



**GOVT. NAVEEN COLLEGE BORI, DIST. DURG
(C.G.)**

5.1.5

1) Grievance redressal policy

2 Guideline for sexual harassment committee

3 Guideline for anti-ragging

4 Constitution of Grievance redressal, sexual

harassment committee and anti-ragging committee

5 Minutes of the meetings of the above mentioned

committees

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

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THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

ACT NO. 14 OF 2013

[22nd April, 2013]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

BE it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows: —

CHAPTER I

PRELIMINARY

1. Short title, extent and commencement.—(1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date¹ as the Central Government may, by notification in the Official Gazette, appoint.

2. Definitions.—In this Act, unless the context otherwise requires, —

(a) “aggrieved woman” means—

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to dwelling place or house, a woman of any age who is employed in such a dwelling place or house;


(b) “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;

1. 9th December, 2013, vide notification No. S.O. 3606(E), dated 9th December, 2013, see Gazette of India, Extraordinary, Part II, sec. 3(ii).


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- (ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;
- (c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;
- (d) "District Officer" means an officer notified under section 5;
- (e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;
- (f) "employee" means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;
- (g) "employer" means—
- (i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;
- (ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.
- Explanation.* —For the purposes of this sub-clause "management" includes the person or board or committee responsible for formulation and administration of policies for such organisation;
- (iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;
- (iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;
- (h) "Internal Committee" means an Internal Complaints Committee constituted under section 4;
- (i) "Local Committee" means the Local Complaints Committee constituted under section 6;
- (j) "Member" means a Member of the Internal Committee or the Local Committee, as the case may be;
- (k) "prescribed" means prescribed by rules made under this Act;
- (l) "Presiding Officer" means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;
- (m) "respondent" means a person against whom the aggrieved woman has made a complaint under section 9;

(n) "sexual harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:—

- (i) physical contact and advances; or
- (ii) a demand or request for sexual favours; or
- (iii) making sexually coloured remarks; or
- (iv) showing pornography; or
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) "workplace" includes—

(i) 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 Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

3. Prevention of sexual harassment.—(1) No woman shall be subjected to sexual harassment at any workplace.


(2) 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:—

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

4. Constitution of Internal Complaints Committee.—(1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":


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Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committees shall consist of the following members to be nominated by the employer, namely: —

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

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(1):

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 organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer 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 employer.

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

(5) Where the Presiding Officer 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; 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.

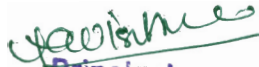
CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. Notification of District Officer.—The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

6. Constitution and jurisdiction of [Local Committee].—(1) Every District Officer shall constitute in the district concerned, a committee to be known as the “[Local Committee]” to receive complaints of

1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for “Local Complaints Committee” (w.e.f. 6-5-2016).


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sexual harassment from establishments where the ¹[Internal Committee] has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned ²[Local Committee] within a period of seven days.

(3) The jurisdiction of the ²[Local Committee] shall extend to the areas of the district where it is constituted.

7. Composition, tenure and other terms and conditions of ²[Local Committee].—(1) The ²[Local Committee] shall consist of the following members to be nominated by the District Officer, namely: —

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the ²[Local 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; or

(c) 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 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.

(4) The Chairperson or Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

8. Grants and audit.—(1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central

1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for "Internal Complaints Committee" (w.e.f. 6-5-2016).

2. Subs. by s. 3 and the Second Schedule, *ibid.*, for "Local Complaints Committee" (w.e.f. 6-5-2016).


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Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

9. Complaint of sexual harassment.—(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, 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:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local 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 the said period.

(2) 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.

10. Conciliation.—(1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. Inquiry into complaint.—(1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, 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 or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code (45 of 1860), and any other relevant provisions of the said Code where applicable:

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the 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.

(2) 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 15

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, 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:—

(a) summoning and enforcing the attendance of any person and examining him on oath;

(b) requiring the discovery and production of documents; and

(c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. Action during pendency of inquiry.—(1) During the pendency of an inquiry on a written request made by the aggrieved woman, the Internal Committee or the local Committee, as the case may be, may recommend to the employer to—

(a) transfer the aggrieved woman or the respondent to any other workplace; or

(b) grant leave to the aggrieved woman up to a period of three months; or


(c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

13. Inquiry report.—(1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.


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(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be—

(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 15:

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:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or as, the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

14. Punishment for false or malicious complaint and false evidence.—(1) Where the Internal Committee or the Local Committee, as the case may be, 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 employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, 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:


Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

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.

(2) Where the Internal Committee or the Local Committee, as the case may be, 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 or the District Officer, as the case may be, 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.

15. Determination of compensation.—For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, 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 instalments.


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16. Prohibition of publication or making known contents of complaint and inquiry proceedings.—Notwithstanding anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings,

recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. 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 16, he 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.

18. Appeal.—(1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 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.

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Duties of employer.— Every employer shall—

(a) provide a safe working environment at the workplace with shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;

(c) organise workshops and awareness programmes at regular intervals for sensitising 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;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) 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;

(h) 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;



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(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

20. Duties and powers of District Officer.—The District Officer shall, —

(a) monitor the timely submission of report furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

21. Committee to submit annual report.—(1) The Internal Committee or the Local Committee, as the case may be, 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 employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

22. Employer to include information in annual report.—The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

23. Appropriate Government to monitor implementation and maintain data.—The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

24. Appropriate Government to take measures to publicise the Act.—The appropriate Government may, subject to the availability of financial and other resources, —

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace;

(b) formulate orientation and training programmes for the members of the ¹[Local Committee].

25. Power to call for information and inspection of records.—(1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,—

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;


(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. Penalty for non-compliance with provisions of Act.—(1) Where the employer fails to—

(a) constitute an Internal Committee under sub-section (1) of section 4;

1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for "Local Complaints Committee" (w.e.f. 6-5-2016).


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(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder.

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to—

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. Cognizance of offence by courts.—(1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. Act not in derogation of any other law.—The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

29. Power of appropriate Government to make rules.—(1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the fees or allowances to be paid to the Members under sub-section (4) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7,

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (4) of section 7;

(d) the person who may make complaint under sub-section (2) of section 9;

(e) the manner of inquiry under sub-section (1) of section 11;

(f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;

(g) the relief to be recommended under clause (e) of sub-section (1) of section 12;

(h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;

(i) the manner of action to be taken under sub-sections (1) and (2) of section 14;

(j) the manner of action to be taken under section 17;

(k) the manner of appeal under sub-section (1) of section 18;

(l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and

(m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.


(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

30. Power to remove difficulties.— (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty;

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.


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Dist. Durg (C.G.)

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**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110 002**

NO. F 1-16/2007 (CPP-II)

April, 2009

**UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER
EDUCATIONAL INSTITUTIONS, 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 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 with immediate effect.
- 1.3. They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

2. Objective:-

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. Definitions:- For the purposes of these Regulations:-

- 3.1. "college" means any institution, whether known as such or by any other name, which provides for a programme of study beyond 12 years of schooling for obtaining qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification.

Jawishkare
Principal

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- 3.2. "Head of the institution" means the 'Vice-Chancellor' in case of a university/deemed to be university, 'Principal' in case of a college, 'Director' in case of an institute.
- 3.3. "institution" means a higher educational institution (HEI), like a university, a college, an institute, etc. imparting higher education beyond 12 years of schooling leading to a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.
- 3.4. "Ragging" means the following:
Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
- 3.5. "Statutory/Regulatory body" means a body so constituted by a Central/ State Government legislation for setting and 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.
- 3.6. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, an institution deemed to be university under Section 3 of the UGC Act, 1956, or an institution specially empowered by an Act of Parliament to confer or grant degrees.

4. Punishable ingredients of Ragging:-

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;

- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of "Ragging".

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


- 5.1 The institution shall strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms in all institutions.
- 5.2 Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc) whether located within the campus or outside and in all means of transportation of students whether public or private.
- 5.3 The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

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

6.1 Before admissions:-

- 6.1.1 The advertisement for admissions shall clearly mention that ragging is totally banned in the institution, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately (for punishments, ref. section 8 below).
- 6.1.2 The brochure of admission/instruction booklet for candidates shall print in block letters these Regulations in full (including Annexures).
- 6.1.3 The 'Prospectus' and other admission related documents shall incorporate all directions of the Supreme Court and /or the Central or State Governments as applicable, so that the candidates and their parents/ guardians are sensitized in respect of the prohibition and consequences of ragging. If the institution is an affiliating university, it shall make it mandatory for the institutions under it to compulsorily incorporate such information in their 'Prospectus'.
- 6.1.4 The application form for admission/ enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant (English version given in Annexure I, Part I), to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

- 6.1.5 The application form shall also contain a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the parent/ guardian (English version given in Annexure I, Part II), to be signed by the parent/ guardian of the applicant to the effect that he/ she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/ her ward in case the latter is found guilty of ragging and/or abetting ragging.
- 6.1.6 The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/Transfer Certificate/ Migration Certificate/ Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.
- 6.1.7 A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I (both Parts) along with his/ her application for hostel accommodation.
- 6.1.8 At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.
- 6.1.9 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, big posters (preferably multicolored with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
- 6.1.10 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.
- 6.1.11 The institution shall identify, properly illuminate and mark all vulnerable locations.
- 6.1.12 The institution shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
- 6.1.13 The institution shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, leaflets, seminars, street plays, etc.
- 6.1.14 The faculties/ departments/ units of the institution shall have induction arrangements (including those which anticipate, identify


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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 a clear sense of the main aims and objectives of the induction process.

6.2 On admission:-

- 6.2.1 Every fresh student admitted to the institution shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors.
- 6.2.2 The institution through the leaflet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- 6.2.3 The leaflet mentioned above shall also inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- 6.2.4 The leaflet mentioned above 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.
- 6.2.5 The institution shall also organize joint sensitization programmes of 'freshers' and seniors.
- 6.2.6 Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

6.3 At the end of the academic year:-

- 6.3.1 At the end of every academic year the Vice-Chancellor/ Dean of Students Welfare/ Director/ Principal shall send a letter to the parents/ guardians of the students who are completing the first year informing them about the law regarding ragging and the punishments, and appealing to them to impress upon their wards to desist from indulging in ragging when they come back at the beginning of the next academic session.
- 6.3.2 At the end of every academic year the institution shall form a 'Mentoring Cell' consisting of Mentors for the succeeding academic year. There shall be as many levels or tiers of Mentors as


the number of batches in the institution, at the rate of 1 Mentor for 6 freshers and 1 Mentor of a higher level for 6 Mentors of the lower level.

6.4 Setting up of Committees and their functions:-

- 6.4.1 The Anti-Ragging Committee:- The Anti-Ragging Committee shall be headed by the Head of the institution and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.
- 6.4.2 The Anti-Ragging Squad:- The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.
- 6.4.3 Monitoring Cell on Ragging:- If the institution is an affiliating university, it shall have a Monitoring Cell on Ragging to coordinate with the institutions affiliated to it by calling for reports from the Heads of such institutions regarding the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problems faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of undertakings from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the university authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

6.5 Other measures:-

- 6.5.1 The Annexures mentioned in sub-clauses 6.1.4, 6.1.5 and 6.1.7 of these Regulations shall be furnished at the beginning of each academic year by every student, that is, by freshers as well as seniors.


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- 6.5.2 The institution shall arrange for regular and periodic psychological counseling and orientation for students (for freshers separately, as well as jointly with seniors) by professional counselors during the first three months of the new academic year. This shall be done at the institution and department/ course levels. Parents and teachers shall also be involved in such sessions.
- 6.5.3 Apart from placing posters mentioned in sub-clause 6.1.9 above at strategic places, the institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.
- 6.5.4 If the institution has B.Ed. and other Teacher training programmes, these courses shall be mandated to provide for anti-ragging and the relevant human rights appreciation inputs, as well as topics on sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- 6.5.5 Wardens shall be appointed as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline, as well as the softer skills of counseling and communicating with the youth outside the class-room situations. Wardens shall be accessible at all hours and shall be provided with mobile phones. The institution shall review and suitably enhance the powers and perquisites of Wardens and authorities involved in curbing the menace of ragging.
- 6.5.6 The security personnel posted in hostels shall be under the direct control of the Wardens and assessed by them.
- 6.5.7 Private commercially managed lodges and hostels shall be registered with the local police authorities, and this shall be done necessarily on the recommendation of the Head of the institution. Local police, local administration and the institutional authorities shall ensure vigil on incidents that may come within the definition of ragging and shall be responsible for action in the event of ragging in such premises, just as they would be for incidents within the campus. Managements of such private hostels shall be responsible for not reporting cases of ragging in their premises.
- 6.5.8 The Head of the institution shall take immediate action on receipt of the recommendations of the Anti-Ragging Squad. He/ She shall also take action suo motto if the circumstances so warrant.
- 6.5.9 Freshers who do not report the incidents of ragging either as victims or as witnesses shall also be punished suitably.
- 6.5.10 Anonymous random surveys shall be conducted across the 1st year batch of freshers every fortnight during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not. The institution may design its own methodology of conducting such surveys.

- 6.5.11 The burden of proof shall lie on the perpetrator of ragging and not on the victim.
- 6.5.12 The institution shall file an FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities. Remedial action shall be initiated and completed within the one week of the incident itself.
- 6.5.13 The Migration / Transfer Certificate issued to the student by the institution shall have an entry, apart from those relating to general conduct and behaviour, whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others.
- 6.5.14 Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the institution, including faculty, and not merely that of the specific body/ committee constituted for prevention of ragging.
- 6.5.15 The Heads of institutions other than universities shall submit weekly reports to the Vice-chancellor of the university the institution is affiliated to or recognized by, during the first three months of new academic year and thereafter each month on the status of compliance with anti-ragging measures. 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 Chancellor.
- 6.5.16 Access to mobile phones and public phones shall be unrestricted in hostels and campuses, except in class-rooms, seminar halls, library etc. where jammers shall be installed to restrict the use of mobile phones.

6.6 Measures for encouraging healthy interaction between freshers and seniors:-

- 6.6.1 The institution shall set up appropriate committees including the course-in-charge, student advisor, Warden and some senior students to actively monitor, promote and regulate healthy interaction between the freshers and senior students.
- 6.6.2 Freshers' welcome parties shall be organized in each department by the senior students and the faculty together soon after admissions, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.
- 6.6.3 The institution shall enhance the student-faculty interaction by involving the students in all matters of the institution, except those relating to the actual processes of evaluation and of faculty appointments, so that the students shall feel that they are responsible partners in managing the

affairs of the institution and consequently the credit due to the institution for good work/ performance is due to them as well.

7. Measures at the UGC/ Statutory/ Regulatory body level:-

7.1 Regulatory measures:-

- 7.1.1 The UGC and other Statutory /Regulatory bodies shall make it mandatory for the institutions to compulsorily incorporate in their 'Prospectus' the directions of the Supreme Court and/or the Central or State Governments with regard to prohibition and consequences of ragging, and that non-compliance with the directives against ragging in any manner whatsoever shall be considered as lowering of academic standards by the erring institution making it liable for appropriate action.
- 7.1.2 The UGC (including NAAC and UGC Expert Committees visiting institutions for various purposes) and similar Committees of other Statutory/Regulatory bodies shall cross-verify that the institutions strictly comply with the requirement of getting the undertakings from the students and their parents/ guardians as envisaged under these Regulations.
- 7.1.3 The UGC and other funding bodies shall make it one of the conditions in the Utilization Certificate for sanctioning any financial assistance or aid to the institution under any of the general or special schemes that the institution has strictly complied with the anti-ragging measures and has a blemish-less record in terms of there being no incidents of ragging during the period pertaining to the Utilization Certificate.
- 7.1.4 The NAAC and other accrediting bodies shall factor in any incident of ragging in the institution while assessing the institution in different grades.

7.2 Incentives for curbing ragging:-

- 7.2.1 The UGC shall consider providing special/ additional annual financial grants-in-aid to those eligible institutions which report a blemish-less record in terms of there being no incidents of ragging.
- 7.2.2 The UGC shall also consider instituting another category of financial awards or incentives for those eligible institutions which take stringent action against those responsible for incidents of ragging.
- 7.2.3 The UGC shall lay down the necessary incentive for the post of Warden in order to attract the right type of eligible candidates, and motivate the incumbents.

7.3 Monitoring mechanism to ensure compliance:-

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Apart from the monitoring mechanism built in under different sub-clauses of these Regulations, there shall also be the following monitoring mechanism:

7.3.1 The UGC shall constitute an Inter-Council Committee for prevention of Ragging consisting of representatives of the AICTE, the IITs, the NITs, the IIMs, the MCI, the DCI, the NCI, the ICAR and such other bodies which have to deal with higher education to coordinate and monitor the anti-ragging movement across the country and to make certain policy decisions. The said Committee shall meet at least twice a year in the normal course.

7.3.2 The UGC shall also have 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 and university level Committees for effective implementation of anti-ragging measures.

8 Punishments:-


8.1 At the institution level:-

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- 8.1.1 Suspension from attending classes and academic privileges
- 8.1.2 Withholding/ withdrawing scholarship/ fellowship and other benefits
- 8.1.3 Debarring from appearing in any test/ examination or other evaluation process
- 8.1.4 Withholding results
- 8.1.5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- 8.1.6 Suspension/ expulsion from the hostel
- 8.1.7 Cancellation of admission
- 8.1.8 Rustication from the institution for period ranging from 1 to 4 semesters
- 8.1.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- 8.1.10 Fine ranging between Rupees 25,000/- and Rupees 1 lakh
- 8.1.11 Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

8.2 At the university level in respect of institutions under it:-

If an institution under a university (being constituent of, affiliated to or recognized by it) fails to comply with any of the provisions of these Regulations


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and fails to curb ragging effectively, the university may impose any one or any combination of the following penalties on it:

- 8.2.1 Withdrawal of affiliation/ recognition or other privileges conferred on it
- 8.2.2 Prohibiting such institution from presenting any students then undergoing any programme of study therein for the award of any degree/diploma of the university
- 8.2.3 Withholding grants allocated to it by the university, if any
- 8.2.4 Withholding any grants channellised through the university to the institution
- 8.2.5 Any other appropriate penalty within the powers of the university.

8.3 At the appointing authority level:-

- The authorities of the institution, particularly the Head of the institution, shall be responsible to ensure that no incident of ragging takes place in the institution. In case any incident of ragging takes place, the Head shall take prompt and appropriate action against the person(s) whose dereliction of duty lead to the incident. The authority designated to appoint the Head shall, in its turn, take prompt and appropriate action against the Head.

8.4 At the UGC/Statutory/Regulatory body level:-

If an institution fails to curb ragging, the UGC/Statutory/Regulatory body concerned may impose any one or any combination of the following penalties on it:

- 8.4.1 Delisting the institution from section 12B of the UGC Act or any similar provision in the Act of the Statutory/Regulatory body concerned
- 8.4.2 Withholding any grants allocated to it
- 8.4.3 Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the UGC/Statutory/ Regulatory body concerned
- 8.4.4 Declaring that the institution does not have the minimum academic standards and warning the potential candidates for admission accordingly through public notice and posting on the UGC Website/ Website of the Statutory/Regulatory body concerned.
- 8.4.5 Taking such other action within its powers as it may deem fit and impose such other penalties as provided till such time as the institution achieves the objective of curbing ragging.
- 8.4.6 Collaborating with one another to work out other possible deterrents.


Chaitralekha
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ANNEXURE I, Part I

UNDERTAKING BY THE CANDIDATE/STUDENT

1. I, _____
S/o. D/o. of Mr./Mrs./Ms. _____
have carefully read and fully understood the law prohibiting ragging and the
directions of the Supreme Court and the Central/State Government in this regard.


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2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
3. I hereby undertake that
 - I will not indulge in any behavior or act that may come under the definition of ragging,
 - I will not participate in or abet or propagate ragging in any form,
 - I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.
5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this _____ day of _____ month of _____ year

Signature

Name:

Address:

ANNEXURE I, Part II

UNDERTAKING BY PARENT/GUARDIAN

1. I, _____
F/o. M/o. G/o _____,
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this

G. P. Mishra
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University Grants Commission

Decisions agreed upon in the Central Inter-Council/Statutory Bodies, State Councils of Higher Education and Education Secretary of State Government in the meeting held 13th April, 2009 in UGC, New Delhi.

The following were present:-

UGC:

Prof. Sukhdeo Thorat, Chairman In Chair
Dr. R.K. Chauhan, Secretary.
Dr. C.S. Meena, JS (CPP-II).
Shri V.K. Jaiswal, US (CPP-II).

Members of the UGC Committee for preparation of Regulations:-

Prof. K.P.S Unni
Dr. R.P. Gangurde
Prof. Virbala Aggarwal

Representatives of the Statutory Councils:

Medical Council Of India
National Council of Teacher Education
Indian Council of Agricultural Research
Distant Educational Council
Dental Council of India
Pharmacy Council of India
Bar Council of India

Representative of the State Governments:-

A.P. Council of Higher Education
H.P. Government,
Punjab Government,
U.P. Government

Following decisions were taken:-

- a) The participants discussed the Draft Regulations for Prevention of Ragging and made various suggestions. Most of the suggestions were agreed and it was decided that these suggestions would be incorporated in the Regulations after taking into account the legal provisions. The UGC expert committee may do the same preferably by 20th April, 2009.
- b) The various Councils generally agreed with draft Regulations and decided that they would frame their Regulations taking the UGC Regulations as the base and only add some additional provisions to address the specific issues peculiar to each one of them

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regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. I assure you that my son/ daughter/ ward will not indulge in any act of ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

Signed this _____ day of _____ month of _____ Year

Signature

Name:


Address:

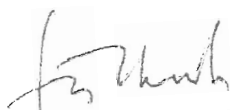
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- c) The Council agreed that they will make effort to finalize their Regulations latest by the end of May duly approved by their respective statutory bodies.
- d) The members agreed to constitute an Inter-Council Committee for prevention of Ragging to address the issue relating to ragging which are of national importance and to sort out the issue of overlapping and cross cutting issues. The Committee will meet at least twice a year.
- e) The UGC will finalize the Regulations by next week and send to various councils for follow up action at their end. These will also be placed on the UGC Website for the convenience of the Councils.
- f) The UGC would get the approval of the Commission by circulation, which is expected by the end of April, 2009.
- g) The participants discussed the Monitoring mechanism proposed by EdCIL and the presentation made by Prof. Raj Kachroo. The Ed.Cil was requested to finalize the same duly approved by the Ministry of HRD urgently so that the mechanism could also be brought to the notice of Universities and colleges along with these Regulations. The Ed. Cil would sent the communication to all the statutory bodies/councils for the monitoring mechanism agreed by it.
- h) These Regulations would be in place before the commencement of the next academic year in June 2009.

The meeting ended with a vote of thanks to the Chair


(R. K. CHAUHAN)
13. 4. 2009


(SUKHADEO THORAT)


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UNIVERSITY GRANTS COMMISSION
BAHADLURSHAH ZAFAR MARG
NEW DELHI-110002

F.1-16/2007(CPP-II)

List of participants of meeting of UGC Expert Committee on Regulation to curb the menace of ragging in Higher Educational Institutions-2009 held in UGC Office, New Delhi on 13.4.2009 with State/UT Higher Education Secretary, Professional Councils, State Council of Higher Education

Members UGC Expert Committee

1. Prof. KPS Unny
Former Registrar, JNU, Brindawvan
Near DP office, West Yakkara Road
Palakkad-678014 (Kerala)
Phone 09895865526, kpsunny39@gmail.com
 2. Prof. Virbala Aggarwal
H.P. Univ.
Shimla-171005
Phone 09418168234
 3. Dr. R.P.Gangurde,
Former Addl. Secretary, UGC
C-13/26, Sector 38, Kendriya Vihar
Nerul, New Mumbai-400706
 4. Prof. M.Z. Khan
UGC Consultant
B-59, City Apartments
Vasundhara Enclave
Delhi-110096
- Special invitee


Special invitee

Mr.Raj Kachroo
Aman Movement

Present (UGC)

1. Prof. S.K.Thorat, Chairman, UGC
2. Dr. R.K.Chauhan, Secretary, UGC
3. Dr.C.S.Meena, Joint Secretary, UGC
4. Sh. A.N.Sharma, Deputy Secretary UGC
5. Sh. V.K.Jaiswal, Under Secretary, UGC
6. Smt. Lalitha Ganeshan, S.O., UGC


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Professional Councils

1. Dr. Prem Kumar,
Additional Secretary
Medical Council of India
Pocket- 14, Sector-8
Dwarka Phase-1
New Delhi-110077
2. Prof. SVS Choudhary
Vice Chairman
National Council for Teacher Education
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Joint Secretary
Bar Council of India
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7. Sh. S.K.Mitra
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9. Sh. D .Singh
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State Council of Higher Education

1. Prof. K.C.Reddy
Chairman
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State Education Secretary

1. Dr. Narinder Dhillon
DPI College, Punjab
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2. Shri P.C.Dhiman
Secretary (Education Dept)
Govt. of Himachal Pradesh
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3. Sh. Prabhat Sinha
Spl. Secretary
Dept. of Higher Education
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4. Dr. Vijay Shanker
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VISHAKA GUIDELINES

The **Vishaka Guidelines** were a set of procedural guidelines for use in India in cases of sexual harassment. They were promulgated by the Indian Supreme Court in 1997 and were superseded in 2013 by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act.

Background


Pre-1997 the person facing sexual harassment at workplace had to lodge a complaint under Section 354 of the Indian Penal Code 1860 that deals with the 'criminal assault of women to outrage women's modesty', and Section 509 that punishes an individual/individuals for using a 'word, gesture or act intended to insult the modesty of a woman.

During the 1990s, Rajasthan state government employee Bhanwari Devi who tried to prevent child marriage as part of her duties as a worker of the Women Development Programme was raped by the landlords of the community. The feudal patriarchs who were enraged by her (in their words: "a lowly woman from a poor and potter community") 'guts' decided to teach her a lesson and raped her repeatedly. The rape survivor did not get justice from Rajasthan High Court and the rapists were allowed to go free. This enraged a women's rights group called Vishaka that filed a public interest litigation in the Supreme Court of India.

This case brought to the attention of the Supreme Court of India, "the absence of domestic law occupying the field, to formulate effective measures to check the evil of sexual harassment of working women at all work places."

Vishakha vs. State of Rajasthan

In 1997, the Supreme Court passed a landmark judgment in the same Vishaka case laying down guidelines to be followed by establishments in dealing with complaints about sexual harassment. **Vishaka Guidelines** were stipulated by the Supreme Court of India, in Vishakha and others v State of Rajasthan case in 1997,


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regarding sexual harassment at workplace. The court stated that these guidelines were to be implemented until legislation is passed to deal with the issue.

The court decided that the consideration of "International Conventions and norms are significant for the purpose of interpretation of the guarantee of gender equality, right to work with human dignity in Articles 14, 15 19(1)(g) and 21 of the Constitution and the safeguards against sexual harassment implicit therein."

What is sexual harassment

Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

a) physical contact and advances; b) a demand or request for sexual favors; c) sexually colored remarks; d) showing pornography; e) any other unwelcome physical verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances where the victim has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem.

It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment.

Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

Thus, sexual harassment need not involve physical contact. Any act that creates a hostile work environment - be it by virtue of cracking lewd jokes, verbal abuse, circulating lewd rumours etc. counts as sexual harassment.


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The creation of a hostile work environment through unwelcome physical verbal or non-verbal conduct of sexual nature may consist not of a single act but of a pattern of behavior comprising many such acts.

Thus, it is important that the victim report such behavior as soon as possible and not wait for it to become worse. In some cases, the psychological stigma of reporting the conduct of a co-worker might require a great deal of courage on the part of the victim and they may report such acts after a long period of time. The guidelines suggest that the complaint mechanism should ensure time bound treatment of complaints, but **they do not suggest that a report can only be made within a short period of time since the incident occurred.**

Often, the police refuse to lodge FIRs for sexual harassment cases, especially where the harassment occurred sometime ago.

Employer's obligations

Note that the Vishaka Guidelines are not sufficient for legal compliance for employers as the same has been replaced by a full fledged statute of the Parliament. Although the statute mostly retains the framework provided in the Guidelines, there are significant differences and it is the statute that the employers must follow. For instance, the definition of sexual harassment has significantly changed.^[6] From this perspective, the Vishaka Guidelines is of only historical and academic importance now. It will also be relevant in cases that were brought up before 2013 enactment of the law.

Recently the minister for Women's Welfare Maneka Gandhi has stated that government will take tough steps against any organisations, including NGOs that do not implement the new law. It is a good idea to use a checklist to make sure that your organisation is compliant with the law. A sample checklist for sexual harassment compliance is available here.

Internal Complaints Committee and Local Complaints Committee: The Sexual Harassment Act requires an employer to set up an 'Internal Complaints Committee' ("ICC") at each office or branch having more than 10 employees of any gender.


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The government is in turn required to set up a 'Local Complaints Committees' ("LCC") at the district level to investigate complaints regarding sexual harassment from establishments where the ICC has not been constituted on account of the establishment having less than 10 employees or if the complaint is against the employer.

The Sexual Harassment Act, 2013 also sets out the constitution of the committees, process to be followed for making a complaint and inquiring into the complaint in a time bound manner.

Interim Reliefs : The Sexual Harassment Act empowers the ICC and the LCC to recommend to the employer, at the request of the aggrieved employee, interim measures such as (i) transfer of the aggrieved woman or the respondent to any other workplace; or (ii) granting leave to the aggrieved woman up to a period of 3 months in addition to her regular statutory/ contractual leave entitlement.

In addition to ensuring compliance with the other provisions stipulated, the Sexual Harassment Act casts certain obligations upon the employer to, inter-alia,

- provide a safe working environment
- display conspicuously at the workplace, the penal consequences of indulging in acts that may constitute sexual harassment and the composition of the Internal Complaints Committee
- organise workshops and awareness programmes at regular intervals for sensitizing employees on the issues and implications of workplace sexual harassment and organizing orientation programmes for members of the Internal Complaints Committee
- treat sexual harassment as a misconduct under the service rules and initiate action for misconduct.
- The employer is also required to monitor the timely submission of reports by the ICC.


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If an employer fails to constitute an Internal Complaints Committee or does not comply with any provisions contained therein, the Sexual Harassment Act prescribes a monetary penalty of up to INR 50,000 (approx. US\$1,000). A repetition of the same offence could result in the punishment being doubled and / or de-registration of the entity or revocation of any statutory business licenses.


Complaints mechanism

All women who draw a regular salary, receive an honorarium, or work in a voluntary capacity in the government, private sector or un-organised sector come under the purview of these guidelines.

- All workplaces should have an appropriate complaints mechanism with a complaints committee, special counsellor or other support services.
- A woman must head the complaints committee and no less than half its members should be women.
- The committee should include an NGO/individual familiar with the issue of sexual harassment.
- The complaints procedure must be time-bound.
- Confidentiality must be maintained.
- Complainants/witnesses should not experience victimization/discrimination during the process.

Preventive steps

- Sexual harassment should be affirmatively discussed at workers' meetings, employer-employee meetings, etc.
- Guidelines should be prominently displayed to create awareness about the rights of female employees.
- The employer should assist persons affected in cases of sexual harassment by outsiders.
- Central and state governments must adopt measures, including legislation, to ensure that private employers also observe the guidelines.


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- Names and contact numbers of members of the complaints committee must be prominently displayed.

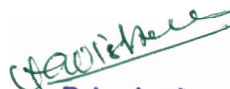
From Guidelines to Act

The Sexual harassment at workplace Bill was passed by the Lok Sabha on the 2nd of September, 2012. It is now The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. It defines sexual harassment as laid down by the Supreme Court in Vishakha and others v State of Rajasthan (1997) case.¹

Recommendations

National Commission for Women has asked the government to ensure constitution of Internal Complaints Committee (ICC) in accordance with Supreme Court guidelines in its departments, institutions and autonomous bodies to address such cases. It has also recommended conducting gender sensitisation workshops for top level management officials. NCW recommended publicizing committee using posters, etc. and explicitly mention the contact details of the members. The commission also highlighted the need for orientation programs for employees to sensitize them on sexual harassment. Another recommendation was to enhance communication strategies to combat violation against women.

The rules for the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 have come into force on 9th Dec, 13'. <http://www.lawyerscollective.org/wp-content/uploads/2013/12/Sexual-Harassment-at-Workplace-Rules.pdf>


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क्रं P-386 / 2021


बोरी, दिनांक 11/ 08/ 2021

आदेश

सत्र 2021 - 22 हेतु आगामी आदेश तक प्रशासनिक एवं अकादमिक कार्यों के सुचारु संचालन के लिए निम्नांकित समितियों का गठन किया गया है। संबंधित अधिकारी/ कर्मचारी महाविद्यालय प्रशासन द्वारा सौंपे गए कार्यों का पूर्ण कर्तव्य निष्ठा से निर्वहन करेंगे। समिति के सदस्य, प्रभारी अधिकारियों के निर्देशों का पालन करते हुए कार्य को त्रुटि रहित एवं निश्चित समय अवधि में पूरा करने में पूर्ण जिम्मेदारी से सहयोग प्रदान करेंगे।

महाविद्यालय कार्यकारी समितियां

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| 01. स्टाफ काउंसिल की बैठक समिति | प्रभारी - डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी सदस्य - डॉ. अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक |
| 02. सम्मिलित कोष निधि समिति | अध्यक्ष- डॉ. आनंद कुमार विश्वकर्मा, प्राचार्य सदस्य - डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक |
| 03. एंटी रैगिंग समिति | प्रभारी - डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी सदस्य - डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी सदस्य - डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य सदस्य - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
| 04. अनुशासन समिति | प्रभारी - डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी सदस्य - डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी सदस्य - डॉ. अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र सदस्य - डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य सदस्य - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र सदस्य - डॉ. (श्रीमती) संगीता शर्मा, विभागाध्यक्ष वनस्पति शास्त्र सदस्य - श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| 05. सांस्कृतिक कार्यक्रम समिति | प्रभारी - डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी |

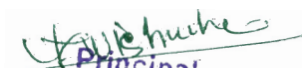

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| | सदस्य -डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य |
| | सदस्य -डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
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| | सदस्य - श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र |
| 06. राष्ट्रीय एवं संस्थागत छात्रवृत्ति समिति | संयोजक - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
| | प्रभारी - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र |
| | सदस्य - श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र |
| | सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| | सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक |
| 07. क्रय समिति | प्रभारी -डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी |
| | सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| | सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक |
| 08. आंतरिक लेखा परीक्षण एवं वित्तीय दस्तावेज जांच समिति | प्रभारी - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| 09. महाविद्यालय प्रवेश समिति ऑनलाइन प्रवेश कार्यसमिति | संयोजक - डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी |
| | प्रभारी - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
| | सदस्य - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र |
| | सदस्य - श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र |
| | सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| | सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक |
| | सहायक कर्मचारी - कु. प्रज्ञा देवांगन, कंप्यूटर सहायक |
| विभागीय प्रवेश समिति - कला संकाय | प्रभारी - डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी |
| | सदस्य -डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र |
| | सदस्य - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र |
| वाणिज्य संकाय | प्रभारी - डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य |
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| विज्ञान संकाय | प्रभारी - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
| | सदस्य -डॉ. (श्रीमती) संगीता शर्मा, विभागाध्यक्ष वनस्पति शास्त्र |
| | सदस्य - श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र |
| 10. महा विद्यालय परीक्षा परिणाम विश्लेषण | प्रभारी - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
| | सदस्य - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र |
| | सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| 11. समय सारणी समिति | संयोजक - डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी |
| | प्रभारी कला संकाय -डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी |
| | प्रभारी वाणिज्य संकाय - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| | प्रभारी विज्ञान संकाय-डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
| 12. प्रायोगिक कार्य प्रोजेक्ट कार्य एवं प्रायोगिक | एम. ए. समाजशास्त्र प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र |

- कला संकाय प्रभारी- डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र
वाणिज्य संकाय प्रभारी- डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य
विज्ञान संकाय प्रभारी - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन
शास्त्र
13. विश्वविद्यालय कार्यसमिति प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र
सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक
सहायक कर्मचारी- कुमारी प्रजा देवांगन, कंप्यूटर सहायक
14. वेतन निर्धारण समिति प्रभारी- डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी
सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक
15. आयकर एवं टीडीएस निर्धारण समिति प्रभारी- डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य
सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक
16. पुस्तकालय समिति प्रभारी- डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र
सदस्य - कुमारी प्रजा देवांगन, कंप्यूटर सहायक
सदस्य - श्री योगेश ठाकुर, सहायक कर्मचारी
17. रूसा कार्यसमिति प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र
सदस्य - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र
सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य
सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक
18. महाविद्यालय छात्रसंघ समिति प्रभारी- डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी
सदस्य - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र
सदस्य - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र
सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य
19. अतिथि व्याख्याता नियुक्ति समिति संयोजक - डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र
प्रभारी - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र
सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य
सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक
सहायक कर्मचारी- कुमारी प्रजा देवांगन, कंप्यूटर सहायक
सहायक कर्मचारी- श्री योगेश ठाकुर, कंप्यूटर सहायक
20. महाविद्यालय अधिकारी एवं कर्मचारी प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र
संबंधी जानकारी एवं रिकॉर्ड रखरखाव सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य
समिति सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक
21. सूचना का अधिकार समिति सहायक जन सूचना अधिकारी - डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी
22. लोक सेवा गारंटी अधिनियम सहायक जन सूचना अधिकारी - डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी
सहायक कर्मचारी- कुमारी प्रजा देवांगन, कंप्यूटर सहायक
23. यूजीसी कार्यसमिति प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र
सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक


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| 23. सामाजिक कल्याण समिति राष्ट्रीय सेवा योजना रेडक्रॉस समिति यूथ रेड रिबन | संयोजक- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र प्रभारी- डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य प्रभारी- डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य प्रभारी- श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र |
| 24. अनुसूचित जाति अनुसूचित जनजाति पिछड़ा वर्ग एवं अल्पसंख्यक कल्याण प्रकोष्ठ | प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक सहायक कर्मचारी - कुमारी प्रजा देवांगन, कंप्यूटर सहायक |
| 25. भवन निर्माण एवं रखरखाव समिति | प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक |
| 26. आइक्यूएसी समिति | प्रभारी- डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी सदस्य - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| 27. नेक कार्य समिति | प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र सदस्य -श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक सहायक कर्मचारी- कुमारी प्रजा देवांगन, कंप्यूटर सहायक |
| 28. महाविद्यालय संबद्धता समिति | प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक सहायक कर्मचारी- कुमारी प्रजा देवांगन, कंप्यूटर सहायक |
| 29. भौतिक सत्यापन समिति पुस्तकालय क्रीडा विभाग एनएसएस विभाग जनभागीदारी मद क्रय प्रयोगशाला (समस्त) रिकॉर्ड /लेखा संधारण फर्नीचर स्टोर्स एवं महाविद्यालय भवन इलेक्ट्रॉनिक एवं अन्य उपकरण (शासकीय) | संयोजक- डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी प्रभारी- डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी सदस्य -डॉ. (श्रीमती) संगीता शर्मा ,विभागाध्यक्ष वनस्पति शास्त्र प्रभारी- डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य सदस्य -श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र सदस्य - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य - डॉ. (श्रीमती) संगीता शर्मा ,विभागाध्यक्ष वनस्पति शास्त्र सदस्य -श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र प्रभारी- डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र सदस्य - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |

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| एवं अन्य मद) | सदस्य -श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र |
| 30. विधानसभा प्रश्न समिति | सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक सहायक कर्मचारी- कुमारी प्रज्ञा देवांगन, कंप्यूटर सहायक |
| 31. महाविद्यालय वेबसाइट निर्माण एवं अद्यतन समिति | प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक |
| 32. ऑल इंडिया सर्वे ऑन हायर एजुकेशन (AISHE) | नोडल अधिकारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
| 33. महा विद्यालय बजट निर्माण समिति | प्रभारी- डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी सदस्य- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य- डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक सहायक कर्मचारी- कुमारी प्रज्ञा देवांगन, कंप्यूटर सहायक |
| 34. आंतरिक शिकायत निवारण समिति | संयोजक- डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी कला संकाय प्रभारी- डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी सदस्य- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र वाणिज्य संकाय प्रभारी- डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य सदस्य- डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य विज्ञान संकाय प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य- श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र कार्यालय प्रभारी- श्री अनिल मिश्रा प्रभारी मुख्य लिपिक प्रभारी- डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी |
| 35. महिला उत्पीड़न एवं आंतरिक परिवाद समिति | सदस्य-डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य सदस्य-डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य-डॉ. (श्रीमती) संगीता शर्मा, विभागाध्यक्ष वनस्पति शास्त्र सदस्य-श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र बाह्य सदस्य- डॉ (श्रीमती) किरण बाला पटेल |
| 36. मतदाता जागरूकता ,स्वीप कार्यक्रम एवं निर्वाचन सम्बन्धी कार्य | प्रभारी - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य सदस्य- श्री अनिल मिश्रा प्रभारी मुख्य लिपिक परामर्शदाता- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
| 37. आंतरिक परीक्षा एवं आंतरिक मूल्यांकन समिति | संयोजक- डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी कला संकाय प्रभारी- डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी एम. ए. समाजशास्त्र प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र वाणिज्य संकाय प्रभारी- डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य |


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| 38. जनभागीदारी समिति | विज्ञान संकाय प्रभारी -डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र प्रभारी अधिकारी- डॉ. (श्रीमती) आशा दीवान, विभागाध्यक्ष हिंदी |
| 39. महाविद्यालय विवरणिका एवं नियमावली फॉर्म तथा परिचय पत्र निर्धारण समिति | जनभागीदारी लेखा संधारण प्रभारी - श्री अनिल मिश्रा प्रभारी मुख्य लिपिक प्रभारी- डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी सदस्य - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक |
| 40. नियोजन एवं पेशा परामर्श प्रकोष्ठ | अध्यक्ष- डॉ आनंद कुमार विश्वकर्मा , प्राचार्य प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य- डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य सदस्य-श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र सदस्य- डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य परामर्शदाता- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र |
| 41. वार्षिक परीक्षा कार्यसमिति | प्रभारी- डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी सदस्य- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य- श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र सदस्य- डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| 42. अग्रणी महाविद्यालय जानकारी एवं प्रशासनिक बैठक कार्यसमिति | प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक |
| 43. महाविद्यालय वार्षिक प्रतिवेदन एवं पालन प्रतिवेदन समिति | प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक सहायक कर्मचारी - कुमारी प्रजा देवांगन कंप्यूटर सहायक |
| 44. क्रीडा समिति | प्रभारी- डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य सदस्य -श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र |
| 45. स्वच्छता अभियान समिति | प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र सदस्य - डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य सदस्य - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र सदस्य - श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र |
| 46. वृक्षारोपण एवं कैंपा फंड समिति | प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र सदस्य - डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य सदस्य - डॉ. (श्रीमती) संगीता शर्मा, विभागाध्यक्ष वनस्पति शास्त्र |
| 47. ग्रीन ऑडिट समिति | प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र सदस्य- डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| 48. पंचमुखी विकास कार्यक्रम समिति स्वच्छ शौचालय की व्यवस्था स्वच्छ पेयजल की व्यवस्था | संयोजक- डॉ. तापस मुखर्जी, विभागाध्यक्ष अंग्रेजी प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र सदस्य - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र प्रभारी- डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य सदस्य - श्रीमती कविता ठाकुर, विभागाध्यक्ष प्राणी शास्त्र |

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| महाविद्यालय का रंग रोगन प्रभारी सदस्य | प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र |
| अकादमिक ऑडिट प्रभारी सदस्य | सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| महाविद्यालय में वाई-फाई की सुविधा | प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
| रिकॉर्ड लेखाकार रखरखाव | सदस्य- डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| महाविद्यालय में शैक्षणेतर गतिविधियां | प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
| 49. योगा कार्यक्रम एवं शारीरिक शिक्षण समिति | सदस्य - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र |
| 50. राष्ट्रीय पर्व आयोजन समिति | प्रभारी - डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र |
| 51. महाविद्यालय सैनिटाइजेशन समिति | सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| 52. न्यायालयीन प्रकरण समिति | सदस्य - श्री अनिल मिश्रा, प्रभारी मुख्य लिपिक |
| 53. कृमी दवा वितरण कार्यक्रम | प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र |
| 54. महाविद्यालय हेल्प डेस्क | सहायक कर्मचारी- श्री योगेश ठाकुर |
| 55. महाविद्यालय इंटरनेट ईमेल, सूचना प्रेषण एवं अन्य ऑनलाइन संचालन कार्य | प्रभारी- डॉ अमरनाथ शर्मा, विभागाध्यक्ष समाजशास्त्र |
| | सदस्य - डॉ. मंजू लता साव, विभागाध्यक्ष वाणिज्य |
| | सदस्य - डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
| | सदस्य - डॉ. हंसराज ठाकुर, विभागाध्यक्ष अर्थशास्त्र |
| | सदस्य - डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |
| | प्रभारी- डॉ. (श्रीमती) मीना चक्रवर्ती, विभागाध्यक्ष रसायन शास्त्र |
| | सदस्य- डॉ. समीर जयसवाल, सहायक प्राध्यापक वाणिज्य |


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Session 2018 - 19

Anti-Ragging Committee's Meeting

A meeting of the Anti-Ragging Committee was conducted today at the Principal's chamber. The following officials were present in the meeting.

1. Dr. Anand Kumar Vishwakarma, Principal.
2. Dr. Tapas Mukherjee, Advisor, Anti-Ragging Committee
3. Dr. Asha Dinkar, Prq.-in-charge, Anti-Ragging Committee
4. Dr. Amrta Sharma, Member
5. Dr. Majulata Saa, Member
6. Dr. Sanjita Sharma, Member

Minutes of the Meeting

- a) The minutes of the previous meeting was read out by Dr. Asha Dinkar, Prq.-in-charge Anti-Ragging Committee.
- b) The healthy and cordial relationship between the senior and junior students of this institution was discussed. The institution has reported no cases of ragging right since the start of the college in 2012.
- c) Students were to be instructed through notices to submit their Anti-Ragging pledge duly signed by their parents at the time of admission.
- d) Teachers would personally take feedback in their respective classes if they had any issue regarding harassment/ragging by senior students.
- e) The appointment of student deputies from the senior classes would be made who would directly report to the committee member any instances of ragging.

The purview of ragging.

- 1) All such activities that come under the purview of ragging, would be prominently displayed at the college entrance.
- 2) The head Prof. in-charge of the Anti-ragging team would be available along with their contact details for students.
- 3) Periodic feedback from students would be obtained to assess if any ragging activities are taking place.

The Anti-Ragging Squad would comprise as follows

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| 1. | Dr. Tapas Mishra, Asst. Prof. of English | 9893195885 |
| 2. | Dr. Asha Dixit, Asst. Prof. of Hindi | 7773028278 |
| 3. | Dr. Anurag Sharma, Asst. Prof. of Sociology | 9424113202 |
| 4. | Dr. Sanjay Jaiswal, Asst. Prof. of Computer | 7869198296 |
| 5. | Dr. Sangeeta Sharma, Asst. Prof. of Botany | 7770837615 |

(Signature)
Principal
Govt. Neveen College Ser
Dist. Durg (C.G.)