



# Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh.

Affiliated to Sant Gadge Baba Amravati University, Amravati

## NAAC

### Criterion-V

## Student Support and Progression

<https://vinayakmahankh.in> 

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vvm197@sgbau.ac.in 

Nandgaon Khandeshwar, Amravati 

## **CRITERION-V**

### **5.1 Student Support**



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**5.1.4 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. Organization 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**
- 



## VINAYAK VIDNYAN MAHAVIDYALAYA

Nandgaon Khandeshwar, Dist. Amravati

(An Institute run by Pravin Khodke Memorial Trust, Amravati)

Sau. Sulbha Sanjay Khodke  
(MLA, Amravati)  
President, P.K.M Trust, Amt.

College Code: 197, Ph. No. 07221-222245  
Email: [vvm197@sgbau.ac.in](mailto:vvm197@sgbau.ac.in)

Dr. Alka Anant Bhise  
(Principal)  
Mob.9823526341

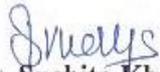
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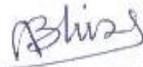
Dt. 10/05/2023

### SELF DECLARATION

This is to certify that, the information, reports, true copies of the supporting documents, numerical data and web links furnished in this file are verified by I.Q.A.C. and head of the Institution and found correct.

Hence this certificate is issued.

  
**Dr. Suchita Khodke**  
**I.Q.A.C. Co-ordinator**  
Vinayak Vidnyan Mahavidyalaya  
Nandgaon Kh.

  
**Dr. Alka A. Bhise**  
PRINCIPAL  
Vinayak Vidnyan Mahavidyalaya,  
Nandgaon Khan, Dist. Amravati



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**Proof related to Mechanisms for submission  
of online/offline students' grievances**



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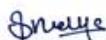
**Dr. Alka Anant Bhise**  
Principal  
Mob. 98235 26341

Ref. No. PKMT/VVM/0720/Q

Date:

#### Mechanism of submission of online/offline students Grievous

1. A complaint received in ICC is processed if it is a matter of sexual harassment of women at work place and comes under the preview of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. The members of the Internal Complaints Committee are the members of the Enquiry Committee and the whole process of enquiry is to be completed within the stipulated time of 90 days.
3. Complaint Can be received online ([botany15@rssc.edu.in](mailto:botany15@rssc.edu.in)) or offline. It is mandatory to take action within 7 days of receipt of the complaint.
4. The Complainant is requested by the Enquiry Committee to appear before the Committee in a given date to present her case.
5. A letter is sent to the respondent with the remark to provide the clarification within 10 days of the receipt of the intimation sent by the Enquiry Committee.
6. After receipt of the response of the Respondent in ICC, the Respondent is requested by the Enquiry Committee to appear before the Committee in a given date to defend his case.
7. If the Enquiry Committee is of the opinion that the matter is sensitive then immediate interim relief under Chapter V, Clause 12 (1) (a) of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is provided to the Complainant.
8. The interim relief to the Complainant is also given in the shape of leave/ transfer of the Complainant to any other department for the time being until the case is resolved.
9. The Enquiry Committee also request the Complainant through a letter to provide the list of names of witness/es, documents if any, to the Enquiry Committee within 3 days time.
10. The concerned department is also requested to provide CCTV Camera footage of the incident if any through the Proctor RSSC to the Enquiry Committee of ICC.
11. The Enquiry Committee also request the Respondent through a letter to provide the list of names of witness/es, documents if any, to the Enquiry Committee within 3 days time.
12. The witness/es are requested by the Enquiry Committee to appear before the Committee in a given date to present the case.
13. The Enquiry Committee after hearing the witness/es again request the Complainant as well as the respondent to appear before the Committee in different dates for further clarification in the case.
14. After going through all the documents and witness the Enquiry Committee submits the report and recommends the same to the higher institutional authority.
15. The complainant as well as the respondent is also intimated through a later regarding the submission of the report to the higher institutional authority.
16. All the files and the reports are tip confidential in the office of the internal complaint committee and the key are kept in the custody of the presiding officer ICC

  
I.Q.A.C. Co-ordinator  
Vinayak Vidnyan Mahavidyalaya  
Nandgaon Kh.



  
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## Mechanism of Anti Ragging Committee

### Anti-ragging Cell

Anti-Ragging Cell should be one of the important parts of Educational Institution's mechanism. As per the guidelines of UGC under the Act of 1956, which is modified as UGC regulations on curbing the menace of Ragging in higher Educational Institutions 2009 establishment of Anti-Ragging Cell is very compulsory.

Any student found indulging in any form of ragging or harassment to fellow boarders is liable for expulsion from the College. In this regard the guardian will have to sign an undertaking at the time of admission/renewal as per the recent verdict of the Honorable Supreme Court of India. Any boarder found guilty of violating any of the hostel rules will be expelled from the hostel and it will invoke expulsion from the college.

#### • Objectives of Anti Ragging Committee

Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus. The main objectives of this cell are as follows:

- To aware the students of dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

#### • Punishment to those found guilty

1. Cancellation of admission
2. Suspension from attending classes and academic privileges
3. Withholding /withdrawing scholarship /free studentship and other benefits
4. Debarring from appearing examinations or tests
5. Withholding results
6. Expulsion from the Institution and consequently debarring from admission to other Institution
7. Rustication from the institution for period ranging from 1 to 2 years
8. Fine ranging between Rs. 20,000/- to Rs. 75,000/-

9. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the authority will resort to collective punishment

*Punishment against ragging:*

As per notification dated 25.03.2009 of AICTE (Prevention and prohibition of Ragging in Technical Institutes, Universities imparting Technical Education Regulation, 2009), the punishment of raggers shall be one or any combination of the above.



Coordinator  
Anti-ragging Cell  
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Nandgaon (Kh.), Dist. Amravati



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## Mechanism of Students Grievance and Redressal Cell

### About Grievance Cell

- The cell emerges in the year 2013 as stated by the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013).
- The function of the cell is to look into the complaints raised by any stake holders like student, faculty, and resolve the complaints in accordance with the rules and regulations of the College.
- The Problems students faced in academic and in administrative and at the same time problems faced by staff was combat by the **Grievance Cell**
- The cell took eye on the matters of harassment in college premises.
- The suggestions of staff & Students on matters related to their welfare, academics and entertainment are always taken in consideration by cell.
- Anyone with a genuine grievance may approach the department members in person. In case the person is unwilling to appear in self, grievances may be dropped in writing either with the Grievance Cell members or they can emailed on the cell email id i.e. [vvm.grievancecell@gmail.com](mailto:vvm.grievancecell@gmail.com)

### OBJECTIVES

The objective of the Grievance Cell is to develop an approachable and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. The Cell has been constituted for the redressal of the problems reported by the Staff & Students of the College with the following objectives:

- ✓ To instigate the Staff & Students to express their grievances / problems without any fear of being victimized.

- ✓ To sway the staff & students to share their Suggestions and express and ask help for any issues or complaints on the email id i.e.  
[vvm.grievancecell@gmail.com](mailto:vvm.grievancecell@gmail.com)
- ✓ To create an atmosphere where students of the College to maintain dignity of one another
- ✓ Advising all staffs to be affectionate to the Students and not behave in a resentful manner.
- ✓ To create a pool between students, teachers & administration to redress the grievances.
- ✓ To guide ways and means to the staff & students in order to redress their problems.
- ✓ It shall be the endeavor of the Grievance Redressal cell to ensure redressal/disposal of every grievance within a period of one months of the receipt of application/grievance complaint.

## Policy

- The College has a Students Internal Grievance Committee.
- The Grievance Committee is to hear, investigate, and resolve a student complaint, grievance, or conflict.
- To look into the complaints lodged by any student, and judge its merit. The Internal Grievance Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person.
- To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately

- The grievance procedure is to encourage consistency, transparency and fairness in the handling of workplace problems or complaints.

## Internal Grievance Committee

According to the rules and regulations addressed by the UGC for student or other stake holders, "Internal Grievance Committee" of Vinayak Vidnyan Mahavidyalaya has been constituted with following Staff to enquire the nature and extent of grievance.

- ❖ Dr Alka Bhise – Chairperson
- ❖ Dr Pratibha Mahalle – Co-Ordinator
- ❖ Mr Subodh Bansod – Member
- ❖ Dr Yogesh Gawali - Member



*Pratibha Mahalle*  
Coordinator  
Internal Grievance Cell

*Shruti*  
I.Q.A.C. Co-ordinator  
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## Complaint Form

Complaint Category: -Grievance  Harassment  Ragging   
(Tick on preferred category)

1. Victim Name: .....

2. Address: .....

.....

..... Pin No. ....

3. Mobile No. ....

4. E-mail ID. ....

5. College Name: .....

6. Class: .....

7. Semester: .....

8. Event Date: .....

9. Ragging Details: .....

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10. Any Evidence (Photo, Voice recording, Video, Eyewitness name): .....

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All the information given above is correct and accurate, if it is found inappropriate/falls/wrong as applicant I will be responsible and punishable under act.

Date:  
Place

Applicant Signature

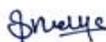
**Vinayak Vidnyan Mahavidyalaya, Nandgaon (Kh)**

**Anti-Ragging Cell**

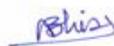
**Online Complaint Form**

For Complaint Click here

<https://forms.gle/5iZ6gvb6KC4ap8io8>

  
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