

Mahatma Education Society's
Pillai HOC College of Arts, Science and
Commerce, Rasayani
(NAAC Accredited & ISO 9001:2015 Certified)

5.1.4. QnM.
Grievance
Redressal

(FROM AY 2017-18 TO AY- 2021-22)



Catani
Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khatapur,
Dist. Raigad, PIN - 410 207

POLICY DOCUMENTS

ANTI-RAGGING COMMITTEE



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**Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce, Rasayani**

Affiliated to University of Mumbai
NAAC Accredited
ISO 9001:2015 Certified

**Policy Document on
Prevention and Prohibition of Ragging**



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INDEX

S. No.	Particulars	Page No.
1.	Preamble	1
2.	Objectives	1
3.	Definition of Ragging	1-2
4.	What constitutes Ragging?	2
5.	Measures for prevention of ragging	3-4
6.	Monitoring Mechanism	4
7.	Actions to be taken against students for indulging and abetting ragging in the institute	5
8.	Appeal	5
9.	Action Taken Report	5
10.	Undertaking by Students	6
11.	Undertaking by Parents/ <u>GUARDIAN</u>	7



Policy for Prevention and Prohibition of Ragging, Violation of Rules and Misconduct with Zero-Tolerance

Preamble:-

Pillai HOC College of Arts, Science and Commerce strictly follows zero-tolerance towards ragging, violation of rules and misconduct and abides by the norms and regulations of UGC. The UGC has notified "SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009", in pursuance to the judgement of the Hon'ble Supreme Court of India dated 08-05-2009 in Civil Appeal number 887 of 2009, (SUMMARY OF THE JUDGMENT OF THE HON SUPREME COURT DELIVERED ON THE 8th MAY 2009) (THE PROHIBITION AND ERADICATION OF RAGGING BILL, 2019).

The UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions (Third amendment), 2016 has been released on 29th June 2016. The institute strictly adheres to this regulation. The summarised practices and regulations are as follows:

1. Objectives: -

To prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the management brings forth these regulations.

- 2. Definition of Ragging:** - The Hon'ble Supreme Court of India has given a comprehensive meaning of ragging as under "Ragging" means display of any disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes -

- (i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
- (ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

3. What Constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

4. Measures for prevention of ragging: - It shall be mandatory for every stake holder to take following measures for prevention of ragging at such institutions.

- a) Ragging within and outside the campus is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
- b) Every student has to fill an affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
- c) A printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
- d) The applicant must submit a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioural pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
- e) A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
- f) Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff members should interact individually with each member of the group on a regular basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
- g) In case of freshers admitted to a hostel it shall be the responsibility of the teacher in charge of the group to coordinate with the warden of the hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers would be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, security guards and staff.
- h) The institute provides the assistance of professional counsellors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in the hostels.
- i) A Student Handbook detailing when and whom student has to turn to for help and guidance for various purposes is being provided to all the freshers.
- j) The Institute, through the student information booklet mentioned above, shall explain to the new entrants the arrangements for their induction and orientation

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- h) The institute provides the assistance of professional counsellors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in the hostels.
- i) A Student Handbook detailing when and whom student has to turn to for help and guidance for various purposes is being provided to all the freshers.
- j) The Institute, through the student information booklet mentioned above, shall explain to the new entrants the arrangements for their induction and orientation

which promote efficient and effective means of integrating them fully as students.

k) The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.

l) The information booklet mentioned above includes a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.

m) The Institute has tight security in its premises, especially at the vulnerable places.

n) Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

5. Monitoring Mechanism:-

Anti-Ragging Committee:

The Anti-Ragging Committee shall be headed by the principal and shall consist of representatives of faculty members, students and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of Anti Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

Anti-Ragging Squad:

The Anti-Ragging Squad shall be nominated by the principal with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The squad shall have vigil oversight and patrolling functions. It shall be kept mobile, alert and active all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The squad shall investigate incidents of ragging and make recommendations to the Anti-ragging Committee and shall work under the guidance of the said committee.

6. Actions to be taken against students for indulging and abetting ragging in the institute :-

a) A strong, exemplary and justifiably harsh punishment would be meted out to the persons indulged in ragging to act as a deterrent against recurrence of such incidents.

b) In case of any incident of ragging, a First Information Report (FIR) would be filed without exception by the institutional authorities with the local police authorities.

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

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

(i) Cancellation of admission

(ii) Suspension from attending classes

(iii) Withholding/withdrawing scholarship/fellowship and other benefits

(iv) Debarring from appearing in any test/examination or other evaluation process

(v) Withholding results

(vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

(vii) Suspension/expulsion from the hostel

(viii) Rustication from the institution for period ranging from 1 to 4 semesters

(ix) Expulsion from the institution and consequent debarring from admission to any other institution.

(x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

7. Appeal :- An appeal against the order of punishment by the Anti-Ragging Committee shall lie to the Chairman or Head of the Institution, as the case may be.

8. Action Taken Report :- The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.

RAGGING IS PROHIBITED ON CAMPUS AND OFF CAMPUS

JOIN HANDS IN MAKING THE COLLEGE CAMPUS FREE FROM RAGGING.

SAY "NO" TO RAGGING

1. UNDERTAKING FORM

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

2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.

3. I, hereby, undertake that

- I will not indulge in any behaviour or act that may come under the definition of ragging.

- I will not participate in or abet or propagate ragging in any form.

- I will not hurt anyone physically or psychologically or cause any other harm.

4. I, hereby, agree that if found guilty of any aspect of ragging, I may be punished as per the provision of the UGC Regulations mentioned above and / or as per the law in force.

5. I, hereby, affirm that I have not been expelled or debarred from admission by any institution.

Signed this Day of Month of Year

Signature:

Name:

Address:

2. UNDERTAKING BY PARENT/GUARDIAN

I,F/o. M/o. G/o.
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard as well as the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. I assure you that my son/daughter/ ward will not indulge in any act of ragging.

3. I, hereby, agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and /or as per the law in force.

Signed this Day of Month of Year

Signature:

Name:

Address:



[Signature]
Principal
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STUDENT GRIEVANCE READRESSAL CELL (SGRC)



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**Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce, Rasayani**

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**Policy Document on
STUDENT GRIEVANCE REDRESSAL CELL (SGRC)**



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STUDENTS GRIEVANCE REDRESSAL CELL (SGRC)

The purpose of Students Grievance Redressal Cell (SGRC) is to maintain a congenial, academic and working environment for the students of Pillai HOC College Of Arts, Science, Commerce, Rasayani. Any student with grievances may approach the Grievance Redressal Cell and submit his / her grievance in writing to the coordinator, Students Grievance Redressal Cell of PHCASC.

OBJECTIVES-

The objectives of SGRC are as follows:

- To ensure a fair, impartial and consistent mechanism for redressal of various issues faced by the students.
- To develop a responsive and accountable attitude among all students, thereby maintaining a harmonious atmosphere on the college campus.
- To uphold the dignity of the college by promoting cordial Student- Student, Student- Teacher and Teacher- Teacher relationship.
- To ensure that grievances are resolved promptly, neutrally, with sensitivity and in complete confidentiality.
- To advise students to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

The SGRC comprises the following members:

- | | | |
|---|--------------------|------------------|
| 1 | Dr Lata Menon | Chairperson |
| 2 | Dr. Sapana Chilate | Member Secretary |
| 3 | Mr. Sumeet Mhatre | Member |

FUNCTIONS-

The committee exercises the following powers and performs the following functions:

- To receive the applications from the students at the individual level and process them.
- To scrutinize the received applications and hear the students in person if needed.
- To hear both the parties and settle grievances as early as possible.
- To provide oral advice to the students whenever oral advice is sufficient to resolve the grievances.
- To provide advice to the students through correspondence.
- To settle the disputes in a satisfactory manner and report them to the Principal.
- To submit the general report of grievances to the Principal for suitable actions.
- The above committee shall maintain a register and record of all the complaints received from the aggrieved students and parents regarding the subject mentioned above and call the immediate meeting to dispose of the complaint within fifteen.



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INTERNAL COMPLAINT CELL (ICC)



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Dist. Raigarh, PIN - 491 707



HANDBOOK

On

Sexual Harassment of Women at Workplace

(Prevention, Prohibition and Redressal) Act, 2013

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



Towards a new dawn

Government of India
Ministry of Women and Child Development

NOVEMBER 2015



HANDBOOK

on

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

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



**Government of India
Ministry of Women and Child Development**

November 2015

Contents

SECTION 1: INTRODUCTION	1
1.1 THE MANDATE	3
1.2 THE GENESIS	3
1.3 THE ACT	4
1.4 PURPOSE OF THIS HANDBOOK	5
1.5 WHO IS THIS HANDBOOK FOR?	5
1.6 STRUCTURE OF THE HANDBOOK	5
SECTION 2: WORKPLACE SEXUAL HARASSMENT- WHAT IS IT?	7
2.1 WHO IS AN AGGRIEVED WOMAN	7
2.2 WHAT IS A WORKPLACE?	8
2.3 WHAT IS SEXUAL HARASSMENT AT WORKPLACE?	9
2.4 KEY ELEMENTS OF WORKPLACE SEXUAL HARASSMENT	9
2.5 EXAMPLES OF BEHAVIOURS AND SCENARIOS THAT CONSTITUTE SEXUAL HARASSMENT	12
2.6 FORMS OF SEXUAL HARASSMENT	14
2.7 SCENARIOS	14
SECTION 3: PREVENTION & PROHIBITION	18
3.1 PREVENTIVE AUTHORITIES	18
3.2 WHO IS A DISTRICT OFFICER (DO)?	19
3.3 RESPONSIBILITIES OF THE AFOREMENTIONED AUTHORITIES	19
SECTION 4 : REDRESS	23
4.1 WHO CAN COMPLAIN AND WHERE?	23
4.2 WHAT SHOULD THE COMPLAINT CONTAIN?	24
4.3 WHAT CAN AN EMPLOYEE/WORKER EXPECT?	24
4.4 KEY RESPONSIBILITIES	25
4.5 KNOWLEDGE, SKILLS, TRAINING	25
4.6 DO'S AND DON'TS FOR COMPLAINTS COMMITTEE	26
4.7 NON-NEGOTIABLES DURING THE INQUIRY PROCESS	27
4.8 THE SEXUAL HARASSMENT COMPLAINT PROCESS	27
4.9 AT A GLANCE	34
SECTION 5: MONITORING	37
SECTION 6: GLOBAL NORMS AND GOOD PRACTICES	39



सत्यमेव जयते



मेनका संजय गांधी
Maneka Sanjay Gandhi

मंत्री
महिला एवं बाल विकास मंत्रालय
भारत सरकार
नई दिल्ली-110001

MINISTER
MINISTRY OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF INDIA
NEW DELHI-110001

MESSAGE

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

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

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


(Smt. Maneka Sanjay Gandhi)

V. Somasundaran



सत्यमेव जयते

सचिव

भारत सरकार

महिला एवं बाल विकास मंत्रालय

शास्त्री भवन, नई दिल्ली - 110001

Secretary

Government of India

Ministry of Women & Child Development

Shastri Bhawan, New Delhi-110001

Website : <http://www.wcd.nic.in>

18th November 2015


FOREWORD

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

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

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

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


(V. Somasundaran)

प्रीति सूदन
PREETI SUDAN
अपर सचिव
Additional Secretary
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भारत सरकार
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Government of India
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Email id : sudanp@nic.in

Dated: 17th November, 2015

PREFACE

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

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

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

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

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


(Preeti Sudan)



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Jeevan Vihar, New Delhi-110 001, Dated

ACKNOWLEDGEMENTS

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

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

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

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

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


(Lopamudra Mohanty)

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

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

Introduction

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

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

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

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

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

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

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

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

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

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

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

² NSSO 2011-12

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

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

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

1.1 THE MANDATE

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

1.2 THE GENESIS

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

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

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

³ *Sathin*¹ means a friend

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

It included:

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

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

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

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

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

1.3 THE ACT

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

⁴ (AIR 1997 Supreme Court 3011)

- ◆ Prohibition
- ◆ Prevention
- ◆ Redress

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

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



1.4 PURPOSE OF THIS HANDBOOK

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

1.5 WHO IS THIS HANDBOOK FOR

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

1.6 STRUCTURE OF THE HANDBOOK

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

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

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

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

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

Section 5 describes the monitoring requirements as per the Act.

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

Workplace Sexual Harassment- What Is It?

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

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

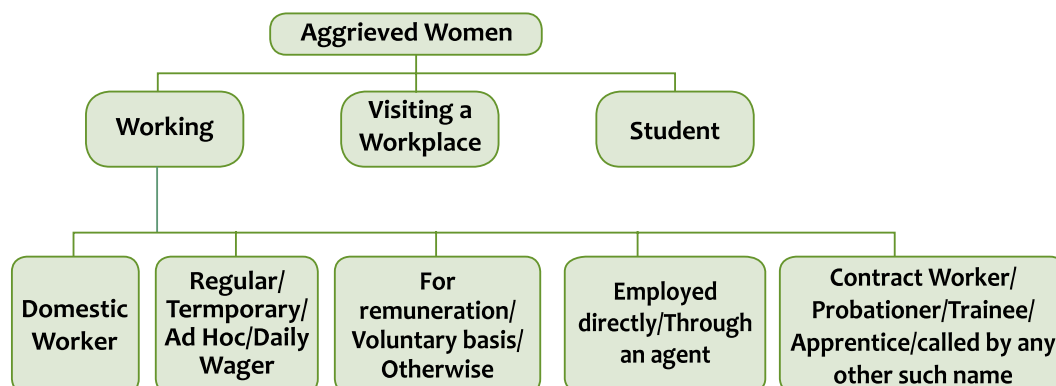
This section defines the aggrieved woman, workplace and sexual harassment as well as highlights key elements of workplace sexual harassment. It provides examples of behaviours through which a woman can experience possible professional and personal harm. It presents the user with scenarios from across-section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

2.1 WHO IS AN AGGRIEVED WOMAN?

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

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

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



2.2 WHAT IS A WORKPLACE?

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

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

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

The Act defines the Unorganised Sector as:

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

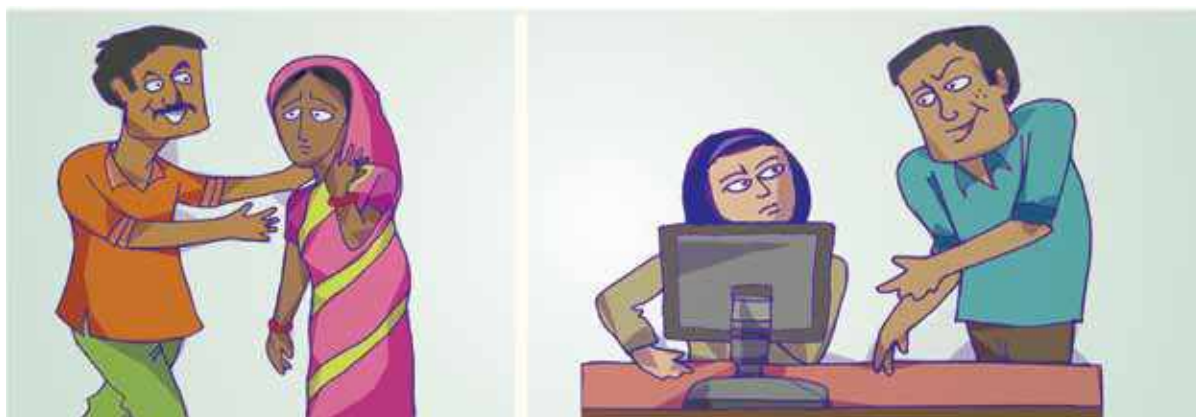
All women working or visiting workplaces, for example:



2.3 WHAT IS SEXUAL HARASSMENT AT THE WORKPLACE?

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

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



2.4 KEY ELEMENTS OF WORKPLACE SEXUAL HARASSMENT

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

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

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

THE FIRST STEP TO PREVENTION IS RECOGNITION

Workplace Sexual Harassment is behaviour that is

UNWELCOME

SEXUAL in nature

A **SUBJECTIVE** experience

IMPACT not intent is what matters

Often occurs in a matrix of **POWER**

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

Impact of inappropriate behaviour

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



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

SEXUAL HARASSMENT IS A SUBJECTIVE EXPERIENCE

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

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

2.5 EXAMPLES OF BEHAVIOURS AND SCENARIOS THAT CONSTITUTE SEXUAL HARASSMENT

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



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

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



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

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

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

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

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

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

2.6 FORMS OF WORKPLACE SEXUAL HARASSMENT

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

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

2.7 SCENARIOS

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

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

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

SCENARIO EXAMPLE 1

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

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

What is Workplace 'this for that' Sexual Harassment?

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

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

SCENARIO EXAMPLE 2

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

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



What is Workplace Sexual Harassment?

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

SCENARIO EXAMPLE 3

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

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

What is Workplace Sexual Harassment?

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

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

SCENARIO EXAMPLE 1

Jayanthi works in a garment factory in Bangalore.

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

What is a Hostile Workplace Environment Sexual Harassment?

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



SCENARIO EXAMPLE 2

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

What is a Hostile Workplace Environment Sexual Harassment?

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

SCENARIO EXAMPLE 3

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

What is a Hostile Workplace Environment Sexual Harassment?

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

SCENARIO EXAMPLE 4

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

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

What is a Hostile Workplace Environment Sexual Harassment?

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

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

Prevention and Prohibition

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

Late Justice J.S. Verma

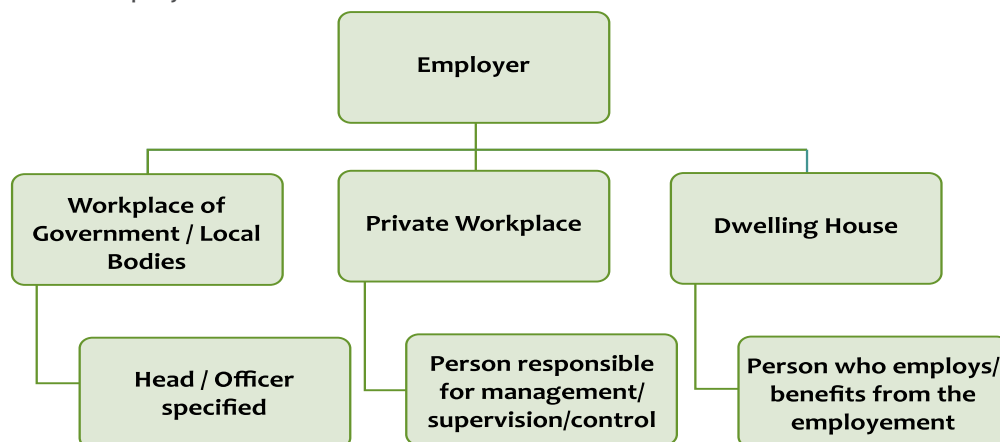
This section describes those who are both responsible and accountable to prevent workplace sexual harassment in compliance with the Act. It also highlights the role of workplaces in prohibiting workplace sexual harassment through an effectively communicated policy.

3.1 PREVENTIVE AUTHORITIES

3.1.1 WHO IS AN EMPLOYER?

An employer refers to:

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



3.1.2 WHO IS AN APPROPRIATE GOVERNMENT?

As per the Act, Appropriate Government means:

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

3.2 WHO IS A DISTRICT OFFICER (DO)?

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

3.3 RESPONSIBILITIES OF THE AFOREMENTIONED AUTHORITIES

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

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

3.2.1 Complaints Committee/s

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

1) Internal Complaints Committee (ICC)

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

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

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

ICC/LCC ARE MANDATORY

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

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

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

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

2) Local Complaints Committee (LCC)

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

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

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

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

3) External Members on the Complaints Committee/s

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

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

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

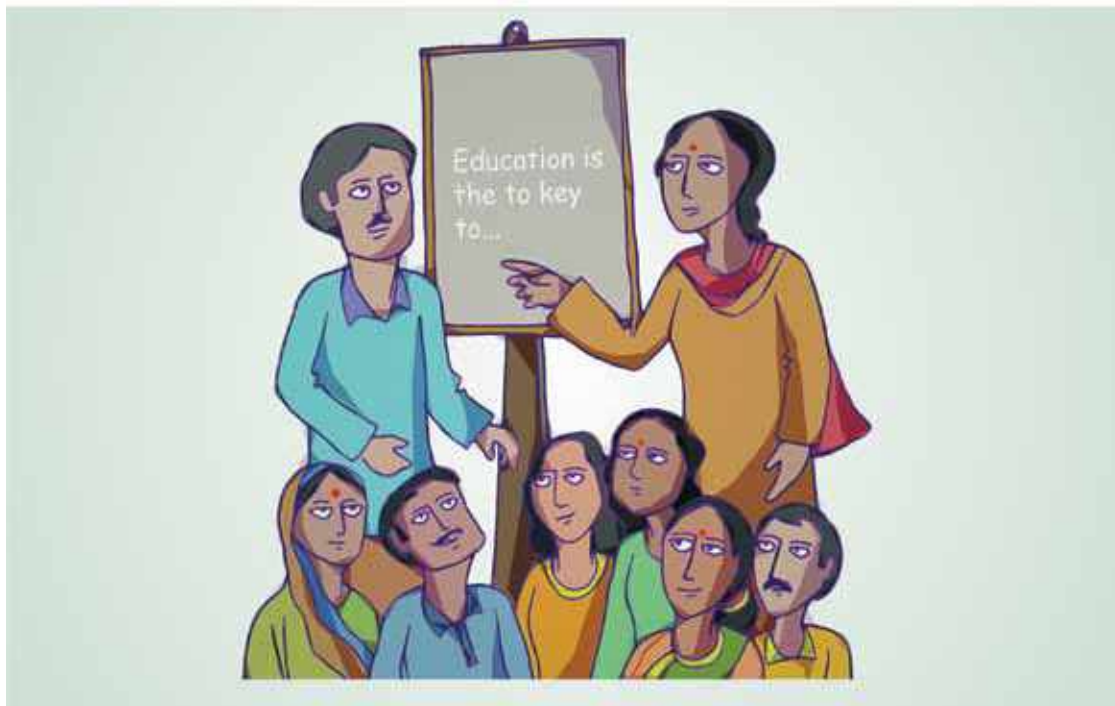
Criteria for the External Member

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

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

3.2.2 Sexual Harassment at Workplace Policy

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



3.2.3 Dissemination of Information and Awareness Generation

Employers/ District Officers have a legal responsibility to:

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

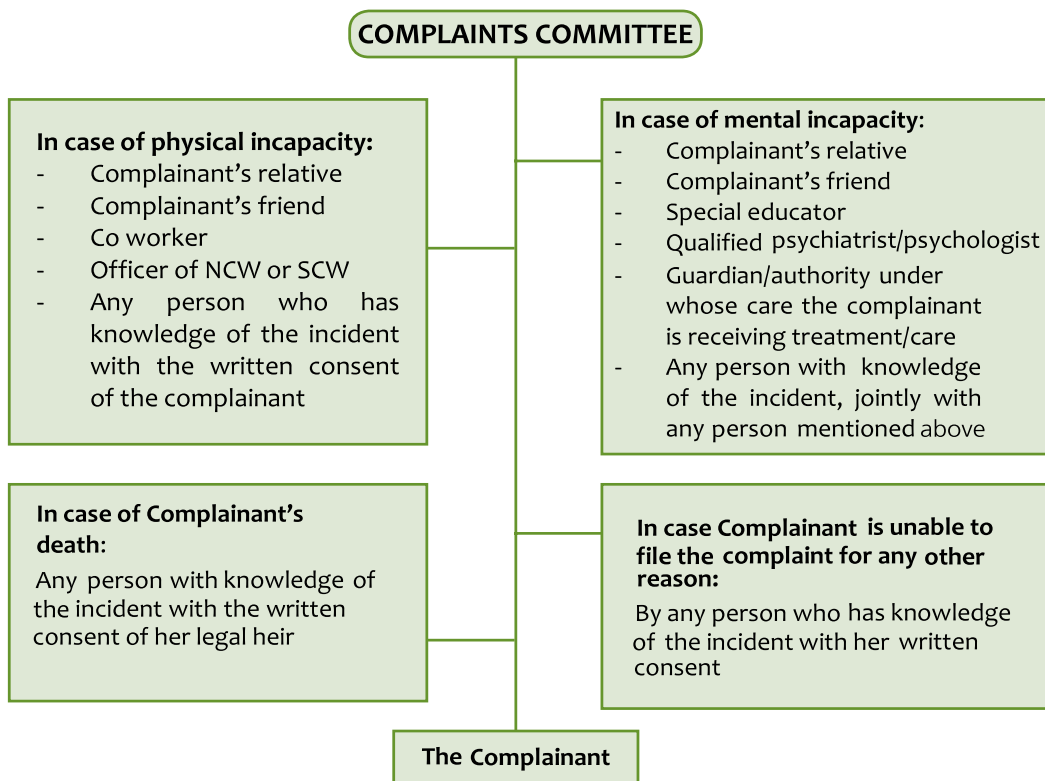
Redress

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

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

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

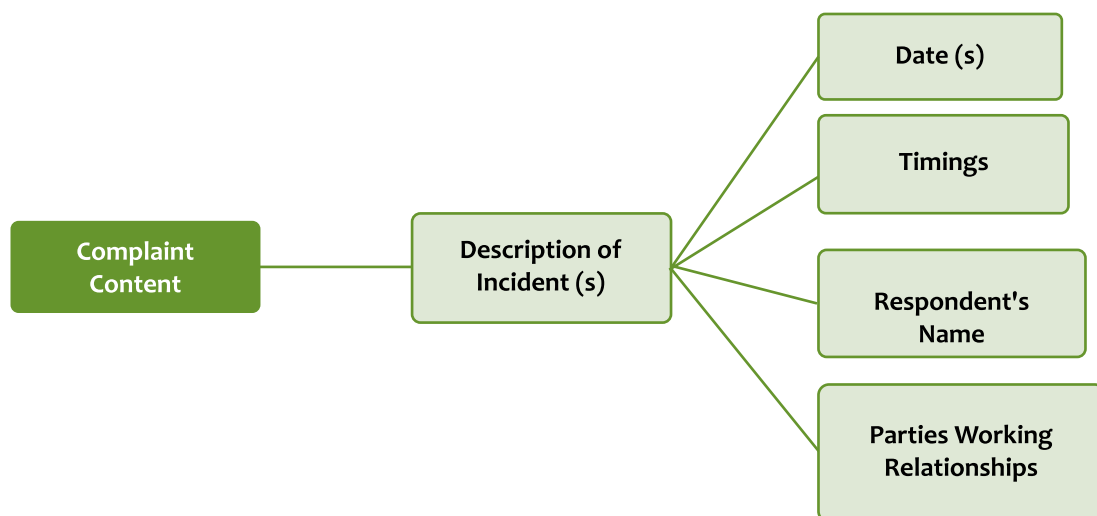
4.1 WHO CAN COMPLAIN AND WHERE?



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

4.2 WHAT SHOULD THE COMPLAINT CONTAIN?

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



4.3 WHAT CAN AN EMPLOYEE/WORKER EXPECT?

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

4.3 A. RIGHTS OF THE COMPLAINANT

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

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

4.3 B. RIGHTS OF THE RESPONDENT

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

4.4 KEY RESPONSIBILITIES

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

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

4.5 KNOWLEDGE, SKILLS, TRAINING

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

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

FAIR AND INFORMED INQUIRY

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

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

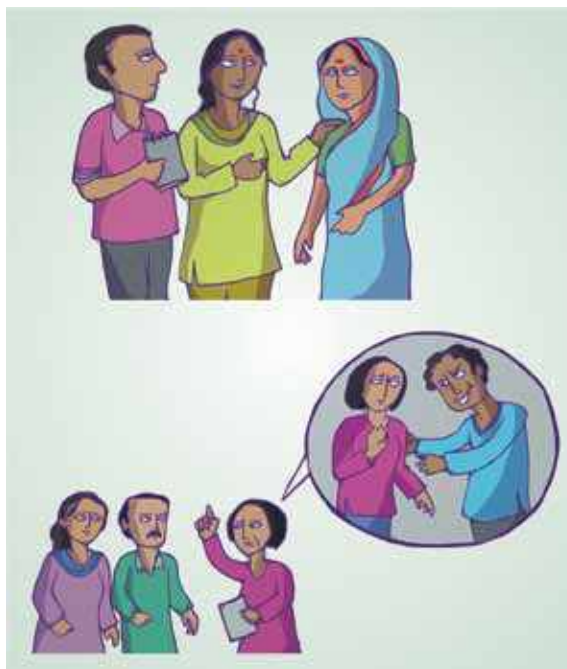
4.6 DO’S AND DON’TS FOR COMPLAINTS COMMITTEE

DO’S

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

DON’TS

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

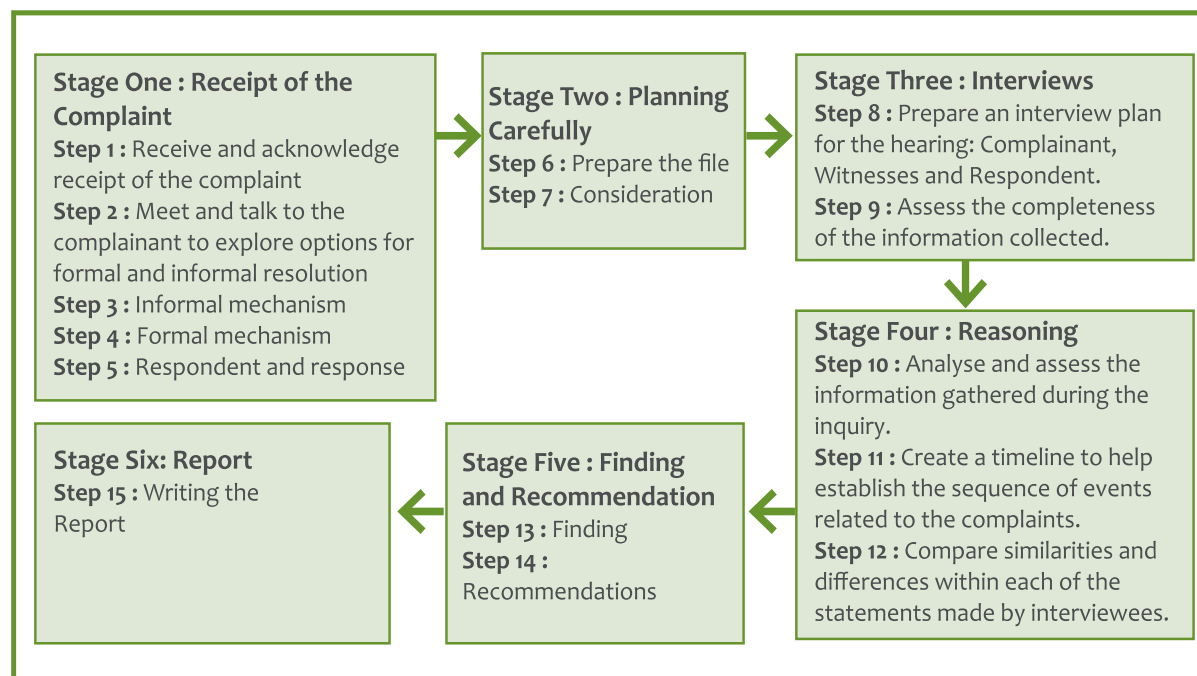


4.7 NON-NEGOTIABLES DURING THE INQUIRY PROCESS

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

4.8 THE SEXUAL HARASSMENT COMPLAINT PROCESS

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



STAGE ONE: RECEIPT OF THE COMPLAINT

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

Step 1 : Receive and Acknowledge Receipt of the Complaint

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

Training and Skill Building : An Institutional Responsibility

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

Upon receipt, the complaint should be reviewed for:

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

The complainant will be notified in writing to acknowledge receipt.

Elements of the Behaviour

The complaint needs to satisfy the following elements:

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

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

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

Step 3: Informal Mechanism

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

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

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

Step 4: Formal Mechanism

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

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

Step 5: Respondent and Response

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

STAGE TWO: PLANNING CAREFULLY

Step 6: Prepare the File

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

1. Documentation

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

2. Review Law & Policy

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

3. Make a List

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

Relevant Witnesses

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

4. Supporting Documents

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

5. Act Quickly

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

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

Preparing the Plan - Key Elements to Consider

1. Defining the Issues

What is the complaint

Questions or points that require clarification

2. Determining a violation of the Policy/Act

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

3. Logistics

Venue for conducting the interviews. Are special logistics required

Creating timelines for each

4. Critical Information

What documents need to be looked at

Witnesses to be questioned and in what order

5. Areas of Questioning

Questions for each specific incident and party/witness

Questions for each particular issue

Issues likely to require follow-up

Step 7: Consideration

1. Interim Measures

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

2. Support

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

STAGE THREE: INTERVIEWS

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

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

Interviewing Tips

1. Introduction

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

2. Questioning

Determine beforehand the following:

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

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

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

3. Choose an Appropriate Location

To create trust, comfort and openness

4. Explain the Interview Process

Explain how the interview will be conducted and what is expected

5. Records of the Interview

Take notes and explain the need for a proper record

6. Manage the Interview

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

7. Sign Statements

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

Step 9: Assess the Completeness of the Information Collected

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

STAGE FOUR: REASONING

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

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

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

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

STAGE FIVE: FINDING AND RECOMMENDATION

Step 13: Finding

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

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

Step 14: Recommendations

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

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

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

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

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

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

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

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

STAGE SIX: REPORT

Step 15: Writing the Report

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

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

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

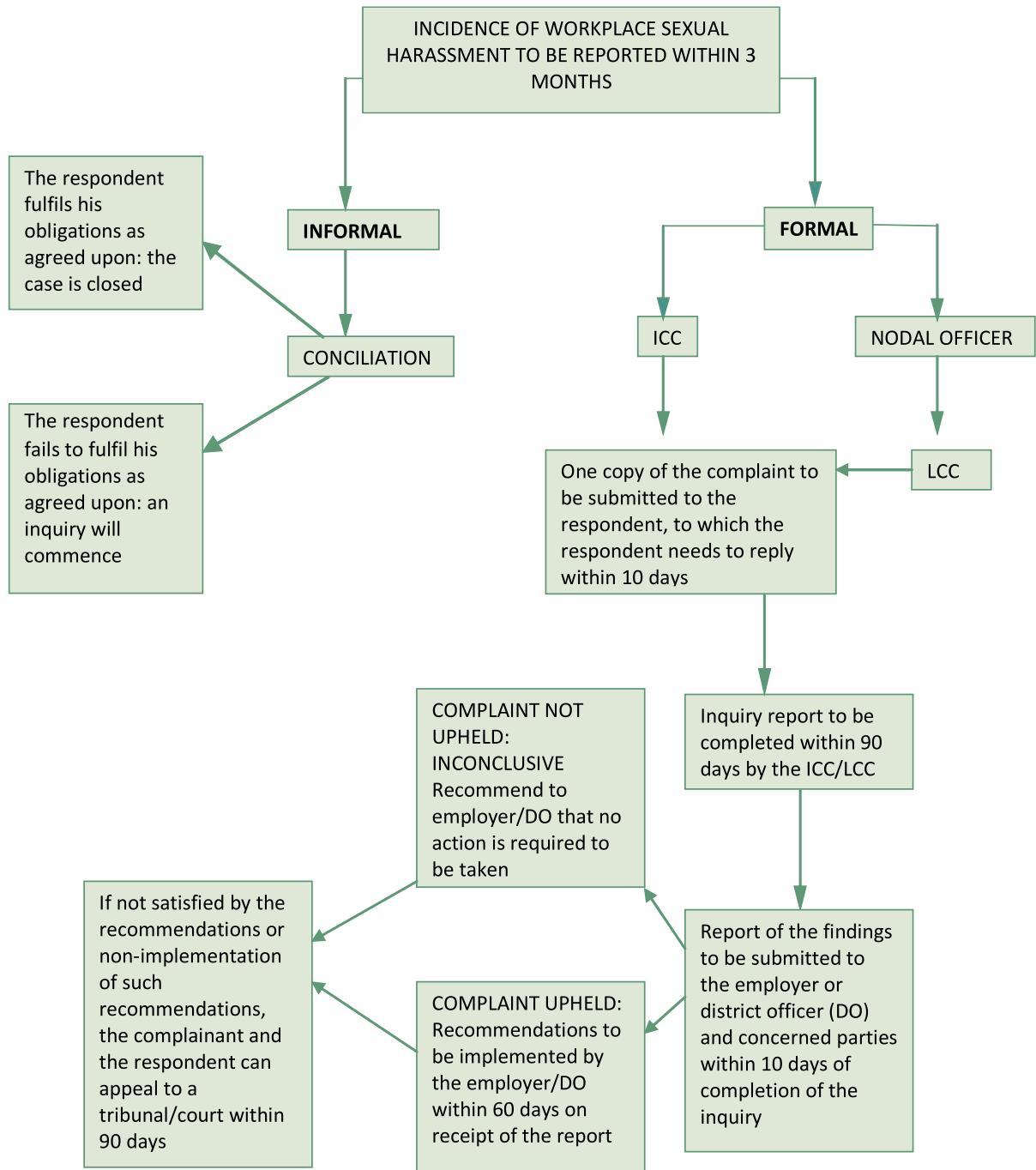
Given that most workspaces today are gender unequal and male-dominated, it is important that complaints by women be treated fairly and not dismissed. The mere inability to substantiate a complaint or provide adequate proof will not attract legal action against the complainant. However, making a false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

4.9 AT A GLANCE

1) Complaints Committee's Checklist

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

INQUIRY PROCESS AT A GLANCE



2) Timelines as per the Act

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

3) Confidentiality

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

The Act prohibits the disclosure of:

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

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

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

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

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

Monitoring

“Vishaka was a victory for all women”
Bhanwari Devi

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

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

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

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

5.1 Inspection

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

5.2 Annual Report

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

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

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

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

5.3 Penalties

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

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

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

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

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

Global Norms and Good Practices

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

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

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

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

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

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

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

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

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

ⁱⁱⁱ Ibid.

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

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

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

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





Towards a new dawn

Government of India
Ministry of Women and Child Development

SUPPORTING DOCUMENTS

A.Y. 2021-22

ANTI-RAGGING COMMITTEE



P. K. Patil
Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Rahatpuri,
Dist. Raigarh, PIN - 410 207

Dr. Sunil Patil
I/c Director



Department of Students'
Development

Vidyapeeth Vidyarthi Bhavan,
'B' Road, Churchgate, Mumbai,
PIN.400 020

Tel. No.: 2204 28 59, 8369753642

CIRCULAR

Subject: Revised Procedure for Students to File Online Anti-Ragging Affidavit

To,
The Principals of the Constituent and Affiliated Colleges and
Directors of Recognised Institutes
of University of Mumbai


Dear Sir/Madam,

The University Grants Commission has published the Revised Procedure for Anti-Ragging Mechanism on October 27, 2021 [Ref. No.: D. O. No. F. 3-2/2021 (ARC)]. With reference to this letter you are requested to adhere to the guidelines issued by the UGC for Anti-Ragging Mechanism. Some important guidelines for the mechanism are as follows-

1. It is mandatory for each student and his/her parent/guardian to submit an online undertaking at each academic year.
It is mandatory for the college/institute to ensure that each student submits an online undertaking.
2. The college/institute should constitute a Anti-Ragging Cell and nominate one teacher as Nodal Officer to co-ordinate with the University and the UGC authorities and submit the information of Nodal Officer in the google form. The link of google form is as under-
<https://forms.gle/TzoglaKj45gEju8j8>
The college/institute should display the email address and contact no. of the Nodal Officer of Anti-Ragging Cell on its website and in the campus areas like Admission Centre, Departments, Library, Cafeteria, Hostel, Common Facilities, etc.
3. It is mandatory for the college/institute to include the below columns in the Admission Form of student.

Anti-Ragging Undertaking Reference No.	
--	--
4. The college/institute should display the Anti-Ragging Helpline No. 1800 180 5522 at its strategic places.

Place: Mumbai
Date: November 10, 2021


I/c Director, DSD

Encl.:

- 1) UGC Letter, D. O. No. F. 3-2/2021 (ARC), dated October 27, 2021
- 2) Procedure for Undertaking from students
- 3) Link for Google Form for Nodal Officer



मान-विद्याय विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, 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. F. 3-2/2021 (ARC)

27 OCT 2021

October, 2021

'SPEED POST'

Subject: Revised procedure for students to file online Anti Ragging Affidavit.

Dear Madam/Sir,

As you are aware, 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" and in compliance of the 2nd Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at either of the two designated web sites, namely, **www.antiragging.in** and **www.amanmovement.org**.

As part of UGC's initiative towards reduction of compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging Affidavit.

The revised procedure is as follows:

Step 1: A student will submit his/her details on the same web sites (**www.antiragging.in** and **www.amanmovement.org**) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging. He/She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same like before).

Step 2: The student will receive an E MAIL with his/her registration number and a web link. The student will forward the link to the E mail of the Nodal officer in his/her university/college. **(Please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier).**

Step 3: The Nodal Officer in the university/college can click on the link of any forwarded e mails that he/she will receive from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.

Contd.../-

CONTINUATION SHEET

-02-

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

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

You are also requested to 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.

In addition to this, you are also requested 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.

With kind regards,

Yours sincerely,



(Rajnish Jain)

The Vice-Chancellor of all Universities

The Principal of all Colleges

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 15th June 2021

Subject: Constitution of Anti Ragging Committee

In pursuant to following regulations the anti-ragging committee has been constituted for the year 2021-22 consisting of the following staff to prevent ragging in the institute-

- a) "Maharashtra Prohibition of Ragging Act, 1999" from Govt. of Maharashtra,
- b) "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Remya Madan Gopal	Member
Ashwini Khillari	Member
Disha Chotalia	Member
Hardik Dave	Member
Pallavi Chandavat	Female Students Representative
Sakshi Vartak	Female Students Representative
Jay Thakur	Male Students Representative
Yash Khandelwal	Male Students Representative
Mr. Binit Kumar	Member Secretary

The Committee is responsible to give extensive publicity against ragging, monitor and oversee the performance of the Anti-Ragging Squad, solicit affidavits from parents/guardians and from students, conduct counseling sessions for senior students in the classes and for freshers at the time of admission and induction etc.


Dr. Lata Menon
Chairperson

Date: 15/06/2021

Subject: Constitution of Anti Ragging Squad

In pursuant to following regulations the anti-ragging committee has been constituted for the year 2021-22 consisting of the following staff to prevent ragging in the institute "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"


The following Anti-Ragging squad is constituted for the year 2021-22

1. Mr.Prathamesh Gokhale
2. Dr.Archana Bhagwat
3. Ms.Vishakha Gajghate
4. Mr.Vineet Murl
5. Mr.Rakesh Jacob

Roles and Responsibilities of Anti-Ragging Squad:

The Anti-Ragging Squad is to maintain vigil, oversight, and patrolling functions, conducting raids at vulnerable places and other Anti-Ragging measures as per the directions of the Anti-Ragging Committee.

The Squad shall work in the Consonance and Guidance of Anti-Ragging Committee.


Dr. Lata Menon
Chairperson

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 23/08/2021

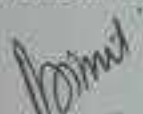
NOTICE

All the members of the Anti-Ragging Committee are hereby informed to attend a meeting which will be held on 25th August 2021 at 3.00 p.m. online through Google meet on the following agenda.

Agenda

1. Confirmation of Minutes of the meeting held on 06/01/2021.
2. To discuss the guidelines given by statutory authorities:
3. Procedures to be followed for anti-ragging in college premises
4. Activity to be conducted related to anti-ragging.
5. Discussion on how to resolve the complaint, if received from any student or Parent.

All the members are requested to attend the meeting.


Mr. Binit Kumar
Member Secretary

The following members are requested to attend the meeting

Anti-Ragging Committee:

Dr. Lata Menon
Rewati Soman
Sumeet Mhatre
Sujith Babu
Harshita Singh
Remya Madan Gopal
Ashwini Khillari
Disha Chotalia
Hardik Dave
Pallavi Chandavat
Sakshi Vartak
Jay Thakur
Yash Khandelwal
Mr. Binit Kumar

Chairperson 
Member 
Member 
Member 
Member 
Member 
Member 
Member 
Female Students Representative 
Female Students Representative 
Male Students Representative 
Male Students Representative 
Member Secretary

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 25/08/2021

MINUTES OF THE MEETING OF ANTI RAGGING COMMITTEE

A meeting of the Anti-Ragging Committee was conducted in Principal's Conference Hall on 25th August 2021 at 3.00 p.m. The following members were present for the meeting.

Anti-Ragging Committee:

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Remya Madan Gopal	Member
Ashwini Khillari	Member
Disha Chotalia	Member
Hardik Dave	Member
Pallavi Chandavat	Female Students Representative
Sakshi Vartak	Female Students Representative
Jay Thakur	Male Students Representative
Yash Khandelwal	Male Students Representative
Mr. Binit Kumar	Member Secretary

Dr. Lata Menon was in the Chair. She welcomed all the members present.

The following points were discussed in the meeting:

Agenda 1: Confirmation of Minutes of meeting held on 06/01/2021:

Minutes of the last meeting were confirmed by the chairperson and reviewed the Action taken report.

Agenda 2: To discuss the directions given by statutory authorities:

All the members of the committee discussed the matter at length regarding the directions given by the various statutory authorities like UGC, University of Mumbai, Govt of Maharashtra for taking the preventive measures for curbing the menace of ragging.

Agenda 3: Procedures to be followed for anti-ragging in college premises:

Asst.Prof. Sujith babu, has informed that the parents and the new comer students are informed at the time of Online orientation program that ragging and abetting ragging in the institution, hostel and its premises is not allowed under any circumstances and it is a serious offense. The anti-ragging committee and anti-ragging squad consisting of faculty members and non-teaching staff for the academic year 2021-22 is the same

as last academic year, constituted to prevent ragging. If any student is found indulging in ragging or abetting ragging will be viewed seriously and dealt with by the provisions of the criminal law. All the new comer students are therefore advised that if they are the sufferer or victim of ragging should immediately approach any member of the anti-ragging committee or anti-ragging squad so as to enable them to take immediate necessary action.

The representatives of new comers in the committee Ms. Sakshi Vartak and Mr. Yash Khandelwal have informed that they did not experience or nobody has said about any kind of harassment, ragging or any kind of untoward incident.

The committee observed that all the members of the anti-ragging squad were keenly watching the interactions between junior and senior students and appreciated their efforts.

Agenda 4: Activity to be conducted related to anti-ragging.

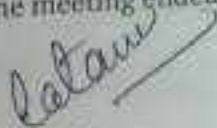
Discussed the planning of an Activity: Online Anti-ragging filling up of the forms is to be conducted in all the classes.


Agenda 5: Resolution of complaints, if received from any student or Parent.

Discussed the resolution on complaints, by conducting more and more mentoring sessions.

Mr. Binit Kumar, Member Secretary of the committee has informed that the committee has not received any complaints from any student or parent during the academic year.

The meeting ended with a vote of thanks to the chair.


Dr. Lata Menon
Chairperson


Mr. Binit Kumar
Member Secretary

ATTENDANCE RECORD

NAME	DESIGNATION	SIGN
Dr. Lata Menon	Chairperson	<i>Lata Menon</i>
Rewati Soman,	Member	<i>Rewati Soman</i>
Sumeet Mhatre	Member	<i>Sumeet Mhatre</i>
Sujith Babu	Member	<i>Sujith Babu</i>
Harshita Singh	Member	<i>Harshita Singh</i>
Remya Madan Gopal	Member	<i>Remya Madan Gopal</i>
Ashwini Khillari	Member	<i>Ashwini Khillari</i>
Disha Chotalia	Member	<i>Disha Chotalia</i>
Hardik Dave	Member	<i>Hardik Dave</i>
Pallavi Chandavat	Female Students Representative	<i>Pallavi Chandavat</i>
Sakshi Vartak	Female Students Representative	<i>Sakshi Vartak</i>
Jay Thakur	Male Students Representative	<i>Jay Thakur</i>
Yash Khandelwal	Male Students Representative	<i>Yash Khandelwal</i>
Mr. Binit Kumar	Member Secretary	<i>Binit Kumar</i>

Date: 26/08/2021

NOTICE

All students (Boys & Girls) are hereby informed that as per the directives received from various statutory bodies our college has constituted Anti Ragging Committee and Anti Ragging Squad of our institute. The following are the members of Anti Ragging Committee:

Anti-Ragging Committee		Email Id	Anti-Ragging Squad	
Dr. Lata Menon	Chairperson	lmenon@mes.ac.in	Mr Prathamesh G.	Member
Rewati Soman	Member	rsoman@mes.ac.in	Dr Archana Bhagwat	Member
Sumet Mhatre	Member	smhatre@mes.ac.in	Mrs Vishakha G	Member
Sujith Babu	Member	sbabu@mes.ac.in	Mr Vineet Morli	Member
Harshita Singh	Member	hsingh@mes.ac.in	Mr Rakesh Jacob	Member
Remya M G	Member	remyagm@mes.ac.in		
Ashwini Khillari	Member	kashwini@mes.ac.in		
Disha Chotala	Member	dishachotala@mes.ac.in		
Hardik Dave	Member	hardikdave@mes.ac.in		
Pallavi Chandavat	Female Students Representative	pallavimc20bcom@studmes.ac.in		
Sakshi Vartak	Female Students Representative	vartaksakshi21bcom@studmes.ac.in		
Jay Thakur	Male Students Representative	jayat20bms@studentmes.ac.in		
Yash Khandelwal	Male Students Representative	khandelwalyasmah21bba@studentmes.ac.in		
Mr. Binil Kumar	Member Secretary	bkumar@mes.ac.in		

The above committee has been constituted to take preventive measures for curbing the menace of ragging. The following kind of acts/discrimination constitutes ragging, 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".

All students are hereby informed that if they are facing any of the above-mentioned acts/discrimination they should report to any of the above committee or squad members immediately so as to enable the committee to take immediate action against the accused person in accordance with the directives issued by the various authorities.

Further all the students are hereby informed that ragging is a criminal offense and the victims can approach the local police station and lodge a criminal complaint against the accused students, if their grievances are not addressed properly at institute level. The accused person will have to be dealt by the prevailing criminal law and will be held responsible for all the consequences.


Dr. Lata Menon
Chairperson

Action Taken Report

As per the notice dated: 24/8/2021, meeting was conducted on 25/08/2021.
The Action Taken Report is as follows:-

1. Asst.Prof.Remya Madan Gopal ,informed about the procedures and made students aware about the serious effects of ragging and also explained to them about the rights of the committee and what all actions will be taken against those who are indulged in such activities.
2. Online Activity was conducted in all the classes related to Filing up of Anti-ragging form.
3. Mr. Sumeet Mhatre informed that all the students have filled the affidavits as per the directives of the UGC and University.



Dr. Lata Menon
Chairperson

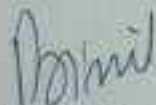
Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 15/12/2021

NOTICE

All members of the Anti-Ragging Committee are hereby informed to attend a meeting which will be held on 17/12/2021 at 3.00 p.m. in the Principal's conference room on the following agenda.

All the members are requested to attend the meeting.



Binit Kumar
Member Secretary

The following members are requested to attend the meeting:-

Dr. Lata Menon	Chairperson <i>llux</i>
Rewati Soman	Member <i>H</i>
Sumeet Mhatre	Member <i>M</i>
Sujith Babu	Member <i>A</i>
Harshita Singh	Member <i>V</i>
Remya Madan Gopal	Member <i>A</i>
Ashwini Khillari	Member <i>Ashwini</i>
Disha Chotalia	Member <i>D</i>
Hardik Dave	Member <i>H</i>
Pallavi Chandavat	Female Students Representative <i>Pallavi</i>
Sakshi Vartak	Female Students Representative <i>Sakshi</i>
Jay Thakur	Male Students Representative <i>Jay</i>
Yash Khandelwal	Male Students Representative <i>Yash</i>
Mr. Binit Kumar	Member Secretary <i>Binit</i>

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 17/12/2021

MINUTES OF THE MEETING OF ANTI RAGGING COMMITTEE

A meeting of the Anti-Ragging Committee was conducted in the Principal's Conference room on 17/12/2021 at 3.00 p.m. The following members were present for the meeting:

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Remya Madan Gopal	Member
Ashwini Khillari	Member
Disha Chotalia	Member
Hardik Dave	Member
Pallavi Chandavat	Female Students Representative
Sakshi Vartak	Female Students Representative
Jay Thakur	Male Students Representative
Yash Khandelwal	Male Students Representative
Mr. Binit Kumar	Member Secretary

Dr. Lata Menon was in the Chair. She welcomed all the members present.

The following points were discussed in the meeting:

Agenda 1: Confirmation of Minutes of meeting held on 25/08/2021: Minutes of the last meeting were confirmed by the chairperson and reviewed the Action taken report.

Agenda 2: To discuss the directions given by various statutory authorities

All members of the committee reviewed the directions given by the various statutory authorities like UGC, University of Mumbai, Govt of Maharashtra for taking the preventive measures for curbing the menace of ragging.

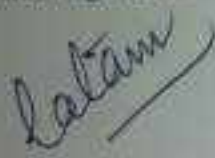
Agenda 3: To review the Action taken during the year and requirements of any new measures.

All the Actions taken by the anti-ragging committee were thoroughly reviewed by the Chairperson. Which is as follows:


Work Allocation	Action Taken
Directions given by various statutory authorities	Display of banners with 24X7 toll free helpline number 1800-180-5522 of Anti-ragging in college premises.
Procedures to be followed	students were made aware about the serious effects of ragging and also explained to them about the rights of the committee and what all actions will be taken against those who are indulged in such activities.
Follow up of Activity	Online Activity was conducted in all the classes related to Filing up of Anti-ragging form.
Review about Affidavits	All the students have filled the affidavits as per directives of the UGC and University of Mumbai.

Agenda 4: To discuss complaints, if received from any student or Parent
 Mr. Binit Kumar, Member Secretary of the committee has informed that the committee has not received any complaints from any student or parent during this academic year.

The meeting ended with a vote of thanks to the chair.


 Dr. Lata Menon

Chairperson


 Mr. Binit Kumar
 Member Secretary

STUDENT GRIEVANCE READRESSAL CELL (SGRC)



Lalaw
Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Rasayani, Tal: Khairatpur,
Dist. Rajgad, PIN - 431 007

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS SCIENCE AND COMMERCE RASAYANI
(NAAC Accredited and ISO 9001:2015 Certified)

Date : June 7, 2021

CONSTITUTION OF COLLEGE GRIEVANCE REDRESSAL CELL

As per the circular DSD/05/05 of 2019 dated May 14, 2019 issued by the University of Mumbai. The college has established the **College Grievance Redressal Cell (CGRC)** to provide a Mechanism for redressal of students' grievances and ensure transparency in admission, administration, academic, prevention of unfair practices and other related issues.

The composition of CGRC is as follows:

1	Dr. Lata Menon (Principal)	Chairperson
2	Mr. Sumeet Mhatre	Member
3	Dr. Sapana Chilate	Member Secretary

Role and Functions of CGRC :

The CGRC shall exercise the following role and perform the following functions:

13. To receive the applications of the students from the portal available on the website of College / Institute and process them further.
14. To attend all applications relating to the grievances of the students.
15. To entertain and consider the grievances of the students. It may hear the students in person by giving opportunities of hearing.
16. To hear all the concerned parties and settle grievances as early as possible.
17. To counsel the students whenever necessary to resolve their grievances.
18. To give advice to the students through correspondence.
19. The CGRC shall not discuss any sub-judice grievances.
20. It shall make efforts to settle the disputes amicably.
21. To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
22. To consider and submit recommendations and suggestions in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances of students.
23. To prepare Minutes and Action Taken Report of the meeting of CGRC and submit it to the Director, Students' Development, University of Mumbai.
24. To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.


Principal

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

(NAAC Accredited and ISO 9001:2015 Certified)

Date: June 9, 2021

NOTICE

All the members of the College Grievance Redressal Cell are hereby informed to attend a meeting which will be held on June 14, 2021 at 3.00 p.m on the following agenda.

1. To read and confirm the minutes of the previous meeting.
2. To discuss complaints, if any, received from any student regarding admission, administrative, academic, prevention of unfair practices and other related issues.
3. Suggestions to improve the Grievance Redressal mechanism.
4. Any other matter with the permission of the chair.

All the members are requested to attend the meeting. The meeting will be held online through Google Meet.


Principal

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS SCIENCE AND COMMERCE
RASAYANI, RAIGAD
(NAAC Accredited and ISO 9001:2015 Certified)

Date : June 17, 2021

MINUTES OF THE MEETING OF COLLEGE GRIEVANCE REDRESSAL CELL

Meeting of the members of the College Grievance Redressal Cell (CGRC) was called to order by Principal Dr. Lata Menon on June 14, 2021 at 3.00 p.m.

The following members were present for the meeting :

- | | |
|-----------------------|------------------|
| 1. Dr. Lata Menon | Chairperson |
| 2. Dr. Sapana Chilate | Member Secretary |
| 3. Mr. Sumeet Mhatre | Member |

The chairperson, Dr. Lata Menon welcomed all the present members. Member secretary read and confirmed the minutes of the previous meeting.

The directions given by the various statutory authorities regarding the College Grievance Redressal Mechanism to be implemented in the institutes were discussed by all the Cell members, who also recommended increasing awareness of the Cell among students during the admissions period.

Dr. Sapana Chilate, Secretary of the Cell had informed that the Cell had not received any complaints from any students regarding admission or any administrative matter during this academic year.


Principal

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

(NAAC Accredited and ISO 9001:2015 Certified)

Date: January 6, 2022

NOTICE

All the members of the College Grievance Redressal Cell (CGRC) are hereby informed to attend a meeting which will be held on January 10, 2022 at 3.00 p.m on the following agenda in the Principal's conference room.

1. To read and confirm the minutes of the previous meeting held on June 14, 2021.
2. Discussion on complaints, if any, received from any student regarding admission, administrative, academic and other related subjects.
3. Points to improve the Grievance Redressal Mechanism.
4. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.


Principal

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS SCIENCE AND COMMERCE
RASAYANI, RAIGAD
(NAAC Accredited and ISO 9001:2015 Certified)

Date : January 18, 2022

MINUTES OF THE MEETING OF COLLEGE GRIEVANCE REDRESSAL CELL

Meeting of the members of the College Grievance Redressal Cell (CGRC) was called to order by the Principal Dr. Lata Menon on January 10, 2022 at 3.00 p.m.

Venue : Principal's Conference Room

The following members were present for the meeting :

- | | |
|-----------------------|------------------|
| 1. Dr. Lata Menon | Chairperson |
| 2. Dr. Sapana Chilate | Member Secretary |
| 3. Mr. Sumeet Mhatre | Member |

The chairperson, Dr. Lata Menon welcomed all the present members. Member secretary read and confirmed the minutes of the previous meeting.

The directions given by the various statutory authorities regarding the Grievance Redressal Mechanism to be implemented in the institutes were discussed by all Cell members, who also recommended increasing awareness of the Cell among students during the admissions period.

Online web portal was checked regularly and no Grievances were received.


Principal

INTERNAL COMPLAINT CELL (ICC)



Lalau

Principal
Mahatma Education Society's
Pilla's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Raigarh, Tel. Raigarh,
Dist. Raigarh, PIN - 491 707

Date : 30/06/2021

NOTICE

All the students (Boys & Girls) and the staff members (Male & Female) are hereby informed that as per the directives received from various statutory bodies our college has constituted Internal Complaints Committee of our institute with the following members for the academic year 2021-2022:

Names	Designation	Contact nos.	Email address
Ms. Arushi Dube	Presiding Officer	9321599018	arushidube@mes.ac.in
Ms. Babita Panda	Teaching staff	9861281719	babitapanda@mes.ac.in
Ms. Kalavati Upadhaya	Teaching staff	7506675332	kalavati@mes.ac.in
Mr. Rakesh Jakob	Non -Teaching staff	9167725369	rjacob@mes.ac.in
Ms. Deepthi Nobin	Non -Teaching staff	8693049529	dnobin@mes.ac.in
Ms. Prema MAhato	Student Representative	7738134029	mahatoprer19baf@student.mes.ac.in
Ms. Priya Sharma	Student Representative	8788517298	psharma06@student.mes.ac.in
Mr. Zeeshan Aslam	Student Representative	7066804764	zeeshangha2019bmm@student.mes.ac.in
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	9767544070	—

Robin

The above committee has been constituted to take preventive measures for curbing the menace of sexual harassment, gender discrimination or harassment of any nature to the girls students as well women employees.

All the students and staff member are hereby informed that if they are facing any kind of eve teasing, sexual harassment or harassment of any nature should report to any of the above committee members immediately so as to enable the committee to take immediate action against the accused person in accordance with the directives issued by the various authorities.

Further all the students (Boys & Girls) and employees (Male & Female) are hereby informed that sexual harassment is a criminal offense and the victim can approach to the local police station and lodge criminal complaint against the accused student or male employee. The accused person will have to be dealt by the prevailing criminal law and will be held responsible for all the consequences. The contact details of the local police station is given below.

Rasayani Police Station

Phone numbers : 02192 250 133

Address : V5PF+689, Ambivali Tarf Wankhal, Maharashtra 410220



Ms. Arushi Dube

Presiding Officer

Copy to Warden, Pillai HOC Girls Hostel, Rasayani with a request to put up the above notice on the notice board of the hostel for the information of hostel students.

Contact Internal Complaints Committee, Room No:

Mahatma Education Society's

Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 10/07/2021

NOTICE

All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda on online platform -Google Meet.

1. Report on cases relating Sexual harassment for the academic year 2020-21
2. Discussion about Vishakha Guidelines (1997)
3. Planning of activities related to women.
4. Any other matter of relevance with the permission of the chair person.



Ms Arushi Dube

Presiding Officer

Names	Designation	Signature
Ms. Arushi Dubee	Presiding Officer,	<i>Arushi Dubee</i>
Ms. Babita Panda	Teaching staff	<i>Babita Panda</i>
Ms Kalavati Upadhyay	Teaching staff	<i>Kalavati Upadhyay</i>
Mr. Rakesh Jakob	Non-Teaching staff	<i>Rakesh Jakob</i>
Ms Deepthi Nobin	Non-Teaching staff	<i>Deepthi Nobin</i>
Ms. Prema Mahato	Student Representative	<i>Prema Mahato</i>
Ms. Vaishnavi Budhkar	Student Representative	<i>V. Budhkar</i>
Mr. Ahmad Laskar	Student Representative	<i>Ahmad Laskar</i>
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	<i>Suchita Joshi</i>

**Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani**

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The first meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on **13-07-2021** at 15:00 hrs on online platform -Google Meet.

Following members of ICC attended the meeting:

Names	Designation
Dr. Lata Menon	Principal/ Chairperson
Ms. Arushi Dube	Presiding Officer
Ms. Babita Panda	Teaching staff
Ms. Kalavati Upadhyay	Teaching staff
Mr. Rakesh Jakob	Non -Teaching staff
Ms. Deepthi Nobin	Non -Teaching staff
Ms. Prema MAhato	Student Representative
Ms. Vaishnavi Budhkar	Student Representative
Mr. Ahmad Laskar	Student Representative
Ms. Suchita Joshi Secretary, Vamwasi Kalyan Ashram	Member - NGO

1. Discussion about Vishakha Guidelines (1997)

The Committee also discussed Prevention of Sexual Harassment Act, 2013 (POSH) including all its legalities and the duties of an Employer in preventing such untoward incidences at the Work place. This replaced the earlier Vishaka Guidelines passed by Supreme Court in 1997 Bhanwari Gang-rape Case.

2. Planning of activities related to women

The committee had a brainstorming session regarding the programmes or Event in college related to women

3. Report on cases relating Sexual harassment for the academic year 2020-2021

The Committee noted that **no complaint of sexual harassment** has been received from any women employees of this year

4. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise

Meeting ended with a vote of thanks to the Chairperson

Mahatma Education Society's

Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 21-09-2021

NOTICE

All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda in principal conference room.

1. Report on cases relating Sexual harassment for the academic year 2021-22
2. Planning of Literacy Day.
3. Any other matter of relevance with the permission of the chair person.



Ms Arushi Dube

Presiding Officer

**Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani**

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The first meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on 1-09-2021 at 15:00 hrs in Principal conference room

Following members of ICC attended the meeting:

Names	Designation	Signature
Dr. Lata Menon	Principal/ Chairperson	<i>Lata Menon</i>
Ms. Arushi Dube	Presiding Officer	<i>Arushi Dube</i>
Ms. Babita Panda	Teaching staff	<i>Babita Panda</i>
Ms Kalavati Upadhaya	Teaching staff	<i>Kalavati Upadhaya</i>
Mr. Rakesh Jakob	Non-Teaching staff	<i>Rakesh Jakob</i>
Ms Deepthi Nobin	Non-Teaching staff	<i>Deepthi Nobin</i>
Ms. Prema Mahato	Student Representative	<i>Prema Mahato</i>
Ms. Vaishnavi Budhkar	Student Representative	<i>Budhkar</i>
Mr. Ahmad Laskar	Student Representative	<i>Ahmad</i>
Ms. Suchita Joshi Secretary, Varivasi Kalyan Ashram	Member - NGO	<i>Suchita Joshi</i>

1. Planning of Literacy Day

Under the scheme **Padhna Likhna Abhiyan** NSS unit in association with Internal Quality Assurance cell (IQAC) of Pillai HOC college of Arts, Science and Commerce, Rasayani is planning a webinar on "Literacy Day" on 9th September, 2021 for female housekeeping staff (Class four employees)

2. Report on cases relating Sexual harassment for the academic year 2020-2021

The Committee noted that **no complaint** of sexual harassment has been received from any women employees of this year

3. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise

Meeting ended with a vote of thanks to the Chairperson

Mahatma Education Society's

Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 27/11/2021

NOTICE

All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda in Principal's Conference room.

1. Discuss the Directives of ICC
2. Report on cases relating Sexual harassment for the academic year 21-22.
3. Plan webinar on Sexual Harassment at workplace.
4. To Circulate ICC members contact details to students of all programmes.
5. Any other matter of relevance with the permission of the chair.



Ms Arushi Dube

Presiding Officer

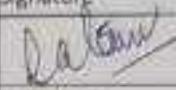
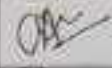




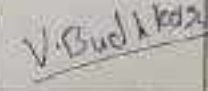
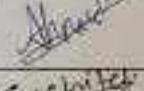
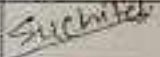
Names	Designation	Signature
Ms. Arushi Dube	Presiding Officer	<i>Arushi Dube</i>
Ms. Babita Panda	Teaching staff	<i>Babita Panda</i>
Ms. Kalavati Upadhaya	Teaching staff	<i>Kalavati Upadhaya</i>
Mr. Rakesh Jakob	Non-Teaching staff	<i>Rakesh Jakob</i>
Ms. Deepthi Nobin	Non-Teaching staff	<i>Deepthi Nobin</i>
Ms. Prema MAhato	Student Representative	<i>Prema MAhato</i>
Ms. Valsnavi Budhkar	Student Representative	<i>Budhkar</i>
Mr. Ahmad Laskar	Student Representative	<i>Ahmad Laskar</i>
Ms. Suchita Joshi Secretary, Vornwasi Kalyan Ashram	Member - NGO	<i>Suchita Joshi</i>

**Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani**

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The first meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on **30-11-2021** at 15:00 hrs in Principal conference room

Following members of ICC attended the meeting:

Names	Designation	Signature
Dr. Lata Menon	Principal/ Chairperson	
Ms. Arushi Dube	Presiding Officer	
Ms. Babita Panda	Teaching staff	
Ms. Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non-Teaching staff	
Ms. Deepthi Nobin	Non-Teaching staff	
Ms. Prema MAhato	Student Representative	
Ms. Vaishnavi Budhkar	Student Representative	
Mr. Ahmad Laskar	Student Representative	
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	

1. Discuss the Directives of ICC

At the outset, the Chairperson welcomed all the members of the Committee. She had informed as per the guidelines issued by Ministry of Women and Child Development, all the organizations having more than 10 personnel/officials must constitute an ICC and in this context, this committee has been reconstituted. She described the role of ICC and said everyone has a responsibility to contribute to the cause.

The committee had discussions at length on The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and

Child Development and the composition of the Internal Complaint Committee must be uploaded on the website.

The Committee was also sensitized on the Supreme Court 1997 Judgment given by a three judge bench which brought out Vishaka Guidelines for the protection of Women against Sexual Harassment at the Workplaces and thereby providing a safer working environment to women folks. Special emphasis was laid on the duty of the employer to avoid such mishaps at his/her organization. This was a need of the hour since the Committee must follow the law of land while executing their duty pertaining to women protection.

2. Plan webinar on Sexual Harassment at workplace

Women Development Cell (WDC) of Pillai HOC College of Arts, Science & Commerce, Rasayani in collaboration with Soroptimist International Bombay Chembur jointly planning to organise a webinar on the topic "Prevention of Sexual Harassment at Workplace".

3. To Circulate ICC members contact details to students of all programmes.

ICC members with contact numbers were to be given to all the Programmes and were decided to be pinned up in the notice board.

4. Report on cases relating Sexual harassment for the academic year 2016-17

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Department.

5. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise.

Meeting ended with a vote of thanks to the Chairperson.

Mahatma Education Society's

Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 16/04/2022

NOTICE



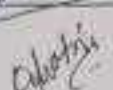
All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda in Principal's Conference room.

1. Report on cases relating Sexual harassment for the academic year 21-22.
2. Create Awareness about Sexual harassment at work place
3. Any other matter of relevance with the permission of the chair.



Ms Arushi Dube

Presiding Officer

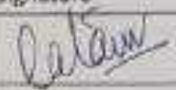

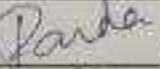
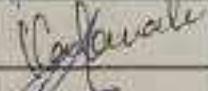

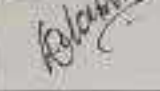

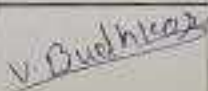
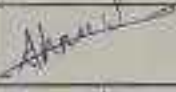

Names	Designation	Signature
Ms. Anushi Dube	Presiding Officer	
Ms. Babita Panda	Teaching staff	
Ms. Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non-Teaching staff	
Ms. Deepthi Nobin	Non-Teaching staff	
Ms. Prema MAhato	Student Representative	
Ms. Vaishnavi Budhkar	Student Representative	
Mr. Ahmad Laskar	Student Representative	
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	

**Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani**

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The first meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on **19/4/2022** at 15:00 hrs in Principal conference room

Following members of ICC attended the meeting:

Names	Designation	Signature
Dr. Lata Menon	Principal/ Chairperson	
Ms. Arushi Dube	Presiding Officer	
Ms. Babita Ponda	Teaching staff	
Ms Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non -Teaching staff	
Ms Deepthi Nobin	Non -Teaching staff	
Ms. Prema MAhato	Student Representative	
Ms. Vaishnavi Budhkar	Student Representative	
Mr. Ahmad Laskar	Student Representative	
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	

1. Create Awareness about Sexual harassment at work place

It was emphasised that in order to create awareness and continuous sensitization among the employees, it is essential to place banners/posters/notices defining sexual harassment at prominent places.

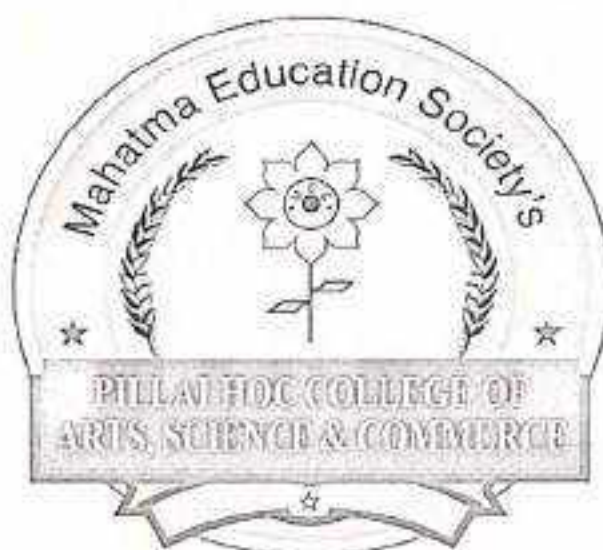
2. Report on cases relating Sexual harassment for the academic year 2016-17

The Committee noted that **no complaint** of sexual harassment has been received from any woman employee of this Department.

3. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise.

Meeting ended with a vote of thanks to the Chairperson.

Scheduled Caste, Scheduled Tribes and OBC Cell



Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce, Rasayani
Pillai HOC Educational Campus, HOC Colony, Rasayani, Taluka- Panvel, District- Raigad, Maharashtra-410207
India

Website: www.phcasc.ac.in | Telephone No.: 02192-25200



Latam
Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khairpur,
Dist. Raigad, PIN - 415 207

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel
(NAAC Reaccredited & ISO 9001:2015 Certified)**

Date: 08/07/2021

Subject: Constitution of Committee for Prevention of Atrocities to SC/ST/OBC

In pursuant to following regulations the Committee for Prevention of Atrocities to SC/ST/OBC has been constituted for the year 2021-22 consisting of the following staff and students to prevent Atrocities to SC/ST/OBC students and staff members in the institute.

- a) The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989
- b) According to the 1998 UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes, for the universities and deemed to be Universities.

1	Mr. Sumeet Mhatre	Chairman
2	Dr. Lata Menon	Member
3	Mr. Binit Kumar	Member
4	Mr. Mukesh Pawar	Member
5	Ms. Harshita Singh	Member
6	Mr. Rakesh Jacob	Member
7	Ms. Neethumol K.G	Member Secretary
8	Mr. Abhishek Jadhav	Male Student Representative
9	Ms. Prema Mahato	Female Student Representative

The above committee shall maintain a register and record of all the complaints received from the aggrieved SC/ST/OBC/OBC students and teaching and non-teaching staff. After receipt of any complaint the Member Secretary shall call immediate meeting of the committee to dispose off the complaint within fifteen days from the date of receipt of complaint. Taking in to consideration the nature of complaint the decision should be taken in accordance with the provisions laid down in 'The Scheduled Castes and the Scheduled extent and Tribes (Prevention of Atrocities) Act, 1989'.

The Committee is responsible to give extensive publicity regarding prevention of Atrocities to SC/ST/OBC/OBC staff and students in the institute. The above act shall be brought to the notice of all the staff and students by putting the copy of the same on the notice board of the institute so as to make aware all the students and staff to avoid any act of atrocity as listed in the act, which is punishable for imprisonment for a period of six month or more under provisions of IPC.

The above committee will be for the tenure of one year and will be dissolved by the directions or orders of the head of the institution.

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
RASAYANI, PANVEL
(NAAC Reaccredited & ISO 9001:2015 Certified)**

Date : 08/07/2021

NOTICE

All students and staff are hereby informed that as per the directives received from various statutory bodies the institute has constituted a Committee for Prevention of Atrocities to SC/ST/OBC for the year 2021-22 consisting of the following staff and students to prevent Atrocities to SC/ST/OBC students and staff members in the institute.

1	Mr. Sumeet Mhatre	Chairman
2	Dr. Lata Menon	Member
3	Mr. Binit Kumar	Member
4	Mr. Mukesh Pawar	Member
5	Ms. Harshita Singh	Member
6	Mr. Rakesh Jacob	Member
7	Ms. Neethumol K.G	Member Secretary
8	Mr. Abhishek Jadhav	Male Student Representative
9	Ms. Prema Mahato	Female Student Representative

If any student or staff is facing any kind offences of atrocities as described in The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 is directed to contact the members of Prevention of Atrocities to SC/ST/OBC Committee on First Floor, Room No 109, SC/ST/OBC Cell.


Mr. Sumeet Mhatre
Chairman

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
RASAYANI, PANVEL
(NAAC Reaccredited & ISO 9001:2015 Certified)**


Date : 8th July 2021

NOTICE

All the members of the Committee for Prevention of Atrocities to SC/ST/OBC are hereby informed to attend a meeting which will be held on 12th July 2021 at 2.30 p.m on the following agenda in Room no. 109:

1. Discussion on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute.
2. Discussion on complaints, if any received.
3. Any other matter with the permission of the chair.

All the members are requested to attend the meeting positively.


Mr. Sumeet Mhatre
Chairman

- | | | | |
|---|--------------------|-------------------------------|--|
| 1 | Mr. Sumeet Mhatre | Chairman |  |
| 2 | Dr. Lata Menon | Member |  |
| 3 | Mr. Binit Kumar | Member |  |
| 4 | Mr. Mukesh Pawar | Member |  |
| 5 | Ms. Harshita Singh | Member |  |
| 6 | Mr. Rakesh Jacob | Member |  |
| 7 | Ms. Neethumol K.G | Member Secretary |  |
| 8 | Abhishek Jadhav | Male Student Representative |  |
| 9 | Prema Mahato | Female Student Representative |  |

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
RASAYANI, PANVEL.
(NAAC Reaccredited & ISO 9001:2015 Certified)**

Date : 12/07/2021

**MINUTES OF THE MEETING OF COMMITTEE FOR PREVENTION OF ATROCITIES TO
SC/ST/OBC**

A meeting of the Committee for Prevention of Atrocities to SC/ST/OBC was conducted in Principal's Conference Room on 12th July 2021 at 2.30 p.m.

Mr. Sumeet Mhatre was in the chair. He welcomed all the members present and discussed the following points of the Agenda of the meeting.

Agenda 1: Discussion about the directives of prevention on Atrocities

All members of the committee discussed on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute. The committee reaffirmed that zero tolerance shall be adopted at the highest level in our college and serious action will be taken against the students, teaching and non teaching staff if found indulge and involve in any kind of atrocities to SC/ST/OBC students.

Agenda 2: Discussion on complaints received

Ms. Neethumol K.G, Member Secretary informed in the meeting that the committee has not received any complaints from any student or staff member belonging to SC/ST/OBC category till date.

Agenda 3: Discussion about the publication of notice and orientation programme

With the permission of chair, Ms. Neethumol K.G, Member Secretary has suggested the committee that we have to inform the fresh students during the orientation program that the atrocities against SC/ST/OBC students is a criminal offence and strongest punitive action shall be initiated against erring students, teaching and non teaching staff. We also have to distribute copies of 'The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989' during the orientation program.

The committee approved these suggestions.

The meeting ended with vote of thanks to the chair.


Mr. Sumeet Mhatre
Chairman

The following members were present for the meeting:

- | | | | |
|---|--------------------|-------------------------------|---|
| 1 | Mr. Sumeet Mhatre | Chairman |  |
| 2 | Dr. Lata Menon | Member |  |
| 3 | Mr. Binit Kumar | Member |  |
| 4 | Mr. Mukesh Pawar | Member |  |
| 5 | Ms. Harshita Singh | Member |  |
| 6 | Mr. Rakesh Jacob | Member |  |
| 7 | Ms. Neethumol K.G | Member Secretary |  |
| 8 | Abhishek Jadhav | Male Student Representative |  |
| 9 | Prema Mahato | Female Student Representative |  |

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE**
Rasayani, Panvel
(NAAC Reaccredited & ISO 9001:2015 Certified)

Date: 18/04/2022

NOTICE

All the members of the Committee for Prevention of Atrocities to SC/ST/OBC students and staff are hereby requested to attend a meeting which will be held on 20/04/2022 at 11.30 a.m., on the following agenda in Principal's Conference room:

1. Discussion on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute.
2. Discussion on complaints, if any received.
3. Any other matter with the permission of the chair.


Mr. Sumeet Mhatre
Chairman

1	Mr. Sumeet Mhatre	Chairman	
2	Dr. Lata Menon	Member	
3	Mr. Binit Kumar	Member	
4	Mr. Mukesh Pawar	Member	
5	Ms. Harshita Singh	Member	
6	Mr. Rakesh Jacob	Member	
7	Ms. Neethumol K.G	Member Secretary	
8	Abhishek Jadhav	Male Student Representative	
9	Drama Mahata	Female Student Representative	

Date: 20/04/2022

**MINUTES OF THE MEETING OF COMMITTEE FOR
PREVENTION OF ATROCITIES TO SC/ST/OBC STUDENTS**

A meeting of the Committee for Prevention of Atrocities to SC/ST/OBC students was conducted in Principal's Conference Room on 20/04/2022 at 11.30 a.m.

Mr. Sumeet Mhatre was in the chair. He welcomed all the members present and discussed the following points of the Agenda of the meeting.

Agenda 1: Discussion about the directives of prevention on Atrocities

All members of the committee discussed on the directives given by the statutory authorities regarding the Prevention of Atrocities to SC/ST/OBC students and staff members in the institute. The committee reaffirmed that zero tolerance shall be adopted at the highest level in our college and serious action will be taken against the students, teaching and non-teaching staff if found indulge and involve in any kind of atrocities to SC/ST/OBC students.

Agenda 2: Discussion on complaints received

Ms. Neethumol K.G, Member Secretary informed that the committee has not received any complaints from any student or staff member belonging to SC/ST/OBC category. In case of any complaint regarding admission or any other matter from the ST/SC category students the committee will convene a meeting immediately and investigate the matter scrupulously for speedy disposal of the case as per the prevailing rules and regulation of admissions.

The meeting ended with vote of thanks to the chair.


Mr. Sumeet Mhatre
Chairman

The following members were present:

- | | | | |
|---|---------------------|-------------------------------|---|
| 1 | Mr. Sumeet Mhatre | Chairman |  |
| 2 | Dr. Lata Menon | Member |  |
| 3 | Mr. Binit Kumar | Member |  |
| 4 | Mr. Mukesh Pawar | Member |  |
| 5 | Ms. Harshita Singh | Member |  |
| 6 | Mr. Rakesh Jacob | Member |  |
| 7 | Ms. Neethumol K.G | Member Secretary |  |
| 8 | Mr. Abhishek Jadhav | Male Student Representative |  |
| 9 | Ms. Prema Mahato | Female Student Representative |  |

Mahatma Education Society's
Pillai HOC College of Arts, Science and
Commerce, Rasayani
(NAAC Accredited & ISO 9001:2015 Certified)

5.1.4. QnM.
Grievance
Redressal

(FROM AY 2017-18 TO AY- 2021-22)



Catani

Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khatapur,
Dist. Raigad, PIN - 410 207

SUPPORTING DOCUMENTS

A.Y. 2020-21

ANTI-RAGGING COMMITTEE



P. K. Patil
Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Rahatpuri,
Dist. Raigad, PIN - 410 207

Step by Step

Guide On

How To Fill An
Online Anti Ragging
Undertaking
on

<https://antiragging.in>

Click here to enter the form.

The screenshot shows the homepage of the ANTI RAGGING website. At the top, there is a navigation bar with links: Home, About Us, Information Pack, Feedback, FAQs, Useful Links, and Contact Us. Below this, a status bar displays 'Total Complaints Status' with counts for Received (1145), Pending (453), and Closed (893), and 'Undertakings Uploaded' with a count of 978331. Social media links for Facebook and Twitter are also present.

The main content area features an 'ABOUT US' section with text explaining the purpose of the website and a 'How to use' link. Below this, a 'Latest News' section lists recent updates, including 'Chemist: Paramedical Student Allegedly Commits Suicide, Accused Sexist of Harassment' and 'Amritsar: GMC suspends two more students for ragging'.

The central part of the page contains a large blue box with a red 'X' over the word 'RAGGING' and the text 'Click here to download your Anti-Ragging Undertaking'. A yellow arrow points to this box. To the right of this box is a form with the label 'Enter Complaint No. To Check Status' and a 'Submit' button. Below the main blue box, there are two smaller boxes: one with the text 'Are you Being Ragged?' and a link to lodge a complaint, and another with the text 'Have you registered yourself and have not received your undertaking?' and a link to receive a copy of the undertaking.

On the right side, there is a 'Find us on Facebook' section with a Facebook logo and a link to the 'AntiRagging' page. Below this, there is a 'Twitter' section with a Twitter logo and a link to the 'AntiRagging' page. At the bottom right, there is a photo of a woman.

Click on Next button.



The screenshot shows the 'ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS' form. At the top, there is a navigation bar with links: Home, About Us, Information Pack, Feedback, FAQ's, Useful Links, and Contact Us. The form title is 'ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS'. A yellow arrow points to the 'Next' button in the top right corner of the form area. The form content includes a section 'TO BE FILLED BY A STUDENT' with instructions: 'Please Worked with * are compulsory.' and a list of requirements: 'If you do not have an E-mail address please create one before you fill in this form.', 'If your mother or father or guardian does not have a phone or a mobile phone or email then please give the numbers / email of their friends or relations or neighbors.', and 'If you do not have a mobile number then please give the mobile number of your friend in the college.' Below this, it states: 'After filling this form successfully you will receive the Students Anti Ragging Undertaking and the Parents Anti Ragging Undertaking in your Email. Please print both the Undertaking, sign them yourself, request your parents to read the details and signed them to sign their Undertaking and then present both at your college at the time of registration, each year.' A link is provided: 'Still Be Some Doubts Click on To Fill In Online Anti Ragging Undertaking?'. The footer contains the 'National Anti Ragging Help Line (UGC Crisis Hotline)' with a '24x7 Toll Free Number* 1800-180-5522' and email '(helpline@antiragging.in)'. It also includes copyright information 'Copyright 2012 Site Developed by' with logos for 'www' and 'HECC', social media links 'Follow us on' with Facebook and Twitter icons, and a total victim count 'Total Victims: 54351599'.

ANTI RAGGING

Home About Us Information Pack Feedback FAQ's Useful Links Contact Us

ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS

Next

TO BE FILLED BY A STUDENT

Please Worked with * are compulsory.

- If you do not have an E-mail address please create one before you fill in this form.
- If your mother or father or guardian does not have a phone or a mobile phone or email then please give the numbers / email of their friends or relations or neighbors.
- If you do not have a mobile number then please give the mobile number of your friend in the college.

After filling this form successfully you will receive the Students Anti Ragging Undertaking and the Parents Anti Ragging Undertaking in your Email. Please print both the Undertaking, sign them yourself, request your parents to read the details and signed them to sign their Undertaking and then present both at your college at the time of registration, each year.


[Still Be Some Doubts Click on To Fill In Online Anti Ragging Undertaking?](#)

National Anti Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number* 1800-180-5522
(helpline@antiragging.in)

Copyright 2012 Site Developed by  &  Follow us on   Total Victims: 54351599

Fill the Personal details here:

ANTI
RAGGING



[Home](#) [About Us](#) [Information Pack](#) [Feedback](#) [FAQ's](#) [Useful Links](#) [Contact Us](#)

ANTI-RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS

Fields marked with * are compulsory.

Personal Details

Student's Family Name *

Enter your Family Name

Student's Middle Name

Enter your Middle Name

Student's First Name *

Enter your First Name

Gender *

☒ Male ☐ Female

Nationality *

Enter your Nationality

Student's Mobile Number *

+91 Enter your Mobile No.

Student's Mobile Number in case of an emergency *

+91 Enter your Emergency No.

Landline Number *

+91 Enter your Landline No.

Student's emailID *

Enter your Email ID

Confirm student's emailID *

Enter your Confirm Email ID

Permanent Address 1 *

Enter your Address

Address 2

Enter your Address

City *

Enter your City

State *

State

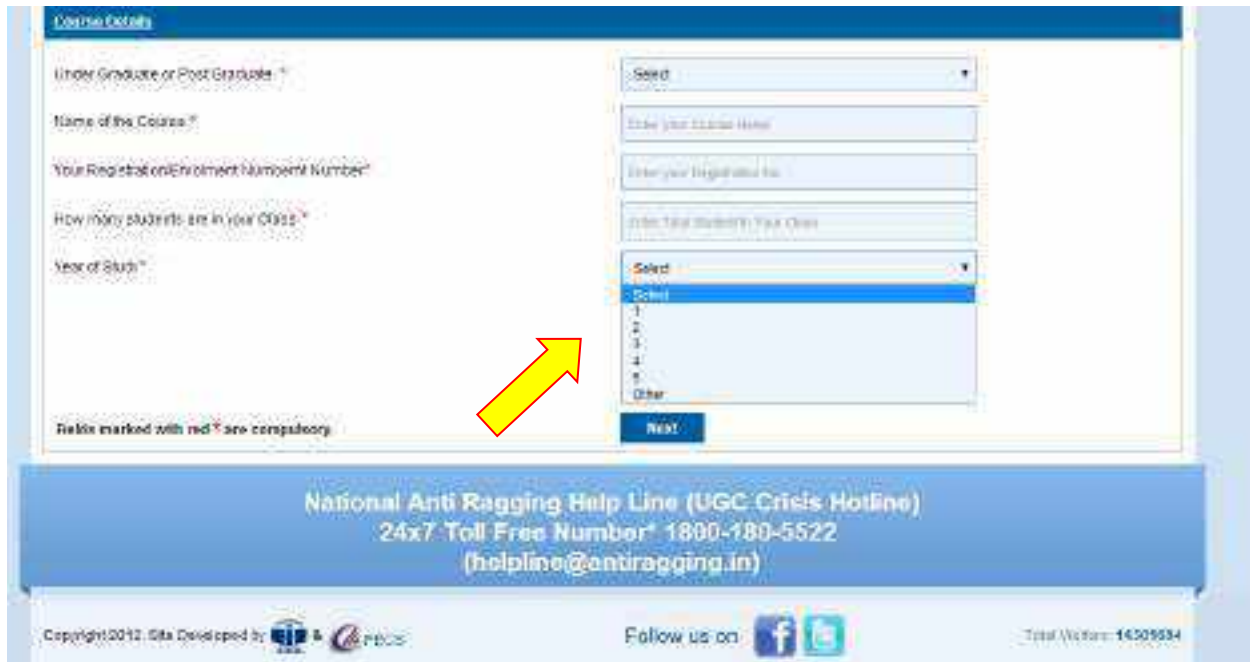
Fill the Parent or Guardian details here:

Parent/Guardian Details	
Parent/Guardian's name*	<input type="text" value="Enter your Parent/Guardian's name"/>
Parent/Guardian Address-1*	<input type="text" value="Enter your Address-1"/>
Address 2	<input type="text" value="Enter your Address-2"/>
City *	<input type="text" value="Enter your City"/>
State *	<input type="text" value="State"/>
Residence Phone No.*	<input type="text" value="+91 Enter your Phone No."/>
Mobile No. of Parent/Guardian*	<input type="text" value="+91 Enter your Mobile No."/>
Parent/Guardian's Email ID *	<input type="text" value="Enter Email Address"/>

Fill the College details here:

College Details	
State in which the College is *	<div>State</div>
Is it a Professional College or a General College *	<div>Select</div>
Name of the College *	<div>Enter your College Name</div>
Name of Affiliated University *	<div>Select</div>
Is it Deemed University *	<div><input checked="" type="radio"/> Yes <input type="radio"/> No</div>
Director/Principal Family Name *	<div>Enter your Director/Principal Family Name</div>
Director/Principal First Name *	<div><div>↓</div>Enter your Director/Principal First Name</div>
Director/Principal Gender *	<div><input checked="" type="radio"/> Male <input type="radio"/> Female</div>
College Phone No. 1 *	<div>+91 <div>Enter College Phone No.</div></div>
College Phone No. 2	<div>+91 <div>Enter College Phone No.</div></div>
Nearest Police station Name and Address *	<div>Enter your Nearest Police Station Name and Address</div>

Fill the Course details here:



The form is titled "Course Details" and contains the following fields:

- Under Graduate or Post Graduate *
- Name of the Course *
- Your Registration/Enrollment Number *
- How many students are in your class *
- Year of Study *

Fields marked with red * are compulsory.

Below the form, there is a blue banner with the text: "National Anti Ragging Help Line (UGC Crisis Hotline) 24x7 Toll Free Number* 1800-180-5522 (helpline@antiragging.in)".

At the bottom, there is a footer with the text: "Copyright 2012. Site Developed by [logos] Follow us on [Facebook, Twitter] Total Visits:- 14509534".

A yellow arrow points to the "Next" button at the bottom right of the form.

After filled all required fields, you need to click on Next button.

Note: - In the “Year of Study” you have six options:-

- If you select 1, then you don't need to fill the Confidential Survey.
- If you select 2,3,4,5 or Other you will have to fill the Confidential Survey.

You need to check all the checkboxes then click on Submit Button.



The screenshot shows a web form titled "ANTI RAGGING" with a sub-header "UGC REGULATIONS UNDERTAKING". The form contains five checkboxes, each followed by a statement. The first two checkboxes are unchecked, while the last three are checked. Below the checkboxes is a blue "Submit" button. At the bottom of the form, there is a blue banner with white text providing contact information for the National Anti Ragging Help Line. The footer includes copyright information, logos for UGC and PECB, social media links for Facebook and Twitter, and a total visitor count.

ANTI RAGGING

UGC REGULATIONS UNDERTAKING

☐ I confirm that I have read UGC's regulations on Ragging (To read, click on the link: [ABSTRACT OF UGC REGULATIONS ON RAGGING](#).)

☐ I confirm that I have read the Judgment of the Hon. Supreme Court on prevention of Ragging (To read, click on the link: [SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT](#).)

☒ I promise that I will not indulge in Ragging on any form or violent behavior. Neither will I monitor being ragged or subjected to violence.

☒ I understand that if I am accused of Ragging, the responsibility is on me to prove that I am not guilty.

☒ I will not remain a spectator to acts of Ragging. I will report the matter immediately to my Principal/Monitor and/or to the Anti Ragging Help Line at 1800-180-5522 or email to info@antrragging.in

Submit

National Anti Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number* 1800-180-5522
(helpline@antrragging.in)

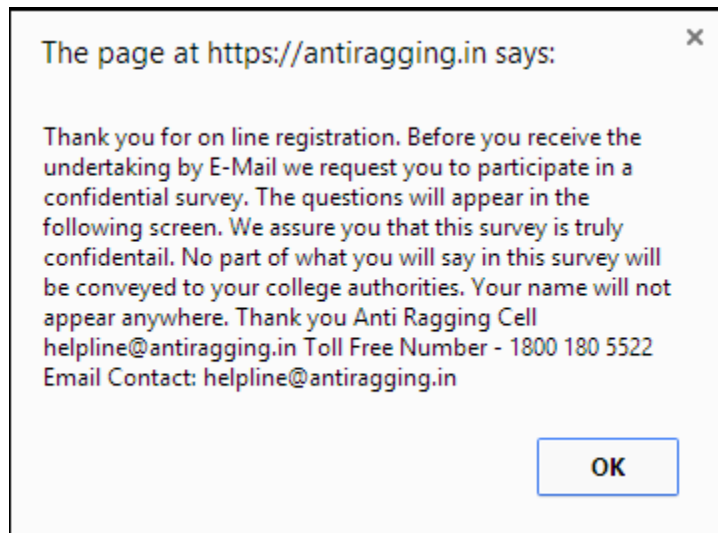
Copyright 2012. Site Developed by  &  PECB

Follow us on  

Total visitors: 14366271


Thereafter, you need to click on Submit button.

This pop-up confirms that you have on line registered successfully and you have to fill the Confidential Survey also. Click on OK button, this will redirect on Confidential Survey form.



This is Confidential Survey. Please select one option for each question.

ANTI RAGGING



[Home](#) [About Us](#) [Information Pack](#) [Feedback](#) [FAQs](#) [Useful Links](#) [Contact Us](#)

CONFIDENTIAL SURVEY

TO BE FILLED BY STUDENTS WHO ARE 2ND YEAR OR ABOVE.

Please answer the questions honestly and truthfully because no part of this survey will be made public and certainly no part of this survey will be conveyed to your college. This is absolutely confidential. Your college will only know whether you have participated in this survey or not?

All fields are compulsory.

1. Have you ever Ragged? *

☐ Yes ☐ No

2. Did you ever rag the others? *

☐ Yes ☐ No

3. Do you agree with some who believe that Ragging is helpful and should not be stopped? *

☐ Yes ☐ No

4. Is there an Anti Ragging Board/ Committee in your college? *

☐ Yes ☐ No

5. What is the phone number of National Anti Ragging Help Line? *

6. In your opinion has the college administration taken sufficient measures to stop ragging? *

☐ Yes ☐ No

7. Do you believe that Spirituality and non violence are completely and old fashioned ideas? *

☐ Yes ☐ No

8. Do you think violence is necessary in situations when non violent protests do not work? *

☐ Yes ☐ No

9. Do you think one must avoid conflict even if it means doing is justice? *

☐ Yes ☐ No

10. Do you agree that Conflict is the adage of creativity? *

☐ Yes ☐ No

11. Can you persuade your friends to form a club that would promote justice and equality in our society? *




☐ Yes ☐ No



12. Does ragging happen in your college? *

☐ None ☐ Mild ☐ Severe ☐ Very Severe

Submit

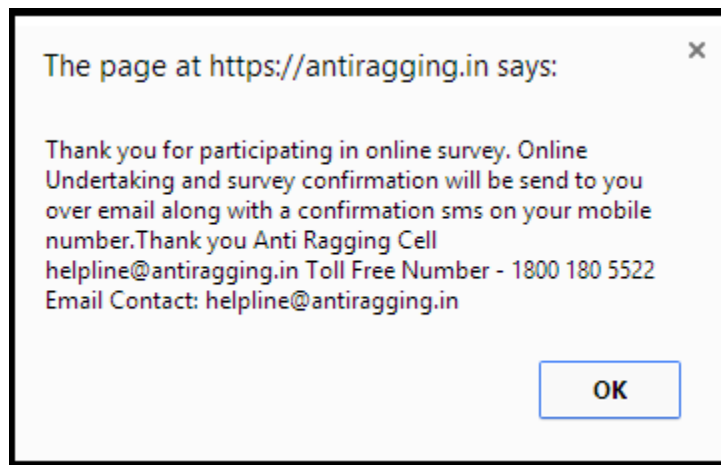
National Anti Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number* 1800-180-5522
(helpine@antiragging.in)

Copyright 2012. Site Developed by    [REC](#)

Follow us on  

Total Visitors: 54324560

This pop-up confirms that you have successfully submitted the form. Click ok button this will return the homepage of Anti-Ragging web portal (<https://antiragging.in>)





ज्ञानं विज्ञानं विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

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

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 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...

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 with different perspective 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 has consecutively organized 02 Anti- Ragging Competitions for students/faculty/general public for the wider awareness of the menace of ragging.

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)

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 10th August 2020

Subject: Constitution of Anti Ragging Committee

In pursuant to following regulations the anti-ragging committee has been constituted for the year 2020-21 consisting of the following staff to prevent ragging in the institute.

- a) "Maharashtra Prohibition of Ragging Act, 1999" from Govt. of Maharashtra.
- b) "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Remya Madan Gopal	Member
Ashwini Khillari	Member
Disha Chotalia	Member
Hardik Dave	Member
Aditya Baokar	Male Students Representative
Mr. Binit Kumar	Member Secretary

The Committee is responsible to give extensive publicity against ragging, monitor and oversee the performance of the Anti-Ragging Squad, solicit affidavits from parents/guardians and from students, conduct counseling sessions for senior students in the classes and for freshers at the time of admission and induction etc.


Dr. Lata Menon
Chairperson

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 13/8/2020

Subject: Constitution of Anti Ragging Squad

In pursuant to following regulations the anti-ragging committee has been constituted for the year 2020-21 consisting of the following staff to prevent ragging in the institute "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"

The following Anti-Ragging squad is constituted for the year 2020-21

1. Mr.Prathamesh Gokhale
2. Dr.Archana Bhagwat
3. Ms.Vishakha Gajghate
4. Mr.Vineet Murli
5. Mr.Rakesh Jacob

Roles and Responsibilities of Anti-Ragging Squad:

The Anti-Ragging Squad is to maintain vigil, oversight, and patrolling functions, conducting raids at vulnerable places and other Anti-Ragging measures as per the directions of the Anti-Ragging Committee.

The Squad shall work in the Consonance and Guidance of Anti-Ragging Committee.


Dr. Lata Menon
Chairperson

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 10/8/2020

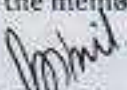
NOTICE

All the members of the Anti-Ragging Committee are hereby informed to attend a meeting which will be held on 13th August 2020 at 3.00 p.m. online through Google meet.

Agenda


1. Confirmation of Minutes of meeting held on 06/01/2020 review of Action taken report.
2. To discuss the directions given by various statutory authorities
3. Procedures to be followed for anti-ragging in college premises
4. Induction of new members of Anti-ragging Squad
5. Anti-Ragging Squad.
6. Activity to be conducted related to anti-ragging.
7. Resolution of complaints, if received from any student or Parent.

All the members are requested to attend the meeting.


Mr. Binit Kumar
Member Secretary

The following members are requested to attend the meeting.

Anti-Ragging Committee:

Dr. Lata Menon	Chairperson 
Rewati Soman	Member 
Sumeet Mhatre	Member 
Sujith Babu	Member 
Harshita Singh	Member 
Remya Madan Gopal	Member 
Ashwini Khillari	Member 
Disha Chotalia	Member 
Hardik Dave	Member 
Aditya Baokar	Male Students Representative 
Mr. Binit Kumar	Member Secretary

ATTENDANCE RECORD

NAME	DESIGNATION	SIGN
Dr. Lata Menon	Chairperson	<i>Lata</i>
Rewati Soman,	Member	<i>Rewati</i>
Sumeet Mhatre	Member	<i>Sumeet</i>
Sujith Babu	Member	<i>Sujith</i>
Harshita Singh	Member	<i>HS</i>
Remya Madan Gopal	Member	<i>Remya</i>
Ashwini Khillari	Member	<i>Ashwini</i>
Disha Chotalia	Member	<i>Disha</i>
Hardik Dave	Member	<i>Hardik</i>
Aditya Baokar	Male Students Representative	<i>Aditya</i>
Mr. Binit Kumar	Member Secretary	<i>Binit</i>

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 10/08/2020

MINUTES OF THE MEETING OF ANTI RAGGING COMMITTEE

A meeting of the Anti-Ragging Committee was conducted Online through Google meet on 13th August 2020 at 3.00 p.m. The following members were present for the meeting.

Anti-Ragging Committee:

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Remya Madan Gopal	Member
Ashwini Khillari	Member
Disha Chotalia	Member
Hardik Dave	Member
Aditya Baokar	Male Students Representative
Mr. Binit Kumar	Member Secretary

Dr. Lata Menon was in the Chair. She welcomed all the members present.

The following points were discussed in the meeting:

Agenda 1: Confirmation of Minutes of meeting held on 06/01/2020 review of Action taken report:

Minutes of the last meeting were confirmed by the chairperson and reviewed the Action taken report.

Agenda 2: To discuss the directions given by various statutory authorities:

All the members of the committee discussed the matter at length regarding the directions given by the various statutory authorities like UGC, University of Mumbai, Govt of Maharashtra for taking the preventive measures for curbing the menace of ragging.

Agenda 3: Procedures to be followed for anti-ragging in college premises:

Assistant Professor Remya Madan Gopal, has informed the committee that the parents and the new comer students are informed at the time of online orientation program that ragging and abetting ragging in the institution, hostel and its premises is not allowed under any circumstances and it is a serious offense.

Agenda 4: Induction of new members of Anti-ragging Squad:

The chairperson welcomed the new members Dr. Archana Bhagwat, Ms. Vishakha Gajghate and also stated that some of the faculty members have left the college. Hence the new members are inducted.

Agenda 5: Anti-ragging squad:

The anti-ragging committee and anti-ragging squad for the academic year 2020-21 has been constituted to prevent ragging. If any student is found indulging in ragging or abetting ragging will be viewed seriously and dealt with by the provisions of the criminal law. All the new comer students are therefore advised that if they are the sufferer or victim of ragging should immediately approach any member of the anti-ragging committee or anti-ragging squad so as to enable them to take immediate necessary action.

The student representative has informed that they did not experience any kind of harassment, ragging or any kind of untoward incident.

The committee observed that all the members of the anti-ragging squad were keenly watching the interactions between junior and senior students and appreciated their efforts.

Agenda 6: Activity to be conducted related to anti-ragging.

Discussed the planning of an Activity: Online Anti-ragging filling up of the forms to be conducted in all the classes.

Agenda 7: Resolution of complaints, if received from any student or Parent.

Discussed the resolution of complaints by conducting more and more mentoring sessions.

Mr. Binit Kumar, Member Secretary of the committee has informed that the committee has not received any complaints from any student or parent during this academic year.

The meeting ended with a vote of thanks to the chair


Dr. Lata Menon
Chairman


Mr. Binit Kumar
Member Secretary

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date : 17/08/2020

NOTICE

All students (Boys & Girls) are hereby informed that as per the directives received from various statutory bodies our college has constituted Anti Ragging Committee and Anti Ragging Squad of our institute. The following are the members of Anti-Ragging Committee:

Anti-Ragging Committee		Email Id	Anti-Ragging Squad	
Dr. Lata Menon	Chairperson	latak@mes.ac.in	Mr.Prathamesh G	Member
Rewati Soman	Member	rsoman@mes.ac.in	Ms. Babita Kurup	Member
Sumeet Mhatre	Member	smhatre@mes.ac.in	Mr.Dipesh J.	Member
Sujith Babu	Member	sbabu@mes.ac.in	Mr.Vineet Murli	Member
Harshita Singh	Member	hsingh@mes.ac.in	Mr.Rakesh Jacob	Member
Remya M. G.	Member	remyagopal@mes.ac.in		
Ashwini Khillari	Member	kashwini@mes.ac.in		
Disha Chotalia	Member	dishachotaliya@mes.ac.in		
Hardik Dave	Member	hardikdave@mes.ac.in		
Aditya Baokar	Student Representative	adityabaokar17hc@student.mes.ac.in		
Mr. Binit Kumar	Member Secretary	bkumar@mes.ac.in		

The above committee has been constituted to take preventive measures for curbing the menace of ragging. The following kind of acts/discrimination constitutes ragging, 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".

All students are hereby informed that if they are facing any of the above mentioned acts/discrimination they should report to any of the above committee or squad members immediately so as to enable the committee to take immediate action against the accused person in accordance with the directives issued by the various authorities.

Further all the students are hereby informed that ragging is a criminal offense and the victims can approach the local police station and lodge a criminal complaint against the accused students, if their grievances are not addressed properly at institute level. The accused person will have to be dealt by the prevailing criminal law and will be held responsible for all the consequences.

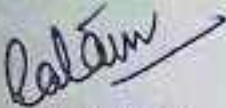

Dr. Lata Menon

Chairperson

Action Taken Report

As per the notice dated:20/8/2020, meeting was conducted on 13/08/2020.
The Action Taken Report is as follows-

1. Asst.Prof.Remya Madan Gopal,informed about the procedures and made students aware about the serious effects of ragging and also explained to them about the rights of the committee and what all actions will be taken against those who are indulged in such activities.
2. a 24X7 Toll free number was provided to students on the college website.
3. Online Activity was conducted in all the classes related to Filing up of Anti-ragging form.
4. Mr. Sumeet Mhatre informed that all the students have filled the affidavits as per the directives of the UGC and University.



Dr. Lata Menon
Chairperson

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 03/01/2021

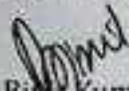
NOTICE

All the members of the Anti-Ragging Committee are hereby informed to attend a meeting which will be held on 6th January 2021 at 3.00 p.m. online through Google meet.

Agenda

1. Confirmation of Minutes of meeting held on 13/08/2020 and review of Action taken report.
2. To discuss the directions given by various statutory authorities
3. Procedures to be followed for anti-ragging in college premises
4. Activity to be conducted related to anti-ragging.
5. Resolution of complaints, if received from any student or Parent.

All the members are requested to attend the meeting.


Mr. Binit Kumar
Member Secretary

The following members are requested to attend the meeting.

Dr. Lata Menon
Rewati Soman
Sumeet Mhatre
Sujith Babu
Harshita Singh
Remya Madan Gopal
Ashwini Khillari
Disha Chotalia
Hardik Dave
Aditya Baokar
Mr. Binit Kumar

Chairperson 
Member 
Member 
Member 
Member 
Member 
Member 
Member 
Male Students Representative 
Member Secretary

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 04/01/2021

MINUTES OF THE MEETING OF ANTI RAGGING COMMITTEE

A meeting of the Anti-Ragging Committee was conducted online through google-meet 06/01/2021 at 3.00 p.m. The following members were present for the meeting:

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Remya Madan Gopal	Member
Ashwini Khillari	Member
Disha Chotalia	Member
Hardik Dave	Member
Aditya Baokar	Male Students Representative
Mr. Binit Kumar	Member Secretary

Dr. Lata Menon was in the Chair. She welcomed all the members present.

The following points were discussed in the meeting:

Agenda 1: Confirmation of Minutes of meeting held on 13/08/2020:
Minutes of the last meeting were confirmed by the chairperson.

Agenda 2: To discuss the directions given by various statutory authorities

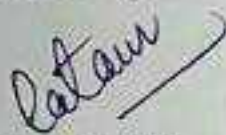
All members of the committee reviewed the directions given by the various statutory authorities like UGC, University of Mumbai, Govt of Maharashtra for taking the preventive measures for curbing the menace of ragging.

Agenda 3: To review the Action taken during the year and requirements of any new measures.

All the Actions taken by the anti-ragging committee were thoroughly reviewed by the Chairperson. Which is as follows:

Work Allocation	Action Taken
Directions given by various statutory authorities	Display of banners with 24X7 toll free helpline number 1800-180-5522 of Anti-ragging in college premises.
Procedures to be followed	Students were made aware about the serious effects of ragging and also explained to them about the rights of the committee and what all actions will be taken against those who are indulged in such activities.
Anti-ragging squad	The committee observed that all the members of the anti-ragging squad were keenly watching the interactions between junior and senior students and appreciated their efforts.
Review about ragging cases	Mr. Binit Kumar, Member Secretary of the committee has informed that the committee has not received any complaints from any student or parent during this academic year.

The meeting ended with a vote of thanks to the chair.


Dr. Lata Menon
Chairperson


Mr. Binit Kumar
Member Secretary

STUDENT GRIEVANCE READRESSAL CELL (SGRC)



Lalau
Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Rasayani, Tal: Khairatpur,
Dist. Rajgad, PIN - 415 087

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

4 July 2020

NOTICE

All the members of the Students Grievance Redressal Committee are hereby informed to attend a meeting which will be held on 7 July 2020 at 3.30 p.m on Google Meet.

1. Discussion on complaints if any received from any student or parent regarding admission, administrative, academic and other related subjects.
2. Any points to improve the Grievance Redressal mechanism.
3. Any other matter with the permission of the chair. All the members are requested to attend the meeting positively.

①

Chairperson

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

07/07/2020

MINUTES OF THE MEETING OF STUDENTS GRIEVANCE REDRESSAL COMMITTEE

A meeting of the Students Grievance Redressal Committee was conducted online on July 7, 2020 at 3.30 p.m. The following members were present for the meeting

1. Dr Lata Menon (Chairperson)
2. Ms. Sweta Roy Choudhury (Member Secretary)
3. Mr. Binit Kumar (Member)
4. Ms. Sreelakshmi Nair (Member)
5. Ms. Harshita Singh (Member)
6. Mr. Swapnil Patil (Member)
7. Ms. Shreeja Joji (Member)
8. Ms. Ayushu Badala

Dr Lata Menon was in the chair. She welcomed all the members present.

All the members of the committee discussed the matter at length the directions given by the various statutory authorities regarding the grievance redressal mechanism to be implemented in the institutes and suggested to increase the publicity among students and parents about the committee during the admission period. No complaint was received through online mode.

The meeting ended with vote of thanks to the chair



Dr Lata Menon
Chairperson

Mahatma Education Society's

**PILLAI HOC COLLEGE OF ARTS SCIENCE AND COMMERCE
RASAYANI, RAIGAD**

Date : 9/01/2021

NOTICE

All members of the Students Grievance Redressal Committee are hereby informed to attend a meeting which will be held on 9th January 2021 at 1.00 p.m. on the following agenda on Google meet.

1. Discussion on complaints if any received from any student or parent regarding admission, administration, academic and other related subjects.
2. Any points to improve the Grievance Redressal mechanism.
3. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.


Chairperson

Mahatma Education Society's

**PILLAI HOC COLLEGE OF ARTS SCIENCE AND COMMERCE
RASAYANI, RAIGAD**

Date : 11/01/2021

MINUTES OF THE MEETING OF STUDENTS GRIEVANCE REDRESSAL COMMITTEE

A meeting of the Students Grievance Redressal Committee was conducted online on 9th January 2021 at 1.00 p.m. The following members were present for the meeting.

- | | |
|-----------------------|------------------|
| 1. Dr. Lata Menon | Chairperson |
| 2. Dr. Sapana Chilate | Member Secretary |
| 3. Mr. Sumeet Mhatre | Member |

Dr. Lata Menon was in the chair. She welcomed all the members present.

All the members of the committee discussed the matter at length the directions given by the various statutory authorities regarding the grievance redressal mechanism to be implemented in the institutes and suggested to give more publicity among students and parents about the committee during the admission period.

Dr. Sapana Chilate, Secretary of the committee has informed that the committee has not received any complaints from any students regarding admission or any administrative matter during this academic year. However some students and their parents have requested at the time of admission for making payment of fees in two installments due to their financial position. This matter was put up before the management and management has allowed to them to pay their fees in two installments..

The meeting ended with vote of thanks to the chair.


Dr. Lata Menon

Chairperson

INTERNAL COMPLAINT CELL (ICC)



Lalau

Principal
Mahatma Education Society's
Pilla's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Raigarh, Tel. Raigarh,
Dist. Raigarh, PIN - 491 707

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE, RASAYANI

Date : 23 JUNE 2020

SUB : CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

In compliance with the Supreme Court Judgment, circular from Mumbai University no: CONCOL/24/ of 2014-15 dated 12/11/2014 and guidelines particularly against sexual harassment of women at work places (Prevention, Prohibition and Redressal), Act Sexual Harassment 2013) as per the guidelines of UGC.

A Committee against Sexual Harassment Internal Complaints Committee consisting of following members is being constituted for three academic years from 2020-21 to 2022-23 to provide a healthy and congenial atmosphere to the staff and students of the College.

Names	Designation	Contact nos	Email address
Ms. Arushi Dube	Presiding Officer	9321599018	arushidube@mes.ac.in
Ms. Babita Panda	Teaching staff	9861281719	babitapanda@mes.ac.in
Ms. Kalavati Upadhaya	Teaching staff	7506675332	kalavati@mes.ac.in
Mr. Rakesh Jakob	Non-Teaching staff	9167725369	rjakob@mes.ac.in
Ms. Deepthi Nobin	Non-Teaching staff	8693049529	dnobin@mes.ac.in
Ms. Prema MAhato	Student Representative	7738134029	mahatoprer19baf@student.mes.ac.in
Ms. Vaishnavi Budhkar	Student Representative	7039436088	vaishnavishbu2019bmm@student.mes.ac.in
Mr. Ahmad Laskar	Student Representative	8369021074	ahmadrela2019bmm@student.mes.ac.in
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	9767544070	---

The committee has to meet at least once in three months to monitor the status of complaints received and also to suggest preventive measures to curb the harassment to the women in the campus.

Dr. Lata Menon
Principal

Date : 22/05/2020

NOTICE

All the students (Boys & Girls) and the staff members (Male & Female) are hereby informed that as per the directives received from various statutory bodies our college has constituted Internal Complaints Committee of our institute with the following members for the academic year 2020-2021:

Names	Designation	Contact nos	Email address
Ms. Arushi Dube	Presiding Officer	9321599018	arushidube@mes.ac.in
Ms. Babita Panda	Teaching staff	9861281719	babitapanda@mes.ac.in
Ms Kalavati Upadhaya	Teaching staff	7506675332	kalavati@mes.ac.in
Mr. Rakesh Jakob	Non -Teaching staff	9167725369	rjacob@mes.ac.in
Ms Deepthi Nobin	Non -Teaching staff	8693049529	dnobin@mes.ac.in
Ms. Prema MAhato	Student Representative	7738134029	mahatoprer19baf@student.mes.ac.in
Ms.Purva Chonkar	Student Representative	7219456566	purvachj2019bscit@student.mes.ac.in
Mr. Zeeshan Aslam	Student Representative	7066804764	zeeshangha2019bmm@student.mes.ac.in
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	9767544070	---

The above committee has been constituted to take preventive measures for curbing the menace of sexual harassment, gender discrimination or harassment of any nature to the girls students as well women employees.

All the students and staff member are hereby informed that if they are facing any kind of eve teasing, sexual harassment or harassment of any nature should report to any of the above committee members immediately so as to enable the committee to take immediate action against the accused person in accordance with the directives issued by the various authorities.

Further all the students (Boys & Girls) and employees (Male & Female) are hereby informed that sexual harassment is a criminal offense and the victim can approach to the local police station and lodge criminal complaint against the accused student or male employee. The accused person will have to be dealt by the prevailing criminal law and will be held responsible for all the consequences. The contact details of the local police station is given below.

Rasayani Police Station

Phone numbers : 02192 250 133

Address : V5PF+689, Ambivali Tarf Wankhal, Maharashtra 410220



Ms. Anushi Dube

Presiding Officer

Copy to Warden, Pillai HOC Girls Hostel, Rasayani with a request to put up the above notice on the notice board of the hostel for the information of hostel students.

Contact Internal Complaints Committee, Room No:

Mahatma Education Society's

Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 25-07-2020

NOTICE

All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda on online platform -Google Meet.

1. Discuss the Directives of ICC
2. Report on cases relating Sexual harassment for the academic year 2019-2020
3. To Circulate ICC members contact details to students of all programmes.
4. Any other matter of relevance with the permission of the chair.



Ms Arushi Dube

Presiding Officer

Names	Designation
Dr. Lata Menon	Principal & Chairperson
Ms. Anushi Dube	Presiding Officer
Ms. Babita Panda	Teaching staff
Ms. Kalavati Upadhyaya	Teaching staff
Mr. Rakesh Jakob	Non-Teaching staff
Ms. Deepthi Nobin	Non-Teaching staff
Ms. Prema Mahato	Student Representative
Ms. Varshavi Budhkar	Student Representative
Mr. Ahmad Laskar	Student Representative
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO

Lata

[Signature]

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Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The first meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on 28-07-2020 at 15:00 hrs on online platform -Google Meet.

Following members of ICC attended the meeting:

Names	Designation
Dr. Lata Menon	Principal & Chairperson
Ms. Arushi Dube	Presiding Officer
Ms. Babita Panda	Teaching staff
Ms. Kalavati Upadhaya	Teaching staff
Mr. Rakesh Jakob	Non-Teaching staff
Ms. Deepthi Nobin	Non-Teaching staff
Ms. Prema Mahato	Student Representative
Ms. Valshevi Budhkar	Student Representative
Mr. Ahmad Laskar	Student Representative
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO

1. Discuss the Directives of ICC

At the outset, the Chairperson welcomed all the members of the Committee. She had informed as per the guidelines issued by Ministry of Women and Child Development, all the organizations having more than 10 personnel/officials must constitute an ICC and in this context, this committee has been reconstituted. She described the role of ICC and said everyone has a responsibility to contribute to the cause.

The committee had discussions at length on The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and

Child Development and the composition of the Internal Complaint Committee must be uploaded on the website.

The Committee was also sensitized on the Supreme Court 1997 Judgment given by a three Judge bench which brought out Vishaka Guidelines for the protection of Women against Sexual Harassment at the Workplaces and thereby providing a safer working environment to women folks. Special emphasis was laid on the duty of the employer to avoid such mishaps at his/her organization. This was a need of the hour since the Committee must follow the law of land while executing their duty pertaining to women protection.

2. To Circulate ICC members contact details to students of all programmes.

ICC members with contact numbers were to be given to all the Departments and were decided to be pinned up in the notice board.

3. Report on cases relating Sexual harassment for the academic year 2019-2020

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Department.

8. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise.

Meeting ended with a vote of thanks to the Chairperson.

Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 19-09-2020

NOTICE

All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda on online platform -Google Meet.

1. Report on cases relating Sexual harassment for the academic year 2020-21.
2. To create awareness on Cyber Crime against women.
3. Any other matter of relevance with the permission of the chair person.



Ms Arushi Dube

Presiding Officer

Names	Designation
Ms. Anjali Dubé	Presiding Officer
Ms. Babita Panda	Teaching staff
Ms. Kalavati Upadhaya	Teaching staff
Mr. Rakesh Jakob	Non-Teaching staff
Ms. Deepthi Nobin	Non-Teaching staff
Ms. Prema MAhato	Student Representative
Ms. Vaishnavi Budhkar	Student Representative
Mr. Ahmad Laskar	Student Representative
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO

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**Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani**

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The first meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on **22-09-2020** at 15:00 hrs on online platform -Google Meet.

Following members of ICC attended the meeting:

Names	Designation
Dr. Lata Menon	Principal/ Chairperson
Ms. Anushi Dube	Presiding Officer
Ms. Babita Panda	Teaching staff
Ms. Kalavati Upadhaya	Teaching staff
Mr. Rakesh Jakob	Non-Teaching staff
Ms. Deepthi Nobin	Non-Teaching staff
Ms. Prema MAhato	Student Representative
Ms. Vaishnavi Budhkar	Student Representative
Mr. Ahmad Laskar	Student Representative
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO

1. Report on cases relating Sexual harassment for the academic year 2020-2021

The Committee noted that **no complaint of sexual harassment** has been received from any woman employee of this Department.

2. To create awareness on Cyber Crime against women.

Mahatma Education Society, Women Development Cell (WDC) of Pillai HOC College of Arts, Science and Commerce (PHCASC), Rasayani, and Soroptimist International Bombay, Chembur (SIBC) is jointly planning to organize a Webinar on Cyber Security exclusively for female staff members and students of our college to promote cyber wellness and create awareness on Cyber Crime against women.

3. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise

Meeting ended with a vote of thanks to the Chairperson

Mahatma Education Society's

Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 13/02/2021

NOTICE

All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda on online platform -Google Meet.

1. Discuss the Guidelines regarding ICC
2. Report on cases relating Sexual harassment for the academic year 2020-21
3. Celebration of International Women's Day
4. Any other matter of relevance with the permission of the chair person.



Ms Arushi Dube

Presiding Officer

Names	Designation
Ms. Arushi Dube	Presiding Officer
Ms. Babita Panda	Teaching staff
Ms. Kalavati Upadhaya	Teaching staff
Mr. Rakesh Jakob	Non -Teaching staff
Ms. Deepthi Nobin	Non -Teaching staff
Ms. Prema MAhato	Student Representative
Ms. Vaishnavi Budhkar	Student Representative
Mr. Ahmad Laskar	Student Representative
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO

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**Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani**

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The first meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on 16-02-2021 at 15:00 hrs on online platform -Google Meet.

Following members of ICC attended the meeting:

Names	Designation
Dr. Lata Menon	Principal/ Chairperson
Ms. Anushi Dube	Presiding Officer
Ms. Babita Panda	Teaching staff
Ms. Kalavati Upadhaya	Teaching staff
Mr. Rakesh Jakob	Non-Teaching staff
Ms. Deepthi Nobin	Non-Teaching staff
Ms. Prema MAhato	Student Representative
Ms. Vaishnavi Budhkar	Student Representative
Mr. Ahmad Laskar	Student Representative
Ms. Suchita Joshi Secretary, Vaniwasi Kalyan Ashram	Member - NGO

1. Discuss the Guidelines of ICC

At the outset, the Chairperson welcomed all the members of the Committee. She had informed as per the guidelines issued by Ministry of Women and Child Development, all the organizations having more than 10 personnel/officials must constitute an ICC and in this context, this committee has been reconstituted. She described the role of ICC and said everyone has a responsibility to contribute to the cause.

The committee had discussions at length on The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and

Child Development and the composition of the Internal Complaint Committee must be uploaded on the website.

The Committee was also sensitized on the Supreme Court 1997 Judgment given by a three Judge bench which brought out Vishaka Guidelines for the protection of Women against Sexual Harassment at the Workplaces and thereby providing a safer working environment to women folks. Special emphasis was laid on the duty of the employer to avoid such mishaps at his/her organization. This was a need of the hour since the Committee must follow the law of land while executing their duty pertaining to women protection.

2. Report on cases relating Sexual harassment for the academic year 2020-2021

The Committee noted that **no complaint of sexual harassment** has been received from any woman employee of this Department.

3. Celebration of International Women's Day

Planning of International Women's Day – Women on the frontline against Covid-19- Interactive session and Short film screening

3. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise

Meeting ended with a vote of thanks to the Chairperson

Mahatma Education Society's

Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 08/05/2021

NOTICE

All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda on online platform -Google Meet.

1. Report on cases relating Sexual harassment for the academic year 2020-21
2. Plan activities for next academic year.
3. Any other matter of relevance with the permission of the chair person.



Ms Arushi Dube

Presiding Officer

Names	Designation
Ms. Arushi Dube	Presiding Officer
Ms. Babita Panda	Teaching staff
Ms. Kalavati Upadhaya	Teaching staff
Mr. Rakesh Jakob	Non-Teaching staff
Ms. Deepthi Nobin	Non-Teaching staff
Ms. Prema MAhato	Student Representative
Ms. Varshavi Budhkar	Student Representative
Mr. Ahmad Laskar	Student Representative
Ms. Suchita Joshi Secretary, Varwasi Kalyan Ashram	Member - NGO

**Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani**

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The first meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on **11-05-2021** at 15:00 hrs on online platform -Google Meet.

Following members of ICC attended the meeting:

Names	Designation
Dr. Lata Menon	Principal/ Chairperson
Ms. Arushi Dube	Presiding Officer
Ms. Babita Panda	Teaching staff
Ms Kalavati Upadhaya	Teaching staff
Mr. Rakesh Jakob	Non -Teaching staff
Ms Deepthi Nobin	Non -Teaching staff
Ms. Prema Mahato	Student Representative
Ms. Vaishnavi Budhkar	Student Representative
Mr. Ahmad Laskar	Student Representative
Ms. Suchita Joshi Secretary, Varwasi Kalyan Ashram	Member - NGO

1. Report on cases relating Sexual harassment for the academic year 2020-2021

The Committee noted that **no complaint of sexual harassment** has been received from any woman employee of this Department.

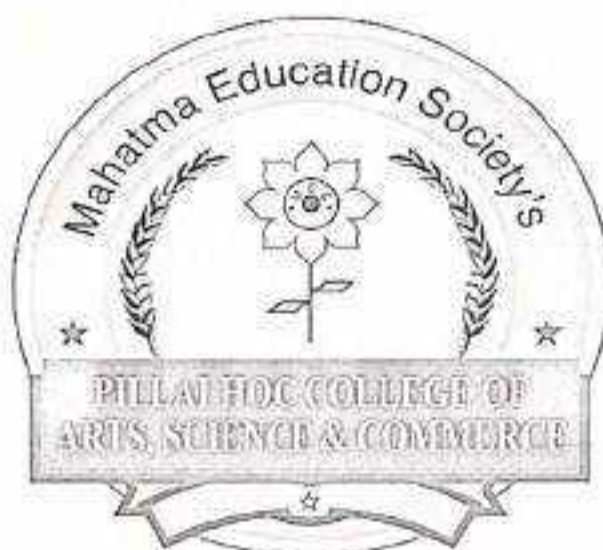
2. Plan activities for next academic year.

All committee members suggested to plan activities in next semester i.e. post COVID for the academic year 2021-22. Ms. Arushi Dube motivated the members regarding how to tackle the current COVID situation.

3. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise

Meeting ended with a vote of thanks to the Chairperson

Scheduled Caste, Scheduled Tribes and OBC Cell



Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce, Rasayani
Pillai HOC Educational Campus, HOC Colony, Rasayani, Taluka- Panvel, District- Raigad, Maharashtra-410207
India

Website: www.phesc.ac.in | Telephone No.: 02192-25200



Latam
Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khairpur,
Dist. Raigad, PIN - 415 207

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panyel**

Date : 10th July 2020

Subject: Constitution of Committee for Prevention of Atrocities to SC/ST/OBC

In pursuant to following regulations the Committee for Prevention of Atrocities to SC/ST/OBC has been constituted for the year 2020-21 consisting of the following staff and students to prevent Atrocities to SC/ST/OBC students and staff members in the institute.


- a) The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989
- b) According to the 1998 UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes, for the universities and deemed to be Universities.

1	Mr. Sumeet Mhatre	Chairman
2	Dr. Lata Menon	Member
3	Mr. Binit Kumar	Member
4	Mr. Mukesh Pawar	Member
5	Ms. Harshita Singh	Member
6	Mr. Rakesh Jacob	Member
7	Ms. Neethumol K.G	Member Secretary
8	Mr. Abhishek Jadhav	Male Student Representative
9	Ms. Prema Mahato	Student Representative

The above committee shall maintain a register and record of all the complaints received from the aggrieved SC/ST/OBC students and teaching and non-teaching staff. After receipt of any complaint the Member Secretary shall call immediate meeting of the committee to dispose off the complaint within fifteen days from the date of receipt of complaint. Taking in to consideration the nature of complaint the decision should be taken in accordance with the provisions laid down in 'The Scheduled Castes and the Scheduled extent and Tribes (Prevention of Atrocities) Act, 1989'.

The Committee is responsible to give extensive publicity regarding prevention of Atrocities to SC/ST/OBC staff and students in the institute. The above act shall be brought to the notice of all the staff and students by putting the copy of the same on the notice board of the institute so as to make aware all the students and staff to avoid any act of atrocity as listed in the act, which is punishable for imprisonment for a period of six month or more under provisions of IPC.

The above committee will be for the tenure of one year and will be dissolved by the directions or orders of the head of the institution.


Mr. Sumeet Mhatre
Chairman

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**

Date : 10/07/2020

NOTICE

All students and staff are hereby informed that as per the directives received from various statutory bodies the institute has constituted a Committee for Prevention of Atrocities to SC/ST/OBC for the year 2020-21 consisting of the following staff and students to prevent Atrocities to SC/ST/OBC students and staff members in the institute.

1	Mr. Sumeet Mhatre	Chairman
2	Dr. Lata Menon	Member
3	Mr. Binit Kumar	Member
4	Mr. Mukesh Pawar	Member
5	Ms. Harshita Singh	Member
6	Mr. Rakesh Jacob	Member
7	Ms. Neethumol K.G	Member Secretary
8	Mr. Abhishek Jadhav	Male Student Representative
9	Ms. Prema Mahato	Student Representative

If any student or staff is facing any kind offences of atrocities as described in The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 is directed to contact the members of Prevention of Atrocities to SC/ST/OBC Committee on First Floor, Room No 109, SC/ST/OBC Cell.


Mr. Sumeet Mhatre
Chairman

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**

Date : 9th October 2020

NOTICE

All the members of the Committee for Prevention of Atrocities to SC/ST/OBC are hereby informed to attend a meeting which will be held on 12th October 2020 at 2.30 p.m on the following agenda in Principal's Conference room:

1. Discussion on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute.
2. Discussion on complaints, if any received.
3. Any other matter with the permission of the chair.

All the members are requested to attend the meeting positively.

Mhatre
Mr. Sumeet Mhatre
Chairman

- 1 Mr. Sumeet Mhatre
- 2 Dr. Lata Menon
- 3 Mr. Binit Kumar
- 4 Mr. Mukesh Pawar
- 5 Ms. Harshita Singh
- 6 Mr. Rakesh Jacob
- 7 Ms. Neethumol K.G
- 8 Mr. Abhishek Jadhav
- 9 Ms. Prema Mahato

Chairman *Mhatre*
Member *Lata*
Member *Binit*
Member *Mukesh*
Member *Harshita*
Member *Rakesh*
Member Secretary *Neethu*
Male Student Representative *Abhishek*
Student Representative *Prema*

MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel

Date : 12/10/2020

**MINUTES OF THE MEETING OF COMMITTEE FOR PREVENTION OF
ATROCITIES TO SC/ST/OBC**

A meeting of the Committee for Prevention of Atrocities to SC/ST/OBC was conducted in Principal's Conference Room on 12th October 2020 at 2.30 p.m.

Mr. Sumeet Mhatre was in the chair. He welcomed all the members present and discussed the following points of the Agenda of the meeting.

Agenda 1: Discussion about the directives of prevention on Atrocities

All members of the committee discussed on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute. The committee reaffirmed that zero tolerance shall be adopted at the highest level in our college and serious action will be taken against the students, teaching and non teaching staff if found indulge and involve in any kind of atrocities to SC/ST/OBC students.

Agenda 2: Discussion on complaints received

Mr. Rakesh Jacob has informed that the committee has not received any complaints from any student or staff member belonging to SC/ST/OBC category till date.

Agenda 3: Discussion about the publication of notice and orientation programme

With the permission of chair, Mr. Binit Kumar informed the committee that we have informed the fresh students during the orientation program that the atrocities against SC/ST/OBC students is a criminal offence and strongest punitive action shall be initiated against erring students, teaching and non teaching staff. We also distributed copies of 'The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989' during the orientation program.

The meeting ended with vote of thanks to the chair.


Mr. Sumeet Mhatre
Chairman

The following members were present for the meeting.

- | | | | |
|---|---------------------|-----------------------------|--|
| 1 | Mr. Sumeet Mhatre | Chairman |  |
| 2 | Dr. Lata Menon | Member |  |
| 3 | Mr. Binit Kumar | Member |  |
| 4 | Mr. Mukesh Pawar | Member |  |
| 5 | Ms. Harshita Singh | Member |  |
| 6 | Mr. Rakesh Jacob | Member |  |
| 7 | Ms. Neethumol K.G | Member Secretary |  |
| 8 | Mr. Abhishek Jadhav | Male Student Representative |  |
| 9 | Ms. Prema Mahato | Student Representative |  |


**MAHATMA EDUCATION SOCIETY'S
PILLAIHOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**

Date: 23/04/2021

NOTICE

All the members of the Committee for Prevention of Atrocities to SC/ST/OBC students and staff are hereby requested to attend a meeting which will be held on 26/04/2021 at 11.30 a.m., on the following agenda in Principal's Conference room:

1. Discussion on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute.
2. Discussion on complaints, if any received.
3. Any other matter with the permission of the chair.


Mr. Sumeet Mhatre
Chairman

- | | | | |
|---|--------------------|-----------------------------|---|
| 1 | Mr. Sumeet Mhatre | Chairman |  |
| 2 | Dr. Lata Menon | Member |  |
| 3 | Mr. Binit Kumar | Member |  |
| 4 | Mr. Mukesh Pawar | Member |  |
| 5 | Ms. Harshita Singh | Member |  |
| 6 | Mr. Rakesh Jacob | Member |  |
| 7 | Ms. Neethumol K.G | Member Secretary |  |
| 8 | Abhishek Jadhav | Male Student Representative |  |
| 9 | Prema Mahato | Student Representative |  |

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**

Date: 26/04/2021

**MINUTES OF THE MEETING OF COMMITTEE FOR
PREVENTION OF ATROCITIES TO SC/ST/OBC STUDENTS**

A meeting of the Committee for Prevention of Atrocities to SC/ST/OBC students was conducted in Principal's Conference Room on 26/04/2021 at 11.30 a.m.

Mr. Sumeet Mhatre was in the chair. He welcomed all the members present and discussed the following points of the Agenda of the meeting.

Agenda 1: Discussion about the directives of prevention on Atrocities

All members of the committee discussed on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute. The committee reaffirmed that zero tolerance shall be adopted at the highest level in our college and serious action will be taken against the students, teaching and non teaching staff if found indulge and involve in any kind of atrocities to SC/ST/OBC students.

Agenda 2: Discussion on complaints received

Mr. Binit Kumar has informed that the committee has not received any complaints from any student or staff member belonging to SC/ST/OBC category during the academic year 2020 – 21. He has also informed that the admission process for 1st year is going to be started from the month of June 2021. If any complaint regarding admission or any other admission matter will receive from the ST/SC category students the committee will convene a meeting immediately and investigate the matter scrupulously for speedy disposal of the case as per the prevailing rules and regulation of admissions.

The meeting ended with vote of thanks to the chair.


Mr. Sumeet Mhatre
Chairman

The following members were present:

- 1 Mr. Sumeet Mhatre Chairman 
- 2 Dr. Lata Menon Member 
- 3 Mr. Binit Kumar Member 
- 4 Mr. Mukesh Pawar Member 
- 5 Ms. Harshita Singh Member 
- 6 Mr. Rakesh Jacob Member 
- 7 Ms. Neethumol K.G Member Secretary 
- 8 Abhishek Jadhav Male Student Representative 
- 9 Prema Mahato Student Representative 

Mahatma Education Society's
Pillai HOC College of Arts, Science and
Commerce, Rasayani
(NAAC Accredited & ISO 9001:2015 Certified)

5.1.4. QnM.
Grievance
Redressal

(FROM AY 2017-18 TO AY- 2021-22)



Catani
Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khatapur,
Dist. Raichur, PIN - 410 207

SUPPORTING DOCUMENTS

A.Y. 2019-20

ANTI-RAGGING COMMITTEE



P. S. Patil
Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Rahatpuri,
Dist. Raigarh, PIN - 410 207

Step by Step

Guide On

How To Fill An
Online Anti Ragging
Undertaking
on

<https://antiragging.in>

Click here to enter the form.

The screenshot shows the homepage of the ANTI RAGGING website. At the top, there is a navigation bar with links: Home, About Us, Information Pack, Feedback, FAQs, Useful Links, and Contact Us. Below this, a status bar displays 'Total Complaints Status' with counts for Received (1145), Pending (453), and Closed (893), and 'Undertakings Uploaded' (978331). Social media links for Facebook and Twitter are also present. The main content area features an 'ABOUT US' section with text regarding ragging prevention and a link to 'How to report'. Below this, a 'Latest News' section lists two articles: 'Chemist: Paramedical Student Allegedly Commits Suicide, Accused Sexist of Harassment' and 'Amritsar: GMC suspends two more students for ragging'. A central form area includes a 'Click here to download your Anti-Ragging Undertaking' button, a 'Enter Complaint No. To Check Status' field, and a 'Submit' button. A yellow arrow points to the download button. To the right, there is a 'Find us on Facebook' section with a Facebook link and a photo of a woman. At the bottom, there are two more buttons: 'Are you Being Ragged?' and 'Have you registered yourself and have not received your undertaking?'. The website has a blue and white color scheme with a red 'ANTI RAGGING' logo at the top left.

ANTI RAGGING

Home | About Us | Information Pack | Feedback | FAQs | Useful Links | Contact Us

Total Complaints Status
Received: 1145 | Pending: 453 | Closed: 893

Undertakings Uploaded
978331

Follow us on  

ABOUT US

Ragging has ruined countless innocent lives and careers. In order to eradicate it, Hon'ble Supreme Court in Civil Appeal No. 487 of 2000, passed the judgement wherein guidelines were issued for setting up of a Central Crime Monitoring Anti-Ragging mechanism.

In accordance with the orders, UGC (University Grants Commission), Govt. of India has developed this web portal.

[How to report](#)

Latest News: Chemist: Paramedical Student Allegedly Commits Suicide, Accused Sexist of Harassment | Amritsar: GMC suspends two more students for ragging

Click here to download your Anti-Ragging Undertaking

Enter Complaint No. To Check Status
For the complaint registered on or after 17th April, 2012

Submit

Find us on Facebook
 

AntiRagging
June 20 at 9:27pm

Chemist: Paramedical Student Allegedly Commits Suicide, Accused Sexist of Harassment. Click the details here: <http://qps.in/21p/>

Are you Being Ragged?
[Click here to lodge a complaint](#)

Have you registered yourself and have not received your undertaking?
[Click here to receive a copy of your undertaking](#)



Click on Next button.



ANTI RAGGING

Home About Us Information Pack Feedback FAQ's Useful Links Contact Us

ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS

Next

TO BE FILLED BY A STUDENT

Please Worked with * are compulsory

- If you do not have an E-mail address please create one before you fill in this form.
- If your mother or father or guardian does not have a phone or a mobile phone or email then please give the numbers / email of their friends or relations or neighbors.
- If you do not have a mobile number then please give the mobile number of your friend in the college.

After filling this form successfully you will receive the Students Anti Ragging Undertaking and the Parents Anti Ragging Undertaking in your Email. Please print both the Undertaking, sign them yourself, request your parents to read the details and signed them to sign their Undertaking and then present both at your college at the time of registration, each year.

[Still Be Some Doubts Click on To Fill In Online Anti Ragging Undertaking ?](#)

National Anti Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number* 1800-180-5522
(helpline@antiragging.in)


Copyright 2012 Site Developed by  &  **HECC**

Follow us on  

Total Visitors: 54351599

Fill the Personal details here:

ANTI
RAGGING



[Home](#) [About Us](#) [Information Pack](#) [Feedback](#) [FAQ's](#) [Useful Links](#) [Contact Us](#)

ANTI-RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS

Fields marked with * are compulsory.

Personal Details

Student's Family Name *

Enter your Family Name

Student's Middle Name

Enter your Middle Name

Student's First Name *

Enter your First Name

Gender *

☒ Male ☐ Female

Nationality *

Enter your Nationality

Student's Mobile Number *

+91 Enter your Mobile No.

Student's Mobile Number in case of an emergency *

+91 Enter your Emergency No.

Landline Number *

+91 Enter your Landline No.

Student's emailID *

Enter your Email ID

Confirm student's emailID *

Enter your Confirm Email ID

Permanent Address 1 *

Enter your Address

Address 2

Enter your Address

City *

Enter your City

State *

State

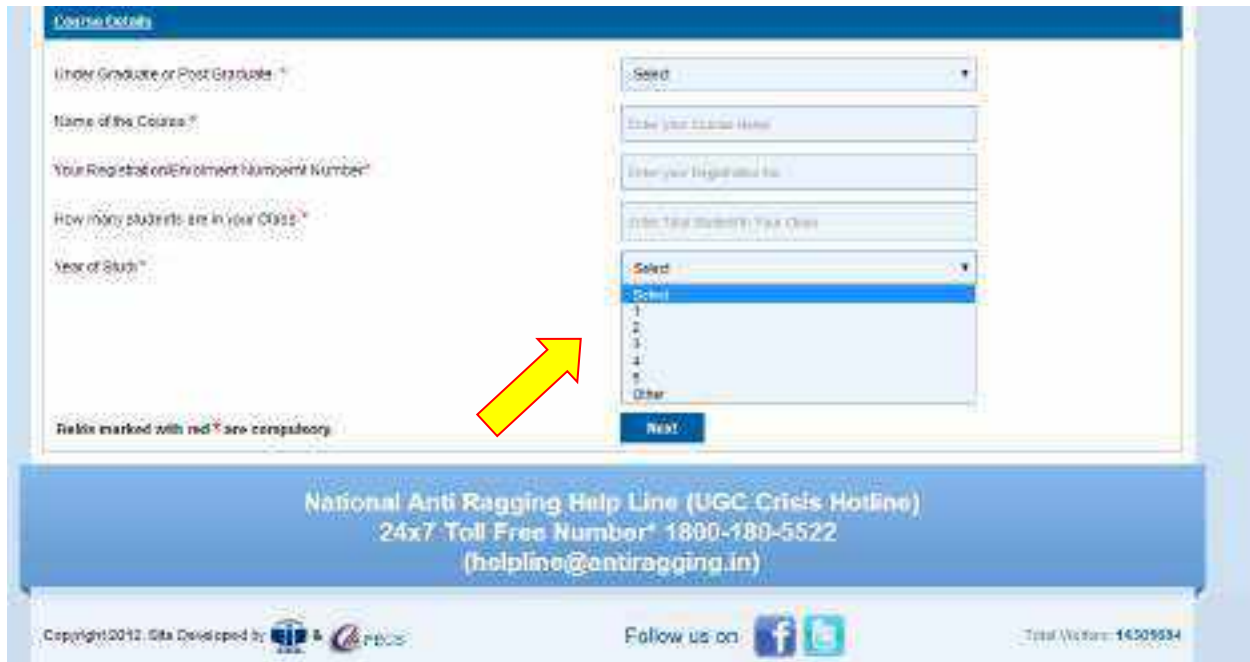
Fill the Parent or Guardian details here:

Parent/Guardian Details	
Parent/Guardian's name*	<input type="text" value="Enter your Parent/Guardian's name"/>
Parent/Guardian Address-1*	<input type="text" value="Enter your Address-1"/>
Address 2	<input type="text" value="Enter your Address-2"/>
City *	<input type="text" value="Enter your City"/>
State *	<input type="text" value="State"/>
Residence Phone No*	<input type="text" value="+91 Enter your Phone No"/>
Mobile No. of Parent/Guardian*	<input type="text" value="+91 Enter your Mobile No"/>
Parent/Guardian's Email ID *	<input type="text" value="Enter Email Address"/>

Fill the College details here:

College Details	
State in which the College is *	<div>State</div>
Is it a Professional College or a General College *	<div>Select</div>
Name of the College *	<div>Enter your College Name</div>
Name of Affiliated University *	<div>Select</div>
Is it Deemed University *	<div><input checked="" type="radio"/> Yes <input type="radio"/> No</div>
Director/Principal Family Name *	<div>Enter your Director/Principal Family Name</div>
Director/Principal First Name *	<div><div>↓</div>Enter your Director/Principal First Name</div>
Director/Principal Gender *	<div><input checked="" type="radio"/> Male <input type="radio"/> Female</div>
College Phone No. 1 *	<div>+91 <div>Enter College Phone No.</div></div>
College Phone No. 2	<div>+91 <div>Enter College Phone No.</div></div>
Nearest Police station Name and Address *	<div>Enter your Nearest Police Station Name and Address</div>

Fill the Course details here:



The form is titled "Course Details" and contains the following fields:

- Under Graduate or Post Graduate *
- Name of the Course *
- Your Registration/Enrollment Number *
- How many students are in your class *
- Year of Study *

Fields marked with red * are compulsory.

Below the form, there is a blue banner with the text: "National Anti Ragging Help Line (UGC Crisis Hotline) 24x7 Toll Free Number* 1800-180-5522 (helpline@antiragging.in)".

At the bottom, there is a footer with the text: "Copyright 2012. Site Developed by [logos] Follow us on [Facebook, Twitter] Total Visits:- 14509534".

A yellow arrow points to the "Next" button at the bottom right of the form.

After filled all required fields, you need to click on Next button.

Note: - In the “Year of Study” you have six options:-

- If you select 1, then you don't need to fill the Confidential Survey.
- If you select 2,3,4,5 or Other you will have to fill the Confidential Survey.

You need to check all the checkboxes then click on Submit Button.



The screenshot shows a web form titled "ANTI RAGGING" with a sub-header "UGC REGULATIONS UNDERTAKING". The form contains five checkboxes, each followed by a statement. The statements are: 1. "I confirm that I have read UGC's regulations on Ragging (To read, click on the link: [ABSTRACT OF UGC REGULATIONS ON RAGGING](#))". 2. "I confirm that I have read the Judgment of the Hon. Supreme Court on prevention of Ragging (To read, click on the link: [SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT](#))". 3. "I promise that I will not indulge in Ragging on any form or violent behavior. Neither will I monitor or ragged or subjected to violence". 4. "I understand that if I am accused of Ragging, the responsibility is on me to prove that I am not guilty". 5. "I will not remain a spectator to acts of Ragging. I will report the matter immediately to my Principal/Monitor and/or to the Anti Ragging Helpline at 1800-180-5522 or email to info@antrragging.in". Below the checkboxes is a blue "Submit" button. At the bottom of the form, there is a blue banner with the text: "National Anti Ragging Help Line (UGC Crisis Helpline) 24x7 Toll Free Number* 1800-180-5522 (helpline@antrragging.in)". The footer of the page includes "Copyright 2012. Site Developed by  &  PECS", "Follow us on  ", and "Total visitors: 14366271".

ANTI RAGGING

UGC REGULATIONS UNDERTAKING

☐ I confirm that I have read UGC's regulations on Ragging (To read, click on the link: [ABSTRACT OF UGC REGULATIONS ON RAGGING](#))

☐ I confirm that I have read the Judgment of the Hon. Supreme Court on prevention of Ragging (To read, click on the link: [SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT](#))

☐ I promise that I will not indulge in Ragging on any form or violent behavior. Neither will I monitor or ragged or subjected to violence

☐ I understand that if I am accused of Ragging, the responsibility is on me to prove that I am not guilty

☐ I will not remain a spectator to acts of Ragging. I will report the matter immediately to my Principal/Monitor and/or to the Anti Ragging Helpline at 1800-180-5522 or email to info@antrragging.in

Submit

National Anti Ragging Help Line (UGC Crisis Helpline)
24x7 Toll Free Number* 1800-180-5522
(helpline@antrragging.in)

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Follow us on  

Total visitors: 14366271

Thereafter, you need to click on Submit button.

This is Confidential Survey. Please select one option for each question.

**ANTI
RAGGING**



[Home](#) [About Us](#) [Information Pack](#) [Feedback](#) [FAQs](#) [Useful Links](#) [Contact Us](#)

CONFIDENTIAL SURVEY

TO BE FILLED BY STUDENTS WHO ARE 2ND YEAR OR ABOVE.

Please answer the questions honestly and truthfully because no part of this survey will be made public and certainly no part of this survey will be conveyed to your college. This is absolutely confidential. Your college will only know whether you have participated in this survey or not?

All fields are compulsory.

1. Have you ever Ragged? *

☐ Yes ☐ No

2. Did you ever rag one else? *

☐ Yes ☐ No

3. Do you agree with some who believe that Ragging is helpful and should not be stopped? *

☐ Yes ☐ No

4. Is there an Anti Ragging Board/ Committee in your college? *

☐ Yes ☐ No

5. What is the phone number of National Anti Ragging Help Line? *

6. In your opinion has the college administration taken sufficient measures to stop ragging? *

☐ Yes ☐ No

7. Do you believe that brutality and mob violence are completely and old fashioned ideas? *

☐ Yes ☐ No

8. Do you think violence is necessary in situations when non-violent protests do not work? *

☐ Yes ☐ No

9. Do you think one must avoid conflict even if it means doing is justice? *

☐ Yes ☐ No

10. Do you agree that Conflict is the adage of creativity? *

☐ Yes ☐ No

11. Can you persuade your friends to form a club that would promote justice and equality in our society? *




☐ Yes ☐ No



12. Does ragging happen in your college? *

☐ None ☐ Mild ☐ Severe ☐ Very Severe

Submit

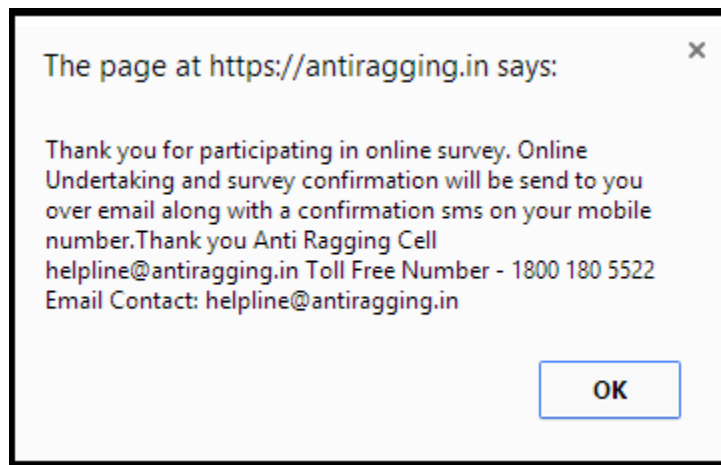
National Anti Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number* 1800-180-5522
(helpine@antiragging.in)

Copyright 2012. Site Developed by    recd

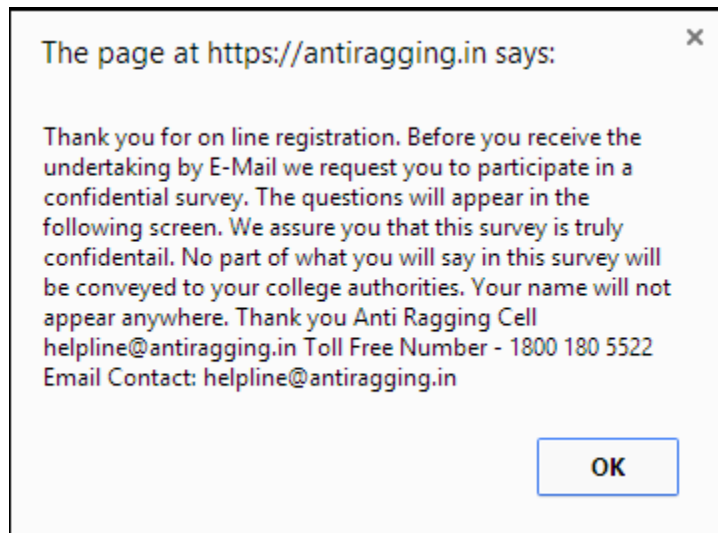
Follow us on  

Total Visitors: 54324560

This pop-up confirms that you have successfully submitted the form. Click ok button this will return the homepage of Anti-Ragging web portal (<https://antiragging.in>)



This pop-up confirms that you have on line registered successfully and you have to fill the Confidential Survey also. Click on OK button, this will redirect on Confidential Survey form.





एन विद्या विभूषणी

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



एनमयेव चकते

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.ugt@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.

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date : 29th June 2019

Subject: Constitution of Anti Ragging Committee

In pursuant to following regulations the anti-ragging committee has been constituted for the year 2019-20 consisting of the following staff to prevent ragging in the institute:

- a) "Maharashtra Prohibition of Ragging Act, 1999" from Govt. of Maharashtra.
- b) "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Remya Madan Gopal	Member
Ashwini Khillari	Member
Disha Chotalia	Member
Hardik Dave	Member
Aditya Baokar	Male Students Representative
Mr. Binit Kumar	Member Secretary

The Committee is responsible to give extensive publicity against ragging, monitor and oversee the performance of the Anti-Ragging Squad, solicit affidavits from parents/guardians and from students, conduct counseling sessions for senior students in the classes and for freshers at the time of admission and induction etc.

We have received UGC D.O. letter No: 1-15/2009 (ARC) pt.III dated 27th June 2019 addressed to The Vice Chancellor, University of Mumbai directing to implement the recommendation and action steps to deploy in all the institutions for multiple mechanisms to ensure ragging free campus. The copy of the letter is attached herewith

Continued on Page No : 2...

The committee shall discuss all the directions issued from UGC, New Delhi vide their above referred letters at length and will implement all the recommendations as per the directives.

The online undertaking regarding not to involve in ragging from all the students and their parents of the newcomers as well as existing students are required to be collected by the class coordinators. Similarly, the students residing at hostels are required to fill in another undertaking duly signed by them and their parents which is available at hostels and submit the same to the respective wardens. The films and the documentary films to counsel students on ill effect of ragging developed by the UGC which is available on their website are required to be shown during the orientation program of the academic year 2019-20.



Dr. Lata Menon
Chairperson

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 29/06/2019

Subject: Constitution of Anti Ragging Squad

In pursuant to following regulations the anti-ragging committee has been constituted for the year 2019-20 consisting of the following staff to prevent ragging in the institute "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"

The following Anti-Ragging squad is constituted for the year 2019-20

1. Mr.Prathamesh Gokhale
2. Ms. Babita Kurup
3. Mr. Dipesh Jagdale
4. Mr.Vineet Murli
5. Mr.Rakesh Jacob

Roles and Responsibilities of Anti-Ragging Squad:

The Anti-Ragging Squad is to maintain vigil, oversight, and patrolling functions, conducting raids at vulnerable places and other Anti-Ragging measures as per the directions of the Anti-Ragging Committee.

The Squad shall work in the Consonance and Guidance of Anti-Ragging Committee.


Dr. Lata Menon
Chairperson

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 30/06/2019


NOTICE

All members of the Anti-Ragging Committee are hereby informed to attend a meeting which will be held on 01/07/2019 at 3.00 p.m. in the Principal's conference room on the following agenda.










Agenda

1. Confirmation of Minutes of the meeting held on 08/01/2019.
2. To discuss the directions given by various statutory authorities
3. To review the anti-ragging measures taken and requirements of any new measures.
4. Induction of new members of the Anti-ragging committee.
5. To discuss the Duty of Anti-ragging squad
6. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.


Mr. Binit Kumar
Member Secretary

The following members are requested to attend the meeting:-

Dr. Lata Menon	Chairperson 
Rewati Soman	Member 
Sumeet Mhatre	Member 
Sujith Babu	Member 
Harshita Singh	Member 
Remya Madan Gopal	Member 
Ashwini Khillari	Member 
Disha Chotalia	Member 
Hardik Dave	Member 
Aditya Baokar	Male Students Representative
Mr. Binit Kumar	Member Secretary

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 01/07/2019

MINUTES OF THE MEETING OF ANTI RAGGING COMMITTEE

A meeting of the Anti-Ragging Committee was conducted in the Principal's Conference room on 01/07/2019 at 3.00 p.m. The following members were present for the meeting:

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Remya Madan Gopal	Member
Ashwini Khillari	Member
Disha Chotalia	Member
Hardik Dave	Member
Aditya Baokar	Male Students Representative
Mr. Binit Kumar	Member Secretary

Dr. Lata Menon was in the Chair. She welcomed all the members present.

The following points were discussed in the meeting:

Agenda 1: Confirmation of Minutes of meeting held on 08/01/2019 :
Minutes of the last meeting were confirmed by the chairperson.

Agenda 2: To discuss the directions given by various statutory authorities

All members of the committee reviewed the directions given by the various statutory authorities like UGC, University of Mumbai, Govt of Maharashtra for taking the preventive measures for curbing the menace of ragging.

Agenda 3: To review the anti-ragging measures taken and requirements of any new measures

Mr. Sumeet Mhatre has reminded the committee that since the classes for newcomers of 1st year degree course and 1st year PG course are going to be started from next month we need to check all the existing anti-ragging measures.

The committee discussed that every member should be allotted some or the other duties regarding anti-ragging. Vigilance rounds should be taken by committee and squad members periodically at different places in and around the campus and in the hostel.

Agenda 4: Induction of new members of Anti-ragging committee: The chairperson welcomed the new members Remya madan Gopal, Ashwini Khillari, Disha Chotalia, Hardik Dave, and also stated that some of the faculty members have left the college. Hence the new members are inducted.

Agenda 5: Duty of Anti-ragging squad:

The duty of members of the anti-ragging squad is to keenly watch the interactions between junior and senior students so as to avoid incidents of ragging.

Agenda 5. Suggestions:

Mr. Sujith Babu has suggested to the committee that, during an orientation program, it shall be convened to promulgate the rules and regulation about the abetting ragging in the institution and hostel premises and also the penalty and prosecution of the student if caught in a ragging offense. He has suggested that the first year class coordinators will coordinate the orientation program and an online undertaking shall be collected by the class coordinators from the parents and students at the time of admission about non-indulging in the ragging. The students availing hostel facility will also have to submit an undertaking separately.

The committee has appreciated these suggestions and approved it.

The meeting ended with a vote of thanks to the chair.


Dr. Lata Menon
Chairperson


Mr. Binit Kumar
Member Secretary

ATTENDANCE RECORD

NAME	DESIGNATION	SIGN
Dr. Lata Menon	Chairperson	<i>Lata</i>
Rewati Soman,	Member	<i>Rewati</i>
Sumeet Mhatre	Member	<i>Mhatre</i>
Sujith Babu	Member	<i>Sujith</i>
Harshita Singh	Member	<i>HS</i>
Remya Madan Gopal	Member	<i>Remya</i>
Ashwini Khillari	Member	<i>Ashwini</i>
Disha Chotalia	Member	<i>Disha</i>
Hardik Dave	Member	<i>Hardik</i>
Aditya Baokar	Male Students Representative	<i>Aditya</i>
Mr. Binit Kumar	Member Secretary	<i>Binit</i>

**Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI**

Date : 05/07/2019

NOTICE

All students (Boys & Girls) are hereby informed that as per the directives received from various statutory bodies our college has constituted Anti Ragging Committee and Anti Ragging Squad of our institute. The following are the members of Anti-Ragging Committee:

Anti-Ragging Committee		Email Id	Anti-Ragging Squad	
Dr. Lata Menon	Chairperson	latak@mes.ac.in	Mr.Prathamesh G	Member
Rewati Soman	Member	rsoman@mes.ac.in	Ms. Babita Kurup	Member
Sumeet Mhatre	Member	smhatre@mes.ac.in	Mr.Dipesh J.	Member
Sujith Babu	Member	sbabu@mes.ac.in	Mr.Vineet Murli	Member
Harshita Singh	Member	hsingh@mes.ac.in	Mr.Rakesh Jacob	Member
Remya M. G.	Member	remyagopal@mes.ac.in		
Ashwini Khillari	Member	kashwini@mes.ac.in		
Disha Chotalia	Member	dishachotaliya@mes.ac.in		
Hardik Dave	Member	hardikdave@mes.ac.in		
Aditya Baokar	Student Representative	adityabaokar17hc@student.m.c.in		
Mr. Binit Kumar	Member Secretary	bkumar@mes.ac.in		

The above committee has been constituted to take preventive measures for curbing the menace of ragging. The following kind of acts/discrimination constitutes ragging, 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 origin, linguistic identity, place of birth, place of residence or economic background".

All students are hereby informed that if they are facing any of the above mentioned acts/discrimination they should report to any of the above committee or squad members immediately so as to enable the committee to take immediate action against the accused person in accordance with the directives issued by the various authorities.


Further all the students are hereby informed that ragging is a criminal offense and the victims can approach the local police station and lodge a criminal complaint against the accused students, if their grievances are not addressed properly at institute level. The accused person will have to be dealt by the prevailing criminal law and will be held responsible for all the consequences.


Dr. Lata Menon
Chairperson

Action Taken Report

As per the notice dated: 30/06/2019, meeting was conducted on 01/07/2019.
The Action Taken Report is as follows-

1. Display of banners with 24X7 toll free helpline number 1800-180-5522 of Anti-ragging in college premises.
2. A separate notice for the students was displayed in the college premises and hostel stating the members of Anti-Ragging Committee and Anti-Ragging Squad.
3. Mentoring sessions were conducted in all the classes to ensure no ill activities should be encouraged in and around campus.
4. Anti-ragging squad is vigilant and observing the communication between senior students and the newcomers.



Dr. Lata Menon
Chairperson

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 02/01/2020

NOTICE

All members of the Anti-Ragging Committee are hereby informed to attend a meeting which will be held on 06/01/2020 at 3.00 p.m. in the Principal's conference room on the following agenda:



Agenda

1. Confirmation of Minutes of the meeting held on 01/07/2019.
2. To discuss the directions given by various statutory authorities
3. To review the Action taken during the year and requirements of any new measures.
4. To discuss complaints, if received from any student or Parent
5. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.


Binit Kumar
Member Secretary

The following members are requested to attend the meeting:-

Dr. Lata Menon	Chairperson 
Rewati Soman	Member 
Sumeet Mhatre	Member 
Sujith Babu	Member 
Harshita Singh	Member 
Remya Madan Gopal	Member 
Ashwini Khillari	Member 
Disha Chotalia	Member 
Hardik Dave	Member 
Aditya Baokar	Male Students Representative
Mr. Binit Kumar	Member Secretary

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 06/01/2020

MINUTES OF THE MEETING OF ANTI RAGGING COMMITTEE

A meeting of the Anti-Ragging Committee was conducted in the Principal's Conference room on 06/01/2020 at 3.00 p.m. The following members were present for the meeting:

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Remya Madan Gopal	Member
Ashwini Khillari	Member
Disha Chotalia	Member
Hardik Dave	Member
Aditya Baokar	Male Students Representative
Mr. Binit Kumar	Member Secretary

Dr. Lata Menon was in the Chair. She welcomed all the members present.

The following points were discussed in the meeting:

Agenda 1: Confirmation of Minutes of meeting held on 01/07/2019:
Minutes of the last meeting were confirmed by the chairperson.

Agenda 2: To discuss the directions given by various statutory authorities

All members of the committee reviewed the directions given by the various statutory authorities like UGC, University of Mumbai, Govt of Maharashtra for taking the preventive measures for curbing the menace of ragging.

Agenda 3: To review the Action taken during the year and requirements of any new measures.

All the Actions taken by the anti-ragging committee were thoroughly reviewed by the Chairperson. This is as follows:

Work Allocation	Action Taken
Directions given by various statutory authorities	Display of banners with 24X7 toll free helpline number 1800-180-5522 of Anti-ragging in college premises.
Students should be informed about members of Anti-ragging committee and Anti-ragging squad	A separate notice for the students was displayed in the college premises and hostel stating the members of Anti-Ragging Committee and Anti-Ragging Squad
To review the anti-ragging measures taken and requirements of any new measures	The committee discussed that every member should be allotted some or the other duties regarding anti-ragging. Vigilance rounds should be taken by committee and squad members periodically at different places in and around the campus and in the hostel.
To ensure no ill activities should be encouraged in and around campus.	More Mentoring sessions were conducted in all the classes.

Agenda 4. To discuss complaints, if received from any student or Parent
 Mr. Binit Kumar, Member Secretary of the committee has informed that the committee has not received any complaints from any student or parent during this academic year.

The meeting ended with a vote of thanks to the chair.


 Dr. Lata Menon
 Chairperson


 Mr. Binit Kumar
 Member Secretary

STUDENT GRIEVANCE READRESSAL CELL (SGRC)



Lalaw
Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Rasayani, Tal: Khairatpur,
Dist. Rajgad, PIN - 415 087

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS SCIENCE AND COMMERCE RASAYANI
(NAAC Accredited)

Date : June 17, 2019

CONSTITUTION OF COLLEGE GRIEVANCE REDRESSAL CELL

As per the circular DSD/05/05 of 2019 dated May 14, 2019 issued by the University of Mumbai. The college has established the College Grievance Redressal Cell (CGRC) to provide a Mechanism for redressal of students' grievances and ensure transparency in admission, administration, academic, prevention of unfair practices and other related issues.

The composition of CGRC is as follows:

1	Dr. Lata Menon (Principal)	Chairperson
2	Mr. Sumeet Mhatre	Member
3	Dr. Sapana Chilate	Member Secretary

Role and Functions of CGRC :

The CGRC shall exercise the following role and perform the following functions:

1. To receive the applications of the students from the portal available on the website of College / Institute and process them further.
2. To attend all applications relating to the grievances of the students.
3. To entertain and consider the grievances of the students. It may hear the students in person by giving opportunities of hearing.
4. To hear all the concerned parties and settle grievances as early as possible.
5. To counsel the students whenever necessary to resolve their grievances.
6. To give advice to the students through correspondence.
7. The CGRC shall not discuss any sub-judice grievances.
8. It shall make efforts to settle the disputes amicably.
9. To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
10. To consider and submit recommendations and suggestions in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances of students.
11. To prepare Minutes and Action Taken Report of the meeting of CGRC and submit it to the Director, Students' Development, University of Mumbai.
12. To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.

Lata Menon
Principal

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

Date: June 20, 2019

NOTICE

All the members of the College Grievance Redressal Cell are hereby informed to attend a meeting which will be held on June 24, 2019 at 3.00 p.m in conference room on the following agenda.

1. To read and confirm the minutes of the previous meeting.
2. To discuss complaints, if any, received from any student regarding admission, administrative, academic, prevention of unfair practices and other related issues.
3. Suggestions to improve the Grievance Redressal mechanism.
4. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.


Principal

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

Date : June 28, 2019

MINUTES OF THE MEETING OF COLLEGE GRIEVANCE REDRESSAL CELL

Meeting of the members of the College Grievance Redressal Cell (CGRC) was called to order by Principal Dr. Lata Menon on June 24, 2020 at 3.00 p.m.

The following members were present for the meeting :

- | | |
|-----------------------|------------------|
| 1. Dr. Lata Menon | Chairperson |
| 2. Dr. Sapana Chilate | Member Secretary |
| 3. Mr. Sumeet M. | Member |

The chairperson, Dr. Lata Menon welcomed all the present members.

Member secretary read and confirmed the minutes of the previous meeting. Member secretary also had informed that the Cell had not received any grievances from any students regarding admission or any administrative matter during this academic year.

Chairperson also recommended increasing awareness of the cell among the students during the admission period. Members were expected to keep the register updated and frequently check the web portal.


Principal

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

Date: January 10, 2020

NOTICE

All the members of the College Grievance Redressal Cell are hereby informed to attend a meeting which will be held on January 17, 2020 at 3.00 p.m in conference room on the following agenda.

1. To read and confirm the minutes of the previous meeting.
2. To discuss complaints, if any, received from any student regarding admission, administrative, academic, prevention of unfair practices and other related issues.
3. Suggestions to improve the Grievance Redressal mechanism.
4. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.



Principal

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS SCIENCE AND COMMERCE
RASAYANI, RAIGAD

Date : January 21, 2020

MINUTES OF THE MEETING OF COLLEGE GRIEVANCE REDRESSAL CELL

Meeting of the members of the College Grievance Redressal Cell (CGRC) was called to order by Principal Dr. Lata Menon on January 17, 2020 at 3.00 p.m.

The following members were present for the meeting :

- | | |
|-----------------------|------------------|
| 1. Dr. Lata Menon | Chairperson |
| 2. Dr. Sapana Chilate | Member Secretary |
| 3. Mr. Sumeet Mhatre | Member |

The chairperson, Dr. Lata Menon welcomed all the present members. Member secretary read and confirmed the minutes of the previous meeting.

The directions given by the various statutory authorities regarding the College Grievance Redressal Mechanism to be implemented in the institutes were discussed by all the Cell members, who also recommended increasing awareness of the Cell among students during the admissions period. Members were expected to keep the register updated and frequently check the web portal.

The member secretary of the Cell had informed that the Cell had not received any complaints from any students regarding admission or any administrative matter through the offline or online portal.


Principal

INTERNAL COMPLAINT CELL (ICC)



Lalau

Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Khasan, Tal. Neralgaon,
Dist. Raichur, PIN - 570 707

Date : 18 JUNE 2019

SUB : RECONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee constituted for three academic years from the academic year 2017-18 to 2019-2020. Some changes has been carried out in the committee as Mr. Ayush Tewari and Ms. Roma Patwari the student members have passed out in 2018-19. In place of them Ms. Shalini Tripathi and Ms. Shalini Tripathi have been nominated as the new committee members. The other members of the committee will remain same and the tenure of the committee will be continued for one more year 2019-2020. The necessary changes has to be brought to the notice of all committee members.

A Committee against Sexual Harassment Internal Complaints Committee consisting of following members is being constituted in compliance with the Supreme Court Judgment, circular from Mumbai University no: CONCOL/24/ of 2014-15 dated 12/11/2014 and guidelines particularly against sexual harassment of women at work places (Prevention, Prohibition and Redressal), Act Sexual Harassment 2013) as per the guidelines of UGC for three academic years from 2017-18 to provide a healthy and congenial atmosphere to the staff and students of the College.

Names	Designation	Contact nos	Email address
Ms. Swati Mishra	Presiding Officer	8454843607	swatimishra@mes.ac.in
Ms. Teena Zacharia	Teaching staff	9920308710	zteena@mes.ac.in
Ms. Kalavati Upadhaya	Teaching staff	7506675332	kalavati@mes.ac.in
Mr. Rakesh Jakob	Non -Teaching staff	9167725369	rjakob@mes.ac.in
Ms. Deepthi Nobin	Non -Teaching staff	8693049529	dnobin@mes.ac.in
Ms. Prerna MAhato	Student Representative	7738134029	mahatoprer19baf@student.mes.ac.in
Ms. Shalini Tripathi	Student Representative	8286673088	shalinit17pc@student.mes.ac.in
Mr. Sumer Pawar Student	Student Representative	7218222179	somerpawar17pc@student.mes.ac.in
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	9767544070	---

The committee has to meet at least once in three months to monitor the status of complaints received and also to suggest preventive measures to curb the harassment to the women in the campus.

Dr. Lata Menon
Principal

Date : 24/06/2019

NOTICE

All the students (Boys & Girls) and the staff members (Male & Female) are hereby informed that as per the directives received from various statutory bodies our college has constituted Internal Complaints Committee of our institute with the following members for the academic year 2019-2020:

Names	Designation	Contact nos	Email address
Ms. Swati Mishra	Presiding Officer	8454843607	swatimishra@mes.ac.in
Ms. Teena Zacharia	Teaching staff	9920308710	zteena@mes.ac.in
Ms Kalavati Upadhaya	Teaching staff	7506675332	kalavati@mes.ac.in
Mr. Rakesh Jakob	Non -Teaching staff	9167725369	rjacob@mes.ac.in
Ms Deepthi Nobin	Non -Teaching staff	8693049529	dnobin@mes.ac.in
Ms. Prema MAhato	Student Representative	7738134029	mahatoprer19baf@student.mes.ac.in
Ms. Shalini Tripathi	Student Representative	8286673088	shalinit17pc@student.mes.ac.in
Mr. Sumer Pawar Student	Student Representative	7218222179	sumerpawar17pc@student.mes.ac.in
Ms. Suchita Joshi	Member - NGO	9767544070	---

Secretary, Vanwasi Kalyan Ashram			V.K. Ashram
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The above committee has been constituted to take preventive measures for curbing the menace of sexual harassment, gender discrimination or harassment of any nature to the girls students as well women employees.

All the students and staff member are hereby informed that if they are facing any kind of eve teasing, sexual harassment or harassment of any nature should report to any of the above committee members immediately so as to enable the committee to take immediate action against the accused person in accordance with the directives issued by the various authorities.

Further all the students (Boys & Girls) and employees (Male & Female) are hereby informed that sexual harassment is a criminal offense and the victim can approach to the local police station and lodge criminal complaint against the accused student or male employee. The accused person will have to be dealt by the prevailing criminal law and will be held responsible for all the consequences. The contact details of the local police station is given below.

Rasayani Police Station

Phone numbers : 02192 250 133

Address : V5PF-659, Ambivali Tarf Wankhal, Maharashtra 410220


Ms. Swati Misra

Presiding Officer

Copy to Warden, Pillai HOC Girls Hostel, Rasayani with a request to put up the above notice on the notice board of the hostel for the information of hostel students.

Contact Internal Complaints Committee, Room No:

Mahatma Education Society's


Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 20/07/2019











NOTICE

All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda in Principal's Conference room.

1. Discuss the directives of ICC.
2. Report on cases relating Sexual harassment for the academic year 2017-18.
3. Plan events related to Women Health & Nutrition.
4. To Circulate ICC members contact details to students of all programmes.
5. Any other matter of relevance with the permission of the chair person.


Ms. Swati Misra


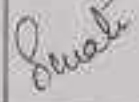



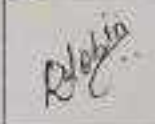
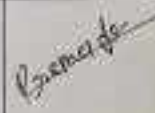

Presiding Officer

Name	Position	Signature
Dr. Lata Menon-	Principal & Chair person	
Ms. Swati Mishra	Presiding Officer	
Ms. Teena Zacharia	Teaching staff	
Ms Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non -Teaching staff	
Ms Deepthi Nobin	Non -Teaching staff	
Ms. Prema MAhato	Student Representative	
Ms. Shalini Tripathi	Student Representative	
Mr. Sumer Pawar Student	Student Representative	
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	

Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The first meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on **23 July, 2019** at 15:00 hrs in the Principal Conference Room.
Following members of ICC attended the meeting:

Name	Position	Signature
Dr. Lata Menon-	Principal & Chair person	
Ms. Swati Mishra	Presiding Officer	
Ms. Teena Zachharia	Teaching staff	
Ms Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non -Teaching staff	
Ms Deepthi Nobin	Non -Teaching staff	
Ms. Prema MAhato	Student Representative	
Ms. Shalini Tripathi	Student Representative	

Mr. Sumet Pawar Student	Student Representative	<i>Sumet</i>
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	<i>Suchita</i>

1. Discuss the Directives of ICC

At the outset, the Chairperson welcomed all the members of the Committee. She had informed as per the guidelines issued by Ministry of Women and Child Development, all the organizations having more than 10 personnel/officials must constitute an ICC and in this context, this committee has been reconstituted. She described the role of ICC and said everyone has a responsibility to contribute to the cause.

The committee had discussions at length on The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and Child Development and the composition of the Internal Complaint Committee must be uploaded on the website.

The Committee was also sensitized on the Supreme Court 1997 Judgment given by a three Judge bench which brought out Vishaka Guidelines for the protection of Women against Sexual Harassment at the Workplaces and thereby providing a safer working environment to women folks. Special emphasis was laid on the duty of the employer to avoid such mishaps at his/her organization. This was a need of the hour since the Committee must follow the law of land while executing their duty pertaining to women protection.

2. To Circulate ICC members contact details to students of all programmes.

ICC members with contact numbers were to be given to all the Departments and were decided to be pinned up in the notice board.

3. Report on cases relating Sexual harassment for the academic year 2018-19

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Department.

4. Plan events related to Women Health & Nutrition

The committee had a brainstorming session regarding the programmes or event in college related to women nutrition & health.

5. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise

Meeting ended with a vote of thanks to the Chair person.

Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 25/02/2020

NOTICE







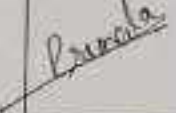
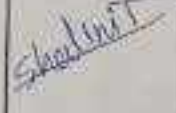

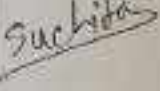
All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda in Principal's Conference room.

1. Report on cases relating Sexual harassment for the academic year 2017-18.
2. Celebration of "Women's Day" on 8th March 2019.
3. Any other matter of relevance with the permission of the chair person.



Ms. Swati Misra


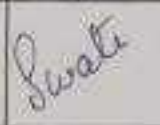
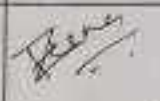





Presiding Officer

Name	Position	Signature
Dr. Lata Menon-	Principal & Chair person	
Ms. Swati Mishra	Presiding Officer	
Ms. Teena Zachharia	Teaching staff	
Ms Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non -Teaching staff	
Ms Deepthi Nobin	Non -Teaching staff	
Ms. Prema MAhato	Student Representative	
Ms. Shalini Tripathi	Student Representative	
Mr. Sumer Pawar Student	Student Representative	
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	

Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayuni

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

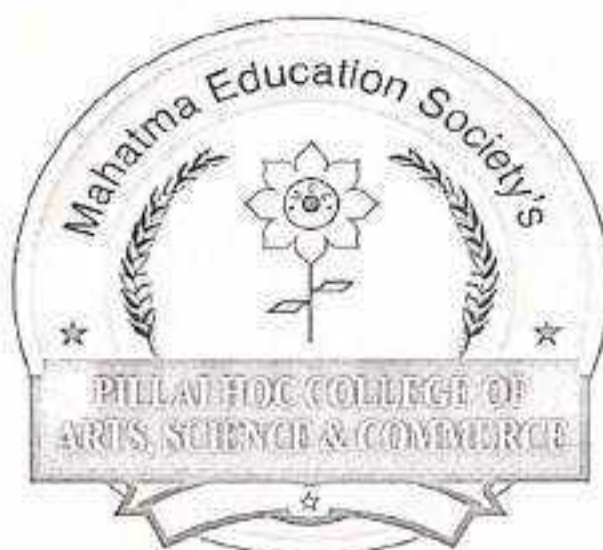
The next meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on 28 February, 2020 at 15:00 hrs in the Principal Conference Room. Following members of ICC attended the meeting:

Name	Position	Signature
Dr. Lata Menon-	Principal & Chair person	
Ms. Swati Mishra	Presiding Officer	
Ms. Teena Zacharia	Teaching staff	
Ms Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non -Teaching staff	
Ms Deepthi Nobin	Non -Teaching staff	
Ms. Purna Mahato	Student Representative	
Ms. Shalini Tripathi	Student Representative	

Mr. Sumer Pawar Student	Student Representative	<i>Sumer</i>
Ms. Suchita Joshi Secretary, Varwasi Kalyan Ashram	Member - NGO	<i>Suchita</i>

1. At the outset, Chairperson welcomed all the members of the Committee.
 2. **Celebration of "Women's Day" on 8th March 2019**
The Women Development Cell (WDC) of Pillai HOC College of Arts, Science and Commerce, Rasayani planning to organise "Women's Day Celebration" on 8th March 2019. It was discussed that In this event, an expert talk by an Ayurvedic health expert for lady faculty members and administration staff will be conducted. The theme of the event will be "Think equal, build smart, innovate for change".
 3. **Report on cases relating Sexual harassment for the academic year 2019-20.**
The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Department.
 4. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arises.
- Meeting ended with vote of thanks to the Chairperson.

Scheduled Caste, Scheduled Tribes and OBC Cell



Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce, Rasayani
Pillai HOC Educational Campus, HOC Colony, Rasayani, Taluka- Panvel, District- Raigad, Maharashtra-410207
India

Website: www.phcasc.ac.in | Telephone No.: 02192-25200



[Signature]
Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khairpur,
Dist. Raigad, PIN - 415 207

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**

Date : 03/07/2019

Subject: Constitution of Committee for Prevention of Atrocities to SC/ST/OBC

In pursuant to following regulations the Committee for Prevention of Atrocities to SC/ST/OBC has been constituted for the year 2019-20 consisting of the following staff and students to prevent Atrocities to SC/ST/OBC students and staff members in the institute.

- a) The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989
- b) According to the 1998 UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes, for the universities and deemed to be Universities.

1	Mr. Sumeet Mhatre	Chairman
2	Dr. Lata Menon	Member
3	Mr. Binit Kumar	Member
4	Mr. Mukesh Pawar	Member
5	Ms. Harshita Singh	Member
6	Mr. Rakesh Jacob	Member
7	Ms. Neethumol K.G	Member Secretary
8	Mr. Abhishek Jadhav	Male Student Representative
9	Ms. Prema Mahato	Female Student Representative

The above committee shall maintain a register and record of all the complaints received from the aggrieved SC/ST/OBC students and teaching and non-teaching staff. After receipt of any complaint the Member Secretary shall call immediate meeting of the committee to dispose off the complaint within fifteen days from the date of receipt of complaint. Taking in to consideration the nature of complaint the decision should be taken in accordance with the provisions laid down in 'The Scheduled Castes and the Scheduled extent and Tribes (Prevention of Atrocities) Act, 1989'.

The Committee is responsible to give extensive publicity regarding prevention of Atrocities to SC/ST/OBC staff and students in the institute. The above act shall be brought to the notice of all the staff and students by putting the copy of the same on the notice board of the institute so as to make aware all the students and staff to avoid any act of atrocity as listed in the act, which is punishable for imprisonment for a period of six month or more under provisions of IPC.

The above committee will be for the tenure of one year and will be dissolved by the directions or orders of the head of the institution.

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
RASAYANI, PANVEL**


Date : 03/07/2019

NOTICE

All students and staff are hereby informed that as per the directives received from various statutory bodies the institute has constituted a Committee for Prevention of Atrocities to SC/ST/OBC for the year 2019-20 consisting of the following staff and students to prevent Atrocities to SC/ST/OBC students and staff members in the institute.

1	Mr. Sumeet Mhatre	Chairman
2	Dr. Lata Menon	Member
3	Mr. Binit Kumar	Member
4	Mr. Mukesh Pawar	Member
5	Ms. Harshita Singh	Member
6	Mr. Rakesh Jacob	Member
7	Ms. Neethumol K.G	Member Secretary
8	Mr. Abhishek Jadhav	Male Student Representative
9	Ms. Prema Mahato	Student Representative

If any student or staff is facing any kind offences of atrocities as described in The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 is directed to contact the members of Prevention of Atrocities to SC/ST/OBC Committee on First Floor, Room No 109, SC/ST/OBC Cell.


Mr. Sumeet Mhatre
Chairman

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
RASAYANI, PANVEL**

Date : 3rd July 2019

NOTICE

All the members of the Committee for Prevention of Atrocities to SC/ST/OBC are hereby informed to attend a meeting which will be held on 5th July 2019 at 2.30 pm on the following agenda in Room no. 109:

1. Discussion on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute.
2. Discussion on complaints, if any received.
3. Any other matter with the permission of the chair.

All the members are requested to attend the meeting positively.


Mr. Sumeet Mhatre
Chairman

1	Mr. Sumeet Mhatre	Chairman	
2	Dr. Lata Menon	Member	
3	Mr. Binit Kumar	Member	
4	Mr. Mukesh Pawar	Member	
5	Ms. Harshita Singh	Member	
6	Mr. Rakesh Jacob	Member	
7	Ms. Neethumol K.G	Member Secretary	
8	Mr. Abhishek Jadhav	Male Student Representative	
9	Ms. Prema Mahato	Student Representative	

Date : 05/07/2019

**MINUTES OF THE MEETING OF COMMITTEE FOR PREVENTION OF ATROCITIES TO
SC/ST/OBC**

A meeting of the Committee for Prevention of Atrocities to SC/ST/OBC was conducted in Room no. 109 on 5th July 2019 at 2.30 p.m.

Mr. Sumeet Mhatre was in the chair. He welcomed all the members present and discussed the following points of the Agenda of the meeting.

Agenda 1: Discussion about the directives of prevention on Atrocities

All members of the committee discussed on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute. The committee reaffirmed that zero tolerance shall be adopted at the highest level in our college and serious action will be taken against the students, teaching and non teaching staff if found indulge and involve in any kind of atrocities to SC/ST/OBC students.

Agenda 2: Discussion on complaints received

Ms. Neethumol K.G, Member Secretary has informed that the committee has not received any complaints from any student or staff member belonging to SC/ST/OBC category till date.

Agenda 3: Discussion about the publication of notice and orientation programme

With the permission of the Chair, Mr. Binit Kumar has suggested to the committee that we have to inform the fresh students during the orientation program that the atrocities against SC/ST/OBC students is a criminal offence and strongest punitive action shall be initiated against erring students, teaching and non teaching staff. We also have to distribute copies of 'The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989' during the orientation program.

The committee approved these suggestions.
The meeting ended with vote of thanks to the chair.


Mr. Sumeet Mhatre
Chairman

The following members were present for the meeting.

- | | | | |
|---|---------------------|-------------------------------|------------------|
| 1 | Mr. Sumeet Mhatre | Chairman | <i>M. Mhatre</i> |
| 2 | Dr. Lata Menon | Member | <i>L. Menon</i> |
| 3 | Mr. Binit Kumar | Member | <i>Binit</i> |
| 4 | Mr. Mukesh Pawar | Member | <i>Mukesh</i> |
| 5 | Ms. Harshita Singh | Member | <i>HS</i> |
| 6 | Mr. Rakesh Jacob | Member | <i>RJ</i> |
| 7 | Ms. Neethumol K.G | Member Secretary | <i>NK</i> |
| 8 | Mr. Abhishek Jadhav | Male Student Representative | <i>Abhishek</i> |
| 9 | Ms. Prema Mahato | Female Student Representative | <i>Prema</i> |

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE**
Rasayani, Panvel

Date: 18/04/2020

NOTICE

All the members of the Committee for Prevention of Atrocities to SC/ST/OBC students and staff are hereby requested to attend a meeting which will be held on 22/04/2020 at 11.30 a.m., on the following agenda in Room no. 109:

1. Discussion on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute.
2. Discussion on complaints, if any received.
3. Any other matter with the permission of the chair.

M. Phatke
Mr. Sumeet Mhatre
Chairman

1	Mr. Sumeet Mhatre	Chairman	<i>M. Phatke</i>
2	Dr. Lata Menon	Member	<i>Lata Menon</i>
3	Mr. Binit Kumar	Member	<i>Binit Kumar</i>
4	Mr. Mukesh Pawar	Member	<i>Mukesh Pawar</i>
5	Ms. Harshita Singh	Member	<i>Harshita Singh</i>
6	Mr. Rakesh Jacob	Member	<i>Rakesh Jacob</i>
7	Ms. Neethumol K.G	Member Secretary	<i>Neethumol K.G</i>
8	Mr. Abhishek Jadhav	Male Student Representative	<i>Abhishek Jadhav</i>
9	Ms. Prema Mahato	Female Student Representative	<i>Prema Mahato</i>

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
RASAYANI, PANVEL**

Date: 22/04/2020

**MINUTES OF THE MEETING OF COMMITTEE FOR
PREVENTION OF ATROCITIES TO SC/ST/OBC STUDENTS**

A meeting of the Committee for Prevention of Atrocities to SC/ST/OBC students was conducted in Principal's Conference Room on 22/04/2020 at 11.30 a.m.

Mr. Sumeet Mhatre was in the chair. He welcomed all the members present.

Ms. Neethumol KG read the minutes of the meetings held on 5/07/2019. The committee approved the minutes.

The following points of the Agenda of the meeting were discussed.


Agenda 1: Discussion about the directives of prevention on Atrocities

All members of the committee discussed on the directives given by the statutory authorities regarding the Prevention of Atrocities to SC/ST/OBC students and staff members in the institute. The committee reaffirmed that zero tolerance shall be adopted at the highest level in our college and serious action will be taken against the students, teaching and non-teaching staff if found indulge and involve in any kind of atrocities to SC/ST/OBC students.

Agenda 2: Discussion on complaints received

Ms. Neethumol K.G, Member Secretary has informed that the committee has not received any complaints from any student or staff member belonging to SC/ST/OBC category. In case of any complaint regarding admission or any other matter from the ST/SC category students the committee will convene a meeting immediately and investigate the matter scrupulously for speedy disposal of the case as per the prevailing rules and regulation of admissions.

The meeting ended with vote of thanks to the chair.


Mr. Sumeet Mhatre
Chairman

The Following members were present for the meeting:

- | | | | |
|---|---------------------|-------------------------------|--|
| 1 | Mr. Sumeet Mhatre | Chairman |  |
| 2 | Dr. Lata Menon | Member |  |
| 3 | Mr. Binit Kumar | Member |  |
| 4 | Mr. Mukesh Pawar | Member |  |
| 5 | Ms. Harshita Singh | Member |  |
| 6 | Mr. Rakesh Jacob | Member |  |
| 7 | Ms. Neethumol K.G | Member Secretary |  |
| 8 | Mr. Abhishek Jadhav | Male Student Representative |  |
| 9 | Ms. Prema Mahato | Female Student Representative |  |

Mahatma Education Society's
Pillai HOC College of Arts, Science and
Commerce, Rasayani
(NAAC Accredited & ISO 9001:2015 Certified)

5.1.4. QnM.
Grievance
Redressal

(FROM AY 2017-18 TO AY- 2021-22)



Catani
Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khatapur,
Dist. Raigad, PIN - 410 207

SUPPORTING DOCUMENTS

A.Y. 2018-19

ANTI-RAGGING COMMITTEE



P. K. Patil
Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Rahatpuri,
Dist. Raigarh, PIN - 410 207



प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



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.1-15/2015 (ARC) Pt.I

25th May, 2018

Dear 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 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 as per provisions in the above Regulations and ensure its strict compliance.

As per provision in the above Regulations and for ensuring its strict compliance, UGC has designed and printed four types of posters (available on UGC website www.ugc.ac.in) to create awareness in the students about ill effects of ragging.

You are requested to prominently display these posters on the university campus, especially in the areas where students generally assemble like hostels, canteen, mess, academic blocks and common places etc. You are also requested to send some posters to your affiliated colleges for prominent display on their campuses.

We are sending -----packets of 04 types of posters to your university.

You are also requested to fill an online compliance of the prominent display of posters on UGC Anti-Ragging website i.e. www.antiragging.in

With kind regards,

Yours sincerely,

(Rajnish Jain)

Encl: as above

The Vice-Chancellors of All Universities.

Copy to:

The Publication Officer, UGC, New Delhi for uploading on UGC website.

(Rajnish Jain)



प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



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

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

December, 2018

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

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)

Date : 16th June 2018

Subject: Constitution of Anti Ragging Committee

In pursuant to following regulations the anti-ragging committee has been constituted for the year 2018-19 consisting of the following staff to prevent ragging in the institute:

- a) "Maharashtra Prohibition of Ragging Act, 1999" from Govt. of Maharashtra.
- b) "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Swapnil Patil	Member
Jyoti Pundale	Member
Shravan Kamble	Member
Sonam Jangam	Member
Shreyash Jadhav	Male Students Representative
Mr. Binit Kumar	Member Secretary

The Committee is responsible to give extensive publicity against ragging, monitor and oversee the performance of the Anti-Ragging Squad, solicit affidavits from parents/guardians and from students, conduct counseling sessions for senior students in the classes and for freshers at the time of admission and induction etc.

We have received UGC D.O. letter No.F.1-15/2015 (ARC) pt. I dated 25th May 2018 addressed to The Vice Chancellor, University of Mumbai directing to implement the recommendation and action steps to deploy in all the institutions for multiple mechanisms to ensure ragging free campus. The copy of the letter is attached herewith.

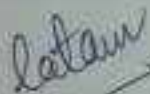
Continued on Page No : 2...

The committee shall discuss all the directions issued from UGC, New Delhi vide their above referred letters at length and will implement all the recommendations as per the directives.

As per provision in the above Regulations and for ensuring its strict compliance, UGC has designed and printed four types of posters (available on UGC website www.ugc.ac.in) to create awareness in the students about ill effects of ragging and requested to prominently display these posters on the university campus, especially in the areas where students generally assemble like hostels, canteen, mess, academic blocks

and common places etc. And also requested to send some posters to your affiliated colleges for prominent display on their campuses'

The films and the documentary films to counsel students on ill effect of ragging developed by the UGC which is available on their website are required to be shown during the orientation program of the academic year 2018-19.



Dr. Lata Menon
Chairperson

Date: 16th June 2018

Subject: Constitution of Anti Ragging Squad

In pursuant to following regulations the anti-ragging committee has been constituted for the year 2018-19 consisting of the following staff to prevent ragging in the institute "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"

The following Anti-Ragging squad is constituted for the year 2018-19

1. Mr.Prathamesh Gokhale
2. Ms. Babita Kurup
3. Mr. Dipesh Jagdale
4. Mr.Vineet Murli
5. Mr.Rakesh Jacob

Roles and Responsibilities of Anti-Ragging Squad:

The Anti-Ragging Squad is to maintain vigil, oversight, and patrolling functions, conducting raids at vulnerable places and other Anti-Ragging measures as per the directions of the Anti-Ragging Committee.

The Squad shall work in the Consonance and Guidance of Anti-Ragging Committee.


Dr. Lata Menon
Chairperson

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 02/07/2018

NOTICE

All members of the Anti-Ragging Committee are hereby informed to attend a meeting which will be held on 05/07/2018 at 3.00 p.m. in the Principal's conference room on the following agenda.

Agenda

1. Confirmation of Minutes of the meeting held on 06/01/2018.
2. To discuss the directions given by various statutory authorities
3. Review the performance of the Anti-ragging committee and Anti-ragging Squad
4. To discuss about any ragging cases in the college and action against those cases

All the members are requested to attend the meeting.



Mr. Binit Kumar
Member Secretary

The following members are requested to attend the meeting:

Dr. Lata Menon
Rewati Soman
Sumeet Mhatre
Sujith Babu
Harshita Singh
Swapnil Patil
Jyoti Pundale
Shravan Kamble
Sonam Jangam
Shreyash Jadhav
Mr. Binit Kumar

Chairperson 
Member 
Member 
Member 
Member 
Member 
Member 
Member 
Male Students Representative 
Member Secretary

Date: 05/07/2018

MINUTES OF THE MEETING OF ANTI RAGGING COMMITTEE

A meeting of the Anti-Ragging Committee was conducted in the Principal's Conference room on 05/07/2018 at 3.00 p.m. The following members were present for the meeting:

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Swapnil Patil	Member
Jyoti Pundale	Member
Shravan Kamble	Member
Sonam Jangam	Member
Shreyash Jadhav	Students Representative
Mr. Binit Kumar	Member Secretary

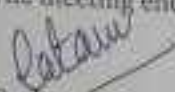
Dr. Lata Menon was in the Chair. She welcomed all the members present. The following points were discussed in the meeting:

Agenda 1: Confirmation of Minutes of meeting held on 06/01/2018:
Minutes of the last meeting were confirmed by the chairperson


Agenda 2: To discuss the directions given by various statutory authorities:
All members of the committee reviewed the directions given by the various statutory authorities like UGC, University of Mumbai, Govt of Maharashtra for taking the preventive measures for curbing the menace of ragging.

Agenda 3: Review the performance of the Anti-ragging committee and Anti-ragging Squad:
The committee observed that all the members of the anti-ragging squad were keenly watching the interactions between juniors and senior students and appreciated their efforts.

Agenda 4: To discuss any ragging cases in the college and action against those cases:
Discussed the resolution on complaints, by conducting more and more mentoring sessions.
Mr. Binit Kumar, the Member Secretary of the committee has informed that the committee has not received any complaints from any student or parent during this academic year.
The meeting ended with a vote of thanks to the chair.


Dr. Lata Menon

Chairperson


Mr. Binit Kumar
Member Secretary

ATTENDANCE RECORD

NAME	DESIGNATION	SIGN
Dr. Lata Menon	Chairperson	<i>Lata Menon</i>
Rewati Soman	Member	<i>Rewati Soman</i>
Sumeet Mhatre	Member	<i>Sumeet Mhatre</i>
Sujith Babu	Member	<i>Sujith Babu</i>
Harshita Singh	Member	<i>HS</i>
Swapnil Patil	Member	<i>S. Patil</i>
Jyoti Pundale	Member	<i>Jyoti P</i>
Shravan Kamble	Member	<i>Kamble</i>
Sonam Jangam	Member	<i>SJ</i>
Shreyash Jadhav	Students Representative	<i>Shreyash</i>
Mr. Binit Kumar	Member Secretary	<i>Binit</i>

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 10/07/2018

NOTICE

All students (Boys & Girls) are hereby informed that as per the directives received from various statutory bodies our college has constituted Anti Ragging Committee and Anti Ragging Squad of our institute. The following are the members of Anti Ragging Committee:

Anti-Ragging Committee		Email Id	Anti-Ragging Squad	
Dr. Lata Menon	Chairperson	latakmen@mes.ac.in	Mr. Prathamesh G	Member
Rewati Soman	Member	rsoman@mes.ac.in	Ms. Babita Kurup	Member
Sumeet Mhatre	Member	smhatre@mes.ac.in	Mr. Dipesh J.	Member
Sujith Babu	Member	sbabu@mes.ac.in	Mr. Vineet Murli	Member
Harshita Singh	Member	hsingh@mes.ac.in	Mr. Rakesh Jacob	Member
Remya M. G.	Member	remyagnpal@mes.ac.in		
Ashwini Khillari	Member	kashwini@mes.ac.in		
Disha Chotalia	Member	dishachotaliya@mes.ac.in		
Hardik Dave	Member	hardikdave@mes.ac.in		
Aditya Baokar	Student Representative	adityabaokar17hc@student.m c.in		
Mr. Binit Kumar	Member Secretary	bikumar@mes.ac.in		

The above committee has been constituted to take preventive measures for curbing the menace of ragging. The following kind of acts/discrimination constitutes ragging, 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".

All students are hereby informed that if they are facing any of the above mentioned acts/discrimination they should report to any of the above committee or squad members immediately so as to enable the committee to take immediate action against the accused person in accordance with the directives issued by the various authorities.

Further all the students are hereby informed that ragging is a criminal offense and the victims can approach the local police station and lodge a criminal complaint against the accused students, if their grievances are not addressed properly at institute level. The accused person will have to be dealt by the prevailing criminal law and will be held responsible for all the consequences.



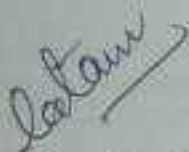
Dr. Lata Menon

Chairperson

Action Taken Report

As per notice dated 02/07/2018, the meeting was conducted on 05/07/2018. The action taken report is as follows:-

1. Addressing all the students year wise and sensitizing them regarding the need for total prevention of ragging, during an orientation programme by the Vice-Principal, describing the rules and regulations established by UGC, University of Mumbai, Maharashtra State Govt. pertaining to ragging in educational institutions.
2. Periodical monitoring of discipline in the campus by all the Programme coordinators, Anti-ragging squads, faculty members and staff.
3. The Member Secretary also mentioned that, in view of the stringent measures being adopted over the years, so far no incident of ragging has occurred.
4. Posters have been displayed in all the prominent places in the campus.
5. Affidavits from all students and parents have been obtained.
6. Above all, the students are monitored through CCTV installed at the prime location in the campus.



Dr. Lata Menon
Chairperson

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 03/01/2019

NOTICE

All members of the Anti-Ragging Committee are hereby informed to attend a meeting which will be held on 08/01/2019 at 3.00 p.m. in the Principal's conference room on the following agenda.

Agenda:

1. Confirmation of Minutes of the meeting held on 05/07/2018 and review of the Action taken report.
2. To discuss the directions given by the statutory authorities.
3. To review the Action taken during the year and requirements of any new measures.
4. To discuss complaints, if received from any student or Parent
5. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.



Mr. Binit Kumar
Member Secretary

The following members are requested to attend the meeting:

Dr. Lata Menon
Rewati Soman
Sumeet Mhatre
Sujith Babu
Harshita Singh
Swapnil Patil
Jyoti Pundale
Shravan Kamble
Sonam Jangam
Shreyash Jadhav
Mr. Binit Kumar

Chairperson 
Member 
Member 
Member 
Member 
Member 
Member 
Member 
Member 
Male Students Representative 
Member Secretary

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 08/01/2019

MINUTES OF THE MEETING OF ANTI RAGGING COMMITTEE

A meeting of the Anti-Ragging Committee was conducted in the Principal's Conference room on 08/01/2019 at 3.00 p.m. The following members were present for the meeting:

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Swapnil Patil	Member
Shravan Kamble	Member
Sonam Jangam	Member
Shreyash Jadhav	Students Representative
Mr. Binit Kumar	Member Secretary

Dr. Lata Menon was in the Chair. She welcomed all the members present.

The following points were discussed in the meeting:

Agenda 1: Confirmation of Minutes of meeting held on 05/07/2018:
Minutes of the last meeting were confirmed by the chairperson.

Agenda 2: To discuss the directions given by various statutory authorities:

All members of the committee reviewed the directions given by the various statutory authorities like UGC, University of Mumbai, Govt. of Maharashtra for taking the preventive measures for curbing the menace of ragging.

Agenda 3: To review the Action taken during the year and requirements of any new measures:

All the actions taken by the Anti-ragging committee were reviewed and thoroughly by the chairperson. Which is as follows:

Work Allocation	Action Taken
1. Informing students about the rules and regulations	All the students were informed about the need for total prevention of ragging during an orientation programme by the Vice-Principal, describing the rules and regulations established by UGC, University of Mumbai, Maharashtra State Govt. pertaining to ragging in educational institutions.
2. Monitoring & Surveillance	Periodical monitoring of discipline in the campus by all the Programme coordinators, Anti-ragging squads, faculty members and staff. The students are monitored through CCTV installed at the prime location in the campus.
3. Review about ragging cases	The Member Secretary mentioned that, in view of the stringent measures being adopted over the years, so far no incident of ragging has occurred.
4. Directions given by statutory authorities	Posters have been displayed in all the prominent places in the campus.

The meeting ended with a vote of thanks to the chair.



Dr. Lata Menon

Chairperson



Mr. Binit Kumar
Member Secretary

STUDENT GRIEVANCE READRESSAL CELL (SGRC)



Lalaw
Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Rasayani, Tal: Khairatpur,
Dist. Rajgad, PIN - 431 007


**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

28th January 2019

NOTICE

All the members of the Students Grievance Redressal Committee are hereby informed to attend a meeting which will be held on 30 January 2019 at 3.30 p.m in the Principal's Conference Room.

1. To read and confirm the minutes of the previous meeting.
2. Discussion on complaints if any received from any student or parent regarding admission, administrative, academic and other related subjects.
3. Points to improve the Grievance Redressal mechanism.
4. Any other matter with the permission of the chair. All the members are requested to attend the meeting positively.


Member Secretary

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

1st February 2019

MINUTES OF THE MEETING OF STUDENTS GRIEVANCE REDRESSAL COMMITTEE

A meeting of the Students Grievance Redressal Committee was conducted on 30 January 2019 at 3.30 p.m. The following members were present for the meeting

1. Dr Lata Menon (Chairperson)
2. Ms. Sweta Roy Choudhury (Member) *Sweta*
3. Mr. Binit Kumar (Member Secretary) *bc*
4. Ms. Sreelakshmi Nair (Member) *SN*
5. Ms. Harshita Singh (Member) *HS*
6. Mr. Swapnil Patil (Member) *SP*
7. Ms. Shreeja Joji (Member) *SJ*

Dr Lata Menon was in the chair. She welcomed all the members present.

All the members of the committee discussed the matter at length the directions given by the various statutory authorities regarding the grievance redressal mechanism to be implemented in the institutes and suggested to increase the publicity among students and parents about the committee during the admission period. No complaint was received through online mode.

The meeting ended with vote of thanks to the chair

Binit
Member Secretary

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

Date: 1 September, 2018

NOTICE

All the members of the Students Grievance Redressal Committee are hereby informed to attend a meeting which will be held on 8th September 2018 at 3.00 p.m on the following agenda in Principal's Conference Room.

1. Discussion on complaints if any received from any student or parent regarding admission, administrative, academic and other related subjects.
2. Any points to improve the Grievance Redressal mechanism.
3. Any other matter with the permission of the chair.

All the members are requested to attend the meeting positively.



Member Secretary

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

Date: 11/09/2018

**MINUTES OF THE MEETING OF STUDENTS GRIEVANCE
REDRESSAL COMMITTEE**

A meeting of the Students Grievance Redressal Committee was conducted in Principal's Conference Room on 8th September 2018 at 3.00 p.m. The following members were present for the meeting.

- | | |
|----------------------------|------------------|
| 1. Dr. Lata Menon | Chairman |
| 2. Mr. Binit Kumar | Member Secretary |
| 3. Ms. Sweta Roy Choudhury | Member |
| 4. Ms. Sreelakshmi Nair | Member |
| 5. Ms. Harshita Singh | Member |
| 6. Mr. Swapnil Patil | Member |
| 7. Ms. Shreeja Joji | Member |

Dr. Lata Menon was in the chair. She welcomed all the members present.

All the members of the committee discussed the matter at length the directions given by the various statutory authorities regarding the grievance redressal mechanism to be implemented in the institutes and suggested to increase the publicity among students and parents about the committee during the admission period.

The meeting ended with vote of thanks to the chair.


Chairman

INTERNAL COMPLAINT CELL (ICC)



Lalau

Principal
Mahatma Education Society's
Pilla's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Raigarh, Tel. Raigarh,
Dist. Raigarh, PIN - 491 707

Date : 25/06/2018

NOTICE

All the students (Boys & Girls) and the staff members (Male & Female) are hereby informed that as per the directives received from various statutory bodies our college has constituted Internal Complaints Committee of our institute with the following members for the academic year 2018-19:

Names	Designation	Contact nos	Email address
Ms. Swati Mishra	Presiding Officer	8454843607	swatimishra@mes.ac.in
Ms. Teena Zacharia	Teaching staff	9920308710	zteena@mes.ac.in
Ms. Kalavati Upadhaya	Teaching staff	7506675332	kalavati@mes.ac.in
Mr. Rakesh Jakob	Non -Teaching staff	9167725369	rjakob@mes.ac.in
Ms. Deepthi Nobin	Non -Teaching staff	8693049529	dnobin@mes.ac.in
Mr. Ayush Tewari	Student Representative	9892851577	Ayushdt16bscscit@student.mes.ac.in
Ms. Roma Patwari	Student Representative	9702472341	romapatwari1018@gmail.com
Mr. Sumer Pawar Student	Student Representative	7218222179	sumerpawar17pc@student.mes.ac.in
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	9767544070	---
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	9767544070	---

The above committee has been constituted to take preventive measures for curbing the menace of sexual harassment, gender discrimination or harassment of any nature to the girls students as well women employees.

All the students and staff member are hereby informed that if they are facing any kind of eve teasing, sexual harassment or harassment of any nature should report to any of the above committee members immediately so as to enable the committee to take immediate action against the accused person in accordance with the directives issued by the various authorities.

Further all the students (Boys & Girls) and employees (Male & Female) are hereby informed that sexual harassment is a criminal offense and the victim can approach to the local police station and lodge criminal complaint against the accused student or male employee. The accused person will have to be dealt by the prevailing criminal law and will be held responsible for all the consequences. The contact details of the local police station is given below.

Rasayani Police Station

Phone numbers : 02192 250 133

Address : V5PF+689, Ambivali Tarf Wankhal, Maharashtra 410220



Ms. Swati Misra

Presiding Officer

Copy to Warden, Pillai HOC Girls Hostel, Rasayani with a request to put up the above notice on the notice board of the hostel for the information of hostel students.

Contact Internal Complaints Committee, Room No:

Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 17/07/2018

NOTICE


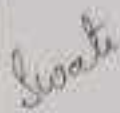






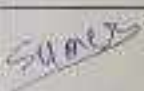
All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3:00 p.m on the following agenda in Principal's Conference room.

1. Discuss the Policies of ICC.
2. Report on cases relating Sexual harassment for the academic year 2017-18.
3. Events to create awareness on hygiene & sanitation for women.
4. To Circulate ICC members contact details to students of all programmes.
5. Any other matter of relevance with the permission of the chair person.



Ms. Swati Misra

Presiding Officer

Name	Position	Signature
Dr. Lata Menon	Principal & Chair person	
Ms. Swati Mishra	Presiding Officer	
Ms. Teena Zacharia	Teaching staff	
Ms Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non-Teaching staff	
Ms Deepthi Nobin	Non-Teaching staff	
Mr. Ayush Tewari	Student Representative	
Ms. Roma Patwari	Student Representative	
Mr. Sumar Pawar Student	Student	

	Representative	
Ms. Suchita Joshi Secretary, Varwasi Kalyan Ashram	Member - NGO	<i>Suchita Joshi</i>

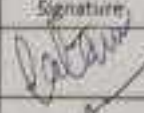
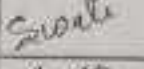






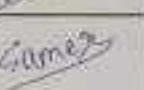
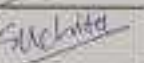
Mahatma Education Society's

Pillai HOC College of Arts, Science & Commerce, Ransayani

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The first meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on 21 July, 2018 at 15:00 hrs in the Principal Conference Room.

Following members of ICC attended the meeting:

Name	Position	Signature
Dr. Lata Menon	Principal & Chair person	
Ms. Swati Mishra	Presiding Officer	
Ms. Teena Zacharia	Teaching staff	
Ms. Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non-Teaching staff	
Ms. Deepthi Nobin	Non-Teaching staff	
Mr. Ayush Tewari	Student Representative	
Ms. Roma Patwari	Student Representative	
Mr. Sumit Pawar Student	Student Representative	
Ms. Suchita Joshi Secretary, Varivasi Kalyan Ashram	Member - NGO	

1. Discuss the Policies of ICC

At the outset, the Chairperson welcomed all the members of the Committee. She had informed as per the guidelines issued by Ministry of Women and Child Development, all the organizations having more than 10 personnel/officials must constitute an ICC and in this context, this committee has been reconstituted. She described the role of ICC and said everyone has a responsibility to contribute to the cause.

The committee had discussions at length on The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and Child Development and the composition of the Internal Complaint Committee must be uploaded on the website.

The Committee was also sensitized on the Supreme Court 1997 Judgment given by a three Judge bench which brought out Vishaka Guidelines for the protection of Women against Sexual Harassment at the Workplaces and thereby providing a safer working environment to women folks. Special emphasis was laid on the duty of the employer to avoid such mishaps at his/her organization. This was a need of the hour since the Committee must follow the law of land while executing their duty pertaining to women protection.

2. Events to create awareness on Hygiene and Sanitation for women

The unit of Pillai HOC College of Arts, Science and Commerce is planning to conduct activity on distribution and awareness of sanitary pads under scheme Ministry of Ayush and health scheme.

3. To Circulate ICC members contact details to students of all programmes

ICC members with contact numbers were to be given to all the Departments and were decided to be pinned up in the notice board.

4. Report on cases relating Sexual harassment for the academic year 2017-18

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Department.

5. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise

Meeting ended with a vote of thanks to the Chairperson.

Mahatma Education Society's

Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 1/12/2018

NOTICE

All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda in Principal's Conference room.

1. Event to create awareness about Gender Sensitivity.
2. Report on cases relating Sexual harassment for the academic year 2018-19.
3. Discussion about POSH guidelines.
4. Any other matter of relevance with the permission of the chair person.



Ms. Swati Misra

Presiding Officer


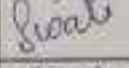

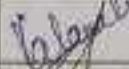

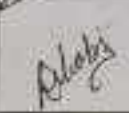


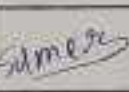

Name	Position	Signature
Dr. Lata Menon	Principal & Chair person	<i>Lata Menon</i>
Ms. Swati Mishra	Presiding Officer,	<i>Swati</i>
Ms. Teena Zacharia	Teaching staff	<i>Teena</i>
Ms Kalavati Upadhyay	Teaching staff	<i>Kalavati</i>
Mr. Rakesh Jakob	Non-Teaching staff	<i>Rakesh</i>
Ms Deepthi Nobin	Non-Teaching staff	<i>Deepthi</i>
Mtr. Ayush Tewari	Student Representative	<i>Ayush</i>
Ms. Romsa Patwari	Student Representative	<i>Romsa</i>
Mr. Sumer Pawar Student	Student Representative	<i>Sumer</i>
Ms. Suchita Joshi Secretary, Vaniwasi Kalyan Ashram	Member - NGO	<i>Suchita</i>

Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The next meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on **04 December, 2018** at 15:00 hrs in the Principal Conference Room.

Following members of ICC attended the meeting:

Name	Position	Signature
Dr. Lata Menon-	Principal & Chair person	
Ms. Swati Mishra	Presiding Officer	
Ms. Teena Zacharia	Teaching staff	
Ms Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non -Teaching staff	
Ms Deepthi Nobin	Non -Teaching staff	
Mr. Ayush Tewari	Student Representative	
Ms. Roma Patwari	Student Representative	
Mr. Sumer Pawar Student	Student Representative	
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	

1. At the outset, Chairperson welcomed all the members of the Committee.
2. **Event to create awareness about Gender Sensitivity.**
"The screening of short films to observe 16 UN Gender Activism Week" and to create awareness about Gender Sensitivity to be organised on 06th December 2018.

3. **Discussion about POSH Guidelines.**

The Committee also discussed Prevention of Sexual Harassment Act, 2013 (POSH) including all its legalities and the duties of an Employer in preventing such untoward incidences at the Work place. This replaced the earlier Vishaka Guidelines passed by Supreme Court in 1997 Bhanwari Gang-rape Case.

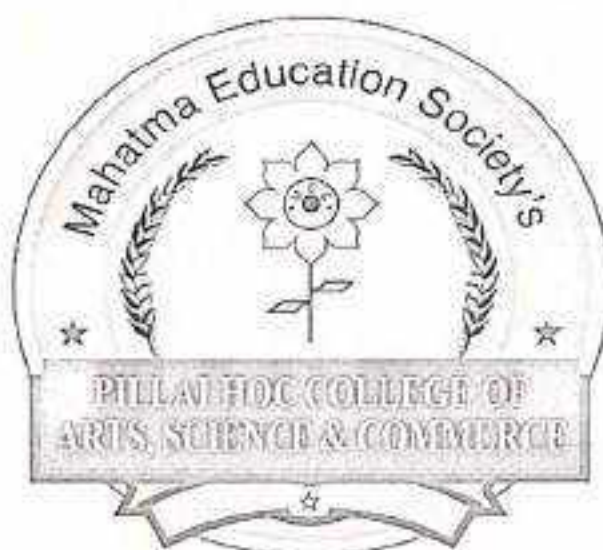
4. **Report on cases relating Sexual harassment for the academic year 2018-19.**

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Department.

5. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arises.

Meeting ended with vote of thanks to the Chairperson.

Scheduled Caste, Scheduled Tribes and OBC Cell



Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce, Rasayani
Pillai HOC Educational Campus, HOC Colony, Rasayani, Taluka- Panvel, District- Raigad, Maharashtra-410207
India

Website: www.phcasc.ac.in | Telephone No.: 02192-25200



[Signature]
Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khairpur,
Dist. Raigad, PIN - 415 207


MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel

Date: 23/04/2018

NOTICE

All the members of the Committee for Prevention of Atrocities to SC/ST/OBC students and staff are hereby requested to attend a meeting which will be held on 26/04/2018 at 11.30 a.m., on the following agenda in Principal's Conference room:

1. Discussion on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute.
2. Discussion on complaints, if any received.
3. Any other matter with the permission of the chair.


Mr. Sumeet Mhatre
Chairman

1	Mr. Sumeet Mhatre	Chairman	
2	Dr. Lata Menon	Member	
3	Mr. Binit Kumar	Member	
4	Mr. Shravan Kamble	Member	
5	Ms. Harshita Singh	Member	
6	Mr. Rakesh Jacob	Member	
7	Ms. Neethumol K.G	Member Secretary	
8	Mr. Prashant Jadhav	Male Student Representative	
9	Ms. Surbhi Mhatre	Female Student Representative	

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**

Date: 26/04/2018

**MINUTES OF THE MEETING OF COMMITTEE FOR
PREVENTION OF ATROCITIES TO SC/ST/OBC STUDENTS**

A meeting of the Committee for Prevention of Atrocities to SC/ST/OBC students was conducted in Principal's Conference Room on 26/04/2018 at 11.30 a.m.

Mr. Sumeet Mhatre was in the chair. He welcomed all the members present and read the minutes of the Meeting held on 12th October, 2018. The committee approved the minutes. The following points of the Agenda of the meeting were discussed.

Agenda 1: Discussion about the directives of prevention on Atrocities

All members of the committee discussed on the directives given by the statutory authorities regarding the Prevention of Atrocities to SC/ST/OBC students and staff members in the institute. The committee reaffirmed that zero tolerance shall be adopted at the highest level in our college and serious action will be taken against the students, teaching and non-teaching staff if found indulge and involve in any kind of atrocities to SC/ST/OBC students.

Agenda 2: Discussion on complaints received

Mr. Rakesh Jacob has informed that the committee has not received any complaints from any student or staff member belonging to SC/ST/OBC category during the academic year 2017 – 18. He has also informed that the admission process for 1st year is going to be started from the month of June 2018. If any complaint regarding admission or any other admission matter will receive from the ST/SC category students the committee will convene a meeting immediately and investigate the matter scrupulously for speedy disposal of the case as per the prevailing rules and regulation of admissions.

The meeting ended with vote of thanks to the chair.



Mr. Sumeet Mhatre
Chairman

The following members were present for the meeting:

- | | | | |
|---|---------------------|-------------------------------|-------------------|
| 1 | Mr. Sumeet Mhatre | Chairman | <u>Mhatre</u> |
| 2 | Dr. Lata Menon | Member | <u>Lata</u> |
| 3 | Mr. Binit Kumar | Member | <u>Binit</u> |
| 4 | Mr. Shravan Kamble | Member | <u>Shravan</u> |
| 5 | Ms. Harshita Singh | Member | <u>Harshita</u> |
| 6 | Mr. Rakesh Jacob | Member | <u>Rakesh</u> |
| 7 | Ms. Neethumol K.G | Member Secretary | <u>Neethumol</u> |
| 8 | Mr. Prashant Jadhav | Male Student Representative | <u>Prashant J</u> |
| 9 | Ms. Surbhi Mhatre | Female Student Representative | <u>Surbhi</u> |

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**

Date : 10/09/2018

Subject: Constitution of Committee for Prevention of Atrocities to SC/ST/OBC

In pursuant to following regulations the Committee for Prevention of Atrocities to SC/ST/OBC has been constituted for the year 2018-19 consisting of the following staff and students to prevent Atrocities to SC/ST/OBC students and staff members in the institute.

- a) The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989
- b) According to the 1998 UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes, for the universities and deemed to be Universities.

1	Mr. Sumeet Mhatre	Chairman
2	Dr. Lata Menon	Member
3	Mr. Binit Kumar	Member
4	Mr. Mukesh Pawar	Member
5	Ms. Harshita Singh	Member
6	Mr. Rakesh Jacob	Member
7	Ms. Neethumol K.G	Member Secretary
8	Mr. Abhishek Jadhav	Male Student Representative
9	Ms. Prema Mahato	Female Student Representative

The above committee shall maintain a register and record of all the complaints received from the aggrieved SC/ST/OBC students and teaching and non-teaching staff. After receipt of any complaint the Member Secretary shall call immediate meeting of the committee to dispose off the complaint within fifteen days from the date of receipt of complaint. Taking in to consideration the nature of complaint the decision should be taken in accordance with the provisions laid down in 'The Scheduled Castes and the Scheduled extent and Tribes (Prevention of Atrocities) Act, 1989'.

The Committee is responsible to give extensive publicity regarding prevention of Atrocities to SC/ST/OBC staff and students in the institute. The above act shall be brought to the notice of all the staff and students by putting the copy of the same on the notice board of the institute so as to make aware all the students and staff to avoid any act of atrocity as listed in the act, which is punishable for imprisonment for a period of six month or more under provisions of IPC.

The Committee Members welcomed Mr. Abhishek Jadhav and Ms. Prema Mahato as student representatives who are replacing Mr. Prashant Jadhav and Ms. Surbhi Mhatre since they are passing out students and Neethumol K.G as a member secretary.

The above committee will be for the tenure of one year and will be dissolved by the directions or orders of the head of the institution.

A handwritten signature in black ink, appearing to read 'Mhatre', with a horizontal line drawn underneath it.

Mr. Sumet Mhatre
Chairman

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**

Date : 10/09/2018

NOTICE

All students and staff are hereby informed that as per the directives received from various statutory bodies the institute has constituted a Committee for Prevention of Atrocities to SC/ST/OBC for the year 2018-19 consisting of the following staff and students to prevent Atrocities to SC/ST/OBC students and staff members in the institute

1	Mr. Sumeet Mhatre	Chairman
2	Dr. Lata Menon	Member
3	Mr. Binit Kumar	Member
4	Mr. Mukesh Pawar	Member
5	Ms. Harshita Singh	Member
6	Mr. Rakesh Jacob	Member
7	Ms. Neethumol K.G	Member Secretary
8	Mr. Abhishek Jadhav	Male Student Representative
9	Ms. Prema Mahato	Female Student Representative

If any student or staff is facing any kind offences of atrocities as described in The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 is directed to contact the members of Prevention of Atrocities to SC/ST/OBC Committee on First Floor, Room No 109, SC/ST/OBC Cell.


Mr. Sumeet Mhatre
Chairman

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**

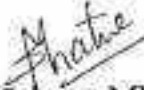
Date : 12th September 2018

NOTICE

All the members of the Committee for Prevention of Atrocities to SC/ST/OBC are hereby informed to attend a meeting which will be held on 15th September 2018 at 2.30 p.m on the following agenda in Principal's Conference room:

1. Discussion on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute.
2. Discussion on complaints, if any received.
3. Any other matter with the permission of the chair.

All the members are requested to attend the meeting positively.


Mr. Sumeet Mhatre
Chairman

- | | | | |
|---|---------------------|-----------------------------|---|
| 1 | Mr. Sumeet Mhatre | Chairman |  |
| 2 | Dr. Lata Menon | Member |  |
| 3 | Mr. Binit Kumar | Member |  |
| 4 | Mr. Mukesh Pawar | Member |  |
| 5 | Ms. Harshita Singh | Member |  |
| 6 | Mr. Rakesh Jacob | Member |  |
| 7 | Ms. Neethumol K.G | Member Secretary |  |
| 8 | Mr. Abhishek Jadhav | Male Student Representative |  |
| 9 | Ms. Prema Mahato | Student Representative |  |

MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel

Date : 15/09/2018

MINUTES OF THE MEETING OF COMMITTEE FOR PREVENTION OF
ATROCITIES TO SC/ST/OBC

A meeting of the Committee for Prevention of Atrocities to SC/ST/OBC was conducted in Principal's Conference Room on 15th September 2018 at 2.30 p.m.

Mr. Sumeet Mhatre was in the chair. He welcomed all the members present and discussed the following points of the Agenda of the meeting.

Agenda 1: Discussion about the directives of prevention on Atrocities

All members of the committee discussed on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute. The committee reaffirmed that zero tolerance shall be adopted at the highest level in our college and serious action will be taken against the students, teaching and non teaching staff if found indulge and involve in any kind of atrocities to SC/ST/OBC students.

Agenda 2: Discussion on complaints received

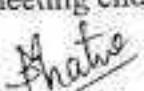
Mr. Rakesh Jacob has informed that the committee has not received any complaints from any student or staff member belonging to SC/ST/OBC category till date.

Agenda 3: Discussion about the publication of notice and orientation programme

With the permission of the Chair, Ms. Neethumol KG informed the committee that we have informed the fresh students during the orientation program that the atrocities against SC/ST/OBC students is a criminal offence and strongest punitive action shall be initiated against erring students, teaching and non teaching staff. We also distributed copies of 'The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989' during the orientation program. The members were informed that the Notice dated 10th September, 2018 was displayed on the Notice Board for all the students.

Ms. Harshita Singh welcomed Mr. Abhishek Jadhav and Ms. Prema Mahato as student representatives who are replacing Mr. Prashant Jadhav and Ms. Surbhi Mhatre since they are passing out students.

The meeting ended with vote of thanks to the chair.


Mr. Sumeet Mhatre
Chairman

The following members were present in the meeting:

- 1 Mr. Sumeet Mhatre Chairman 
- 2 Dr. Lata Menon Member 
- 3 Mr. Binit Kumar Member 
- 4 Mr. Mukesh Pawar Member 
- 5 Ms. Harshita Singh Member 
- 6 Mr. Rakesh Jacob Member 
- 7 Ms. Neethumol K.G Member Secretary 
- 8 Mr. Abhishek Jadhav Male Student Representative 
- 9 Ms. Prema Mahato Student Representative 


**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**






Date : : 15/04/2019

NOTICE

All the members of the Committee for Prevention of Atrocities to SC/ST/OBC students and staff are hereby requested to attend a meeting which will be held on 17/04/2019 at 11.30 a.m., on the following agenda in Principal's Conference room:

1. Discussion on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute.
2. Discussion on complaints, if any received.
3. Any other matter with the permission of the chair.


Mr. Sumeet Mhatre
Chairman

- | | | | |
|---|---------------------|-----------------------------|---|
| 1 | Mr. Sumeet Mhatre | Chairman |  |
| 2 | Dr. Lata Menon | Member |  |
| 3 | Mr. Binit Kumar | Member |  |
| 4 | Mr. Mukesh Pawar | Member |  |
| 5 | Ms. Harshita Singh | Member |  |
| 6 | Mr. Rakesh Jacob | Member |  |
| 7 | Ms. Neethumol K.G | Member Secretary |  |
| 8 | Mr. Abhishek Jadhav | Male Student Representative |  |
| 9 | Ms. Prema Mahato | Student Representative |  |

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**

Date: 17/04/2019

**MINUTES OF THE MEETING OF COMMITTEE FOR
PREVENTION OF ATROCITIES TO SC/ST/OBC STUDENTS**

A meeting of the Committee for Prevention of Atrocities to SC/ST/OBC students was conducted in Principal's Conference Room on 17/04/2019 at 11.30 a.m.

Mr. Sumeet Mhatre was in the chair. He welcomed all the members present.

Ms. Neethumol KG read the minutes of the meetings held on 15/09/2018. The committee approved the minutes.

The following points of the Agenda of the meeting were discussed.


Agenda 1: Discussion about the directives of prevention on Atrocities

All members of the committee discussed on the directives given by the statutory authorities regarding the Prevention of Atrocities to SC/ST/OBC students and staff members in the institute. The committee reaffirmed that zero tolerance shall be adopted at the highest level in our college and serious action will be taken against the students, teaching and non-teaching staff if found indulge and involve in any kind of atrocities to SC/ST/OBC students.

Agenda 2: Discussion on complaints received

Mr. Rakesh Jacob has informed that the committee has not received any complaints from any student or staff member belonging to SC/ST/OBC category during the academic year 2018 - 19. In case of any complaint regarding admission or any other matter from the SC/ST/OBC category students the committee will convene a meeting immediately and investigate the matter scrupulously for speedy disposal of the case as per the prevailing rules and regulation of admissions.

The meeting ended with vote of thanks to the chair.


Mr. Sumeet Mhatre
Chairman

The following members were present for the Meeting:

1	Mr. Sumeet Mhatre	Chairman	<i>Sumeet</i>
2	Dr. Lata Menon	Member	<i>Lata</i>
3	Mr. Binit Kumar	Member	<i>Binit</i>
4	Mr. Mukesh Pawar	Member	<i>Mukesh</i>
5	Ms. Harshita Singh	Member	<i>Harshita</i>
6	Mr. Rakesh Jacob	Member	<i>Rakesh</i>
7	Ms. Neethumol K.G	Member Secretary	<i>Neethumol</i>
8	Mr. Abhishek Jadhav	Male Student Representative	<i>Abhishek</i>
9	Mr. Prema Mahato	Female Student Representative	<i>Prema</i>

Mahatma Education Society's
Pillai HOC College of Arts, Science and
Commerce, Rasayani
(NAAC Accredited & ISO 9001:2015 Certified)

5.1.4. QnM.
Grievance
Redressal

(FROM AY 2017-18 TO AY- 2021-22)



Catani
Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khatapur,
Dist. Raigad, PIN - 410 207

SUPPORTING DOCUMENTS

A.Y. 2017-18

ANTI-RAGGING COMMITTEE



P. K. Patil
Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Rahatpuri,
Dist. Raigarh, PIN - 410 207



प्रो (डॉ) जसपाल एस. सन्धू

सचिव

Prof. Dr. Jaspal S. Sandhu

MBBS, MS (Ortho), DSM, FAIS, FASIM, FAFSM, FFIMS, FAMS

Secretary



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.: 011-23239337, 23236288,
Fax: 011-23238858, email: jssandhu.ugc@nic.in

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

25th July, 2017

Sub: Curbing the menace of ragging in higher educational institutions.

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.

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, 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).

The UGC has got developed 4 short films and a documentary film to counsel students on ill effects of ragging. **These films are uploaded on UGC website.**

All Universities/Institutions are requested to show these films regularly to the students during orientation and other programmes. These movies are available on the following link, www.ugc.ac.in/page/Videos-Regarding-Ragging.aspx.

With personal regards,

Yours sincerely,

(Jaspal S. Sandhu)

The Vice-Chancellor of all Universities

Copy to:-

Publication Officer, UGC, New Delhi for uploading on the UGC website.

(Jaspal S. Sandhu)

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 30th June 2017

Subject: Constitution of Anti Ragging Committee

In pursuant to following regulations the anti-ragging committee has been constituted for the year 2017-18 consisting of the following staff to prevent ragging in the institute.

- A) "Maharashtra Prohibition of Ragging Act, 1999" from Govt. of Maharashtra.
B) "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"

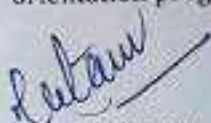
Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Swapnil Patil	Member
Shravan Kamble	Member
Sonam Jangam	Member
Shreyash Jadhav	Students Representative
Mr. Binit Kumar	Member Secretary

The Committee is responsible to give extensive publicity against ragging, monitor and oversee the performance of the Anti-Ragging Squad, solicit affidavits from parents/guardians and from students, conduct counseling sessions for senior students in the classes and for freshers at the time of admission and induction etc.

We have received UGC D.O. letter No.F.1-15/2009 (ARC) pt.III dated 25th June 2017 addressed to The Vice Chancellor, University of Mumbai directing to implement the recommendation and action steps to deploy in all the institutions for multiple mechanisms to ensure ragging free campus. The copy of the letter is attached herewith.

The committee shall discuss all the directions issued from UGC, New Delhi via their above referred letters at length and will implement all the recommendations as per the directives.

The films and the documentary films to counsel students on ill effect of ragging developed by the UGC which is available on their website are required to be shown during the orientation program of the academic year 2017-18.


Dr. Lata Menon
Chairperson

Date: 30th June 2017

Subject: Constitution of Anti Ragging Squad

In pursuant to following regulations the anti-ragging committee has been constituted for the year 2017-18 consisting of the following staff to prevent ragging in the institute "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"

The following Anti-Ragging squad is constituted for the year 2017-18

1. Mr.Prathamesh G
2. Ms.Babita Kurup
3. Mr.Dipesh Jagdale
4. Mr.Vineet Murli
5. Mr.Rakesh Jacob

Roles and Responsibilities of Anti-Ragging Squad:

The Anti-Ragging Squad is to maintain vigil, oversight, and patrolling functions, conducting raids at vulnerable places and other Anti-Ragging measures as per the directions of the Anti-Ragging Committee.

The Squad shall work in the Consonance and Guidance of Anti-Ragging Committee.


Dr. Lata Menon
Chairperson

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 03/07/2017

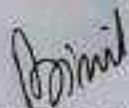
NOTICE

All members of the Anti-Ragging Committee are hereby informed to attend a meeting which will be held on 07/07/2017 at 3.00 p.m. in the Principal's conference room on the following agenda.

Agenda:

1. To discuss the directions given by the statutory authorities.
2. Division of staff members into the Anti-ragging committee and squad.
3. To include students in the anti-ragging committee.
4. To take decisions on vigilance rounds.
5. To coordinate with first year students regarding any ragging experiences.
6. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.



Mr. Binit Kumar
Member Secretary

Date: 07/07/2017

MINUTES OF THE MEETING OF ANTI RAGGING COMMITTEE

A meeting of the Anti-Ragging Committee was conducted in the Principal's Conference room on 07/07/2017 at 3.00 p.m. The following members were present for the meeting:

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Swapnil Patil	Member
Shravan Kamble	Member
Sonam Jangam	Member
Shreyash Jadhav	Students Representative
Mr. Binit Kumar	Member Secretary

Dr. Lata Menon was in the Chair. She welcomed all the members present.

The following points were discussed in the meeting:

Agenda 1: To discuss the directions given by various statutory authorities:

All members of the committee reviewed the directions given by the various statutory authorities like UGC, University of Mumbai; Govt. of Maharashtra dated 25th June 2017 for taking the preventive measures for curbing the menace of ragging.

Agenda 2: Division of staff members into Anti ragging committee and squad

The committee looked forward to dividing the staff into committees as suggested by the chairperson. Every member was allotted with some or the other duties regarding anti ragging.

Agenda 3: To include students in the anti-ragging committee.

It was decided that students are to be included into the anti-ragging committee.

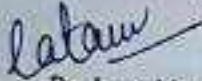
Agenda 4: To take decisions on vigilance rounds.

Vigilance rounds should be taken by committee and squad members periodically at different

Places in and around the campus. The report of the same to be submitted to the chairperson.

Agenda 5: To coordinate with first year students regarding any ragging experiences.
The Anti-ragging squad should keep a keen watch on the interactions between the First year and the senior students. They should coordinate with first year students to check whether they are experiencing any ragging experience.

Agenda 6: Any other matter with the permission of the chair.
Mr. Binit Kumar, the Member Secretary of the committee has informed that the committee has not received any complaints from any student or parent during this academic year. The meeting ended with a vote of thanks to the chair.


Dr. Lata Menon
Chairperson


Mr. Binit Kumar
Member Secretary

ATTENDANCE RECORD

NAME	DESIGNATION	SIGN
Dr. Lata Menon	Chairperson	<u>Lata</u>
Rewati Soman	Member	<u>Rewati</u>
Sumeet Mhatre	Member	<u>Mhatre</u>
Sujith Babu	Member	<u>Sujith</u>
Harshita Singh	Member	<u>HS</u>
Swapnil Patil	Member	<u>SPatil</u>
Shravan Kamble	Member	<u>Kamble</u>
Sonam Jangam	Member	<u>SJ</u>
Shreyash Jadhav	Male Students Representative	<u>SJadhav</u>
Mr. Binit Kumar	Member Secretary	<u>Binit</u>

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date : 10/07/2017

NOTICE

All students (Boys & Girls) are hereby informed that as per the directives received from various statutory bodies our college has constituted Anti Ragging Committee and Anti Ragging Squad of our institute. The following are the members of Anti Ragging Committee:

Anti-Ragging Committee		Email id	Anti-Ragging Squad	
Dr. Lata Menon	Chairperson	latak@mes.ac.in	Mr.Prathamesh G	Member
Rewati Soman	Member	rsoman@mes.ac.in	Ms. Babita Kurup	Member
Sumeet Mhatre	Member	smhatre@mes.ac.in	Mr.Dipesh Jagdale	Member
Sujith Babu	Member	sbabu@mes.ac.in	Mr.Vineet Murli	Member
Harshita Singh	Member	hsingh@mes.ac.in	Mr.Rakesh Jacob	Member
Swapnil Patil	Member	swapnilp@mes.ac.in		
Shravan Kamble	Member	skamble@mes.ac.in		
Sonam Jangam	Member	sjangam@mes.ac.in		
Shreyash Jadhav	Students Representative	jadhavshreyash16bms@student.ac.in		
Mr. Binit Kumar	Member Secretary	bkumar@mes.ac.in		

The above committee has been constituted to take preventive measures for curbing the menace of ragging. The following kind of acts/discrimination constitutes ragging, 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".

All students are hereby informed that if they are facing any of the above mentioned acts/discrimination they should report to any of the above committee or squad members immediately so as to enable the committee to take immediate action against the accused person in accordance with the directives issued by the various authorities.

Further all the students are hereby informed that ragging is a criminal offense and the victims can approach the local police station and lodge a criminal complaint against the accused students, if their grievances are not addressed properly at institute level. The accused person will have to be dealt by the prevailing criminal law and will be held responsible for all the consequences.


Dr. Lata Menon

Chairperson

ACTION TAKEN REPORT

As per notice dated 02/01/2018, the meeting was conducted on 06/01/2018, The action taken report is as follows:-

- 1) Division of staff members into the Anti-ragging committee and squad.

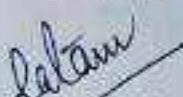
Anti-ragging Committee

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Swapnil Patil	Member
Shravan Kamble	Member
Sonam Jangam	Member
Shreyash Jadhav	Male Students Representative
Mr. Binit Kumar	Member Secretary

Anti-ragging squad

Mr. Prathamesh Gokhale	Member
Ms. Babita Kurup	Member
Mr. Dipesh Jagdale	Member
Mr. Vineet Murli	Member
Mr. Rakesh Jacob	Member

1. Addressing all the students your wise and sensitizing them regarding the need for total prevention of ragging, during an orientation programme by the Vice-Principal, describing the rules and regulations established by UGC, University of Mumbai, Maharashtra State Govt. pertaining to ragging in educational institutions.
2. Periodical monitoring of discipline in the campus by all the Programme coordinators, Anti-ragging squads, faculty members and staff.
3. Principal also mentioned that on the basis of observations and vigilance so far no such cases of ragging has occurred
4. Affidavits from all students and parents have been obtained.
5. Above all, the students are monitored through CCTV installed at the prime location in the campus.


Dr. Lata Menon
Chairperson

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE,
RASAYANI

Date: 02/01/2018

NOTICE

All members of the Anti-Ragging Committee are hereby informed to attend a meeting which will be held on 06/01/2018 at 3.00 p.m. in the Principal's conference room on the following agenda.

Agenda:

1. Confirmation of Minutes of the meeting held on 07/07/2017.
2. To discuss the directions given by the statutory authorities.
3. To review the Action taken during the year and requirements of any new measures
4. To discuss complaints, if received from any student or Parent
5. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.


Mr. Binit Kumar
Member Secretary

Date: 06/01/2018

MINUTES OF THE MEETING OF ANTI RAGGING COMMITTEE

A meeting of the Anti-Ragging Committee was conducted in the Principal's Conference room on 06/01/2018 at 3.00 p.m. The following members were present for the meeting:

Dr. Lata Menon	Chairperson
Rewati Soman	Member
Sumeet Mhatre	Member
Sujith Babu	Member
Harshita Singh	Member
Swapnil Patil	Member
Shravan Kamble	Member
Sonam Jangam	Member
Shreyash Jadhav	Students Representative
Mr. Binit Kumar	Member Secretary

Dr. Lata Menon was in the Chair. She welcomed all the members present.

The following points were discussed in the meeting:

Agenda 1: Confirmation of Minutes of the meeting held on 07/07/2017:

Minutes of the last meeting were confirmed by the chairperson and reviewed the Action taken report.

Agenda 2: To discuss the directions given by various statutory authorities:

All members of the committee reviewed the directions given by the various statutory authorities like UGC, University of Mumbai, Govt. of Maharashtra for taking the preventive measures for curbing the menace of ragging.

Agenda 3: To review the Action taken during the year and requirements of any new measures:

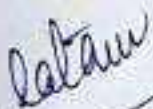
All the actions taken by the Anti-ragging committee were reviewed and thoroughly by the chairperson. This is as follows:

Work Allocation	Action Taken
1.Division of staff members	Division of staff members into the Anti-ragging committee and squad is done.
2. Monitoring & Surveillance	Periodical monitoring of discipline in the campus by all the Programme coordinators, Anti-ragging squads, faculty members and staff. The students are monitored through CCTV installed at the prime location in the

	campus.
3. Review about ragging cases	Principal also mentioned that on the basis of observations and vigilance so far no such cases of ragging has occurred
4. Affidavit status	Affidavits from all students and parents have been obtained.

Agenda 4: To discuss complaints, if received from any student or Parent
 Mr. Binit Kumar, Member Secretary of the committee has informed that the committee has not received any complaints from any student or parent during this academic year

The meeting ended with a vote of thanks to the chair.


 Dr. Lata Menon

Chairperson


 Mr. Binit Kumar
 Member Secretary

STUDENT GRIEVANCE READRESSAL CELL (SGRC)



Lalau
Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Rasayani, Tal: Khairatpur,
Dist. Rajgad, PIN - 415 087

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

Date: 20th June 2017

**CONSTITUTION OF STUDENTS GRIEVANCE REDRESSAL
COMMITTEE**

The following Grievance Redressal Committee at institute level is being constituted to hear and dispose speedily the complaints received from the aggrieved students and their parents regarding admission, administrative, academic and other related subjects. As a solution for this problem the college has formed "The Students' Grievances Redressal Committee" in line with the same committee formed by the University of Mumbai as per the University Act 1998.

The Committee consists of:

1. Dr. Lata Menon	Chairman (Principal)
2. Mr. Binit Kumar	Member Secretary
3. Ms. Sweta Roy Choudhury	Member
4. Ms. Sreelakshmi Nair	Member
5. Ms. Harshita Singh	Member
6. Mr. Swapnil Patil	Member
7. Ms. Shreeja Joji	Member
8. Ms. Ketaki Nikam	Student Member
9. Mr. Numaan Shaikh	Student Member

The committee exercises the following powers and performs the following functions:

- To receive the applications from the students at individual level and process them
- To scrutinize the received applications and hear the students in person if needed
- To hear both the parties and settle grievances as early as possible
- To provide oral advice to the students whenever the oral advice is sufficient to resolve the grievances
- To provide advice to the students through correspondence
- To settle the disputes in satisfactory manner and report them to the Principal
- To submit the general report of grievances to the Principal for suitable actions

The above committee shall maintain a register and record of all the complaints received from the aggrieved students and parents regarding the subject mentioned above and call immediate meeting to dispose off the complaint within fifteen days from the date of receipt of complaint and taking into consideration the nature of complaints the decision should be issued in accordance with the rules and regulations framed by the statutory bodies from time to time.

Salau
Principal

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

Date: 03/02/2018

NOTICE

All the members of the Students Grievance Redressal Committee are hereby informed to attend a meeting which will be held on 10th February 2018 at 3.00 p.m on the following agenda in Principal's Conference Room.

1. Discussion on complaints if any received from any student or parent regarding admission, administrative, academic and other related subjects.
2. Any points to improve the Grievance Redressal mechanism.
3. Any other matter with the permission of the chair.

All the members are requested to attend the meeting positively.


Member Secretary

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

Date: 13/02/2018

**MINUTES OF THE MEETING OF STUDENTS GRIEVANCE
REDRESSAL COMMITTEE**

A meeting of the Students Grievance Redressal Committee was conducted in Principal's Conference Room on 10th February 2018 at 3.00 p.m. The following members were present for the meeting.

- | | |
|----------------------------|----------------------|
| 4. Dr. Lata Menon | Chairman (Principal) |
| 5. Mr. Binit Kumar | Member Secretary |
| 6. Ms. Sweta Roy Choudhury | Member |
| 7. Ms. Sreelakshmi Nair | Member |
| 8. Ms. Harshita Singh | Member |
| 9. Mr. Swapnil Patil | Member |
| 10. Ms. Shreeja Joji | Member |

Dr. Lata Menon was in the chair. She welcomed all the members present.

All the members of the committee discussed the matter at length the directions given by the various statutory authorities regarding the grievance redressal mechanism to be implemented in the institutes and suggested to increase the publicity among students and parents about the committee during the admission period.

The meeting ended with vote of thanks to the chair.


Chairman

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

Date: 12 August, 2017

NOTICE

All the members of the Students Grievance Redressal Committee are hereby informed to attend a meeting which will be held on 19th August, 2017 at 3.00 p.m on the following agenda in Principal's Conference Room.

1. Discussion on complaints if any received from any student or parent regarding admission, administrative, academic and other related subjects.
2. Any points to improve the Grievance Redressal mechanism.
3. Any other matter with the permission of the chair.

All the members are requested to attend the meeting positively.


Member Secretary

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE
RASAYANI**

Date: 23/09/2017

**MINUTES OF THE MEETING OF STUDENTS GRIEVANCE
REDRESSAL COMMITTEE**

A meeting of the Students Grievance Redressal Committee was conducted in Principal's Conference Room on 19th August 2017 at 3.00 p.m. The following members were present for the meeting.

- | | |
|----------------------------|------------------|
| 1. Dr. Lata Menon | Chairman |
| 2. Mr. Binit Kumar | Member Secretary |
| 3. Ms. Sweta Roy Choudhury | Member |
| 4. Ms. Sreelakshmi Nair | Member |
| 5. Ms. Harshita Singh | Member |
| 6. Mr. Swapnil Patil | Member |
| 7. Ms. Shreeja Joji | Member |

Dr. Lata Menon was in the chair. She welcomed all the members present.

All the members of the committee discussed the matter at length the directions given by the various statutory authorities regarding the grievance redressal mechanism to be implemented in the institutes and suggested to increase the publicity among students and parents about the committee during the admission period.

The meeting ended with vote of thanks to the chair.


Chairman

INTERNAL COMPLAINT CELL (ICC)



Lalau

Principal
Mahatma Education Society's
Pilla's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Raigarh, Tel. Raigarh,
Dist. Raigarh, PIN - 491 707

Mahatma Education Society's

Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 13/07/2017

NOTICE










All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda in Principal's Conference room.

1. Discuss the Directives of ICC
2. Report on cases relating Sexual harassment for the academic year 2016-17
3. Create Awareness about Sexual harassment at work place
4. To Circulate ICC members contact details to students of all programmes.
5. Any other matter of relevance with the permission of the chair.



Ms. Swati Misra

Presiding Officer

Name	Position	Signature
Dr. Lata Menon	Principal & Chair person	
Ms. Swati Mishra	Presiding Officer	
Ms. Teena Zacharia	Teaching staff	
Ms. Kalavati Upadhyaya	Teaching staff	
Mr. Rakesh Jacob	Non-Teaching staff	
Ms. Deepthi Nabin	Non-Teaching staff	
Mr. Ayush Tewari	Student Representative	
Ms. Roma Patwari	Student Representative	
Mr. Sumit Pawar Student	Student	


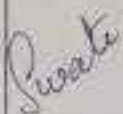



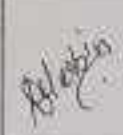


	Representative	
Mr. Suchita Gaid	Member - NGO	<i>Suchita</i>
Secretary, Vaidya Rajguru Ashram		

Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The first meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on 18 July, 2017 at 15:00 hrs in the Principal Conference Room.

Following members of ICC attended the meeting:

Name	Position	Signature
Dr. Lata Menon-	Principal & Chair	
Ms. Swati Mishra	Presiding Officer	
Ms. Teena Zachharia	Teaching staff	
Ms Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non-Teaching staff	
Ms Deepthi Nobin	Non-Teaching staff	
Mr. Ayush Tewari	Student Representative	
Ms. Roma Patwari	Student Representative	

Mr. Sumer Pawar Student	Student Representative	<i>Sumer</i>
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	<i>Suchita</i>

1. Discuss the Directives of ICC

At the outset, the Chairperson welcomed all the members of the Committee. She had informed as per the guidelines issued by Ministry of Women and Child Development, all the organizations having more than 10 personnel/officials must constitute an ICC and in this context, this committee has been reconstituted. She described the role of ICC and said everyone has a responsibility to contribute to the cause.

The committee had discussions at length on The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and Child Development and the composition of the Internal Complaint Committee must be uploaded on the website.

The Committee was also sensitized on the Supreme Court 1997 Judgment given by a three Judge bench which brought out Vishaka Guidelines for the protection of Women against Sexual Harassment at the Workplaces and thereby providing a safer working environment to women folks. Special emphasis was laid on the duty of the employer to avoid such mishaps at his/her organization. This was a need of the hour since the Committee must follow the law of land while executing their duty pertaining to women protection.

2. Create Awareness about Sexual harassment at work place

It was emphasised that in order to create awareness and continuous sensitization among the employees, it is essential to place banners/posters/notices defining sexual harassment at prominent places.

3. To Circulate ICC members contact details to students of all programmes.

ICC members with contact numbers were to be given to all the Programmes and were decided to be pinned up in the notice board.

4. Report on cases relating Sexual harassment for the academic year 2016-17

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Department.

5. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arise.

Meeting ended with a vote of thanks to the Chairperson.

Pillai HOC College of Arts, Science & Commerce, Rasayani

Date : 06/01/2018

NOTICE

All the members of the Internal Complaints Committee are hereby informed to attend a meeting which will be held on at 3.00 p.m on the following agenda in Principal's Conference room.

1. Report on cases relating Sexual harassment for the academic year 2017-18
2. Planning to organise a workshop on Thalassemia.
3. Discussion about Vishakha Guidelines (1997).
4. Any other matter of relevance with the permission of the chair.











Ms. Swati Misra




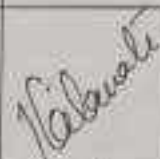

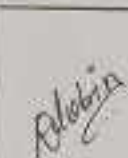

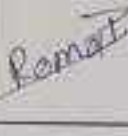
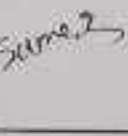

Presiding Officer

Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani

Minutes of the meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in PHCASC

The next meeting of this committee of ICC to review the cases of sexual harassment at PHCASC was held on 9 January, 2018 at 15:00 hrs in the Principal Conference Room.
Following members of ICC attended the meeting:

Name	Position	Signature
Dr. Lata Menon-	Principal & Chair Person	
Ms. Swati Mishra	Presiding Officer	
Ms. Teena Zachharia	Teaching staff	
Ms Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non-Teaching staff	
Ms Deepthi Nobin	Non-Teaching staff	
Mr. Ayush Tewari	Student Representative	
Ms. Roma Patwari	Student Representative	

Name	Position	Signature
Dr. Lata Menon	Principal & Chair Person	
Ms. Swati Mishra	Presiding Officer	
Ms. Teena Zacharia	Teaching staff	
Ms Kalavati Upadhaya	Teaching staff	
Mr. Rakesh Jakob	Non-Teaching staff	
Ms Deepthi Nobin	Non-Teaching staff	
Mr. Ayush Tewari	Student Representative	
Ms. Roma Patwari	Student Representative	
Mr. Sumer Pawar Student	Student Representative	
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	

Mr. Sumer Pawar Student	Student Representative	<i>Sumer</i>
Ms. Suchita Joshi Secretary, Vanwasi Kalyan Ashram	Member - NGO	<i>Suchita</i>

1. At the outset, the Chairperson welcomed all the members of the Committee.
2. As decided in the last meeting, in order to create awareness and continuous sensitization among the employees, banners/posters/notices defining sexual harassment were placed at prominent places.

3. Planning to organise a workshop on Thalassemia

Thalassemia is an incurable disease. Only awareness may help us to protect ourselves from this curse of the society. Therefore the National Service Scheme PHCASC, Rasayani College Unit organized a Thalassemia Awareness Workshop in PHCASC College in association with the Thalassemia Unit of Lion Club of Navi Mumbai under the scheme of the **Ministry of Ayush**, on 20th January, 2018. Then Usha Talwar Ma'am discussed and analysed the cause of Thalassemia and drew the measures for prevention of Thalassemia. So as the workshop ended students had a small discussion session with Usha Ma'am.

4. Discussion about Vishakha Guidelines (1997)

The Committee also discussed Prevention of Sexual Harassment Act, 2013 (POSH) including all its legalities and the duties of an Employer in preventing such untoward incidences at the Work place. This replaced the earlier Vishaka Guidelines passed by Supreme Court in 1997 Bhanwari Gang-rape Case.

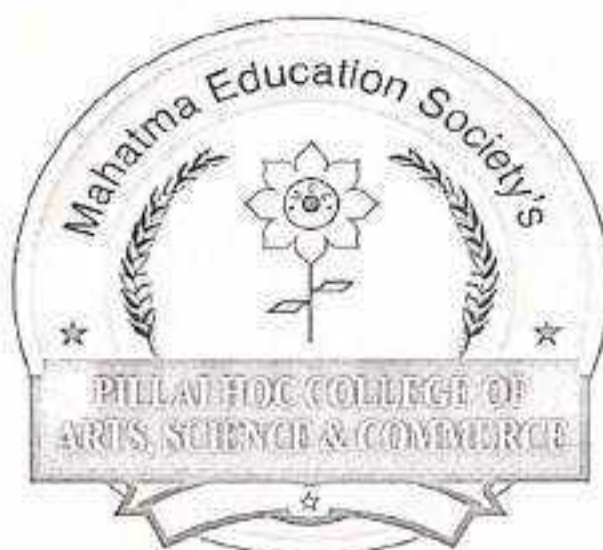
5. Report on cases relating Sexual harassment for the academic year 2017-18

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Department.

6. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every quarter on a regular basis or earlier, if need arises.

Meeting ended with vote of thanks to the Chair-Person

Scheduled Caste, Scheduled Tribes and OBC Cell



Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce, Rasayani
Pillai HOC Educational Campus, HOC Colony, Rasayani, Taluka- Panvel, District- Raigad, Maharashtra-410207
India

Website: www.phcasc.ac.in | Telephone No.: 02192-25200



Latam

Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khairpur,
Dist. Raigad, PIN - 415 207

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**

Date : 03rd July 2017

Subject: Constitution of Committee for Prevention of Atrocities to SC/ST/OBC

In pursuant to following regulations the Committee for Prevention of Atrocities to SC/ST/OBC has been constituted for the year 2017-18 consisting of the following staff and students to prevent Atrocities to SC/ST/OBC students and staff members in the institute.


- a) The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989
- b) According to the 1998 UGC Guidelines for the establishment of Special Cell for Scheduled Castes and Scheduled Tribes, for the universities and deemed to be Universities.

1	Mr. Sumeet Mhatre	Chairman
2	Dr. Lata Menon	Member
3	Mr. Binit Kumar	Member
4	Mr. Shravan Kamble	Member
5	Ms. Harshita Singh	Member
6	Mr. Rakesh Jacob	Member
7	Ms. Neethumol K.G	Member Secretary
8	Mr. Prashant Jadhav	Male Student Representative
9	Ms. Surbhi Mhatre	Female Student Representative

The above committee shall maintain a register and record of all the complaints received from the aggrieved SC/ST/OBC students and teaching and non-teaching staff. After receipt of any complaint the Member Secretary shall call immediate meeting of the committee to dispose off the complaint within fifteen days from the date of receipt of complaint. Taking into consideration the nature of complaint the decision should be taken in accordance with the provisions laid down in 'The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989'.

The Committee is responsible to give extensive publicity regarding prevention of Atrocities to SC/ST/OBC staff and students in the institute. The above act shall be brought to the notice of all the staff and students by putting the copy of the same on the notice board of the institute so as to make aware all the students and staff to avoid any act of atrocity as listed in the act, which is punishable for imprisonment for a period of six month or more under provisions of IPC.

The above committee will be for the tenure of one year and will be dissolved by the directions or orders of the head of the institution.


Mr. Sumeet Mhatre
Chairman

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**

Date : 03/07/2017

NOTICE

All students and staff are hereby informed that as per the directives received from various statutory bodies the institute has constituted a Committee for Prevention of Atrocities to SC/ST/OBC for the year 2017-18 consisting of the following staff and students to prevent Atrocities to SC/ST/OBC students and staff members in the institute.

1	Mr. Sumeet Mhatre	Chairman
2	Dr. Lata Menon	Member
3	Mr. Binit Kumar	Member
4	Mr. Shravan Kamble	Member
5	Ms. Harshita Singh	Member
6	Mr. Rakesh Jacob	Member
7	Ms. Neethumol K.G	Member Secretary
8	Mr. Prashant Jadhav	Male Student Representative
9	Ms. Surbhi Mhatre	Female Student Representative

If any student or staff is facing any kind offences of atrocities as described in The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 is directed to contact the members of Prevention of Atrocities to SC/ST/OBC Committee on First Floor, Room no 109, SC/ST/OBC Cell.


Mr. Sumeet Mhatre
Chairman

**MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel**


Date : 10th October 2017

NOTICE

All the members of the Committee for Prevention of Atrocities to SC/ST/OBC are hereby informed to attend a meeting which will be held on 12th October 2017 at 2.30 p.m, in the Principal's Conference Room on the following agenda -

1. Discussion on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute.
2. Discussion on complaints, if any received.
3. Any other matter with the permission of the chair.

All the members are requested to attend the meeting positively.


Mr. Sumeet Mhatre
Chairman

1	Mr. Sumeet Mhatre	Chairman	
2	Dr. Lata Menon	Member	
3	Mr. Binit Kumar	Member	
4	Mr. Shravan Kamble	Member	
5	Ms. Harshita Singh	Member	
6	Mr. Rakesh Jacob	Member	
7	Ms. Neethumol K.G	Member Secretary	
8	Mr. Prashant Jadhav	Male Student Representative	
9	Ms. Surbhi Mhatre	Female Student Representative	

MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS SCIENCE & COMMERCE
Rasayani, Panvel

Date: 12/10/2017

**MINUTES OF THE MEETING OF COMMITTEE FOR PREVENTION OF
ATROCITIES TO SC/ST/OBC**

A meeting of the Committee for Prevention of Atrocities to SC/ST/OBC was conducted in Principal's Conference Room on 12th October 2017 at 2.30 p.m.

Mr. Sumeet Mhatre was in the chair. He welcomed all the members present and discussed the following points of the Agenda of the meeting.

Agenda 1: Discussion about the directives of prevention on Atrocities

All members of the committee discussed on the directives given by the statutory authorities regarding the prevention of Atrocities to SC/ST/OBC students and staff members in the institute. The committee reaffirmed that zero tolerance shall be adopted at the highest level in our college and serious action will be taken against the students, teaching and non teaching staff if found indulge and involve in any kind of atrocities to SC/ST/OBC students.

Agenda 2: Discussion on complaints received

Mr. Rakesh Jacob has informed that the committee has not received any complaints from any student or staff member belonging to SC/ST/OBC category till date.

Agenda 3: Discussion about the publication of notice and orientation programme

Mr. Binit Kumar informed the committee that we have informed the fresh students during the orientation program that the atrocities against SC/ST/OBC students is a criminal offence and strongest punitive action shall be initiated against erring students, teaching and non teaching staff. We also distributed copies of 'The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989' during the orientation program.

The members were informed that the Notice dated 3rd July, 2017 was displayed on the Notice Board for all the students.

The meeting ended with vote of thanks to the chair.


Mr. Sumeet Mhatre
Chairman

The following members were present for the meeting.

- | | | | |
|---|---------------------|-------------------------------|---|
| 1 | Sumect Mhatre | Chairman |  |
| 2 | Dr. Lata Menon | Member |  |
| 3 | Mr. Binit Kumar | Member |  |
| 4 | Mr. Shravan Kamble | Member |  |
| 5 | Ms. Harshita Singh | Member |  |
| 6 | Mr. Rakesh Jacob | Member |  |
| 7 | Ms. Neethumol K.G | Member Secretary |  |
| 8 | Mr. Prashant Jadhav | Male Student Representative |  |
| 9 | Ms. Surbhi Mhatre | Female Student Representative |  |