



OFFICE OF THE PRINCIPAL
KHAGARIJAN COLLEGE

P.O : Chotahaibor, Nagaon(Assam), PIN:-782003

ESTD: 1972

Office-03672-230085, Mobile:9864403390, 8638726781

E-mail:khagarijancollege1@gmail.com

Ref.No :-

Date: -

From,

Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D

Principal & Secretary

Supporting Document for
Self Study Report: 2023

Criterion: V Metric No: 5.1.4

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

(Proof for Implementation of Guidelines of Statutory/Regulatory bodies)

Principal
Khagarijan College

Principal
Khagarijan College
Nagaon (Assam)

Policy Documents for Anti-ragging and Sexual Harassment

Khagarijan College campus remains committed to maintain a ragging-free environment, prioritizing the well-being and safety of all students. Strict measures are in place to enforce the policies. Awareness campaigns and educational programs are conducted regularly to educate students about the consequences of ragging. Khagarijan College has a separate Committee to monitor and to raise campaign against Sexual Harassment accordingly the college develops its policy document in this regard as per the resolution taken in Governing Body Meeting on 18/11/2019.

Policy Document of Anti-ragging



ANTI-RAGGING POLICY OF THE COLLEGE

The Institution has a coherent and very effective Anti-Ragging policy that is based on the UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009, {hereinafter referred to as the UGC Regulations.} the UGC Regulations have been framed in view of the directions issued by Honourable Supreme Court of India to prevent and prohibit ragging in all Indian educational institutions and colleges. And the same has been recommended by the Governing Body meeting dated 18-11-2019.

Preamble:

In view of the Honourable Supreme Court of India dated 08-05-2009 and in consideration of the determination of the Central Government and the UGC to prohibit, prevent and eliminate the scourge of ragging.

Objective

To eliminate ragging in all its forms from the Institution by prohibiting it under these Regulations, preventing its occurrence and punishing those indulge in ragging as provided for in these Regulations and the appropriate law in force.

Definition of Ragging

- a. Any conduct by any student whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other students.
- b. Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or psyche of such fresher or any other student.
- d. Any act by senior student that prevents, disrupts or disturbs the regular academic activity of any other students or a fresher.
- e. Exploiting the services of a fresher or any other students for completing the academic tasks assigned to an individual or a group of students.
- f. Any Act of financial extortion or forceful expenditure burden put on a fresher or any other student.
- g. Any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gesture, causing bodily harm or any other danger to health or person:
- h. Any act or abuse by spoken words, emails, post, public insult which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.


Principal
Khagarijan College
Nagaon : Assam



- i. Any act that affects the mental health and self-confidence of a fresher or any other student or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- j.

Composition of the Anti-Ragging Committee

The Anti-ragging Committee or Cell of the institution is formed by the Principal of the college with the following members:


1. Chairperson
2. Advisor
3. Coordinator (one)
4. Teacher members (Two)

The meeting of the Committee will be convened by the convenor of the Committee and the same would be chaired by the Chairperson of the Committee.

Duties and Responsibilities of the Committee

- The Committee of the Institution shall take appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature of gravity.
- The Committee may depending on the nature of gravity of the incident established by the Anti-ragging Squad award, to those found guilty, one or more of the following punishments, namely;
 - a. Suspension from attending classes and academic privileges.
 - b. Withholding/withdrawing scholarship/fellowship and other benefits.
 - c. Debarring from appearing in any Test/Examination or other evaluation process.
 - d. Withholding results
 - e. Debarring from representing the institution in any regional, national or international meet, tournament, youth festivals etc.
 - f. Suspension/expulsion from the hostel
 - g. Cancellation of admission
 - h. Rustication from the institution for period ranging from one to four semester
 - i. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Date of Implementation: November, 2019
Policy Review date: 2022


**Principal
Khagarijan College
Nagaon : Assam**

Anti-Sexual Harassment Campaign

Khagarijan College has a separate Committee to monitor and to raise campaign against Sexual Harassment accordingly the college develops its policy document in this regard as per the resolution taken in Governing Body Meeting on 18/11/2019.

Policy Document against Sexual Harassment



POLICY DOCUMENT FOR PROHIBITION OF SEXUAL HARRASSMENT

Khagarijan College, Nagaon, Assam

The Khagarijan College follows the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Policy for prevention, prohibition and punishment of Sexual Harassment of Women was approved by the Governing Body of the College in its Meeting No. 18-11-2019 and accordingly a Committee is constituted with the members from different capacity to look after the matters.

The Committee for Sexual Harassment at workplace is formed and changed from time to time. The Committee thus formed is the representative of the stakeholders to address the issues of Sexual Harassment in the Institution.

- **The Committee is constituted with the incorporation of the :**
 - Principal as the chairperson
 - One Coordinator from amongst the Senior faculty members
 - IQAC Coordinator as Ex-Officio Member
 - Two members from the senior faculty members.
- The names and contact details of the committee members (Current) are made available through Circular issued by the principal of the college is also made available in the college website for ready reference.

Scope:

These rules may be called as the Policy Document for Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal). These rule shall be enforceable to all the complaints related to Sexual Harassment made by any person on the rolls of the Institution including Permanent/Temporary/Part-Time and honorary employees and those engaged through contractors, students and campus residents and the same will be applicable to all the avenues within the campus area of the college.

Definition of Sexual Harassment:

As described in the Section 2 (n) of the Act, Sexual Harassment includes the following unwelcome behaviours:-

- a. Physical Contact and advances; or
- b. A demand or request for sexual favour: or


Principal
Khagarijan College
Nagaon (Assam)



- c. Making sexually coloured remarks : or
- d. Showing pornography: or
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Along with that the following circumstances or behaviour of sexual harassment may amount to sexual harassment in case of:

- a. Implied or explicit promise of preferential treatment in employment/admission/evaluation/grading process: or
- b. Implied or explicit threat of detrimental treatment in employment/admission/evaluation/grading process: or
- c. Implied or explicit threat about present or future employment/admission/registration status : or
- d. Interference with work or creating an intimidating or offensive or hostile work/learning environment: or
- e. Humiliating treatment likely to affect health or safety

Procedure for tackling the Sexual Harassment Cases

Composition of Sexual Harassment Committee:

- As per the recommendation of the Governing Body of the college, the Principal, by a Circular in writing shall constitute the Committee. The Committee will constitute by Five members and except principal and Vice Principal, the other members are Female.
- The Committee members as laid down in the Section 4(3) of the Act, each Office Bearers would hold office for a period of three years from the date of Appointment.
- Again, as stated in the Section 4(5) of the act, the Principal of the college may remove any Office Bearers in the following circumstances:
 - a. If any inquiry against the Office bearers initiated: or
 - b. If the Office Bearers is convicted for an offence.
 - c. On dismissal/resignation/withdrawal of the office bearer from the employment of the institution.
- The Committee will function from the office of the Coordinator and the Principal as chairman.
- The Sexual Harassment Committee will organise the programmes on awareness about sexual harassment amongst its stakeholders for helping out them from any such incidents.


Principal
Khagarijan College
Nagaon (Assam)



Complaint

An aggrieved woman may pursue the matter related to the sexual harassment through procedure by lodging complaint to any members of the Committee as follows:

- In writing in details about the incidents
- Have to lodged complaint within a period of three months from the date incident or the last incident in case of series of incidents.

Duties and Responsibilities of the Committee

- Organise Gender Sensitisation programme
- Will acknowledge complaint lodged by stakeholders
- Any complaint received should be forwarded to the Chairperson.
- Legal practitioners will not be allowed either from the aggrieved woman or from the respondent.
- The arising issues should be handled with conciliation and no monetary settlement is allowed for settling the cases.
- If the Committee finds and complain that falls under the purview of Sexual Harassment as define above, it shall conduct an inquiry by themselves or by appointing a an special inquiry committee by the Principal of the college and the Inquiry committee have to submit the report to the Committee members with proceedings.

Date of Implementation: November, 2019
Policy Review date: 2022

Principal
Khagarijan College
Nagaon (Assam)