



# **SREE NARAYANA GURU COLLEGE OF COMMERCE**

**Metrics 5.1.4:**

*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

**POLICY DOCUMENT**

**ANTIRAGGING**



# SREE NARAYANA GURU COLLEGE OF COMMERCE

(LINGUISTIC MINORITY INSTITUTION)

RE-ACCREDITED BY NAAC (GRADE-'B'-CGPA 2.45) [2019-2024]

AFFILIATED TO UNIVERSITY OF MUMBAI & RECOGNISED BY UGC-u/s 2(f)&

MANAGED BY SREE NARAYANA MANDIRA SAMITI (REGD.)

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## Anti-Ragging Policy

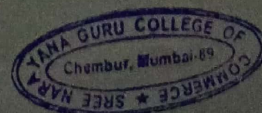
Sree Narayana Guru College of Commerce, Chembur, Mumbai hereinafter referred as "College" has constituted Anti Ragging Committee in conformity with the Supreme Court judgements and direction, UGC University Grants Commission (UGC) guidelines and State Government instructions. The College is following a '**Zero Tolerance Policy**' towards ragging. Any student of college accused and found guilty of ragging, will be severely dealt with, in accordance with the provisions of law.

### 1. Objective of the Policy:

To prevent any student from engaging in conduct, whether verbal or physical, that involves teasing, treating, or handling a fresher or another student rudely. This includes refraining from participating in rowdy or undisciplined activities that may cause annoyance, hardship, or psychological harm, or instill fear or apprehension in any fresher or student. Additionally, students should not ask others to perform actions outside the ordinary course that may cause shame, torment, or embarrassment, adversely affecting the physical or mental well-being of the individuals involved. These regulations aim to eliminate all forms of ragging from universities and higher educational institutions, whether motivated by sadistic pleasure, a desire to demonstrate power, authority, or superiority, or any other reason. Offenders will face punishment as outlined in these regulations and the relevant laws.

### 2. 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 in disciplined activities by any student or students which causes or

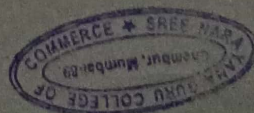


is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

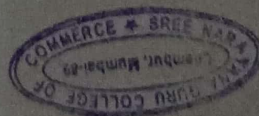
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student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

### **3. Measures by the College to prohibit and prevent Ragging:**

- a. The students are advised to refrain from involving themselves in any act which may be considered as ragging. The UGC has issued the strict guidelines for preventing the incidents of ragging on the College campus. (UGC Regulation on curbing the menace of



- b. The college implements various measures to extensively publicize against ragging. These include utilizing audio-visual aids, conducting counseling sessions, organizing workshops, hosting painting and design competitions among students, and any other initiatives deemed appropriate by the college authorities. These efforts aim to raise awareness about the negative impacts of ragging and encourage a supportive and respectful environment within the institution.
- c. The application for admission, enrolment or registration must be accompanied by an Anti-Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian. (Both these Affidavits can be downloaded from [www.antiragging.in](http://www.antiragging.in)).
- d. The anti-ragging Committee holds an anti-ragging drive at the beginning of each academic year to ensure zero ragging. The institution identifies, properly illuminates and keeps a close watch on all locations known to be vulnerable to occurrences of ragging incidents. The Anti Ragging Committee members patrols area around the college and also checks the identity cards of each and every person entering the college.
- e. The College shall follow all the existing rules and regulations set out by UGC for any other body authorized by the Central Government or State Government in this respect and any other amendment thereof.
- f. The College will be punishing the students who are found to be involved in ragging incidents as per these guidelines. Students are informed to take note of it and help College to maintain ragging free campus.
- g. The 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.
- h. The College shall constitute a Committee to be known as the Anti-Ragging Committee to

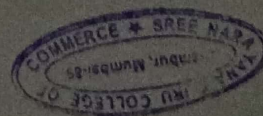


be nominated and headed by the Head of the institution, and consisting of representatives of faculty members of the College along with adequate number of students representatives to be selected amongst the students of the College as per the requirement of the Committee. The Anti-Ragging Committee is responsible for ensuring compliance with the regulations outlined in these provisions, as well as any applicable laws related to ragging.

- i. In case of emergencies the students / parents in distress owing to ragging may contact on following numbers **022-25263132 / 022-25263123** or any mobile number provided by the College for this specific purpose or use National Anti-Ragging Helpline **1800-180-5522 (Toll Free)** or visit Anti – Ragging website [www.antiragging.in](http://www.antiragging.in) at an earliest and report.

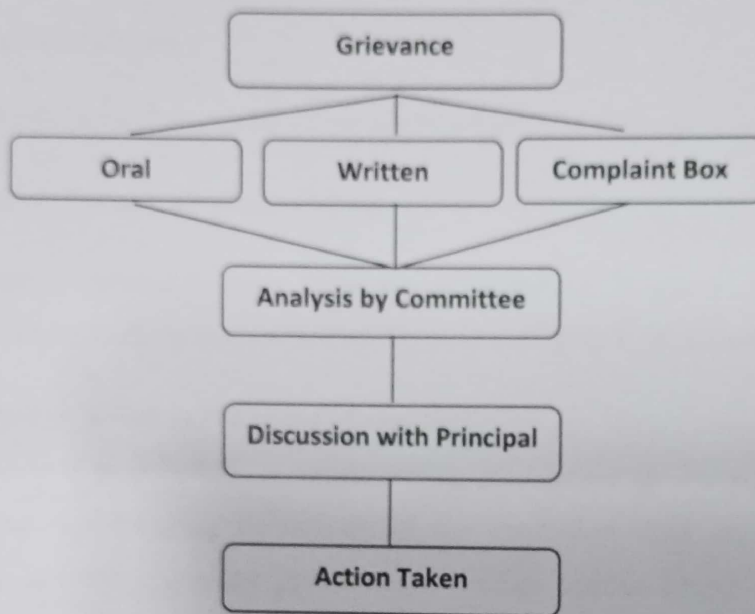
#### **4. Mechanism for Redressal of Complaints relating to Ragging.**

- a. The Chairperson of the Committee should conduct an immediate enquiry from the receipt of oral / written complaint and issue summons to all the parties involved directly or indirectly in the incident.
- b. The complainant/s and defendant/s along with all the other parties involved directly or indirectly should be given reasonable opportunity to represent themselves.
- c. The Anti-Ragging Committee is obligated to conduct an inquiry adhering to fair and transparent procedures, as well as the principles of natural justice. This includes providing sufficient opportunity for the student or students accused of ragging, as well as other witnesses, to present their facts, documents, and perspectives regarding the incident of ragging. The committee will also consider any other relevant information deemed necessary for the inquiry.
- d. On completion on the enquiry, the Committee will submit the report to Principal of College and give it recommendation on the basis of severity of the offence.
- e. Upon receipt of a recommendation from the Anti-Ragging Committee or any information pertaining to a reported incident of ragging, it is incumbent upon the Principal of the College to promptly evaluate if the case necessitates action under penal laws. If such



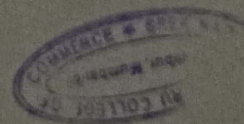
action is deemed necessary, the College, either personally or through a designated member of the Anti-Ragging Committee duly authorized for this purpose, must expeditiously lodge a First Information Report (FIR) within twenty-four hours of receiving said information or recommendation. This FIR should be filed with the police and local authorities, invoking the appropriate penal provisions related to one or more of the following offenses as stated below in point 5 given below.

#### Flowchart of Mechanism



#### 5. Punishable ingredients of ragging:

- a. Abetment to ragging
- b. Criminal conspiracy to rag
- c. Unlawful assembly and rioting while ragging
- d. Public nuisance created during ragging
- e. Violation of decency and morals through ragging
- f. Injury to body, causing hurt or grievous hurt
- g. Wrongful restraint

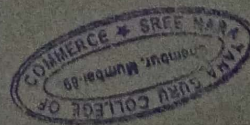


- h. Wrongful confinement
- i. Use of criminal force
- j. Assault as well sexual offences or unnatural offences
- k. Extortion
- l. Criminal trespass
- m. Offences against property
- n. Criminal intimidation
- o. Attempts to commit any or all of the above-mentioned offences against the victim(s)
- p. Physical or psychological humiliating
- q. All other offences following from the definition of 'Ragging' as described in UGC Regulation on curbing the menace of Ragging in Higher Educational Institutes, 2009

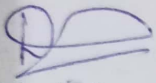
**6. Administrative action in the event of ragging:**

The institution is responsible for administering punishment to any student found guilty of ragging. The Anti-Ragging Committee of the institution shall deliberate and make an appropriate decision regarding punishment or other actions based on the facts of each incident of ragging and the seriousness of the offense. The Anti-Ragging Committee has the authority to impose one or more of the following punishments on those found guilty, depending on the severity of their culpability as found after proper investigation. The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- a. Suspension from attending classes and academic privileges.
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c. Debarring from appearing in any test/ examination or other evaluation process.
- d. Withholding results.



- e. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f. Suspension/ expulsion from the hostel.
- g. Cancellation of admission.
- h. Rustication from the institution for period ranging from one to four semesters.
- i. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.



Principal

**Principal**

Sree Narayana Guru  
College of Commerce  
P. L. Lokhande Road,  
Chandrapur, Dist. Solapur, Maharashtra - 431 009.







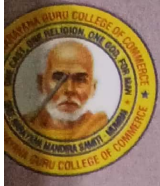
# **SREE NARAYANA GURU COLLEGE OF COMMERCE**

**Metrics 5.1.4:**

*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

**POLICY DOCUMENT**

**Internal Complaints Committee**



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ICC

## Internal Complaints Committee Policy

### Working Rules

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to make exceptions to the procedure stated hereunder.

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the ICC, 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. 6 copies of a written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to ICC at a later stage during the proceeding.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.

Provided further that the ICC for the reasons to be recorded in writing, can 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 the said period.

2. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.



4. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)
5. The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.
6. The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.
7. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the employer for necessary compliance.
8. The Committee shall provide the copies of the settlement as recorded under (7) to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.
9. If conciliation is found to be not feasible, notice will be issued to both parties for hearing.
10. The Committee may direct the Registrar to ensure the safety and protection of the aggrieved woman if and when required.
11. As an interim measure, ICC may recommend
  - a) the transfer of the aggrieved woman or the respondent to another section or Department as deemed fit by the Committee.
  - b) grant leave to the aggrieved woman upto a period of three months or :
  - c) restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman.
  - d) grant such other relief to the aggrieved woman as the case may require.
12. The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
13. The Presiding Officer shall convene the first hearing of the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings. The subsequent proceedings may be on a day to day basis, to be decided by ICC.
14. The Committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case.



15. The Committee may at any time during the enquiry proceedings, preclude the face-to-face examination of the respondent and the aggrieved woman and/or their witnesses keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.
16. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice. The aggrieved woman/respondent has to submit the written reply before the committee within the specified time given.
17. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
18. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.
19. The past sexual history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
20. The Committee shall have the right to terminate the enquiry proceedings and to give an ex party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
21. The aggrieved woman and the respondent, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the aggrieved woman and/or the respondent on her/his behalf shall be (only) either a student, or a member of the academic or non-teaching staff. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The aggrieved woman/respondent should inform the Presiding Officer specifically if they wish to exercise this right. The Presiding Officer shall allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.
22. The aggrieved woman and the respondent shall be responsible for presenting their witnesses before the Committee. However, if the Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.

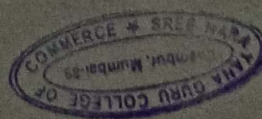


23. All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing the same day, as audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.
24. If the aggrieved woman desires to tender any documents by way of evidence, the Committee can supply true copies of such documents to the respondent. Similarly, if the respondent desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the aggrieved woman.
25. In the event the Committee thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.
26. The aggrieved woman and the respondent shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the Committee only. **The respondent shall have no right to directly cross-examine the aggrieved woman or her witnesses.**
27. The respondent/aggrieved woman may submit to the Committee, a written list of questions that he/she desires to pose to the aggrieved woman/witness. The Committee (ICC) shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive.
28. Amicus Curie can be called for helping the committee if and when required.
29. After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.
30. If the Committee finds no merit in the allegations, it shall report to the Institute.
31. In the event the Committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the Institute. The following actions may be recommended:
  - a. A written apology



- b. Warning
- c. Reprimand or censure
- d. Withholding of promotion
- e. Withholding of pay rise or increments
- f. Undergoing a counseling session
- g. Carrying out of community service
- h. Terminating the respondent from service
- i. Any other punishment according to the service rules applicable to the respondent

32. When the Committee arrives at the 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 Institute to take action against such falsification.
33. Nothing precludes the Institute authority from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the inquiry proceedings or even after the communication of the findings to appropriate Institute authorities.
34. If the allegation(s) is/are proved against the respondent, the Committee may direct the Institute to ensure the payment of compensation to the aggrieved woman by the respondent. The determination of compensation to the aggrieved woman shall be decided based on the following facts:
- i. The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
  - ii. The loss of career opportunity due to the incident of sexual harassment.
  - iii. Medical expenses incurred by the victim for physical or psychiatric treatment
  - iv. The income and financial status of the respondent
  - v. Feasibility of such payment in lumpsum or in installments
35. The Institute authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation.



36. ICC shall have the necessary powers to take suo motu notice of incidents of sexual harassment and/or gender injustice in the Institute campus and act against the same in such manner as it deems appropriate.
37. The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the Institute shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.
38. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the Complaints Committee.
39. The Committee has the powers of a civil court in the following cases
- Summoning and enforcing the attendance of any person related to the incident.
  - Requiring the discovery and production of any documents
  - Any other matter relating to the incident as decided by the Committee from time to time.
40. The aggrieved woman or respondent may prefer an appeal to the competent authority.



Principal

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