



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
School of Fashion Technology

A College of Design, Management & Technology

Accredited with "A" by NAAC

Affiliated to S.N.D.T. Women's University, Mumbai



POLICY DOCUMENT OF ANTI-RAGGING, SEXUAL HARASSMENT AND DISCIPLINE COMMITTEE

OBJECTIVE

To develop an approachable and responsible attitude amongst all the stakeholders in order to maintain a healthy educational atmosphere in the institute.

The college has formulated a committee that will help in creating a healthy environment which will work towards the holistic development of all the stakeholders. This committee will look into the complaints lodged by any student or staff, and to resolve it in most rightful way. Anyone with a genuine grievance may approach the committee members in person. In case the person is unwilling to appear in self, grievances may be dropped in writing in the suggestion box or via an email or the link provided by the institution on the website. The committee is as follows-

Sr.No	Name of the member	Designation	Position
1	Dr. M. M. Hundekar	Principal	Chairperson
2	Ms. Garima Bhalla	Assistant Professor	Coordinator
3	Mr. Promoad Gorhe	Member -Management	Member
4	Mr. Girish Huddar	HR Management	Member
5	Mr. Suresh Karale	Associate Professor	Member
6	Ms. Vibhavari Bidve	Lawyer	Legal Advisor
7	Dr. Sadhana Deval	Doctor	Member
8	Ms. Aishwarya Parnjape	Counsellor	Member

For any kind of grievance, a committee is formulated that follows all the guidelines of UGC prescribed in "F.No. 14-4/2012(CPP-II). —In exercise of the powers conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012.



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https://www.ugc.ac.in/pdfnews/2813028_SG-Regulations-2019.pdf

RAGGING- Ragging will be treated as a major disciplinary violation and the offenders (direct or indirect) will be treated as per the guidelines notified by the Supreme Court of India dated 8.5.2009 in civil appeal No. 887/2009 in "regulation on curbing the menace of ragging in higher education institutions, 2009.

<https://ugc.ac.in/page/Ragging-Relate=-d-Circulars.aspx>

SEXUAL HARRESTMENT- The UGC guidelines for prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institution, regulation, 2015 will be followed.

https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf

PURPOSE

The purpose of the committee is to-

- Encourage the Students and staff to express their grievances / problems freely and frankly, without any fear. To promote cordial relationship amongst students and staff.
- Suggestion / complaint Box has been installed on each floor of the institution/ through email/filling up the grievance form through the link given on website.
- Advising Students and staff of the College to respect one another and show utmost patience whenever any occasion of rift arises.
- Advising all staffs members to have an unbiased and positive approach towards the Student.

The committee will deal with Grievances received in writing from the students about an Academic Matters, Financial Matters and any Other Matters.

FORMATION OF ANTI RAGGING SQUAD

The institution has constituted a smaller body to be known as the Anti-Ragging Squad which is nominated by the Head of the Institution. It is considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active always. The Anti-Ragging Squad will have representation of various members of the institution and shall have no outside representation.



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The Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places. It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian. The enquiry report shall be submitted to the Anti-Ragging Committee for further action.

ANTI RAGGING SQUAD	
STAFF NAME	DESIGNATION
Ms. Snehal Ninale	Assistant Professor
Ms. Mohika Joshi	Assistant Professor
Ms. Warsha Wadkar	Lecturer
Ms. Tejasi Shivade	Assistant Professor
Mr. Rahul Ajankar	Technical Assistant
Mr. Prashant Kulkarni	Technical Assistant

PROCEDURE FOR LODGING COMPLAINT

- The students and staff may feel free to put up a grievance in writing and drop it in boxes/by email/filling of the form on website.
- The Grievance committee will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance committee will assure that the grievance has been properly solved in a stipulated time.

MONITORING MECHANISM

- The cases will be attended promptly on receipt of written grievances from the students/ staff within a month
- There will be a grievance committee meeting in the beginning and end of each year and whenever a complaint is lodged.
- The committee formally will review all cases of staff and will act accordingly as per the Management policy



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- The committee will prepare a report about the cases attended to and the number of pending cases