

INDIRA MAHAVIDYALAYA

KALAMB, DIST. YAVATMAL 445401

www.indiramahavidyalaya.com

AISHE ID: C-42925

Institution Track ID: MHCOGN15368

Criterion 5

Student Support and Progression



KEY INDICATOR 5.1

Student Support



Metric No. 5.1.4 (QnM)

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

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertaking on policies with zero tolerance
3. Mechanisms for submission of online/offline student's grievances
4. Timely redressal of the grievances through appropriate committees

5.1.4 (4) Details of statutory/regulatory Committees (to be notified in institutional website also).

Dr. Yashwant Moreshwar Donde Sarwajanik Shaikshanik Trust's
INDIRA MAHAVIDYALAYA, KALAMB

DIST. YAVATMAL, MAHARASHTRA 445401

Tele. (07201) 226147/226129 NAAC Accredited B+ Grade

Mob. No. Principal- 9422867658, Vice-Principal -9420199479

E mail - imvkalamb@yahoo.co.in Website – www.indiramahavidyalaya.com

Date: 21/04/2024

DECLARATION

The information, reports, true copies of the supporting documents, numerical data, etc. furnished in this file is verified by IQAC and found correct.


Co-ordinator
IQAC
Indira Mahavidyalaya
Kalamb


PRINCIPAL
Indira Mahavidyalaya
Kalamb Dist.Yavatmal

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Statutory/Regulatory Committees Notified on Institutional website

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4	Anti - Ragging Cell
5	Anti- Sexual Harassment Cell
6	Equal Opportunity/SC/ST Cell

Links for Statutory/Regulatory Committees Notified on Institutional Website

Web-Link for Statutory/Regulatory Committees
https://www.indiramahavidyalaya.com/page.php?p=COMMITTEE
Internal Complaint Committee
https://www.indiramahavidyalaya.com/page.php?p=INTERNAL%20COMPLAINT%20COMMITTEE
Supporting Documents for Internal Complaint Committee
https://www.indiramahavidyalaya.com/pdfpage.php?unum=1168
Student Grievance Redressal Committee
https://www.indiramahavidyalaya.com/page.php?p=STUDENT%20GRIEVANCE%20REDRESSAL%20COMMITTEE
Supporting Documents for Student Grievance Redressal Committee
https://www.indiramahavidyalaya.com/pdfpage.php?unum=1169
Anti-Ragging Cell
https://www.indiramahavidyalaya.com/page.php?p=ANTI-RAGGING%20CELL
Supporting Documents for Anti-Ragging Cell
https://www.indiramahavidyalaya.com/pdfpage.php?unum=1165
Anti-Sexual Harassment Cell
https://www.indiramahavidyalaya.com/page.php?p=ANTI-SEXUAL%20HARASSMENT%20CELL
Supporting Documents for Anti-Sexual Harassment Cell
https://www.indiramahavidyalaya.com/pdfpage.php?unum=1166
Equal Opportunity/SC/ST Cell
https://www.indiramahavidyalaya.com/page.php?p=EQUAL%20OPPORTUNITY/S/C/ST%20CELL
Supporting Documents for Equal Opportunity/SC/ST Cell
https://www.indiramahavidyalaya.com/pdfpage.php?unum=1167

INTERNAL COMPLAINT COMMITTEE

The principles of justice, humanity and dignity should be dispensed irrespective of caste, creed, social status and gender of a person. Therefore, in keeping with the ethics of institution and in accordance with the instructions of various statutory bodies an Internal Complaints Committee was established. 'Grievance' may be related to any of the employee's dissatisfaction /disagreement with any aspect of the College activities and services including those of other employees or persons. Employee or Person member of the academic staff or an officer or non-teaching staff of the College who are on the rolls of the College.

- 1. Aim.** The aim of these committee is to create and maintain an effective, timely, fair and equitable grievance handling system for its employees, students. In this, following shall be the key operative principles:
 - a) To develop a culture of understanding, addressing and providing quick Redress to any grievances and take steps to prevent recurrence of such incidents;
 - b) To set in place a grievance handling system that is student / employee focused;
 - c) To ensure that any grievance is resolved promptly, objectively Sensitivity and in complete confidentiality as best as possible;
 - d) To ensure that the views of each complaint and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
 - e) To ensure that there is a consistent response to grievances.
- 2. Objectives:** To bring about transparency in administration and to ensure an unhindered process of teaching and learning in institution and to address the grievances of all the stakeholder (students, teaching staff and administrative staff), it is important to establish an Internal Complaint Committee to weed out any aggrievement, which may arise due to biasness on the basis of religion, caste, color, gender, linguistic origin or region or age.
- 3. Types of Grievance** (The list is not comprehensive / exhaustive and issues as other may emerge would also form part of it)
 - (1) Faculty Grievances**
 - a) Against an action of Peer Group, Head of Department & Dean.
 - b) Against the conduct of any officer or support staff.
 - c) Matters related to service conditions, performance appraisal, promotion, pay and allowances etc.
 - d) Facilities at work place.
 - e) Against library functioning.
 - f) Against common services such as transportation, canteen, medical facilities etc.
 - (2) Staff grievances**
 - a) Grievances against Human Resource, Administration & Finance departments
 - b) Action of any member of the faculty or staff.
 - c) Against the reporting officer.
 - d) Common services such as transportation, canteen, medical, etc.
 - e) Facilities at work place.
 - (3) Student Grievances:**
 - I. Grievances of Academic Nature**
 - a) Academic content, quality, Course material
 - b) Class scheduling / time table
 - c) Issues related to student progress such as internal assessment, attendance norms, relaxation, progression to next class etc.

- d) Inadequacy / non-availability of learning resources such as library & journals, lab equipment, IT facilities, maintenance issues, etc.

I. Grievances against Faculty (Including Heads of Departments)

- a) Academic delivery and quality.
- b) Classroom conduct.
- c) Regularity and punctuality.
- d) Any discrimination / victimization of students.

II. Registration and Examination Related

- a) Registration and Examination Related.
- b) Mid-semester, End-semester, Supplementary examination related issues.
- c) Grading / results, De-barred / year-back.

III. Non –Academic Grievances (Amenities and Services)

- a) Deficiency in common services such as transportation, canteen, medical, etc.
- b) Any deficiency in extra-curricular activities and facilities.
- c) Student financial aid.
- d) Student travel concession.
- e) Identity card related.

IV. Accounts Related Grievances

- a) Fees and dues
- b) Fees concessions
- c) Scholarships
- d) Refunds

V. Student to Student Grievances

- a) Conflicts between students of same course / class
- b) Intra College conflicts
- c) Inter College conflicts

4. Procedure for Internal Complaint

(1) Informal resolution before an issue becomes a formal grievance

- (a) Complainants will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions / counselling.
- (b) Grievances of the faculty and staff shall, as far as possible, be resolved by their respective reporting authority.

(2) Grievance handling and resolution mechanism

- (a) Matrix for Internal Complaint mechanism for faculty and staff is attached to these regulations.
- (b) The grievance Redressal mechanism has three levels of Grievance Redressal of which, Level-III is the Appellate Authority.
- (c) Formal grievances shall be submitted in writing stating full material facts to the First Level Grievance Handling Authority, as specified in the Matrix.

(3) Procedure & stages in Grievances Handling

The following procedure can be utilized by faculty members / staff to submit a grievance of any kind, as specified under clause 6 above.

- (a) Formal complaint by the aggrieved person shall be submitted in writing to the Level-I Grievance Handling Authority.
- (b) The authority concerned will start the Redressed process within two working days of receipt

of the matter

- (c) The designated authority may allow an opportunity to the complainant to formally present his / her case along with the relevant documents in support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to-face interview with the complainant.
- (d) The Authority concerned will then endeavor to resolve the grievance as soon as possible, but within maximum of 5 days and convey the outcome / action taken to the complainant or forward the same to level – 2 authority.
- (e) The Level 2 authority, may get the matter investigated through a designated subcommittee, if so, considered necessary to arrive at a decision.
- (f) Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.
- (g) The complainant may approach / appeal to the next higher level / Appellate authority in case he / she receives no response from either level 1 or level 2 handling officer, or where the complainant finds the response not being satisfactory.
- (h) The concerned Appellate Authority will convey its decision within five working days from receiving the appeal.
- (i) The decision of the Appellate Authority will be final, and no further appeal will be entertained under any circumstances.

5. Safe guarding Confidentiality

- (a) It will be ensured by all authorities that the complainant and the respondent are not victimized or discriminated against.
- (b) Implementation of this procedure will be done without prejudice to either party.
- (c) At all stages of this procedure, a full explanation in writing for decisions and actions taken as part of the process will be provided, if so, requested by the complainant or the respondent.
- (d) While dealing with the issue, all possible confidentiality and privacy will be maintained and all records relating to such complaints will be treated as confidential.
- (e) Records concerning grievances handled under this process and their outcomes shall be maintained for a period of one year.
- (f) There will be no cost to the complainant for utilizing this grievance and appeals process.


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Members of the Internal Complaints Committee (ICC)

S. No.	Name	Members of Committee	Contact No.
1	Prof. R.M. Wath	Chairman	9422153353
2	Prof. S.Y. Lakhadive	Member	940199479
3	Dr. Madhuri Rakhunde	Member	9764992961
4	Prof. S.S. Raut	Member	9423614007
5	Adv. Virendra Mandavkar	Legal Expert	9834520205
6	Shri Kashinath Nikode	Staff Member	8390725430
7	Ku. Nikita Bobde	Student Member	9763997811
8	Ku. Namrata Dhote	Student Member	7029393051
9	Ku. Diksha Nagose	Student Member	8788219787


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STUDENT GRIEVANCE REDRESSAL COMMITTEE

The college has an effective Student grievance redressal committee to address grievances and complaints regarding academic activities, physical facilities, administrative services, Library and other support services and issues pertaining to individual as well as collective problems. The policy applies to all students who enrolled in the institution

This policy outlines the procedure for addressing grievances and provides guidance on how to resolve conflicts in a constructive and positive manner. If a student has any grievances related to academic procedure, he/she can get it resolved with help from the tutor in charge and the head of the department. If there are non-academic issues, the student may report it to the tutor or Head of the department but if it doesn't get resolved there, the students may approach the principal who in turn will refer it to the grievance redressal committee which constitutes members here under.

Grievance Redressal Committee collects grievances, complaints and suggestions through suggestion box as well as in oral communication with office administration. In case, if a person is unwilling to appear in front of committee, he/she may drop a complaint in suggestion box. The complaints are recorded, and discussed for solution.

Aims:

To ensure transparency by the institution imparting education in admissions and with paramount objective of preventing unfair practices and to provide mechanism to students for redressal of their grievances.

Objectives:

- ❖ To maintain healthy atmosphere in college.
- ❖ To encourage students to express their grievance freely and frankly.
- ❖ Advising students to respect the right and dignity of one another and prohibition of ragging in any form.

Mechanism of Students Grievances Redressal

Procedure of Registration of Complaint:

The first step is to register the complaint. The person who has a grievance should inform the concerned authority, such as the Grievance Redressal Committee the designated officer responsible for handling grievances. The complaint can be made in writing or orally, and it should clearly state the nature of the grievance and the relief sought.

Investigation and Fact-finding:

The next is to investigate the complaint and rather all the relevant facts. The student Grievance Redressal Committee or the designated officer responsible for handling grievances will conduct an inquiry, gather evidence, and interview witness to understand the situation and determine the appropriate course of action.

Resolution:

Once the facts have been identified and analysed, the Grievance Redressal Committee responsible for handling grievances will provide a written response outlining the decision and the action to be taken. The response will be communicated to the complainant within a reasonable time frame.

Making Malicious or False Complaints:

If the complaint was made with a malicious intent, the committee shall take strict disciplinary action against the complainant. The committee has provision of action on any witness who submits false evidence or produces any forged or misleading document relating to the complaint.

Student Grievance Redressal Committee Member

S.No	Name of Members	Designation	Responsibility	Contact No.
1	Prof. S.S Raut	Director of physical education	Chairman	9423614007
2	Prof. S. Y. Lakhadive	Head. Dept. of Home- Economics	Member	9420199479
3	Dr. V.P. Mandavkar	Head. Dept. of Marathi	Member	9403014885
4	Dr. D.M. Chawan	Head. Dept. of Chemistry	Member	9637360295
5	Dr. V. R. Patki	Head. Dept. of Zoology	Member	9960153188
6	Ku. A.V. Bhoyar	Non-Teaching Staff	Member	8605839583
7	Miss. A.R. Bombekar	Student	Student Member	7620630292
8	Mr. P.V. Khasare	Student	Student Member	9359039443


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ANTI - RAGGING

Anti-Ragging committee is one of the important aspects of Institutional mechanism. As per the guidelines of (UGC), It is modified as per UGC regulations time to time.

Objective of Anti-Ragging Cell

Anti –Ragging committee is supervisory in preserving a culture of Ragging free environment in the college campus.

The main objectives of this cell are as follows.

- ❖ **Preventing ragging** - The committee ensures that ragging, which can lead to physical and mental harassment of students, is strictly prohibited.
- ❖ **Creating Awareness** - It educates students about the consequences of ragging and the legal provisions against it.
- ❖ **Monitoring and Reporting** - The committee monitors the campus to prevent any incidents occur in the premises. They promptly report them to the authorities.
- ❖ Any act of physical abuse causing Assault, harm or danger to Health.
- ❖ Any act of wrongful confinement, kidnapping, molesting or unnatural offences, use of criminal forces, trespass or intimidation.
- ❖ Any unlawful assembly or conspiracy to ragging.

Provision of Punishment

As students or group of students found guilty of ragging in the campus or even outside the campus shall be liable one or more of the following punishments.

- ❖ Debarring from appearing in any sessional test/university examination.
- ❖ Suspension from the college.
- ❖ Cancellation of the admission.
- ❖ Suspension from attending classes and academic privileges.

Mechanism of Anti- Ragging Cell

- ❖ As per the state government and the university directives a separate committee has been constituted for this purpose.
- ❖ Also, the college has committee such as Monitoring committee and Discipline committee to take care of anti-ragging issues.
- ❖ To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging
- ❖ To bring out an awareness among the students about the consequences of ragging.
- ❖ To keep a constant eye and vigilance over ragging so as to prevents its occurrence.
- ❖ Safeguard the interest of students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.
- ❖ Campus monitoring is done under CCTV surveillance.
- ❖ The complaints box is installed in college campus

Any students can register for their grievances via email also.


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Anti-Ragging Cell Member

S.No	Name of Members	Designation	Responsibility	Contact No.
1	Dr. Pavan Mandavkar	Principal	Chairman	9422867658
2	Shri. Sushil Sansare	Block Development Officer	Block Development Officer	8380087112
3	Shri. Karan Moon	Student	Student	9284622230
4	Shri. Vishal Takale	Alumni Student	Alumni Student	9270030303
5	Ku. Tejal Wankar	Alumni Student	Alumni Student	9730284928
6	Shri. Sharad Lonbale	Student	Student	9049624858
7	Ku. Sarika Nikhar	Student	Student	9579834244
8	Shri. Rama Chawan	Non-Teaching Staff	Member	9623237404
9	Prof. Saroj Lakhadive	Head, Dept of Home-Economics	Member	9420199479
10	Prof. Shital Raut	Director of Physical Education	Member convener	9423614007
11	Shri. Rajendra Adhal	Parents	Member	7219569231

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ANTI- SEXUAL HARASSMENT CELL

Indira College Kalamb has implemented a series of progressive policies, initiatives, and practices that strengthen the fair, ethical and stress-free ambience. The Indira Mahavidyalaya, Kalamb is committed to providing a safe environment for all its students' employees other stake holders free from discrimination on any ground and from harassment at work including sexual harassment. It will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed by any another, he /she will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence.

In compliance with the instructions of National commission for Women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13th August, 1997 on the subject of sexual harassment of women in the workplace, the college had duly constituted an Internal Complaint Committee for considering complaints of sexual harassment. The composition of the Complaint Committee was revised subsequent to retirement, transfer etc. of the existing Chairperson. This Committee in the college has now been re-constituted based on the recommendations of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule 2013, as well as Handbook on Sexual Harassment of Women by Ministry of Women and Child Development, Govt, Of India, for considering complaints of sexual harassment of women at workplace. The composition of the committee is as follows.

- Provide reasonable opportunity to the aggrieved employee and respondent for presenting and defending their respective case before the Cell.
- Initiate appropriate remedial measures to respond to any substantiated allegations of Sexual Harassment and objectionable behavior.
- Complete its inquiry within ninety days of acceptance of the complaint.
- Undergoing counselling session or carrying out community service.

Making Malicious or False Complaints

- If the complaint was made with a malicious intent, the cell shall take strict disciplinary action against the complainant. The cell has provision of action on any witness who submits false evidence or produces any forged or misleading document relating to the complaint.


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Anti-Sexual Harassment Cell

S.No	Name of member	Designation	Responsibility	Contact No.
1	Prof. R.M. Wath	Head, Dept. of Commerce	President	9422153353
2	Prof. S.Y. Lakhadive	Head, Dept. of Home-Economics	Member	9420199479
3	Prof. M.P. Rakhunde	Dept. of Commerce	Member	9764992961
4	Prof. S.S. Raut	Director of Physical Education	Member	9423614007
5	Shri. V. R. Takale	Non-Teaching	Member	9270030303
6	Ku. A. V. Bhoyar	Non-Teaching	Member	8605839583
7	Adv. V. R. Mandavkar	Advocate	Legal Experts	9834520205
8	Prajakta Vilas Bhusari	Students	Member	8799826390
9	Ruchita Santosh Dukare	Students	Member	8408851692

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EQUAL OPPORTUNITY CELL/ SC-ST CELL

- ❖ The basic aim of the Equal Opportunity Cell is to ensure that students and faculty belonging to various community, religion, region, gender or ability is not deprived of their basic opportunities to enshrine democratization within campus.
- ❖ To promote the equality among all and eliminate the discrimination or harassment.
- ❖ To adopt and implement harmonized ambience and space for all students entered in the journey of college.
- ❖ To identify the issues in the campus and to provide an enabling and non-discriminative environment for all.
- ❖ To disseminate the information related to schemes, programs, office orders of the Govt., related to welfare of SC /ST groups from time to time.
- ❖ To promote diversity and inclusive practices on campus and provide the underprivileged groups with adequate opportunities.
- ❖ Safeguard the interest of students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.
- ❖ To create an atmosphere of equal opportunity through awareness programs.
- ❖ To expedite legal redressed in matters of violation of equal opportunity and dignity.

EQUAL OPPORTUNITY CELL/ SC-ST CELL MEMBERS

Sr. No	Name of Member	Designation	Responsibility	Contact No.
1	Dr. Pavan Mandavkar	Principal	President	9422867658
2	Prof. Snehal Khandekar	Dept. of Chemistry	Co-Ordinator	9359822841
3	Prof. Prashant Jawade	Dept. of English	SC Representative	8668564641
4	Shri. Vishal Kodane	Clerk	Scholarship Clerk	9921138009
5	Dr. Kailash Nemade	Dept. of Physics	Teacher Representative	9049703051
6	Ku. Gauri Khandetod	Student	Student Representative	8975154371
7	Ku. Divya Bulle	Student	Student Representative	8329346184


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