

GOVT. E.V.P.G. COLLEGE KORBA, C.G.

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STATUTORY CELL

COLLEGE COMMITTEES ROLES AND RESPONSIBILITIES

GRIEVANCE REDRESSAL CELL

As suggested by University Grants Commission, New Delhi, the College has established an Grievance Redressal Cell, to provide a mechanism for redressal of students' grievances and ensure the transparency in admission, and prevention of unfair practices, etc. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Grievance Redressal Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the officer in-charge of Student's Grievance Cell.

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Scope:

The cell will deal with Grievances received in writing from the students about any of the following matters:-

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

Functions:

- The cases will be attended promptly on receipt of written grievances from the students. The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

Grievance Appeal and Redressal Committee Members 2020-21:

| S.No. | Name | Nominated As |
|-------|----------------------|--------------|
| 1. | Mrs. K. Bahal | Convener |
| 2. | Dr. B.L. Sai | Member |
| 3. | Mrs. R. Sinha | Member |
| 4. | Dr. D. Dubey | Member |
| 5. | Dr. Awantika Khushil | Member |

Grievance Appeal and Redressal Committee Members 2019-20:

| S.No. | Name | Nominated As |
|-------|-------------------------|--------------|
| 1. | Mrs. K. Bahal | Convener |
| 2. | Dr D. Dubey | Member |
| 3. | Mrs. R. Sinha | Member |
| 4. | Mrs. Chitrlekha Shriwas | Member |

Grievance Appeal and Redressal Committee Members 2018-19:

| S.No. | Name | Nominated As |
|-------|------|--------------|
|-------|------|--------------|

| | | |
|----|-------------------------|----------|
| 1. | Mrs. K. Bahal | Convener |
| 2. | Mrs. S. Pundlik | Member |
| 3. | Mrs. R. Sinha | Member |
| 4. | Dr. D. Dubey | Member |
| 5. | Mrs. Amola Kurrum | Member |
| 6. | Mrs. Kundan Anand | Member |
| 7. | Mrs. Chitralkha Shriwas | Member |

Grievance Appeal and Redressal Committee Members 2017-18:

| S.No. | Name | Nominated As |
|--------------|-------------------|---------------------|
| 1. | Mrs. K. Bahal | Convener |
| 2. | Mrs. R. Sinha | Member |
| 3. | Dr. D. Dubey | Member |
| 4. | Mrs. Amola Kurrum | Member |
| 5. | Mrs. Kundan Anand | Member |

Grievance Appeal and Redressal Committee Members 2016-17

| S.No. | Name | Nominated As |
|--------------|-------------------|---------------------|
| 1. | Mrs. K. Bahal | Convener |
| 2. | Dr. D. Dubey | Member |
| 3. | Mrs. Kundan Anand | Member |

COMMITTEE SC/ST/OBC

COMMITTEE SC/ST

During the UGC IX Plan period, the UGC has given top priority to the students and staff of lower strata who were denied education and employment for several centuries. In this regard, the UGC has issued guidelines to all the Universities and Colleges to establish SC/ST Cell for safeguarding interests of downtrodden students and there by promoting their welfare. To fulfil the aspirations of UGC, the SC/ST cell was constituted in our College. This cell has been functioning relentlessly right from its inception. It is aimed

to circulate notifications of scholarships and other facilities among the SC/ST students sent by the Central government and State government from time to time.

The cell gives equal importance for the implementation of reservation policy in College during the time of admissions for different courses. The cell also helps the students in getting accommodation in hostels that are run by State government. The Cell also organizes various activities to create awareness among the SC/ST students regarding the facilities provided under innumerable schemes of the Government.

Vision

To provide supportive services and boost the morale of downtrodden students by removing contrary old difficulties and discriminations, so as to make them to live with dignity according to modern standards and practices.

Mission

In pursuance of its visions, the Cell facilitates the development of competency and dissemination of knowledge through appropriate channels. It ensures equality and social justice to each and every student of lower starts.

Objectives

- To assist the SC/ST students during the time of admission.
- To monitor and evaluate the implementation of reservation policy and suggest measures for its effective implementation.
- To help the students in getting educational facilities provided by different organizations.
- To collect and analyze data in respect of admissions and appointments.
- To improve the learning levels of SC/ST candidates to bring them up to the general level of the other communities.
- To take initiation in organizing remedial classes for slow learners.

OBC COMMITTEE

The OBC cell of the college was established with the purpose of empowering the OBC communities in the region. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would empower and equip them with the necessary skills to choose a career option.

Objectives:-

- All affairs related to OBC students.
- OBC Cell has been created in the college to resolve all the affairs and problems related to the OBC Students of the college.

Following are the important work under OBC Cell:

- 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.

- To aware the OBC students regarding various scholarships program of State Government and UGC.

Activities

- To communicate with the students and motivate them for better future planning.
- To collect reports and information of State Government and UGC's orders on various aspects of education, employment of OBC Students.
- To circulate State Government and UGC's decisions about different scholarship programs.

SC/ST/OBC Committee Members2020-21:

| S.No. | Name | Nominated As |
|-------|--------------------------|--------------|
| 1. | Dr. B.L. Sai | Convener |
| 2. | Dr. K.R.Jatwar | Member |
| 3. | Mrs. K. Anand | Member |
| 4. | Mr. Khaniya Singh Kanwar | Member |
| 5. | Mrs. C. Nath | Member |

SC/ST/OBC Committee Members2019-20:

| S.No. | Name | Nominated As |
|-------|--------------|--------------|
| 1. | Dr. B.L. Sai | Convener |

SC/ST/OBC Committee Members2018-19:

| S.No. | Name | Nominated As |
|-------|-------------------------|--------------|
| 1. | Dr. B.L. Sai | Convener |
| 2. | Mr. R.G. Khunte | Member |
| 3. | Mrs. Chitrlekha Shriwas | Member |

SC/ST/OBC Committee Members2017-18:

| S.No. | Name | Nominated As |
|-------|---------------|--------------|
| 1. | Dr. B.L.Sai | Convener |
| 2. | Mr.R.G.Khunte | Member |

SC/ST/OBC Committee Members2016-17:

| S.No. | Name | Nominated As |
|-------|-------------|--------------|
| 1. | Dr. B.L.Sai | Convener |

| | | |
|----|---------------|--------|
| 2. | Mr.R.G.Khunte | Member |
|----|---------------|--------|

ANTI-RAGGING COMMITTEE

ANTI-RAGGING COMMITTEE

Ragging is strictly banned in the College. If anybody found indulged in such kind of activities, strict action will be taken irrespective of the extent. Ragging is banned by Supreme Court of India. In order to prevent such kind of activity in campus, an anti-ragging committee has been formed and brought into operation even before the start of 1st year classes by the Princial.

RAGGING MEANS to....

- force to do acts with sexual overtones, including homosexual acts
- force to serve various errands
- ask/answer vulgar questions
- force to drink alcohol, scalding tea, smoking, etc
- force to do acts which can lead to physical injury/ mental torture or death
- To force to address seniors as ‘Sir’
- force to perform mass drills
- force to copy class notes for the seniors
- force to do menial jobs for the seniors
- force look at pornographic pictures to shock the fresher’s out of their innocence

DISCIPLINARY ACTIONS FOR RAGGING CASES

Related to the nature and gravity of the offence as established by the Anti-Ragging Committee of the College, the possible punishments for those found guilty of ragging shall be one or any combination of the following:

- Suspension from attending classes
- Debarring from any test/examination or any other evaluation process
- Cancellation of admission
- Collective punishment when the individuals committing or abetting ragging are not identified
- Rigorous imprisonment and fine up to Rs. 2.5 Lakhs as per Law

Anti-ragging Committee Members 2020-21:

| S.No. | Name | Nominated As |
|--------------|-------------------|---------------------|
| 1. | Dr. M.L. Agarwal | Convener |
| 2. | Mr. Balram Kurrey | Member |

Anti-ragging Committee Members 2019-20:

| S.No. | Name | Nominated As |
|--------------|-----------------------|---------------------|
| 1. | Dr. Sandhna Khare | Convener |
| 2. | Mrs. Alka Shriwasvata | Member |
| 3. | Dr. K.R.Jatwar | Member |
| 4. | Dr. B.S.Rao | Member |

Anti-ragging Committee Members 2018-19:

| S.No. | Name | Nominated As |
|--------------|----------------------|---------------------|
| 1. | Dr. Sandhna Khare | Convener |
| 2. | Mrs. Alka Shrivastav | Member |
| 3. | Dr. R.B.Sharma | Member |
| 4. | Mrs. Krishna Bahal | Member |

Anti-ragging Committee Members 2017-18:

| S.No. | Name | Nominated As |
|--------------|-----------------------|---------------------|
| 1. | Dr. Sandhna Khare | Convener |
| 2. | Dr. R.B. Sharma | Member |
| 3. | Dr. Vinod Dubey | Member |
| 4. | Dr. B.L.Sai | Member |
| 5. | Dr. Dhaneshwari Dubey | Member |
| 6. | Mrs. R.G. Khunte | Member |
| 7. | Dr. Deepti Patnayak | Member |

Anti-ragging Committee Members 2016-17:

| S.No. | Name | Nominated As |
|--------------|--------------------|---------------------|
| 1. | Dr. Sandhna Khare | Convener |
| 2. | Dr. Vinod Dubey | Member |
| 3. | Mrs. Krishna Bahal | Member |

| | | |
|----|-----------------------|--------|
| 4. | Dr. Deepti Patnayak | Member |
| 5. | Dr. B.L.Sai | Member |
| 6. | Dr. Dhaneshwari Dubey | Member |

INTERNAL COMPLIANT COMMITTEE

The Internal Complaints Committee under the provisions of 'The Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013' is constituted in the college.

The College has established the Sexual Harassment Redressal Cell. The Cell intends to take care of complaints from women and solve the problems according to UGC guidelines and Supreme Court orders. The Cell creates awareness on sexual harassment redressal mechanisms. The Cell organizes seminars/special talks and speeches about sexual harassment in the campus. The Cell has formulated a committee called Internal Complaint Committee on Sexual Harassment.

Informal methods would be first adopted to resolve the problems amicably. If necessary, the Committee will conduct detailed enquiry. Humanistic approach will be adopted while dealing with the complaint. Safe and fearless environment will be created to speak openly about the harassment.

Sexual Harassment

Sexual harassment is about any unwelcome sexually determined behaviour (whether directly or by implication) such as physical contact and advances, demand or request for sexual favours, sexually coloured remarks, showing pornography, or any other unwelcome physical verbal or non-verbal conduct of a sexual nature.

Sexual harassment is a form of violence against women and a human rights violation. It is a violation of fundamental rights as laid down in the Indian Constitution. Such behaviour transgresses common dignity and gender equality and denies equal opportunity.

According to The Supreme Court definition, sexual harassment is any unwelcome sexually determined behaviour, such as:-

- Physical contact
- A demand or request for sexual favours

Sexually coloured remarks

- Showing pornography
- Any other physical, verbal or non-verbal conduct of a sexual nature.
- Combating sexual harassment can be best achieved by building women's confidence (including conducting self-defence classes on campuses). Students should be enabled to protest against incidents as and when they happen. A sporadic incident can possibly be tackled right away, but all forms of abuse of power or sources of ongoing discomfort and fear based on unwanted sexual attention must be reported to

the complaints committee.

Redressal Methods

1. Use a standard format for the recording of complaints --if there has been a series of incidents, seek information about all previous incidents; collect evidence like messages, emails and any other relevant documents, including itemised call records.
2. Reduce oral complaints to writing using the standard format--ensure that the complaint is as far as possible in the words of the complainant. Ensure that all documents submitted by the complainant are authenticated on every page, countersigned by the member of the ICC who has recorded/received the complaint.
3. Granting interim relief to complainants: addressing requests for transfer, leave, medical care/leave, protections against victimisation.
4. Implementation of guarantees of confidentiality and principles of natural justice, including serving restraint orders, and interim disciplinary action.
5. Procedures to be followed in formal enquiry:
 - a. Order and manner of inquiry: the necessity of adopting a mode of inquiry whereby the respondent has a full opportunity to understand the case being made out against him before he presents his defence.
 - b. Dealing with depositions: verbatim vs. sense-based reduction of oral depositions. Use of questions and answers. Administration of an oath of confidentiality, and signatures on attendance sheets. The necessity of the deposition being explained to the witness in a language she/he can understand, and the use of translation/interpretation. Also, the need for the authentication of depositions (preferably on the same day) by all witnesses, particularly the respondent.
 - c. Procedures for the cross-examination of the parties and their witnesses, modulated by the guiding principles of gender-sensitivity and non-coercion. Supply of authenticated and anonymised depositions to both parties.
 - a. How to summon and interview official witnesses and access official records.
 1. How to write an enquiry report: The need to address all the aspects of evidence, and depositions with regard to the complaint as well as procedural objections.
 2. Protocols for submitting an enquiry report.

The following principles must be adopted as the directive principles for the institution.

1. Confidentiality
2. Non-coercion and Interim Relief
3. Fair Enquiry
4. Orientation towards Education and Redressal
5. Representative Committees

Activities of the cell

1. Displays the information about the programmes of the Cell on notice boards of the offices, hostels and departments in the College
2. Creates awareness on forms of harassments and redressal through the articles, press notes etc.,
3. Conducts Seminars, Special Talks and Speech Competition

Internal Compliant Committee Members 2020-21:

| S.No. | Name | Nominated As |
|-------|--------------------|--------------|
| 1. | Mrs. A Shriwatavav | Convener |
| 2. | Dr. P. Sahu | Member |
| 3. | Dr. B.L.Sai | Member |
| 4. | Mrs. K. Anand | Member |

Internal Compliant Committee Members 2019-20:

| S.No. | Name | Nominated As |
|-------|-----------------------|--------------|
| 1. | Mrs. Krishna Bahal | Convener |
| 2. | Dr. Dhaneshwari Dubey | Member |

Internal Compliant Committee Members 2018-19:

| S.No. | Name | Nominated As |
|-------|-------------------------|--------------|
| 1. | Dr. B.L. Sai | Convener |
| 2. | Mrs. R. Sinha | Member |
| 3. | Dr. Sandeep Shulka | Member |
| 4. | Mrs. Chitralkha Shriwas | Member |

Internal Compliant Committee Members 2017-18:

| S.No. | Name | Nominated As |
|-------|--------------------|--------------|
| 1. | Mrs. Krishna Bahal | Convener |
| 2. | Mrs. Amola Kurram | Member |
| 3. | Mrs. Kundan Bhatt | Member |

Internal Compliant Committee Members 2016-17:

| S.No. | Name | Nominated As |
|-------|--------------------|--------------|
| 1. | Mrs. Krishna Bahal | Convener |
| 2. | Mrs. Amola Kurram | Member |
| 3. | Mrs. Kundan Bhatt | Member |

