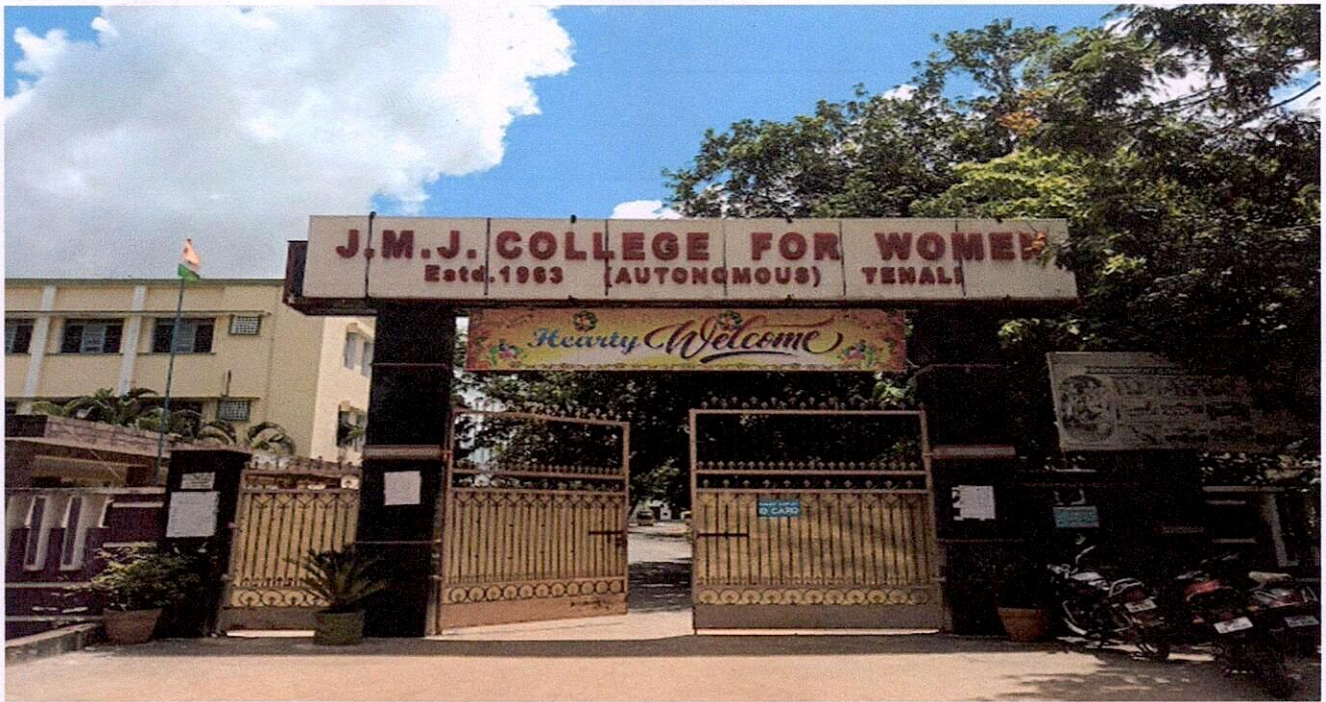




JMJ COLLEGE FOR WOMEN (AUTONOMOUS)
TENALI-522202, GUNTUR DT.A.P.
PRIVATE AIDED – MINORITY INSTITUTION
Re-Accredited by NAAC with B++ Grade (IV Cycle)
Recognized by UGC New Delhi under Section 2(f) & 12 (b)
(An Autonomous College in the Jurisdiction of Acharya Nagarjuna University)
Ph: 08644 225994

CRITERION- V

Metric – 5.1.4



CRITERION – V

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

Implementation of guidelines of statutory/regulatory bodies

- **Grievance redressal Committee**
- **Anti-Sexual Harassment Committee**
- **Anti-Ragging Committee**
- **Women Empowerment Cell**
- **Internal complaints Committee**



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Criterion- V

Metric – 5.1.4

STUDENT SUPPORT AND PROGRESSION

5.1. Student Support

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

Statutory/Regulatory Committees

S. No	Committee
1.	Grievance redressal Committee
2.	Anti-Sexual Harassment Committee
3.	Anti-Ragging Committee
4.	Women Empowerment Cell
5.	Internal complaints Committee



Principal
PRINCIPAL
JMJ COLLEGE FOR WOMEN (Autonomous)
TENALI

❖ **Creating awareness and implementation of policies with zero tolerance**

CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

The Grievance Redressal Committee (GRC) looks into the complaints lodged by students and employees and judges their merit. It is also empowered to deal with the matters of harassment of any nature on the campus. Any student or employee has the liberty to approach any Committee member or the Coordinator in person with a genuine grievance or may present in writing and drop in the suggestion boxes provided at the different Blocks.

Objectives of GRC:

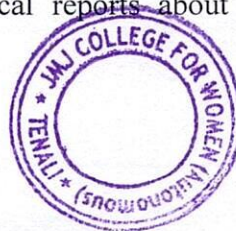
The Committee is constituted with an objective to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institution through -

- ❖ Promoting cordial student-student and student-teacher relationship to ensure a strife-free atmosphere in the Institution and thereby upholding the dignity of the Institution.
- ❖ Assuring confidentiality to express grievances/problems freely and frankly without any fear of being victimized.
- ❖ Instilling among students/employees the value of respecting the right and dignity of others with utmost restraint and patience in times of rift.
- ❖ Advising all staff to maintain cordial relations with the students and colleagues and not to be vindictive for any reason.
- ❖ The Grievance Redressal Committee for the academic year 2022-23 is constituted with the following members on 18-7-2022.

S.No.	Name of the Member	Designation	Role in the Committee
1.	Dr.Sr.Shiny K.P	Principal	Chairperson
2.	Ms C.M.Anitha	HOD Physics	Coordinator
3.	Ms.B.Bharathi	Lecturer in Mathematics	Member
4.	Ms.K.Kaveri	Student Representative	Member

Functions of GRC

1. Paying prompt attention to the grievances rose.
2. Reviewing all cases and preparing statistical reports about the number of cases received.



3. Submitting review reports to the authority regarding the cases attended to and the number of pending cases, if any, for further action.

Mechanism of Resolving the Complaints:

- ❖ Firstly the Grievance & Redressal Committee enters the grievance formally in its register as soon as it receives the grievances by any mode of communication from any grievant in the college.
- ❖ Secondly, the Committee will categorise and analyse the grievances received in terms of the college general administration. Then the Head of the committee will forward the grievance to the respective Departments/ Office/Individual requesting them to look into the grievance and redress it within the stipulated period that may be a week.
- ❖ The Committee will monitor whether the grievance has been redressed by the respective Departments/ Office/Individual. The head of the committee will appoint a day for hearing by informing both the grievant and the indicted.
- ❖ The Committee will enquire both the parties thoroughly without any partially by having the evidence submitted by the grievant.
- ❖ If it doesn't reach any resolution in terms of grievance, it will enquire again about that on another day. It will try hard to redress the grievance in that session itself.
- ❖ In case it does not reach any resolution on the grievance in that session as well, the Grievance Redressal Committee will take a decision on its own. It will be informed to both the parties. It should be agreed by both of them because the Grievance Redressal Committee's decision is final.
- ❖ Thus, any grievance will be redressed by the Grievance & Redressal Committee in a month's time.

The Committee will meet at least once in a semester and submit its minutes of meeting to Principal for necessary action.

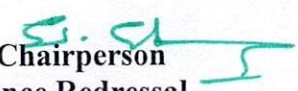
Copy to

- The Coordinator, GRC
- The Coordinator, IQAC
- Office
- Students Notice Board
- Website

Convener

Committee




Chairperson
Grievance Redressal
PRINCIPAL
JMJ COLLEGE FOR WOMEN (Autonomous)
TENALI



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

F.No. 14-4/2012(CPP-II)

7th December, 2018

PUBLIC NOTICE

ON

UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23rd March, 2013**. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email grmhei.2018@gmail.com on or before **31st December, 2018**.

(Prof. Rajnish Jain)



**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002**

NOTIFICATION

F.No.14-4/2012 (CPP-II)

New Delhi, the __ October, 2018

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any



qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;
- (f) "grievances" include the following complaints of the aggrieved students, namely:
- i. making admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - ii. irregularity in the admission process adopted by the institution;
 - iii. refusing admission in accordance with the declared admission policy of the institution;
 - iv. non publication of prospectus, (either hard copy / online) as specified in these regulations;
 - v. publishing any information in the prospectus, which is false or misleading, and not based on facts;
 - vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
 - vii. demand of money in excess of that specified in the declared admission policy to be charged by such institution;



- viii. breach in reservation policy in admission as may be applicable;
 - ix. nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
 - x. delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
 - xi. on provision of student amenities as may have been promised or required to be provided by the institution;
 - xii. non transparent or unfair evaluation practices;
 - xiii. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
- (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
- (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
- (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
- (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- (l) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
- (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;



- (n) "Ombudsperson" means the Ombudsperson appointed under these regulations;
- (o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:

- i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:
 - (a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
 - (b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
 - (c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
 - (d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;



- (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
- (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular / visiting ---- and teaching experience of every member of its teaching faculty.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.
- (k) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

- ii. Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its



publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

4. GRIEVANCE REDRESSAL COMMITTEES (GRC):

A. Department Grievance Redressal Committee (DGRC)

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
 - a) Head of the Department / School / Center – Chairperson
 - b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
 - c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

B. Institutional Grievance Redressal Committee (IGRC)



- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
- (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI – Chairperson.
 - (b) Dean of students/Dean, Students Welfare
 - (c) Two senior academicians other than Chairperson.
 - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The IGRC shall follow the principles of natural justice while deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 workings days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii) The IGRC shall provide a copy of the report to the aggrieved person(s).

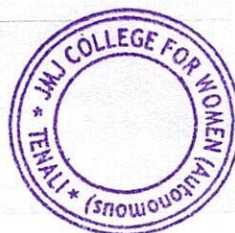
C. **College Grievance Redressal Committee (CGRC)**



- (i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:
 - a) Principal of the college -Chairperson
 - b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

D. University Grievance Redressal Committee (UGRC)

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :
 - a) A senior Professor of the university – Chairperson
 - b) Dean, Student Welfare or its equivalent - Member
 - c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.



(iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.

(v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.

E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

(i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.

(ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.

(iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.

(iv) The Ombudsperson, or any member of his immediate family shall not -

(a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;

(b) have any significant relationship, including personal, family, professional or financial, with the university;

(c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-



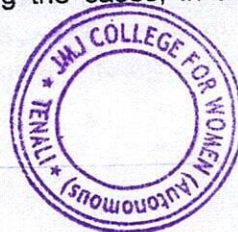
- (a) Nominee of the Governor of the State or his nominee - Chairperson
- (b) Vice-Chancellor of a University of State to be nominated by the State Government – Member
- (c) Vice-Chancellor of the concerned State University – Member
- (d) Registrar of the concerned State University – Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of University Grants Commission – Chairperson
- (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

- (c) The Vice Chancellor of the university – Member
- (d) The Registrar of the university – Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.



- (ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

6. FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;
- (ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- (iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- (ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.



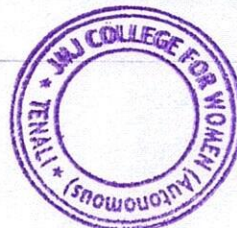
- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- (x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

9. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal



Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- (g) recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

(Prof. Rajnish Jain)
Secretary



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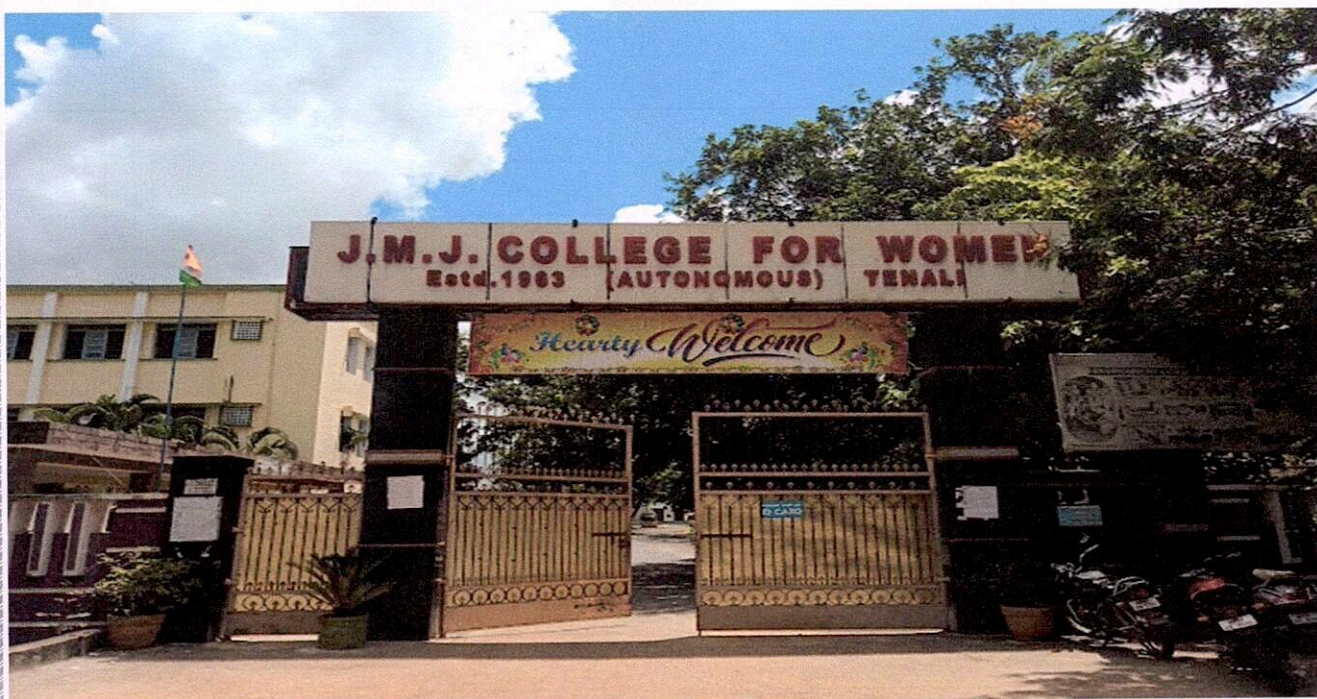

PRINCIPAL
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Criterion- V

Metric – 5.1.4



CRITERION – V

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

Implementation of guidelines of statutory/regulatory bodies

Anti-Sexual Harassment Committee

POLICY ON SEXUAL HARASSMENT

Preamble:

The Internal Complaint Committee of JMJ College for Women (A): Tenali, is committed to provide a conducive environment, free from violence, harassment, and exploitation amongst the students, teaching & non-teaching staff on the college campus. This includes all forms of gender violence, sexual harassment against women. The Committee members are expected to render full assistance to the "aggrieved woman" in writing the complaint of Sexual Harassment, the members should also be aware of the responsibilities and duties under the UGC Regulations as well as under the Sexual Harassment of Women at Workplace Act, 2013.

Formation of the Internal Complaint Committee:

The Internal Complaint Committee of the JMJ College for Women (A): Tenali is formed under Section 4 of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institution) Regulation, 2015 & under Section 4 of Sexual Harassment of Women at Workplace (Prohibition, Prevention & Redressal) Act, 2013.

Historical Background of the Sexual Harassment of Women at Workplace Act, 2013:

The writ petition was filed before the Supreme Court expressing the lacuna in the legislative policy in the matters of Sexual Harassment of Women at Workplace as it violates Articles 14, 15, 19 & 21 of the Constitution of India. To fill the legislative gap, the Supreme Court laid down the following guidelines for the redressal of Sexual Harassment of Women at Workplace, the guidelines as also known as the "Vishaka Guidelines":

- i) Duty of the employer to prevent the sexual harassment of women at the workplace & to provide for the procedures for resolution and settlement.
- ii) The rules and regulations relating to conduct and discipline in any Government or Private enterprise should include rules and regulations relating to sexual harassment of women at the workplace.
- iii) Appropriate work conditions for women to ensure that there is no hostile environment for women at workplaces.
- iv) An appropriate Complaint Mechanism should be made for the victim to ensure time-bound redressal of the cases.
- v) The Head of the Complaint Committee should be a woman & more than half of the members should be women & to maintain impartiality, the Complaint Committee should involve a third party. In 2013, Parliament made legislation on Sexual Harassment named "Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 (POSH Act). The Act was enacted with the basic objective of preventing and protecting sexual harassment at the workplace & to ensure redressal mechanism.



Declaration of the Policy:

JMJ College for Women (A): Tenali shall value the dignity of women & guarantee full respect for the “**Fundamental Rights**” under Article 14,15,19 & 21 of the Constitution of India. To achieve Gender Equality amongst the employees & students, all forms of sexual harassment in the employment, education, or training environment are declared as unlawful under the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) **Act, 2013 & UGC Regulations** as well as under the Sexual Harassment of Women at Workplace Act, 2013.

Objectives of the Policy:

- To fulfill the requirements of the Sexual Harassment of Women at Workplace At, 2013 (POSH Act).
- To ensure that the in-house Grievance Redressal Mechanism as mentioned under the Act is implemented to the full letter and spirit.
- To provide an environment free of gender discrimination.
- To assist the “Aggrieved Woman” to make the complaint relating to Sexual Harassment of Women at Workplace.
- To create a secure physical and social environment that will deter acts of sexual harassment.

Composition of the Committee:

- i) A Presiding Officer who shall be a woman employed at a senior level at the 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
- ii) 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 the legal knowledge
- iii) at least one-half of the total Members so nominated shall be women.
- iv) If the case involves against the student at the college, then two members of the Committee shall be taken from the student community.

Jurisdiction of the Committee:

The Rules and Regulations outlined in this policy shall be applicable to all the complaints relating to Sexual Harassment at Workplace: When one member (faculty or the student) has sexually harassed the other member within the educational institution.



Powers of the Committee:

- i) The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
- ii) The Committee shall have the power to issue interim directions to any person participating in the proceedings before it.
- iii) The Committee before initiating an inquiry under the Act may undergo "Conciliation" under Section 10 of the Act if both the parties agree to it.

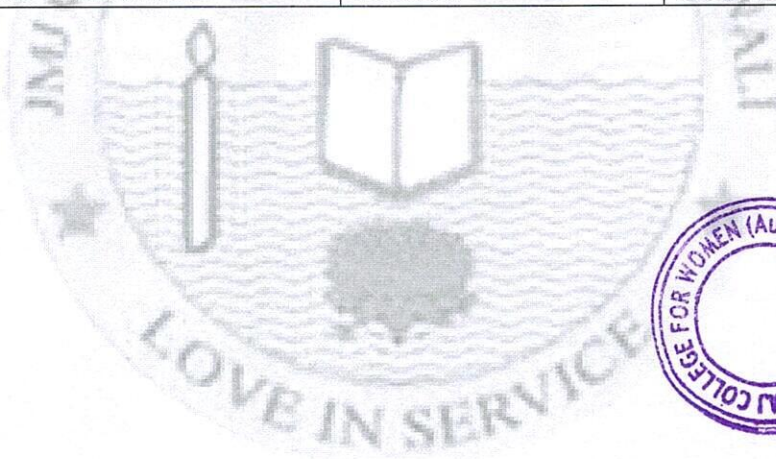
Procedure to be followed by the Committee:

- I. The Committee shall meet as and when any complaint is received by it. Complaints may be received by any member of the committee.
- II. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of five (5) days from such direction, the Committee members shall assist in writing the complaint.
- III. The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint/allegations within a period of five (5) days from such direction or such other time period as the Committee may decide.
- IV. Each party shall be provided with a copy of the written statement(s) submitted by the other.
- V. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- VI. JMJ College for Women (A): Tenali The Committee shall make all endeavours to complete its proceedings within a period of Ninety (90) days from the date of receipt of the complaint.
- VII. On the completion of an inquiry under this Act, the Internal Committee shall provide a report of its findings to the employer within a period of ten days (10) from the date of completion of the inquiry, and such report be made available to the concerned parties.
- VIII. Where the Internal Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Employer to act for sexual harassment as a misconduct in accordance with the provisions of the Service Rules applicable to the respondent & he shall also be liable to pay to the victim, the compensation amount of as decided by the Committee, which shall be deducted from the salary or wages of the respondent.



Members of Anti – Ragging and Anti – Sexual Harassment committee:

S.No.	Name of the Member	Department	Designation
1.	Dr.Sr.Shiny K.P.	Principal	Chairperson
2.	Dr.M.Miriam	HoD, of Economics	Convener
3.	Mr.M.Vijay Kumar	SI,III Town Police Station, Tenali	Member
4.	Mr.K.Raja Mohan	Advocate, Tenali	Member
5.	Sr.Hrudaya Mary	Student Counsellor	Member
6.	Sr.Vijaya	Hostel Warden	Member
7.	Ms.M. Janaki	Mathematics	Member
8.	Kum.V.Kavitha	I CBZ	Member
9.	Kum.P.Sireesha	II.MPCs	Member
10.	Kum. M.Haritha	III CBZ	Member



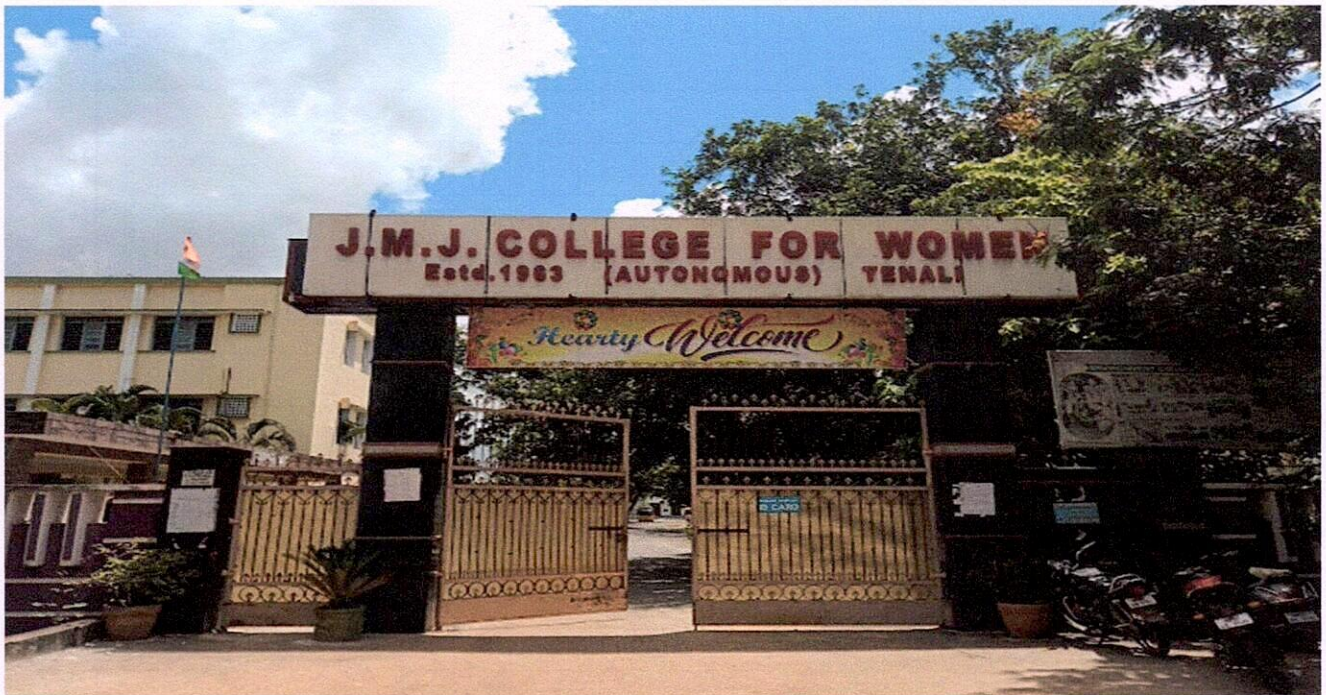
S. S. S.
PRINCIPAL
J.M.J. COLLEGE FOR WOMEN
TENALI - 522 202.



JMJ COLLEGE FOR WOMEN (AUTONOMOUS)
TENALI-522202, GUNTUR DT.A.P.
PRIVATE AIDED – MINORITY INSTITUTION
Re-Accredited by NAAC with B++ Grade (IV Cycle)
Recognized by UGC New Delhi under Section 2(f) & 12 (b)
(An Autonomous College in the Jurisdiction of Acharya Nagarjuna University)
Ph: 08644 225994

Criterion- V

Metric – 5.1.4



CRITERION – V

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

Implementation of guidelines of statutory/regulatory bodies

Anti-Ragging Committee Policy



**JMJ COLLEGE FOR WOMEN (AUTONOMOUS),
TENALI-522202, GUNTUR DT.A.P.**

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Ph: 08644 225994

CONSTITUTION OF ANTI – RAGGING COMMITTEE

In JMJ College for Women (Autonomous): Tenali, the Anti-Ragging Committee was set up as per the guidelines of UGC in the year March, 2014 under the leadership of the then Principal, Sr. Shiny and Ms. Elizabeth Rani B., Lecturer in Commerce as the Convenor. At present the cell is headed by the Principal Dr. Sr. Shiny K.P and Dr. M. Miriam, Head of the Department of Economics, as a Convenor. The committee acts as a dedicated body to prevent and address incidents of ragging within the college. The committee Implements measures to prevent ragging by creating a safe and welcoming environment for new students. The committee organizes awareness programs and campaigns to educate students about the ill effects of ragging and the importance of maintaining a respectful and supportive community. Anti – Ragging Committee Regularly monitor areas within the campus to ensure that no ragging activities take place.

Mechanism of Resolving the Complaints:

- ✦ The committee is constituted with members from various sections of the college, including faculty, staff, and student representatives. The Principal of our college acts as chairperson to lead the committee.
- ✦ Regularly organizing workshops, seminars, and campaigns to educate students about the negative consequences of ragging.
- ✦ Disseminating information through posters, brochures, and digital platforms to ensure all students are aware of anti-ragging policies and procedures.
- ✦ Establishing clear and comprehensive anti-ragging policies and guidelines, which are communicated to all students and staff.
- ✦ Ensuring that these policies are easily accessible through the college website, notice boards, and student handbooks.
- ✦ Implementing strict monitoring and surveillance in areas prone to ragging, such as hostels, common rooms, and canteens.
- ✦ Providing multiple channels for students to report incidents of ragging confidentially, including online forms, email addresses, and direct contact with committee members.
- ✦ Ensuring that students are aware of how and where to report incidents of ragging.

- ✦ Promptly acknowledging and responding to complaints of ragging.
- ✦ Offering counseling and support services to victims of ragging to help them cope with their experiences and recover.
- ✦ Coordinating with local law enforcement and legal authorities in serious cases of ragging to ensure compliance with the law and to provide additional support and protection for victims.
- ✦ Maintaining detailed records of all reported incidents, investigations, and actions taken.
- ✦ Preparing regular reports for the college administration and relevant authorities to ensure transparency and accountability.

S.No.	Name of the Member	Department	Designation	Mobile No:
1.	Dr.Sr.Shiny K.P.	Principal	Chairperson	9441613054
2.	Dr.M.Miriam	HoD, of Economics	Convener	8143316856
3.	Mr.PrakasaRao	SI,III Town Police Station, Tenali	Member	9440796274
4.	Mr.K.Raja Mohan	Advocate, Tenali	Member	9959136545
5.	Sr.Hrudaya Mary	Student Counsellor	Member	9491381953
6.	Sr.Vijaya	Hostel Warden	Member	8500768062
7.	Ms.M. Janaki	Mathematics	Member	9866363447
8.	Kum.V.Kavitha	I CBZ	Member	NA
9.	Kum.P.Sireesha	II.MPCs	Member	NA
10.	Kum. M.Haritha	III CBZ	Member	NA


Principal

PRINCIPAL
J.M.J. COLLEGE FOR WOMEN
TENALI - 522 202.



**UNIVERSITY GRANTS
COMMISSIONNOTIFICATION**

New Delhi, the 29th
June, 2016

No. F. 1-15-/2009 (ARC).—In exercise of powers conferred under clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby makes the following regulations namely:—

- (1) These regulations may be called “Curbing the menace of Ragging in Higher Educational Institutions (third amendment), Regulations, 2016.”
 - (2) They shall come into force on the date of their publications in the Official Gazette.
2. In UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009 (herein-after referred to as the Principal regulations), in Para 3 the following shall be added after 3(i) under heading what constitutes Ragging.—
- 3(j). Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Prof. JASPAL S. SANDHU,

Secy. (UGC)[ADVT.

III/4/Exty./149/(113)]



S. S.
PRINCIPAL
J.M.J. COLLEGE FOR WOMEN
TENALI - 522 202.



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

BY SPEED POST

December, 2018

D.O. No. F. 1-15/2009(ARC) pt-III

Dear Sir/Madam,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website i.e. www.ugc.ac.in.

It is once again brought to your kind notice that ragging is a criminal offence and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. These regulations are mandatory and all institutions are required to take necessary steps for its implementation in toto including the monitoring mechanism and any violation of these regulations will be viewed seriously. If any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, it will attract punitive action against itself by the UGC.

You are requested to step up anti-ragging mechanism by way of adequate publicity through various mediums; constitution of anti-ragging committee and anti ragging squad, setting up of Anti Ragging Cell, installing CCTV cameras at vital points, Anti-Ragging **workshops**, updating all websites with nodal officers complete details, alarm bells etc. Regular interaction and counseling with the students, identification of trouble-triggers and mention of Anti-ragging warning in the institution's prospectus and information booklets/brochures shall be ensured. Surprise inspection of hostels, students accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measure which would augur well in preventing/quelling ragging and any uncalled for behavior/incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in. For any other information regarding ragging, please visit the UGC website i.e. www.ugc.ac.in & www.antiragging.in and contact UGC monitoring agency i.e. Aman Satya Kachroo Trust on following No. 09871170303, 09818400116 (only in case of emergency).

You are requested to hold the **workshops**, seminar on eradication of ragging in higher educational institutions and are requested to display Anti Ragging posters at all prominent places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8X6 feet.

You are requested to get your institution accredited by NAAC/NBA and submit the compliance report and implement the special Drive on anti-Ragging prevention programme.

You are requested to immediately instruct all the colleges under your purview to submit online compliance of anti-ragging Regulations on curbing the menace of ragging in higher educational institutions, 2009 at www.antiragging.in



:2:

In compliance of the 2nd Amendment in UGC Regulations, you are requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in & www.amanmovement.org

UGC has notified the 3rd Amendment in UGC Regulations on 29th June, 2016 to expand the definition of ragging by including the following:-

1. 3 (i) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

UGC also drives an Anti Ragging Media Campaign through different modes and UGC had got develop the following entities to promote anti ragging which are available on UGC website i.e. www.ugc.ac.in

- a. UGC has developed 05 TVCs of 30 seconds each with different prospective i.e. Parents, Victim and Offenders.
- b. UGC has designed and distributed 04 types of posters amongst Universities/Regulatory Authorities/Councils/IITs/NITs/Other educational institutions for the prominent display of these posters.
- c. UGC had consecutively organized 02 Anti Ragging Competitions for students/faculty/general public for the wider awareness of the menace of ragging.

You are requested to adopt these steps and to implement the recommendations of the committee on "Psychosocial Study of Ragging in Selected Educational Institutions in India" (available on UGC website) and ensure a ragging free campus. This Circular may also be brought to the notice of colleges affiliated to your esteemed University.

With kind regards,

Yours sincerely,



(Rajnish Jain)

The Vice-Chancellor of all Universities

Encl: As above

Copy to:

1. All Regulatory Bodies
2. UGC Regional Offices
3. Publication Officer, UGC, New Delhi (for uploading on UGC website)



(Rajnish Jain)




PRINCIPAL
JMJ COLLEGE FOR WOMEN (Autonomous)
TENALI



मानव संसाधन विकास

प्रो. राजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph : 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

D.O. No.1-15/2009 (ARC) pt III

27th June, 2019

Respected Sir/Madam,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, the UGC had notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website i.e. www.ugc.ac.in. These regulations are mandatory for all higher educational institutions in the country.

As multiple mechanisms are required to ensure a ragging-free campus, here are some recommendations and action steps which are required to be deployed in your esteemed university and all institutions under your ambit.

A. Basic Measures:

1. Constitution of anti-ragging committee, anti-ragging squad, setting up of Anti-Ragging Cell and adequate publicity for these measures through various media are to be undertaken.
2. Mention of anti-ragging warning in the institution's prospectus and information booklets /brochures shall be ensured.
3. Updating websites of institutions with the complete address and contact details of nodal officers related to anti-ragging committee.
4. In compliance with the UGC Regulations and its 2nd Amendment regarding submission of undertaking by each student and every parent, an online undertaking in every academic year to be submitted.
5. UGC has notified 3rd Amendment in UGC Regulations on 29th June, 2016 to expand the definition of ragging by including the following:

"3. (i) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background."

6. Installing CCTV cameras at vital points.

B. Counseling and monitoring measures

1. Regular interaction and counseling with the students can detect early signs of ragging and identification of trouble-triggers.
2. Surprise inspection at hostels, students accommodation, canteens, rest-cum-recreation rooms, toilets, bus-stands and any other measure which would augur well in preventing/quelling ragging and any uncalled for behaviour/incident shall be undertaken.

C. Creative Dissemination of the idea of ragging-free campus

1. Events like Anti-Ragging workshops, seminars and other creative avenues to spread the idea.
2. Safety and security apps without affecting the privacy of individuals can be creatively deployed.

Contd...2



D. Using other UGC initiated measures

1. Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in.
2. For any other information regarding ragging, please visit the UGC website i.e. www.ugc.ac.in & www.antiragging.in and contact UGC monitoring agency i.e. Aman Satya Kachroo Trust on mobile No. 09871170303, 09818400116 (only in case of emergency).
3. UGC also drives an Anti-Ragging Media Campaign through different modes and UGC has got developed the following entities to promote anti-ragging which are available on UGC website i.e. www.ugc.ac.in.
 - a. UGC has developed 05 TVCs of 30 seconds each from different perspective i.e. Parents, Victim and Offenders.
 - b. UGC has designed and distributed posters amongst Universities/Regulatory Authorities/Councils/IITs/NITs/Other educational institutions for the prominent display
 - c. UGC has consecutively organized 02 Anti-Ragging Competitions for students/faculty /general public for the wider awareness of the menace of ragging.

Any violation of UGC Regulations or failure of institution to take adequate steps to prevent ragging in accordance with these Regulations or failure to punish perpetrators of incidents of ragging suitably, will attract punitive action under the UGC Act.

You are requested to implement the recommendations communicated vide this office letter of even number dated December 27, 2018 and thereby ensure a ragging-free campus, a fundamental requirement for a supportive and fair institutional climate which is open to change, learning and progress.

With personal regards,

Yours sincerely,


(Rajnish Jain)

The Vice-Chancellor of all Universities.


PRINCIPAL
JMJ COLLEGE FOR WOMEN (Autonomous)
TENALI





ज्ञानं विज्ञानं विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
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D. O. No. F. 1-15/2009 (ARC) pt.III

23 OCT 2020

16th October, 2020

Dear Madam/Sir,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website i.e. www.ugc.ac.in.

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You are requested to step up anti-ragging mechanism by way of adequate publicity through various mediums; constitution of anti-ragging committee and anti-ragging squad, setting up of Anti Ragging Cell, installing CCTV cameras at vital points, Anti-ragging workshops and seminar, updating all websites with nodal officer's complete details, alarm bells etc. Regular interaction and counseling with the students, identification of trouble-triggers and mention of Anti-ragging warning in the institution's prospectus and information booklets/brochures shall be ensured. Surprise inspection of hostels, students' accommodation, canteens, rest cum recreational rooms, toilets, bus-stands, display Anti Ragging posters at all prominent places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. These posters are available on UGC website www.ugc.ac.in. The size of posters should be 8x6 feet. Any other measure which would augur well in preventing/quelling ragging and any uncalled for behaviour/incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in. For any other information regarding ragging you may please visit the UGC website i.e. www.ugc.ac.in & www.antiragging.in and contact UGC monitoring agency i.e. Aman Satya Kachroo Trust on Mobile No. 09871170303, 09818400116 (only in case of emergency).



Contd...

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In compliance of the 2nd Amendment in UGC Regulations, you are requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in & www.amanmovement.org

With kind regards,

Yours sincerely,


(Rajnish Jain)

The Vice-Chancellor of all Universities


Encl: As above

Copy to:

1. All Regulatory Bodies
2. UGC Regional Officer


(Rajnish Jain)




PRINCIPAL
JMJ COLLEGE FOR WOMEN (Autonomous)
TENALI



उच्च-शिक्षण आयोग

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
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E-mail : secy.ugc@nic.in

D.O. No.1-15/2009 (ARC) pt.III

30 DEC 2021 23rd December, 2021

Respected Madam/Sir,

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As multiple mechanisms are required to ensure a ragging-free campus, here are some recommendations and action steps which are required to be deployed in your esteemed university and all institutions under your ambit.

A. Basic Measures:

1. Constitution of anti-ragging committee, anti-ragging squad, setting up of Anti-Ragging Cell and adequate publicity for these measures through various media are to be undertaken.
2. Mention of anti-ragging warning in the institution's prospectus and information booklets /brochures shall be ensured.
3. To create E-admission booklet or brochure, E-leaflets giving details on guidance in case of ragging to admitted students instead of print/hard copy of your institutions.
4. Updating websites of institutions with the complete address and contact details of nodal officers related to anti-ragging committee.
5. In compliance with the UGC Regulations and its 2nd Amendment regarding submission of undertaking by each student and every parent, an online undertaking in every academic year to be submitted.
6. UGC has notified 3rd Amendment in UGC Regulations on 29th June, 2016 to expand the definition of ragging by including the following:

"3 (i) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background."

7. Installing CCTV cameras at vital points.

B. Counseling and monitoring measures

1. Regular interaction and counseling with the students can detect early signs of ragging and identification of trouble-triggers.
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1. Events like Anti-Ragging workshops, seminars and other creative avenues to spread the idea.
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D. Using other UGC initiated measures

1. Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in.
2. For any other information regarding ragging, please visit the UGC website i.e. www.ugc.ac.in & www.antiragging.in and contact UGC monitoring agency i.e. AmanSatyaKachroo Trust on mobile No. 09871170303, 09818400116 (only in case of emergency).
3. UGC also drives an Anti-Ragging Media Campaign through different modes and UGC has got developed the following entities to promote anti-ragging which are available on UGC website i.e. www.ugc.ac.in.
 - a. UGC has developed 05 TVCs of 30 seconds each from different perspective i.e. Parents, Victim and Offenders.
 - b. UGC has designed and distributed posters amongst Universities/Regulatory Authorities/Councils/IITs/NITs/Other educational institutions for the prominent display.
 - c. UGC has consecutively organized 02 Anti-Ragging Competitions for students/faculty /general public for the wider awareness of the menace of ragging.

Any violation of UGC Regulations or failure of institution to take adequate steps to prevent ragging in accordance with these Regulations or failure to punish perpetrators of incidents of ragging suitably, will attract punitive action under the UGC Act.

You are requested to implement the revised procedure for students to file online anti ragging affidavit communicated vide this office letter no. 3-2/2021(ARC) dated 27th October, 2021 and display the email address and contact number of the Nodal Officer of Anti Ragging of your university/college in your website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities etc. to create awareness about the revised procedure for students to file online Anti Ragging Affidavit, and also immediately instruct all the colleges under your purview to follow it.

With kind regards,

Yours sincerely,


(Rajnish Jain)

The Vice-Chancellor of all Universities.




PRINCIPAL
JMJ COLLEGE FOR WOMEN (Autonomous)
TENALI



प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

बहादुरशाह जफ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

D. O. No. F. 1-15/2009 (ARC) pt.III

16 SEP 2022 September, 2022

Dear Madam/Sir,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website i.e. www.ugc.ac.in & www.antiragging.in.

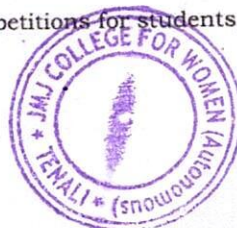
It is once again brought to your kind notice that ragging is a criminal offence and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. These regulations are mandatory and all institutions are required to take necessary steps for its implementation in toto including the monitoring mechanism. Any violation of these regulations will be viewed seriously. If any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, it will attract punitive action against itself by the UGC.

You are requested to step up anti-ragging mechanism by way of adequate publicity through various mediums; constitution of Anti-Ragging committee and Anti-Ragging squad, setting up of Anti-Ragging Cell, installing CCTV cameras at vital points, Anti-Ragging workshops and seminar, updating all websites with nodal officers' complete details, alarm bells etc. Regular interaction and counseling with the students, identification of trouble-triggers and mention of Anti-Ragging warning in the institution's E-prospectus and E-information booklets/brochures must be ensured. Surprise inspection of hostels, students' accommodation, canteens, rest cum recreational rooms, toilets, bus-stands must be carried out & Anti-Ragging posters must be displayed at all prominent places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. These posters are available on UGC website www.ugc.ac.in. The size of posters should be 8x6 feet. Any other measure which would augur well in preventing/quelling ragging and any uncalled for behaviour/incident must be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in. For any other information regarding ragging you may please visit the UGC website i.e. www.ugc.ac.in & www.antiragging.in and contact UGC monitoring agency i.e. Centre for Youth (C4Y) on Mobile No. 09818044577 (only in case of emergency).

UGC also drives an Anti-Ragging Media Campaign through different modes and has undertaken the following activities to promote the campaign which are available on UGC website i.e. www.ugc.ac.in

- UGC developed 05 TVCs of 30 seconds each with different perspective i.e. Parents, Victim and Offenders.
- UGC designed and distributed 04 types of posters amongst Universities / Regulatory Authorities / Councils / IITs / NITs / other educational institutions for their prominent display.
- UGC consecutively organized 02 Anti-Ragging Competitions for students/faculty/general public for the wider awareness of the menace of ragging.



CONTINUATION SHEET

-02-

In compliance of the 2nd Amendment in UGC Regulations, you are requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in

You are also requested to implement the revised procedure for students to file online Anti-Ragging affidavit. The student will receive an e-mail with his/her registration number. The student will forward that e-mail to the Nodal officer in his/her university/college e-mail. **(Please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as it used to be in the earlier case).**

Universities/Colleges have to display the email address and contact number of the Nodal Officer of Anti-Ragging Committee of their university/college on their website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities, etc.


Universities and Colleges are requested to insert a mandatory column in their university/colleges admission form as per the given format:

Anti Ragging Undertaking Reference no:	<input type="text"/>
--	----------------------

Universities are also requested to fill online compliance on www.antiragging.in and also immediately instruct all the colleges under their purview to follow it.

With kind regards,

Yours sincerely,


(Rajnish Jain)

The Vice-Chancellor of all Universities




PRINCIPAL
JMJ COLLEGE FOR WOMEN (Autonomous)
TENALI

THE ANDHRA PRADESH PROHIBITION OF RAGGING ACT, 1997

ACT No.26 OF 1997

(21st August, 1997)

**AN ACT TO PROHIBIT RAGGING IN EDUCATIONAL INSTITUTIONS
IN THE STATE OF ANDHRA PRADESH.**

Be it enacted by the Legislative Assembly of the State of Andhra Pradesh in the Forty-eighth Year of the Republic of India, as follows:-

1. Short title and commencement - (1) This Act may be called the Andhra Pradesh Prohibition of Ragging Act, 1997.

(2) It extends to the whole of the State of Andhra Pradesh;

(3) It shall be deemed to have come into force with effect from 4th July, 1997.

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

(a) **“act”** includes words either spoken or written or signs or sounds or gestures or visible representations;

(b) **“Educational Institution”** means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or boarding home or hostel or a tutorial institution or any other premises attached thereto;

(c) **“Government”** means the State Government of Andhra Pradesh;

(d) **“notification”** means the notification published in the Andhra Pradesh Gazette and the word ‘notified’ shall be construed accordingly;

(e) **“ragging”** means doing an act which causes or is likely to cause insult or annoyance of fear or apprehension or threat or intimidation or outrage of modesty or injury to a student;

(f) **“student”** means a person who is admitted to an educational institution and whose name is lawfully borne on the attendance register thereof;

(g) All words and expressions used but not defined in this Act shall have the meanings assigned to them under the Andhra Pradesh Education Act, 1982 (Act 1 of 1982) or the Indian Penal Code, 1860 (Central Act 45 of 1860) respectively.

3. Prohibition of Ragging - Ragging within or outside any educational institution is prohibited.



4. Penalty for Ragging - Whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby,-

- (i) teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both; or
- (ii) assaults or uses criminal force to or criminally intimidates a student shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both; or
- (iii) wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or with both; or
- (iv) causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five years and with fine which may extend to ten thousand rupees; or
- (v) causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with a fine which may extend to fifty thousand rupees.

5. Dismissal of student - (1) A student convicted, of an offence under section 4 and punished with imprisonment for a term shall be dismissed from the educational institution.

(2) A student convicted of an offence under section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.

6. Suspension of student - (1) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head or manager of an educational institution, such head or manager shall inquire into or cause an inquiry to be made into the same forthwith and if the complaint is prima facie found true, shall suspend the student or students complained against for such period as may be deemed necessary.

(2) The decision of the head or manager of the educational institution under sub-section (1) shall be final.

7. Abetment - (1) If the head or the manager of an educational institution fails or neglects to take action in the manner specified in sub-section (1) of section 6, such person shall be deemed to have



abetted the offence and shall be punished with the punishment provided for the offence.

(2) If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.

8. Other laws not affected - The provisions of this Act shall be in addition to and not derogatory of any law for the time being in force.

9. Power to make rules - (1) The Government may by notification, make rules for carrying out all or any of the purposes of this Act.

(2) Every rule made under this Act shall immediately after it is made, be laid before the Legislative Assembly of the State, if it is in session and if it is not in session, in the session immediately following for a total period of fourteen days which may be comprised in one session or in two successive sessions, and if, before the expiration of the session in which it is so laid or the session immediately following, the Legislative Assembly agrees in making any modification in the rule or in the annulment of the rule, the rule shall, from the date on which the modification or annulment is notified, have effect only in such modified form or shall stand annulled 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.

10. Repeal of Ordinance 12 of 1997 - The Andhra Pradesh Prohibition of Ragging Ordinance 12 of 1997 is hereby repealed.



S. S. S.
PRINCIPAL
JMJ COLLEGE FOR WOMEN (Autonomous)
TENALI

ANNEXURE I
AFFIDAVIT BY THE STUDENT

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

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

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

4) I hereby solemnly aver and undertake that

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

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

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

Declared this ___ day of _____ month of _____ year.

Signature of deponent
Name:

VERIFICATION

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

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

Signature of deponent

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

OATH COMMISSIONER



ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full

Signature of deponent

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

OATH COMMISSIONER



name of parent/guardian) father/mother/guardian of , (full name of student with admission/registration/enrolment number) _____, having been admitted to

(name of the institution) _____, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

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

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

4) I hereby solemnly aver and undertake that

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

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

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

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

Declared this ___ day of _____ month of ___ year.

Signature of deponent

Name:

Address

:

Telephone/ Mobile No.:

VERIFICATION

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

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

Signature of deponent

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

OATH COMMISSIONER

27



S. S. S.
PRINCIPAL
JMJ COLLEGE FOR WOMEN (Autonomous)
TENALI

Government of Andhra Pradesh
Commissionerate of Collegiate Education

Cir.1/715 / CCE AP/Anti Ragging /AC-02/ 2019-2020, Dated:20-06-2019

Sub: Collegiate Education – Prevention and prohibition of ragging in Educational Institutions
– A.P. Prohibition of Ragging Act, 1997 – Certain instructions on action to be taken –
Issued Orders -Reg.

- Ref:** 1. A.P. Prohibition of Ragging Act, 1997 (Act No. 26 of 1997)
2. G.O.Ms.No. 67, Higher Education (EC) Dept. dt. 31.08.2002
3. UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions,
2009 issued by the Secretary, UGC, New Delhi vide F-1-16/2007(CPP-II), dt.
17.06.2009
4. Circular Memo No.7525-CE-A1-2015-Dated 04.08.2015 - Anti Ragging Policy

The attention of all the Principals of Government and Private Aided Degree Colleges under the control of Commissionerate of Collegiate Education is invited to the subject cited above and in view of the commencement of the class-work for the academic year 2019-20, the following instructions are issued to prevent the incidents of ragging in the institutions.

- a. Erect the suitable hoardings/banners/signboards on anti ragging in all conspicuous places of Higher Education Institutions and display Anti Ragging Provisions and Penalties as per A.P. Prohibition of Ragging Act, 1997 both in Telugu and English.
- b. Display the anti ragging toll free number 1800-425-5314 at the prominent places in the campus to curb untoward activities of the students in Educational Institutions.
- c. Faculty and students must be sensitized on the panel procedures applied as per UGC and AP State Anti Ragging Act.
- d. UGC film on anti ragging (available on UGC website ugc.ac.in) may be screened to students.
- e. An 'Anti Ragging Committee' may be constituted at College level with efficient Senior teaching /non-teaching Staff members and students to prevent ragging and to maintain discipline in the campus.
- f. Representatives from civil, police, local media, NGOs, parents and student organizations are included in anti ragging committee with an aim of familiarizing the anti ragging policy in an effective manner.
- g. Display the details of Anti Ragging Committee with phone numbers in all conspicuous places of the Institution, immediately.
- h. At College level, the anti-ragging committee and squad should be activated and monitored especially at the beginning of the academic session to make the College a ragging free campus.
- i. The ARC shall send a report in the prescribed format by 30/07/2019 to the mail ID tappal-col@ap.gov.in (A Google spread sheet will be sent to colleges before a week).
- j. The ID college Anti Ragging Committee coordinator shall act as District coordinator and shall send the consolidated status of reports of district colleges in a sheet (each



- m. All the Government & Private Aided Degree Colleges in the State of Andhra Pradesh are advised to ensure appointment of Warden, Deputy Warden and Resident Matron to all the hostels and ensure there is proper management of hostels run the campuses/College Premises. The regular employees available in the College shall be posted to the post of Warden and Deputy Warden;
- n. The entry into the College hostels is restricted to inmates through ID cards.
- o. To reduce ragging in the Colleges, separate hostel accommodation in different rooms and blocks is provided for juniors and seniors.
- p. A complaint box is to be arranged at all the hostels to lodge the complaints against ragging and it should be opened regularly by Anti ragging committee to address the grievances if any.
- q. Periodical inspection and cross verification of the date given by various committees (Disciplinary committees, class committees, counseling committees, Supervisory Committees etc..) may be regularly undertaken by the principal and senior faculty members.
- r. R/DCEs shall conduct reviews and monitor the hostels and send the status of hostels in the required format enclosed for every Academic year beginning(July) and end of the year, i.e., in the month of March.
- s. To eradicate ragging, Professional Counselor/Psychologist shall be appointed by the institute to give necessary counseling to the students.
- t. Take immediate adequate measures such as seminars, workshops, lectures by police, district and legal authorities to sensitize the students.
- u. Fix CC-TV cameras in the College campus and Hostel corridors to make the College a ragging free Campus.
- v. All the teachers are strictly instructed to continue in their classes until the next teacher arrives.
- w. The security person at the main gate is instructed to question outsiders for entry, noting all his/her personal details and purpose of visit.
- x. UGC Regulations on curbing the Menace of Ragging earlier issued to all Higher Education Institutions must be scrupulously followed.
- y. It is mandatory for the institution, where the incident of ragging is reported to file a First Information Report (F.I.R.) before the local police authorities. Such reports should also be made to the Civil Authorities and Higher Police authorities for taking necessary action in the matter.
- z. It is the responsibility of the Principals and HODs of the Educational Institutions to ensure a safe campus/College life, conducive to welfare and development of all the students in Colleges

Further, it is informed that the anti-ragging provisions cited in ref (1), (2), (3) and (4) above are available on the Department website and can be accessed through: www.apcce.gov.in and all the Principals of Degree Colleges in the State are hereby directed to initiate above measures and constitute 'Anti Ragging Committees' in their Colleges and send the compliance (in prescribed Annexure enclosed) to the respective District ID College Principals by 30.07.2019. The consolidated information shall be furnished by ID College Principals to the O/o CCE through tappal-col@ap.gov.in by 05.08.2019.

(Orders of Spl.CCE obtained in the Note file)



**Commissionerate of Collegiate Education
Government of Andhra Pradesh**

Cir.2/715 / CCE AP/Anti Ragging /AC-02/ 2019-2020, Dated 20-06-2019

Sub: Collegiate Education – Curbing of Ragging in all Government & Private Aided Degree Colleges in 13 districts of Andhra Pradesh – Certain instructions – Reg

- Ref:** 1. UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 issued by the Secretary, UGC, New Delhi vide F-1-16/2007(CPP-II), dt. 17.06.2009
2. A.P. Prohibition of Ragging Act, 1997 (Act No. 26 of 1997)
3. G.O Ms No. 67, Higher Education (EC) Dept, dt. 31.08.2002
4. Circular Memo No.7525-CE-AI-2015-Dated 04.08.2015 - Anti Ragging Policy

The Government of Andhra Pradesh is taking the Ragging activity very seriously and action being initiated against the students involved and also the Institution responsible to eradicate ragging incidents in College premises. In view of the commencement of the class-work for the academic year 2019-20, the Principals of all Govt., & Pvt. Aided Degree Colleges in the State are directed to take measures to curb ragging in their colleges by sensitizing students on UGC Anti Ragging policy and Andhra Pradesh prohibition of Ragging Act, 1997.

Further, all the Principals are instructed to read the following anti ragging pledge along with students, faculty and all other staff of the College by placing anti ragging posters, banners and sign boards at strategic points in the College.

PLEDGE

We, the Students, Scholars, Teaching and Administrative staff of this College firmly resolve to take a pledge today that we withstand united in making this College "Ragging Free" College and We will not involve in ragging indeed, action and thought in our personal lives. We will promote fraternity and brotherhood with dignity to make this College a "Ragging Free" College.

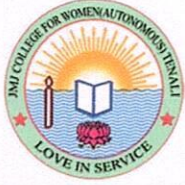
(Orders of Spl.CCE obtained in the Note file)



Sd/- Dr.Sujata Sharma, I.A.S.
Special Commissioner of Collegiate Education

//Attested//

PRINCIPAL
JMJ COLLEGE FOR WOMEN (Autonomous)
TENALI



JMJ COLLEGE FOR WOMEN (AUTONOMOUS)
TENALI-522202, GUNTUR DT.A.P.
PRIVATE AIDED – MINORITY INSTITUTION
Re-Accredited by NAAC with B++ Grade (IV Cycle)
Recognized by UGC New Delhi under Section 2(f) & 12 (b)
(An Autonomous College in the Jurisdiction of Acharya Nagarjuna University)
Ph: 08644 225994

Criterion- V

Metric – 5.1.4



CRITERION – V

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

Implementation of guidelines of statutory/regulatory bodies

Women Empowerment Cell Policy

WOMEN EMPOWERMENT CELL

The Women Empowerment Cell of JMJ College for Women (A): Tenali was set up as per the guidelines of UGC in the year 2001 under the leadership of the then Principal, Sr. Rosalina and Ms. Madhavi, Lecturer in Physics as the Convenor. At present the cell is headed by the Principal Dr. Sr. Shiny K.P and Dr. Sarojini Chivuluri as a Convenor. The cell was established with an aim for promoting Gender Equality, and to enhance self-esteem and confidence, to support career and academic growth of women and to make the college campus a safe place for the students.

OBJECTIVES OF THE CELL

- ❖ **Educational Workshops and Seminars:** Organize workshops, seminars, and conferences on topics related to women's rights, health, education, and career opportunities.
- ❖ **Skill Development Programs:** Conduct skill development and vocational training programs to enhance employability and entrepreneurial capabilities.
- ❖ **Counselling and Mentorship:** Provide counseling services and establish mentorship programs to offer guidance and support to female students in personal and academic matters.
- ❖ **Health and Wellness Initiatives:** Implement health and wellness programs focusing on physical and mental well-being, including workshops on nutrition, fitness, and stress management.
- ❖ **Advocacy and Policy Development:** Advocate for policies and practices that promote women's empowerment and gender equality within the institution.
- ❖ **Scholarships and Financial Aid:** Provide information and access to scholarships, grants, and financial aid programs specifically for female students.
- ❖ **Research and Development:** Encourage and support research on issues related to women's empowerment, gender studies, and social justice.
- ❖ **Community Outreach:** Engage in community outreach programs to extend support and resources to women in the surrounding community, fostering a spirit of social responsibility.
- ❖ To commemorate the occasion of International Women's Day.

ROLES AND FUNCTIONS

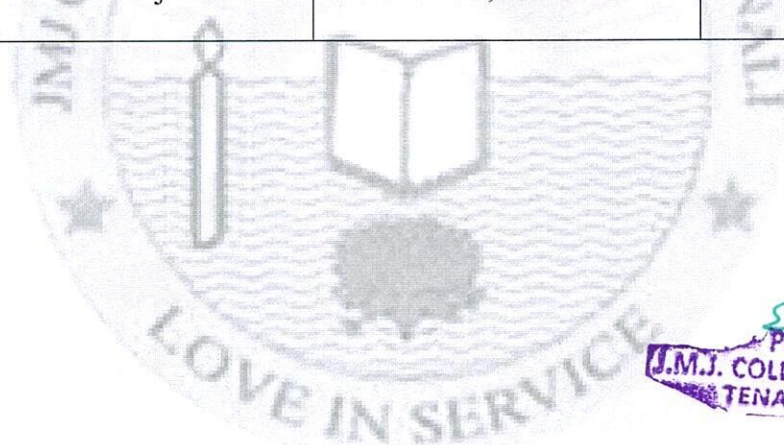
- ❖ The cell organizes and participates in seminars, workshops and addresses women issues and problems in the college.
- ❖ It also strives to provide platforms for women to share their experiences and views with regard to their status and challenges in the society and suggest ways to improve and empower themselves.



- ❖ Aiming at the intellectual and social upliftment of the female students, the Cell annually felicitates women who have achieved excellence in their fields and who have an impact in the society.
- ❖ In order to encourage and boost the confidence of the students, the Cell provides platforms for physical activity and self- defence training.

Members of the Women Empowerment Cell includes:-

S. No	Name	Designation	Mobile No.
1.	Dr. Sr. Shiny K.P,	Principal, Chairperson	9441613054
2.	Dr. Sarojini Chivuluri	Senior Faculty, Dept. of Zoology, Convener	9885523941
3.	Ms. E. Pranavi	Lecturer in English, Member	9133828360
4.	Ms. P. Jessica	Lecturer in Home Science, Member	8500466647
5.	Ms. Ch. Anujya	Lecturer in Botany, Member	6304702789
6.	Kum. Md. Noore Naziya	II B.Sc CBZ, Member	-
7.	Kum. T. Tejaswini	II B.Sc CBZ, Member	-



PRINCIPAL
J.M.J. COLLEGE FOR WOMEN
TENALI - 522 202.

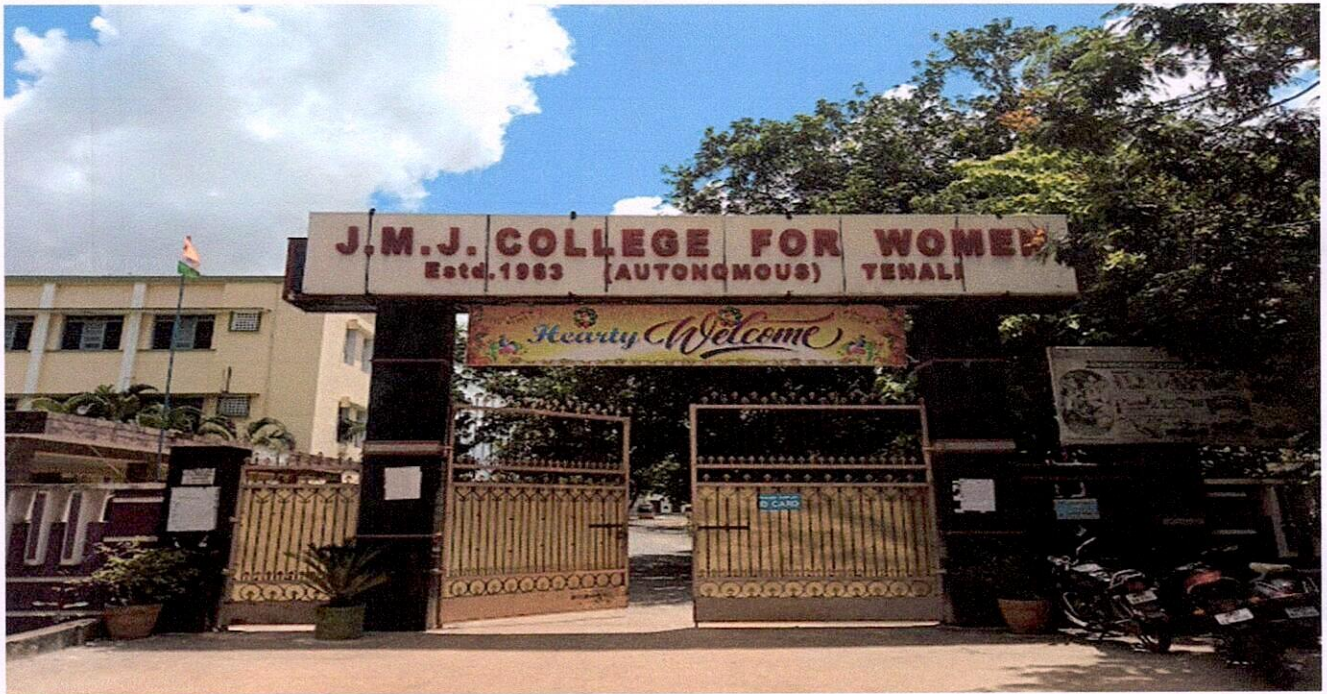




JMJ COLLEGE FOR WOMEN (AUTONOMOUS)
TENALI-522202, GUNTUR DT.A.P.
PRIVATE AIDED – MINORITY INSTITUTION
Re-Accredited by NAAC with B++ Grade (IV Cycle)
Recognized by UGC New Delhi under Section 2(f) & 12 (b)
(An Autonomous College in the Jurisdiction of Acharya Nagarjuna University)
Ph: 08644 225994

Criterion- V

Metric – 5.1.4



CRITERION – V

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

Implementation of guidelines of statutory/regulatory bodies

Internal Complaints Committee Policy



INTERNAL COMPLAINTS COMMITTEE (ICC)

Established in 2018 in accordance with the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) regulations, 2015, and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, **the Internal Complaints Committee (ICC) of the college** is dedicated to addressing complaints related to sexual harassment on campus. The committee not only provides awareness classes on sexual harassment and abuse but also ensures that staff and students have the freedom to report any such incidents. Prompt action is taken, and concerned authorities are duly notified.

Internal Complaints Committee (ICC) Members' Term: Nominated members serve two-year tenure. The Committee may appoint two additional members from staff or students if required.

Responsibilities of Internal Complaints Committee (ICC):

Receiving Complaints:

- ❖ The ICC is responsible for receiving complaints of sexual harassment from any member of the college community.
- ❖ Complaints can be lodged directly with any member of the committee, and the recipient must bring it to the attention of the entire committee within two working days.

Timeframe for Complaints:

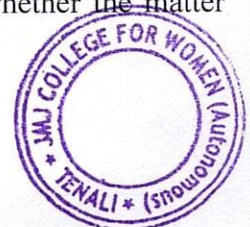
- ❖ A complaint should be lodged within six weeks of the incident. In exceptional circumstances, this timeframe may be extended to six months, ensuring that complainants have adequate time to come forward.

Enquiry Process:

- ❖ Upon receiving a complaint, the ICC reviews it thoroughly and may initiate an enquiry process if necessary.
- ❖ The enquiry process involves hearing the complainant and the accused, as well as any other relevant parties.
- ❖ An enquiry committee, consisting of not fewer than five and not more than seven members (with 70% women representation), may be formed to conduct a detailed investigation.

Complainant Support:

- ❖ Throughout the process, the ICC ensures that the complainant receives necessary support, guidance, and counselling.
- ❖ The process is designed to be complainant-friendly, considering whether the matter can be resolved through counselling or requires a formal enquiry.



Withdrawal of Complaint:

- ❖ The complainant has the right to withdraw the complaint at any stage by providing a written request.
- ❖ However, if there are suspicions of coercion, intimidation, or threats, the enquiry proceedings will continue to ensure the safety and well-being of the complainant.

Timely Enquiry:

- ❖ The enquiry committee aims to complete the investigation within one month from the date of the complaint.
- ❖ Both the complainant and the accused are provided with a fair opportunity to present their cases and evidence during the enquiry process.

Reporting and Recommendations:

- ❖ Upon completion of the enquiry, the enquiry committee submits a detailed report to the main ICC, outlining its findings and recommendations.
- ❖ The main ICC, in collaboration with the enquiry committee, forwards the report and recommendations to the college management for further action, ensuring accountability and transparency in the process.

In conclusion, the Internal Compliance Committee (ICC) remains steadfast in its commitment to swiftly address incidents of sexual harassment with empathy and diligence. Together, we stand as advocates for a safe and respectful college environment, ensuring that every voice is heard and every individual is treated with dignity and fairness.

INTERNAL COMPLAINTS COMMITTEE MEMBERS

S.No.	Name	Designation	Position	Phone No.
1.	Dr.Sr.Shiny K.P.	Principal	Chairperson/Presiding Officer	9441613054
2.	Dr.S.Uma Maheswari	HoD, Mathematics.	Convener, Member	9494572927
3.	Dr.N.Vimala Devi	HoD, English	Senior Faculty, Member	9849891759
4.	Mrs.K.Arunodaya	Lecturer in Physics	Senior Faculty, Member	9908104714
5.	Smt.M.L.Jagadiswaramba	Advocate, Tenali	Member	9440439355
6.	Sr.N.Hrudaya Mary	Counsellor & Psychologist	Member	9491381953
7.	Mrs.A.Benardamma	Office Staff	Member	
8.	Ms. G. Priyanka	II M.Sc.Chem.	Student Representative	-
9.	Ms. M.Naga Thulasi	III B.Sc CBZ	Student Representative	


PRINCIPAL
J.M.J. COLLEGE FOR WOMEN
TENALI - 522 202.




भारत का राजपत्र
The Gazette of India

असाधारण

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मानव संसाधन विकास मंत्रालय

(विश्वविद्यालय अनुदान आयोग)

अधिसूचना

नई दिल्ली, 2 मई, 2016

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

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

1. लघु शीर्ष, अनुप्रयोग एवं समारम्भ:- (1) ये विनियम विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम, 2015 कहलाएंगे।
(2) ये विनियम भारत वर्ष में सभी उच्चतर शैक्षिक संस्थानों पर लागू होंगे।
(3) सरकारी राजपत्र में उनके प्रकाशन की तिथि से वे लागू माने जाएँगे।
2. परिभाषाएँ:- इन विनियमों में—बशर्ते विषयवस्तु के अन्तर्गत कुछ अन्यथा जरूरी है:-
(अ) "पीड़ित महिला" से अर्थ है किसी भी आयु वर्ग की एक ऐसी महिला—चाहे वह रोजगार में है या नहीं, किसी कार्य स्थल में कथित तौर से प्रतिवादी द्वारा कोई लैंगिक प्रताड़ना के कार्य का शिकार बनी है;
(ब) "अधिनियम" से अर्थ है कार्य स्थल में महिलाओं का लैंगिक उत्पीड़न (निराकरण, निषेध एवं समाधान) अधिनियम, 2013 (2013 का 14);
(स) "परिसर" का अर्थ उस स्थान अथवा भूमि से है जहाँ पर उच्चतर शैक्षिक संस्थान तथा इसकी संबद्ध संस्थागत सुविधाएँ जैसे पुस्तकालय, प्रयोगशालाएँ, लेक्चर हॉल, आवास, हॉल, शौचालय, छात्र केन्द्र, छात्रावास, भोजन कक्षों, स्टेडियम, वाहन पड़ाव स्थल, उपवनों जैसे स्थल तथा अन्य कुछ सुविधाएँ जैसे स्वास्थ्य केन्द्र, कैन्टीन, बैंक पटल इत्यादि स्थित हैं तथा जिसमें छात्रों द्वारा उच्चशिक्षा के छात्र के रूप में दौरा किया जाता हो—जिस में वह परिवहन शामिल है जो उन्हें उस संस्थान से आने जाने के लिए, उस संस्थान के अलावा क्षेत्रीय भ्रमण हेतु



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

[विज्ञापन—III/4/असा./53]

जसपाल एस. संधु, सचिव, यूजीसी

**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(University Grants Commission)**

NOTIFICATION

New Delhi, the 2nd May, 2016

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

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

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



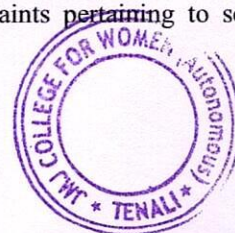
- (d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;
- Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means-
- (i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-
- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks
- (d) physical contact and advances; or
- (e) showing pornography"
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) implied or explicit threat of detrimental treatment in the conduct of work;
- (c) implied or explicit threat about the present or future status of the person concerned;
- (d) creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;



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

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

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



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

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

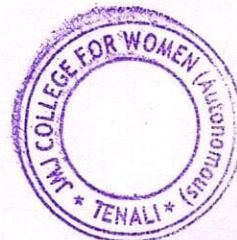
3.2 **Supportive measures.**—(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

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

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

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

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



- (6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.
- (7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.
- (8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.
- (9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.
- (10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.
- (11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.
- (12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.
- (13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
- (14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.
- (15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.
- (16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.
4. **Grievance redressal mechanism.**—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-



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

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

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

- (b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
- (c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- (d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
- (2) At least one-half of the total members of the ICC shall be women.
- (3) Persons in senior administrative positions in the HEI, such as Vice- Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- (4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one-third of the members of the ICC may change every year.
- (5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.
- (6) Where the Presiding Officer or any member of the Internal Committee:
- (a) contravenes the provisions of section 16 of the Act; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

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

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

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



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

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

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

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

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

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

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

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

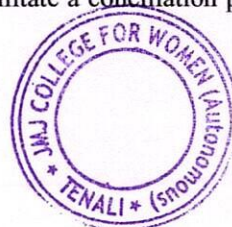
(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations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

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

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

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

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



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

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

9. **Interim redressal**-The HEI may,

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

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

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

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

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



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

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

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

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

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