



Sinhgad Institutes

STES's Sinhgad College of Commerce

(Affiliated to Savitribai Phule Pune University, Pune)

[Recognized by Govt. of Maharashtra]

5.1.4 The Institute adopts the following redressal of student grievances including sexual harassment and Ragging Cases

5.1 Student Support

*Academic Year
2018-19 to
2022-23*

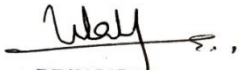


Circular/web-link/ committee report justifying the objective of the metric

INDEX

Sr. No	Content
1.	Guidelines from UGC, Maharashtra Government regarding Grievance redressal
2.	Constitution of committees
3.	Implementation of Guidelines




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The Institute has constituted various committees for addressing grievances of students including sexual harassment and anti ragging. Following are the circulars/ acts/ norms laid by UGC.

1. Anti sexual harassment guidelines act

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


2. Anti Ragging regulation guidelines by UGC

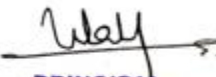
<https://www.ugc.gov.in/oldpdf/ragging/minuterag230409.pdf>

3. UGC regulations for Grievance redressal.

https://www.ugc.gov.in/pdfnews/0588502_English.pdf




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THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999

MAHARASHTRA ACT, NO. XXXIII OF 1999

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 15th May 1999.)

An Act to prohibit ragging in educational institutions in the State of Maharashtra.

WHEREAS it is expedient to enact a special law to prohibit ragging in educational institutions in the State of Maharashtra; it is hereby enacted in the Fiftieth Year of the Republic of India as follows:

1. Short title and commencement.

- (1) This Act may be called the Maharashtra Prohibition of Ragging Act, 1999.
- (2) It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

2. Definitions.

In this Act, unless the context otherwise requires,

- (a) "educational institution" means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto;
- (b) "head of the educational institution" means the Vice-Chancellor of the University, Dean of Medical Faculty, Director of the Institution or the Principal, Headmaster or the person responsible for the management of the educational institution;
- (c) "ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical, 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.

3. Prohibition of ragging.

Ragging within or outside of any educational institution is prohibited.

4. Penalty for ragging.

Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any education institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

5. Dismissal of student.

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.

6. Suspension of student.

- (1) 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.
- (2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.
- (3) The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final.


7. Deemed abetment.

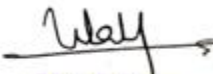
If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.

8. Power to make rules

- (1) The State Government may, by notification in the Official Gazette, amend rules for carrying out all or any of the purposes of this Act.
- (2) Every rule made under this Act shall be laid, as soon as may be, after it is made, before each House of the State Legislature, while it is in session for total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, both houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and notify such decision in the Official Gazette, the rule shall, from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.




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ANTI-RAGGING CELL (ARC)

College Anti Ragging Cell is constituted with reference to anti ragging regulation ordered by Supreme Court in the year 2009. The anti-ragging cell has an Anti-ragging Committee and Anti-Ragging Squad.

Ragging is a heinous crime violation of human rights and ruins countless innocent lives and careers. Ragging is banned by the Supreme Court of India and guidelines are issued for setting up of an Anti-Ragging Cell in all Colleges.

The college anti-ragging committee is committed to prohibit any kind of ragging activities in the college campus and college hostel also, the anti-ragging cell has also Anti-Ragging Squad.

▪ **Responsibilities of Anti Ragging (ARJ Squad) :**

An Anti-Ragging Squad works under the monitoring of Anti Ragging Committee. Squad is a part of anti-ragging committee which also induces hostel, library and college departmental HoDs. It keeps a vigil and stops the incidences of ragging, if any, happening/reported in the places of student aggregation including, classrooms, canteens, library, hostels etc. Thus AR Squads always help to the AR committee for taking Instant decision.

▪ **Disciplinary action to be taken against the students for Indulging in Ragging :**

1. Suspension from attending classes and academic privilege
2. Withdrawing scholarships and other benefits,
3. Debarring from appearing in any test/examination or other evaluation process With holding results
4. cancellation of admission and Informed to parents

▪ **Anti-Ragging Committee;**

Sr. No	Name Of The Member	Designation	Email ID
1	Dr. Makarand Wazal	Principal	Principal.scoc@sinhgad.edu
2	Mr. Avinash Patil	Presiding Officer	avinashpatil.scoc@sinhgad.edu
3	Mrs. Mamta Hatkar	Sr. Staff Member	mamtahatkar.scoc@sinhgad.edu
4	Mr. Pramod Bora	Sr. Staff Member	Pramodbora.scoc@sinhgad.edu
5	Mr. Abid Sayed	Sr. Staff Member	syedabid.scoc@sinhgad.edu
6	Mrs. Swati Chitnis	NGO Representative	
7	Mr. Sandip Patil	Local Media Representative	
8	Sr. Inspector	Kondhwa Police Station	
9	Mr. Pankaj Navale	Administrative Staff Representative	
10	Mrs. Akshaya Nirgude	Technical Staff Representative	
11	Mr. Atharva Gandhi	Current Student	
12	Miss. Vaishnavi Landage	Current Student	



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GRIEVANCE REDRESSAL CELL

Introduction:

The college has well established Grievance Redressal Cell. This committee resolves genuine grievances of students like examination issues, misbehaviour issues among the students, issues related to hostel residing students, etc. to a satisfactory level. This cell also focuses on staff and parents related grievances.

Objective:

The objective of the grievance cell is to develop a responsive and accountable attitude among all the 'stakeholders in order to maintain a harmonious educational atmosphere in the college. A grievance cell should be constituted for the redressal of the problems reported by the students/staff of the college with the following objectives:

1. Upholding the dignity of the college by ensuring trouble free atmosphere in the college through promoting pleasant student, student relationship and student teacher relationship etc.
2. Encouraging the students/staff express their- grievances/problems freely and frankly, without any fear of being victimized.
3. Advising students/staff of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of split- a rises.
4. Ragging in any form is strictly prohibited in and outside the college premises. Any violation of rules regarding anti-ragging and discipline should be urgently brought to the notice of the Principal.

Functions:

The function of the cell is to look into the complaints lodged by any student/staff, and judge its merit. The Grievance cell is also empowered. to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the authority in-charge of "Grievance Redressal Cell". Grievances may also be sent through e-mail to the officer in-charge or can be put in the complaint box.

1. The case will ~be attended promptly on receipt of written grievances from the students/staff
2. The cell formally will review all cases and will prepare statistical reports about the number of cases received
3. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.


Procedure for dodging complaint:

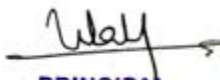
1. The student staff shall bring his/her grievance immediately, to the grievance cell.
2. A complaint box is provided on the Ground floor.
3. The complainant can write his complaint and drop in the complaint box.
4. Complainant may also approach directly to the cell and register the complaint, in form or oral, communication write application.
5. The college ensures that once a complaint is made, it will be processed with full confidentiality.
6. The complaint is redressed by the grievance redressal cell.
7. The result of the grievance redressed is informed to the complainant at the earliest.
8. Any staff/student/parent may approach directly to the Principal for reconsideration and resolution of grievance if he/she is dissatisfied with the decision of grievance Redressal committee.
9. In this case, Principal gives directions to the cell about the same and suggests to reconsider the case.
10. Then cell will put up the result back to the principal and same is conveyed to the aggrieved. This decision will be considered as a final resolution of his/her case.
11. The students/staff may feel free to put up a grievance in writing. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
12. The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell:

Constitution of Grievance Redressal Cell:

Sr. No	Name of the Member	Designation	Email ID
1	Dr. Makarand Wazal	Chairperson	Principal.scoc@sinhgad.edu
2	Dr. Ms. Snehal Gaur	Presiding Officer	snehalgaur.scoc@sinhgad.edu
3	Mrs. Sangeeta Bandgar	Sr. Staff Member	sangeetabandgar.scoc@sinhgad.edu
4	Mr. Pramod Bora	Sr. Staff Member	pramodbora.scoc@sinhgad.edu
5	Mrs. Madhuri Ghate	Sr. Staff Member	madhurighate.scoc@sinhgad.edu
6	Ms. Atharv Gandhi	Current Student	
7	Mrs. Akshaya Nirgude	Administrative Staff Representative	
8	Mrs.	Technical Staff Representative	




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ANTI-SEXUAL HARASSMENT COMMITTEE

The college abides the guidelines laid down by UGC to combat sexual harassment, violence against employee/students at the colleges and to fulfill this it has constituted a committee against Sexual Harassment.

Policy:

Sinhgad College of Commerce, shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights; ensures the full enforcement of "fundamental Rights!! of individuals.

Role of the Cell :

- To fulfill the directive of the Supreme Court, as per UGC directives and the SavitribaiPhule Pune University in respect of implementing a policy against sexual harassment in the college,
- To provide an environment free of gender-based discrimination.
- To ensure equal access to everyone for all facilities and participation in activities of the college,
- To organize various programs in form of lectures/sessions to a raise awareness about sexual harassment in its various forms and to defect it.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases, if any, and other acts of gender based violence in the college.

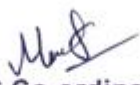
Remedial steps:

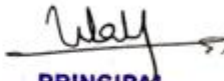
- To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
- To take cognizance of complaints about sexual harassment, conduct enquirers provide assistance.
- To seek medical police and legal intervention, if required with the consent of the complainant.
- To provide appropriate psychological, emotional and physical support (inform of counseling, security and other assistance) to the victim, if required.

FUNCTIONAL COMMITTEE:

Sr. No	Name Of The Member	Designation	Signature
1	Mrs. Mamta Hatkar	Chairperson	Mamtahatkar.scoc@sinhgad.edu
2	Mrs. Suvarna Choudhari	Sr. Staff Member	suvarnachoudhari.scoc@sinhgad.edu
3	Dr. Rekha Kendre	Sr. Staff Member	rekhakendre.scoc@sinhgad.edu
4	Mr. Nilima Chinchorkar	Sr. Staff Member	nilimachinchorkar.scoc@sinhgad.edu
5	Ms. Aishwarya Ganesh	Current Student	
6	Mrs. Archana Kamthe	Administrative Staff Representative	
7	Mrs. Akshaya Nirgude	Technical Staff Representative	




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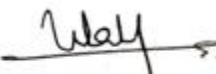
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AWARENESS AND UNDERTAKING ON POLICIES WITH ZERO TOLERANCE

- Rules and regulations are published in the college brochure.
- The various committee and policies are available on the college website.
- The fresher students are made aware of the same during the induction program.
- The undertaking from students is taken during the admission procedure.




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Statutory/regulatory Committees (to be notified in institutional website)

Website link : <http://scoc.sinhgad.edu/details-committees/>

The screenshot shows the website for Sinhgad College of Commerce. The navigation menu includes Home, Principal's Desk, Admissions, Academics, Addendum, and AFFILIATED. A dropdown menu is open, showing options like Code of Conduct, Committees, Academic Calendar, Achievements, and RTI. The main content area is titled 'COMMITTEES' and lists three committees with their respective members and email addresses.

COMMITTEES

Anti Sexual Harassment Committee

Name	Emails
Mrs. Suvama Choudhari	suvarnachoudhari.scoc@sinhgad.edu
Mrs. Sanika Mohite	sanika.mohite.scoc@sinhgad.edu
Mr. Dattatray Navale	lbcary.scoc@sinhgad.edu
Mrs. Akshaya Nimgude	ksococccountants@sinhgad.edu


Anti Ragging Cell

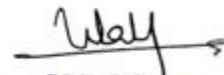
Name	Emails
Dr. M.S. Wood	Principal.scoc@sinhgad.edu
Mr. Avinash Patil	avinashpatil.scoc@sinhgad.edu
Dr. Arun Patil	arunpatil.scoc@sinhgad.edu
Dr. Mamta Hatkar	Mamtahatkar.scoc@sinhgad.edu
Mr. Syed Abid	syedabid.scoc@sinhgad.edu

Grievance redressal Cell

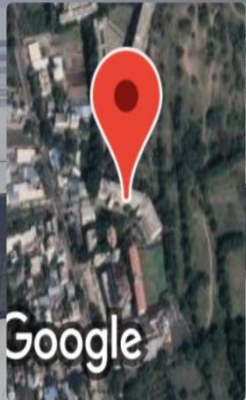
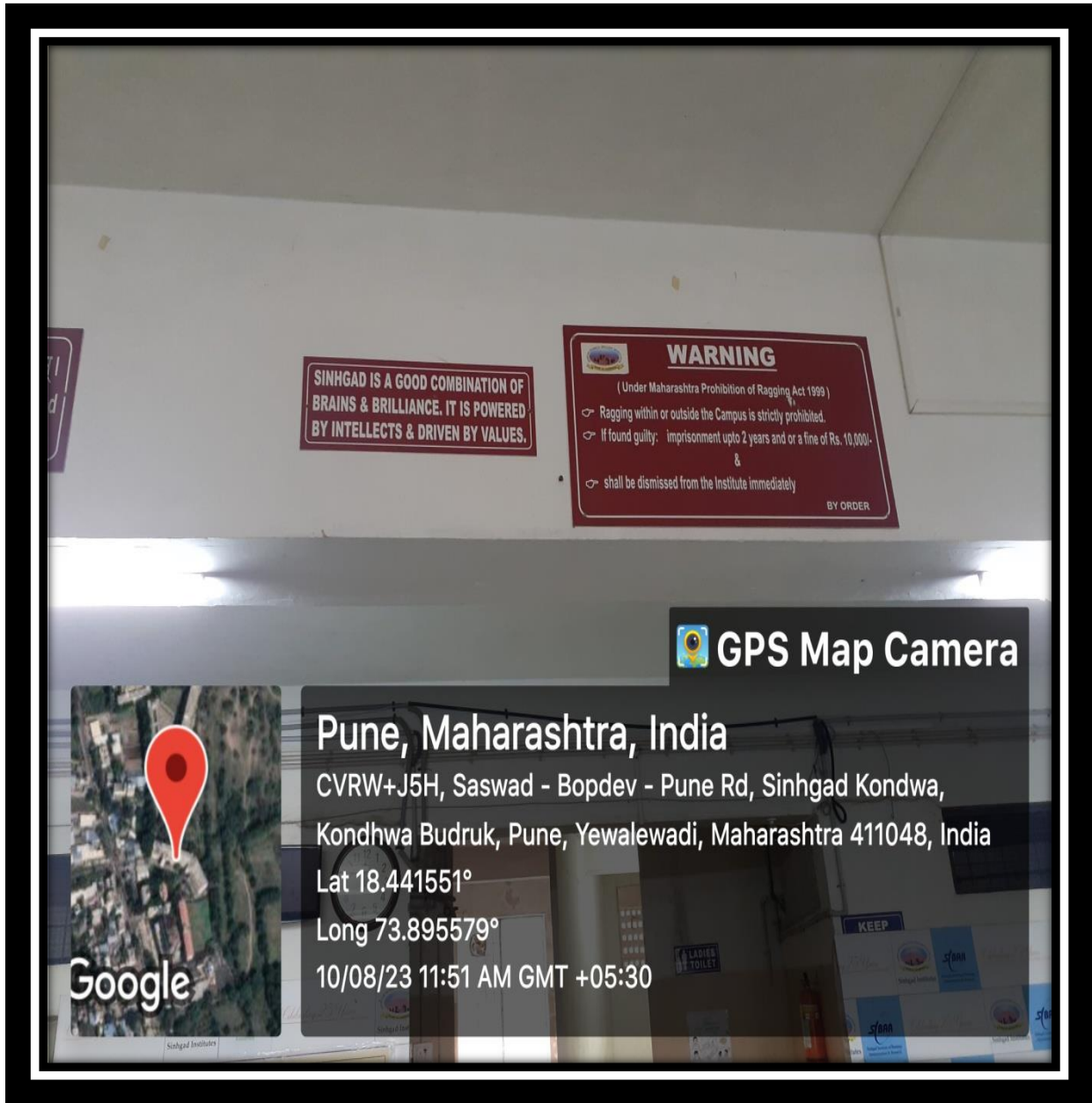
Name	Emails
Dr. M.S. Wood	Principal.scoc@sinhgad.edu
Dr. Shivshant Wasamwar	shivshantpatil.scoc@sinhgad.edu
Dr. Mamta Hatkar	Mamtahatkar.scoc@sinhgad.edu
Mr. S.G. Hatvalne	sgc@sinhgad.edu




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Undertaking on policies with zero tolerance displayed in campus



Pune, Maharashtra, India

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Lat 18.441551°

Long 73.895579°

10/08/23 11:51 AM GMT +05:30



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NO
RAGGING

 **GPS Map Camera**



Pune, Maharashtra, India


CVRW+J5H, Saswad - Bopdev - Pune Rd, Sinhgad Kondwa,
Kondhwa Budruk, Pune, Yewalewadi, Maharashtra 411048, India

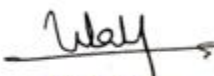
Lat 18.441551°

Long 73.895589°

10/08/23 11:53 AM GMT +05:30




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Mechanism for submission of offline students grievances



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