the chair.

AK: sh.  
11.7.2017  
Coordinator

Am  
11/07/2017  
Chairperson



Meeting no - 04

The forth meeting of anti-ragging for the academic year 2018-19 was scheduled to be held on 15 September 2018 at the principal's cabin.

The following members attended the meeting:

Members	Designation	Signature
1. Principal (A.R. Khan)	chairperson	- [Signature] 15/09/2018
2. Prof. Swabankar Singh	coordinator	- [Signature] 15.09.2018
3. Prof. Uday Pd. Singh	Teaching Staff representative	- [Signature] 15/09/18
4. Prof. Rima Kumari	"	-
5. Prof. Nayid Nadeem Akhan	"	- [Signature] 18.09.18
6. Prof. Abarna Roy	"	- [Signature]
7. Prof. ASIS Kumar Moudal	"	- [Signature] 15.09.2018

### Agenda:

1. Confirmation of the minutes of the previous meeting
2. Matters arising out of minutes
3. Matter related to any complaints on ragging received from the campus
4. Measures to monitor and prevent Ragging menace
5. Any other matter.

4th Anti Ragging Committee Meeting  
Date: 15<sup>th</sup> September 2018  
Venue: Principal's Cabin



The first Anti-ragging Committee for the academic year 2018-19 was held on 15<sup>th</sup> September 2018. The Coordinator welcomed all members and then began with the discussing the agenda points of the meeting.

### Discussion Agenda points:

1. Confirmation of the minutes of the previous meeting. The Coordinator welcomed the members of the Committee and began with regarding reading out the minutes of the previous meeting. After the deliberations, the minutes of the meeting held on 4<sup>th</sup> Aug 2018 was confirmed.
2. Matters arising out of minutes. The student representative, then for nominating, her in the Committee. She said that during rounds, she could experience the comfortable atmosphere for the new entrants created in the campus and thanked the College for the same. She also reported that the first year students are absorbed very well into M.G. College.



culture and expressed their happiness to be a student of our college during orientation programs.

3. Matters related to any Complaints on ragging menace: NO such matter related to ragging menace was received.

4. Measures to monitor and prevent Ragging menace: The Chairperson congratulated the members for the effective working of the Committee for maintaining strict vigilance through effective patrolling and requested the members to arrange an awareness campaign during admission season about the vigilance in the campus against the menace of ragging for wide publicity of efforts taken.

The meeting ended the vote of Thanks to the chair.

*[Signature]*  
15.09.2018  
Coordinator

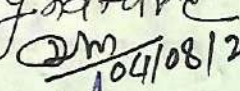
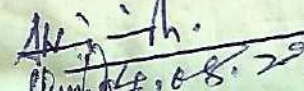
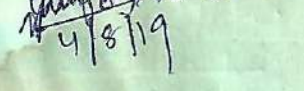
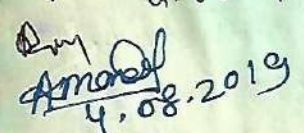
*[Signature]*  
15/09/2018  
Chairperson



Meeting No: 05

A meeting of anti-ragging committee for academic year 2019-2020 was scheduled to be held on ~~04th August~~ <sup>04th November</sup> 2019 at the principal's chamber.

The following members attended the meeting:

Member	Designation	Signature
1. Principal (A.R. Khan)	chairperson	 04/08/2019
2. Prof. Swapan K. Singh	Coordinator	 04.08.2019
3. Prof. Uday P. Singh	Teaching Staff Rep.	 4/8/19
4. Prof. Rina Kumar	"	-
5. Prof. Majid Nadeem Akbar	"	-
6. Prof. Abarna Roy	"	-
7. Prof. Hriti K. Mondal	"	 4.08.2019

### Agenda

1. Confirmation/adoption of constitution of anti-ragging committee in compliance to the UGC regulations/ amendments
2. Matters related to any complaints on ragging received from the campus
3. Measures to monitor and prevent ragging menace
4. Any other matter



The Anti-ragging Committee meeting for the academic year 2019-2020 was held on 4th August 2019 under the chairmanship of the Principal.

The Coordinator welcomed all members and then began with the discussing the agenda points of the meeting.

### Discussion

1. Confirmation/adoption of reconstitution of anti-ragging committee in compliance to the UVC regulations / amendments; It was decided that as per UVC norms, student members are nominated in the committee as students can have a close watch on fellow students and also will publicize the measures that have been taken in the college to eradicate the means of ragging.
2. Matters related to any complaints received from the campus: NO such matter related to Ragging was received.
3. Measures to monitor and prevent Ragging menace:



It was decided that the Committee member will continue acting as Squad members for monitoring and supervising the campus & classroom. The Squad members were requested to form a group of two or three and for patrolling at different timings. Any student including in any such activities will be brought to the notice of the concerned person in authority.

- ~~34.~~  
4. The meeting ended with the Coordinator proposing the vote of Thanks.

Amish  
04.08.2019  
Coordinator

Am  
04/08/2019.  
Chairperson.



यौन उत्पीड़न विरोधी प्रकोष्ठ के सभी मनोनीत-  
सदस्यों को सूचित किया जाता है कि दिनांक-  
14.03.2022 को अपराह्न 2.00 बजे प्राचाई  
कक्षा में एक बैठक की जाएगी जिसकी अध्यक्षता  
प्राचाई करेंगी। उक्त बैठक में सभी की उपस्थिति  
अनिवार्य है।

सहस्र

- हस्ताक्षर

① डॉ. अर्पणा राय

② प्रो. नलिन चूरे

③ डॉ. रीना कुमारी

④ डॉ. रूपम कुमारी

⑤ डॉ. संतोष कुमार फुलेख

⑥ प्रो. जय मंगल राय

⑦ श्रीमती आशा मरावडी Asha Marandi

⑧ श्रीमती चन्दना हाजरा Chandana Hazra

Talabnary

Rikmani

~~Signature~~

~~Signature~~

Signature

~~Signature~~ 12.3.22  
समन्वयक

अध्यक्ष



आज दिनांक 14.03.2022 को प्राचार्य जी अध्यक्षता में अपराह्न 2.00 बजे प्राचार्य कक्ष में यौन उत्पीड़न - विशेषी प्रकोष्ठ के सभी मनोवीर सदस्यों के साथ बैठक हुई जिसमें निम्न हस्तलिखित - सदस्यगण उपस्थित रहे। उक्त बैठक में निम्नांकित प्रस्तावों पर विचार व्यक्त किया गया है -

~~14/03/22~~

सदस्य

हस्ताक्षर

- |                           |                   |
|---------------------------|-------------------|
| (1) डॉ. अमिता शर्मा       | -                 |
| (2) डा. शीना कुमारी       | - <i>Shirina</i>  |
| (3) डा. रुपा कुमारी       | - <i>Rupa</i>     |
| (4) प्रो. एलन गुर         | - T. Gur          |
| (5) प्रो. जय मंगल राय     | - J. Roy          |
| (6) डा. संतोष कुमार फलेरा | - S. Kumar        |
| (7) श्रीमती आशा मराण्डी   | - Asha Marandi    |
| (8) श्रीमती चन्दना धाजरा  | - Chandana Dhajra |

उक्त बैठक में निम्नांकित प्रस्तावों पर विचार व्यक्त किया गया -

प्रस्ताव - 1

महाविद्यालय परिसर में यौन उत्पीड़न संबंधित - अवांछित व्यवहार पर नगर सरकार रखना।

यौन उत्पीड़न विशेषी प्रकोष्ठ के सभी सदस्यों द्वारा सर्व-सम्मति से यह निर्णय लिया गया कि - महाविद्यालय परिसर में छात्र-छात्राओं एवं किसी के भी साथ ऐसी



अवांछित व्यवहार नहीं है,  
इस पर सभी सदस्य गंभीर  
रहेंगे।

प्रस्ताव 1-2

निर्णय

यदि कोई अवांछित  
व्यवहार करता हुआ  
पकड़ा जाता है तो  
उस पर उचित कार्रवाई  
किया जाय।

सर्वसम्मति से यह  
भी निर्णय लिया गया  
कि यदि कोई छात्र  
छात्रा महाविद्यालय  
परिसर के अन्दर  
कोई अवांछित  
व्यवहार करता हुआ  
पकड़ा जाता है तो  
उसे उचित दण्ड  
दिया जाएगा।

14.3.2022  
समन्वयक

14/3/22  
अध्यक्ष



आज दिनांक 18-03-21 को महाविद्यालय के प्राचार्य कक्ष में प्राचार्य एवं समिति के अध्यक्ष प्रो० अब्दुल मईस खान की अध्यक्षता में अपराह्न 21:00 बजे Anti-Ragging समिति की बैठक आयोजित की गयी जिसमें निम्न हस्ताक्षरित सदस्य उपस्थित हुए:-

1. डॉ० संतोष कुमार पतलेख
2. डॉ० अब्बानी राय
3. डॉ० स्वर्णी कुमार सिंह
4. प्रो० उदित नारायण (सम-वक्ता)
5. प्रो० दीना कुमारी

प्रस्ताव संख्या - 1

गठ बैठक की सम्प्रति

निर्णय

सर्वसम्मति से पिछले बैठक में लिए गए निर्णयों की सम्प्रति की गयी।

प्रस्ताव संख्या - 2

अनुशासन के संबंध में

समिति के सभी सदस्यों द्वारा परनिर्णय लिया गया कि महाविद्यालय तथा महाविद्यालय परिसर से अनुशासन भंग करने वाले छात्र-छात्राओं पर कड़ी निगरानी रखी जायगी।

प्रस्ताव संख्या - 3

अनुशासनात्मक कार्रवाई के संबंध में

समिति के सदस्यों द्वारा यह भी निर्णय लिया गया कि अनुशासन भंग करने वाले छात्र-छात्राओं के विरुद्ध अनुशासनात्मक कार्रवाई की जायगी।

अध्यक्ष के धन्यवाद जापान के बाद बैठक की समाप्ति की घोषणा हुई।

*[Signature]*  
18/03/21





# **MAYURAKSHI GRAMIN COLLEGE, RANISHWAR**

## **SIDO KANHU MURMU UNIVERSITY**

### **DUMKA, JHARKHAND**

#### **Internal Complaints Committee**

#### **Rules and Procedure**


##### **1. Short Title and Extent**

These Rules and Procedure have been formulated in accordance with the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. These shall apply to all the students, academic and non-academic staff of the College as well as to the residents, outsiders and service providers on the campus of the College as per provided by the Rules.

##### **2. Definitions**

- i. 'Academic staff' means any person who is employed in the teaching or research post, whether full time, part time, permanent, temporary, ad-hoc, casual, contractual, visiting, under deputation or special duty.
- ii. 'Aggrieved woman' means the woman, as specified under section 3, who has been allegedly subjected to sexual harassment.
- iii. 'Campus' means the space within the physical boundary allotted in Ranishwar, Dumka, to the College. It includes all places (rooms/ buildings/ laboratories) of instruction, research and administration within the campus as well as hostels, libraries, canteens and places of residence, allotted and administered by the College within or outside the campus.
- iv. 'Complainant' includes such women, as specified under section 3, who proceeds to make a complaint against an alleged incident(s) of sexual harassment.
- v. 'NGO' means any non-governmental organization registered under Societies Registration Act or as a public charitable trust. Such an NGO or charitable trust should not be affiliated to any political party and should have a record of working for the upliftment of women.
- vi. 'Non academic staff' means any person who has not been appointed to teaching or research post but for purposes related to the administration and general management of the College work. The person could be permanent, temporary, full time, part time, ad-hoc, casual, contractual, daily wage or on special duty or deputation and also someone who has been employed through a contractor.
- vii. 'Oath of Confidentiality' is a set of promises for the members of the Committee, related to keeping to oneself and not divulging any information regarding the identity of the complainant, respondent and witnesses or the proceedings of the enquiry proceedings.



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- viii. 'Outsider' means any person who is not a student or resident or a member of academic or non academic staff of the College.
- ix. 'Resident' includes any person, whether a student, a member of academic/non-academic staff, or anyone residing on a temporary or permanent basis in the accommodation allotted and administered by the College.
- x. 'Respondent' is the person, as specified in section 3, against whom a complaint has been made by the complainant for alleged sexual harassment.
- xi. 'Service provider' includes any person who runs a commercial enterprise within the campus or provides service to the College.
- xii. "Sexual harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:—
- a) physical contact and advances; or
  - b) a demand or request for sexual favours; or
  - c) making sexually coloured remarks; or
  - d) showing pornography; or
  - e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

Also, the following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:—

- a) implied or explicit promise of preferential treatment in her employment; or
  - b) implied or explicit threat of detrimental treatment in her employment ; or
  - c) implied or explicit threat about her present or future employment status; or
  - d) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
  - e) Humiliating treatment likely to affect her health or safety.
- xiii. 'Student' includes any person who has been enrolled in any course of the College, whether full time or part time. It includes both a regular student and a repeater.

### **3. Scope of the Rules and Procedures**

The Rules and Procedures shall apply to complaints made by:

- i. By a student against a member of the academic or non academic staff or against a co student; or by a member of the academic or non academic staff against a student; or by a student or member of the academic and no academic staff against a resident; or by a resident against a student or member of the academic or non academic staff; in either of the above cases, irrespective of the fact that the incident of alleged sexual harassment has happened within or outside the campus.
- ii. By a student or member of the academic or non academic staff against a service provider or outsider; or by an outsider or service provider against a student or member of the





academic or non academic staff; in either case, if the incident of alleged sexual harassment has happened within the campus premises.

#### **4. Constitution of the Internal Complaints Committee**

Following members nominated by the College shall constitute the Internal Complaints Committee:

- i. A Chairperson who shall be a senior woman faculty member employed in one of the Post Graduate Departments the College.
- ii. At least four Faculty members selected preferably from within the College. At least half of these members must be women.
- iii. At least two members selected from the non academic staff of the College, half of which must be women.
- iv. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

Following further rules regarding the constitution of ICC must be taken into account:

- i. At least half of the total strength of the Committee must be women.
- ii. Only permanent members of the academic and non academic staff shall be appointed as the member of the Committee.
- iii. The Chairperson and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the College. They could, however, be reelected for a maximum of two consecutive terms.
- iv. The members shall preferably be selected in a way that they represent the Scheduled tribe, Scheduled caste, OBC and minority communities, apart from the general population.
- v. 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 College, as may be prescribed.
- vi. Each member shall commit oneself to the 'Oath of Confidentiality' both orally and in writing.
- vii. Where the Chairperson or any Member of the Internal Committee, —
  - (a) Contravenes the provisions of section 16; 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/ her; or
  - (c) He/ she has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
  - (d) Has so abused his/ her position as to render his/ her continuance in office prejudicial to the public interest,





Such Chairperson 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. Procedure of Working of the Committee**

- i. The Internal Committee shall convene at least one meeting per Semester.
- ii. Members shall be intimated of the scheduled meeting in advance in writing or in electronic format.
- iii. The quorum of any meeting shall not be less than half the total strength of the Committee.
- iv. If the quorum is not present, the meeting shall be postponed for not more than seven days.
- v. Minutes of the meeting shall be recoded, confirmed and adopted.
- vi. Any member may, if necessary, call an emergent meeting with at least twenty four hours' prior notice.
- vii. The Chairperson shall convene a meeting within two days (barring vacation days) of receiving a complaint.
- viii. The Chairperson may, if required and with the consent of other members, form an Enquiry Committee to inquire the complaint. At least fifty percent of the members of the Enquiry Committee shall be women.
- ix. The Internal Committee shall in each calendar year prepare, in such form and at such time as may be prescribed, an Annual Report and submit the same to the College.

## **6. Complaint and Inquiry**

### **i. *Complaint of sexual harassment***

- a. Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.





- b. Provided that where such complaint cannot be made in writing, the Chairperson or any Member of the Internal Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing.
- c. Provided further that the Internal Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within said period.
- d. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.
- e. The complainant shall have the right to withdraw her complaint, provided it is done before the commencement of formal inquiry proceedings.
- f. The complainant shall have the right to request for a closure of the inquiry proceedings at any point, provided she gives valid reasons in writing. Under such circumstances, the Committee shall close the inquiry after duly considering the reasons provided by the Complainant.

**ii. Conciliation:**

- a. The Internal Committee, may, before initiating an inquiry under sub section 6(i) and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation.
- b. Provided that no monetary settlement shall be made as a basis of conciliation.
- c. Where settlement has been arrived at under sub-section 6(ii), the Internal Committee shall record the settlement so arrived and forward the same to the College to take action as specified in the recommendation.
- d. The Internal Committee shall provide the copies of the recorded settlement to the aggrieved woman and the respondent.
- e. Where a settlement is arrived at under sub-section 6(ii), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

**iii. Inquiry into complaint:**

- a. Subject to the provisions of section 6(ii), the Internal Committee shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed.
- b. Provided that where the aggrieved woman informs the Internal Committee, that any term or condition of the settlement arrived at under sub-section 6(ii) has not been complied with by the respondent, the Internal Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police.





- c. The Committee shall intimate in advance, the complainant, the respondent and witnesses, in writing, about the due dates, timing and venue of the enquiry meetings they shall be summoned to attend.
- d. Provided further that where both parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.
- e. At no point during the process of inquiry the Committee shall probe the past sexual history of either the complainant or respondent.
- f. At no point during the inquiry proceedings the complainant and the respondent and/ or their witnesses shall be placed face to face (e.g. they shall not be called at the same time, same venue or made to wait at the same venue).
- g. Notwithstanding anything contained in section 509 of the Indian Penal Code (45 of 1860), the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 7.
- h. For the purpose of making an inquiry under sub-section 6(iii), the Internal Committee shall have the same powers as are vested in a civil court the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters, namely:—
  - I. summoning and enforcing the attendance of any person and examining him on oath;
  - II. requiring the discovery and production of documents; and
  - III. any other matter which may be prescribed.
- i. The Committee reserves the right to give an Ex-parte decision provided the respondent fails to appear, without providing valid reasons, in three consecutive inquiry meetings convened by the Committee.
- j. The inquiry under sub-section 6(iii) shall be completed within a period of ninety days.

**iv. Action during pendency of inquiry**

- a. During the pendency of an inquiry on a written request made by the aggrieved woman, the Internal Committee may recommend to the College to—
  - i. transfer the aggrieved woman or the respondent to any other workplace; or
  - ii. grant leave to the aggrieved woman up to a period of three months; or
  - iii. Grant such other relief to the aggrieved woman as may be prescribed.
- b. The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.
- c. On the recommendation of the Internal Committee under sub-section (a), the College shall implement the recommendations made under sub-section (a) and send the report of such implementation to the Internal Committee.





v. Inquiry report

- a. On the completion of an inquiry under this Act, the Internal Committee shall provide a report of its findings to the College within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
- b. Where the Internal Committee, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the College that no action is required to be taken in the matter.
- c. Where the Internal Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the College --
  - I. to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;
  - II. to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 7:
- d. Provide that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:
- e. Provided further that in case the respondent fails to pay the sum referred to in clause (II), the Internal Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.
- f. The College or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

vi. *Punishment for false or malicious complaint and false evidence:*

- a. Where the Internal Committee arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the College to take action against the woman or the person who has made the complaint under sub-section 6(i), in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed.
- b. Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:
- c. Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.





- d. Where the Internal Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

#### **7. Determination of compensation:**

For the purpose of determining the sums to be paid to the aggrieved woman under clause (II) of sub-section (c) of section 6(iv), the Internal Committee shall have regard to—

- (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
- (b) the loss in the career opportunity due to the incident of sexual harassment;
- (c) medical expenses incurred by the victim for physical or psychiatric treatment;
- (d) the income and financial status of the respondent;
- (e) feasibility of such payment in lump sum or in installments.

#### **8. Prohibition of publication or making known contents of complaint and inquiry proceedings:**

- i. Notwithstanding anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint made under section 6(i), the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee, the action taken by the College under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner;
- ii. Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

#### **9. Penalty for publication or making known contents of complaint and inquiry proceedings:**

Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 8, he/ she shall be liable for penalty in accordance





with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

#### **10. Appeal:**

- i. Any person aggrieved from the recommendations made under sub-section (b) of section 6(v) or under clause (I) or clause (II) of sub-section (c) of section 6(v) or section 6(vi) or section 9 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.
- ii. The appeal under sub-section (i) shall be preferred within a period of ninety days of the recommendations.

#### **11. Duties of employer:**

The College shall—

- i. provide a safe working environment at the workplace with shall include safety from the persons coming into contact at the workplace;
- ii. display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under section 4;
- iii. organize workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;
- iv. provide necessary facilities to the Internal Committee for dealing with the complaint and conducting an inquiry;
- v. assist in securing the attendance of respondent and witnesses before the Internal Committee;
- vi. make available such information to the Internal Committee as it may require having regard to the complaint made under sub-section (i) of section 7;
- vii. provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code (45 of 1860) or any other law for the time being in force;
- viii. cause to initiate action, under the Indian Penal Code (45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved





- woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- ix. treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
  - x. Monitor the timely submission of reports by the Internal Committee.

### **Committee**

1. Dr. Mamta Jha (Chairperson)
2. Dr. Rina Kumari (Member)
3. Prof. Talat Noor (Member)
4. Dr. Abarna Roy (Member)
5. Dr. Rupam Kumari (Member)
6. Prof. Jay Mangal Roy (Member)
7. Dr. Santosh Kumar Patralekh (Member)
8. Smt. Asha Marandi (Member)
9. Smt. Chandana Hazra (Member)

  
Principal  
Mayurakshi Gramin College  
Ranishwar Dumka





## GRIEVANCE REDRESSAL CELL (GRC)

The function of the cell is to look into the complaints lodged by any student & Staff and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department or members of GRC. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/suggestion box of the Grievance Cell at Administrative Block.

### Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Teacher relationship etc.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, Teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

### MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS AND STAFF

The students are the main stakeholders in any institution imparting education, and it is our endeavor to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit in consideration the institute has decided to provide mechanism to students for Redressal of their grievances as under:

The Grievances may broadly include the following complaints of the aggrieved students

- ❖ Academic
- ❖ Non-Academic
- ❖ Grievance related to Assessment
- ❖ Grievance related to Attendance
- ❖ Grievance regarding conducting of Examinations
- ❖ Grievance related to charging of fees
- ❖ Grievance related to Victimization
- ❖ Harassment by colleague students or the teachers etc.

Protection of human rights is essential for all round development of an individual's personality. To realize the primary needs of the students and staff and secure civil liberties for everybody, a Grievance Redressal Cell has been constituted. The cell is indented to find solutions for



problems like, (i) Sexual harassment - any kind of physical or mental harassment (ii) Complaints regarding class room teaching - class room management, completion of syllabus, teaching methods, etc., if and when they arise. The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance.

#### COMMITTEE

1. Prof Abdul Rayees Khan, Principal (Chairperson)
2. Dr. Abarna Roy (Coordinator)
3. Prof M.N. Ahsan (Member)
4. Prof A.K. Roy (Member)
5. Prof. Rina Kumari (Member)
6. Smt. Asha Marandi (Member)

  
Principal  
Mayurakshi Gramin College  
Ranishwar Dumka





## ANTI RAGGING CELL

Anti-Ragging Cell is one of the important part in Mayurakshi Gramin College, Ranishwar . As per the guidelines of UGC under the Act of 1956, which is modified as UGC regulations on curbing the menace of Ragging in higher Educational Institutions, 2009, establishment of Anti-Ragging Cell is compulsory.

### OBJECTIVES OF ANTI RAGGING COMMITTEE

Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus. The main objectives of this cell are as follows:

- To aware the students of dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- Promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.
- As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:
  - Any act of Indiscipline, Teasing or Handling with Rudeness.
  - Any act that Prevents, Disrupts the Regular Academic Activity.
  - Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
  - Any Act of Financial Extortion or Forceful Expenditure.
  - Any Act of Physical Abuse causing Assault, Harm or danger to Health.
  - Any Act of abuse by spoken words, emails, SMS or public insult etc.
  - Any Act of injury or infringement of the fundamental right to the human dignity.
  - Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
  - Any unlawful assembly or conspiracy to ragging.

### PUNISHMENT TO THOSE FOUND GUILTY

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments

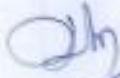
- ❖ Debarring from appearing in any sessional test / University Examination
- ❖ Suspension from attending classes and academic privileges
- ❖ Withdrawing scholarships and other benefits
- ❖ Suspension from the college
- ❖ Cancellation of the admission
- ❖ Withholding the results.





## ANTI RAGGING COMMITTEE

1. Prof. Abdul Rayees Khan ,Principal (Chair Person )
2. Prof. Udit Narayan (Coordinator)
3. Dr.S.K.Patralkh Member
4. Dr.Abarna Roy
5. Dr.S.K.Singh
6. Dr.Rina Kumari

  
Principal  
Mayurakshi Gramin College  
Ramnagar, Dumka