



# OFFICE OF THE PRINCIPAL Govt. College Khertha Distt. Balod (C.G.)

(Affiliated to Hemchand Yadav Vishwavidyalaya, Durg)  
A NAAC ACCREDITED INSTITUTE ( "B" Grade, CGPA 2.36 )  
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## Policy against Sexual Harassment at Workplace

The document was drafted by the working Committee on the policy against sexual harassment at the workplace.

### Preamble

The Parliament of India passed the "Sexual Harassment at Workplace (Prevention, Prohibition, and Redressal ) Act," in the year 2013. The ACT provides protection against sexual harassment at work place and for the prevention and redressal of complaints of sexual harassment. The guidelines state that "It shall be the duty of the employer or other responsible persons in work places to prevent the sexual harassment and to provide the procedures for solutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require."

### Commitment

Educational institutions are bound by the Supreme Court's directive and Govt. college khertha is committed to create and maintain a safe and secure environment which is free of gender violence, sexual harassment, and discrimination on the basis of sex/gender for all its employees at workplace. College will operate zero tolerance policy for any form of sexual harassment in the work place.

### Sexual Harassment

According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORK PLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, sexual harassment includes any one are series of the following unwelcome Acts or behavior (whether directly or by implication committed in person/ on print or via computer/phone/other media) namely:

1. Physical contact e.g touching, pinching and sexual advances; or
2. A demand or request for sexual favors as a condition of continued employment. job status. promotion, salary increment or career development; or showing pornography or posing sexual pranks
3. Any other unwelcome physical, verbal or non- verbal conduct of sexual nature; or
4. Physical conduct such as loaded comments, remarks or jokes, letters, phone calls, SMS, MMS or e-mails; or





5. Making obscene/ sexually coloured remarks or remarks of a sexual nature about a person's clothing or body; or

6. Stalking, whistling, and leering.

## **Jurisdiction**

The policy and the rules & regulations would apply to all members of college students, faculty and non-teaching staff. The policy would also apply on off the campus. In the above the following definitions will apply-

1) Members- include faculty (permanent and temporary), staff (permanent and temporary), research scholars /students (full time and part time) and any other visitors.

2) Faculty-refers to a person or the staff of the Institute who is appointed to a faculty position, whether full time I temporary ad-hoc /part-time /visiting /honorary.

3) Staff- refers to any person in the Institute who is not included in the category of faculty. It shall also include contract workers and daily wagers.

4) Students- includes all the students of UG and PG.

5 ) Campus refers to all places of work and residence. It includes all administrative section, academic section, library & computer center, project offices as well as hostel & mess, guest house, staff quarters, security cabin and public places, etc.

In order to implement the policy, a Committee shall be appointed would be as described below.

### **Internal Complaint Committee**

To prevent sexual harassment and to receive and deal with complaints. Internal Complaint Committee have been appointed. The committee comprises of

1. Chairman - A woman employed at a senior level in the organization at workplace

2. Two members from teaching faculty and one member from non-teaching faculty.

3. Two students one from UG and one from PG.



## INTERNAL COMPLAINT COMMITTEE (VISHAKA CELL)

S.no.	Name	Designation	Contact No.
1	Miss Gayatri Netam	Chairperson	9294672775
2	Smt. Devprabha Sahu	Member	7974174554
3	Smt. Sujata Chandrakar	Member	9098736443

### Duties of the Committee

1. To safeguard the rights of female students and female staff members to protect against any sort of violence against them.
2. To provide platform for listening to complaints and redressal of grievances.
3. To ensure personality along with academic development of students.
4. To make them aware of their rights.
5. The women teacher and committee , members and advised to put their problems in writhing in the suggestion/complaint box.
6. To aware sexual harassment act.

### Complaints Committee

An appropriate complaint mechanism in the form of internal complaint committee has been created in the college for time bound redressal of the complaint made by the victim.

### Meeting of the Committees

The members of the Committee shall meet at least two time in a year. The Chairperson shall preside over the meeting. In the absence of the Chairperson, the next senior female faculty member shall preside over the meeting.



## **Mechanism of Redressal of sexual harassment cases as per the guidelines of Sexual harassment at workplace (prevention, prohibition and redressal) Act 2013**

### **In pursuance of the Sexual Harassment Act in April 2013**

- 1) Any aggrieved woman employee or student can make a complaint in writing to the ICC within a period 3 months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. (Sexual harassment at work place includes unwelcome acts or behavior.)
- 2) If she is unable to make a complaint in writing, the ICC shall render all possible assistance to her for making the complaint in writing.
- 3) If the ICC is satisfied that the circumstances were such, which prevented the woman from filing a complaint within a period of 3 months it may extend the time limit not exceeding three months.
4. Within a period of seven days from the date of such communication of complaint, the chairperson shall call a meeting to discuss the matter.
5. The complainant needs to submit six copies of the complaint along with the supporting documents and name and address of the witnesses to the ICC. On receipt of the complaint, the committee will send one of the copies to the respondent within a period of seven working days and ask the offender to file his reply to the complaint along with the list of documents and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the complaint by him.
- 6) The aggrieved woman and the offender shall be responsible for presenting their witnesses before the committee.

### **Disciplinary Actions**

Enhancement of disciplinary action, by the Committee, could depend on factors such as the nature and extent of injury caused to the complainant, the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.



## **Redressal**

1. The Committee will submit a report along with recommended disciplinary actions to the Principal.
2. The Principal of KNCP upon receipt of the enquiry report shall implement the disciplinary action on the basis of the recommendations of the Committee under relevant service rules within two months.
3. The disciplinary action will be commensurate with the nature of the violation.

## **Policy for Grievance**

### **Purpose**

Any student who believes that he or she has been unjustly treated is encouraged to seek resolution of the issue through procedures established by the college to maintain effective and supportive relationships between students and faculty/staff members. Students are encouraged to discuss perceived unfairness or situations at the level where they occur.

### **Grievable matters**

A grievance is defined as a formal written document submitted by a student against the institution claiming possible non-compliance with institutional policy and/or procedure. All grievances should be written as a letter to be signed by the grieving student. The letter should include the following:

- Description of incident.
- Explanation of steps to resolve the problem.
- Names of individuals you believe are responsible.
- Date of situation .
- Any individuals who witnessed or have knowledge of the incident

### **Non-Grievable matters**

A student may not use this procedure for grievances related to the following matters of claim of discrimination or other conduct that falls within the jurisdiction of the Sexual Misconduct or Non-Discrimination Policies, petition regarding instructional or academic issues.

As per the rules and regulation specified by AICIE/UGC for student or other stake holders in Govt. College Khertha has constituted "Grievance Redressal Cell" with staff members and



students as mentioned below. The committee will enquire the nature and extent of grievance and resolve the grievance.

## **GRIEVANCE REDRESSAL CELL**

<b>S.no.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1	Mr. Pradeep Kumar	Chairperson	9589693148
2	Miss Gayatri Netam	Member	9294672775
3	Smt. Devprabha Sahu	Member	7974174554

### **Functions and Responsibilities**

The objective of the Grievance Cell is to develop a responsive and accountable attitude in order to maintain a harmonious educational atmosphere in the college. The various functions and responsibility of the committee as follows :

- To create a platform where students/faculty members can point out their problems regarding academic and non-academic matters.
- Get suggestion from the students/faculty members for improvement.
- Take necessary steps for improvement in the light of grievances.
- The grievance committee will meet as often as required whenever there is any grievance.
- Cases will be attended promptly on receipt of written grievances from the students/ Faculty.
- Cell formally will review all cases and will act accordingly as per the policy.
- Cell will give report to the authority about the cases attend to and the number of pending cases, if any which require direction and guidance from the higher authorities.
- The grievance cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

#### **Mechanism for submission of student's grievances**

- 1) Any student or staff of the college may free to lodge a complaint.
- 2) Complaint should be made to grievance redressal Committee.
- 3) Complaint should be in written form.
- 4) Upon receipt of complaint by any member of GRC, the member should forward it to the cell.
- 5) Upon receipt of complaint, the Secretary of the committee will send a response to the complainant acknowledging the receipt of grievance immediately.
- 6) Based on the nature of complaint, the Secretary either address the issue directly with the help of concerned department or the Secretary may call for a meeting of GRC.



- 7) The committee, as required may also call to the person against which the complaint has been made.
- 8) Final decision of the committee has to be communicated to complainant within 15 days of the receipt of the complaint.
- 9) If the complainant is not satisfied with the decision of the redressal committee, he/she can submit an appeal to the Secretary within a week of the receipt of decision with all relevant details.

### **Time Guidelines**

If the college is not in session then additional time may be required because of the complexity of the case, unavailability of the parties or witnesses, or other circumstances, at the request of any party or individual involved in the grievance procedure. If a period is extended, the student and the person against whom the grievance has been filed will be so informed.

### **Policy for Anti-Ragging**

College campus is a ragging free campus. Students will refrain from ranging any kind and those who violate this rule will be instantly suspended from the college initially for a period of one week. The matter will be placed in front of Anti-Ragging Committee, which will review the incident of ragging and take action according to the law. Supreme court of India has banned ragging. In order to prevent such activity in the campus, Anti-Ragging Committee have been developed and brought into operation even before the start of first year classes by the Principal.

### **ANTI RAGGING COMMITTEE**

<b>S.no.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1	Mr. Pradeep Kumar	Chairperson	9589693148
2	Mr. Rum Lal	Member	9525563681
3	Miss Gayatri Netam	Member	9294672775
4	Smt. Devprabha Sahu	Member	7974174554

To prohibit 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 indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension there of 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; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force to create, develop and nurture conducive, socio-academic environment within the student population..

### **WHAT CONSTITUTES RAGGING?**

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

1. Any conduct by any student or a group of 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;
2. Indulging in disorderly 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;
3. 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;
4. Any act by a senior student that's prevents disrupts and disturbs the regular academic activity of any other students or a fresher.;
5. Exploiting the services of a fresher or any the academic tasks assigned to an individual
6. Any act of financial extortion or forceful fresher other student for completing or a group of students. expenditure burden put on a fresher **or any other student by students;**
7. Any act of physical abuse including all variant of it: sexual abuse, homosexual assaults, stripping forcing obscene and obscene acts gestures, causing bodily harm or any other danger to health or person;
8. 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 pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **PREVENTIVE ASPECTS OF RAGGING**

During counseling meet new batch induction programme should assure the students and parents about full protection and support against any attempts of ragging by seniors while



briefly introducing the guidelines of Anti-Ragging Policy to achieve socio- academic integration of new entrants.

#### DEFINITIONS

1. In these regulations unless the context otherwise requires, - a. "Act" means, the University Grants Commission Act, 1956 (3 of 1956);
- b. "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- c. "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
- d. "Commission" means the University Grants Commission;
- e. "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or coordinating or maintaining standards in the relevant areas of higher education, such as the All India council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance education council (DEC), the Indian council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils
- f. "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
- g. "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- h. "Head of the institution" means the Vice-Chancellor in case of an university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- i. "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- j. "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or constituent unit of such institution, imparting higher education beyond 12 years schooling leading to, but not necessarily culminating in, a degree graduate postgraduate and/or higher level) and/or to university diploma.
- k. "State Level Monitoring Cell" means the body constituted by the State government for the control and elimination of ragging in institutions within the jurisdiction of the State,



established under a State Law or on the advice of the Central Government. as the case may be.

2. Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

### **Mechanism of Redressal of Ragging cases**

- 1) The college has constituted committee to be known as Anti-ragging Committee.
- 2) Anti-Ragging Committee ensures compliance with the provisions of AICTE Regulations as well as the provisions of any law for the time being in force concerning ragging and also monitor and oversee the performance of the Anti- Ragging Squad in prevention of ragging in the college.
- 3) Anti-Ragging Squad- The College has constituted the Anti-Ragging Squad for surprise raids in the college premises, canteen and hostels. The squad members carry out raids frequently in ragging sensitive places of premises.
- 4) Based on the directions of the Hon'ble Supreme court the UGC framed the UGC Regulations of ragging in Higher Educational Institution to prohibit, prevent and eliminate the punishment of ragging.
- 5) Students can call the toll free UGC National Anti-ragging Helpline 1800- 180-5522 or write email to [helpline@antiragging.in](mailto:helpline@antiragging.in). Also students can directly contact to the members of Anti-ragging committee. Students can email to [govtcollege\\_khertha@rediffmail.com](mailto:govtcollege_khertha@rediffmail.com).
- 6) On receipt of the recommendation of the Anti-ragging Squad or on receipt of any information concerning any reported incident of. ragging, the head of institution shall immediately determine if a case under the penal laws is made out and if so. either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;
  - I. Abetment to ragging;
  - II. Criminal conspiracy to rag;
  - III. Unlawful assembly and rioting while ragging;
  - IV. Public nuisance created during ragging;
  - V. Violation of decency and morals through ragging;
  - VI. Injury to body, causing hurt or grievous hurt;
  - VII. Wrongful restraint;
  - VIII. Wrongful confinement;
  - IX. Use of criminal force;
  - X. Assault as well as .sexual offences or unnatural offences;
  - XI. Extortion;



- XII. Criminal trespass;
- XIII. Offences against property;
- XIV. Criminal intimidation;
- XV. Attempts to commit any or all of the above-mentioned offences against the victim(s);
- XVI. Threat to commit any or victim(s); all of the above-mentioned offences against the
- XVII. Physical or psychological humiliation
- XVIII. All other offences following from the definition of "Ragging". The Head of the institution shall forth with report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer as our college is an affiliated college. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

## **PENALTY FOR RAGGING**

Any student of an educational institution shall commit ragging. Supreme Court of India has ordered that if any incident of ragging comes to the notice of the authority, the concerned student shall be free to explain and if his/her explanation is not found satisfactory, the Principal would expel him,/her from the college.

## **Policy for Anti-Discrimination Cell**

Introduction-

Indian constitution encapsulates social safeguard measures for all citizens of India in Article 15 and Article 16. As per directives of Article 15 prohibition of discrimination on grounds of

religion, race, caste, sex or place of birth. Article 16 states equal opportunity in matters of public employment. Article 16(2) further states that no citizen shall on grounds only of religion, race, caste,

sex, descent, place of birth, residence or any of them, be ineligible for, or discriminated against in respect of, any employment or office under the State. Govt. college khertha is committed to promote equal employment opportunities and discrimination free workplace.

### **Anti- Discrimination Cell**

<b>S.no.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1	Mr. Pradeep Kumar	Chairperson	9589693148
2	Mr. Rum Lal	Member	9525563681



## **Objectives.**

1. Students or employees do not suffer unfair discrimination in the workplace.
2. Individuals work in such an environment where all have equal opportunity depends on abilities.

Person shall not discriminate on –

- Age
- Colour
- Cultural or religions
- Education Background
- Race, ethnicity or nationality
- Political opinion
- Physical features
- Gender identity and expression
- marital status
- Pregnancy or
- Breastfeeding
- Sexual orientation
- health or physical disability or impairment
- Medical record
- Reserve disciplinary forces, e.g. police.

## **Mechanism of Redressal of Discrimination Cases**

A person wishing to make a complaint of discrimination can contact and file a complaint to Anti-Discrimination Committee. The complaint should be made in writing and addressed to chairperson of the committee within 5 working days of any such incident of discrimination. Once a complaint has been filed an investigation will be undertaken immediately. The complainant and the respondent will both be interviewed along with any individuals who may be able to provide relevant information.

### **Penalties-**

1. Anyone who harasses or victimizes a person who makes a complaint under this policy will face disciplinary action.

## **Policy for OBC/SC/ST/Minority Cell**

The cell has been constituted to respect every student and staff irrespective of their religious faiths, social and cultural backgrounds. The cell is dedicated to safeguard measures of an individual including minorities and acting as per the provisions of the constitution of India and prevention of Atrocities act 1989.



### OBC/SC/ST/Minority Cell-

S.no.	Name	Designation	Contact No.
1	Mr. Pradeep Kumar	Chairperson	9589693148
2	Mr. Rum Lal	Member	9525563681

### Objectives-

1. To create a secure environment for the **SC, ST, OBC** and minority students of the college.
2. To provide assistance through guidance and counseling for any emotional emergencies at the campus.
3. To work jointly with the Grievance Redressal Cell and Internal Complaint Committee Cell.

### Mechanism of Redressal

A person wishing to make a complaint can contact and file a complaint to OBC SC/ST/Minority Cell Committee. The complaint should be made in writing and addressed to In- charge of the committee within 5 working days. Once a complaint has been filed an immediate inquiry shall be initiated in a time bound manner with the objective of resolving the issue.



In-charge of the Cell,  
Govt. College Khertha, Distt. Balod



Asstt. Prof.  
Govt. College Khertha  
Distt.- Balod (C.G.)



Principal,  
Govt. College, Khertha  
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