



Sri Bhagawan Mahaveer Jain First Grade College  
(Affiliated to Bengaluru North University)



## Sri Bhagawan Mahaveer Jain First Grade College

Geetha Road, Robertsonpet, KGF-563122

Accredited By NAAC B+ Grade

(Affiliated to Bengaluru North University)

### 5.1.1.1 Implementation of guidelines of statutory/regulatory bodies



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First Grade College  
Geetha Road, Robertsonpet, KGF  
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Certified Document

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Principal



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## **Anti-sexual harassment cell**

Anti-sexual harassment cell (established on 2013) policy on sexual harassment prevention of sexual harassment of women at work place.

### **Preamble**

With the regard to Supreme Court of Indians judgment only proposed guidelines to the problem of sexual harassment in 1997 India finally enacted its law for the effective enforcement of the basic human rights of gender equality and guarantee against sexual harassment at work place. UGC has issued circular since 1998 to all universities, advising them to establish a permanent cell and a committee to develop guidelines to counter sexual harassment keeping the above guidelines SBMJFGC has constituted a committee against sexual harassment

### **General information**

Sri Bhagawan Mahaveer Jain First Grade College is pledged itself to provide a generation which safeguard the virtues of gender equality and equity. Our institution brings congenial and conducive atmosphere in which students, teachers and non -teaching staff can work together in an environment free of violence, harassment and exploitation Sexual harassment includes any one or more of the following unwelcome acts or behaviors

1. Physical contact and advances
2. A demand or request for sexual favors
3. Making sexually colored remarks
4. Showing pornography
5. Any other physical, verbal or nonverbal conduct of sexual nature



## **Declaration of Policy**

SBMJFGC values and respects every individual, enhances the development of human resources and ensures the enforcement of fundamental rights under article 14,15,19,(1)(9) and 21 of the constitution of India .SBMJFC treats all forms of sexual harassment in education and employment as unlawful.

## **Jurisdiction**

The rules and regulations under their policy is applicable to all complaints of sexual harassment made

1. By members of the institution against any other members alleged within or outside the campus
2. By an outsider against any member of the college or by a member of college against an outsider if sexual harassment is taken within the campus
3. By a member of the institution against an outsider taken place outside the campus
4. The committee shall approach the college authorities to take action by making a complaint with appropriate authority and also provide any assistance and material required

  
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## **Composition**

The Anti sexual harassments cell consists of member of the faculty, administration, service staff and students representatives

<b>SL. NO</b>	<b>Committee</b>	<b>Designation</b>	<b>Roles</b>
1.	Dr. RekhaSethi	Principal	Head of institution
2.	Ms. Harshini K J	Asst .Prof	Co-ordinator
3	Mr. Gideon George	Asst .Prof	Co-ordinator
4	Mr. Abishek	Student	Co-ordinator
5	Ms. KrithikaPriya	Student	Co-ordinator
6	Ms. Abila	Student	Co-ordinator

## **Roles and responsibilities of the Anti-sexual harassment**

- To ensure work and educational environment that is freeform sexual harassment.
- To take all possible steps to Prevent the harassment occurring
- To obtain support from higher authority of the institution
- To create awareness to all the staff, students about the committee and their role and responsibilities
- To ensure that complaints are processed and documented

## **Powers of the committee**

1. The committee shall summon witness and call for documentation from any employee/students.
2. The committee shall have power to reproduce any document information and also make copies of such documents.
3. The committee have power to recommend the action to be taken against any person found guilty.
4. The committee can take any action on the person making false charges.



### **Objectives of the Committee**

1. To fulfill the directive of the Supreme Court, as per UGC directives and the Bengaluru North University in respect of implementing a policy against sexual harassment in the Institution.
2. To implement the policy against Sexual harassment in the institution.
3. To sensitize the students on gender equality and to prevent sexual harassment in any firm.
4. To guide the students in the mechanism for the prevention and redressal for SH cases in the campus.
5. To create a secure social and psychological event that will raise awareness about Sexual harassment.

### **Procedure for complaint**

- The committee shall meet as and when any complaint is received
- The complaint shall be received by any member of the committee.
- The committee directs the complainant to submit the detailed statement of the incident in written.
- The accused member is directed by the committee to submit a written response to the allegation within the time limit.
- The committee shall conduct the proceedings in accordance with the principles of natural justice.
- The committee shall allow both parties to produce relevant documents and witness to support their case.
- The committee shall cross examine the documents.
- Committee sits on day to day basis to record and consider the evidence produced by the parties.
- Minutes of all proceedings of the committee shall be prepared and duly signed by all the members of committee.
- The committee shall record its findings in writing supported with reasons and should forward the same with its recommendations to the principal /management within the specified time from the completion of the proceedings.



**Disciplinary action could be in the form of**

1. Warning
2. Written apology
3. Bond of good behavior
4. Adverse remarks in confidential report
5. Debarring from duties
6. Suspension
7. Dismissal
8. Denying admission ticket
9. Stopping of increments/promotion
10. Any other relevant mechanism

  
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Geetha Road, Robertsonpet, KGF.

**Anti-sexual harassment cell**

**Complaint Form**

**Complainant Information**

Name: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Class / Department: \_\_\_\_\_

Mobile No. \_\_\_\_\_ Mail ID. \_\_\_\_\_

Date of Incident. \_\_\_\_\_ Time of Incident. \_\_\_\_\_

**Person(s) you allege committed the sexual harassment**

Name. \_\_\_\_\_ Position. \_\_\_\_\_

**Please describe the incident in detailed**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Person who witnessed the incident, if any**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is this the first time you have raised this concern about this person**

Yes

No

  
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## Anti-Ragging Policy

### Policy

Ragging in all its forms is not allowed in the institution. The institution will take stern action against individuals found guilty of ragging. It is bound by the provisions of UGC's regulations of ragging.

### Awareness Documentation

- The institutions websites and all its related materials shall carry a notice that states that RAGGING in all its forms is a criminal offense and shall be band in the institution.
- Notice of ragging is displayed in the departments and other locations of the institutions.
- The orientation an admission process for the new students of the institution is briefed about the same.

### Anti-Ragging Committee

Chair Person: Sub Inspector of police, Robertsonpet KGF

President: Dr. Rekha Sethi, Principal, SBMJFGC, KGF

### Members:

1. Mr. Muniraju D K Dept of Physics
2. Mr. Umesh N Dept of Computer Science
3. Dr. Rakesh T M Dept of Physical Education
4. Mr. Chowde Gowda Dept of Physical Education



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**Anti-Ragging Complaint Form**

Name: \_\_\_\_\_

Year of Study: I Year      II Year      III Year      Other (Specify)

Persons engaging in alleged Ragging: \_\_\_\_\_

Please describe the specific act(s) alleged.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of person making report: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the completed form to:-  
**Mr. Muniraju D K**  
Dept of Physics

  
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**ANTI-RAGGING UNDERTAKING BY STUDENT**

With reference to my Application No. ----- and having been admitted to -----Programme of SBMJFGC. I -----  
----- son/daughter of Mr./Mrs. -----  
----- have this day made this undertaking as required by Jain College Regulation for Prevention and Control of Ragging (Revised) 2019 made in pursuance of the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions 2009 as amended up to date. On behalf of myself and my parents, I would like to state that I have made this undertaking in pursuance of the Regulation for Prevention of Ragging and Control of Ragging issued by the Institution Grants Commission (UGC) in 2019. I have fully understood the provisions of the Ragging and Control of Ragging Regulations as they were given to me by the Institution. As a result, I have made this undertaking in order to prevent myself from committing any act that may be regarded as Ragging. I will not participate in any activities that may be regarded as Ragging. If found guilty of Ragging, I am subject to punishment according to the Ragging and Control of Ragging Regulations. I will not hurt anyone and will not cause any other harm if I am found guilty of Ragging. I do not have been expelled or debarred from school or institution on the basis of being declared guilty of Ragging. However, if this is not true, my admission will be cancelled.

Date:

Signature of the Student



## **Student Grievance Redressal Policy**

The institution as a student's grievance redressal committee. The functions of the committee are to look into the complaints lodged by any students related to academic or any other matter of concern.

### **Objectives**

The Grievance Redressal committee has to settle the grievance of the students within the reasonable time period for strengthening the bound of the students with the institution in order to maintain a satisfied ambience of academic learning.

### **Grievance Redressal Committee**

Chairperson: Dr. Rekha Sethi, Principal, SBMJFGC, KGF

### **Convenor**

Mr. Praveen. Student Welfare Office  
Dr. Jayapandian L IQAC Coordinator

### **Procedure**

- The setting of the grievance redressal committee for students is widely published across the institution and on the website.
- The student may feel free to put up a grievance and drop it in grievance box placed near administrative office.
- The committee will act upon those cases and the matter will be solved with the involvement of consent department for academic issues.

  
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Geetha Road, Robertsonpet, KGF.

**Grievance Complaint Form**

**Complainant Information**

Name: \_\_\_\_\_

Class / Department: \_\_\_\_\_

Mobile No. \_\_\_\_\_ Mail ID. \_\_\_\_\_

Please describe the grievance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detailed Description of the relief sought

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

Student Signature

  
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## Minutes of Anti-sexual Harassment Cell

2021-2022

Date: 10-08-2022





Time: 2:00 pm

Venue: Room No 104

### Agenda

1. Inauguration of Anti-Sexual Harassment cell and Creation of awareness among the fresh students for 2021-2022.
2. Guest Lecture on gender equity

### Signature of Members present

1	Dr. Rekha Sethi	Principal	
2	Ms. Harshini K J	Faculty	
3	Mr. Gedion George	Faculty	
4	Ms. Krithika Priya	Student	

  
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## Minutes of Anti-Ragging Cell

2021-2022

Date: 13-09-2021





Time: 1:00 pm

Venue: Room No 105

### Agenda

1. Inauguration of Anti-Ragging cell and Creation of awareness among the fresh students for 2021-2022.
2. Guest Lecture on Anti-Ragging Awareness Program

### Signature of Members present

1	Dr. Rekha Sethi	Principal	
2	Mr. Muniraju D K	Faculty	
3	Mr. Umesh N	Faculty	
4	Mr. Chowde Gowda	Faculty	

  
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**Minutes of the Meeting of Student Grievance Redressal Cell**  
**2021-2022**

classmate  
Date \_\_\_\_\_  
Page \_\_\_\_\_

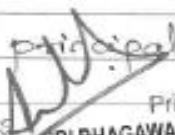
Grievance Redressal Cell.  
Meeting 01  
Date: 04/12/2021

Circular.



This is to inform all the grievance cell members there is a meeting on 04/12/21 at 2:30pm in board room.

Meeting Agenda.

1. Responsibility of Committee to be carried on.
2. Action to be taken for the letters received from letter box.

  
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Members of the Committee

<u>Name</u>	<u>Designation</u>	<u>Signature.</u>
1. Ms. Nazneen Ahmed.	Psychologist.	
2. Ms. Reena A	Asst Professor Dept of Commerce	

Meeting : 02 02

17-12-2021

venue: Board Room

Agenda of the meeting

- complaint lodged by a student at the class against a faculty Mr. Gideon George
- Mr. Gideon George handling Business Ethics class and during the class he has been rude to the student
- Certainly a student has complaint on such act

Brief Proceedings of the meeting

1. Registered complaint was forwarded to the head department of Commerce
2. Mutual discussion with the concerned faculty
3. Head of the department changed the subject faculty with principal's permission and the issue was solved.

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Meeting-03

12/01/2022

Venue: Board Room

Time: 2pm

AGENDA OF MEETING

- \* Student Inappropriate Behaviour.
- \* Mr. Mahesh handling English subject, Student unable to understand <sup>his</sup> explanation.

Brief proceeding of Meeting:

1. Registered complaint was referred to the Counselling Cell by to Ms. Nazneen Ahmed psychologist, as well counseled by principal. The students was counseled for the inapp behaviour.
2. Commerce students was unable to understand Explanation of faculty Mr. Mahesh of English Department.
3. Faculty was Counseled by head of the depart and made the easy way to explain to the level of students need.



Principal  
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1. Ms. Nazneen Ahmed
2. Ms. Reena

Designation

Psychologist  
Asst-Prof

Signature

