
ShriShivaji Education Society, Amravati's



**Mahatma Fule Arts & Commerce and
SitaramjiChaudhari Science
Mahavidyalaya, Warud**

DIST. AMRAVATI (M.S.) 444 906 Ph.(Off.) : 07229-232 002

ESTD : 1960

NAAC Reaccredited with 'B' Grade with CGPA-2.43

President
Hon'ble
Harshvardhan P.
Deshmukh

Principal
Dr. J.D. Wadate

Founder President
**Dr. Panjabrao alias
Bhausahab Deshmukh**
M.A., D. Phil., LL.B., Bar-at-Law

***5.1.5: The Institution has a transparent mechanism for
timely redressal of student grievances including
sexual harassment and ragging cases***

- **Code of Conduct for Avoidance of Sexual Harassment.**

अधीसूचना

क्र. : ४९ / २००३

दिनांक : ५/५/२००३

विषय : स्त्रियांना सन्मानपूर्वक वागणूक देण्याकरिताचे Code of Conduct

सर्व सामान्यांचे माहिती करिता अधिसूचित करण्यात येते की, विद्यापीठ अनुदान आयोगाने सुचविल्याप्रमाणे तसेच मा.कुलगुरुंनी गठीत केलेल्या समितीने स्त्रियांना सन्मानपूर्वक वागणूक देण्याच्या दृष्टीने तसेच लैंगिक मनःस्ताप टाळण्याच्या दृष्टीने गठीत केलेल्या समितीने तयार केलेले Code of Conduct विद्यापीठाचे शैक्षणिक विभाग / प्रशासकीय विभाग व संलग्नीत महाविद्यालये ह्यांचे माहितीस्तव प्रसिध्द करण्यात येत आहे.

CODE OF CONDUCT FOR AVOIDANCE OF SEXUAL HARASSMENT AND
MAINTENANCE OF DIGNITY OF WOMEN.

PREAMBLE :

At work-place where women and men are considered equal by authorities , colleagues, juniours, students and employees which contributes to healthy environment, the output of the work is satisfactory, and the institution gets support to reach the desired objectives. In a longer way it influences the Socio economic status of the Nation positively. In an effort to promote the well-being and to maintain dignity of all women at workplace and to prevent sexual harassment of women at workplace which is a criminal offense and violation of human rights standards, the following code of conduct has been prescribed.

CLAUSE 1

DEFINITION :

- 1.1 "Educational Institutions" means the Amravati University, Amravati and the affiliated Colleges.
- 1.2 "Sexual Harassment" means
- Commission of any verbal, physical or other conduct including comment, gesture or conduct of sexual nature, individually or collectively by men against women and includes
 - eveteasing
 - unwelcome remarks
 - jokes causing or likely to cause awkwardness or embarrassment
 - innuendos and tauntry
 - gender based insults or sexist remarks
 - unwelcome sexual overtone in any manner such as over telephone and the like.
 - touching, or brushing against the body and the like
 - displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
 - forcible physical touch or molestation
 - physical confinement against one's will and other acts in tentative to violate one's privacy.
 - denial of equal opportunity in pursuit of education/ career development or
 - otherwise making the study / work environment hostile or intimidating for students / employees.

1.3 "Head of the Institution" means, the Head of the Educational Institutions whether known as Vice-Chancellor / Principal of Colleges.

1.4 "Management" means

1.5 "Sexual Harassment of Students" means the use of authority by any person incharge of the Management or any person employed by it to exploit the sexuality or sexual identity of a student or to harass in a manner which prevents or impairs that student's full employment of educational benefits, climate or opportunities. It includes faculty / non-faculty behaviour that covertly or overtly uses the power inherent in the status of a Professor / Reader / Lecturer / non-teaching staff, etc to affect negatively a student's educational experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate a student to accept sexual advances or risk reprisal in terms of a grade, a recommendation, a professional growth opportunity or job.

1.6 "Sexual Harassment of Employee" means use of an authority by any person incharge of the management or any person employed by it to exploit the sexuality or sexual identity of an employee to harass in a manner which prevents or impairs the employees' full utilisation of employment benefits, climate or opportunities. It includes employer / fellow staff / non-teaching staff behaviour that covertly or overtly uses the power inherent in the status of Employer / Head of the Institutions / Management to affect negatively an employee's work experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate an employee (Teaching Staff / Non-teaching Staff) to accept sexual advances or making employment decision affecting the individual or create an intimidating, hostile or offensive working environment.

CLAUSE II :

PROHIBITION OF SEXUAL HARASSMENT

There shall be no harassment of women members whether student or employee within the educational institutions or in any place away from such institutions, if such place has a relevance or any bearing on the relationship as employer / employee / student / persons incharge of Management of the Educational Institutions.

CLAUSE III :

PREVENTIVE MEASURES FOR SEXUAL HARASSMENT

3.1 The Head of the Institution shall, having regard to the location, environment and the like, of the educational institution concerned, take every step within his/her means to initiate action to identify spots or places and spheres of activity which are prone to harassment whether between students or between students and employees (teaching and non-teaching staff) of the education institutions or between employees themselves or between persons incharge of management and employee and shall make adequate arrangements with the view to prevent sexual harassment.

3.2 Grievance Committee Constitution

(a) The Head of the Institution shall, for the purpose of implementing the code, constitute a Grievance Committee which shall consist of

- (i) A Woman Professor in the Education Institution concerned approved by the Head of the Institution who shall be the Chairperson.
- (ii) Two female members of the employees on the teaching side
- (iii) Two male members of the employees on the teaching side
- (iv) One lady lawyer
- (v) One female student
- (vi) One female / male representative of non-governmental organisation actively engaged in the welfare of women.

(b) The members of the Committee in category (ii), (iii), (iv), (v) and (vi) shall be nominated by the Head of the Institution in consultation with the Chairperson.

(c) The term of office for the members shall be two years and the members are eligible for re-

3.3. Conducting Enquiry by the Grievance Committee :

- (a) Any person aggrieved by any contravention of this code, shall prefer a complaint before the Grievance Committee at the earliest point of time and in any case within 15 days from the occurrence of the alleged contravention.
- (b) [i] Complaint should be in writing and shall contain all the material and relevant details and the complaint shall be addressed to the Chairperson of the Committee.
- [ii] Under these circumstances upon receipt of any such complaint the chairperson of the committee shall retain original complaint with herself and send gist of the complaint containing all material and relevant details other than the name of the complainant and other details which might disclose the identity of the complainant to the person concerned against whom the complaint is made.
- (c) The Committee upon receipt of any such complaint, shall make every endeavor to cause an enquiry to be made descreetly.
- (d) Where the Grievance Committee is satisfied that the complaint is justified -
- (i) in the case of the person complained against is a member of the body of management, the Grievance Committee shall report the matter to that body of Management of which he is a member.
- (ii) in the case of the person complained against, happens to be an employee of the university / college, it shall report the matter to the Vice-Chancellor / Principal who shall institute disciplinary action under the relevant service rules and
- (iii) in the case of the person complained against happens to be a student, it shall submit the report to the Head of the Institution recommending the penalty to be imposed.

Provided that in case of failing under clause (d-ii) the Head of Institution may , independent of the disciplinary action instituted, direct that the person complained against is relieved of his duties in whole or in part and assign him with such other duties as may the Head of the Institution deem fit.

- (e) The Head of the Institution, upon receipt of a Report from the Grievance Committee in respect of contravention by a person, shall after giving an opportunity of being heard to the person complained against, shall submit the case with his/her recommendations to the Management for confirmation and imposition of the penalty recommended by the Grievance Committee.
- (f) The Management upon receipt of the case from the Head of the Institution may confirm with or without modification the penalty recommended.
- (g) The penalty to be imposed under this code shall be any one or more of the following.
- * Warning in writing
 - * Transfer to other Section / Department
 - * Increments / Promotions to be stopped.
 - Demote the person depending on the nature and gravity of the sexual harassment.
 - * Suspension for a specified period.
 - * Expulsion or rustication from the college/ University for a specified period.
 - * Lodging a complaint with police for any act amounting to an offense under the law.

**CLAUSE V :
SAVINGS**

These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

Sd/-
(DR.P.S.NARKHEDE)
REGISTRAR
AMRAVATI UNIVERSITY

**Mahatma Fule Arts, Commerce & Sitaramji Choudhari
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Women Grievance and Empowerment Cell

As per the directives of Ministry of Human Resource Development, Government of India, a Committee has been constituted to examine the complaints of sexual harassment of Women at work places (Women employees of the college and all girl students of the college). The college has established Women's Grievance Cell in the year 2005, with the objectives of redressing the grievances of the students and the staff, particularly related to women.

According to the Hon. Supreme Court of India definition of sexual harassment is any unwelcome sexually determined behavior, such as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually Colored remarks
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

Objectives:

- To promote a culture of respect and equality for female gender.
- To equip the female students, faculty and staff members with knowledge of their legal rights.
- To resolve issues relating to girls'/women's sexual harassment.
- To enhance the self-esteem and self-confidence of women students, faculty and staff in the college.
- To provide a platform for listening to complaints.
- To guide about Women Welfare Laws.
- To organize seminars, workshops relating to women development.
- To realize role of women in building up of a healthy society

Complaint Procedure and Redressal mechanism:

The College premises, laboratories and corridors are under video Surveillance equipped with CCTV cameras. Girls' common room for female staff members and girl students are neat and clean.

There is suggestion/complaint box outside college office for all stakeholders to give their suggestions/complaint and improvement in all areas. Generally Matter is resolved by counseling. If need be parents are informed and counseled.

- Any woman employee/female student of the college shall have the right to lodge a complaint with any of the members of the Cell.
- Such complaints may be oral or in writing.
- Any complaint in writing shall be signed by the person making the complaint.
- A Complaint Register shall be maintained by the Committee. It should be a confidential document.
- The Committee should find suitable solutions to settle the problems faced by the women staff / students in regard to matters relating to sexual harassment through investigation.
- To facilitate speedy delivery of justice, through organizing meetings at regular.



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Website: <https://mfulecollegewarud.org/> Ph. No. 07229-232022

ANTI-RAGGING COMMITTEE

Anti-Ragging committee should be the one of the important part of Educational Institution's mechanism. As per the guidelines of UGC under the Act of 1956, which is modified as UGC regulations on curbing the menace of Ragging in higher Educational Institutions. 2009 establishment of Anti-ragging committee is very compulsory.

Objectives of Anti- ragging committee.

Anti-ragging Committee will be the supervisory and advisory committee in preserving a culture of Ragging free Environment in the college campus. The main objectives of this cell are as follows

1. To aware the students of dehumanizing effect of **ragging** inherent in its perversity.
2. To keep a continuous watch and vigil over **ragging** so as to prevent its occurrence and recurrence.
3. To promptly and stringently deal with the incidents of **ragging** brought to our notice.
4. To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated any act of ragging shall not go unnoticed and unpunished.

As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

- 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 fearer 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 words, e-mails, SMS or public insult etc.
- 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.

Punishment to those found guilty

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments.

- 1) Debarring from appearing in any sessional test/university Examination.
- 2) Suspension from attending classes and academic privileges.
- 3) Withdrawing scholarships and other benefits
- 4) Suspension from the college
- 5) Cancellation of the admission
- 6) Withholding the result.



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