



RSET's

Ghanshyamdas Saraf
college of arts & commerce

CRITERION NUMBER	5
KEY INDICATOR	Student Support 5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

4. Timely redressal of the grievances through appropriate committees
Annual Report of the committee monitoring the activities and number of grievances

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METRIC - 5.1.4

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

4. Timely redressal of the grievances through appropriate committees
Annual Report of the committee monitoring the activities and number of grievances

**Annual Report of Internal Complaint Committee
2019-20 to 2023-24**



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Ghanshyamdas Saraf college of arts & commerce

INTERNAL COMPLAINTS COMMITTEE (ICC)

ANNUAL REPORT

AY 2019-2020

As per the Vice Chancellor's directions under Section 14(8) of Maharashtra Universities Act 1994, Internal Complaint Committee is constituted to deal with cases of sexual harassment.

Objectives of the Cell:

- To effectively implement the Act in its true spirit.
- To ensure a workplace free from sexual harassment, fear, and discrimination for all women stakeholders.
- To encourage early reporting of complaints and ensure they are addressed sensitively, fairly, and confidentially, following the principles of natural justice.

First Meeting

A meeting of the Internal Complaints Committee (ICC) was convened at the beginning of the academic year on June 29, 2019.

- The primary objective of the meeting was to deliberate on the roles and responsibilities of the committee members in ensuring a safe, respectful, and inclusive environment on campus.
- During the meeting, members discussed various measures to effectively implement regulations aimed at preventing sexual harassment and promoting gender sensitivity.





Ghanshyamdas Saraf college of arts & commerce

- Key focus areas included strategies to raise awareness among female stakeholders about their rights, the process for lodging complaints, and the support mechanisms available to them.
- The committee also outlined a action plan, which included organizing sensitization programs and workshops to foster a culture of mutual respect and inclusivity.
- The meeting also emphasized the importance of maintaining confidentiality, ensuring prompt and impartial grievance redressal.

Complaint during the year

As part of the Internal Complaint Committee's (ICC) commitment to ensuring a safe and inclusive environment, a complaint of harassment was formally registered on July 30, 2019. The committee acted promptly and conducted a meeting on August 3, 2019, in the Principal's Office to thoroughly review the matter, hear the concerns of all involved parties, and initiate the necessary proceedings.

Following a detailed investigation, due process was diligently followed, ensuring fairness and confidentiality. The final decision regarding the complaint was reached and officially communicated to the accused on August 21, 2019. The swift handling of this case reflects the ICC's dedication to addressing grievances in a timely and transparent manner while upholding institutional policies on safety and workplace ethics.

Dr. Lipi Mukherjee

Member

Internal Complaints Committee





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First Meeting

A meeting of the Internal Complaints Committee (ICC) was convened at the beginning of the academic year on July 11, 2020.

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Complaints during the year

1. First Complaint

In line with the Internal Complaint Committee's (ICC) commitment to fostering a safe and inclusive environment, a sexual harassment complaint was registered on October 16, 2020. The committee responded promptly by convening a meeting on October 20, 2020, to review the matter and initiate the necessary proceedings.

To ensure a fair and thorough investigation, a second meeting was held on October 28, 2020, to hear the complainant and examine the details of the case. However, the accused was absent from this meeting. As a result, the committee decided to issue a formal letter instructing the accused to be present for the next meeting on November 4, 2020.

Despite this directive, the accused remained absent and failed to provide any communication. In response, the committee decided to suspend the accused, and a formal suspension letter was issued.





INTERNAL COMPLAINTS COMMITTEE (ICC)

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First Meeting

A meeting of the Internal Complaints Committee (ICC) was convened at the beginning of the academic year on July 26, 2021.

- The primary objective of the meeting was to deliberate on the roles and responsibilities of the committee members in ensuring a safe, respectful, and inclusive environment on campus.





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- During the meeting, members discussed various measures to effectively implement regulations aimed at preventing sexual harassment and promoting gender sensitivity.
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- The meeting also emphasized the importance of maintaining confidentiality, ensuring prompt and impartial grievance redressal.

No case or incident of harassment in any form was traced or reported.

Dr. Lipi Mukherjee

Presiding Officer

Internal Complaints Committee





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INTERNAL COMPLAINTS COMMITTEE (ICC)

ANNUAL REPORT

AY 2022-2023

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First Meeting

A meeting of the Internal Complaints Committee (ICC) was convened at the beginning of the academic year on July 29, 2022.

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N Joshi
Dr. Neha Joshi

Presiding Officer

Internal Complaints Committee



METRIC - 5.1.4

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

4. Timely redressal of the grievances through appropriate committees
Annual Report of the committee monitoring the activities and number of grievances

**Annual Report of Anti-Ragging Cell
2019-20 to 2023-24**



Ghanshyamdas Saraf college of arts & commerce

ANTI RAGGING CELL

ANNUAL REPORT

AY 2019-2020

The University Grants Commission vide its letter no F.1-16/2007 (CPP-II) dated June 17, 2009 has reiterated the ban on ragging of students in Institutions of Higher Learning.

The College has constituted an Anti-Ragging Cell to prevent the menace of ragging and to create a friendly environment among the students of the college.

Objectives of the Anti-Ragging Cell:

- To create a safe and inclusive environment on campus, free from any form of ragging.
- To prevent and eliminate ragging in all its forms through awareness, sensitization, and strict enforcement of anti-ragging regulations.
- To educate students about the Anti Ragging Law and punishments of Ragging.
- To establish a mechanism for early reporting of ragging incidents and ensure timely redressal.
- To implement UGC and other regulatory guidelines effectively to maintain a zero-tolerance approach toward ragging.
- To take appropriate disciplinary action against those found guilty of ragging, ensuring a deterrent effect.

The college website also displays the Forms of Ragging and Punishment for Participation in/or Abetment of Ragging.





Ghanshyamdas Saraf college of arts & commerce

Poster of Anti Ragging Cell is displayed in each floor of the College Campus.

A meeting of the Anti-Ragging Cell was conducted in the beginning of the academic year on **July 27, 2019.**

The primary objective of the meeting was to outline a strategic plan for educating students about the Anti-Ragging Law, its implications, and the strict punishments associated with any violations.

During the meeting, committee members deliberated on the crucial role of teaching staff in spreading awareness and fostering a zero-tolerance approach toward ragging. Various initiatives were discussed, including conducting orientation sessions for newly admitted students, integrating anti-ragging guidelines into classroom discussions, and displaying informative posters and notices across the campus.

Faculty members were encouraged to actively engage with students, identify any early signs of misconduct, and create a supportive environment where students feel safe to report incidents without fear.

During the year, no case or incident of ragging in any form was traced or reported.


Dr. Ashwat Desai

Chairperson - Anti Ragging Cell





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A meeting of the Anti-Ragging Cell was conducted in the beginning of the academic year on July 25, 2020.

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**Annual Report of College Grievance Redressal Cell
2019-20 to 2023-24**



Ghanshyamdas Saraf college of arts & commerce

COLLEGE GRIEVANCE REDRESSAL CELL (CGRC)

ANNUAL REPORT

AY 2019-2020

As per circular No.DSD/05/of 2019 dated 14th May, 2019 of University of Mumbai, the College had constituted Grievance Redressal Cell (CGRC) for addressing all the grievances of students relating to College/Institution.

The college website also displays that if any student has grievance about the college, they can fill the Application Form available on the college website and email it to the Chairman of the CGRC.

A meeting of the grievance cell was conducted in the beginning of the academic year on **July 27, 2019**.

The primary objective of the meeting was to familiarize the members with their roles and responsibilities in addressing student grievances effectively and to strategize ways to create awareness among students about the grievance redressal process.

Key responsibilities of the CGRC, such as receiving complaints, conducting impartial inquiries, and ensuring timely resolution, were outlined to enhance the efficiency of the redressal system.

To ensure students are well-informed about their rights and the procedure for lodging complaints, the committee proposed to make the students aware during orientation programs for first-year students, mentoring sessions and digital communication through the college website. The importance of reassuring students that their concerns would be handled confidentially and without bias was also emphasized.

During the year, no application for Redressal of Grievance was Received.

Dr. Lipi Mukherjee

Member Secretary - CGRC





Ghanshyamdas Saraf college of arts & commerce

COLLEGE GRIEVANCE REDRESSAL CELL (CGRC)

ANNUAL REPORT

AY 2020-2021

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A meeting of the grievance cell was conducted in the beginning of the academic year on **July 31, 2020**.

The primary objective of the meeting was to familiarize the members with their roles and responsibilities in addressing student grievances effectively and to strategize ways to create awareness among students about the grievance redressal process.

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A meeting of the grievance cell was conducted in the beginning of the academic year on **July 24, 2021**.

The primary objective of the meeting was to familiarize the members with their roles and responsibilities in addressing student grievances effectively and to strategize ways to create awareness among students about the grievance redressal process.

Key responsibilities of the CGRC, such as receiving complaints, conducting impartial inquiries, and ensuring timely resolution, were outlined to enhance the efficiency of the redressal system.

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A meeting of the grievance cell was conducted in the beginning of the academic year on **July 23, 2022**.

The primary objective of the meeting was to familiarize the members with their roles and responsibilities in addressing student grievances effectively and to strategize ways to create awareness among students about the grievance redressal process.

Key responsibilities of the CGRC, such as receiving complaints, conducting impartial inquiries, and ensuring timely resolution, were outlined to enhance the efficiency of the redressal system.

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A meeting of the grievance cell was conducted in the beginning of the academic year on **July 22, 2023**.

The primary objective of the meeting was to familiarize the members with their roles and responsibilities in addressing student grievances effectively and to strategize ways to create awareness among students about the grievance redressal process.

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