



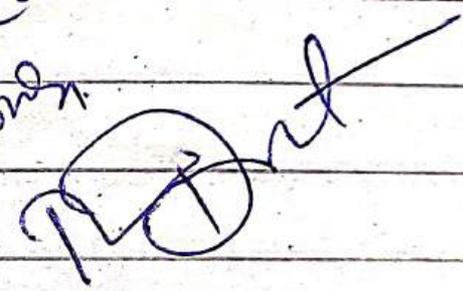
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ANTI RAGGING CELL

■ Q A C

Pattamundai College, Pattamundai

Certified that the Anti Ragging cell
notice and resolution register
contains 106 (one hundred six) pages
only.

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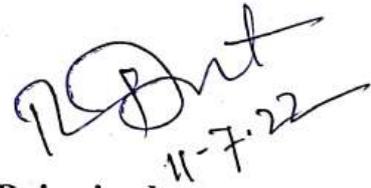
**OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI**

No. 7/2 dt. 11/07/2022

NOTICE ON ANTI RAGGING CELL

It is hereby informed of all concerned that a meeting of Anti Ragging cell will be held in the office of the Principal at 3.00pm on 14th July 2022 to discuss the following agenda.

1. Framing of policy documents
2. Awareness and poster campaign in campus
3. Collection of anti ragging undertaking
4. Opening of anti Ragging Cell during admission
5. Others, if any


11-7-22

Principal
Pattamundai College
Principal
Pattamundai College

Copy to: IQAC, Office, Guard file, Website, Anti Ragging cell

POLICY DOCUMENTS - 2022-23

PATTAMUNDAI COLLEGE, PATTAMUNDAI

Anti- Ragging Cell

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009), the University Grants Commission framed "UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009" which were notified on 17th June, 2009 and are to be mandatorily followed by all universities and colleges. As per this UGC guidelines, every institute shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the University, and consisting of representatives of civil and police administration, local media, Non-Government Organizations. Involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender. This Cell is functional with the principal as the head, Senior Reader and three faculty members as coordinators. Anti-Ragging Cell should be one of the important parts 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 Cell is very compulsory. 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 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 words, emails, 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.

10. 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.

- A. Debarring from appearing in any sessional test / University Examination
- B. Suspension from attending classes and academic privileges
- C. Withdrawing scholarships and other benefits
- D. Suspension from the college
- E. Cancellation of the admission
- F. Withholding the results.

Objectives of Anti Ragging Cell

The Anti-Ragging Committee must ensure compliance with the provisions of this regulations as well as the provisions of any law for the time being in force concerning ragging; and has to monitor and oversee the performance of the Anti- Ragging Squad in preventing the ragging incidents in the college.

The Committee shall also recommend preventive measures that can be adopted by the college to prohibit, prevent and eliminate the menace of ragging in any form on the campus of the college.

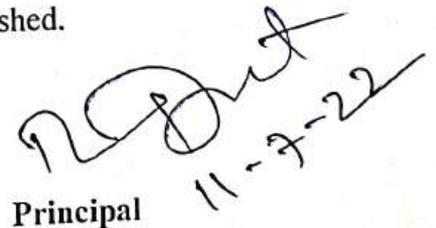
Moreover, according to UGC guidelines, every Faculty shall constitute a smaller body known as the Anti-Ragging Squad to be headed by the Senior Faculty with representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active all the time

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. 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 and any act of ragging shall not go unnoticed and unpunished.



IQAC Coordinator



Principal
11-7-22

Pattamundai College

PATTAMUNDAI COLLEGE, PATTAMUNDAI

Anti- Ragging Cell

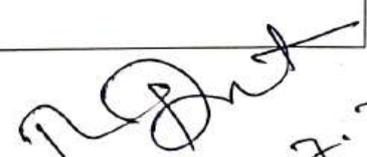
RESOLUTIONS

Date-14.07.2022

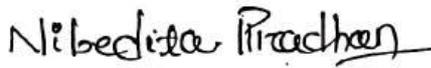
- It is decided to create a peaceful and ragging-free atmosphere on the campus.
- It is also decided to keep an eye on strangers and outsiders on the college campus
- Posters and PowerPoint presentations with illustrations are shown to the students indicating that the ragging committee consists of an anti-ragging squad nominated by the head of the institution with representation as considered necessary and consists of members belonging to various sections of the committee at the commencement of the academic session. The HOD's parents and the faculties discuss the measures to be taken to identify the offenders and punish them suitably.
- Members are directed to have meetings frequently and discuss the matters and inform any incident to the concerned authorities
- Surprise visits are made to the college premises to investigate the steps taken toward anti-ragging activities
- Students shall freely communicate with their parents/guardian regarding any such activity.

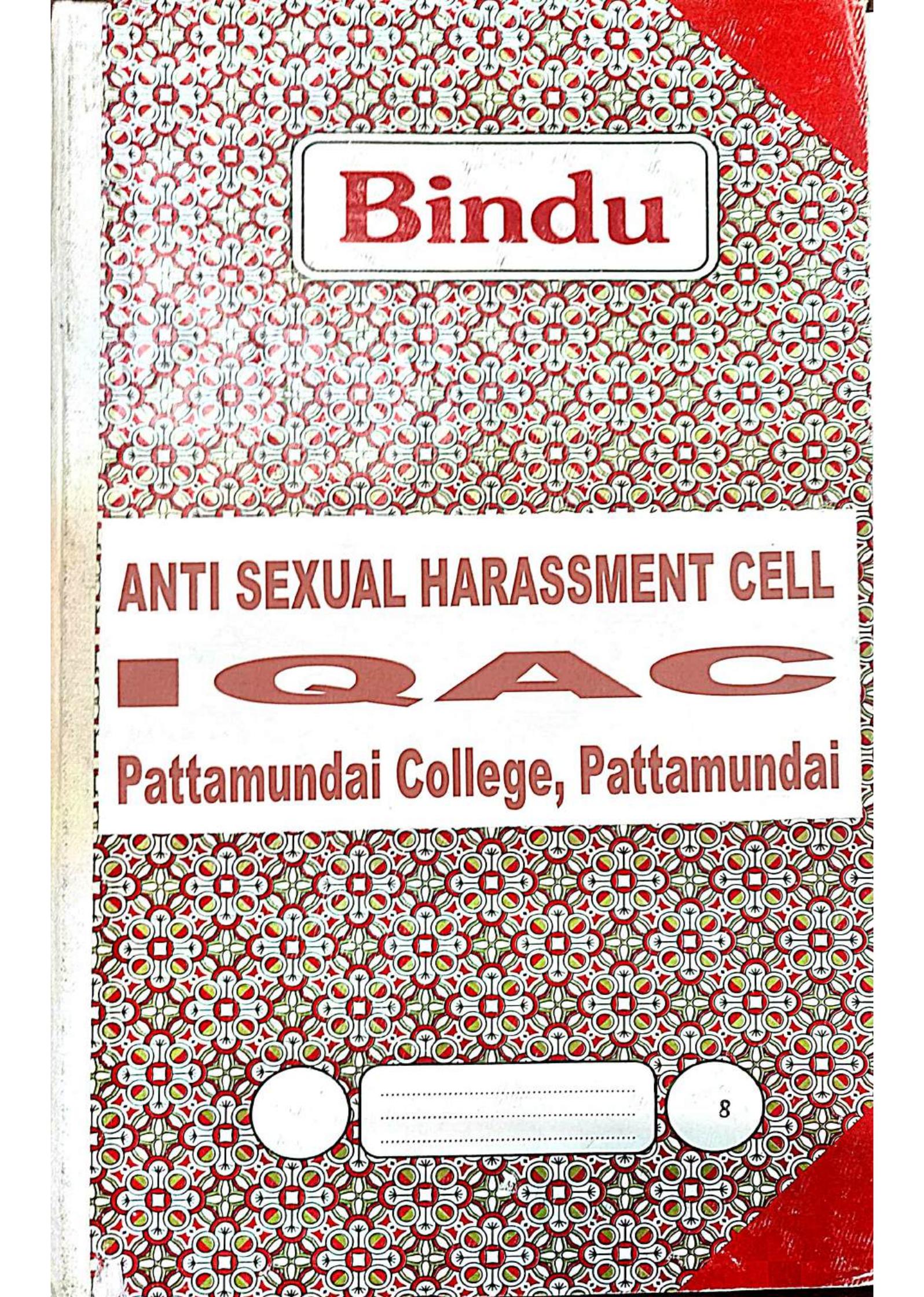
SI No	Activities to be undertaken	Date	Nodal Officer
1	Address by Head Anti-ragging Cell	15-09-2022	Mr R.K.Senapati
2	Anti ragging Lecture	17-09-2022	Mr R,K.Panda
3	Hostel room, Mess, Class, Canteen visit	20-09-2022	Dr A.K.Dash
4	Dramatic Event & Social Media Campaign	15-10-2022	Mrs Sarojini Mishra

Members Present


Principal
Pattamundai College

14-7-22


Nibedita Pradhan
14.7.22



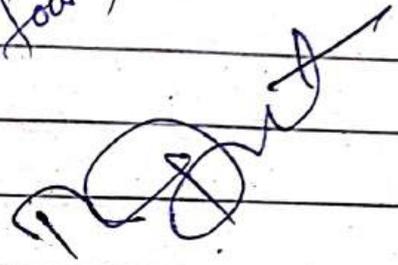
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ANTI SEXUAL HARASSMENT CELL

■ Q A C

Pattamundai College, Pattamundai

Certified that the Anti Sexual Harassment Cell
notice and resolution registers contain
104 lone handwritten four pages only





**OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI**

No. 677 dt. 01/07/2022

NOTICE ON ANTI SEXUAL HARASSMENT CELL

It is hereby informed of all concerned that a meeting of Anti Sexual Harassment cell will be held in the office of the Principal at 3.00pm on 7th July 2022 to discuss the following agenda.

1. Framing of policy documents
2. Awareness against sexual harassment
3. Records of complain if any
4. Others, if any


1-7-22

Principal
Pattamundai College
Pattamundai College

Copy to: IQAC, Office, Guard file, Website, Anti Sexual Harassment cell

POLICY DOCUMENTS - 2022-23

PATTAMUNDAI COLLEGE, PATTAMUNDAI

Anti Sexual Harassment Cell

The Institution is committed to provide safe academic and working environment to all girl students and its women employees. As per the guidelines of Supreme Court, UGC, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaint Committee has been established by the University on 5th August, 2016. As per the guidelines of UGC, NAAC and the Supreme Court an Anti Sexual Harassment Policy was framed and Internal Complaint Committee (ICC) has been established by Sathyabama Institute of Science and Technology to provide a healthy and congenial atmosphere to the staff and students of the College.

Definition of Sexual Harassment:-

The behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation. The committee was constituted to meet the three core principles in preventing and protecting any sort of sexual harassment may occur in the institution. The functioning of the committee should be in accordance with the guidelines of the policy. The main aim of the committee is to prevent and protect employees against sexual harassment. Ensuring safe and healthy work environment in the institution. The Policy also endeavours to set expectations regarding workplace behaviour and provide with a framework for reporting concerns. A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other Department employee, or a non-employee who has a business relationship with the Department.

ACTS THOSE SHALL COME UNDER SEXUAL HARASSMENT:

Sexual Harassment means an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or intent to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication). The acts include;

1. Demand or request of sexual favours.
2. Making sexually coloured remarks.
3. Physical Contact & advances.
4. Showing pornography
5. Any unwelcome physical, verbal or non verbal conduct of sexual nature. Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:
6. Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail or sms or by any electronic means. Verbal abuse of a sexual nature
7. Touching or grabbing of a sexual nature
8. Repeatedly standing too close to or brushing up against a person

9. Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors or people in administrative positions in particular should be careful not to pressure their employees to socialize)
10. Giving gifts or leaving objects that are sexually suggestive
11. Repeatedly making sexually suggestive gestures
12. Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace
13. Off-duty, unwelcome conducts of a sexual nature that affects the work environment

CONSTITUTION OF THE INTERNAL COMPLAINT COMMITTEE

The Committee shall consist of six members, who shall be appointed by the Head of the Institution as under, namely:

1. A senior female Faculty member from the Institution as the Presiding officer
2. Two Faculty members (Atleast one member should be female) and two non-teaching staff (Atleast one member should be female)
3. Three students (when students case is registered, 1 UG, 1 PG, 1 Research Scholar)
4. One External female member (preferably lawyer by profession or from NGO committed to the cause of women or familiar with issues related to sexual harassment)

DISQUALIFICATION:-

No person shall be appointed or continue to be a member of the Committee, if he/she is,

1. Declared insolvent by the competent Court;
2. Lunatic or a person of unsound mind;
3. Convicted for an offence involving moral turpitude;
4. Involved in a misconduct amounting to immoral trafficking;
5. Convicted in any criminal offence/s;
6. Facing any inquiry relating to sexual harassment or found guilty of sexual harassment; punished for any misbehaviour or misconduct.
7. If he or she is proven as partial or biased in any circumstances of investigation/report, while working as the member in the committee

OBJECTIVES OF INTERNAL COMPLAINT COMMITTEE:-

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment at the Workplace are as follows:

1. To facilitate a secure physical and social environment in order to deter any act of sexual harassment
2. To uphold the commitment of the Institution and to contribute in creating an environment free of sexual harassment and gender-based discrimination

3. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms

POWER AND DUTIES OF THE INTERNAL COMPLAINT COMMITTEE:-

The committee is NOT to act as a moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to recommend probable punishment for non-consensual acts of sexual harassment, and not to curtail sexual expression within the campus. Members are expected to be sensitive to the issue and not let personal biases and prejudices (whether based on gender, caste, class) and stereotypes (e.g., predetermined notions of how a "victim" or "accused" should dress up or behave) affect their functioning as members of the committee. The duties of the member of the committee include:

A. GENERAL

1. Receive and redress complaints received from any member of the College (including students, research scholars, staff, hostel residents and outsiders on College premises) alleging sexual harassment by another member(s) of the College.
2. Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential.
3. Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance.
4. Organize awareness programmes and campaigns for the benefit of all members of the College on sexual harassment and gender based discrimination.

B. PREVENTIVE:-

1. To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace
2. To spread the information about the existence and functioning of the committee.

C. GENDER SENSITIZATION:-

Gender Sensitization involves creating awareness about issues of gender, sexuality and working towards creating an enabling environment of gender justice, where all can work together with a sense of personal security and dignity. Sensitization and Awareness will be a basic function of the Committee formed. The following is a list of methods in which awareness and sensitization of students, staff and faculty will be conducted:

1. Seminars/workshops/events, discussion forums where gender sensitization and gender awareness will be the focus
2. Spreading awareness of the policy and implementation of the same through informal sessions, performances, cultural events, etc.

D. REMEDIAL:-

1. To recommend disciplinary action for any complaint registered with the Committee after the INQUIRY to the concerned authorities
2. To recommend Institution authorities to provide assistance to the complainant if the victim chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time-being in force
3. To recommend the Institution authorities to provide the medical intervention with the consent of the complainant or even without consent in such cases, where the complainant is physically or mentally incapacitated to give the consent
4. To inform the administration to offer for appropriate psychological, emotional, and physical support (in the form of counselling, security and other assistance) to the victim.

E. MEETINGS OF THE COMMITTEE:-

The Presiding officer shall preside over the meeting. In the absence of the Presiding officer, the second senior female Faculty member shall preside over the meeting. The Presiding officer may upon the request of not less than one third of the total members of the Committee, call a meeting on a date not later than week days after the receipt of such requisition. However, the general review of the committee shall be once in an academic year.

1. The quorum of the meeting of the Committee shall be five of its members. If the quorum is not complete in any meeting, it shall be adjourned for half an hour and thereafter, the meeting shall precede with those members who are present in the meeting.
2. All decisions in the meeting will be taken through mutual consent from the members of the Committee present in the meeting. In the case of any disagreement among the members regarding any decision, Presiding officer of the Committee shall hold the authority to take the final decision and her decision would be considered as final.

F. PROCEDURE TO BE FOLLOWED BY THE COMMITTEE:-

1. The Committee shall meet as and when any complaint is received. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or time period that the Committee may decide.

2. The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of two (2) days from such direction or such other time period as the Committee may decide. Each party shall be provided with a copy of the written statement(s) submitted by the other.

3. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex-parte.

4. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.

5. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.

6. The Committee shall meet to record and consider the evidence produced by both parties.

7. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.

8. The Committee shall make all endeavors to complete its proceedings within a period of week (7) days from the date of receipt of complaint. In case of any unforeseen /unavoidable delay in the completion of proceedings, the committee shall mention the reasons for such delay in the report.

9. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

10. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Head of the institution, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.

11. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated as mentioned in the Point No.9 of this document.

12. If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person or member of the committee or a person assisting the complainant/witness as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Head of the institution, with reasons and with recommendations of the action to be taken against such person.

13. If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Head of the institution, with reasons and with recommendations of the action to be taken against such person.

G. COMPLAINT PROCEDURE:-

1. Any employee or student (hereinafter mentioned as the „COMPLAINANT) shall have the right to file a complaint concerning any harassment including sexual harassment against a male student /employee /faculty /administrative staff / research staff / any of the members of the Committee (hereinafter mentioned as the „COMPLAINEE“) as the case may be.

2. Any COMPLAINANT may file a complaint within a period of 2 months from the date of incident. In case of a series of incidents, COMPLAINANT should file a case within a period of 2 months from the date of last incident.

3. Where the aggrieved woman/man is unable to file a complaint on account of her/his physical or mental incapacity or death or otherwise, her/his legal heir or such other persons as may be prescribed may make a complaint.

4. All complaints will only be accepted in writing. The Committee is allowed to take action even in the absence of a written complaint. Though a written complaint is must, however if the woman/man does not want to do the same, anybody can write on her/his behalf.

5. Any complaint in writing has to be signed by the COMPLAINANT and will be read out to the complainant and will not be acted upon till the same is signed by the complainant.

6. The complainant shall be afforded full secrecy at each stage. The name, address, identity or any other particulars those lead to identification of the COMPLAINANT shall be kept confidential and will not be disclosed even to the Committee, till the meeting in this regard is convened.

7. Within a period of 5 working days from the date of such communication, the Presiding officer shall convene a meeting to deal with the complaint and make preliminary inquiry/fact finding inquiry to verify the facts of the complaint. An Inquiry Committee will be constituted if the complaint is found genuine.

8. In case, the inquiry Committee decides to proceed with the complaint, they may have the option to settle the matter between COMPLAINANT & COMPLAINEE through conciliation. For this the wish of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting of the Committee, heard and if so satisfied that a warning is just and proper, he/she may be warned about his/her behaviour. The matter shall then be treated as concluded and disposed of with a note to that effect made in the Complaint Register.

H. THE INQUIRY PROCESS:-

In case the COMPLAINANT requests that the complaint should be processed with beyond a mere warning, the same may be processed and has to be solved within a stipulated time of 60 working days.

1. Within five days of the start of the inquiry process, the Inquiry Committee shall furnish a copy of the complaint to the accused and complainant along with a written notice requiring both parties to furnish a written submission. In case the complainant does not have any additions to make to the complaint filed earlier, she/he can just submit a statement to that effect.
2. Within two days, both parties shall submit to Inquiry Committee their replies to the documents that have been served on them. The replies may also include a list of questions that the party wishes the Inquiry Committee to ask the other party or its witnesses.
3. Within three working days of the receipt of the replies and list of question in (2) above, The Inquiry Committee shall start the process of an oral hearing. However, the committee shall try to complete the inquiry and try to find a solution within 5 working days.
4. In the course of the oral hearing, the complainant, the accused, and their witnesses will separately be given a chance to give an account of the instances alluded to in the complaint.
5. All parties can also submit any documentary evidence at the time of the oral hearing.
6. The Inquiry Committee shall have the power to ask questions that it deems fit to all parties during the oral hearing.
7. The Inquiry Committee would also ask questions, which have been submitted by the complainant and defendant for the other parties. However, The Inquiry Committee has the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, or gender-insensitive.
8. The Inquiry Committee may also call upon additional witnesses and ask them any questions that it may deem fit.

9. The Inquiry Committee shall have the power to ask the relevant authorities for any official papers or documents pertaining to the complainant as well as the accused.
10. The Inquiry Committee shall conduct the proceedings in a fair manner and shall provide reasonable opportunity to the complainant and accused for presenting and defending his/her case.
11. At no time during the inquiry proceedings shall the accused and the complainant be placed face to face, or put in a situation where they may be face to face.
12. The Inquiry Committee may consider as relevant any earlier complaints against the accused. However, at no time in the inquiry process shall the past sexual history of the complainant be probed into, as such information shall be deemed irrelevant to a complaint of sexual harassment.
13. If the accused fails, without valid ground, to present him for three hearing convened by the Presiding officer of the inquiry Committee shall have right to take a decision on the complaint based upon available evidence.
14. Lawyers or external people not related to the institution are not allowed during the inquiry but both sides.

I. COMPLAINT WITHDRAWAL:-

1. The COMPLAINANT may withdraw her complaint in writing at any time during the inquiry procedure. However, the Committee must ascertain the reasons for withdrawal of the complaint and record the same in writing and get it counter-signed by the complainant.
2. The complaints inquiry procedure shall, on such withdrawal, be terminated, in instances in which the Inquiry Committee is informed, knows, or has reason to believe, that the reasons for such withdrawal are the consequences or effect of coercion and intimidation exerted by the accused(s), or any person on her/his behalf on the complainant. In such an instance, the complaints inquiry proceedings shall continue in accordance with the procedure mentioned earlier in this document (Point No.7)

J. DISCIPLINARY ACTIONS:-

Enhancement of disciplinary action, by the Committee, could depend on factors such as the nature and extent of injury caused to the complainant/witness (in any case), the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.

A. Where the Committee finds an employee of the Institution involved in sexual harassment of the complainant; it can recommend disciplinary action in the form of:

1. Warning
2. Written apology
3. Bond of good behavior
4. Adverse remarks in the confidential report
5. Recommendation for debarring from supervisory duties
6. Recommendation for Denial of membership of statutory bodies
7. Recommendation for Denial of re-employment/re – admission

8. Recommendation for stopping of increments / promotion/denying admission ticket
9. Recommendation for Reverting, demotion
10. Recommendation for Suspension
11. Recommendation for Dismissal

B. Where the Committee finds a research scholar/student of the institution is involved in sexualharassment of the complainant, it can recommend disciplinary action in the form of:

1. Warning
2. Written apology
3. Bond of good behavior
4. Recommendation for Debarring entry into the hostel/mess/guest house/campus
5. Recommendation for Suspension for a specific period of time
6. Recommendation for Withholding results
7. Recommendation for Debarring from exams
8. Recommendation for Stopping of fellowship and contingency
9. Recommendation for Expulsion
10. Recommendation for Denial of admission
11. Recommendation for Community service
12. Recommendation for any other relevant mechanism

C. In such cases where the Committee finds a third party/outsider to be guilty of sexualharassment, the institute's authorities shall initiate action by making a complaint with the appropriate authority and at the Institution level it can recommend for disciplinary action.


22/7/22


7-07-22
Principal
Pattamundai College

Anti Sexual Harassment Cell (2022-23)

Pattamundai College, Pattamundai

Resolved that following will be treated as sexual harassment

1. Physical contact and advances.
2. A demand or request for sexual favour.
3. Making sexual coloured remarks.
4. Showing pornography.
5. Un welcome physical, verbal a non-verbal conduct of sexual nature.

The following behaviour may be treated as sexual harassment.

1. Explicit promise preferential treatment in her employment.
2. Explicit treat of detrimental treatment in her employment.
3. Explicit treat of about her present or future employment.
4. Inter Ferece with her work or creating and intimidating or offensive or hostile workenvironment for her.

Procedure For Complain

- Complaint box are to be installed in which the students can drop their complaints with or without revealing their identity.
- Complaint can be directly reported to cell through class teacher or student representative.
- Resolved that awareness programme to be organized to sensitize both boys and girls regarding offices.
- Resolved that if a complaint reported in the premises of the college before initiating action against, there should be a report of fact-finding committee on basis of which the action can be taken.
- Resolved that if the complaint is not in the nature of sexual harassment and report them strict warning to the concern party will be issued.
- Resolved that of complaint is lodged in the said nature if should be properly inquired and other party student would expelled from the college and same will be reported to be arrest police station.

Members Present

Dr. N. Pradhan

N. Pradhan

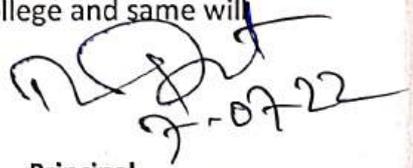
Mrs. R. Panigrahi

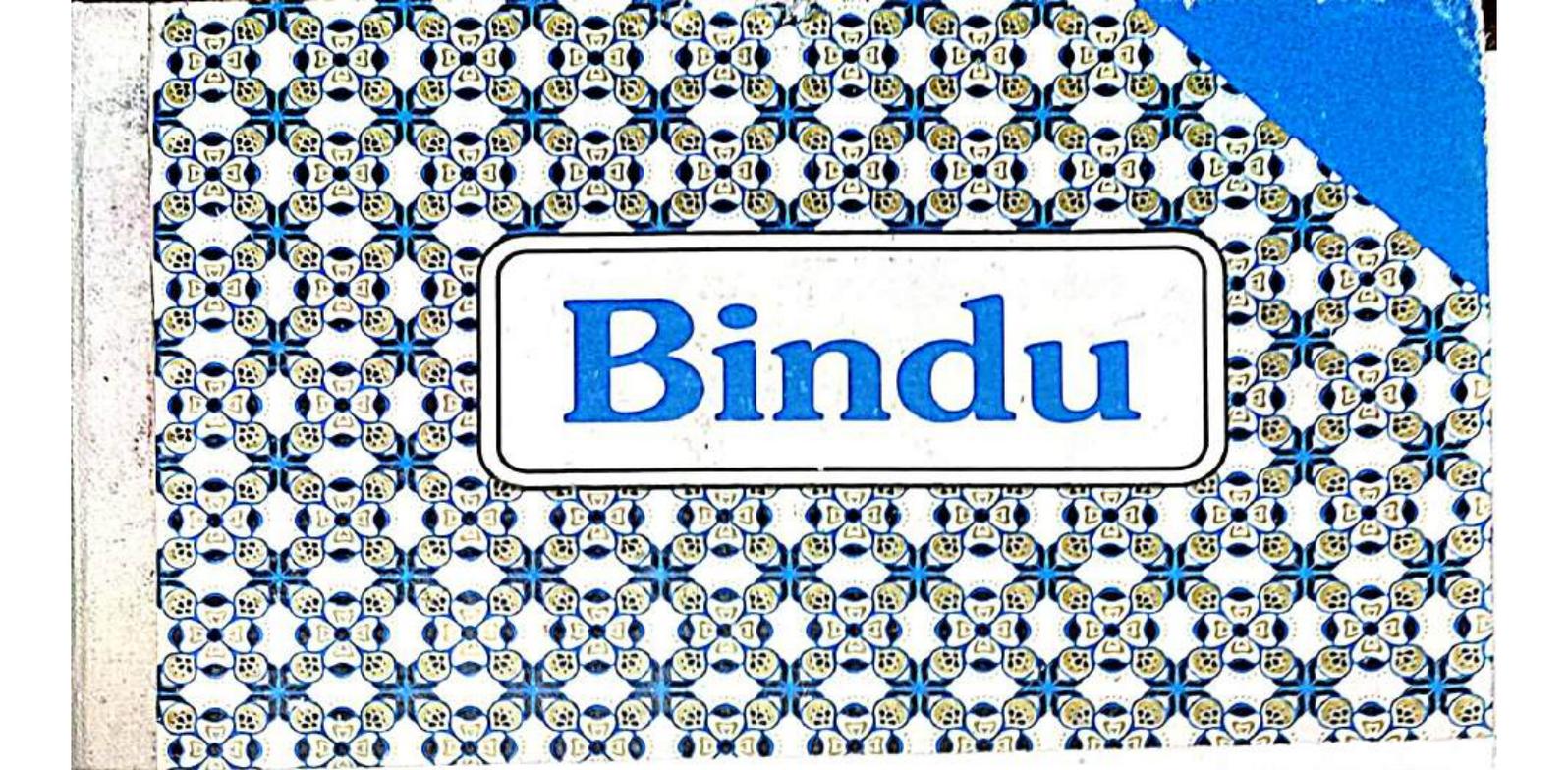
Miss N. Behera

Subhalaxmi Dhal (SR)

Subhalaxmi Dhal

Principal


7-07-22



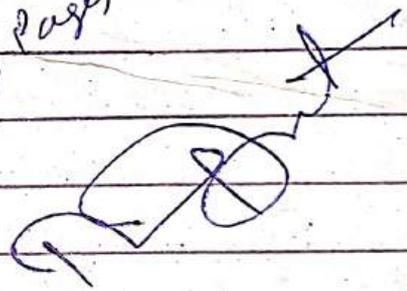
Bindu

**GRIVANCES AND REDRESSAL CELL
DISCIPLINE COMMITTEE**

■ Q A C

Pattamundai College, Pattamundai

Certified that the Grievance Redressed call
notice and Resolution contain 106 (one
hundred six) pages only.

A handwritten signature in black ink, consisting of a stylized, cursive name that is difficult to decipher. It appears to be written in a fluid, connected style.



**OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI**

No. 729 dt. 15/07/2022

NOTICE ON GRIEVANCE REDRESSAL CELL

It is hereby informed of all concerned that a meeting of Grievance Redressal cell will be held in the office of the Principal at 3.00pm on 22th July 2022 to discuss the following agenda.

1. Framing of policy documents
2. Examination related grievance
3. Administrative grievance
4. Others, if any


15-7-22

**Principal
Pattamundai College**

Copy to: IQAC, Office, Guard file, Website, Grievance Redressal cell

POLICY DOCUMENTS - 2022-23

PATTAMUNDAI COLLEGE, PATTAMUNDAI

Grievance Redressal Cell/ Discipline Committee

Grievances Redressal Mechanism

The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The Cell ensures effective solution to the grievances, using a fair approach. The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

Objectives

1. To develop an organizational framework to resolve grievances of the students and other stakeholders.
2. To ensure effective solution to the stakeholders' grievances with an impartial and fair approach

Grievance and Redressal Cell Composition

Principal –Prof. Prabhakar Rout

Administrative Bursar- Dr. P.K Samal

Grievance and Redressal Head- Mr. R.K Senapati

Member-Dr.N Pradhan

Member-Mrs R.Panigrahi

Non-teaching Staff Member- Mr.P.K Parida

Students – Monali Baral, +3 3rd Year Science

Functions of the Grievance and Redressal Cell

1. Provides information about the Cell's objectives and mode of operation through the website and handbook.
2. To investigate the reason of dissatisfaction.
3. To enlighten the students on their duties and responsibilities.
4. Informs students of the process for registering of grievances in the Induction Programs.
5. Acknowledges and analyses the grievances.
6. Seeks a solution through decision-making process
7. Reports the grievances and records how they were redressed.
8. The procedures made known through the Hand-book, given to each student at the beginning of every academic year, and also in the Value Education classes taken by the Class-in Charge teachers.

Procedures

The Grievance and Redressal Cell shall receive and redress the grievances of the following

issues:

1. Academic issues pertaining to teaching, learning and evaluation activities.
2. Student-teacher, student-student grievances
3. Grievances related to library, canteen and IT services.
4. Grievances related to sports, cultural
5. Grievances related to behaviour of stakeholders
6. The grievances shall be redressed depending on the nature of the grievance.
7. The Grievances are invited through suggestion boxes provided in each floor of the building.
8. Department level counselling is offered where the matter can be resolved
9. Grievances pertaining to academic and internal evaluation shall be redressed at individual / faculty /HOD/ principal level.
10. For other grievances that require review shall be redressed by receiving written and signed application.
11. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.

Redressal of Grievances

1. The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.
2. All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedure Pattamundai College is committed in providing a safe, fair and harmonious learning and work environment. Grievance Redressal Cell in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013) in July 2014 and reconstituted on July 2019 to probe into stake holders grievances.
3. Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective College/Dept./Office (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Cell to submit his/her grievance in writing or send through e-mail on pattamundaicollege@gmail.com.

DEFINITIONS

Grievance:

1. A grievance is a formal complaint that is raised by any stakeholder towards any discomfort within the workplace. There are many reasons as to why a grievance can be raised, and also, many ways to go about dealing with such a scenario. It includes any kind of dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with institution that a student or parent or staff member thinks, believes, or even feels, is unfair, unjust or inequitable.

Grievant:

1. Grievant means stakeholder i.e., a student, parent, staff member, alumni, public or group of students or parents or staff members submitting the grievance.

Functions of the Committee

To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized; To ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process by reason of such participation in the grievance process. To analyse the merits of grievances and conduct formal hearings and investigation as the case may be to protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines; to obtain the facts through relevant sources in a fair and objective manner, to work out are solution of the issues involved with the parties named in the grievance application; to ensure speedy disposal of every grievance application - within a maximum period of one month of the receipt of application;

Procedure for filing the formal complaint/grievance

1. Any stakeholder may lodge a complaint.
2. Complaint should be made to Grievance Redressal Committee.
3. Complaint may be oral, by email or in writing. If the complaint is oral, it will be converted into a written form by the GRC member who received the complaint and authenticated by the complainant under his / her signature as soon as possible.
4. Upon receipt of complaint by any member of GRC, the member should forward it to GRC.5.3 Procedure for filing a complaint / grievance without revealing identity, If the complainant would not like to reveal his/her name for any grievance, they can drop the grievance(s) in the drop box placed outside the Library or through mail.

Process for addressing the Grievance

1. Upon receipt of complaint, the Chairperson of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.
2. At this stage, based on the nature of the complaint and severity of its possible impact, the Chairperson may take one of the two options to proceed on addressing the concerns while keeping the Chairperson, GRC copied in all communication:
 - 1.. **Option 1-** which can be exercised on matters that could be more routine operation:
 - I. The Chairperson of the Committee may address the issue directly with the help of the concerned department.
 - II. In this case, it is important that the complainant is apprised of the actions taken or the work-in-progress in a timely manner.
 - III. Once the matter has been resolved the Chairperson will send a final update to the complainant on the matter.
 2. **Option 2** which can be exercised in matters of very serious concern, in consultation with the Chairperson:
 - I. The Chairperson may also call for a meeting of the GRC. The quorum for the meeting is 5 (Five).
 - II. The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.

III. Final decision of the GRC has to be communicated to the student within 15 days of the receipt of the complaint.

IV. The Chairperson of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the management.

3. The Head of the cell will maintain an updated record of all complaints, actions taken and closure status.

4. In case the complaint has been made against a member of the GRC or a member of the Appeal Committee for GRC, the concerned member will be barred from participating in any proceedings till the case have been closed.

FORMAL REGISTRATION:

Any grievant with a genuine grievance will submit his/her Grievance along with necessary documents, if any, through any of the following modes: Sending via e-mail Submitting a signed hard copy of the grievance complaint in person to the Officer- In-Charge of Grievance Redressal Cell

FORWARDING:

Upon receipt of grievance the Grievance Redressal Cell shall categorise, analyse the merits of the grievance, and forward the grievance to the respective department/office/individual (dealing with the substantive function linked with the grievance) requesting them to enquire into the grievance and redress within such period as may be specified, not exceeding 7 days from the receipt of grievance complaint.

FOLLOW UP & MONITORING:

Grievance Redressal Cell shall coordinate, monitor and ensure redressal within the stipulated time. Depending up on the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.

SCRUITINY:

Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective department/office/individual, then it will intimate the same to the grievant via e-mail. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.

CALL FOR HEARING:

If the Grievance Redressal Committee is not satisfied with the resolution provided by the respective department/office/individual or upon the grievant's written request, the committee shall fix a date for hearing, and intimate the same to the respective department/office/individual as well as the grievant via e-mail. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents(s).

INVESTIGATION:

If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Committee will have the right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.

FINAL DECISION:

After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit.

COMMUNICATING THE DECISION:

Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via be binding on both the parties.

CLOSURE OF COMPLAINT:

The complaint shall be considered as disposed off and closed when:

A. the grievant has indicated acceptance of the resolution;

B. the grievant has not responded within four weeks from the date of receipt of information on

Resolution :

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

FEEDBACK:

Grievance Redressal Cell will collect formal feedback from relevant stakeholders (students, parents, staff, etc.) from time to time; especially from the parties involved, on account for reviewing and improving the grievance handling and redressal process.

N Pradhan
Head
Grievance cell

[Signature]
22-7-22
Principal
Pattamundai College

Work of Redressal Committee- 2022-23

Pattamundai College, Pattamundai

Grievance Redressal Cell

1. Redressal of student's grievance to solve their academic and administrative problem.
2. To Co-ordinate between students and department/class to redress their problem.
3. Mentor mentee forum is the proper place for solution of academic related grievances.
4. The students can lodge grievance with proper form available in the website.
5. The students may drop their grievance in drop box placed at main entrance of the college.

Exclusion of Grievance Redressal Cell

1. Decision of academic council/Board of studies / other academic committees constituted by college.
2. Decision regarding award of scholarship / awards / medal.
3. Decision made by college order disciplined code of conduct.
4. Decision regarding college admission.

N Pradhan
Head

Grievance Committee

[Handwritten Signature]
22-7-23

Principal

Pattamundai College

Grievance Redressal Cell(2022-23)

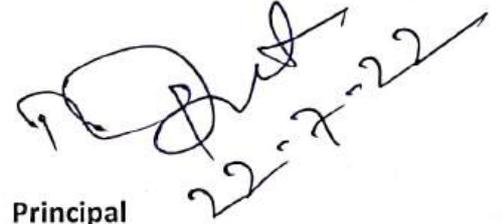
Pattamundai College, Pattamundai

RESOLUTION - 1

1. The various grievance related form are displayed in website and college notice board.
2. Awareness programme are to be conducted in the month of September 2022 regarding the cell.
3. A poster campaign will be held in the month of September 2022.
4. Poster are placed in different vital position uncloudy hostel, library, main building.
5. Awareness about the cell is to be done in different form.
6. The grievance which can not be solved by the committee are referred to governing body for further step.

Members Present

Principal



22-7-22

1. Dr Nibedita Pradhan N Pradhan
2. Miss R. Parigrahi Rasmita Parigrahi
3. Miss M. Behere Namita Behera
4. Sushalaxmi Dhal(SR) Sushalaxmi Dhal