

Cells and Committees

Anti-Ragging Committee

The institute has taken a strong stance against ragging by establishing an Anti-Ragging Committee dedicated to eliminating this harmful practice from our educational environment. Emphasizing the zero tolerance policy, ragging is clearly considered a criminal offense as stated in the prospectus. This committee acts as a bastion of support for students facing distress arising out of ragging incidents, providing a constructive avenue for resolution and intervention.

Composition of Anti-Ragging Committee

Anti-Ragging Committee	Dr. Nishant Joshi- Chairman
	Asst. Prof. Dr. Raveendra Babu A - Coordinator
	Asst. Prof Hariom Awasthi - Co-coordinator
	Asst. Prof. Satish Bansal - Member
	Asst. Prof. C.K. Dantre - (Members 8 - Representative of Staff)
	Asst. Prof. Dr. Indira Sharma - Members 9 - Representative of Girls Hostel
	Sr. Asst. Prof. Dr. Amitabha Maheshwari - (Members 10 - Representative of Boys Hostel)
	Sr. Asst. Prof. Dr.Gaurav Jaiswal-Member
	Mr. B.S. Kushwaha -(Members 1- Representative of Civil) - Mob No- 9424055486
	Smt. Hemlata Sikarwar (ASI) - (Members 2 - Representative of Police)- Mob No- 7587613667
	Mr. Satendra Sharma - (Members 3 - Representative of Local Media) -Mon No- 9993271601
	Smt. Anamika Sharma - (Members 4 - Representative of NGO) Mob No- 9907846083
	Mr. Brajmohan Sisodiya - (Members 5 - Representative of Parents) - Mob No -9826338836
	Ms. Vandana Shree - (Members 6 - Representative of Student Senior)
Mr. Priyanshu Pal - (Members 7 - Representative of Student Junior) Mob No- 9752366007	

**INFORMATION EDUCATION COMMUNICATION (IEC)
GUIDELINES FOR COUNCILS, UNIVERSITIES & COLLEGES
Curbing the Menace of Ragging**



Ministry of Education
Government of India



विश्वविद्यालय अनुदान आयोग
University Grants Commission
quality higher education for all

RAGGING MENACE

Ragging is a disturbing reality in the higher education system of our country. Despite the fact that over the years, ragging has claimed hundreds of innocent lives and has ruined the careers of thousands of bright students, the practice is still perceived by many as a way of 'familiarisation' and an 'initiation into the real world' for young college-going students.

The Ragging is defined as any disorderly conduct, whether by words spoken or written or by an act, has the effect of teasing, treating, or handling with rudeness a fresher or a junior student. Indulging in a rowdy or undisciplined activity that causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a fresher or junior student. Asking the students to do any act or perform something that such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student. This can lead to adverse effects such as depression, anxiety, and sometimes even suicide.

Punishment Provisions

Any student or group of students found guilty of ragging on campus or off campus shall be liable to one or more of the following punishments:

- Debarring from appearing in any sessional test/ university examination or withholding results
- Suspension from attending classes and academic privileges
- Withdrawing scholarships and other benefits
- Suspension from the college for a period of one month
- Cancellation of admission
- Debarring from representing the institution in any national or international meet, tournament, youth festival, etc
- Suspension/expulsion from the hostel
- Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period
- Expulsion from the institution and consequent debarring from admission to any other institution
- Fine up to twenty five thousand rupees
- Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both
- Collective punishment - When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with the Regulations or fails to punish perpetrators or incidents of ragging suitably is liable to the penalties and punishments as per the provisions of the Regulations.

www.antiragging.in/assets/pdf/information/english/what_constitues_ragging.pdf

www.c4yindia.org/Home/AntiRagging



ZERO TOLERANCE POLICY IN INDIA

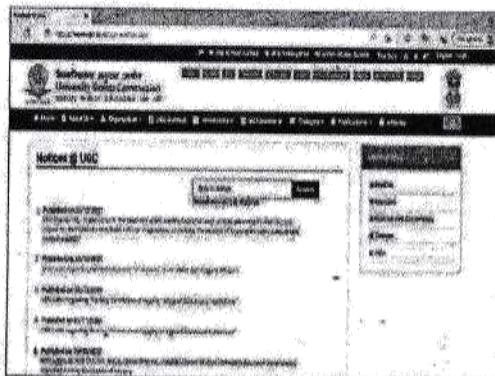
No act of ragging, major or minor, shall go unnoticed. No ragger, male or female, student or non-student, shall go unpunished. No institution that fails to take action against ragging shall be allowed to operate.

The Supreme Court, in its judgement dated 08 May 2009 ordered the implementation of a ragging prevention programme comprising, inter alia, setting up a toll-free anti-ragging helpline/ call center, a database of institutions/ students, and engaging an independent non-government agency as the monitoring agency.

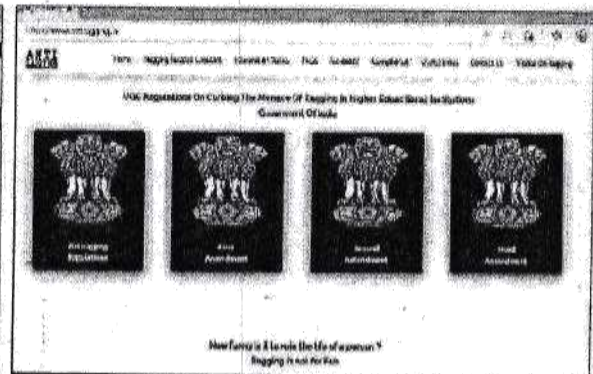
Regulatory provisions and the appropriate law are in force to eliminate ragging in all its forms from the universities, deemed universities and other higher educational institutions in the country by prohibiting, preventing its occurrence and punishing those who indulge in ragging.

UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009

Ragging is a criminal offense and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in exercise of the powers conferred by clause (d) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". These regulations are mandatory for all universities/ institutions.



Notices @ UGC
www.ugc.ac.in/ugc_notices.aspx



UGC Regulations
www.antiragging.in/assets/pdf/annexure/Annexure-I.pdf



ANTI-RAGGING REGULATORY FRAMEWORK IN INDIA

▶ Anti-Ragging Monitoring Committee, Ministry of Education, Government of India

The Anti-Ragging Committee for monitoring measures to prevent ragging in higher educational institutions is constituted in the Ministry of Education, Government of India.

▶ University Grant Commission (UGC)

As per the directions of the Government of India, the UGC established the following regulatory framework mechanism to curb the menace of ragging in the country.



▶ UGC Anti-Ragging Cell

The Anti-Ragging Cell within UGC is an instructional mechanism to provide secretarial support for the collection of information, monitoring and to coordinate with the State Level Monitoring Cell and Universities Level Committees for effective implementation of anti-ragging measures. The Cell also coordinates with the Monitoring Agency.

▶ Inter Council Committee, UGC

The UGC has constituted an Inter-Council Committee, consisting of representatives of the various Councils and the Monitoring Agency. Such bodies in higher education are to coordinate and monitor the anti-ragging measures in institution across the country and to make recommendations from time to time.

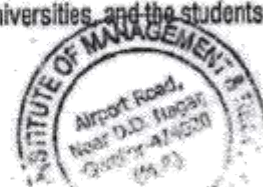
▶ The National Anti-Ragging Helpline

The National Anti-Ragging Help Line 24x7 Toll Free number is 1800-180-5522. The support is provided for queries related to ragging, compliant registration, among others.

▶ Monitoring Agency

The Centre for Youth (C4Y) is the Monitoring Agency from April 01, 2022 (www.c4yindia.org) to support the National Ragging Prevention Programme in the country. The monitoring agency is working towards:

1. Establishing the National 24x7 Anti-Ragging Helpline
2. Software development (IT) for the operation of the national anti-ragging helpline
3. Development and updating the anti-ragging website (www.antiragging.in) and monitoring agency website (www.c4yindia.org)
4. Building an online reporting mechanism for UGC, councils, universities and colleges
5. Conducting trainings of helpline executives
6. Supervising the performance of the helpline and executives
7. Ensuring efficiency and ease of operations for the national helpline, UGC, colleges, universities, and the students
8. Creating awareness to demote ragging in universities, colleges across India
9. Monitoring of the databases maintained by the commission



► **The Councils, Regulatory Bodies**

The 15 councils in India are making collaborative efforts with UGC to address the menace of ragging. They have been issuing directions and monitoring the affiliated universities and colleges for adhering to the regulatory provisions and compliances. They participate in UGC Inter-Council meetings and the Anti-Ragging Monitoring Committee meetings of the Ministry of Education, Government of India for updates and strategies. The councils are:

1. All India Council of Technical Education (AICTE)
2. Bar Council of India (BCI)
3. Council of Architecture (COA)
4. Dental Council of India (DCI)
5. Indian Council for Agricultural Research (ICAR)
6. Indian Council of Medical Research (ICMR)
7. Indian Nursing Council (INC)
8. Mahatma Gandhi National Council of Rural Education (MGNCRE)
9. National Commission for Homoeopathy (NCH)
10. National Commission for Indian System of Medicine (NCISM)
11. National Council for Hotel Management & Catering Technology (NCHMCT)
12. National Council for Teacher Education (NCTE)
13. National Medical Commission (NMC)
14. Pharmacy Council of India (PCI)
15. Rehabilitation Council of India (RCI)
16. Sports Authority of India (SAI)
17. Veterinary Council of India (VCI)

► **The Anti-Ragging Committee (ARC), Universities and Colleges**

The Anti-Ragging Committee is instituted at each college or university to ensure compliance with the provisions of the regulations as well as the provisions of any law for the time being in force concerning ragging; investigate complaints and also, monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. The Anti-Ragging Committee is responsible for inculcating a culture of Ragging Free Environment on Campus. The Anti-Ragging Committee is involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting an array of activities. The committee is also responsible for conducting awareness programmes from time-to-time on campus.

► **Anti-Ragging Squads, Universities and Colleges**

The Anti-Ragging Squad office bearers work under the supervision and guidance of the Anti-Ragging Committee and engage in checking places like hostels, buses, canteens, grounds, classrooms and other places of student congregation to keep a vigil and stop the incidences of ragging, if any, and report them if they happen. The squad role is also to educate the students at large by adopting various means about the menace of ragging and related punishments there to.



▶ Transparent Complaint Process

Specifically, after registering the complaint, the helpline executives forward it to four Higher Authorities:

University Vice-Chancellor | College Principal | SHO | City SP/SSP/DCP/ASP/ACP | Council

The team at the national helpline undertakes follow-up with the college's Anti-Ragging Committee (ARC) for investigation and ARC report till the satisfaction of the victim/ complainant. The complaint remains active in the helpline until the victim/ complainant is satisfied with the action taken by the authorities. The consent in writing for closing the complaint is taken from the victim/ complainant.

If the case is not resolved to the satisfaction of the victim/ complainant, the national helpline escalates the case to the Monitoring Agency for further action in terms of advice, second opinion, or follow-up by the Monitoring agency itself.

If the complainant is not satisfied with the action taken by the college or the college authorities are not cooperating with the helpline centre, such cases are escalated to the University Grants Commission and the respective council for intervention.

There is an online management system set up in the UGC premises for UGC to act on the complaints that have been escalated to UGC. Any actions in terms of writing a letter, email, phone calls etc. are being logged into the case file of the respective complaint. The case file is also visible to the victim/ complainant - www.ugc.ac.in

The status of the complaint with complete follow-up can be accessed at the link below with specific complaint number:

Enter Complaint Number To Check Status

Complaint registered Before April 2015	Complaint registered From April 2015
<input type="text" value="Complaint Number"/> <input type="button" value="Submit"/>	<input type="text" value="Complaint Number"/> <input type="button" value="Submit"/>

www.antiragging.in

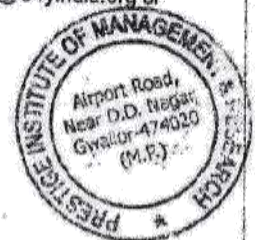
Note: The helpline NEVER discloses the identity of the victim without their permission and consent.

Ragging Complaints Registration

The students in distress due to ragging-related incidents can contact National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail to helpline@antiragging.in.

Or

They may also contact UGC Monitoring Agency i.e. Centre for Youth (C4Y) at antiragging@c4yindia.org or 011-41619005 or 98180 44577 (only in case of emergency).



IMPORTANT LINKS FOR THE STUDENTS, COLLEGES, UNIVERSITIES AND COUNCILS

► Students and Parents Undertaking Affidavit

In compliance of the second amendment in UGC Regulations, it is compulsory for each student and every parent to submit an online Anti-Ragging undertaking affidavit every academic year. The universities and colleges are also requested to implement the revised procedure for students to file online Anti-Ragging affidavits. The student will receive an e-mail with her/ his registration number. The student will forward that e-mail to the Nodal officer in her/ his university/college e-mail. (Please note that the student will not receive pdf affidavits and she/ he is not required to print & sign it as it used to be in the earlier case).

Link to fill out the online undertaking affidavit by students and parents:

www.antiragging.in/affidavit_registration_disclaimer.html | www.c4yindia.org/Home/Undertaking

► Ragging Complaints Registration

The complaints of ragging are being registered through the following means:

1. Via e-mail: helpline@antiragging.in
2. National Anti-Ragging Help Line: 1800-180-5522. 24x7 Toll Free Number
3. Suo Motto via Social Media platforms, news, reporters, influencers, social workers among others

Links for filling out ragging complaints:

The National Anti-Ragging Helpline website - www.antiragging.in

The Monitoring Agency website - www.c4yindia.org

► Universities and Colleges Compliance

The UGC regulation has made it mandatory for the universities and colleges to demote ragging in their campuses and follow the compliances to achieve these objectives. The universities are requested to fill online compliance and also immediately instruct all the colleges under their purview to follow it.

Link for 'confirmation on compliance being followed':

www.antiragging.in/compliance_disclaimer.html | www.c4yindia.org/Home/CollegeCompliance

► Colleges and Universities Contact Details

As per the order of the Hon'ble Supreme Court, it is mandatory for the college and university authorities to update their details each year, so that college students can navigate the college or university details while filing the undertaking affidavit.

Link to update college or university details:

www.antiragging.in/compliance_disclaimer.html | <https://www.c4yindia.org/Home/UpdateCollCont>

► Councils Reporting

The various councils in India are the statutory bodies for regulating universities and colleges. The measures undertaken by them to curb the menace of ragging in their respected affiliated universities and colleges are to be mandatorily reported.

Link to upload the council's reports:

www.antiragging.in/admin/login.php



HIGHER EDUCATION INSTITUTIONS IN INDIA (HEIs)

UGC Regulations on 'Curbing the Menace of Ragging in Higher Educational Institutions, 2009' are mandatory and all higher education institutions are required to take necessary steps for its implementation including the monitoring mechanism. Any violation of these regulations will be viewed seriously. If any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, it will attract punitive action against itself by the UGC.

The requisite mandatory action for curbing the menace of ragging in all Higher Educational Institutions in India:

- Strengthen and augment anti-ragging mechanism by way of adequate publicity through various mediums
- Constitution of Anti-Ragging committee and Anti-Ragging squad
- Establish Anti-Ragging Cell
- Install CCTV cameras at vital points
- Organise anti-ragging interaction, workshops and seminars for the freshers and the senior students
- After the commencement of the academic year organised professional counselling of the students
- Ensure identification of trouble triggers and take appropriate action
- Mention of Anti-Ragging warnings in the institution's E-prospectus and E-information booklets/ brochures
- Conduct surprise inspections of hostels, students, accommodation, canteens, rest cum recreational rooms, toilets, bus stands, and all other strategic locations
- Undertake all other measures that would augur well in preventing/ quelling ragging and any uncalled-for behaviour and the incident.

Website with nodal officers' complete details

Universities/ colleges have to display the email address and contact number of the Nodal Officer of the Anti-Ragging Committee of their university/ college on their website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities, etc.

Admission Form

Universities and colleges are requested to insert a mandatory column in their university/ colleges admission form as per the given format:

Anti-Ragging Undertaking Reference no:	
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AWARENESS MEASURES FOR RAGGING FREE CAMPUSES

- Every public declaration of intent by any institution in electronic, audio-visual, online, social media, print, website, admission prospectus/ booklet or any other media should expressly mention that ragging is totally prohibited in the institution at the time of admission of students in any course.
- The brochure of admission/ instruction booklet or prospectus, whether in print or electronic format, shall prominently print these regulations in full.
- Institutions should display posters in all prominent locations showcasing the provisions of penal law applicable to incidents of ragging.
- At the end of each academic year, the institution should send a letter to the parents/ guardians informing them about the Regulations and any law for the time being enforced prohibiting ragging and its punishments.
- Institutions can issue public notices in the newspapers, update their websites with the nodal officer's complete details.
- Every fresher should be provided with a printed leaflet with all the information to seek help and guidance from all authorities and agencies, and a calendar of events and activities laid down by the institution to facilitate and complement the familiarisation of freshers with the academic environment of the institution.
- Institutions should conduct joint sensitisation and orientation programmes for both freshers and senior students.
- Institutions should constitute Anti-Ragging Committee and Anti-Ragging Squad which will be responsible for spreading awareness and preventing the occurrence of ragging.
- Meeting of all staff, functionaries and agencies before the commencement of the academic session.
- Institutions should launch a publicity campaign against ragging before the commencement of the academic year.
- After the commencement of the academic year, the batch of freshers should be divided into small groups and assigned to the faculty for difficulties and guidance.
- Random anonymous survey should be done among students about ragging, and it should be a regular practice in the institution.

In Nutshell

- Brochure of admission/instruction booklet or the prospectus
- Leaflets
- Posters
- Institution website
- Meetings
- Publicity campaign
- Seminars and workshops
- Professional counselling
- Orientation programmes
- Large scale cultural, sports and other activities

▶ UGC designed and distributed four types of posters amongst Universities/ Regulatory Authorities/ Councils/ IITs/ NITs/ other educational institutions for their prominent display. These anti-ragging posters must be displayed at all prominent places like the Admission centre, Departments, Library, canteen, Hostel, Common facilities, etc. These posters are available on UGC website. The size of the posters should be 8x6 feet.

▶ UGC developed 05 TVCs of 30 seconds each with different perspectives i.e. Parents, victims, and Offenders



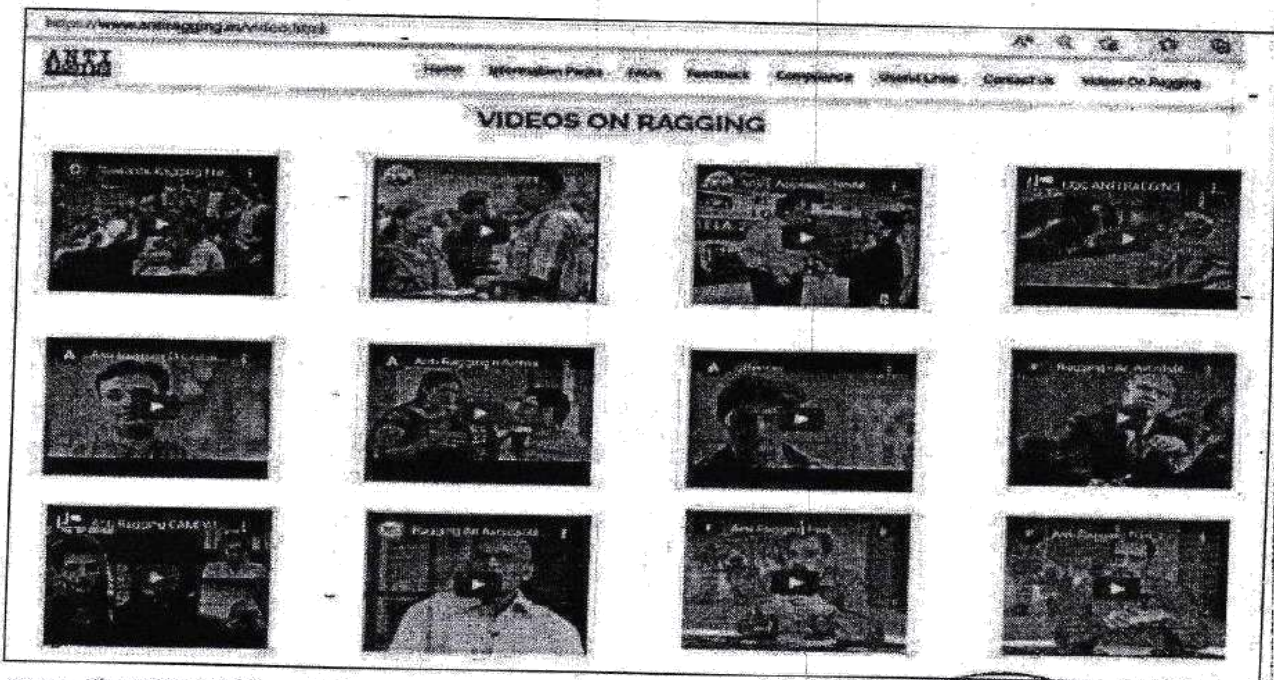
AWARENESS COLLATERALS

▶ Posters



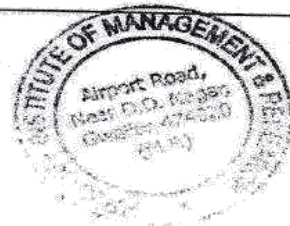
Download: www.ugc.ac.in/pdfnews/4957638_poster-ragging.pdf

▶ Videos



www.antiragging.in/video.html

▶ **Frequently Asked Questions (FAQ)**
www.antiragging.in/faqs.html | www.c4yindia.org/Home/AntiRagging



REACH OUT

University Grant Commission (UGC)
Bahadur Shah Zafar Marg
New Delhi 110 002
P: 91 11 2360 4446; 2360 4200
E: contact.ugc@nic.in

UGC Anti-Ragging Cell (ARC)
NET Bureau, South Campus of Delhi University,
Benito Jhuarez Marg, New Delhi 110 021
P: 91 11 2411 2087
E: raggingcell@yahoo.in

Monitoring Agency
Centre for Youth (C4Y)
New Delhi 110 068
P: 91 11 4161 9005
E: antrragging@c4yindia.org

National Anti-Ragging Helpline
New Delhi 110 007
P: 1800 180 5522
E: helpline@antiragging.in

NATIONAL RAGGING PREVENTION PROGRAMME

www.ugc.ac.in

www.antiragging.in and www.c4yindia.org

Guidelines Content and Design by Centre for Youth (C4Y), Monitoring Agency
Director

Prestige Institute of Management
& Research, Gwalior (M.P.)



Grievance Redressal Cell

According to the AICTE's Establishment of Mechanism for Grievance Redressal, Regulation 2012, the Grievance Redressal Committee has been constituted with the objective of resolving the grievances of students, parents, and others. All the aggrieved students, their parents and others may henceforth approach the Grievance Redressal Committee. The Institute has constituted a Grievance Redressal Committee as per the AICTE Notification dated 25th May 2012. This committee will look into grievances (as defined in the AICTE regulation for Establishment of mechanism for Grievance Redressal 2012). Any aggrieved student, their parents, alumni, faculty, and/or staff can approach the Grievance Redressal Committee of the institution in the first instance.

Composition of Grievance Redressal Cell

- Dr. Nishant Joshi- Chairman
- Dr. Garima Mathur- Coordinator
- Dr. Navita Nathani- Member
- Dr. Tarika Singh- Member
- Dr. Gaurav Jaiswal- Member
- Dr. Sneha Rajput- Member
- Mr. Nitin Paharia- Member
- Mr. Abhay Dubey- Member
- Ms. Devyani Rajoriya- Student Representative

Responsibilities

"Grievance" means and includes, complaint(s) made by an aggrieved student in respect of the following namely:

- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
- ii. irregularity in the process under the declared admission policy of the institution;
- iii. refusal to admit in accordance with the declared admission policy of the institution;
- iv. non-publication of prospectus by the institution, in accordance with the provisions of these regulations;
- v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
- vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student

for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;

- vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
- viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
- ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Council;
- x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Council;
- xi. failure by the institution to provide student amenities as set out in the prospects, or is required to be extended by the institution under any provisions of law for the time being in force;
- xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
- xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospects, or as may be notified by the Council;
- xiv. complaints of alleged discrimination of students from Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;
- xv. denial of quality education as promised at the time of admission or required to be provided; and
- xvi. harassment or victimization of a students, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force; and

Functions

All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.

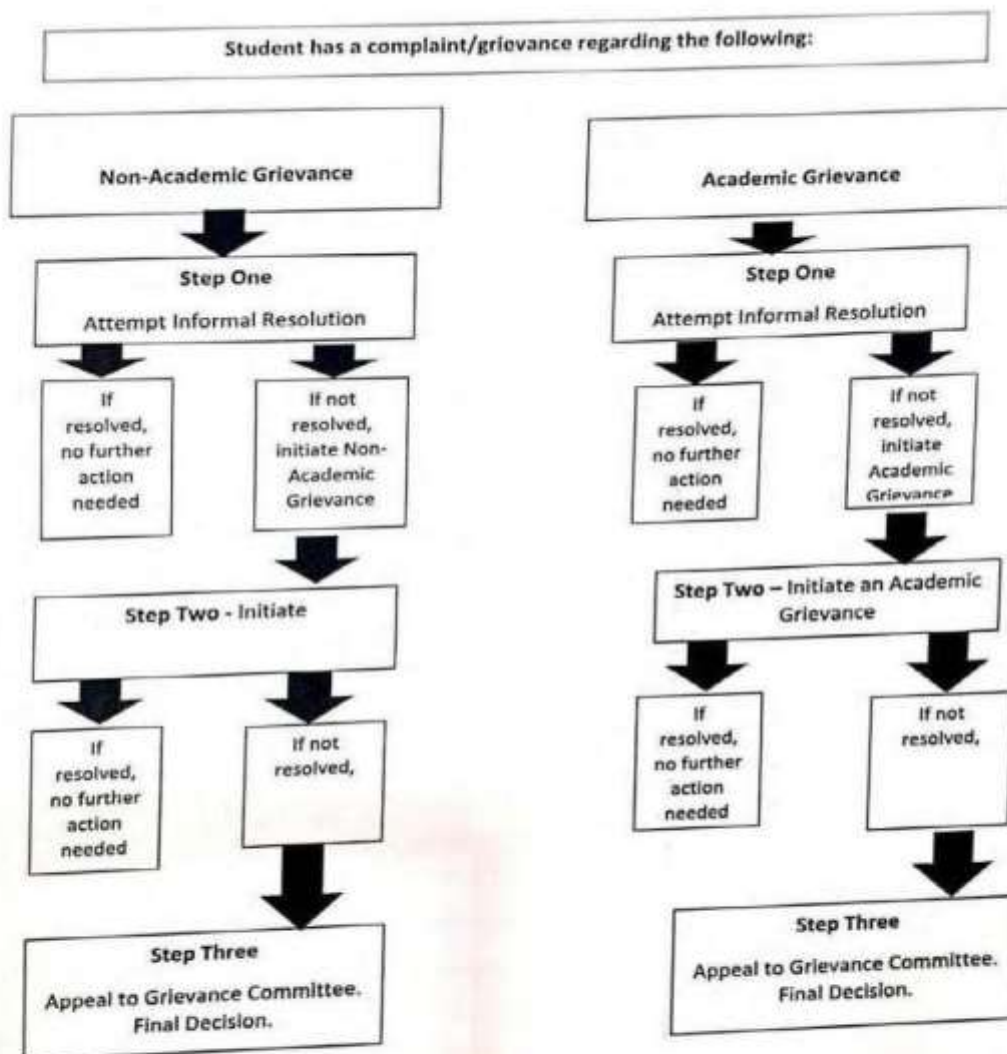
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents
- Ensures that the grievances are resolved on time impartially and confidentially- The cell work in a transparent system whereby the grievant individual communicates his/her discontent through two modes: Through website or by entering the complaint in the “Complaint Register” kept at the reception.

Action Taken

- **Action Taken on Infrastructure related Complaints-** The cell has a predefined mechanism whereby the complaints related to infrastructural issues are mentioned in the register and once it is resolved the comments are written in the Action Taken column.
- **Action Taken on other Complaints-** The institute has Internal Complaint Cell to deal with other types of behavioural complaints, so the complaints are registered under ICC.

Grievance Procedures

Flow Chart



Nishant Joshi
Director
Prestige Institute of Management
& Research, Gwalior (M.P.)

Internal Complaint committee

Following the directions laid down by the Supreme Court of India, our Institute has taken proactive steps to set up an Internal Complaints Committee (ICC) in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rules, 2013. This initiative underlines our unwavering dedication to upholding the fundamental rights of working women and promoting an environment of equality and respect within our workplace.

Recognizing the important role of workplaces and institutions in protecting women's rights, we accept three core responsibilities: prohibition, prevention and redress. These principles were further strengthened by the enactment of the Sexual Harassment of Women at Workplace Act in 2013, which aims to create a conducive environment without sexual harassment while providing both civil and criminal avenues to women in the event of any complaint. By establishing the ICC and firmly adhering to the conditions outlined in the Act, our College clearly reaffirms its commitment to foster a safe, respectful and inclusive work environment, where every individual, regardless of gender, is free from harassment. Or safe from his apprehension.

Composition of Internal Complaint committee

- Dr. Tarika Singh- Presiding Officer
- Dr. Chanda Gulati- Co-Coordinator
- Dr. Indira Sharma- Member
- AP Deepshikha Chauvan-Member
- Ms. Anamika Shrivastav- Member
- Dr. Rashmi Sikarwar- Member



SOP- Internal Complaints Committee

- I. **COMMITMENT:** Our Institute is committed to providing a work environment that ensures every woman employee is treated with dignity and respect and afforded equitable treatment. The Institute is also committed to promoting a work environment that is conducive to the professional growth of its women employees and encourages equality of opportunity. The Institute will not tolerate any form of sexual harassment and is committed to taking all necessary steps to ensure that its women employees are not subjected to any form of harassment.
- II. **SCOPE:** This policy applies to all categories of employees of the Institute, including permanent management and workmen, temporaries, trainees, and employees on contract at its workplace. The Institute will not tolerate sexual harassment if engaged in by clients or by suppliers or any other business associates. "The workplace includes
 1. All offices or other premises where the Institute's business is conducted.
 2. All Institute-related activities performed at any other site away from the Institute's premises.
 3. Any social, business, or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.
- III. **DEFINITION OF SEXUAL HARASSMENT:** Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of sexual nature. Sexual Harassment at the workplace includes:
 1. Unwelcome sexual advances (verbal, written, or physical),
 2. Demand or request for sexual favors,
 3. Any other type of sexually-oriented conduct,
 4. Verbal abuse or 'joking' that is sex-oriented,
 5. any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions.
- IV. **RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:** All employees of the Institute have a personal responsibility to ensure that their behavior is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

V. COMPLAINT MECHANISM: Whether or not such conduct constitutes an offense under law or a breach of the service rules, an appropriate complaint mechanism in the form of the "Complaints Committee" has been created in the Institute for time-bound redressal of the complaint made by the victim.

VI. COMPLAINTS COMMITTEE: The Institute has instituted a Complaints Committee for redressal of sexual harassment complaints (made by the victim) and for ensuring time-bound treatment of such complaints. Initially, and till further notice, the Complaints Committee will comprise the following three members out of whom at least 2 members will be women: 1. Unit Head (Chairperson) 2. Two faculty members, two non-teaching members 3. Three students 4. One member from NGO

The Complaints Committee is responsible for:

- Investigating every formal written complaint of sexual harassment
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
- Discouraging and preventing employment-related sexual harassment

VII. PROCEDURES FOR RESOLUTION, SETTLEMENT, OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT:

1. A complaint received in ICC is processed if it is a matter of sexual harassment of women at the workplace and comes under the preview of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. The members of the Internal Complaints Committee are the members of the Enquiry Committee and the whole process of inquiry is to be completed within the stipulated time of 90 days.
3. After the complaint is received it is mandatory to take action within 7 days of receipt of the complaint.
4. The Complainant is requested by the Enquiry Committee to appear before the Committee on a given date to present her case.
5. A letter is sent to the respondent with the remark to provide the clarification within 10 days of the receipt of the intimation sent by the Enquiry Committee.
6. After receipt of the response of the Respondent in ICC, the Respondent is requested by the Enquiry Committee to appear before the Committee on a given date to defend his case.
7. If the Enquiry Committee thinks that the matter is sensitive then immediate interim relief under Chapter V, Clause 12 (1) (a) of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is provided to the Complainant.
8. The interim relief to the Complainant is also given in the shape of leave/ transfer of the Complainant to any other department for the time being until the case is resolved.
9. The Enquiry Committee also request the Complainant through a letter to provide the list of names of witness/es, documents if any, to the Enquiry Committee within 3 days' time.
10. The concerned department is also requested to provide CCTV Camera footage of the incident if any through the incharge of the Enquiry Committee of ICC.

11. The Enquiry Committee also request the Respondent through a letter to provide the list of names of witness/es, documents if any, to the Enquiry Committee within 3 days' time.
12. The witness/es are requested by the Enquiry Committee to appear before the Committee on a given date to present the case.
13. The Enquiry Committee after hearing the witness/es again requests the Complainant as well as the respondent to appear before the Committee on different dates for further clarification in the case.
14. After going through all the documents and witnessing the Enquiry Committee submits the report and recommends the same to the higher institutional authority.
15. The Complainant as well as the Respondent is also intimated through a letter regarding the submission of a report to the higher institutional authority.
16. All the files and reports are kept confidential in the office of the Internal Complaints Committee and the keys of the almirah are in the custody of the Presiding Officer, ICC. After the closure of the case, the original file is confidentially submitted to the Principal/Chairperson of the Institute and a copy of the same is kept confidential in the ICC for office record.

SOP of the Office of the ICC, PIMRG

1. The concerned person designated, open the Office room and switch on the internet router enabling internet connectivity for the Office.
2. All the papers/notices/circulars are received in the office of the Office. Details of the paper are entered in the receipt register.
3. Papers are shown to the Presiding Officer for her comment.
4. Presiding Officer returns the paper with her comment and if needed marks the paper to the relevant person related to the work.
5. The paper is then placed in the respective file.
6. Copies of the papers are then given to concerned Teaching and Non-Teaching staff marked by the Presiding Officer.
7. The details of all papers which are to be despatched from the office are first entered in the despatch register and are sent to the respective offices (Dean's Offices/ Principal's Offices/ Departments/ Provost Office various sections of Registrar office etc.)
8. The office maintains all the concerning complaints and administrative records.

WORKING OF THE COMMITTEE

- The Internal Complaints Committee was set up in PIMG in pursuance of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- The Internal Complaints Committee (also referred to as 'committee' in the rest of document) admits complaint from female faculty or staff or enrolled students of undergraduate, post graduate or doctoral level against any sexual harassment meted out to them. In this regard, it must be noted that no bias would be admitted with regard to the position of the complainant or the harasser.
- Every complaint will be inquired into, after the complainant has filed a written complaint of the same. Any case or complaint has to be brought to the attention of the Presiding Officer of the committee.
- The respondent will have a chance of fair hearing, as they too can present their position to the Committee.
- The Internal Complaints Committee will report directly to the Director of the Institute.
- The Internal Complaints Committee, on receipt of the complaint has the right to seek out witnesses, or involve the mentors if both the parties are students. It will take written statements of all the concerned parties.
- The Internal Complaints Committee may recommend suitable action if the complaint is found to be correct – Written Apology, Warning, Censure, Counselling. For any punitive actions of a more serious nature, consent from Director will be taken, and the punishment will be pursuant to Society norms and service rules. A student may face removal of name from the rolls of the institute if the complaint is true.

OBJECTIVES

The Internal Complaints Committee at PIMG has adopted the following definition of Sexual Harassment as a reflection of what has been laid in the law.

According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

1. Physical contact and advances; or
2. A demand or request for sexual favors; or
3. Making sexually colored remarks; or
4. Showing pornography; or
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Any act or intent falling under the purview of following cases will be considered as an incident of sexual harassment (Clarification of Unwelcome acts or behavior):

- a) When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition of teaching/guidance, employment, participation, or evaluation of a person's engagement in any activity.
- b) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stories, physical contact, stalking, sounds or display of a derogatory nature.
- c) Interfering with her work or creating an intimidating, offensive, or hostile environment for her.
- d) When a person uses the body or any part of it or any object as an extension of the body with a sexual purpose in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
- e) When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the premises or any public forum of the institute is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.
- f) When a person shows any humiliating treatment to woman that is likely to affect her health and safety.
- g) Teaching activities or explanation of various issues related to fertility, reproductive health and other research topics in a scientific manner will not be considered as harassment.

Further, the objectives of the committee are –

- To develop a policy against sexual harassment of women at the Institute.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

Report Format of ICC

Date of Complaint:	
Complainant Details:	
Complainee Details:	
Is this the first incident reported against the defendant? Yes/No	
Date of Report:	
Mentors of both the parties (in case both the parties are students)	
Main Complaint (in brief)	

Investigation Timeline

Equal Opportunity Cell

Equal Opportunity Cell (EOC) came into existence in 2016 after the recommendations of NAAC peer team. It has been established in Prestige Institute of Management and Research, Gwalior to aid and advise the students belonging to marginalized sections of the society, pursuing various programmes of studies at the Institute.

The cell carries out various activities for the benefit of marginalized students. The events organized under this cell are well recorded.

Composition of Equal Opportunity Cell

- Dr. Tarika Singh Sikarwar(Coordinator)
- Dr. Garima Mathur(Member)
- Dr. Chanda Gulati(Member)
- Mr. Nitin Shrivastava(Member)
- AP Abhay Dubey(Member)
- AP Deepshikha Chauvan(Member)
- AP Anurag Sharma(Member)

Equal Opportunity Policy

Aims and Objectives

The Parliament has passed the Act called the Person with Disabilities (Equal opportunities, Protection of Right and Full Participation) Act 1995. To oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counselling with respect to academic, financial, social and other matters and to enhance the diversity within the campus, Equal Opportunity Cell was established in Prestige Institute of Management Gwalior.

Functions

- i. To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- ii. To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
- iii. To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- iv. To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- v. To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- vi. To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- vii. To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
- viii. To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
- ix. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
- x. To organize periodic meetings to monitor the progress of different schemes.
- xi. To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.
- xii. To sensitize the college on the problems of SC/ST and other disadvantaged groups.

National Cadet Corps

Prestige Institute of Management and Research, Gwalior is having a National Cadet Corps (NCC) wing for girls. This initiative empowers young women to develop leadership skills, discipline and a sense of national pride. Through NCC, girls will get the opportunity to participate in various activities which provides a unique platform to promote holistic development and a sense of camaraderie. By integrating girls into the NCC program, we aim to break down gender stereotypes. We believe that this association will enrich the educational experience and contribute to the overall development of our students. NCC provides a structured framework for physical fitness promoting a healthy lifestyle and instilling a spirit of adventure and exploration among girls.

Overall, the introduction of the NCC for girls represents a significant step forward in our mission to provide a well-rounded education that prepares students for success in all facets of life. We are confident that this association will enrich the educational experience and contribute to the holistic development of students, empowering them to become leaders and change-makers in their communities and beyond.



Original to file
Kishor Singh

Tele No.0751-2626090

3 MP Girls Bn NCC
KRG College Kampoo
Gwalior-474001

No.3 (G) /812/A/NCC

17 Mar 2021

Principal
Prestige Institute of Management
Gwalior

APPOINTMENT OF CARE TAKER


1. Proposals for Appointment of caretaker in respect of the following individual is fwd herewith duly approval by ADG:-

S.No	Name	NCC Unit	Period Applied for	Remark
1	Ms Pooja Kaurav	3 MP Girls Bn NCC Gwalior	08/01/2021 to 07/01/2022	

2. This is for your info & necessary action please.

3. It is submitted the the CT should be considered for appointment as ANO at the earliest.

Encls : As above


COL
COMMANDING OFFICER
3 MP GIRLS BN NCC
GWALIOR

Copy to

C/T Ms Pooja Kaurav
Prestige Institute of Management
Gwalior

: For information and n/c pl.

APPOINTMENT FOR CARE TAKER

Ms Pooja Kaurav

3 MP (G) Bn NCC, Gwalior

From 08/01/2021 to 07/01/2022

APPROVAL OF THE ADG NCC DTE (MP & CG)

APPROVED / NOT APPROVED

Station: Bhopal

Dated: 22 Feb 2021


(Sanjay Sharma)
Major General
Addl Dir Gen
NCC Dte (MP&CG)

APPOINTMENT OF CARE TAKER



- 1. Name of the NCC Unit : 3 MP Girls Battalion NCC, Gwalior
- 2. Name of Institution : PRESTIGE INSTITUTE OF MANAGEMENT, GWALIOR
- 3. Name of the Care Taker : POOJA KAURAV
- 4. Education Qualification : 10th, 12th, B.COM
- 5. Period for appointment Care Taker : ~~17 NOV 2020~~ 08 Jan 2021 to 07 Jan 2021
- 6. Date of Birth : 03 FEB 1997
- 7. Date of sanction NCC with auth : NCC Dte CAMP & C (G) Bhopel Welter No MP. Dte/G0001/PAC/RE. Org/ Gwalior/FSFS dt. 18 DEC 2020.
- 8. Details of previous ANO/Care Taker : NA
- 9. Reason of post vacant : NEW Raising
- 10. Auth Strength of Cadets in the Institution:

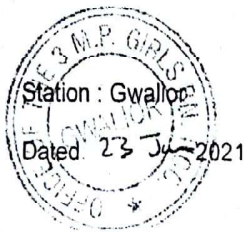
SD	00	-	SW	-	80 (FSFS)
JD	00	-	JW	-	
- 11. Any other ANO/CTO present in the Institute. : NE Pooja Kaurav
- 12. (a) No. of ANO's/CTO : NCC 'C' & 'B' CERTIFICATE HOLDER WITH 'A' GRADE
 Any other relevant details (e. g. NCC Certificate holder/physical Education Teacher/NSS Member ect) : PARTICIPATED IN 'RD Marching Contigent' IN 20 ON 'RAJPATH'

Station:- Gwalior

Dated:- 2021

Sig of Head of institution with seal

RECOMMENDATION OF OC UNIT
Recommended/ Not Recommended



[Signature]
COL (Sig of the OC)
COMMANDING OFFICER
3 MP GIRLS BN NCC
GWALIOR

RECOMMENDATION OF THE GP CDR
Recommended/ Not Recommended

Station: Gwalior (MP)

Date: 20/01/2021

(Sig of the Gp Cdr)

[Signature]
Brigadier
Commander
NCC Gp Headquarters

Telephone : 2626090

Urgent
3 MP Girls BN NCC
KRG College, Kampoo
Gwalior

No 3 (G)/802/A/NCC

24 Mar 2021

Principal, Govt VRG College, Morar
Principal, Govt KRG College Kampoo Lashkar
Principal, JC Mill College, Gwalior.
Registrar, LNIPE, Gwalior.
Registrar, Virkant Gp of Institution Morar.
Registrar, VISM Turari, Gwl.
Registrar, ITM University Turari Gwl.
Registrar, IPS Gp of College, Shivpuri link road Gwl.
Principal, Pvt Gwalior Glory HSS Gwl.
Principal, Rustamji Institute of Technology, BSF Academy, Tekanpur,
Gwalior-475005 (M.P.)
Principal, PG College of Nursing, Cancer Hill, Gwalior
Principal, Prestige Institute of Management, Gwalior

Sub:- **ANO/CARE TAKER CONF ON 26 MAR 2021**
FOR 'B' AND 'C' CERT EXAMINATION

1. A conference will be held on 26 Mar 2021 at 1200hrs at this Bn Office. All ANOs/Care Taker are requested to attend the conference most urgent.
2. All ANOs/CTs to be in time to obviate inconvenience to the rest who are in time.
3. You are requested to accord permission to your ANO/CT to attend the conference.


COL
COMMANDING OFFICER
3 MP GIRLS BN NCC
GWAJIOR

Tele No.0751-2626090

3 MP Girls Bn NCC
KRG College Kampoo
Gwalior-474001

No.3 (G) /812/A/NCC

09 Oct 2023

Principal
Prestige Institute of Management
Gwalior

APPOINTMENT OF CARE TAKER


1. Proposals for Appointment of caretaker in respect of the following individual is fwd herewith duly approval by ADG:-

S.No	Name	NCC Unit	Period Applied for	Remark
1	Mrs Amrita Bhadoriya	3 MP Girls Bn NCC Gwalior	01/06/2023 to 31/05/2024	

2. This is for your info & necessary action please.

3. It is submitted the the CT should be considered for appointment as ANO at the earliest.

Encls : As above


COMMANDING OFFICER
3 MP GIRS BN NCC
GWALIOR

Copy to

C/T Mrs Amrita Bhadoriya
Prestige Institute of Management
Gwalior

For information and n/c pl.

APPOINTMENT OF CARETAKER

MRS AMRITA BHADORIYA

3 MP MP GIRLS BN NCC, GWALIOR

FROM 01 JUN 2023 TO 31 MAY 2024

APPROVAL OF THE ADG NCC DTE MP&CG, BHOPAL

APPROVED / NOT APPROVED

Station: Bhopal

Dated: 18 Sep 2023

(AK Mahajan)
Maj General
Addl Director Gen
NCC Dte MP&CG

**1st YEARS EXTENSION FOR
APPOINTMENT OF CARE TAKER**



1. Name of the NCC : 3 MP Girls Battalion NCC, Gwalior
2. Name of Institution : Prestige Institute of Management Research, Gwalior
3. Name of the Care Taker : Mrs. Amrita Bhadoriya
4. Education Qualification : M.Sc (Maths), P.hd
5. Period for appointment : 01 Jun 2023 to 31 May 2024 (Initial Appt)
01 Jun 2024 to 31 May 2025
6. Date of Birth : 22 Mar 1986
7. Date of sanction NCC with auth : NCC Dte (MP & CG) Bhopal letter No.MP & CG
Dte/60001/P &C/Re-Org/Gwalior/FSFS
dt. 18 Dec 2020
8. Details of previous ANO/Care Taker : NA
9. Reason of post vacant : NA
10. Strength of Cadets in the Institution :

<u>SD</u>	-	<u>SW</u>	-	80 (FSFS)
<u>JD</u>	-	<u>JW</u>	-	
11. Any other ANO/CTO present in the Institute :
(a) No of ANO's/CTO : -
12. Any other relevant details (e.g. NCC Certificate holder/physical Education Teacher/NSS Member ect) :

Nishant Joshi

Director

**Prestige Institute of Management
& Research, Gwalior (M.P.)**

Station:- Gwalior

Dated:- Feb 2024

RECOMMENDATION OF OC UNIT
Recommended/ Not Recommended

Station : Gwalior

(Sig of the unit OC)

Dated: 2024

RECOMMENDATION OF THE GP CDR
Recommended/ Not Recommended

Station: Gwalior (MP)

(Sig of the Gp Cdr)

Date: 2024

WILLINGNESS CERTIFICATE FORM THE INDIVIDUAL

No. _____ Rank C/T Name Dr Amrita Bhadoriya Certified

that I am willing to attend the PRCN/DC course for the year 2024 & 2025 to be held at
OTA, Gwalior.

Station : Gwalior

Date: Feb 2024



(Signature of Individual)

AVAILABILITY CERTIFICATE FROM THE HEAD OF INSTITUTION
Signature of Director/Principal with seal

2. It is certified that _____ of Prestige Institute of
Management and Research, Gwalior for PRCN/DC course for the year 2024 & 2025 to
be held at OTA, Gwalior for the above period.

Station : Gwalior

Date : Feb 2024


(Signature head of Institution)
with seal **Director**
Prestige Institute of Management
& Research, Gwalior (M.P.)

दूरभाष 0751- 2626090

3 म0प्र0 कन्या बटा0 एनसीसी
के आर जी कालेज कम्पू
ग्वालियर

कमाक 3(जी)/812/ए/एनसीसी

फरवरी 2024

रजिस्ट्रार,
प्रेसीज इन्सटीट्यूट ऑफ मैनेजमेंट एण्ड रिसर्च,
ग्वालियर

विषय :- महाविद्यालय में केयर टेकर के एक्सटेंशन फार्म भेजने के संबंध में

1. विषयातर्गत लेख है कि केयर टेकर सेवा विस्तार फॉर्म एवं विलिंगनेस सर्टिफिकेट चार प्रतियों में आपकी ओर भेजा गया है, जिसे पासपोर्ट साईज फोटो लगाकर, अन्य डिपेंडेंट के लिए मार्क शीट, नियुक्ति पत्र तथा अन्य शैक्षणिक योग्यता के प्रमाण पत्रों की प्रतियों द्वारा सत्यापित प्रतिलिपि संलग्न कर इस कार्यालय में शीघ्र भिजवाने की व्यवस्था कर जिससे कि श्रीमती अमृता भदौरिया का केयर टेकर सेवा विस्तार एक वर्ष के लिए बढ़ाने का कार्यवाही की जा सके।
2. सुगन्तार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

(सुखाचंदर सिंह)
कर्मल
कमान अधिकारी

संलग्न:- केयर टेकर एप्लीकेशन फॉर्म, विलिंगनेस सर्टिफिकेट।