



Government Shivalik College, Naya Nangal



(NAAC Accredited Grade B)
Email.gcnayanangal@gmail.com

Internal Compliance Committee (ICC) & Anti Sexual Harassment Cell (ASHIC)

In pursuance of UGC (Prevention, prohibition and Redressal of sexual harassment of Women employees and Students in Higher Education Institutions) Regulations 2015 read With Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2011, the Internal Compliance Committee & Anti Sexual Harassment Cell (ASHIC) of the Govt. Shivalik College Naya Nangal is constituted to deal with complaints, and to provide a healthy & congenial atmosphere for the staff and students of the college

Sexual **Harassment** includes any unwelcome sexually determined behaviour either directly or by implication, such as

- Verbal or physical threats
- Insulting, abusive, embarrassing or patronizing behaviour or comments
- Offensive gestures, language, rumours, gossip or jokes
- Humiliating, intimidating, demeaning and persistent criticism
- Open hostility or Suggestive comments or body language
- Isolation or exclusion from normal work or study place
- Publishing, circulating or displaying pornographic, racist, sexually suggestive or
- Offensive pictures or other materials
- Unwanted physical contact ranging from an invasion of space to a serious assault
- Eve-teasing or savoury remarks
- Jokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunts
- Gender-based insults or sexist remarks
- Unwelcome sexual overtone in any manner
- Unsolicited physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's
- Privacy

Objectives

- To ensure a safe environment for students and staff
- To create a secure physical and social environment that deters acts of sexual harassment
- To develop principles and procedures for combating sexual harassment.

Roles & Responsibilities

- The complainant will have to submit a written and signed complaint addressed to the Coordinator of the Cell.



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- Coordinator will call the complainant for a personal meeting, usually within a week from the submission of the written complaint
- The members of the Cell will discuss the complaint.
- If the case falls outside the purview of the Cell, the complaint will be informed to the Principal.
- The case comes within the purview of the Cell, an enquiry committee will be set up and the committee will submit a report and recommend the action to be taken by the Principal.
- If any legal action is required, the complaint will be forwarded to the police with the help of an advocate.

If Found Guilty

Depending upon the severity of the case, punitive action may take any of the following forms.

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report: Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

Caveat

All female faculty members, non-teaching staff and students must bear in mind that such complaints are of an extremely serious nature and should, on no account, be made in a frivolous manner. This platform should not be misused to settle personal scores or for any other non-genuine reason.

Procedure:

Send an email to gcnayanagal@gmail.com The inquiry shall be completed within a period of 30 days from the date of the complaint.

The ICC shall provide a report of its findings to the Principal within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.

If the allegation against the respondent has been proved, the ICC shall recommend punitive action(s) to be taken against the respondent.

The Principal shall act upon the recommendation within 30 days of receiving it

Coordinator: Mrs. Gurmeet Kaur



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Policy of anti-ragging

Introduction to Anti-Ragging Cell (ARC)

Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus. The Anti-Ragging Squad-office bearers will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Canteens, Classrooms and other places of student congregation. Anti-Ragging Committee will be involved in designing strategies and action plan for limitation the Menace of Ragging in the college by accepting range of activities

Objectives of ARC

- In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the Scourge of ragging
- Ragging is an embarrassing societal crime. The chief objectives of ARC are to prevent and keep the student community from being ragged or cosseting in the act of ragging to bring awareness among the students about the ill effects of ragging, its impact on human life and consequences of involvement in the act of ragging to set up a monitoring system comprising of Anti Ragging Squad (ARS) to vigil the on campus and off campus situations to eliminate the chances of ragging cases
- To receive the complaints and resolve them through the ARC To initiate legal actions when required considering the intensity of ragging.

Hierarchy of the committee

Chairman – Principal

Coordinator - Mr. Arshad Ali, Assistant Professor

Members:

1. Dr. Payal Jaswal, Guest Faculty
2. Mr. Jagpal Singh, Guest Faculty

Roles and Responsibilities

Chairman-Principal

To ensure compliance with the provision of Regulation on Anti-tagging at the institution level.



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Members Role:

1. Devise mechanism for receiving, processing and addressing all information regarding incidence of ragging.
2. Devise and promote a credible anti-ragging policy in college
3. Advise Disciplinary Committee and sub committees on new policies or directives on handling cases of ragging (as applicable) from time to time
4. Sensitization of employees towards cases of ragging.

Recommendations of The Anti-Ragging Committee

The Anti-Ragging Squad shall be maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times in the campus.

In any case of ragging sighted, the situation shall be secured, reported to the Anti Ragging Cell for further course of actions.

Duties of Ragging Grievant or Witness

Ragging is a very prohibited and punishable offense by law. If any ragging instances take place, then the following guidelines will help you.

1. Do not panic or get scared, start walking towards principal's office
2. Do not abuse back or try to answer or to settle the issue on spot
3. Immediate help could be requested from any of the Anti-Ragging Cell (ARC) members or SPC staff members who are found in the nearest distance.
4. If ragging is observed by a third person then the same may be immediately brought to the notice of any of the Anti-Ragging Cell (ARC) members for help in the nearest distance
5. A written complaint has to be submitted to the Anti-Ragging Cell (ARC) describing the ragging instance completely with date, time and place of happening
6. The complaint should contain the identity of the complainant and the identity of the Alleged
7. The complainant should submit the complaint in person to any of the Anti Ragging. Cell (ARC members).

Coordinator

Principal

Principal
Govt. Shivalik College
Naya Nangal (Punjab)



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Grievance Redressal policy

Government Shivalik College, Naya Nangal has established a Grievance Redressal Committee under the direct supervision of the Principal and other nominated members

Objectives:

- To inculcate an accountable and responsive attitude among all the stakeholders in order to ensure a harmonious educational atmosphere in the college
- To redress grievances reported by the students of the college and thereby uphold the dignity of the college
- To ensure a strife free atmosphere in the campus through promotion of cordial student-teacher and student-student relationship
- To address complaints regarding harassment of any kind
- To redress academic grievances

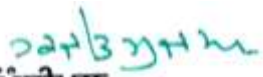
Rules and Regulations:

- Complaints should either be sent to the official email id or be dropped in the suggestion box.
- The merits of the complaints lodged by students will be thoroughly evaluated. Anyone with a genuine grievance may approach the members in person.
- Any act that prevents or disrupts the regular academic activity will be taken seriously.

Coordinator: Mrs. Gurmeet Kuar

Email- gcnayanangal@gmail.com

PRINCIPAL


पिंजीपल
Principal
Govt. Shivalik College
Naya Nangal (Punjab)



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ANTISEXUAL HARASSMENT

The basic human right of gender equality and guarantee against sexual harassment & abuse more particularly sexual harassment at work places the University Grant Commission (UGC) has issued circulars since 1998, to all the universities advising them to establish a permanent cell and a committee to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. It has further advised educational institutions to be proactive by developing a conducive atmosphere on the campus, where the status of woman is respected and they are treated with.

Keeping the UGC and the Supreme Court guidelines in view, Govt. shivalik college Naya nangal already had in existence a Sexual Harassment Redressal Cell since 2020-21, however considering the growing number of stakeholders in the college, the management decided to re-constitute committee against sexual harassment in 2020 to provide a healthy and congenial atmosphere to the staff and students of the college

Govt. Shivalik College sexual harassment committee consists of members of the faculty, administration, student representatives. The cell is committed to:

- Observe the law and Supreme Court guidelines on Sexual Harassment
- Sensitize the campus community on gender issues
- Addressing complaints from victims

Whenever a sexual harassment complaint is lodged or such a case comes to the committee's notice, the authorities concerned will immediately take action against the perpetrators **Govt. Shivalik College** has **zero tolerance** towards gender-based violence

All incidents under the purview of sexual harassment including but not limited to physical verbal, non-verbal, psychological harassment should be brought to the notice of the committee through a simple complaint to committee the using letters addressed in confidentiality. The committee then shall review the complaint and take the action after meeting with the complainant and the concerned perpetrator. All safety measures taken on the Campus regarding the above comes under the purview of the committee. The committee also maintains a complaint book to help students to lodge complaints This facility should be in addition to the email and other facilities to file complaints



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Objective:

- Maintaining files of the undertakings confirmed by each student and his/her parents or guardians, which will then be stored electronically and will contain the details of each student.
- Maintaining record of registered complaints received and the status of the action taken
- Ensuring awareness programs and talks are conducted around the issue of anti-sexual harassment for students and faculty

Action plan:

- Anti-sexual harassment law will be displayed in the notice board, each floor, classroom and staffroom.
- Sexual harassment will be treated as the highest offence in the institution and will be abided by law
- The mobile number of the Coordinator and a member will be displayed in the notice board/prominently on campus
- The information, identity, mobile number given regarding any sexual harassment incident will be kept confidential
- CCTV is installed all over the campus
- Events on Anti-sexual harassment workshop and seminar will be conducted
- Anti-sexual harassment squad of the institution will look into the incident if reported with the head of the institute

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

- Expelling from the college as per the case
- Debarring from appearing in any sessional test/University Examination
- Suspension from attending classes and academic privileges
- Withdrawing scholarships and other benefits
- Suspension from the college for a period of one month
- Legal action in case the complaint is found to be of such nature

Anti-Sexual Harassment Committee

- 1) Mrs. Gurmeet Kaur Assistant Professor Coordinator
- 2) Mrs. Jyoti Bhardwar, Guest Faculty
- 3) Mrs Hemant Kumari, Guest Faculty



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Notice

Anti -Sexual Harassment Cell Notification

On 2020, the Governing Council of the college approved de following policy and setup respective committees.

Anti Sexual-Harassment POLICY

It is Important that **Govt. Shivalik College** faculty, staff and students enjoy an environment free from implicit and explicit behaviour used to control, influence, or affect the well-being of any member of our community. Harassment of individuals based on their race, sex, religion colour, national or ethnic origin, age, disability, or genetic information is unacceptable and grounds for disciplinary action and also constitutes a violation of law. Equality unacceptable within the school is the harassment of individuals on the basis of their sexual orientation. Gender identity, or gender expression.

Measures Taken:

Conduct training and workshop for students / other members of organization to explain the importance of the cell and its Awareness on what qualifies as Sexual Harassment

In future, the governing body agreed to include this as part of the faculty and student orientation


SC/ST OBC matters: The governing council approved the idea of following all rules and regulations setup by government to be followed in this matter.

Anti-Ragging & Discipline Committee:

The governing council discussed the topic of ragging and **Discipline** decided to stop and prevent all attempts to against such activities at the college.

Members of the committee:

1. Mr. Arshad Ali, Assistant Professor Coordinator
2. Dr. Payal Jaswal, Guest Faculty
3. Mr. Jagpal Singh, Guest Faculty
4. Mrs. Neeru Chaudhary, Guest Faculty
5. Mrs. Leena, Guest Faculty
6. Mr. Rohit Kumar, H. E. I. S.
7. .Smt Harpreet Kaur Data Entry Operator


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Principal
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