



Dr. Madhukarrao Wasnik
P.W.S. Arts and Commerce College
Kamptee Road, Nagpur-26

5.1.4 Details of statutory/regulatory Committees

1. Grievance redressal cell: Standard Procedure & Rules

Standard Procedure Grievance Redressal Cell

Grievance Redressal Cell is one of the most essential committees of the college that ensures justice, unbiased and conducive environment for the students. Students are important stakeholders who bring about essential development in college campus. Grievance Redressal Cell is a kind of platform where students can express themselves about difficulties they face while they are in the campus. The Cell attends to the grievances and complaints registered by the students related to teaching, learning, cleanliness, facilities, discipline and management.

Students are encouraged to come forward and express their grievances in writing through a grievance redressal box which is kept at the entrance of admin section. All the complaints and grievances are duly addressed and redressed at periodical meetings in accordance with the rules and regulations of the college. A report of the same is submitted to the principal who takes appropriate action as soon as possible.

Objectives:

1. To improve the teaching-learning process, management and facilities of the college.
2. To make the college administration aware of the weaknesses and lacunas of the college.
3. To avoid the problems and troubles faced by the students
4. To enable the students to take advantage of the facilities of the college
5. To make conducive and favorable atmosphere for the students
6. To aware students of their rights and duties
7. To develop ethical values and quality of self-assessment among students. The students who make complaints will not cause the same complaints.

Need:

1. In absence of the committee the students will not be able to share their problems that might affect the college's progress
2. Only students can provide the true picture of condition of teaching, learning, management and administration but in absence of the Cell the students will not come to the fore.

3. The existence of the committee keeps a check on the functions of teaching, learning, management and administration having positive effect on the college development.
4. The internal management of the college will be in control.

Grievance Redressal Cell Composition:

- Dr. Yeshwant V. Patil (Principal)
- Dr. N. S. Bagde (Vice Principal)
- Dr. Vimal Rathod (Convener)
- Dr. P. M. Bagde (Member)
- Dr. C. S. Patil (Member)
- Dr. V. S. Chavan (Member)
- Dr. S. B. Bhowate (Member)
- Dr. S. C. Chimankar (Member)
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Function of the Grievance Redressal Cell:

1. The cell informs the students about the objectives and mode of operation through Website and notifications.
2. The students are guided about the process and rules of registering their grievances and complaints through a Grievance Redressal Box in the beginning of each session.
3. The Cell takes cognizance of all the grievances and proceeds with the necessary steps to resolve them
4. A comprehensive report of the grievances is prepared by the Cell and submitted to the principal.
5. Action taken reports are prepared by the cell.
- 6.

Procedures and rules:

1. Role and responsibility of Grievance Redressal Cell are limited only to receiving and resolving grievances of the students only.
2. The Grievance Redressal Cell will address only the grievances of students related to teaching, learning, cleanliness, facilities, discipline and management.
3. Grievances made on Personal level will not be entertained
4. The student's grievances should be addressed to the Principal, Dr. Madhukarrao Wasnik PWS College, Nagpur. The grievance letter should contain the student's name, class, medium and signature. Without name and signature of the student the grievance will not be addressed.
5. The meeting of the Grievance Redressal Cell will be conducted periodically. The students will be informed about the dates of the meetings through timely notification.
6. At least two members of Grievance Redressal Cell will open the Grievance Redressal Box on the stipulated date and the presence of complainant on that date will be mandatory.
7. Open meeting of Grievance Redressal Cell with the students will be conducted twice (one in each session). The dates of the meeting will be decided by the Committee and the

students can discuss their grievances with the members of the committee in the meeting. It will be mandatory for the student to bring their grievances in writing.

8. The overall data of the grievances of the students will be submitted to the principal.
9. If the necessary action is not taken to redress the grievances of the students, the Management committee will be informed in writing about the same.

Redressal of Grievances:

After the submission of a comprehensive report of the grievances of the students to the principal immediate actions are taken. The Principal issues warning letter, memo, notices and takes reformative measures to redress the grievances. The grievances are addressed in accordance with their urgency and the appellants are duly informed about the measures taken to redress their grievances. The Cell makes sure that the same complaint should not be repeated.

Notified on College Website:

http://www.pwscollege.edu.in/uploaded_files/Standard_procedure_of_Committees_2017-22.pdf

2. Internal Complaint Committee: Standard Procedure

Internal Complaint Committee Standard Procedure

Internal Complaint Committee is formed in the college as per the directions of Government of Maharashtra Act -2013 against Sexual harassment of women and cybercrime at workplace. A notice is issued for the female staff of the college to invite their complaints regarding sexual harassment cybercrime that are duly addressed by the committee.

Objectives:

1. To protect women from sexual harassment at workplace
2. To provide a secure and healthy atmosphere at workplace
3. To create a healthy and equality based social disposition in the society
4. To provide a platform to women to raise their complaints against such issues
5. To provide protection against cyber crime

Women Grievance Redressal Cell Composition:

ICC Designation	Name of the Member	Designation	Mobile Number	E-Mail ID
Presiding Officer	Dr. Pradnya Bagade	Associate Prof.	9665018432	pradnya.mahendra@gmail.com
Faculty Member-1	Dr. Manisha Nagpure	Associate Prof.	9823153002	manishanagpure77@gmail.com
Faculty Member - 2	Prof. Pranoti Sahare	Assistant Prof.	8999785439	hirpranoti@gmail.com
Non-Teaching Member - 1	Shri. Deepak Jaiswal	Steno.	9923444844	deepakjaiswalpws@gmail.com
Non-Teaching Member – 2	Smt. Karuna Koche	Peon	8766839738	
Student Under-Graduation	Ms. Khushi Patil	Student	9284629360	
Student Post-Graduation	Ms.Sniya Nandilath	Student	7276868025	sniyanandilath@gmail.com
Student Ph.D.	Ku. Madhuri Botare	Student	9158181684	Madhuribotare58@gmail.com
External Member (NGO, etc.)	Ku. Chhaya Khobragade	Social Worker	9730754480	

Procedures and rules:

1. A committee is formed
2. Notices are issue twice (one in each session)

3. Visits are made to each class to invite complaints
4. Complaints are invite
5. Name of complainant is kept secret
6. The complaint should contain the nature of complaint, date and name
7. The secrecy is maintained
8. Both the complainant and opponent called for the meeting separately
9. The problems are tried to be solved at college level through warning
10. The committee takes the action to resolve the issue
11. Action taken report are composed

Conclusion:

In last 8 years there has been no serious case that needed to be addressed in “Maharashtra State Commission for Women”.

Notified on College Website:

http://www.pwscollege.edu.in/uploaded_files/Standard_procedure_of_Committees_2017-22.pdf

3. Anti-Ragging Cell: Standard Procedure

Anti-Ragging Cell

Standard Procedure

As per direction of University Grants Commission (2009 and Amended in 2016) and the Maharashtra Prohibition of Ragging Act, 1999 college has formed an Anti-ragging cell in college to curb any form of ragging or harassments to the junior students in the campus.

What is Ragging according to UGC direction?

1. Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or a junior student.
2. Indulging in a rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or Psychological harm or to raise fear or apprehension thereof in a fresher or a junior student.
3. Asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or Psyche of a fresher or a junior student.

4. 3(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Definition of Ragging and Provision as per the Maharashtra Prohibition of Ragging Act, 1999

According to The Maharashtra Prohibition of Ragging Act, 1999, ragging is defined as "ragging" means display of 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.

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.

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.

‘Zero tolerance’ policy of UGC:

No act of ragging, major or minor, shall go unnoticed. No ragger, male or female, student or non-student, shall go unpunished. No institution that fails to take action against ragging shall be allowed to operate.

Objective of College Anti-ragging Cell:

1. To act upon directions and rules given by UGC and Government of Maharashtra to prevent the ragging cases in the college campus.
2. To organize awareness campaign and circulate notices classroom to classroom as well as through college website.
3. To receive complaints from the students and to examine such complain and to conduct an thorough enquiry into the matter
4. To discuss possible ways and strategies to prevent ragging in college campus.
5. To display anti-ragging information and rules at different places in the campus to create awareness.

The procedure of the Anti-Ragging Cell

- The Anti-Ragging Cell will follow the following procedure.
- The committee convene meeting at least two times in the session.
- The committee will notify students about anti-ragging through classroom to classroom notices and through college website time to time.
- The committee will also display Posters, Rule boards, and Helpline Numbers at various places in the college to make the students aware about punishments for ragging in the campus.
- Receiving written complaint from college fresher students
- At the same time Anti ragging Cell will be in touch with college teachers who will be on vigilance in the campus and they will report of any such incidences in the college.
- Examining the matter in detail on the basis of complaint received
- If any of such incident of ragging or harassment of fresher by senior is confirmed, the same may be reported to the nearest Police Station by the Principal.
- The committee also can recommend the severe punishments to the accused of ragging in the campus.

Composition of Anti –Ragging Cell of the College:

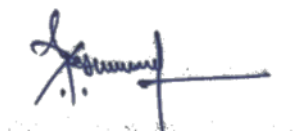
- 1. Chairman:** Dr. Yeshwant Patil (Principal) (09423109579)
- 2. Convener:** Dr. Sudesh Bhowate (09823419389)
- 3. Member:** Dr. C. S. Patil (0941706504)
- 4. Member:** Dr. Megha Ramteke (0866849709)
- 5. Member: Dr. Vivek Chavhan** (09373696342)
- 6. Parent of Student:** Mr. Suresh Daji Tembhurkar (9371870962)
- 7. Student Representative:** Ku. Diptisha S. Rangari (B.Com I Eng) 2022-23
- 8. Student Representative:** Ku. Vasundhara S. Dongre (B. A. I (Hindi) 2022-23

National Anti-Ragging Helpline: Phone No :- 1800-180-5522

Email :- helpline@antiragging.in

Notified on College Website:

http://www.pwscollege.edu.in/uploaded_files/Standard_procedure_of_Committees_2017-22.pdf



Principal

Dr. Yeshwant Patil