



Bharatiya Shikshan Prasarak Sanstha, Ambajogai



# **Swa. Sawarkar Mahavidyalaya, Beed**



## **Internal Quality Assurance Cell**

### **5.1 Student Support**

**5.1.4: The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

**Details of statutory/regulatory Committees**

## **Swa. Sawarkar Mahavidyalaya, Beed**

### **Student Grievance and Redressal Cell Policy**

#### **Introduction**

The Student Grievance and Redressal Cell (SGRC) at **Swa. Sawarkar Mahavidyalaya** is established to provide an effective mechanism for students to voice their grievances and seek resolution in a fair, transparent, and timely manner. This policy outlines the objectives, functions, and procedures of the SGRC to ensure a supportive and conducive environment for all students.

#### **Objectives**

The primary objectives of the Student Grievance and Redressal Cell are:

- a. To provide a platform for students to raise their grievances related to academic, non-academic, or administrative matters.
- b. To facilitate a prompt and impartial redressal process for the grievances raised by students.
- c. To maintain confidentiality and protect the interests of the complainants and respondents involved in the grievance resolution.
- d. To foster a positive and harmonious atmosphere within the college community by addressing issues proactively.

#### **Composition of the Student Grievance and Redressal Cell**

The SGRC is composed of the following members:

- a. Chairperson: Principal
- b. Three faculty member nominated by the Chairperson/Principal.
- c. Student Representatives: One student nominated by the principal based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.

#### **Standard Operating Process**

- a. **Receiving Grievances:** The SGRC shall receive grievances from students in written or electronic format. Grievances may be related to academic issues, examinations, harassment, discrimination, infrastructure, or any other matter concerning the students.
- b. **Investigation:** The SGRC shall conduct a thorough and impartial investigation into each grievance, ensuring confidentiality and fairness throughout the process.
- c. **Mediation and Resolution:** The SGRC shall attempt to resolve grievances through mediation and consultation with relevant stakeholders. If resolution is not possible through mediation, the SGRC shall recommend appropriate actions for redressal.
- d. **Timeframe:** The SGRC shall strive to resolve grievances within a reasonable timeframe, preferably not exceeding [insert specific number] days from the date of receipt of the grievance.
- e. **Records Maintenance:** The SGRC shall maintain records of all grievances received, investigated, and resolved, along with the details of actions taken.

#### **Procedure for Submitting a Grievance**

- a. Students shall submit their grievances in writing to the SGRC, using the prescribed format available on the college website or from the SGRC office.
- b. Grievances submitted electronically shall be sent to the designated email address of the SGRC.

- c. The grievance should contain a clear and concise description of the issue, relevant details, and any supporting documents.
- d. The complainant may seek assistance from a faculty member or a designated student representative while submitting the grievance.

#### **Grievance Redressal Procedure**

- a. Upon receiving a grievance, the SGRC shall acknowledge its receipt to the complainant within [insert specific number] working days.
- b. The SGRC shall initiate the investigation promptly and may seek additional information or documentation from the complainant, if required.
- c. The SGRC shall conduct necessary consultations with relevant stakeholders, including faculty, staff, and students, to understand the matter fully.
- d. Based on the investigation, the SGRC shall attempt mediation between the concerned parties, if appropriate.
- e. If mediation fails, the SGRC shall recommend appropriate measures to redress the grievance to the Principal/Dean.
- f. The Principal/Dean shall review the recommendations and take appropriate actions within a reasonable timeframe.

#### **Confidentiality**

All members of the SGRC, complainants, and respondents shall maintain strict confidentiality throughout the grievance redressal process. Information related to grievances shall not be disclosed to anyone not directly involved in the process.

#### **Non-Retaliation**

The college prohibits any form of retaliation against students who submit grievances in good faith. Any act of retaliation will be dealt with seriously, and appropriate disciplinary action will be taken against the offender.

#### **Review and Amendment**

This policy shall be reviewed annually by the SGRC in consultation with relevant stakeholders. Any necessary amendments shall be proposed and approved by the Principal/Dean.

#### **Dissemination of Policy**

This policy shall be made available to all students, faculty, and staff through the college website and prominently displayed on notice boards across the campus.

**Student Grievance Redressal Committee  
2022-23**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1.	Dr. Priti D. Pohekar	Principal, Chairperson	9423742379
2.	Dr. Devidas B. Nagargoje	Member	9423715715
3.	Dr. Rajendra T. Sonawane	Member	9420798075
4.	Dr. Sunita S. Kurude	Member	9834780540
5.	D. Chatrapati B. Pangarkar	Member	9422709932
6.	Mr. Shrikant Kundalkar	Special Invitee	9021356285

**Student Grievance Redressal Committee  
2021-22**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
<b>1.</b>	Dr. Devidas B. Nagargoje	Chairperson	9423715715
<b>2.</b>	Dr. Rajendra T. Sonawane	Member	9420798075
<b>3.</b>	Dr. Sunita S. Kurude	Member	9834780540
<b>4.</b>	D. Chatrapati B. Pangarkar	Member	9422709932
<b>5.</b>	Mr. Shrikant Kundalkar	Special Invitee	9021356285

**Student Grievance Redressal Committee  
2020-21**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1.	Dr. Devidas B. Nagargoje	Chairperson	9423715715
2.	Dr. Rajendra T. Sonawane	Member	9420798075
3.	Dr. Sunita S. Kurude	Member	9834780540
4.	Mr. Ram B. Gavane	Member	9422709932
5.	Mr. Shrikant Kundalkar	Special Invitee	9021356285

**Student Grievance Redressal Committee  
2019-20**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1.	Dr. Devidas B. Nagargoje	Chairperson	9423715715
2.	Dr. Rajendra T. Sonawane	Member	9420798075
3.	Dr. Sunita S. Kurude	Member	9834780540
4.	Mr. Ram B. Gavane	Member	9422709932
5.	Mr. Pavan Surwase	Special Invitee	9763630256

**Student Grievance Redressal Committee  
2018-19**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1.	Dr. Devidas B. Nagargoje	Chairperson	9423715715
2.	Dr. Rajendra T. Sonawane	Member	9420798075
3.	Dr. Sunita S. Kurude	Member	9834780540
4.	Mr. Ram B. Gavane	Member	9422709932
5.	Mr. Pavan Surwase	Special Invitee	9763630256





**Swa. Sawarkar Mahavidyalaya, Beed**



## Anti-ragging Committee

### Aim

The Anti-Ragging Committee of our college aims to create a safe and welcoming environment for all students, free from any form of ragging or harassment. The committee is dedicated to promoting a culture of respect, empathy, and mutual understanding among students, fostering a positive and inclusive campus atmosphere.

### Objectives

- 1. Prevention of Ragging:** The primary objective of the committee is to prevent ragging incidents on campus. It aims to raise awareness about the harmful consequences of ragging and create a strong deterrent against such activities through effective preventive measures.
- 2. Orientation and Sensitization:** The committee aims to sensitize incoming students about the negative impact of ragging and the importance of treating fellow students with respect and dignity. It organizes orientation programs to educate students about the college's anti-ragging policy and relevant laws.
- 3. Establishing Reporting Mechanisms:** The committee's objective is to establish easily accessible and confidential reporting mechanisms for students to report any incidents of ragging. It ensures that complaints are handled promptly, impartially, and with utmost confidentiality.
- 4. Counseling and Support:** The committee aims to provide counseling and support to victims of ragging. It ensures that affected students receive appropriate assistance and guidance to cope with any emotional or psychological distress caused by such incidents.
- 5. Monitoring and Surveillance:** The committee is responsible for monitoring the campus environment to detect and prevent any potential ragging activities. It collaborates with security personnel and college authorities to maintain a vigilant presence on campus.
- 6. Ragging Awareness Programs:** The committee organizes regular awareness programs and workshops for students, faculty, and staff to foster a strong anti-ragging culture on campus. These programs emphasize the importance of creating a respectful and inclusive college community.
- 7. Disciplinary Actions:** In cases where ragging is confirmed, the committee aims to take prompt and appropriate disciplinary actions against the perpetrators, in accordance with college policies and legal provisions. This ensures a strong message against ragging and upholds a zero-tolerance policy.

  
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8. **Coordination with Authorities:** The committee works in coordination with local law enforcement agencies and relevant authorities to address any severe or criminal incidents of ragging. It ensures that the necessary legal actions are taken against those involved in such activities.

9. **Regular Review and Improvement:** The committee conducts periodic reviews of its activities and effectiveness. It aims to continuously improve its preventive measures and response mechanisms to ensure the college remains a safe and secure space for all students.

10. **Community Engagement:** The committee actively engages with students, faculty, and staff to encourage everyone's participation in promoting a ragging-free campus. It fosters a sense of collective responsibility and encourages the entire college community to be vigilant against ragging.

In conclusion, the Anti-Ragging Committee in our college has set clear aims and objectives to ensure a safe and respectful learning environment for all students. By working towards these objectives, the committee strives to create a campus free from ragging and harassment, promoting the overall well-being and academic success of every student.

## **Standard Operating Procedure (SOP) for Anti-Ragging Committee**

The Anti-Ragging Committee plays a crucial role in maintaining a safe and conducive environment for all students at our college. This SOP outlines the standard procedures and guidelines to prevent and address any incidents of ragging, ensuring a harassment-free campus for every individual.

### **1. Committee Composition**

The Anti-Ragging Committee shall be formed according to the guidelines with representatives from various stakeholders, including Principal as a chairman, a member secretary, men Staff representatives (Two), Women Staff representative, Non-teaching Staff Representative, Guardian member Representative, Girl's student representative (Two), Boys student representative, Journalist representative, Police representative.

### **2. Goal and Objectives**

The primary goal of the Anti-Ragging Committee is to eliminate ragging in all its forms and promote a culture of respect, empathy, and inclusivity within the college community. The committee's objectives include:

- a. Creating awareness about the consequences of ragging among students.
- b. Implementing preventive measures to deter incidents of ragging.
- c. Promptly addressing and resolving any reported ragging incidents.

  
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Anti-Ragging Committee  
Smt. Saawarkar Mahavidyalaya  
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d. Providing support and counseling to victims and taking appropriate actions against perpetrators.

### 3. Awareness and Prevention

a. Orientation Program: The committee shall conduct anti-ragging orientation programs at the beginning of each academic year to educate all students about the college's zero-tolerance policy towards ragging.

b. Information Dissemination: The committee shall display anti-ragging posters, banners, and pamphlets across the college premises, highlighting the strict penalties for engaging in ragging activities.

c. Interactive Sessions: Interactive sessions and workshops shall be organized to sensitize students about the impact of ragging on individuals and the college's reputation.

### 4. Ragging Monitoring

a. Helpline and Reporting Mechanism: The committee shall establish a dedicated helpline number and an online reporting system to ensure students can easily report any incidents of ragging confidentially.

b. Surveillance: Regular monitoring of common areas and hostels shall be conducted to identify and prevent potential ragging activities.

c. Faculty Involvement: Faculty members shall be actively involved in monitoring student behavior and promptly reporting any suspicious activities to the committee.

### 5. Incident Handling

a. Immediate Action: Upon receiving a report of ragging, the committee shall take immediate action to verify the authenticity of the complaint and provide necessary support to the victim.

b. Confidentiality: The committee shall ensure strict confidentiality of the identity of the complainant and the victim during the investigation process.

c. Inquiry Committee: An inquiry committee shall be constituted to conduct a thorough investigation into the reported incident and gather evidence.

d. Disciplinary Action: If the inquiry confirms the occurrence of ragging, the committee shall recommend appropriate disciplinary actions as per college rules and legal provisions.

### 6. Support and Counseling

a. Victim Support: The committee shall provide necessary support and counseling to the victim to help them cope with the emotional and psychological impact of the incident.

b. Rehabilitation: The committee shall take measures to rehabilitate the victim and ensure their safety on campus.

  
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### **7. Legal Compliance**

The committee shall work in compliance with the guidelines and regulations set forth by the University Grants Commission (UGC) and other relevant authorities regarding anti-ragging measures.

### **8. Annual Report**

The committee shall prepare an annual report summarizing the activities, actions taken, and the overall effectiveness of the anti-ragging initiatives.

### **10. Communication and Awareness**

The committee shall regularly communicate with students, faculty, and staff about its ongoing efforts, achievements, and ways to prevent ragging.

This SOP shall be reviewed annually and updated as necessary to reflect changing requirements and best practices.

Approved by:

**Dr. Priti Pohekar**

Principal

Date 20/06/2023

Reviewed and updated by:

**Dr. Chatrapati Pangarkar**

Member Chairperson

Date 20/06/2023

<https://sawarkarcollegebeed.edu.in/discipline-antiragging-committee>

  
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**Swa. Sawarkar Mahavidyalaya, Beed**  
**Discipline And Anti-Ragging Committee 2022-2023**

Sr.No.	Name	Designation	
1.	Dr. Preeti Diliprao Pohekar	Chairman/principal	9423742379
2.	Dr. Pangarkar Chhatrapati Baburao	Member Secretary	9422709932
3.	Dr. L.G. Bahegavankar	Male Staff Representative	9422744488
4.	Dr. D.B. Nagargoje	Male Staff Representative	9423715715
5.	Smt. Dr. Kurude Sunita Shankarrao	Female Staff Representative	7588852624
6.	Shri. B. K. Waghmare	Nonteaching Representative	9762415001
7.	Shri. Sanjay Tipale	Journalist Representative	9921321505
8.	Mrs. Rohini Sawai	Police Representative	9765434150
9.	Mrs. Shital N. Sharma	Guardian Member Representative	9881713645
10.	Miss. Sonal B. Waghmare	Students Representative	9209102690
11.	Miss. Anjali J. Shinde	Students Representative	8482957187
12.	Mr. Aniket A. Mogarkar	Students Representative	7822904330

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**Swa. Sawarkar Mahavidyalaya, Beed**  
**Discipline And Anti-Ragging Committee 2021-2022**

Sr.No.	Name	Designation
1.	Dr. Nagargoje Devidas Bhanudas	Chairman
2.	Dr. Bahegavankar Laxmikant Govindrao, Vice Principal	Member
3.	Dr. Pangarkar Chhatrapati Baburao	Member
4.	Dr. Morale Suhas Ranganathrao	
5.	Shri. Gavane Ram Baburao	Member
6.	Smt.Dr. Kurude Sunita Shankarrao	Member
7.	Smt.Dr.Gosavi Medha Indrakant	Member

  
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**Swa. Sawarkar Mahavidyalaya, Beed**  
**Discipline And Anti-Ragging Committee 2020-2021**

Sr.No.	Name	Designation
1.	Dr. Nagargoje Devidas Bhanudas	Chairman
2.	Dr.Sonwane Rajendra Tukaram	Cordinator
3.	Dr. Bahegavankar Laxmikant Govindrao, Vice Principal	Member
4.	Dr. Pangarkar Chhatrapati Baburao	Member
5.	Shri. Gavane Ram Baburao	Member
6.	Smt. Kulkarni Swati Sudhakarao	Member

  
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**Swa. Sawarkar Mahavidyalaya, Beed**  
**Discipline And Anti-Ragging Committee 2019-2020**

Sr.No.	Name	Designation
1.	Dr. Nagargoje Devidas Bhanudas	Chairman
2.	Dr.Sonwane Rajendra Tukaram	Cordinator
3.	Dr. Bahegavankar Laxmikant Govindrao, Vice Principal	Member
4.	Dr. Pangarkar Chhatrapati Baburao	Member
5.	Shri. Dhond Gopal Martandrao	Member
6.	Shri. Gavane Ram Baburao	Member
7.	Smt. Kulkarni Swati Sudhakarrao	Member

  
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**Swa. Sawarkar Mahavidyalaya, Beed**  
**Discipline And Anti-Ragging Committee 2018-2019**

Sr.No.	Name	Designation
1.	Dr. Nagargoje Devidas Bhanudas	Chairman
2.	Dr. Sonwane Rajendra Tukaram	Coordinator
3.	Dr. Bahegavankar Laxmikant Govindrao, Vice Principal	Member
4.	Dr. Pangarkar Chhatrapati Baburao	Member
5.	Shri. Dhond Gopal Martandrao	Member
6.	Shri. Gavane Ram Baburao	Member
7.	Smt. Kulkarni Swati Sudhakarrao	Member

  
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## **Internal Complaints Committee (ICC)**

### **Introduction**

This policy document outlines the guidelines and procedures for the functioning of the Internal Complaints Committee (ICC) at Swa. Sawarkar Mahavidyalaya, Beed, in accordance with the UGC (University Grants Commission) guidelines and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

### **Objective**

The primary objective of the Internal Complaints Committee is to create a safe and respectful work and study environment that is free from any form of sexual harassment and discrimination. The ICC is committed to addressing complaints in a timely, fair, and confidential manner, and to promoting awareness and prevention of sexual harassment.

### **Standard Operating Process**

#### **Composition of the ICC**

The ICC is composed as per UGC guidelines and consist of the following members:

- Chairperson (Faculty member)
- Two Faculty Members (preferably female)
- One Non-Teaching Staff Member
- One Student Representative
- One External Expert (Legal expert or NGO representative)

#### **Roles and Responsibilities**

##### **Chairperson:**

- Preside over the meetings of the ICC
- Coordinate and oversee the activities of the ICC
- Ensure compliance with UGC guidelines and the law
- Submit an annual report to the institution

##### **Members**

- Attend ICC meetings and contribute to discussions
- Assist in the investigation of complaints as required
- Uphold confidentiality and impartiality throughout the process

##### **Student Representative**

- Act as a liaison between students and the ICC
- Present the perspective of students during meetings and discussions

##### **External Expert**

- Provide expertise on legal and procedural matters
- Contribute an unbiased viewpoint to the investigation process

#### **Complaint Registration and Procedure**

##### **Complaint Registration**

  
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- Any member of the institution, including faculty, staff, students, or visitors, may file a complaint of sexual harassment.
- Complaints should be submitted in writing to the ICC through a designated channel.

#### **Complaint Procedure**

- The ICC shall conduct a preliminary inquiry within seven days of receiving the complaint.
- If the complaint is found to be prima facie valid, a full investigation will be initiated.

#### **Investigation**

- The investigation shall be completed within 30 days.
- The ICC may gather evidence, interview parties involved, and consult external experts if needed.

#### **Action and Redressal:**

- Upon completion of the investigation, the ICC shall recommend appropriate action to the institution's authorities.
- The institution's authorities shall take necessary action in accordance with the recommendations.

#### **Confidentiality**

- All information related to complaints and investigations shall be treated with the utmost confidentiality to protect the privacy and dignity of all parties involved.

#### **Awareness and Prevention**

- The ICC shall conduct regular awareness programs and training sessions for faculty, staff, and students to promote a safe and respectful environment and prevent sexual harassment.

#### **Reporting**

- The ICC shall submit an annual report to the institution detailing the number of complaints received, actions taken, and recommendations for improvement.

#### **Amendment and Review**

This policy document shall be subject to periodic review and may be amended as required to align with changing regulations and best practices.

#### **Conclusion**

- The ICC is committed to upholding the principles of equity, dignity, and respect within Swa. Sawarkar Mahavidyalaya, Beed. This policy document reflects our dedication to creating a harmonious and harassment-free academic and work environment for all members of the institution.

<https://sawarkarcollegebeed.edu.in/internal-complaints-committee>

  
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**Swa. Sawarkar Mahavidyalaya, Beed**  
**ICC Committee 2022-23**

Sr. No.	Name	Designation	Phone number
1.	Mrs. Deshpande D.R.	Chaiman	7588975808
2.	Dr. Sasane S.S.	Member (Teaching faculty)	8329952133
3.	Dr. Kurude S.S.	Member (Teaching faculty)	7588852624
4.	Mrs. Kulkarni A. V.	Member (Non-Teaching faculty)	9637406281
5.	Miss. Kaulkarni Sanika	Member (Student Representative)	7218421260
6.	Dr. Pohekar P. D.	Principal (Invited Member)	9423742379
7.	Dr. Bahegavankar L. G.	Vice Principal (Invited member)	9422744488
8.	Dr. Dhere R.M.	Vice Principal (Invited member)	9421335301

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**Swa. Sawarkar Mahavidyalaya, Beed**  
**ICC Committee 2021-22**

Sr. No.	Name	Designation
1.	Dr. Swati Kulkarni	President
2.	Dr. Shirodkar S.V.	Principal
3.	Dr. Bahegavhankar L.G.	Vice Principal
4.	Dr. Dhere R.M.	Vice Principal
5.	Smt. Nelvadkar	Secretary, Rashtra Seva Samiti, Beed District
6.	Dr. Talkhedkar P.V.	Office Superintendent
7.	Dr. Medha Gosavi	Member
8.	Mrs. Deepa Deshpande	Member
9.	Dr. Sangeeta Sasane	Member

  
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**Swa. Sawarkar Mahavidyalaya, Beed**  
**ICC Committee 2020-21**

Sr. No.	Name	Designation
1	Dr. Swati Kulkarni	President
2	Dr. Shirodkar S.V.	Principal
3	Dr. Bahegavhankar L.G.	Vice Principal
4	Dr. Dhere R.M.	Vice Principal
5	Mrs. Kirti Kulkarni	Advocate
6	Dr. Talkhedkar P.V.	Office Superintendent
7	Dr. Medha Gosavi	Member
8	Mrs. Deepa Deshpande	Member
9	Dr. Sangeeta Sasane	Member

  
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**Swa. Sawarkar Mahavidyalaya, Beed**  
**ICC Committee 2019-20**

Sr. No.	Name	Designation
1.	Dr. Swati Kulkarni	President
2.	Dr. Shirodkar S.V.	Principal
3.	Dr. Bahegavhankar L.G.	Vice Principal
4.	Dr. Dhere R.M.	Vice Principal
5.	Advocate Kirti Kulkarni	Advocate
6.	Dr. Talkhedkar P.V.	Office Superintendent
7.	Dr. Medha Gosavi	Member
8.	Dr. Sunita Kurude	Member
9.	Dr. Sangeeta Sasane	Member

  
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**Swa. Sawarkar Mahavidyalaya, Beed**  
**ICC Committee 2018-19**

Sr. No.	Name	Designation
1.	Dr. Medha Gosavi	Chairman
2.	Dr. Swati Kulkarni	Member
3.	Dr. Sunita Kurude	Member
4.	Dr. Sangeeta Sasane	Member
5.	Dr. Medha Gosavi	Member
6.	Dr. Shirodkar S.V.	Principal
7.	Dr. Bahegavhankar L.G.	Vice- Principal

  
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