



Kopergaon Taluka Education Society's

K. J. Somaiya College of Arts, Commerce and Science, Kopergaon

CRITERION- 5

STUDENT SUPPORT AND PROGRESSION

Key Indicator- 5.1 Student support

DVV Clarification

5.1.4 QIM: Proof of constitution of Internal Committees/ Grievances Committee formation / other Committee as per UGC norms.

2018-19 to 2022-23

Kopargaon Taluka Education Society's
K.J. Somaiya College of Arts, Commerce & Science,
Mohanirajnagar, Kopargaon



Prevention of Sexual Harassment Cell

Introduction/About Cell:-

As per the recommendation of UGC Prevention of Sexual harassment Cell has been established in college. The primary aim of this cell is to provide guidelines for protection from sexual harassment, fundamental right to work with dignity and to handle related complaints received or referred to the cell. The cell is to create and maintain an atmosphere in which staff, faculty and students, can work together in an environment free of violence, harassment, exploitation, and intimidation. It includes all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. The Cell aims to evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.

➤ Objectives

- Cell has to conduct awareness programs among the staff and students.
- Provide an environment free of gender-based discrimination.
- Ensure equal access of all facilities and participation in activities of the college
- Create a secure physical and social environment which will deter acts of sexual harassment
- Promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

➤ What Is Sexual Harassment?

Sexual harassment includes unwelcome sexually determined behavior (whether directly indirectly) such as:

- Verbal or physical threats
- Insulting, Abusive, Embarrassing or patronizing behavior or Comments
- Offensive gestures, Language, Rumors, Gossip or Jokes
- Humiliating, Intimidating, Demeaning and/or Persistent criticism, Open hostility
- Publishing, Circulating or Displaying pornographic, Racist, Sexually suggestive or Otherwise offensive pictures or other materials
- The unwanted physical contact

Anti Sexual Harassment Cell assures all the complaints of the students. Teaching and nonteaching staffs are treated with dignity and respect and the complaints should be maintained confidential.

False Reporting: Intentionally making a false report or providing false information is grounds for indiscipline.



For any Complaints, Queries & Assistance:

E-Mail: kjscollege@rediffmail.com

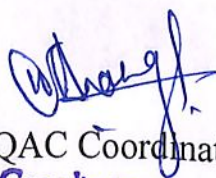
Composition of Anti-Sexual Harassment Committee:

- A Presiding Officer who shall be a woman faculty member employed at a senior level at the educational institution
- Not less than two teaching employees and two non teaching employees, preferably committed to the cause of woman or who have had experience in social work or have legal knowledge.
- Not less than three students, who shall be enrolled at the undergraduate, master, and research scholar levels respectively.
- One member from amongst non-governmental organizations or associations committed to the cause of woman or a person familiar with the issues relating to sexual harassment. Provided that at least one-half of the total Members so nominated shall be women.

➤ **Names of the Committee Members:**

Sr No.	Name of the Member	Designation	Contact No
1	Dr.B.S. Yadav	Chairman	9423181155
2	Dr S.B. Bhingardive	Member	9421601396
3	Prof. V.S. Aher	Member	9975944807
4	Dr. N.B. Shinde	Member	9322177794
5	Dr. R.A.Jadhav	Member	7057328879
6	Dr S.G.Konda	Member	9860020934
7	Dr S.B.Kute	Member	9604040383
8	Mr. A.B. Kokate	Member	9850747443
9	Adv. Vidhyasagar Shinde	Member	9822551129
10	Miss Priyanka Jogdand	Member	7219876008


Chairman


IQAC Coordinator
Coordinator
IQAC, K. J. Somaiya College
Kopargaon, Dist. A.Nagar


Principal
K.J.Somaiya College of Arts
Commerce & Science, Kopargaon



Grievance Redressal Cell

➤ Introduction/About Cell:

The cell functions to look into the grievances lodged by any student. Students may approach the cell to voice their grievances. Any form of discontent or dissatisfaction on the part of the students can be informed to the cell. Anyone with a genuine grievance may approach the Co-ordinator or member of the Students' Grievance cell. Grievances may also be sent through e-mail to the Co-ordinator of the Students' Grievance Cell. The cell then redresses the grievances promptly and judiciously. As a result of this mechanism, the institute has pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the students.

➤ Functions of Cell:

- Complaint Boxes have been installed in the College campus in which the Students, who want to remain anonymous, can put in writing their grievances and their suggestions for improving the academics/administration in the College.
- The person concerned can personally approach to any member of the Cell and can send email or write an application and submit to Cell Convener for grievances of any sort.
- The cases will be attended promptly on receipt of grievances from the students.
- The cell will review all cases and will act formally accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

➤ Objectives

The main objective of the Grievance Cell is to promote and maintain a conducive and harmonious educational environment among the students. The Students' Grievance Cell is constituted for the redressal of the problems reported by the students of the College. This is with the following objectives in mind

- Grievance cell is formed in order to keep the healthy working atmosphere amongst staff, students and parents.



- This cell helps Students to record their complaints and solve their problems related to academics, resources and personal grievances freely and frankly without any fear of victimization.
- To keep the dignity of the college high by ensuring conflict free atmosphere in the College by promoting good Student-Student relationship and Student-teacher relationship.
- To ensure effective solution to the student grievances with an impartial and fair approach.
- To guide Students of the College to respect each other and be patient whenever any occasion of conflict arises.
- To advise all the students to refrain from stirring up students against other students, teachers and College administration.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal. Ragging Complaints will be handled as per ragging rules.
- Woman Harassment complaints will be handled as per government guidelines by respective section.

➤ **Scope**

The cell will deal with Grievances received in writing from the students about any of the following matters:

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, theft, library facility, preparation of food, availability of transport, victimization by teachers etc.

➤ **Exclusions**


The grievance Redressal cell shall not entertain the following issues:

- Decisions of the executive council, academic council, board of studies and other administrative or academic committees constituted by the university.
- Decisions with regard to award of scholarship, fee concessions, medals etc.
- Decisions made by the university with regard to disciplinary matters and misconduct.
- Decisions of the university about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.

• Names of the Grievance Redressal Cell Members:

Sr No.	Name of the Member	Post	Position in the Cell
1	Dr S.B. Kale	Associate Prof., Dept of Chemistry	Chairman
2	Dr B.D. Gavhane	Associate Prof, Dept of mathematics	Member
3	Asst Prof. Aher V.S.	Asst Professor, Dept of English	Member




Principal
K.J.Somaiya College of Arts
Commerce & Science, Kopergaon



Kopargaon Taluka Education Society's,

K. J. Somaiya College of Arts, Commerce and Science, Kopargaon

Anti-Ragging Committee

Introduction:

Organizations including educational Institutions must create Anti- Ragging Cell to safeguard students from any type of misbehavior by students. Compliance of the guidelines of UGC, which is modified as UGC regulations on curbing the menace of ragging in higher educational institutions, 2009 is compulsory. The establishment of an anti-ragging cell should be mandatory to prevent incidents like these from happening again, effectively eradicating this menace for good.

Objectives of Anti-Ragging Committee:

The Anti-Ragging Committee will be the monitoring and advisory group for preserving a culture of ragging-free environment in the college campus. The main objectives of this committee are as follows:

1. To design strategies and actions to stop the menace of ragging.
2. To avoid and prohibit sexual harassment in the college campus.
3. To adopt a wide range of activities to create ragging-free environment.
4. To make students aware about the effects of ragging.
5. To take preventive actions against the act of ragging.
6. To keep attention towards known dangers regarding an act of ragging.
7. To create an atmosphere of discipline by sending a clear message to students that, no act of ragging will be tolerated.
8. To punish students those who involved in any act of ragging.
9. To deal with the incidents of ragging promptly.



Functions of Anti-Ragging Committee:

1. To create awareness among the students regarding an act of Anti-Ragging by conducting workshops.
2. To percolate the useful information and guidelines to the students regarding an action of ragging and effects of ragging along with punishments involved.
3. To display anti ragging posters and notices at various locations in the college campus.
4. To conduct surprise visits in hostels and other places in the college campus.
5. To Prevent, Prohibit, and Redress any act ragging by the committee formed in this regards.
6. To address complaints about ragging as per the Govt. and University procedures.
7. To take all necessary actions for prevention of ragging inside the college campus.
8. To maintain records of the cases investigated and submit it to the IQAC.

SOP of Functioning of Anti-Ragging Committee:

Formation and functioning of Anti-Ragging Committee is made compulsory as per the Notifications and Guidelines provided by the UGC in educational institutions to take preventive actions against an act of ragging by the seniors or by any student while learning. Standard Operating Procedure is adopted by College Anti-Ragging Committee to follow guidelines provided by the UGC and to take disciplinary action against responsible boys and girls of the college, which leads to Rustication from the college or relevant action as per an act of ragging. SOP of functioning of Anti-Ragging Committee in college is as follows:

1. At the time of Admission Affidavit Forms are to be filled up by students and parents regarding Anti-Ragging.
2. Anti-Ragging Committee regularly organizes workshops and activities to guide students about the effects of an act of ragging.
3. In case of an act of ragging, names of culprits are to be displayed on notice board and places where students usually come together in the college.
4. Charts and displays are to be placed on various places where students can notice the fact of ragging.
5. Anti-Ragging Committee conducts squads to visit classrooms, hostels and places in the college campus to prevent an act of ragging.
6. Anti-Ragging Committee working in hand with Grievance Redressed Cell, Sexual Harassment Committee in the college campus to create well coordination amongst all committees.
7. Keep watch on incidents of ragging including reported incidents of ragging is to be assessed properly and punished immediately.
8. Mentor student representatives to promote right attitude towards solving problems related to ragging faced by the fresher's in the college by involving them in different activities like NSS, NCC etc.



Actions to be taken against students for performing an act of Ragging:

1. Suspension of students from classes as well as withdrawing admission from hostel
2. Refuse scholarships and other benefits.
3. Punish responsible students with said penalties in regards of an act of ragging.
4. Withdrawing facilities of Training and Placement.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Cancellation of admission from the college.
7. Make 'Red Mark' on all the educational documents and prevent the students to take admission to any other institution.

Order of Supreme Court and Notification from University Grants Commission; an act of ragging include following actions:

1. Any act of indiscipline, teasing or handling with rudeness.
2. Any act that prevents disrupts the regular academic activity.
3. Any activity which is likely to cause annoyance, hardship, psychological harm or creates fear or apprehension.
4. Any act of financial extortion or forceful expenditure.
5. Any act of physical abuse causing assault, harm or danger to health.
6. Any act of abuse by spoken word, emails, SMS or public insult.
7. Any act of injury or infringement of the fundamental right to the human dignity.
8. Any act of wrongful confinement, kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.
10. Punishment to those found guilty.

Students can register complaints with the following authorities:

College Anti-Ragging Committee: 9146142000, 9146152000

Chairman (Principal): Dr. B. S. Yadav - 9423181155

Coordinator: Prof. Dr. Sanjay Argade - 9922720270

Email ID: kjscollege@rediffmail.com

Complaint Link Form: https://antiragging.in/complaint_register_form.html

UGC Anti-Ragging helpline:

Anti-Ragging Helpline: 1800-180-5522



Link of Information about anti ragging and its regulations:

<https://antiragging.in/information.html>

Link for questions regarding anti ragging in the mind of students:

<https://antiragging.in/faqs.html>

Link of affidavits and undertaking to be filled by the students and guardians:

https://antiragging.in/affidavit_affiliated_form.php

Link for Complaint:

https://antiragging.in/complaint_register_form.html

Link of Compliance by Institution:

https://antiragging.in/compliance_disclaimer.html

Link of UGC Notification on Anti-Ragging:

https://www.ugc.gov.in/pdfnews/7811287_Anti-Ragging_Cell_Circular.pdf

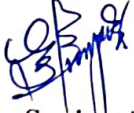
Link of UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009:


<https://www.ugc.gov.in/oldpdf/ragging/minuterag230409.pdf>



Anti-Ragging Committee:
(Under Section 26(1) (g) of the University Grants Commission Act, 1956)

Sr. No.	Name	Designation
1.	Dr. B. S. Yadav (Principal, K. J. Somaiya College, Kopargaon)	Chairman
2.	Police Inspector (Kopargaon City Police Station)	Member
3.	Mr. Jawale Laxman (Local Media Representative)	Member
4.	Rajole Hemant Rambhau (Parent Representative)	Member
5.	Gunjal Babasaheb Sampat (Parent Representative)	Member
6.	Mr. Raktate Vinayak A/P – Kokamthan, Tal – Kopargaon. (Alumni Representative)	Member
7.	Vakte Shraddha Vinod (Student Representative)	Member
8.	Mr. Aasane H. N. (Rector, Boys Hostel)	Member
9.	Mrs. Tikande S. A. (Rector, Ladies Hostel)	Member
10.	Dr. Khose M. B. (Teacher Representative)	Member
11.	Dr. Dhokale N. T. (Teacher Representative)	Member
12.	Dr. Naikwade A. C. (Non-Teaching Representative)	Member
13.	Prof. Dr. Argade S. L. (Teacher Representative)	Coordinator


Prof. Dr. Sanjay Argade
Coordinator
Anti-Ragging Committee


Prof. Dr. Vijay Thange
Coordinator
IQAC, K. J. Somaiya College,
Kopargaon, Dist. A. Nagar


Dr. B. S. Yadav
Principal
K. J. Somaiya College of Arts
& Commerce & Science, Kopargaon






Kopargaon Taluka Education Society's

K. J. Somaiya College of Arts, Commerce and Science, Kopargaon
Mechanism to solve students Grievance

Grievance Redressal Cell Committee

Kopargaon Taluka Education Society's

 **K.J.Somaiya College of Arts, Commerce & Science Kopargaon**

Grievance Redressal Cell
Academic Year: 2022 - 2025

Sr.No.	Name	Designation
1	Prin. Dr. Yadav B. S.	Chairman
2	Prof. Aher V. S.	Member
3	Prof. (Dr.) Argade S. L.	Member
4	Dr. Shinde N. G.	Member
5	Dr. Gavhane B. D.	Member
6	Dr. Naikwade A. C.	Member
7	Dr. Kale S. B.	Coordinator



Prevention of Sexual Harassment of Women Committee



Kopargaoon Taluka Education Society's

**K.J.Somaiya College of Arts, Commerce
& Science Kopargaoon**

Committee for Prevention of Sexual Harassment of Women

Academic Year: 2022 - 2025

Sr.No.	Name	Designation
1	Prin. Dr. B. S. Yadav	Chairman
2	Dr. S. B. Bhingardive	Member
3	Prof. V. S. Aher	Member
4	Prof. N. B. Shinde	Member
5	Prof. R. A. Jadhav	Member
6	Dr. S. G. Konda	Member
7	Dr. S. B. Kute	Member
8	Mr. A. B. Kokate	Member
9	Adv. Vidyasagar Shinde	Member
10	Miss. Priyanka Jogdand	Member



Anti – Ragging Committee



Kopargaoon Taluka Education Society's

K.J.Somaiya College of Arts, Commerce & Science Kopargaoon

Anti-Ragging Committee

(Under Section 26(1)(g) of the University Grants Commission Act, 1956)

Academic Year: 2022 - 2025

Sr. No.	Name	Designation
1	Principal, K.J.S College, Kopargaoon	Chairman
2	Police Inspector (Kopargaoon City Police Station)	Member
3	Mr. Jawale Laxman (Local Media Representative)	Member
4	Rajole Hemant Rambhau (Parents Representative)	Member
5	Gunjal Babasaheb Sampat (Parents Representative)	Member
6	Mr. Raktate Vinayak (Alumni Representative)	Member
7	Vakte Shraddha Vinod (Student Representative)	Member
8	Mr. Aasane H. N. Rector, Boys Hostel	Member
9	Mrs. Tikande S. A Rector, Ladies Hostel	Member
10	Dr. Khose M.B. (Teacher Representative)	Member
11	Dr. Dhokale N.T. (Teacher Representative)	Member
12	Dr. Naikwade A. C. (Non-Teaching Representative)	Member
13	Prof. (Dr.) Argade S.L. (Teacher Representative)	Coordinator



Right to Information Committee



Kopargaoon Taluka Education Society's

**K.J. Somaiya College of Arts, Commerce & Science,
Kopargaoon**

Right to Information Act Committee

1	Appellate Authority	Principal, K. J. Somaiya College of Arts, Commerce & Science, Kopargaoon Ph. No: 9146142000 / 9146152000
2	Public Information Officer	Prof. (Dr.) Bhosale B. B. K. J. Somaiya College of Arts, Commerce & Science, Kopargaoon Ph. No: 9146142000 / 9146152000
3	Assistant Public Information Officer	Dr. Naikwade A. C. K. J. Somaiya College of Arts, Commerce & Science, Kopargaoon Ph. No: 9146142000 / 9146152000



Notice Board for Students


कोपर्गाव जालुका इन्व्हेस्ट्मन्ट सोसायटीचे

के.जे.सोमैया कला, वाणिज्य व विज्ञान महाविद्यालय
मोहनीराजनगर, कोपर्गाव

*** वसतिगृह सुचना ***

● वस्तीगृहातील सर्व विद्यार्थ्यांनी खालील नियमांचे काटेकोरपणे पालन करावे.

1. वस्तीगृहातील सर्व माहित्यांचा काळजीपूर्वक वापर करावा.
2. वस्तीगृहात संध्याकाळी दिलेल्या वेळेत उपस्थित रहावे.
3. वस्तीगृहातील टॉयलेट / बाथरूम स्वच्छ ठेवावे.
4. आंघोळीचे गरम पाणी व आर ओ (पिण्याचे पाणी) चा गैरवापर टाळावा.
5. आपल्याला मिळालेल्या रूममध्ये महाविद्यालयातील किंवा बाहेरील कुठल्याही व्यक्तीला विनापरवानगी वस्तीगृहात घेऊन येऊ नये.
6. वस्तीगृहासाठी तयार करण्यात आलेल्या व्हाट्सअप ग्रुप वरील सूचनांचे काटेकोरपणे पालन करावे व ग्रुप वर पाठवलेली माहिती वेळेत भरून महकार्य करावे.
7. महाविद्यालयातील नासिका / प्रात्यक्षिकाम जातेवेळी आपल्या रूममधील लाईट, फॅन, बट बंद करावेत व रूमला लॉक करूनच जावे. विद्यार्थ्यांचे वैयक्तिक कोणत्याही प्रकारचे माहित्ये गहाळ झाल्यास त्याबाबत विद्यार्थी स्वतः जबाबदार राहतील.
8. सोमवार ते शनिवार या दरम्यान धरी जावयाचे असल्यास कनास टीचर / विभाग सुट्टीच्या वेळी परी जाताना अथवा इतर काही कारणामुळे बाहेरगावी जाताना रजिस्टर मध्ये नोंद करावी. नमूद आनलाइन दिलेल्या रजेचा अर्ज भरून वस्तीगृह प्रमुखाची संपती घ्यावी.
10. ऑफलाइन दिलेला अर्ज सजेशन बॉक्स मध्ये टाकावा.
11. वस्तीगृहात कुठल्याही प्रकारचे गैरवर्तन होणार नाही याची सर्व विद्यार्थ्यांनी काळजी घ्यावी व विद्यार्थी गैरप्रकार करताना आढळतील अशा विद्यार्थ्यांनावर कायदेशीर कारवाई करून वस्तीगृह प्रवेश रद्द केला जाईल.
12. वस्तीगृहामध्ये एका विद्यार्थ्यांची विद्यार्थी प्रतिनिधी म्हणून निवड केली जाईल.
13. विद्यार्थ्यांस काही आजार किंवा मानसिक आजार असेल तर त्याची पूर्वकल्पना पालकानी द्यावी. वरील सूचनांचे काटेकोरपणे पालन करावे व वस्तीगृह प्रशासनास महकार्य करावे.


Co ordinator
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