Samaj Shikshan Mandal Vinzar's



ID No. PU/PN/AC 121/(1997) AISHE No.: C-41472

NAAC Reaccredited - B

Email: amruteshwar13@gmail.com

Principal Dr. Sanjeev Late

M.A., M.Phil., GDC&A., Ph.D. Mob.: 9421057654

Date: / / 20

/20 Ref.: A.A.C.S.C./

Website: amruteshwar.org

CRITERIA-V			
KEY INDICATOR	5.1 Student Support		
MATRIC NUMBER	5.1.4		
The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	Yes		

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

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

Poptions:

A. All of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

E. None of the above

Amruteshwar Arts, Commerce & Science College, Vinzar, Tal. Velhe, Dist. Pune.

Principal

Amrutoshwar Arts, Commerce & Science College, Vinzar, Tal. Velha. Dist. Pune.



SAMAJ SHIKSHAN MANDAL, VINZAR'S AMRUTESHWAR ARTS, COMMERCE AND SCIENCE COLLEGE, Vinzar, Tal. – Velhe, Dist. – Pune- 412 213

NAAC Re-accreditation Grade - 'B'

GRIEVANCE REDRESSAL POLICY



2020-2021

Policy Objective :-

To provide a mechanism for students to air out their grievances and to provide Redressal mechanism for the same so that they have smooth span at the college from the day of admission to their graduation. The objectives of Students Grievance Redressal Cell include the following:

- i. To support students who are deprived from the services offered by the College for which they are entitled.
- ii. To ensure effective solution to the students' grievances with an impartial and fair approach.

Definition:

"Aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these guidelines and includes a person seeking or has taken admission to the college.

Grievances:- Grievances include the following complaints of the aggrieved students viz.:

The Students' Grievance Cell desires to promote and maintain a conducive and unprejudiced educational environment.

- **Scope**:- The Committee deals with Grievances received in writing, orally or with any communication media from the students about any of the following matters:-
- Academic Matters: Related to timely issue of Mark-sheets, Transfer Certificates, Bonafied Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, Physical education and laboratory etc.
- Discipline matters: Related to rules, regulations and code of conduct of college
- Other Matters: Related to certain conditions of sanitation, safe drinking water etc,.
- Gender Sensitivity Related: Sexual harassment, Comments and sexual behaviour
- Ragging Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or a junior student
- 'Zero Tolerance Policy': No act of ragging, major or minor, shall go unnoticed.

Functions: The cases of grievances are attended promptly even though received in any form e.g. written, oral or any other communication media from the students. The Committee formally meets twice in the year and even in between if necessary to review, verify, evaluate and validate all grievances. If necessary directions and guidance from the higher authorities are taken.

Procedure:-

- Wide publicity is made among students about Grievance Redressal Committee. Names and phone numbers are made available to all the students.
- The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations. Students can even call, meet and communicate in any other media which they feel comfortable.

AMRUTESHWAR ARTS, COMMERCE AND SCIENCE COLLEGE, SAMAJ SHIKSHAN MANDAL, VINZAR'S Vinzar, Tal. - Velhe, Dist. - Pune- 412 213

NAAC Re-accreditation Grade - 'B'

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2020-2021



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· The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations. Students can even call, meet and communicate in any other media which they eel comfortable.

- The GRC will act upon those cases with the necessary documents and forward the case to related
- The Committee is requested to Contribute effectively to dispose the grievances at the earliest.
- The Committee will meet periodically or on the happening of the event. An aggrieved Student may • In the case, the complainant not satisfied with the decision of the Committee, they may send their appear in person to present his/her case.
- The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person.

appeals to the "OMBUDSMAN" appointed by the Affiliating University.

- The Institution shall comply with the order of the ombudsman. Any order of the OMBUDSMAN not complied with by the Institution, will be reported to UGC for appropriate action.
- In case of any false Complaint, the ombudsman may order appropriate action against Complaint

Frequency of meeting: Once in six months and whenever needed

Establishment of a Grievance Redressal Committee.:

SSM's Amruteshwar Arts, Commerce & Science College has constituted its Grievance Redressal Committee in order to comply with the UGC Regulation. Experienced senior faculty and lady Staff were designated as a member of the committee to enquire the nature and extent of grievance.

TUTION OF GRIEVANCE REDRESSAL COMMITTEE:	Designation	Chairman	IQAC Coordinator	Experienced Senior Faculty Member	Experienced Senior Faculty Member	Lady Faculty Member
LION OI	Sr. No.	1	2	3	4	5
5						

Lady Faculty Member

G.R.C. Co-coordinator

QAC Co-coordinator

Ancipal

Amruteshwar Arts, Comak E Science College, Vinza Tai-Velhe, Dist-Pune-4122 Princi**ple**

8 (1)



Internal Committee: 'Sexual Harassment at Workplace Act,2013' (Previously known as Women's Grievance Redressal Committee)

Guidelines of Savitribai Phule Pune University regarding the functioning of the committee

Objectives of the Committee

The Internal Complaint Committee is an educational resource as well as a complaint redressal mechanism for the members of faculty, staff and students of the University. Its mandates are:

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed
- To advice complainants of means of resolution as specified by the legislation
- To ensure fair and timely resolution of sexual harassment complaints
- To provide counselling and support services on campus
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment

The committee seeks to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do, then we can create a campus that is free of sexual harassment.

The Committee seeks to achieve these goals through:

• Complaint Redressal: As per the act 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013', appropriate action will be taken once the complaint is filed.

- **Dissemination of Information:** through production, distribution and circulation of materials, posters and handouts etc. to SPPU campus community.
- **Awareness Workshops:** for faculty, non-teaching staff and students with an aim to develop nonthreatening and non-intimidating atmosphere of mutual learning.
- Counselling Confidential counselling service is an important service as the sexual harassment cases are rarely reported and are a sensitive issue. Counselling provides a safe space to speak about the incident and how it has affected the aggrieved woman.

Who can file the Complaint to the Internal Complaint Committee?

Any student, service provider, teaching, non-teaching staff may lodge a complaint against a student, service provider, teaching, non-teaching staff.

About Inquiry process

The Internal Complaints Committee shall make enquiry into the complaint in accordance with the provisions of the Service Rules applicable to the respondent. For the purpose of the enquiry, if the respondent is a non-teaching employee of the university, provisions of the Maharashtra Civil Services (Conduct) Rules, 1979 and provisions of the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979, are applicable, and if the respondent is a teacher, provisions of the Teachers' Statutes are applicable. If the Respondent is a student, an enquiry shall be made as per provisions of Ordinance 157 as regards maintenance of discipline and good conduct by students.

Constitution of ICC, Process of inquiry, Conciliation, Power of the ICC, Action during the pendancy of inquiry, Inquiry report are to be done according Prevention, Prohibition and Redressal Act 2013.

Samaj Shikshan Mandal Vinzar's AMRUTESHWAR ARTS, COMMERCE AND SCIENCE COLLEGE, VINZAR

Tal Velha Dist Pune

Anti Ragging Cell

Notice of Meeting (2020-21) Date: 12/01/2021

All members of anti ragging committee are hereby informed that the meeting of anti ragging committee will be held on 20/01/2021 at 12.30pm in the Principal's office. Following topics will be discussed in the meeting.

Agenda of the meeting

- To review the case of ragging if any.
- To organize anti-ragging awareness programme.
- Any other relevant subject at the time of meeting.

All members are requested to attend the meeting by following all covid-19 rules issued by the various authorities.

Go-ordinator
Anti-Ragging Committee
Amruteshwar Arts, Commerce And Science College,
Vinzar Tal Velha Dist Pune

Amruteshver Arts, Commerce & Science College, Vinzar, Tal. Volha. Dist. Pune.

1) Ganvade A.V. - Barrade 2) Dr. Shelbre D.B. Start 3) Dr. Jyoti Bhote Suf. 4) Vigny B. Kooleum An

Samaj Shikshan Mandal Vinzar's

AMRUTESHWAR ARTS, COMMERCE AND SCIENCE COLLEGE, VINZAR
Tal Velha Dist Pune

Anti Ragging Cell

Minutes of Meeting (2020-21)

Date: 20/01/2021

Time: 12.30pm

The meeting of anti ragging committee was held today in the office of Principal under the chairmanship of Prin. Dr. Sanjeev S. Late. The following members were present for the meeting.

1. Prin. Dr. Sanjeev S. Late (Chairman)

4. Prof. Mrs. Jyoti T. Bhate

2. Prof. Vijay B. Kadam

5. Prof. Dr. Deepak B. Shelke

3. Prof. Dr. Mrs. Anuja V. Gavade

6. Prof. R. M. Mokashi (Coordinator)

Agenda of the Meeting

- To review the case of ragging if any.
- To organize anti-ragging awareness programme.
- Any other relevant subject at the time of meeting.

Minutes of the Meeting

- 1. Minutes of earlier meeting were read by Prof. R. M. Mokashi and after discussion the minutes are confirmed by the committee.
- 2. There is not received any application regarding ragging from student.
- 3. It is decided to organize a programme on awareness of anti ragging when the college will run in offline mode.

Name	Signature	Name	Signature
Prin. Dr. Sanjeev S. Late (Chairman)	7 (3)	Prof. Mrs. Jyoti T. Bhate	drei:
Prof. Vijay B. Kadam	amoremo)	Prof. Dr. Deepak B. Shelke	8/3/15
Prof. Dr. Mrs. Anuja V. Gavade	Roamade	Prof. R. M. Mokashi (Coordinator)	William 20 (01/2011

America Toronto & Science
College, Vicario, National Science in the Pune.

Samaj Shikshan Mandal Vinzar's

AMRUTESHWAR ARTS, COMMERCE AND SCIENCE COLLEGE, VINZAR TAL VELHA DIST PUNE

Date: 15/06/2021

Anti-Ragging Report 2020-2021

As per the Covid 19 guidelines issued by Government and Savitribai Phule Pune University, Pune, the college teaching had been shifted from offline to online mode. So, the physical presence of the staff and students in the college restricted / limited in the academic year 2020-2021.

Therefore, not a single complaint / application of ragging received by the committee in the academic year 2020-2021.

Go-ordinator Anti-Kagging Committee Amruteshwar Arts. Commerce & Science College Vinzar Tal. Velha Dist. Pune

Amruteshwar Arts, Commerce & Science College, Vinzar, Tal. Yelha. Dist. Pune.

Date: 01/04/2021

Samaj Shikshan Mandal's Amruteshwar Arts, Commerce & Science College Vinzar, Tal- Velhe, Dist-Pune Women's Grievance Redressal Cell

Notice

All members of Women's Grievance Redressal Cell are here by informed that the Second meeting of WGRC(Vishakha) is schedule on 5 April 2021 at 1 pm. The meeting will be held at principal cabin and agenda of the meeting is given below.

1. Review on topics discussed in the last meeting

2. Discussion International Women's day programme

3. Regarding matter of grievance complaint

4. Any other topic with permission of principal

Mrs. Bhate J. T (Chairman)



Dr. Sanjeev Late (Principal)

Principal Amruteshwar Arts, Commerce & Science College, Vinzar, Tal. Velha. Dist. Pune.

Members:

1. Dr. Sendkar S. L.

2. Dr. Kendale B. N. Mandel.

3. Mr. Mane S. T. MUNU.

Acadamic Year 2020-21 Women's Grievance Pedressal Cell Meeting No-2 Date - 05- April 2021 Day - Monday venue - principal's cabin second meeting of womens Grievance Redressay committee Held on 5 April 2021 at Principals Cabin. Meeting started with warm wellome form the chair person followed by taking the agenda itemwise Agenda for the meeting-Persew on topic discused in the last meeting Review or program held on Internations women's Degarding matter of unievenence complaint
Any other topic with permission of principal. 1) To read and confirm the minutes of provinces of previous meeting held on 23/02/2021. The members unanimously confirmed the minutes. e) Due to lockdown in Maharatra because of covid-19 women's day programme on gith march 2021 is conducted online principal congratulated the committee for Successful organization of the programmee Committed decided to conduct such a programme trequestly.) Regarding the matter of grievance compaint It was found that there was no such a complaint during the academic session

Hence Redressal 15 mill.

1) Committe decided to appoint Mrs. Nirmala Gaikwad, former provident of Vinzor Villege as member of Women's Grievance Redressa cell. She is Albo Mr. Vijay limhan appointed as committee to be decided repowentative from member as admistrative straff as well as member Following members were present the meeting 1. Dr sanjeer late Poncipa! Mrs. Jyoff Bhate Chairman 3. Dr. B. N. Kemadale member MIL NO montes 9. Mr. S. T. Mane · Dr. Shendran 5-12. mem ber Dr. sanjeer Late principal (Chair poson Principal Amruteshwar Arts, Commerce & Sciena College, Vinzar, Tal. Velha. Dist. Pune. Olat. pune.

Date: 17/02/2021

Samaj Shikshan Mandal's Amruteshwar Arts, Commerce & Science College Vinzar, Tal- Velhe, Dist-Pune Women's Grievance Redressal Cell

Notice

All members of Women's Grievance Redressal Cell are here by informed that the first meeting of WGRC(Vishakha) is schedule on 23 February 2021 at 1 pm. The meeting will be held at principal cabin and agenda of the meeting is given below.

- 1. Review on topics discussed in the last meeting
- International Women's day programme
- 3. Appointment of one member from NGO to WGRC
- 4. Any other topic with permission of principal

Mrs. Bhate J. T (Chairman)



Dr. Sanjeev Late (Principal)

Principal

amruteshwar Arts, Commerce & Science College, Vinzar, Yal, Velha, Dist. Pune.

Members:

1. Dr. Sendkar S. L.

2. Dr. Kendale B. N.

3. Mr. Mane S. T.

Acadomic year 2020-20

Women Grievance Redressal Cell Meeting No-1 The first meeting of the reconstituted women's Grievance Redress at cell of the college held on 23 February 2021 at 1 pm at Brincipal's office. Ajenda for the meeting: -1) Review on topics discussed in the last treeting 2) International women's day programe 3) Appointment of one member from MGO.
4) Any Regaring matter of grievance complaint
5) Any other to pic with permission of principal meeting started with warm well come from the chairpeson, Principal Dr. Sanjeer later. followed by taking the grenda itemwise,

i) To read and confirm the minutes of previous meeting minutes of women's arrivance Regression cell held on 10-12-2019.

The members unonimously confirmed the minutes.

2) Committee members decided to arrange a programme on International women's day or 8 march 2021. Tentative scheduled of nature of the programme is discoursed in the meeting. It is decided that a seminar on suitable dapped is to arranged so that it and be considered online to even in covid-19 pandomic situation

miniteshwer Arts Commerce & Science

The me is villed loveling 3. As per the guidelines from ugc one member from 140 is to be appointented on women Grievience Pedressal Cell. It is decided to appoint a person working locally in Welle Tabsil so that stelshe could understand the problem's of students in this area various name's come fooward & commit decided to talk with them regarding the same 4) Regarding the matter of grievernce complaint;
It was found by the members that not
a single grievance has been brought to
the notice of committee during the session. Hence Redressal is Nill. As these was no other matter to discuss, the meeting ended with vote of thanks to all the members. Following Members were present for the Treeting 1) Dr sanjeer Late Principal Went: e) Jydi Bhate Chairman 3) Dr. Balasahel Kondale member Bundo 4) to. Switkyman Mane Member: Lunano 5) Dr. Shendkan S.L. Member (Chairppes on) Principal

> Amruteshwar Arts, Commerce & Science College, Vinzar, Tal. Velha, Dist. Pune,

Samaj Shikshan Mandal's

Amruteshwar Arts, Commerce & Science College Vinzar, Tal- Velhe, Dist-Pune

Samaj Shikshan Mandal's

Women's Grievance Redressal Cell

Annual Report (June 2021-May 2022)

Women's Grievance Redressal cell (Internal Complaint committee), as per the provision of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act 2013 is constituted in the institute. It works for overall growth for girl students, monitors the facilities provided by the institutes for them, arrange several programs to inculcate gender equality. Department organizes various programme by faculty members as well as expert form other institutions.

Jnana Prabodhini is the institution in pune working socially for needy peoples. This institution also works for upliftment of women. We decided to work with this instituted. Committee members visited Jnana Prabodhini velhe office. They discuss about various activities run by Jnana Prabodhini. We ask them for the collaboration to work together for women in velhe tahasil. Both the institute singed MOU on 20 July 2021 and planned for various activities. As per the plan various activities are conducted throughout the year. Details of the programme are as follows.

- 1. We organized a one day state level webinar on "Guidelines of Women's Grievance Redressal Cell" on 12 August 2021. In this programme Mrs Suvarna Gokhale(Jnana Prabodhini, Pune) discuss the guidelines given in the "THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013." Due to Covind-19 pandemic situation the programme was organized through online mode. About 80(60 Female and 20 Males) participant from all over the Maharashtra attended this webinar.
- 2. We organized one day state level webinar on "Gender Equality" on 29 September 2021. Due to Covind-19 pandemic situation the programme was organized through online mode. We got a huge response for this webinar from the students. About 60(31 female and 29 Males) participants

actively participated in the webinar. Mrs. Gauri Kapare (Jnana Prabodhini, Pune) guided students in this regard.

- 3. We organized a one day workshop on "Personal Hygiene" on 5th January 2022. This programme ids only for girl students in the college. About 102 female participants actively participated in the workshop. Expert Dr. Sangita Jog(Jnana Prabodhini, Pune) guide the students in this regard.
- 4. On the occasion of International Women's day we organized a seminar on "Yoga for Mental And Physical Health" on 08 March 2022. Our faculty member Ms. Priyanka Garje conducted the session and talked about the importance of Yoga. Along with the staff around 46 (20 girls and 16 Boys) actively participated in the seminar.

We also had an interaction with another NGO namely "Jivan Jyoti Foundation" working for the women in velhe tehasil. As per the guidelines regular meetings are organized to discuss policies and various programmes are plan for overall growth of the students. Apart from this committee members has frequent meetings to discuss planning of various programmes organized throughout the year. Regarding the matter of grievance complaint it was found that there was no such a complaint during this academic year. Hence Redressal is nil.

This year department prepared a Gender Audit of the academic year 2021-22. We put out findings to the governing body of the institutions.

Mrs. Jyoti Bhate

(Programme Co-ordinator)

Dr. Sanjeev Late

Amruteshwar Arts, Commerce & Science College, Vinzar, Tal. Velha. Dist. Pune.

Date: 12/07/2021

Samaj Shikshan Mandal's Amruteshwar Arts, Commerce & Science College Vinzar, Tal- Velhe, Dist-Pune Women's Grievance Redressal Cell

Notice

All members of Women's Grievance Redressal Cell are here by informed that the first meeting of WGRC(Vishakha) for the academic year 2021-22 is schedule on 16 July 2021 at 1 pm. The meeting will be held at principal cabin and agenda of the meeting is given below.

- 1. Review on topics discussed in the last meeting
- 2. MOU with Dyanprabodhini Pune
- 3. Regarding matter of grievance complaint
- 4. Any other topic with permission of principal

Mrs. Bhate J. T (Chairman)



Dr. Sanjeev Late (Principal) Principal

Amruteshwar Arts, Commerce & Science College, Vinzar, Tal. Velha. Dist. Pune.

Members:

1. Dr. Sendkar S. L.

2. Dr. Kendale B. N. Mull.

3. Mr. Mane S. T. MUNU.

3. Mr. Mane S. T.

Samaj Shikshan Mandal Vinzar's AMRUTESHWAR ARTS. COMMERCE AND SCIENCE COLLEGE, VINZAR Lal Velha Dist Pune

Anti Ragging Cell

Notice of Meeting (2021-22) Date: 18/04/2022

All members of anti ragging committee are hereby informed that the meeting of anti ragging committee will be held on 25/04/2022 at 1.30pm in the Principal's office. Following topics will be discussed in the meeting.

Agenda of the meeting

- · To review the case of ragging if any.
- Lo organize anti-ragging awareness programme.
- Any other relevant subject at the time of meeting.

All members are requested to attend the meeting by following all covid-19 rules issued by the various authorities.

Anti-Ragging Committee

Amruteshwar Arts, Commerce And Science College,

Vinzar Tal Velha Dist Pune

Samaj Shikshan Mandal Vinzar's AMRUTESHWAR ARTS, COMMERCE AND SCIENCE COLLEGE, VINZAR

Tal Velha Dist Pune

Anti Ragging Cell

Minutes of Meeting (2021-22)

Date: 25/04/2022

Time: 1.30pm

The meeting of anti ragging committee was held today in the office of Principal under the chairmanship of Prin. Dr. Sanjeev S. Late. The following members were present for the meeting.

- L. Prin. Dr. Sanjeev S. Late (Chairman)
- Prof. Dr. Vijay B. Kadam
- 3. Prof. Dr. Mrs. Anuja V. Gavade
- 4. Prof. Dr. Mrs. Jyoti T. Bhate
- Prof. Dr. Deepak B. Shelke
- Prof. R. M. Mokashi (Coordinator)

Agenda of the Meeting

- To review the case of ragging if any.
- To organize anti-ragging awareness programme.
- Any other relevant subject at the time of meeting.

Minutes of the Meeting

- 1. Minutes of earlier meeting were read by Prof. R. M. Mokashi and after discussion the minutes are confirmed by the committee.
- There is not received any application regarding ragging from student.
- It is decided to organize a programme on awareness of anti-ragging.

\ame .	Signature	Name	Signature	
Prin. Dr. Sanjeev S. Late (Chairman)	Bris	Prof. Dr. Mrs. Jyoti T. Bhat	e Sul.	
Prof. Dr. Vijay B. Kadam	suprepos)	Prof. Dr. Deepak B. Shelke	State	
Prof. Dr. Mrs. Anuja V. Gavade	Pawade	Prof. R. M. Mokashi (Coordinator)	Des year	

Samaj Shikshan Mandal Vinzar's AMRUTESHWAR ARTS, COMMERCE AND SCIENCE COLLEGE, VINZAR TAL VELHA DIST PUNE

Date: 20/06/2022

Anti-Ragging Report 2021-2022

As per the Covid 19 guidelines issued by Government and Savitribai Phule Pune University, Pune, the college teaching had been shifted from online to offline mode. So, the physical presence of the staff and students in the college is slowly increased in the academic year 2021-2022 compare to previous year.

But, not a single complaint / application of ragging received by the committee in the academic year 2021-2022.

Amruteshwar Arts, Commerce & Science College

Anti-Ragging Committee Vinzar Tal. Velha Dist. Pune Principal

Amruleshwar Arts, Commerce & Science College, Virizar, Tal. Volha, Dist. Pune.