



Vidya-Amrut Dnyan Pratishthan's
Arts, Science & Commerce College, Shirsondi
Tal: - Malegaon, Dist:- Nashik (423208)
(Affiliated to Savitribai Phule Pune University, Pune)



Criterion-V:

Student Support & Progression

5.1. Student Support

**5.1.4. The Institution has a
transparent mechanism for timely
redressal of student grievances including
sexual harassment & ragging cases**



ID.No. : PU / NS / ACS / 175 / 2018

Vidya-Amrut Dnyan Pratishthan Shirsondi's

Arts, Science & Commerce College, Shirsondi

Shirsondi, Tal. Malegaon, Dist. Nashik 423 208

E-mail : va.srcollege.shirsondi@gmail.com

PRINCIPAL : Dr. Rajendra B. Dhande
(M.Com., M.Phil, Ph.D.)

Date: 06/12/2023

DECLARATION

This is to declare that the information, reports, true copies of the supporting documents, numerical data etc. submitted/presented in the files is verified by Internal Quality Assurance Cell (IQAC) and it is correct as per the record.

This declaration is for the purpose of NAAC accreditation of HEI for the 1st cycle period 2018-19 to 2022-23.

Date: 06/12/2023

Place: Shirsondi


 IQAC Coordinator
 Arts, Science & Commerce College
 Shirsondi, Tal. Malegaon (Nashik)




 Principal
 Arts, Science & Commerce College
 Shirsondi, Tal. Malegaon Dist. Nashik

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• **IQAC Coordinator**
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon (Nashik)




Principal
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Anti Ragging Committee

❖ Introduction:

Ragging has destroyed a great number of innocent lives and careers. The Hon'ble Supreme Court established directions for establishing a central crisis helpline and anti-ragging database in Civil Appeal No. 887 of 2009 as part of its effort to eradicate it. The Anti-Ragging Committee unit at VADP's Arts, Science, and Commerce responds to student complaints promptly. The anti-ragging cell aims to educate the students and organise workshops against the ragging threat at the start of every year. In their individual classes, both boys and girls are provided information about how the anti-ragging cell operates.

Our college has established an anti-ragging cell. At several places throughout the college, there are suggestion boxes for students. The anti-ragging cell is notified of student complaints regarding racial harassment on campus. The cell's members gather twice throughout the session or as needed to discuss the need for action against any complaint or issue. Depending on the issue's seriousness, it is discussed and resolved. The college's principal receives an annual report that is written by the anti-ragging cell.

❖ Committee members

Sr. No.	Name of Member	Designation	Email Id	Mobile No
1	Dr. R. B. Dhande (Principal)	Committee Chairman	rdhande834@gmail.com	9028961709
2	Dr. U. J. Tupe (Vice- Principal)	Member	drujt14@gmail.com	8149301190
3	Mr. G. S. Nikam (Assistant Professor)	Member	gautamsnikam82@gmail.com	9637074168
4	Mr. N. B. Sonje (Assistant Professor)	Member	nileshch93@gmail.com	9158539043
5	Mrs. N. J. Bachhav (Lecturer)	Member	nilakshebachhav81@gmail.com	9850329666
6	Mr. N. B. Ahire (Assistant Professor)	Member	ahirenimba@gmail.com	8600733442
7	Mr. V. S. Pawar (Non- Teaching)	Member	vikassp1006@gmail.com	7756025601

❖ **Procedure for complaint:**

1. Pupils are permitted to file a complaint in writing or online and submit it via drop boxes.
2. The Anti-Ragging Cell will handle any cases that have been submitted with the necessary documentation.
3. The Anti-Ragging Cell will ensure that the complaint has been correctly resolved within the cells specified time period.

❖ **Objectives:**

The objectives of the Anti-Ragging Cell are as follows:

1. To avoid torturing students in any way -physical, mental, and other.
2. To remove the disruptive behaviour in pupils that can make them feel uneasy, afraid, ashamed, or agitated.
3. To keep college campuses ragging-free.
4. To raise consciousness about ragging and constantly maintain a welcoming environment for students.

❖ **Functions of Anti-Ragging Cell:**

1. The cell addresses all sincere complaints from college pupils.
2. Receive the complaints in writing from the concerned students.
3. Examine the matter in detail on the basis of available documents.
4. Recommend to the Principal to initiate disciplinary action against the culprit.

❖ **The Anti Ragging Committee works as the Discipline Committee of the College**

- The Anti Ragging Committee also functions as the Discipline Committee of the College as it sets the tone for maintenance of discipline on the College campus and ensures congenial academic atmosphere in the College.
- The Committee is also authorized to look into the complaints relating to the breach of discipline, students' disturbances, unlawful activities disturbing the peaceful functioning of the College, and other forms of indiscipline among the students.
- The Committee is empowered to conduct enquiry on the matters of student's indiscipline and suggest appropriate punitive and corrective measure.

❖ **The Head Of The Institution Should Take The Following Action:**

The head of the institution must immediately determine whether a case under the penal laws is made out upon receiving a recommendation from the anti-ragging squad or upon receiving any information regarding any reported incident of ragging. If so, he or she must then proceed to file a First Information Report (FIR) with the appropriate authorities within few hours of receiving the information or recommendation. With the assistance of the police and local government, and in accordance with the relevant criminal laws pertaining to one or more of the following, namely-

- Abetment to ragging;
- Criminal conspiracy to rag;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Physical or psychological humiliation;

Link for more information:

1	www.mhrd.gov.in	Ministry of Human Resources (HRD)
2	www.ugc.ac.in	University Grants Commission (UGC)
3	www.amanmovement.org	Aman Satya Kachroo Trust
4	https://www.antiragging.in/	Anti Ragging Cell



Say **NO** to
Ragging



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Arts, Science & Commerce College, Shirsondi.
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Date: - 10/11/2022

Antiranging Committee

Notice

All members of the Antiranging Committee of the college are hereby informed that the meeting of the committee is scheduled on 15/11/2022 at 11.30 a.m. in the meeting room. All are requested to attend the meeting as per the schedule.

Agenda:-

1. To Discussion on the provide awareness of anti-raging in the pupils.
2. Allocation of responsibilities of each member of committee.
3. To review the case of ragging if any.
4. Discussion on organized anti-ragging Awareness programmes.

Sr. No.	Name of Member	Designation	Signature
1	Dr. R. B. Dhande (Principal)	Committee Chairman	
2	Dr. U. J. Tupe (Vice- Principal)	Member	
3	Mr. G. S. Nikam (Assistant Professor)	Member	
4	Mr. N. B. Sonje (Assistant Professor)	Member	
5	Mrs. N. J. Bachhav (Lecturer)	Member	
6	Mr. N. B. Ahire (Assistant Professor)	Member	
7	Mr. V. S. Pawar (Non- Teaching)	Member	

Chairman

Antiranging Committee



Principal

Arts, Science & Commerce College
Shirsondi, Tal. Malegaon Dist. Nashik

IQAC Coordinator

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Date: - 15/11/2022

Antiranging Committee
Minutes of Meeting

The Meeting of Antiranging Committee of the college was held on 15/11/2022 at 11.30 a.m. in the meeting room. Following issues were discussed and decisions were taken.

Minutes:-

1. There is a no case regarding ragging of student.
2. All the member of committee guided students regarding the issue.
3. Discussion about displayed notice and circulate to students to fill online anti-ragging form with in the time limit.
4. Organized a programme on awareness of anti -ragging.
5. Corrective measure should be taken to prevent serious complaints if any in future.

The following members were present at the meeting-

Sr. No.	Name of Member	Designation	Signature
1	Dr. R. B. Dhande (Principal)	Committee Chairman	
2	Dr. U. J. Tupe (Vice- Principal)	Member	
3	Mr. G. S. Nikam (Assistant Professor)	Member	
4	Mr. N. B. Sonje (Assistant Professor)	Member	
5	Mrs. N. J. Bachhav (Lecturer)	Member	
6	Mr. N. B. Ahire (Assistant Professor)	Member	
7	Mr. V. S. Pawar (Non- Teaching)	Member	

Chairman

Antiranging Committee



Principal

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Date: - 15/11/2022

Antiranging Committee

Action Taken Report

There is a no case regarding ragging of student.


Chairman

Antiranging Committee




Principal

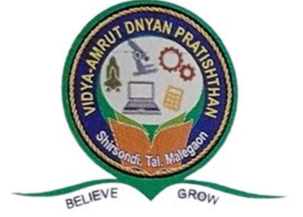
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Report of Anti Ragging Cell


In accordance with the UGC's instructions, anti-ragging posters and slogans were posted across the campus to notify students about the seriousness of ragging as a crime. Our VADP's ASC College organised the seminars on anti-ragging, and students took part in these seminars. The committee's goal is to raise awareness of ragging among pupils.



Student development officer Mrs. Malti Salunkhe provide information to students regarding anti-ragging


IQAC Coordinator
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon (Nashik)



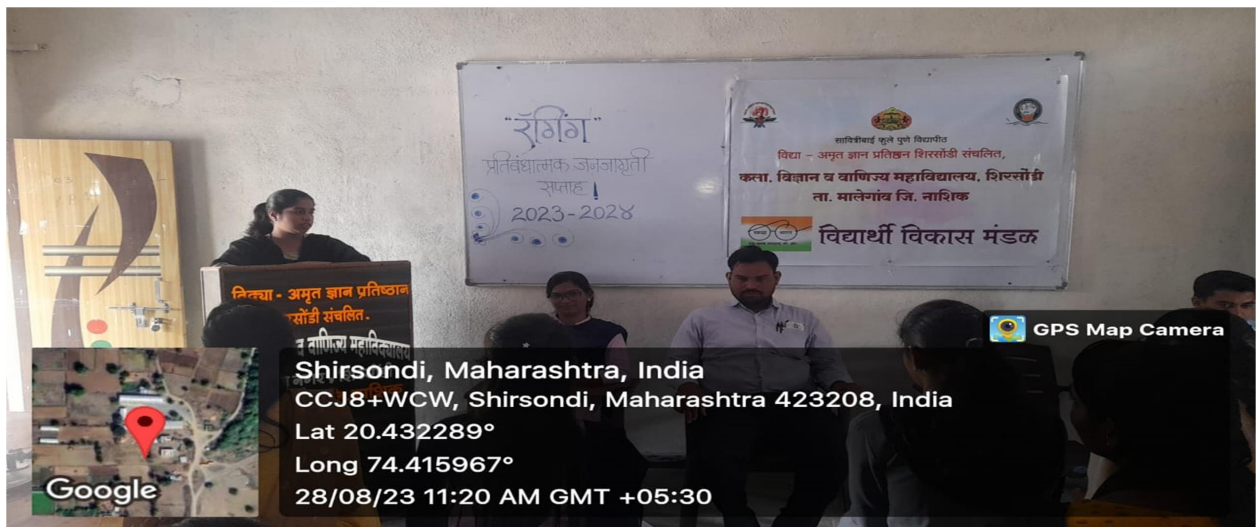

Principal
Arts, Science & Commerce College
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NSS Officer Mr. Satish Harpade delivered lecture on “law of anti-ragging” to students



Vice- Principal Dr. Umesh Tupe explored the concept of raging and anti-raging to students



Miss. Vishakha Devare presenting vote of thanks to all

DRAFT

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110 002**

NO. F 1-16/2007 (CPP-II)

April, 2009

**UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER
EDUCATIONAL INSTITUTIONS, 2009**

In exercise of the powers conferred by Clause (g) of Sub-Section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely -

1. Title, commencement and applicability:-

- 1.1. These regulations shall be called the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”.
- 1.2. They shall come into force with immediate effect.
- 1.3. They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

2. Objective:-

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. Definitions:- For the purposes of these Regulations:-

- 3.1. “college” means any institution, whether known as such or by any other name, which provides for a programme of study beyond 12 years of schooling for obtaining qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification.

- 3.2. "Head of the institution" means the 'Vice-Chancellor' in case of a university/deemed to be university, 'Principal' in case of a college, 'Director' in case of an institute.
- 3.3. "institution" means a higher educational institution (HEI), like a university, a college, an institute, etc. imparting higher education beyond 12 years of schooling leading to a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.
- 3.4. "Ragging" means the following:
Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not 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 a junior student.
- 3.5. "Statutory/Regulatory body" means a body so constituted by a Central/ State Government legislation for setting and maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.
- 3.6. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, an institution deemed to be university under Section 3 of the UGC Act, 1956, or an institution specially empowered by an Act of Parliament to confer or grant degrees.

4. Punishable ingredients of Ragging:-

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;

- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of “Ragging”.

5. Measures for prohibition of ragging at the institution level:-

- 5.1 The institution shall strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms in all institutions.
- 5.2 Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc) whether located within the campus or outside and in all means of transportation of students whether public or private.
- 5.3 The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

6 Measures for prevention of ragging at the institution level:-

6.1 Before admissions:-

- 6.1.1 The advertisement for admissions shall clearly mention that ragging is totally banned in the institution, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately (for punishments, ref. section 8 below).
- 6.1.2 The brochure of admission/instruction booklet for candidates shall print in block letters these Regulations in full (including Annexures).
- 6.1.3 The ‘Prospectus’ and other admission related documents shall incorporate all directions of the Supreme Court and /or the Central or State Governments as applicable, so that the candidates and their parents/ guardians are sensitized in respect of the prohibition and consequences of ragging. If the institution is an affiliating university, it shall make it mandatory for the institutions under it to compulsorily incorporate such information in their ‘Prospectus’.
- 6.1.4 The application form for admission/ enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant (English version given in Annexure I, Part I), to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

- 6.1.5 The application form shall also contain a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the parent/ guardian (English version given in Annexure I, Part II), to be signed by the parent/ guardian of the applicant to the effect that he/ she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/ her ward in case the latter is found guilty of ragging and/or abetting ragging.
- 6.1.6 The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/Transfer Certificate/ Migration Certificate/ Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.
- 6.1.7 A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I (both Parts) along with his/ her application for hostel accommodation.
- 6.1.8 At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.
- 6.1.9 To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably multicolored with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
- 6.1.10 The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- 6.1.11 The institution shall identify, properly illuminate and man all vulnerable locations.
- 6.1.12 The institution shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
- 6.1.13 The institution shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, leaflets, seminars, street plays, etc.
- 6.1.14 The faculties/ departments/ units of the institution shall have induction arrangements (including those which anticipate, identify

and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

6.2 On admission:-

- 6.2.1 Every fresh student admitted to the institution shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors.
- 6.2.2 The institution through the leaflet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- 6.2.3 The leaflet mentioned above shall also inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- 6.2.4 The leaflet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- 6.2.5 The institution shall also organize joint sensitization programmes of 'freshers' and seniors.
- 6.2.6 Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

6.3 At the end of the academic year:-

- 6.3.1 At the end of every academic year the Vice-Chancellor/ Dean of Students Welfare/ Director/ Principal shall send a letter to the parents/ guardians of the students who are completing the first year informing them about the law regarding ragging and the punishments, and appealing to them to impress upon their wards to desist from indulging in ragging when they come back at the beginning of the next academic session.
- 6.3.2 At the end of every academic year the institution shall form a 'Mentoring Cell' consisting of Mentors for the succeeding academic year. There shall be as many levels or tiers of Mentors as

the number of batches in the institution, at the rate of 1 Mentor for 6 freshers and 1 Mentor of a higher level for 6 Mentors of the lower level.

6.4 Setting up of Committees and their functions:-

- 6.4.1 The Anti-Ragging Committee:- The Anti-Ragging Committee shall be headed by the Head of the institution and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.
- 6.4.2 The Anti-Ragging Squad:- The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.
- 6.4.3 Monitoring Cell on Ragging:- If the institution is an affiliating university, it shall have a Monitoring Cell on Ragging to coordinate with the institutions affiliated to it by calling for reports from the Heads of such institutions regarding the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problems faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of undertakings from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the university authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

6.5 Other measures:-

- 6.5.1 The Annexures mentioned in sub-clauses 6.1.4, 6.1.5 and 6.1.7 of these Regulations shall be furnished at the beginning of each academic year by every student, that is, by freshers as well as seniors.

- 6.5.2 The institution shall arrange for regular and periodic psychological counseling and orientation for students (for freshers separately, as well as jointly with seniors) by professional counselors during the first three months of the new academic year. This shall be done at the institution and department/ course levels. Parents and teachers shall also be involved in such sessions.
- 6.5.3 Apart from placing posters mentioned in sub-clause 6.1.9 above at strategic places, the institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.
- 6.5.4 If the institution has B.Ed. and other Teacher training programmes, these courses shall be mandated to provide for anti-ragging and the relevant human rights appreciation inputs, as well as topics on sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- 6.5.5 Wardens shall be appointed as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline, as well as the softer skills of counseling and communicating with the youth outside the class-room situations. Wardens shall be accessible at all hours and shall be provided with mobile phones. The institution shall review and suitably enhance the powers and perquisites of Wardens and authorities involved in curbing the menace of ragging.
- 6.5.6 The security personnel posted in hostels shall be under the direct control of the Wardens and assessed by them.
- 6.5.7 Private commercially managed lodges and hostels shall be registered with the local police authorities, and this shall be done necessarily on the recommendation of the Head of the institution. Local police, local administration and the institutional authorities shall ensure vigil on incidents that may come within the definition of ragging and shall be responsible for action in the event of ragging in such premises, just as they would be for incidents within the campus. Managements of such private hostels shall be responsible for not reporting cases of ragging in their premises.
- 6.5.8 The Head of the institution shall take immediate action on receipt of the recommendations of the Anti-Ragging Squad. He/ She shall also take action suo motto if the circumstances so warrant.
- 6.5.9 Freshers who do not report the incidents of ragging either as victims or as witnesses shall also be punished suitably.
- 6.5.10 Anonymous random surveys shall be conducted across the 1st year batch of freshers every fortnight during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not. The institution may design its own methodology of conducting such surveys.

- 6.5.11 The burden of proof shall lie on the perpetrator of ragging and not on the victim.
- 6.5.12 The institution shall file an FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities. Remedial action shall be initiated and completed within the one week of the incident itself.
- 6.5.13 The Migration / Transfer Certificate issued to the student by the institution shall have an entry, apart from those relating to general conduct and behaviour, whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others.
- 6.5.14 Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the institution, including faculty, and not merely that of the specific body/ committee constituted for prevention of ragging.
- 6.5.15 The Heads of institutions other than universities shall submit weekly reports to the Vice-chancellor of the university the institution is affiliated to or recognized by, during the first three months of new academic year and thereafter each month on the status of compliance with anti-ragging measures. The Vice Chancellor of each university shall submit fortnightly reports of the university, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the Chancellor.
- 6.5.16 Access to mobile phones and public phones shall be unrestricted in hostels and campuses, except in class-rooms, seminar halls, library etc. where jammers shall be installed to restrict the use of mobile phones.

6.6 Measures for encouraging healthy interaction between freshers and seniors:-

- 6.6.1 The institution shall set up appropriate committees including the course-in-charge, student advisor, Warden and some senior students to actively monitor, promote and regulate healthy interaction between the freshers and senior students.
- 6.6.2 Freshers' welcome parties shall be organized in each department by the senior students and the faculty together soon after admissions, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.
- 6.6.3 The institution shall enhance the student-faculty interaction by involving the students in all matters of the institution, except those relating to the actual processes of evaluation and of faculty appointments, so that the students shall feel that they are responsible partners in managing the

affairs of the institution and consequently the credit due to the institution for good work/ performance is due to them as well.

7. Measures at the UGC/ Statutory/ Regulatory body level:-

7.1 Regulatory measures:-

- 7.1.1 The UGC and other Statutory /Regulatory bodies shall make it mandatory for the institutions to compulsorily incorporate in their 'Prospectus' the directions of the Supreme Court and/or the Central or State Governments with regard to prohibition and consequences of ragging, and that non-compliance with the directives against ragging in any manner whatsoever shall be considered as lowering of academic standards by the erring institution making it liable for appropriate action.
- 7.1.2 The UGC (including NAAC and UGC Expert Committees visiting institutions for various purposes) and similar Committees of other Statutory/Regulatory bodies shall cross-verify that the institutions strictly comply with the requirement of getting the undertakings from the students and their parents/ guardians as envisaged under these Regulations.
- 7.1.3 The UGC and other funding bodies shall make it one of the conditions in the Utilization Certificate for sanctioning any financial assistance or aid to the institution under any of the general or special schemes that the institution has strictly complied with the anti-ragging measures and has a blemish-less record in terms of there being no incidents of ragging during the period pertaining to the Utilization Certificate.
- 7.1.4 The NAAC and other accrediting bodies shall factor in any incident of ragging in the institution while assessing the institution in different grades.

7.2 Incentives for curbing ragging:-

- 7.2.1 The UGC shall consider providing special/ additional annual financial grants-in-aid to those eligible institutions which report a blemish-less record in terms of there being no incidents of ragging.
- 7.2.2 The UGC shall also consider instituting another category of financial awards or incentives for those eligible institutions which take stringent action against those responsible for incidents of ragging.
- 7.2.3 The UGC shall lay down the necessary incentive for the post of Warden in order to attract the right type of eligible candidates, and motivate the incumbents.

7.3 Monitoring mechanism to ensure compliance:-

Apart from the monitoring mechanism built in under different sub-clauses of these Regulations, there shall also be the following monitoring mechanism:

7.3.1 The UGC shall constitute an Inter-Council Committee for prevention of Ragging consisting of representatives of the AICTE, the IITs, the NITs, the IIMs, the MCI, the DCI, the NCI, the ICAR and such other bodies which have to deal with higher education to coordinate and monitor the anti-ragging movement across the country and to make certain policy decisions. The said Committee shall meet at least twice a year in the normal course.

7.3.2 The UGC shall also have an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State level and university level Committees for effective implementation of anti-ragging measures.

8 Punishments:-

8.1 At the institution level:-

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- 8.1.1 Suspension from attending classes and academic privileges
- 8.1.2 Withholding/ withdrawing scholarship/ fellowship and other benefits
- 8.1.3 Debarring from appearing in any test/ examination or other evaluation process
- 8.1.4 Withholding results
- 8.1.5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- 8.1.6 Suspension/ expulsion from the hostel
- 8.1.7 Cancellation of admission
- 8.1.8 Rustication from the institution for period ranging from 1 to 4 semesters
- 8.1.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- 8.1.10 Fine ranging between Rupees 25,000/- and Rupees 1 lakh
- 8.1.11 Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

8.2 At the university level in respect of institutions under it:-

If an institution under a university (being constituent of, affiliated to or recognized by it) fails to comply with any of the provisions of these Regulations

and fails to curb ragging effectively, the university may impose any one or any combination of the following penalties on it:

- 8.2.1 Withdrawal of affiliation/ recognition or other privileges conferred on it
- 8.2.2 Prohibiting such institution from presenting any students then undergoing any programme of study therein for the award of any degree/diploma of the university
- 8.2.3 Withholding grants allocated to it by the university, if any
- 8.2.4 Withholding any grants channellised through the university to the institution
- 8.2.5 Any other appropriate penalty within the powers of the university.

8.3 At the appointing authority level:-

The authorities of the institution, particularly the Head of the institution, shall be responsible to ensure that no incident of ragging takes place in the institution. In case any incident of ragging takes place, the Head shall take prompt and appropriate action against the person(s) whose dereliction of duty lead to the incident. The authority designated to appoint the Head shall, in its turn, take prompt and appropriate action against the Head.

8.4 At the UGC/Statutory/Regulatory body level:-

If an institution fails to curb ragging, the UGC/Statutory/Regulatory body concerned may impose any one or any combination of the following penalties on it:

- 8.4.1 Delisting the institution from section 12B of the UGC Act or any similar provision in the Act of the Statutory/Regulatory body concerned
- 8.4.2 Withholding any grants allocated to it
- 8.4.3 Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the UGC/Statutory/ Regulatory body concerned
- 8.4.4 Declaring that the institution does not have the minimum academic standards and warning the potential candidates for admission accordingly through public notice and posting on the UGC Website/ Website of the Statutory/Regulatory body concerned.
- 8.4.5 Taking such other action within its powers as it may deem fit and impose such other penalties as provided till such time as the institution achieves the objective of curbing ragging.
- 8.4.6 Collaborating with one another to work out other possible deterrents.

-:0:-

ANNEXURE I, Part I

UNDERTAKING BY THE CANDIDATE/STUDENT

1. I, _____
S/o. D/o. of Mr./Mrs./Ms. _____
have carefully read and fully understood the law prohibiting ragging and the
directions of the Supreme Court and the Central/State Government in this regard.

2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
3. I hereby undertake that
 - I will not indulge in any behavior or act that may come under the definition of ragging,
 - I will not participate in or abet or propagate ragging in any form,
 - I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.
5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this _____ day of _____ month of _____ year

Signature

Name:

Address:

ANNEXURE I, Part II

UNDERTAKING BY PARENT/GUARDIAN

1. I, _____
F/o. M/o. G/o _____,
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this

regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. I assure you that my son/ daughter/ ward will not indulge in any act of ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

Signed this _____ day of _____ month of _____ Year

Signature

Name:

Address:



University Grants Commission

Decisions agreed upon in the Central Inter-Council/Statutory Bodies, State Councils of Higher Education and Education Secretary of State Government in the meeting held 13th April, 2009 in UGC, New Delhi.

The following were present:-

UGC:

Prof. Sukhadeo Thorat, Chairman
Dr. R.K. Chauhan, Secretary.
Dr. C.S. Meena, JS (CPP-II).
Shri V.K. Jaiswal, US (CPP-II).

In Chair .

Members of the UGC Committee for preparation of Regulations:-

Prof. K.P.S Unni
Dr. R.P. Gangurde
Prof. Virbala Aggarwal

Representatives of the Statutory Councils:

Medical Council Of India
National Council of Teacher Education
Indian Council of Agricultural Research
Distant Educational Council
Dental Council of India
Pharmacy Council of India
Bar Council of India

Representative of the State Governments:-

A.P. Council of Higher Education
H.P. Government,
Punjab Government ,
U.P. Government

Following decisions were taken:-

- a) The participants discussed the Draft Regulations for Prevention of Ragging and made various suggestions. Most of the suggestions were agreed and it was decided that these suggestions would be incorporated in the Regulations after taking into account the legal provisions. The UGC expert committee may do the same preferably by 20th April, 2009.
- b) The various Councils generally agreed with draft Regulations and decided that they would frame their Regulations taking the UGC Regulations as the base and only add some additional provisions to address the specific issues peculiar to each one of them.

13/4/09
DS (CPP-II)

13/04/09

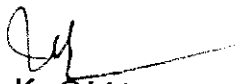
13/4/09
US (CPP-II)

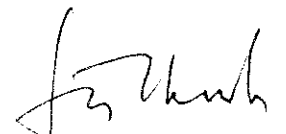
13/4/09
JS (CPP-II)



- c) The Council agreed that they will make effort to finalize their Regulations latest by the end of May duly approved by their respective statutory bodies.
- d) The members agreed to constitute an Inter-Council Committee for prevention of Ragging to address the issue relating to ragging which are of national importance and to sort out the issue of overlapping and cross cutting issues. The Committee will meet at least twice a year.
- e) The UGC will finalize the Regulations by next week and send to various councils for follow up action at their end. These will also be placed on the UGC Website for the convenience of the Councils.
- f) The UGC would get the approval of the Commission by circulation, which is expected by the end of April, 2009.
- g) The participants discussed the Monitoring mechanism proposed by Edcil and the presentation made by Prof. Raj Kachroo. The Ed.Cil was requested to finalize the same duly approved by the Ministry of HRD urgently so that the mechanism could also be brought to the notice of Universities and colleges along with these Regulations. The Ed. Cil would sent the communication to all the statutory bodies/councils for the monitoring mechanism agreed by it.
- h) These Regulations would be in place before the commencement of the next academic year in June 2009.

The meeting ended with a vote of thanks to the Chair.


(R. K. CHAUHAN)
13.4.2009


(SUKHADEO THORAT)

**UNIVERSITY GRANTS COMMISSION
BAHADLURSHAH ZAFAR MARG
NEW DELHI-110002**

F.1-16/2007(CPP-II)

List of participants of meeting of UGC Expert Committee on Regulation to curb the menace of ragging in Higher Educational Institutions-2009 held in UGC Office, New Delhi on 13.4.2009 with State/UT Higher Education Secretary, Professional Councils, State Council of Higher Education

Members UGC Expert Committee

1. Prof. KPS Unny
Former Registrar, JNU, Brindawvan
Near DP office, West Yakkara Road
Palakkad-678014 (Kerala)
Phone 09895865526, kpsunny39@gmail.com
2. Prof. Virbala Aggarwal
H.P. Univ.
Shimla-171005
Phone 09418168234
3. Dr. R.P.Gangurde,
Former Addl. Secretary, UGC
C-13/26, Sector 38, Kendriya Vihar
Nerul, New Mumbai-400706
4. Prof. M.Z. Khan
UGC Consultant
B-59, City Apartments
Vasundhara Enclave
Delhi-110096

Special invitee

Special invitee

Mr.Raj Kachroo
Aman Movement

Present (UGC)

1. Prof. S.K.Thorat, Chairman, UGC
2. Dr. R.K.Chauhan, Secretary, UGC
3. Dr.C.S.Meena, Joint Secretary, UGC
4. Sh. A.N.Sharma, Deputy Secretary UGC
5. Sh. V.K.Jaiswal, Under Secretary, UGC
6. Smt. Lalitha Ganeshan, S.O., UGC

Professional Councils

1. Dr. Prem Kumar,
Additional Secretary
Medical Council of India
Pocket- 14, Sector-8
Dwarka Phase-1
New Delhi-110077
2. Prof. SVS Choudhary
Vice Chairman
National Council for Teacher Education
Hans Bhavan, Wing II,
1, Bahadursha Zafar Marg
New Delhi-110002
3. Shri C.L. Bhatia
Consultant
Dental Council of India, Aiwan E Galib Marg
Kotla Road
Temple Lane
New Delhi-110002
4. Shri Shiv Kumar
Section Officer
Dental Council of India, Aiwan E Galib Marg
Kotla Road
Temple Lane
New Delhi-110002
5. Ms. Archana Mudgal
Pharmacy Council of India
Kotla Road, Aiwan E Ghalib Marg
New Delhi-110002
Phone 23239184
6. Sh. J.R. Sharma
Joint Secretary
Bar Council of India
21, Rouse Avenue, Institutional Area
New Delhi-110002

7. Sh. S.K.Mitra
Deputy Secretary (Education)
Indian Council of Agricultural Research, Krishi Bhavan
Dr. Rajendra Prasad Road, New Delhi-110114
Phone 25848033, Sujitkmitra@gmail.com

8. Dr. S.S.Bisht
CSO
Indira Gandhi National Open University
New Delhi-110068
Phone: 9868106047, 29533237, 29572121 (O)

9. Sh. D .Singh
Director
Edcil , India Ltd., Noida
Phone- 0120-2512008, 9971409065

State Council of Higher Education

1. Prof. K.C.Reddy
Chairman
Andhra Pradesh State Council of Hr. Education
Opposite Mahavir Hospital
Masab Tank, Hyderabad-500028
Phone 9866726222, 040- 23417030

State Education Secretary

1. Dr. Narinder Dhillon
DPI College, Punjab
Phone- 0172-2703549, 9814085651

2. Shri P.C.Dhiman
Secretary (Education Dept)
Govt. of Himachal Pradesh
H.P. Secretariat, Shimla-171002

3. Sh. Prabhat Sinha
Spl. Secretary
Dept. of Higher Education
Govt. of U.P., Lucknow
Phone- 09415171471, 0522-2238601

College

4. Dr. Vijay Shanker
Principal
Govt. P.G.College, Badalpur
GB Nagar, U.P.
Phone: 9873885480
Shankerfiji@yahoo.co.in



Vidya-Amrut Dnyan Pratishthan's
Arts, Science & Commerce College, Shirsondi
Tal: - Malegaon, Dist: - Nashik 423208.
(Affiliated to Savitribai Phule Pune University, Pune)



Grievance Redressal Cell

❖ Introduction:

The college established a Grievance Redressal Cell that serves as the right framework for resolving issues of students. For the students of A. S. C. College, Shirsondi, the Grievance Redressal Cell's major goal is to promote a friendly, academic and working environment. Inspections into cases of harassment are permitted by the Grievance cell. Any student may approach the committee members with a genuine complaint.

❖ Committee members

Sr. No.	Name of Member	Designation	Email Id	Mobile No
1	Dr. R. B. Dhande (Principal)	Committee Chairman	rdhande834@gmail.com	9028961709
2	Dr. U. J. Tupe (Vice-Principal)	Member	drujt14@gmail.com	8149301190
3	Mr. G. S. Nikam (Assistant Professor)	Member	gautamsnikam82@gmail.com	9637074168
4	Mrs. N. J. Bachhav (Lecturer)	Member	nilakshebachhav81@gmail.com	9850329666
5	Mr. N. B. Ahire (Assistant Professor)	Member	ahirenimba@gmail.com	8600733442
6	Mr. P. S. Kanade (Non- Teaching)	Member	pundalikkanade@gmail.com	7588015088

Procedure for complaint:

1. Pupils are permitted to file a complaint in writing or online and submit it via drop boxes.
2. The Grievance Cell will handle any cases that have been submitted with the necessary documentation.
3. The Grievance Cell will ensure that the complaint has been correctly resolved within the cells specified time period.

❖ Objectives:

The objectives of the Grievance Redressal Cell are as follows:

1. To create an administrative structure for resolving student complaints.
2. To guarantee that the complaints of the students are resolved effectively and fairly.
3. To gather staff and student recommendations for college improvements.
4. To look into the cause of the issue.
5. To assure a fair, impartial, and consistent process for resolving the numerous problems of students.
6. To promote a culture of accountability and responsiveness among all students, preserving peace on the college campus.
7. To guarantee that complaints are quickly, impartially, sensitively, and completely privately handled.
8. To give students rapid, secure access to a way for resolving their complaints.

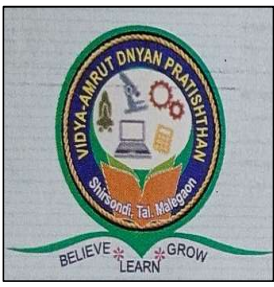
❖ Functions of Grievance Redressal Cell:

1. The cell addresses all sincere complaints from college pupils.
2. The complaints submitted in writing or online on the college website are always taken into consideration.
3. The cell meets on a regular basis to address complaints.
4. The cell shall properly assess each case and take action in accordance with management policy.
5. The cell will provide information to the authority on the cases it has handled and, if any, the number of unresolved cases that need guidance from higher authorities.
6. After receiving written complaints from the pupils, the situations will be immediately handled.

The complaints that cannot be resolved at the college level will be sent to the appropriate higher authority. The cell will carry out an extensive inquiry before taking the appropriate action about the complaint. The cell will conduct quick, priority inquiries into a case if they are necessary for its fast resolution.

The following complaints will not be handled by the Cell:

1. Criminal offence being investigated by the judiciary.
2. Conflicts that were the subject of complaints happened off the college's campus.
3. If the Cell does not receive the complaints in writing within 24 hours.



Vidya-Amrut Dnyan Pratishtan's
Arts, Science & Commerce College, Shirsondi.
Tal: - Malegaon, Dist: - Nashik 423208.



Student Grievance Form

This Student Grievance Form provides guidance for students in following the grievance process for academic and non-academic grievances, and complaints of unlawful discrimination or unfair treatment. Use this form to document your grievance.

Today's Date: _____

Date of Incident: _____

1) Student Name: _____

2) Class: _____

3) Address: _____

4) Mobile No.: _____

5) E-mail: _____

6) Please indicate the type of grievance (Mark that apply): ♦ Non-academic ♦ Academic ♦ Discrimination

7) If your Concern/Complaint/Grievance is regarding something other than a Class, please list the Department or Office: _____ Staff Member Name(s): _____

8) Description of the Problem / Incident: _____

9) Cause of Dissatisfaction and Description of Appeal: _____

10) If you have attached any documents to this form, please list them in the space below and indicate how they support your grievance.

Student Name and Signature



Vidya-Amrut Dnyan Pratishthan's
Arts, Science & Commerce College, Shirsondi.
Tal: - Malegaon, Dist: - Nashik 423208.
(Affiliated to Savitribai Phule Pune University, Pune)



Date: - 02/03/2023

Grievance Redressal Committee

Notice

All members of the Grievance Redressal Committee of the college are hereby informed that the First meeting of the committee is scheduled on **08/03/2023** at 11.30 a.m. in the meeting room. All are requested to attend the meeting as per the schedule.

Agenda:-

1. Discussion on the grievances received from students.
2. Corrective measures to be taken to prevent grievances.

Sr. No.	Name of Member	Designation	Signature
1	Dr. R. B. Dhande (Principal)	Committee Chairman	
2	Dr. U. J. Tupe (Vice-Principal)	Member	
3	Mr. G. S. Nikam (Assistant Professor)	Member	
4	Mrs. N. J. Bachhav (Lecturer)	Member	
5	Mr. N. B. Ahire (Assistant Professor)	Member	
6	Mr. P. S. Kanade (Non- Teaching)	Member	

Chairman

Grievance Redressal Committee



Principal

Arts, Science & Commerce College
Shirsondi, Tal. Malegaon Dist. Nashik

IQAC Coordinator

Arts, Science & Commerce College
Shirsondi, Tal. Malegaon (Nashik)



Vidya-Amrut Dnyan Pratishthan's
Arts, Science & Commerce College, Shirsondi.
Tal: - Malegaon, Dist: - Nashik 423208.
(Affiliated to Savitribai Phule Pune University, Pune)



Date: - 08/03/2023

Grievance Redressal Committee

Minutes of Meeting

The First Meeting of Grievance Redressal Committee of the college was held on 08/03/2023 at 11.30 a.m. in the meeting room. Following issues were discussed and decisions were taken.

Minutes:-

It was resolved that:-

1. The grievances received from the students should be resolved in time as per the necessity.
2. Corrective measure should be taken to prevent serious complaints if any in future.

The following members were present at the meeting-

Sr. No.	Name of Member	Designation	Signature
1	Dr. R. B. Dhande (Principal)	Committee Chairman	
2	Dr. U. J. Tupe (Vice-Principal)	Member	
3	Mr. G. S. Nikam (Assistant Professor)	Member	
4	Mrs. N. J. Bachhav (Lecturer)	Member	
5	Mr. N. B. Ahire (Assistant Professor)	Member	
6	Mr. P. S. Kanade (Non- Teaching)	Member	

Chairman

Grievance Redressal Committee



Principal

Arts, Science & Commerce College
Shirsondi, Tal. Malegaon Dist. Nashik

IQAC Coordinator
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon (Nashik)



Vidya-Amrut Dnyan Pratishthan's
Arts, Science & Commerce College, Shirsondi.
Tal: - Malegaon, Dist: - Nashik 423208.
(Affiliated to Savitribai Phule Pune University, Pune)



Grievance Redressal Committee

Action Taken Report

Sr. No.	Name of Student	Class	Grievance	Action Taken
1	Pawar Suyog Ashok	F. Y. B.Sc	To keep classroom clean	Instructions were given to the concerned non-teaching staff to clean the classroom as well as college campus.
2	Kadnor Ashwini Nitin	S. Y. B. A	To increase the frequency of cleaning of washrooms.	Instructions were given to the concerned person to clean washroom and toilet.
3	More Vikas Sanjay	S.Y.B.Com	To repair the fans in the classroom	Repaired fans as well as installed new fans in the classroom.
4	Gaikwad Shubham Shravan	F.Y.B.Com	To increased text books in the college library	College library purchased new text books.
5	Aher Mayuri Vasant	T.Y.B.Sc	To provide internet and Wi-Fi facilities in the college campus	Internet and Wi-Fi systems installed and started in the college campus.

Chairman

Grievance Redressal Committee



Principal

Arts, Science & Commerce College
Shirsondi, Tal. Malegaon Dist. Nashik

IQAC Coordinator

Arts, Science & Commerce College
Shirsondi, Tal. Malegaon (Nashik)

रजिस्ट्रॉ सं. डीएल (एन)-04/0007/2003--05

REGISTERED No. DL(N)—04/0007/2003—05



भारत का राजपत्र The Gazette of India

साप्ताहिक/WEEKLY

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 12]

नई दिल्ली, शनिवार, मार्च 23—मार्च 29, 2013 (चैत्र 2, 1935)

No. 12]

NEW DELHI, SATURDAY, MARCH 23—MARCH 29, 2013 (CHAITRA 2, 1935)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके
(Separate paging is given to this Part in order that it may be filed as a separate compilation)

भाग III—खण्ड 4

[PART III—SECTION 4]

[सांविधिक निकायों द्वारा जारी की गई विविध अधिसूचनाएं जिसमें कि आदेश, विज्ञापन और सूचनाएं सम्मिलित हैं]

[Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices issued by
Statutory Bodies]

UNIVERSITY GRANTS COMMISSION

New Delhi-110002, the —December 2012

F. No. 14-4/2012(CPP-II)—In exercise of the power conferred under sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby makes the following regulations, namely :—

1. Short title, application and commencement :—

- (1) These regulations shall be called the University Grants Commission (Grievance Redressal) Regulations, 2012.
- (2) They shall apply to every University, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- (3) They shall come into force from the date of their publication in the Official Gazette.

2. Definition :—In these regulations, unless the context otherwise requires

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956) :
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a persons seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;
- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;

(f) "grievances" include the following complaints of the aggrieved students, namely: —

- (i) making admission contrary to merit determined in accordance with the declared admission policy of the institute;
- (ii) irregularity in the admission process adopted by the institute;
- (iii) refusing admission in accordance with the declared admission policy of the institute;
- (iv) non publication of prospectus, as specified;
- (v) publishing any information in the prospectus, which is false or misleading, and not based on facts;
- (vi) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;
- (vii) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;
- (viii) breach of the policy for reservation in admission as may be applicable;
- (ix) complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories;
- (x) non payment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
- (xi) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
- (xii) on provision of student amenities as may have been promised or required to be provided by the institution;
- (xiii) denial of quality education as promised at the time of admission or required to be provided;
- (xiv) non transparent or unfair evaluation practices;

- (xv) harassment and victimisation of students, including sexual harassment;
- (g) "Grievance Redressal Committee" means a committee constituted under these regulations;
- (h) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- (i) "institution" for the purposes of these regulations, means university, college or institution, as the case may be;
- (j) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;
- (k) "Ombudsman" means the Ombudsman appointed under regulation 4 of these regulations;
- (l) "university" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

3. *Mandatory publication of prospectus, its contents and pricing:--*

(1) Every higher education institution, shall publish, before expiry of sixty days prior the date of the commencement of the admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and the general public, namely:—

(a) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or programme of study, and the other terms and conditions of such payment;

(b) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to that student;

(c) the number of seats approved by the appropriate statutory authority in respect of each course or programme of study for the academic year for which admission is proposed to be made;

(d) the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;

- (e) the educational qualifications specified by the relevant appropriate statutory authority, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- (f) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- (g) details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such members are on regular basis or as visiting member;
- (h) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library and hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (i) broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
- (k) any such other information as may be specified by the Commission:

Provided that an institution shall publish information referred to in items (a) to (j) of this sub regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in the different newspapers and through other media: Provided further that an institution may publish prospectus in accordance with this sub regulation at any time before the period of sixty days.

(2) Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

4. *Appointment, tenure, removal and conditions of services under grievance redressal mechanism –*

(1) Each University shall appoint an Ombudsman for redressal of grievances of students under these regulations.

(2) The Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a retired professor who has at least ten years' experience as a professor.

(3) The Ombudsman shall not, at the time of appointment, during one year before such appointment, or in the course of his tenure as Ombudsman, be in a conflict of interest with the university where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the university.

(4) The Ombudsman, or any member of his immediate family shall not -

- (a) hold or have held at any point in the past, any post or, employment in the office of profit in the University;
- (b) have any significant relationship, including personal, family, professional or financial, with the university;
- (c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(5) The Ombudsman in a State University shall be appointed by the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-

- (a) nominee of the Governor of the State - Chairman;
- (b) two Vice-Chancellors, by rotation from public universities of the State to be nominated by the State Government - Members;
- (c) one Vice-Chancellor, by rotation from a private university of the State to be nominated by the State Government - Member;
- (d) Secretary (Higher Education) of the State - Member-- Convener.

(6) The Ombudsman in a Central University and institution deemed to be university shall be appointed by the Central University or institution as the case may be on part-time basis

from a panel of three names recommended by the search committee consisting of the following members, namely:-

- a) Chairman of the University Grants Commission or his nominee - Chairman;
- b) one Vice Chancellor from central university, by rotation, to be nominated by the Central Government - Member;
- c) one Vice Chancellor from institution deemed to be university, by rotation, to be nominated by the Central Government - Member;
- d) Joint Secretary to the Government of India in the Ministry of Human Resource Development dealing or in charge of the higher education - Member;
- e) Joint Secretary in the office of the University Grants Commission - Member - Convener

(7) The Ombudsman shall be a part time officer appointed for a period of three years or until he attains the age of seventy year, whichever is earlier, from the date he resumes the office and may be reappointed for another one term in the same university.

(8) The Ombudsman shall be paid a fees of Rs. 3000 per day for hearing the cases, in addition to reimbursement of the conveyance.

(9) The Ombudsman may be removed on charges of proven misconduct or misbehavior or as defined under sub regulation (3) and (4) of this regulation, by the concerned appointing authority.

(10) No order of removal of Ombudsman shall be made except after an inquiry made in this regard by a person not below the rank of Judge of the High Court in which such Ombudsman has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

5. **Grievance Redressal Committee –**

- (1) In case of a college, the Vice Chancellor of the affiliating university shall constitute a Grievance Redressal Committee consisting of five members for an individual college or a group of colleges keeping in view the location of the college(s).
- (2) The Grievance Redressal Committee shall be constituted by the Vice-Chancellor of the affiliating university consisting of -
 - a) a senior Professor of the University - Chairman;
 - b) three senior teachers drawn from the affiliating colleges, on rotation basis, to be nominated by the Vice-Chancellor - Members;

- c) a student representing the college where the grievance has occurred to be nominated, based on academic merit, by the concerned college - special invitee.
- (3) The Grievance Redressal Committee shall have a term of two years.
- (4) The provisions of sub-regulations (8), (9) and (10) of regulation 4 and regulation 6 in respect of the matters of the reimbursement and procedure and functions shall, *mutatis mutandis*, apply to the Grievance Redressal Committee except that the Grievance Redressal Committee shall communicate its decision within ten days of receipt of the complaint.
- (5) Any person aggrieved by the decision of the Grievance Redressal Committee may within a period of six days prefer an appeal to the Ombudsman.

6. *Powers and functions of ombudsman –*

- (1) The Ombudsman shall exercise his powers to hear any grievance-
- (a) of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
- (b) of any applicant for admission as student to such institution.
- (2) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- (3) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Castes, the Scheduled Tribes, Socially and Economically Backward Classes, minority or disabled category, as *amicus curiae*, for hearing complaints of alleged discrimination.

7. *Procedure in redressal of grievances by Ombudsman and Grievance Redressal Committee-*

- (1) Each institution shall establish a registry, headed by an employee of the institute of appropriate rank as the Ombudsman may decide, where any aggrieved student or person may make an application seeking redressal of grievance.
- (2) The address of the registry so established shall be published widely including on the notice board and prospectus and placed on the website of the institution.

- (3) On receipt of an application by the registry, the employee-in-charge shall inform the Ombudsman or the Grievance Redressal Committee, as the case may be, shall immediately provide a copy to the institution for furnishing its reply within seven days.
- (4) The Ombudsman or the Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved person either in writing or electronically, as may be feasible.
- (5) An aggrieved person may appear either in person or represented by such person as may be authorised to present his case.
- (6) The Ombudsman or the Grievance Redressal Committee, as the case may be, shall be guided by the principles of natural justice while hearing the grievance.
- (7) The Ombudsman or the Grievance Redressal Committee, as the case may be, shall ensure disposal of every application as speedily as possible and not later than a month of receipt of the grievance.
- (8) The institution shall co-operate with the Ombudsman or the Grievance Redressal Committee, as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsman to the Commission.
- (9) On the conclusion of proceedings, the Ombudsman or the Grievance Redressal Committee, as the case may be, shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
- (10) Every order under sub-regulation (9), under the signature of the Ombudsman or the Grievance Redressal Committee, as the case may be, shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (11) The institution shall comply with the order of the Ombudsman or the Grievance Redressal Committee, as the case may be,
- (12) Any order of the Ombudsman or the Grievance Redressal Committee, as the case may be, not complied with by the institution shall be reported to the Commission.
- (13) A complaint shall be filed by the aggrieved student or his parent or with a special permission from the Ombudsman or the Grievance Redressal Committee, as the case may be, by any other person.
- (14) In case of any false or frivolous complaint, the ombudsman may order appropriate action against the complainant.

8. *Information regarding Ombudsman Grievance Redressal Committee to be published in prospectus -*

The University, the institution deemed to be university and the college concerned shall provide detailed information regarding provisions of Grievance Redressal Committee, Ombudsman and the duties and rights of students in their prospectus prominently.

9. *Consequences of non-compliance -*

The Commission shall in respect of any institution which willfully contravenes or repeatedly fails to comply with orders of the Ombudsman or the Grievance Redressal Committee, as the case may be, may proceed to take one or more of the following actions, namely:-

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) recommend to the Central Government for withdrawal of declaration as Institution deemed to be university, in case of an institution deemed to be university;
- (g) recommend to the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act;
- (h) taking such other action within its powers as the Commission may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations:

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and opportunity of being heard has been provided to it.

AKHILESH GUPTA
Secy.



Vidya-Amrut Dnyan Pratishthan's
Arts, Science & Commerce College, Shirsondi
Tal: - Malegaon, Dist: - Nashik 423208.
(Affiliated to Savitribai Phule Pune University, Pune)



Internal Compliance Committee

Introduction:

The Women Redressal Cell addressed also as Anti-sexual harassment committee was established in Arts, Commerce and Science College, Shirsondi in the year 2022-2023 under the chairmanship of Principal Dr. R. B. Dhande.

The aim of this committee was prevention, prohibition and redressal of sexual harassment of non-teaching or teaching women employee and student of the college. The committee was established in the college as per the norms of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, promulgated by the Government of India on 9th December 2013 after the Nirbhaya incident, 2012. In accordance with the Act, the Concerns Committee shall be responsible for resolving employee concerns and ensuring that they are handled in a timely manner. Outside the Women's Development Cell office in the college, complaint boxes have been set up for filing complaints.

❖ Objectives:

The objectives of the Internal Complaints Committee are as follows:

1. To offer students, female faculty members, and other campus workers a friendly, secure, and impartial environment.
2. To apprise complainants of available legal options for resolving their issues.
3. To guarantee prompt, impartial handling of sexual harassment claims.
4. To spread knowledge about sexual harassment to pupils of both genders through educational programmes that supports the development of an impartial and secure campus environment.

❖ **Committee members of ICC**

Sr. No.	Name of Member	Designation	Email Id	Mobile No
1	Dr. R. B. Dhande	Chairman	rdhande834@gmail.com	9028961709
2	Miss. M. P. Patil	Presiding Officer	mohinipatil4433@gmail.com	8208872042
3	Mr. C. D. Pawar	Faculty Representative (Male)	chetanpawar966584@gmail.com	9665843931
4	Miss. D. T. Pawar	Faculty Representative (Female)	dipalipawar8181@gmail.com	9860542331
5	Mr. B. N. Bachhav	External member (Police Mitra Sangha, Malegaon)	bachhavbn20@gmail.com	9822076734
6	Dr. Deepak Shewale	Member - NGO	deepshwale3@gmail.com	9404214343
7	Mr. Pawar Mayur Dadaji	Student Representative (Male)	pmayu2947@ gmail.com	8788959199
8	Miss. Wagh Rutuja Narayan	Student Representative (Female)	rutujanwagh21@gmail.com	8767439634
9	Mr. P. S. Kanade	Non-Teaching Staff (Male)	pundalikkanade@gmail.com	7588015088

❖ **Procedure for complaint:**

Any aggrieved woman or student may make, in writing, a complaint of sexual harassment at workplace to the Internal Compliance Committee (ICC), within a period one month from the date of incident. If she is unable to make a complaint in writing, the ICC will render all reasonable assistance to her for making the complaint in writing. If the ICC is satisfied that the circumstances were such, which prevented the woman from filing a complaint within a period of one month, it may extend the time limit not exceeding one month. The complainant needs to submit two copies of the complaint along with the supporting documents and names and addresses of the witnesses to the ICC.

❖ **Functions of Internal Compliance Committee:**

1. The committee addresses all sincere complaints from college pupils or teaching and non-teaching staff.
2. The complaints submitted in writing are always taken into consideration.
3. ICC shall properly assess each case and take action.

The complaints that cannot be resolved at the college level will be sent to the appropriate higher authority. The cell will carry out an extensive inquiry before taking the appropriate action about the complaint. The cell will conduct quick, priority inquiries into a case if they are necessary for its fast resolution.



Vidya-Amrut Dnyan Pratishthan's
Arts, Science & Commerce College, Shirsondi
Tal: - Malegaon, Dist: - Nashik 423208.
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Date: - 03/03/2023

Internal Compliance Committee

Minutes of Meeting

The Meeting of Internal Compliance Committee of the college was held on 03/03/2023 at 11.00 a.m. in the Principal's office. Following issues were discussed and decisions were taken.

Minutes:-

1. Miss. M. P. Patil Presiding Officer of ICC welcomed all the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the academic year 2022- 23.
2. Miss. M. P. Patil submitted a report stating that there were no cases relating to sexual harassment in the college during the academic year.
3. It was decided to conduct programs and activities about gender equity and gender sensitization.
4. It was also decided to celebrate "International Women's Day" on 8 March 2023.

The following members were present at the meeting-

Sr. No.	Name of Member	Signature
1	Dr. R. B. Dhande	
2	Miss. M. P. Patil	
3	Mr. C. D. Pawar	
4	Miss. D. T. Pawar	
5	Mr. B. N. Bachhav	Bachhav B.N.
6	Dr. Deepak Shewale	
7	Mr. Pawar Mayur Dadaji	
8	Miss. Wagh Rutuja Narayan	
9	Mr. P. S. Kanade	

Chairman
Internal Compliance Committee

Principal
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon Dist. Nashik



Vidya-Amrut Dnyan Pratishthan's
Arts, Science & Commerce College, Shirsondi
Tal: - Malegaon, Dist: - Nashik 423208.
(Affiliated to Savitribai Phule Pune University, Pune)



Date: - 01/03/2023

Internal Compliance Committee

Notice

All members of the Internal Compliance Committee of the college are hereby informed that the meeting of the committee is scheduled on 03/03/2023 at 11.00 a.m. in the Principal's office. All are requested to attend the meeting as per the schedule.

Agenda:-

1. Discussion on the events and programs to be organized.
2. Allocation of responsibilities of each member of committee.
3. Report on cases relating sexual harassment in the academic year 2022-23.
4. Discussion about celebration of "international women's day" on 8 March 2023.
5. Any other point with the permission of the Principal.

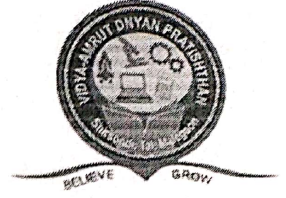
Sr. No.	Name of Member	Signature
1	Dr. R. B. Dhande	
2	Miss. M. P. Patil	
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Chairman
Internal Compliance Committee

Principal
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon Dist. Nashik



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Date: - 10/03/2023

Internal Compliance Committee

Action Taken Report



1. Celebrated "International Women's Day" on 8 March 2023.
2. No cases relating to sexual harassment in the college during the academic year.
3. Prepared list of programs and activities for students.

Chairman
Internal Compliance Committee

IQAC co-ordinator

IQAC Coordinator

Arts, Science & Commerce College
Shirsondi, Tal. Malegaon (Nashik)

Principal

Principal

Arts, Science & Commerce College
Shirsondi, Tal. Malegaon Dist. Nashik





Vidya-Amrut Dnyan Pratishthan's
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Date- 08/03/2023

"International Women's Day"

Report

Vidya Amrut Dnyan Pratishthan's Arts, Science, and Commerce, College Shirsondi, celebrated International Women's Day on March 8, 2023. The programme was organised by the I. Q. A. C. and the National Service Scheme of the college. "International Women's Day" was celebrated with enthusiasm. Also, Rangoli, Mehendi, song singing, and music chair competitions were held on the occasion of World Women's Day. Under the guidance of Hon. Principal Dr. R. B. Dhande, a programme was organized. The chief guest of the programme, Mrs. N. J. Bachhav, expressed her thoughts on the topic of women's empowerment. The programme was chaired by Mr. Dr. U. J. Tupe. The chairman gave information about the importance of Women's Day and the rights of women. Prof. G. S. Nikam, Prof. N. R. Bhavsar, and Prof. S. B. Harpade expressed their views during the celebration of Women's Day. Also, Miss Kadnor Kirti and Miss Pawar Shital expressed their thoughts in the student meditation. Introduction to the programme was done by Prof. G. S. Nikam. Thanks for the programme, Prof. N. V. Aher believed. All the professors, non-teaching staff, and students of the college were present in large numbers for the said programme.

Event's Photos:



Miss. Radha Ahire felicitating Chief Guest Prof. Nilakshi Bacchav during the programme.



Latitude: 20.432765
Longitude: 74.416042
Elevation: 491.96±13 m
Accuracy: 29.3 m
Time: 03-08-2023 12:31
Note: ASC College Shirsondi

Powered by NoteCam

Participants in the International Women's Day programme



Latitude: 20.432599
Longitude: 74.416049
Elevation: 501.52±7 m
Accuracy: 68.3 m
Time: 03-08-2023 14:24
Note: ASC College Shirsondi

Powered by NoteCam

The students are making rangoli



Rangoli made by students




Latitude: 20.432612
 Longitude: 74.416149
 Elevation: 515.35±15 m
 Accuracy: 15.5 m
 Time: 03-08-2023 14:26
 Note: ASC College Shirsondi

Powered by NoteCam

Students with the ladies staff of the college


 IQAC Coordinator
 Arts, Science & Commerce College
 Shirsondi, Tal. Malegaon (Nashik)




 Principal
 Arts, Science & Commerce College
 Shirsondi, Tal. Malegaon Dist. Nashik



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SC/ST Committee

“Equal Opportunity Cell”

❖ Introduction:

The two most impoverished groups in Indian society have been termed as Scheduled Castes (SC) and Scheduled Tribes (ST). They encompass all castes, races, or tribes that have suffered from social, economic, or educational gaps. The cell was founded to help integrate pupils from these communities into mainstream education. The college has established a committee for the SC/ST cell that serves as the right framework for resolving issues for the students of Arts, Science, and Commerce College, Shirsondi. As per AICTE guidelines, a committee is formed for the prevention of atrocities against SC/ST students under Act No. 33 of the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989. In the event of any grievance in this regard, students can approach the committee for redress. The committee will suggest measures to prevent atrocities, if any, against any of the SC/ST students in the institute and to ensure a feeling of security amongst them as per the provisions in the said act.

❖ Aim:

"To provide equal opportunity and a healthy atmosphere to students, teaching staff, and non-teaching staff coming from different social backgrounds, as well as ensure there is no caste-based discrimination in the college".

❖ Objectives:

The main objectives of the SC/ST cell are as follows:

1. To mentor SC/ST students in order to help them properly manage the academic and personal challenges of college life.
2. To make sure that there are provisions for a setting where all of these pupils feel safe and comfortable.

3. To enforce the reservation and protection provisions of the Indian Constitution.
4. To offer a way for SC and ST students, if they have any grievances, to have them resolved.
5. To remind SC/ST students about the many scholarship initiatives offered by the state government and UGC.
6. To make specific arrangements through the Career and Guidance Cell and Competitive Examination Coaching Centre to boost professional development.
7. To take the necessary follow-up actions to fulfill the goals and targets set forth by the Indian government, the UGC, and other government and non-government agencies.

❖ **Committee members:**

Sr. No.	Name of Member	Designation	Email Id	Mobile No
1	Dr. R. B. Dhande	Chairman	rdhande834@gmail.com	9028961709
2	Mr. G. S. Nikam	Coordinator	gautamsnikam82@gmail.com	9637074168
3	Mr. N. B. Ahire	Member	ahirenimba@gmail.com	8600733442
4	Miss. D. T. Pawar	Member	dipalipawar8181@gmail.com	9860542331
5	Mr. N. B. Sonje	Member	nileshsonje30@gmail.com	9158539043
6	Mr. M. B. Pawar	Non-Teaching Staff	mohanpawar839@gmail.com	9325081129

❖ **Procedure for complaint:**

1. Through the online portal provided on the website of the Institution or
2. A complaint in the register was kept with the office of principal.

❖ **Functions of SC/ST Committee:**

1. The Committee must convene a meeting within a month of receiving a complaint.
2. The committee will set a hearing date for the complaint, which will be shared with the person who submitted it.
3. The victim has two options for presenting his or her case to the Committee: in person or in writing.
4. The Committee must deliver its findings and, if applicable, recommendations, to the principal within 30 days.



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Date: 21/06/2023

Circular

As per the directives of University Grants Commission (UGC), College level SC/ST Cell has been constituted with the following members for the academic year 2023-24. It is in force for two years. Following Members are informed to take charge of the cell.

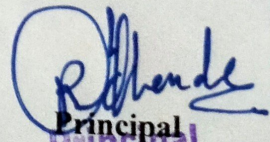
SC/ST Cell

Academic Year 2023-24

Sr. No.	Name of Member	Designation	Email Id	Mobile No
1	Mr. G. S. Nikam	Coordinator	gautamsnikam82@gmail.com	9637074168
2	Mr. N. B. Ahire	Member	ahirenimba@gmail.com	8600733442
3	Miss. D. T. Pawar	Member	dipalipawar8181@gmail.com	9860542331
4	Mr. N. B. Sonje	Member	nileshsonje30@gmail.com	9158539043
5	Mr. M. B. Pawar	Non-Teaching Staff	mohanpawar839@gmail.com	9325081129


Chairman
SC/ST Committee




Principal
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon Dist. Nashik


IQAC Coordinator
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon (Nashik)



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Date: - 22/06/2023

SC/ST Committee

Notice

All members of the SC/ST Committee of the college are hereby informed that the First meeting of the committee is scheduled on 27/06/2023 at 10.30 a.m. in the meeting room. All are requested to attend the meeting as per the schedule.

Agenda:-

1. Discussion about various scholarships benefits given to the SC/ST students.
2. Information was taken about seats available and actual admission of SC and ST students.
3. The planning for number of activities conduction for SC and ST students.

Sr. No.	Name of Member	Designation	Signature
1	Dr. R. B. Dhande	Chairman	
2	Mr. G. S. Nikam	Coordinator	
3	Mr. N. B. Ahire	Member	
4	Miss. D. T. Pawar	Member	
5	Mr. N. B. Sonje	Member	
6	Mr. M. B. Pawar	Non-Teaching Staff	

Chairman
SC/ST Committee



Principal
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon Dist. Nashik

IQAC Coordinator
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon (Nashik)



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Arts, Science & Commerce College, Shirsondi.
Tal: - Malegaon, Dist: - Nashik 423208.
(Affiliated to Savitribai Phule Pune University, Pune)



Date: - 27/06/2023

SC/ST Committee

Minutes of Meeting

The First Meeting of SC/ST Committee of the college was held on 27/06/2023 at 10.30 a.m. in the meeting room. Following issues were discussed and decisions were taken. The meeting was chaired by the Principal.

Meeting Minutes:-

It was resolved that:-

1. The chairman put forth the aims and objectives and action taken for the students from SC and ST category.
2. Discussion about seats available and actual admission of SC and ST students.
3. Discussion on display a list of various website links of Government and Non-Government scholarships on notice board.
4. Discussion about arrange induction programme for SC and ST students.
5. Conveyed the matter of conducting coaching classes for SC/ST students through Sunday classes by competitive examination coaching

The following members were present at the meeting-

Sr. No.	Name of Member	Designation	Signature
1	Dr. R. B. Dhande	Chairman	
2	Mr. G. S. Nikam	Coordinator	
3	Mr. N. B. Ahire	Member	
4	Miss. D. T. Pawar	Member	
5	Mr. N. B. Sonje	Member	
6	Mr. M. B. Pawar	Non-Teaching Staff	

Chairman
SC/ST Committee

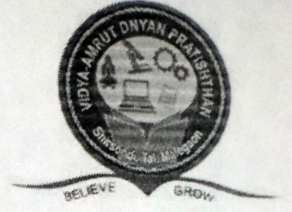


Principal
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon Dist. Nashik.

IQAC Coordinator
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon (Nashik)



Vidya-Amrut Dnyan Pratishthan's
Arts, Science & Commerce College, Shirsondi.
Tal: - Malegaon, Dist: - Nashik 423208.
(Affiliated to Savitribai Phule Pune University, Pune)



SC/ST Committee

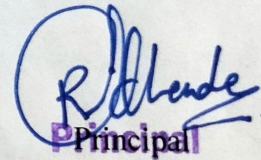
Action Taken Report

1. Display a list of various website links of Government and Non-Government scholarships on notice board.
2. Decided to collect the data from the office and analyze seats available and actual admission of SC and ST students.
3. Discussion on the benefits availed by SC/ST Students.
4. Permission granted for arrange induction programme for SC and ST students in the academic year 2023-24.


Chairman

SC/ST Committee




Principal

Arts, Science & Commerce College
Shirsondi, Tal. Malegaon Dist. Nashik


IQAC Coordinator
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon (Nashik)

ESTABLISHMENT OF SPECIAL CELLS FOR SCHEDULED CASTES AND SCHEDULED TRIBES IN UNIVERSITIES AND INSTITUTIONS DEEMED TO BE UNIVERSITIES

1. Introduction

Scheduled Castes and Scheduled Tribes have been identified as the two most backward groups of Indian Society. They include all such castes, races or tribes, which have been declared as scheduled castes and scheduled tribes by the Constitution of India under the provisions of Article 341 and 342 of the Constitution of India. Scheduled Castes generally represent those communities, which have suffered from the stigma of untouchability in one form or the other. Scheduled Tribes are generally those who have been living in seclusion in hills and forests, more or less untouched by modern civilization and development.

Scheduled Castes constitute about 15 per cent of the total population of the country while Scheduled Tribes constitute about 7.5 per cent of the total Indian Population. Thus, together, these groups constitute a little more than one fifth of the total population of the country.

When India became independent, it committed itself to a socially just and equal social order. The Constitution of the country, promulgated in 1950, recognizes the scheduled castes and the scheduled tribes as the two most backward groups needing special protection. A number of provisions have been made in the Constitution with a view to abolish all forms of discrimination and put these groups at par with others.

Specific provisions for the reservation in services, in favour of the members of the scheduled castes and scheduled tribes, have been made in the Constitution of India are as follows:

Article 16(4) - Equality of opportunity in matters of public employment - Nothing in this Article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any backward class or citizens, which, in the opinion of the State, is not adequately represented in the services under the State.

As per article 335, the claims of the members of the Scheduled Castes and the Scheduled Tribes shall be taken into consideration, consistently with the maintenance of efficiency of administration, in the making of appointments to services and posts in connection with the affairs of the Union or State.

The main objective of providing reservation for Scheduled Castes and Scheduled Tribes in Government services is not just to give jobs to some persons belonging to these communities, and thereby increase their representations in the services, but to improve the status of these people socially and educationally so that they can take their rightful place in the mainstream of society.

Xth Plan profile of Higher Education in India under Para 10.B2 states as under:

“To ensure the effective implementation of the reservation policy in admission, recruitment, allotment of staff quarters, Hostels etc. SC/ST Cells are established in the Universities.”

The Commission is providing financial assistance to the Universities for the establishment of Special Cell for SC/STs. The purpose of these Cells is to help the universities in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the university community and to remove difficulties, which they may be experiencing. Such SC/ST Cells have already been set up in 109 universities upto the end of Ninth Plan.

2. Objectives

- i. To implement the reservation policy for SCs/STs in the Universities and Colleges.
- ii. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the universities, and in the affiliating colleges and analyse the data showing the trends and changes towards fulfilling the required quota.
- iii. To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- iv. To implement, monitor and evaluate continuously the reservation policy in universities and colleges and plan measures for ensuring effective implementation of the policy and programme of the Government of India.

Functions of the Special Cells

1. To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Universities and Colleges for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required.
2. To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required.
3. To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled

Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.

4. To analyze the information collected above and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
5. To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges.
6. To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.
7. To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
8. To maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST communities for various posts in the university/colleges.
9. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.
10. The SC/ST Cell exclusively looks after the work related to SC/STs matters and no other work is assigned to the Cell.
11. If the required data is not submitted by the given date, UGC reserves the right to withhold either plan or non-plan grant until the required information/data is received. Hence, the universities/colleges are advised to supply the necessary information as required.

3. Eligibility/Target Group

Financial assistance under the Scheme would be available to such Universities and Deemed Universities, which come within the purview of Section 2(f) and are fit to receive central assistance under section 12(B) of the UGC Act, 1956. The Scheme is meant for SC/ST only.

4. Nature of Financial Assistance Available Under the Scheme

During Xth Plan period financial assistance to Universities and Institutions deemed to be Universities shall be provided under the scheme as per details given below:

i. For Setting up of New SC/ST Cells

The universities/Institutions deemed to be Universities, where the Special Cells have not been set up earlier, up to end of IXth Plan i.e. 31.3.2002, will be considered for establishment of new SC/ST Cells. For this purpose, the Commission shall provide following financial assistance upto the end of Xth Plan period only.

Non-recurring

Computer and Printer: Rs.50, 000/-

Recurring

(i) Salary of staff as per actual expenditure for the post detailed in the following Table:

S.No.	Name of the Post	Number of Posts
1.	Coordinator Grade 1 in the scale of pay of Reader/Deputy Registrar for State/Central Universities and Coordinator Grade II in the scale of pay of Lecturer/Assistant Registrar for Deemed to be Universities.	1
2.	Administrative Assistant equivalent to Section Officer	1
3.	Research-cum-Statistical Officer	1
4.	Steno with Computer knowledge/Data Entry Operator	1
5.	Peon	1
	Total:	5

The scale of pay and allowances for the posts indicated above will be as per corresponding posts in the University concerned.

The UGC assistance for the posts created under the scheme would be available only for the Xth plan period ending on 31st March 2007, irrespective of the date of appointment. Therefore, in order to claim assistance from the UGC for the staff salary, the University should follow the guidelines issued by the UGC for filling up the posts and should fill-up the sanctioned posts within one year of approval by the UGC. It is a necessary condition for the release of UGC assistance that a copy of the concurrence accorded by the State Government/ or an undertaking by the concerned University, based on the resolution of the executive council in

respect of the maintenance of the posts after the Xth Plan period is submitted by the University to the UGC. Such concurrence is not necessary for Central Universities and UGC maintained deemed universities getting 100 per cent maintenance grants.

(ii) Contingencies: Rs.1.00 lakh per annum

- i. TA/DA for field work
 - ii. Data Collection
 - iii. Analysis and evaluation of statistical data
- ii. Financial Assistance for continuation of the Special Cells in the Xth Plan period for the Cells, which were established upto the end of IX Plan period.

Earlier, the Commission has provided financial assistance to the universities and deemed to be universities for setting up of Special Cells for the implementation of reservation policy during the last four plan periods. There are Special Cells, which have done excellent work in this field. The assistance of these Special Cells, on recurring items, has ceased on the expiry of the Plan period. To continue the work of implementing reservation policy in the universities and affiliated colleges, the Commission will provide assistance to the tune of Rs.1, 00,000/- per annum for the following items:

- i. TA/DA for field work
- iv. Data Collection
- v. Analysis and evaluation of statistical data
- vi. Computer and Printer (once in a plan period)

This Financial Assistance will be up to the end of Xth Plan period. The work undertaken by the SC/ST Cells will be reviewed at the end of Xth plan.

5. Procedure for Applying for the Scheme

The Commission will invite proposals from Institutions in the beginning of the Plan as per the prescribed proforma (Annexure-I).

6. Procedure for Approval By the UGC

The proposals received from Universities and Deemed to be Universities will be scrutinized with the help of the Committee constituted for the purpose.

7. Procedure for Release of Grants by UGC

The Commission will communicate approval for setting up SC/ST Cells to the university and first instalment of Non-Recurring Grant will be released in respect of staff salary and contingency. The grants for the second year and subsequent years will be released only on the receipt of statement of expenditure (Annexure-IV) and utilization certificate (Annexure-V) along with the report of work undertaken for the grant paid during the last year. Audited statement of expenditure may be sent immediately after the Audit is completed.

For claiming grant from the UGC for salary of the staff against the posts sanctioned for the scheme, the University should submit the following information to the U.G.C. immediately after making the appointments:

- i. State Govt.'s or university's own assurance to bear the liability towards the salary of the said post after the Commission's assistance ceases.
- ii. Name of the person appointed.
- iii. Academic qualifications and experience.
- iv. Post held by the incumbent prior to his/her appointment against the said post and the name of the Institution where he/she was working.
- v. Date of joining the new post.
- vi. Minutes of the Selection Committee.
- vii. Details of the monthly pay offered including allowances in the scale of pay.
- viii. Amount payable up to the end of the financial year.
- ix. Number of increments, if any, to be given.
- x. Whether action been taken to fill the resultant vacancy, in case the person appointed belongs to the same University.
- xi. A certificate to the effect that the appointment has been made in accordance with the procedure and norms prescribed as per University rules. (Annexure-VI).

8. Procedure for Monitoring the Progress of the Scheme

At the end of each academic year, the Coordinator / In-charge of the Special Cell, will submit an Appraisal report duly countersigned by the Liaison Officer through the Registrar, to the UGC, indicating a consolidated statement of the data, the progress achieved and the problems faced by the Cell. The action-taken by the Cell to implement the policy should be highlighted. The report on implementation of the

reservation policy in the university should indicate the percentage in admissions, appointments in teaching and non-teaching staff, allotment of staff quarters, rooms in hostels etc. together with the analysis of the report.

Advisory Committee at University level

For effective implementation of policies and programmes of the reservation policy for the Scheduled Castes and Scheduled Tribes, University should appoint a liaison officer in the rank of Professor under whom the Cell may be placed, and a Standing Committee, with the Vice-Chancellor as a Chairman. The Committee will consist of Liaison Officer, 2 to 3 Heads of Departments, 2 to 3 faculty members (Professor, Reader and Lecturer level), 3 to 4 Principals of the under-graduate/post-graduate colleges affiliated to the University and Co-ordinator of the SC/ST Cell as a Member Secretary. Some of these members should belong to the SC/ST categories. The Committee should meet twice a year to review the position and to solve the problems. The work relating to the implementation of the reservation policy may be monitored by the above stated Committee.

The Commission has constituted Standing Committee on SC/ST to over-see the implementation of reservation policy in Universities and Deemed Universities. The Standing Committee on SC/ST will visit Universities to review and monitor the work of SC/ST Cells.



ANNEXURE-I

PROFORMA FOR SUBMITTING PROPOSAL FOR SETTING UP OF SPECIAL CELL FOR THE WELFARE OF SCHEDULED CASTES AND ASCHEDULED TRIBES IN THE UNIVERSITY/DEEMED TO BE UNIVERSITY.

SECTION – 1 BASIC INFORMATION

1. Name of the University
2. Whether the university is fit to receive Central Assistance under Section 12-B of The UGC Act,1956? Yes/No
3. Whether the University is following the orders/ instructions and guidelines issued by State Govt./ Central Govt. and UGC for providing reservation To scheduled Casts/Scheduled Tribes in the matter of appointments, admissions and hostel facilities ? Yes/No
4. Whether the University has appointed a Standing Committee for the welfare of Scheduled Castes/ Scheduled Tribes in accordance with the Guidelines contained in the UGC circular letter No.2-1/88 (SCT), Dated 26-3-88 if so, the constitution thereof may be Indicated?
5. Present Status of representation of Scheduled Caste/ Scheduled Tribe in the prescribed proforma.
 - (i) Consolidated Statistical data Annexure-II
 - (ii) Detailed Statistical data Annexure-III
6. Faculty wise enrolment in degree classes during current academic year :-----
7. Faculty Strength :
Professors -----
Readers -----

Lectures
Others

Total

SECTION – II (PROPOSAL)

8. Details of posts proposed to be filled up for the Special Cell for SC/STs :

S.No.	Name of the Post	Scale of pay
1.		
2.		
3.		
4.		
5.		

9. Financial implication : (Year-wise)

10. It is certified that : -----

- (a) The University will follow the instructions and guidelines issued by the State Govt. and UGC from time to time for providing reservation in favour of Scheduled Caste/Scheduled Tribe.
- (b) Proposed Special Cell for the welfare of scheduled casts/scheduled tribe will perform the functions as prescribed by university Grants Commission.
- (c) The qualification, scales of pay and allowances for the posts in the special cell will be the same as are admissible to the corresponding posts in the university.
- (d) The University/State Govt. will maintain the Special Cell for Scheduled Caste/Scheduled Tribe on permanent basis from its resources after the ceassation of the UGC financial assistance under the scheme.
- (e) The staff as shown in col.8 above will exclusively deal with work pertaining to compliance of reservation policy for SCs and STs in all matters relating to admissions, academic appointments non-academic, employment, research scholarships, accommodation in hostels, conduct of remedial coaching and other related matters.

(Signature of the Registrar)
University Seal

Dated :-----



ANNEXURE-II

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-2**

CONSOLIDATED STATISTICAL DATA

Information for the year : _____

Name of the University/ Affiliated College _____.

1) **Enrolment** : (UG + PG + Others)

General	Reserved Seats			Total
	SC	ST	Others	
%	%	%	%	%

2) **Teaching positions** :

Lecturer :-

General	SC	ST	Others	Vacant Posts	Total
%					

Reader :

General	SC	ST	Others	Vacant Posts	Total
%					

Professor :

General	SC	ST	Others	Vacant Posts	Total
%					

3) **Non-Teaching :**

General	SC	ST	Others	Vacant Posts	Total
Group-A					
%					
Group-B					
%					
Group-C					

%

Group-D

%

Group-E

%

4) Whether Liaison Officer for SC/ST
appointed, If yes, Name and designation :

Registrar/Principal

4.	Jr. Research Fellows										

D.	Staff Quarters & Hostels	Total inmates			Scheduled Castes			Scheduled Tribes		
		Male	Female	Total	Male	Female	Total	Male	Female	Total
	(a) Staff Quarters									
1	Ownership									
2	Rental									
	(b) Students Hostels									
1	Common Hostels									
2	SC/ST Hostels									
3	Women's Hostels									
E.	Services Personnel	Total Strength			Scheduled Castes			Scheduled Tribes		
		Male	Female	Total	Male	Female	Total	Male	Female	Total
	(a) Faculty									
1	Professors									
2	Readers									
3	Lecturers									
4	Demonstrator/ Sr. Tech. Asstt/ Prog. Asstt. Etc.									
	(b) Non-Teaching									
1	Category "A"									
2	Category "B"									
3	Category "C"									
4	Category "D"									

Registrar



ANNEXURE-IV

UNIVERSITY GRANTS COMMISSION

PROFORMA FOR SUBMITTING STATEMENT OF EXPENDITURE INCURRED UNDER SC/ST CELL FOR SCHEDULED CASTES AND SCHEDULED TRIBES.

1. Name of the university : _____
- 2.. No. & date of UGC's approval : No.F. _____ date _____
3. Period to which the accounts relates to : _____ to _____
4. Details of actual expenditure incurred :

S.No.	Items	Allocation Approved	Expenditure incurred
-------	-------	---------------------	----------------------

Non Recurring

Recurring

1. Staff Salary for SC/ST Cell
(For the posts sanctioned by the UGC)
2. **Contingency:**
TA/DA for field work
Data Collection,
Analysis and Evaluation of Statistical Data

Total (Recurring) : _____

Total (Non-Recurring + Recurring) _____

(Rupees _____)

Signature
Govt. Auditor / Chartered Accountant /
Examiner Local Fund Accounts



ANNEXURE-V

UTILISATION CERTIFICATE

Certified that the grant of Rs.....
(Rupees.....)
sanctioned to..... by the University
Grants Commission vide their letter No.....
dated..... towards establishment of SC/ST Cell has been
utilized for the purpose for which it was sanctioned and in accordance
with the terms and conditions as laid down by the Commission.

It is further certified that inventories of permanent or semi-
permanent assets created / acquired wholly or mainly out of the grants
given by the University Grants Commission as indicated above are
being maintained in the prescribed form and are being kept upto date
and these assets have not been disposed of, encumbered or utilized for
any other purpose.

If, as a result of check or audit objection, some irregularity is
noticed at a later stage, action will be taken to refund or regularize the
objected amount.

Signature :

Signature:

Registrar

Chartered Accountant/Govt. Auditor/
Examiner Local Fund Accounts

(Seal)

(Seal)



ANNEXURE-VI

PROFORMA TO BE SUBMITTED FOR GIVING DETAILS ABOUT THE POSTS FILLED AGAINST SANCTIONED POSTS FOR THE SCHEME

1		Name of the University/College	
2		Posts approved during X Plan	
3		UGC approval letter No. & date	
4		Give following details for each post separately	
	a	Name of the person appointed	
	b	Academic qualification and experience	
	c	Post held by the incumbent prior to his appointment against the post approved under the scheme, and the name of the Institute where he/she was working.	
	d	Date of Joining the post	
	e	Details of the monthly pay including allowances in the scale of pay offered.	
	f	Amount payable upto the end of the financial year.	
	g	Number of increments, if any, to be given,	

	h	Has action been taken to fill the resultant vacancy, in case the person appointed belongs to the same university? If not, the reason therefore.	
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Certified that the above appointment has been made in accordance with the procedure prescribed as per University rules.

Signature of Registrar
(with seal)