



SAROJINI NAIDU VANITA MAHA VIDYALAYA

COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY

(Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society)

NAAC Accredited 3rd Cycle

ANTI RAGGING COMMITTEE

What is Ragging?

"Ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical and / 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.

Penalty for ragging

Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any education institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

Dismissal of students

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

Suspension of students

- Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.

Principal
PRINCIPAL
Sarojini Naidu Vanita Maha Vidyalaya
Exhibition Grounds, Hyderabad-500 001



SAROJINI NAIDU VANITA MAHA VIDYALAYA

COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY

(Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society)

NAAC Accredited 3rd Cycle

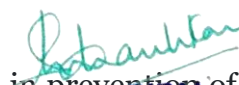
- Where, on enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1) of act 1999 and 2003, he shall intimate the fact, in writing, to the complainant.
- The decision of the head of the educational institution that the student has indulged in ragging shall be final.

Mechanism - Institute

- Institution has formed the Anti-ragging committee, Cell and squad for overseeing the implementation of the provisions of the verdict.
- The Anti ragging Committee will monitor and endeavor to resolve grievances relating to ragging of students at the College level.
- The complaint if any received will be forwarded to the said committee.
- The said committee will look into the complaint and call the concerned complainant personally for hearing the grievance immediately.
- The committee considers the complaints received from the students, conduct enquiry and submit the report to higher authority.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- Conduct workshops against ragging menace and orient the students.
- The contact address and telephone numbers of the committee members can be displayed on all notice boards to receive complaints calls.
- An awareness among the students can be created about the intensiveness of Anti ragging rules and regulations.
- All necessary measures can be taken for the prevention of ragging inside and outside the College campus.
- Member Secretary will prepare and maintain the record of work as per the guidelines.

Roles and Responsibilities of Anti-Ragging committee

- To ensure compliance with the provision of UGC regulation 2009 as well as any law for the time being in force concerning ragging at the institute level.
- To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution


PRINCIPAL
Sarojini Naidu Vanita Maha Vidyalaya
Exhibition Grounds, Hyderabad-500 001



SAROJINI NAIDU VANITA MAHA VIDYALAYA

COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY

(Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society)

NAAC Accredited 3rd Cycle

Anti-Sexual Harassment Committee


Roles and Responsibilities

- To ensure provision of a work and educational environment that is free from sexual harassment
- To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring
- To discuss and suggest methods to promote gender equality amongst all employees and students.
- To suggest awareness for students and staff members on different aspects of women welfare.
- To address the gender discrimination and sexual harassment cases whenever reported and recommend appropriate necessary action.
- To arbitrate sexual harassment cases and recommend suitable punishments for further action.
- The cell can suggest different degrees of "punishment" depending on the different degrees of fault or offence like Minor, Moderate or Major. Tools to respond to offenses include (1) communication (2) verbal warning, (3) written warning, (4) suspension of the guilty parties (5) termination
- To consider any other matter on women's issues referred to the committee

Constitution

The Composition of Anti Sexual Harassment Cell

To address the issues and to redress the grievances, Internal Complaint Committee (ICC) under Anti-Sexual Harassment Cell has been formed. The committee has been constituted with a women working at senior level as a Chairperson; 7 members from amongst employees and one member from amongst NGO committed to the cause of women


PRINCIPAL
Sarojini Naidu Vanita Maha Vidyalaya
Exhibition Grounds, Hyderabad-500 001



SAROJINI NAIDU VANITA MAHA VIDYALAYA

COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY

(Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society)

NAAC Accredited 3rd Cycle

Mechanism of ICC

The process for addressing a complaint of workplace sexual harassment involves six steps enumerated below:

1. Receipt of Complaint
2. Planning
3. Interviews
4. To analyze and assess the information gathered during enquiry
5. Finding and recommendations
6. Report

COLLEGE GRIEVANCE REDRESSAL COMMITTEE

Mechanism:

Protection of human rights is essential for all round development of an individual's personality. As per the guidelines of UGC, College Grievance Redressal Committee is constituted to address and effectively resolve grievances of the students and staff; and secures civil liberties for everybody.

Mechanism-Institute:

- Institution has formed the College Grievance Redressal committee for overseeing the implementation of the provisions of the verdict.
- The College Grievance Redressal Committee will monitor and endeavor to resolve grievances relating to students and staff at the College level.
- The complaint if any received will be forwarded to the said committee
- The said committee will look into the complaint, will call the concerned complainant personally for hearing the grievance immediately.
- The students and staff can submit their grievances either directly to the Principal or to the committee member by dropping their grievances in the complaint and suggestion boxes placed in all academic blocks of the institution.
- Awareness about the committee can be created among the students and staff.
- Visit the following website for online submission of any Grievances. <https://engg.matoshri.edu.in/college-grievance-redressal-cell>
- The necessary measures for prevention of grievances inside and outside the college campus can be taken.



SAROJINI NAIDU VANITA MAHA VIDYALAYA

COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY


(Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society)

NAAC Accredited 3rd Cycle

- Member Secretary will prepare and maintain the record of work as per the guidelines.

Roles and Responsibilities:

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances.
- To ensure effectual solution depending upon the gravity of the complaints.
- To encourage the students and staff to express their grievances / problems freely and frankly, without any fear of being victimized.


PRINCIPAL
Sarojini Naidu Vanita Maha Vidyalaya
Exhibition Grounds, Hyderabad-500 001



SAROJINI NAIDU VANITA MAHA VIDYALAYA

COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY

(Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society)

NAAC Accredited 3rd Cycle

SC / ST / OBC COMMITTEE

Roles and Responsibilities:


Function as a Grievances Redressal Cell for the grievances of SC/ST/OBC students and employees of the college and render them necessary help in solving their academic as well as administrative problems. To ensure the Prevention of Atrocities on the SC, ST, OBC Staff, Faculty and Students.

Roles and Responsibilities:

- To counsel and guide SC/ST/OBC students and help them to manage academic and personal issues if any.
- To inform the SC/ST/OBC students regarding various scholarships / program of State Govt. and UGC.
- Function as a Grievances Redressal Cell for the grievances of SC/ST/OBC students and employees of the college and render them necessary help in solving their academic as well as administrative problems.
- To ensure the Prevention of Atrocities on the SC, ST, OBC Staff, Faculty and Students.
- To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.

The Composition of SC/ST/OBC Committee

1. The Principal of the College is the Chairperson of the cell
2. One senior faculty from college is the Vice Chairman of the cell
3. Two ladies' representatives from the teaching staff
4. Three representatives from the College, one from teaching and two from non-teaching staff


PRINCIPAL
Sarojini Naidu Vanita Maha Vidyalaya
Exhibition Grounds, Hyderabad-500 001



SAROJINI NAIDU VANITA MAHA VIDYALAYA

COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY

(Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society)

NAAC Accredited 3rd Cycle

SC / ST / OBC COMMITTEE

Roles and Responsibilities:


Function as a Grievances Redressal Cell for the grievances of SC/ST/OBC students and employees of the college and render them necessary help in solving their academic as well as administrative problems. To ensure the Prevention of Atrocities on the SC, ST, OBC Staff, Faculty and Students.

Roles and Responsibilities:

- To counsel and guide SC/ST/OBC students and help them to manage academic and personal issues if any.
- To inform the SC/ST/OBC students regarding various scholarships / program of State Govt. and UGC.
- Function as a Grievances Redressal Cell for the grievances of SC/ST/OBC students and employees of the college and render them necessary help in solving their academic as well as administrative problems.
- To ensure the Prevention of Atrocities on the SC, ST, OBC Staff, Faculty and Students.
- To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.

The Composition of SC/ST/OBC Committee

1. The Principal of the College is the Chairperson of the cell
2. One senior faculty from college is the Vice Chairman of the cell
3. Two ladies' representatives from the teaching staff
4. Three representatives from the College, one from teaching and two from non-teaching staff


PRINCIPAL
Sarojini Naidu Vanita Maha Vidyalaya
Exhibition Grounds, Hyderabad-500 001

SC/ST/OBC welfare and Grievance Committee

To adhere to the guidelines of Government of India and Following the directions issued by UGC, the Scheduled Caste /Scheduled Tribes/ Other backward Caste Committee in the Institution is constituted to ensure the continued welfare of the reserved category. The committee also acts as a redressal forum for the students and employees belonging to the SC/ST/OBC category to reach out in case of any grievances that they may face.

Objectives of the Committee

- To ensure there is no caste-based discrimination in the Institution
- To take up measures for achieving the objectives and targets laid down by the Government of India for the SC/ST/OBC students and employees.
- Guide the SC/ST/OBC students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI) and UGC;
- Sensitize all the sectors of Teaching/non Teaching staff towards the Constitutional mandate, UGC Guidelines for the Cell and its functioning at Ramaiah College of Law.

Functions

- Function as a Grievance Redressal Cell for the grievances of SC/ST/OBC students and employees of the Institution and render them necessary help in solving their academic and administrative problems.
- To deal with the representations received from Scheduled Castes, Scheduled Tribes and Other Backward Castes candidates regarding their admission, recruitment, promotion and other similar matters in the Institution.
- To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Institution in suitable forms by a stipulated date and take follow up action where required.
- To collect reports and information regarding the GOI orders and the various aspects of education, training and employment of Scheduled Castes, Scheduled Tribes and Other Backward Castes candidates, for evolving new policies or modifying existing policy by the commission.

- To monitor the working of the remedial coaching scheme in the Institution.
- To Analyse information on admissions, education, training and employment of SC's and STs, and OBC, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/ University Grants Commission and such other authorities as may be required.
- To maintain a register for grievances of SC/ST/OBC in the Institution for the members belonging to these communities.

Process of Submitting the Complaint

Any aggrieved employee/student belonging to the reserved category can reach out to the Committee

1. By sending an email at rciscstcell@msrcl.org or
2. Through the online portal provided on the website of the Institution or
3. By lodging a complaint in the register kept with the Principal's office.

Grievance Mechanism

- On receiving a complaint, the Committee shall commence a meeting within fifteen days of receipt of complaint.
- The committee shall fix a date of hearing the complaint which shall be communicated to the aggrieved person.
- The aggrieved party may either appear in person or submit written averments of his/her case before the Committee.
- The Committee shall report its findings to the Principal with recommendations if any, within a period of thirty days.

Minorities Cell

- The Minority Cell primarily facilitates minority students in their academic development. To enhance equal opportunities for education of minorities. To facilitate financial support to students from minority communities from governmental agencies and other sources.

Minority cell of the college was established in 2012 with the purpose of empowering the minority communities in the college. "Every student has a right of education" by following the fact our institutes is very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and Nationality. The Minority Cell basically helps minority students including Christian, Muslim, Jain, Buddhists etc. for their academic development.

Objectives

- To enhance equal opportunities for education of minorities.
- To facilitate financial support to students from minority communities from governmental agencies and other sources.
- To aware the minority students regarding various scholarships program of State Government and UGC.
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- To ensure provisions for an environment where all such students feel safe and secure.
- To encourage enrolling for career orientation programs which would empower and equip them with the necessary skills to choose a career options?
- To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
- To ensure protection and reservation as provided in the constitution of India.

The Nature of Activities of the Cell

- To collect reports and information of State Government and UGC's orders on various aspects of education, employment of minority students.
- To circulate State Government and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.
- The Cell is committed to provide assistance to the minority students through counselling, personality development, development of communication skill and preparatory classes for professional and employment purposes etc.
- The Cell is actively engaged in coordinating and resolves the problems in the matter of conduct of coaching and other measures with a view to see that the education system succeeds in bringing to a level quantitatively as well as qualitatively indistinguishable from the level of the rest of the society.

