



Dakshin Maharashtra Shikshan Mandal's
BHAURAO KAKATKAR COLLEGE, BELGAUM
[B.A., B.Com, B.Sc., M.Com, M.Sc-Chemistry]
Re- Accredited by NAAC 'A' Grade with CGPA 3.11
Jyoti Compound, Club Road, Camp, Belgaum- 590001

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Policy Document On Grievance Redressal Mechanism

Introduction:

In order to redress individual as well as collective grievances; general in nature, and also related to ragging and sexual harassment of the students and the staff of the college, Grievance Redressal mechanism has been devised by the institution. Staff refers to all academic and non- academic staff members.

As per the rules and regulations addressed by the UGC/AICTE/SGBAU, for students or other stake holders in an academic institution. College Grievance Redressal Committee has been constituted with the following details and the representations of the stakeholders in different capacities to enquire the nature and extent of the grievances.

What is a Grievance?

A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the college that a student or staff thinks, or even feels, is unfair, unjust or inequitable. Any grievance/complaint relating to sexual harassment and ragging will be covered by different committees mentioned above form for the purpose under a separate mechanism for addressing such matters.

Objectives:

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the causes of the grievances.
- To ensure effectual solution depending upon the gravity of the grievance.

The committee has three layers working separately to address the specific issues. The three segments of the committee are-

1. Grievance Redressal Committee.
2. Prevention to Sexual Harassment Committee.
3. Anti-Ragging Committee

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Awareness Policy:

The institution has devised its fix policy to undertake various measures to create awareness to avoid the cases of grievances in regards to sexual harassment, ragging and general grievances of the students and the staff. The awareness among the students and the staff has been created through-

- Prospectus
- Undertaking of students and parents at the time of admission
- Institutional website
- On campus display of rules, regulations and punishment

Mechanism of Governance:

These three committees shall work under the control and guidance of the Principal to redress the grievances. Grievances of serious nature if any can only be forwarded to the highest authority viz. College Development Committee or the Governing Body. Issues common in nature can be sorted out then and there only at the committee level.

The grievances shall be collected through boxes placed at various places in the campus, in person: oral or written and cases detected during the vigilance of the Discipline Committee. The Committee shall meet at least twice in an academic year but in emergency, it can meet any number of times. The committees are required to maintain the record sincerely in the form of notice, agenda, minutes and action taken, etc.

Note: While this platform allows to voice the concerns in an open manner it is imperative that the complainant exercises due diligence and care in deciding what he/she would qualify as a grievance that is serious enough to deserve the attention of this committee comprising of senior faculty of the institution.

List of Grievances Addressed

- ✓ Change of subject
- ✓ Delay in Migration Certificates
- ✓ Non-availability of fans
- ✓ Proper Drinking water facility
- ✓ Sanitary conditions of the washrooms.
- ✓ Parking Conditions for Students
- ✓ Damaged Benches
- ✓ Non-Visibility of Whiteboards
- ✓ Non-availability of sufficient dustbins

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Committees to redress the Grievances:

1. Grievance Redressal Committee

There shall be a grievance redressal committee at the institutional level to redress the grievances of students and the staff occurred in the institution during the general functioning. The Committee shall meet at least once in a year or as and when required. The Principal shall be the Chairperson of the committee and a senior faculty member shall facilitate it as its Convener. The Chairperson shall nominate faculty members as the members of it.

Committee Members:

- | | |
|----------------------------|----------|
| 1. Dr. S. N. Patil | Chairman |
| 2. Smt. N. P. Patil | Member |
| 3. Dr. A. S. Chingali | Member |
| 4. Shri. A. G. Kalkhambkar | Member |

2. Prevention to Sexual Harassment Committee:

There shall be a sexual harassment committee at the institutional level to prevent the sexual harassment of the students and the staff in the institution during the general functioning. The committee shall meet at least twice in a year or as and when required. The principle shall be the Chairperson of the committee and faculty wise representation shall be given to the staff. Besides, a senior faculty member shall facilitate it as its convener.

Committee Members:

- | | |
|--------------------------|----------|
| 1. Dr. S. N. Patil | Chairman |
| 2. Smt. A. S. Patil | Member |
| 3. Smt. N. P. Patil | Member |
| 4. Dr. S. M. Salunke | Member |
| 5. Shri. R. B. Hujaratti | Member |
| 6. Shri. S. K. Patil | Member |

3. Anti-Ragging Committee

There shall be an Anti-Ragging committee at the institutional level to observe and regulate the ragging cases of the students occurred in the institution during the general functioning. The Committee shall meet at least once in a year or as and when required. The Principal shall be the Chairperson of the committee and a senior faculty member shall facilitate it as its Convener. The Chairperson shall nominate faculty wise members as the members of it to regulate the affair.

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Committee Members:

1. Dr. S. N. Patil Chairman
2. Smt. A. S. Patil Member
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4. Dr. S. M. Salunke Member
5. Shri. R. B. Hujaratti Member
6. Shri. S. K. Patil Member

UGC Regulation of sexual Harassment Act:

https://www.ugc.gov.in/pdfnews/7203627_UGC_regulations-harassment.pdf

UGC Regulation of College Grievance redressal Committee:

https://www.ugc.gov.in/pdfnews/4675881_Regulation.pdf

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**Policy Document
On
Prevention to Sexual Harassment**

Introduction

The college is dedicated to provide equal opportunities and to create an environment in which all the staff, students and those for whom the college has a special responsibility (for example visiting academics and students – henceforth referred to as “visitors”) are treated with dignity and respect and in which they can study and work free from any kind of discrimination, harassment, or victimization. All the members of college are responsible for safeguarding this policy and should act in compliance with the policy guidance in the course of their daily work or study, assuring and cultivating an environment in which the dignity of other staff, students, and visitors is esteemed. Offensive behavior will not be tolerated. Harassment in any form is a serious offence which is punishable under the College’s disciplinary procedures.

This Policy, and the Code of Conduct which accompanies it, apply to the academic and office staff of the College, undergraduate and graduate students, and all others for whom the College is responsible. References to ‘academic staff’ include Principal / Teacher-in-Charge, Full time and Part time teachers and Guest lecturers, who teach the students of the College.

The College is committed to making all staff and students aware of this policy and the associated guidance and must aspire to provide effective guidance and briefing on it. The College takes measures to ensure that both the policy and guidance are fully understood and implemented. The policy and guidance will be brought to the attention of all staff and students and are available on the College web-site.

Management of the College and all occupying positions of responsibility or seniority, including students who fall into these categories, have specific responsibilities. These include setting a good personal example, making it clear that harassment will not be tolerated, being familiar with, explaining, and offering guidance on this policy and the consequences of breaching it,

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investigating reports of harassment, taking corrective action if needed, and ensuring that victimization does not occur as a result of a complaint.

Definition of Harassment

Harassment is unwanted conduct on the grounds of sex, marital status, gender reassignment, race, disability, religion/belief, sexual orientation or age that violates a person's dignity or creates an threatening, hostile, degrading, embarrassing or offensive environment.

Harassment on grounds of sex, race, religion, disability, sexual orientation or age may amount to illegal discrimination. Harassment may also breach other legislation and may in some circumstances be a criminal offence. Harassment may occur through the use of internet, email, or telephone.

The other person's motives are not the main factor in determining if behavior amounts to harassment. Just because certain behavior may be acceptable to the alleged harasser or another person does not mean it is not harassment. Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for harassment, and may be regarded as an aggravating feature. Bullying may be characterized by offensive, intimidating, malicious or insulting behavior, or misuse of power through means intended to demoralize, humiliate, degrade or injure the recipient. It includes any behavior which makes someone else feel threatened, frightened, humiliated or taken undue advantage of. Some common forms of verbal abuse include verbal abuse; taunting; setting impossible deadlines or objectives; withholding key information or providing false information.

The college will prevent any kind of victimization that may issue from making a complaint or in assisting a complainant in an investigation. Victimization occurs specifically when a person is treated less favorably because he/she has asserted his/her rights under this guidance, either in making a complaint or in assisting a complainant in an investigation. The College will protect any member of staff, student, or visitor from victimization for reporting a grievance.

Sexual harassment has been characterized as a predominantly degrading and unacceptable form of treatment, and is unacceptable to the College, as well as illegal, such that a victim may bring legal proceedings. If the conduct amounts to assault it may also comprise a criminal offence. All those to whom this Policy and the accompanying Code of Practice apply are under a duty not to engage in sexual harassment. Complaints that sexual harassment has occurred between persons to whom this Policy and the accompanying Code of conduct apply will be taken seriously by the College, and wherever inappropriate may result in disciplinary proceedings. The College will monitor the

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incidence of sexual harassment in the College, and the resolution of complaints by the appointed Advisors.

Harassment may not be directed at them specifically, but that they have witnessed it and which violated their dignity. It may include unwelcome behavior of a sexual nature which the recipient finds intimidating, hostile or offensive, ranging from unwelcome sexual advances, unpleasant or derogatory remarks, to the display of offensive material of an explicitly sexual nature. Such conduct may be physical, verbal or nonverbal. An aggravating feature of some cases of sexual harassment may be the abuse of a position of authority or trust. The College policy dictates that the provisions of the Sex Discrimination Act and the Equality Act cover homosexual as well as heterosexual harassment.

Reasonable and proper management instructions will be administered in a fair and proper way, or reasonable and proper review of a member of staff's or a student's work and/or performance will not constitute harassment. Behavior will not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.

In brief, examples of behavior that may constitute harassment are:

- ✓ Verbal or physical threats;
- ✓ Insulting, abusive, embarrassing or patronizing behavior or comments;
- ✓ Offensive gestures, language, rumors, gossip or jokes;
- ✓ Humiliating, intimidating, demeaning and/or persistent criticism;
- ✓ Open hostility;
- ✓ Suggestive comments or body language;
- ✓ Isolation or exclusion from normal work or study place,
- ✓ Publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials;
- ✓ Unwanted physical contact, ranging from an invasion of space to a serious assault (The above list is not intended to be exhaustive.)

Mechanism:

Format of Complaints

Written complaints take the form of a letter or memorandum describing the conduct on which the complaint is based. It will include:

- ✓ the date(s) and place(s) on which the offensive conduct occurred,
- ✓ the names of any witnesses, and the name of the respondent
- ✓ any efforts to resolve the complaint and the results of these efforts

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✓ if appropriate, the specific outcome the complainant seeks.

Committee Members:

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2. Smt. A. S. Patil Member
3. Smt. N. P. Patil Member
4. Dr. S. M. Salunke Member
5. Shri. R. B. Hujaratti Member
6. Shri. S. K. Patil Member

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Policy Document On Anti Ragging Cell

Introduction

The College Has Constituted the Anti Ragging Committee in the year 2023-24. The following instructions are framed to prevent the menace of ragging and foster healthy interpersonal relations among students in the campus. Ragging is strictly forbidden in the college campus. All students shall familiarize themselves with rules/regulations/guidelines on code of conduct, anti-ragging measures and discipline College. All 'new comers' should attend counseling sessions organized for them from time to time by the college staff.

Objectives

- ✓ 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.

Functions of Committee

1. To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
2. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
3. Conduct workshops against ragging menace and orient the students;
4. To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
5. To create awareness among the students about Anti ragging.
6. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.

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Ragging Reporting Procedure:

(a) If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, such person (who may have assisted the complainants or those, who have otherwise observed / known about "ragging") shall have option to file a complaint with the Chairperson. This may be done in writing or orally. Written complaint is preferable.

(b) The member/s of the committee will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.

(c) All formal/Informal complaints of "ragging" may be made to the members within the constituent unit or directly to Chairperson as stated above.

Enquiry Committee:

The committee will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances. The investigations should start maximum within two (2) working days of reporting the incident and reports finalized by the the committee pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the competent authority maximum within a period of one (1) week. In exceptional circumstances, the Chairperson may grant extension to the time limit under information to the complainant and the accused.

Committee:

An Anti – Ragging Committee should be constituted at Institute level to monitor the various aspects related to menace of ragging. The committee may have '**The Principal**' as chairperson and may also comprise of **Senior Faculty Members and all hostel wardens** as other members in order to carry out the compliance of this policy across the whole institute along with the manner in which the same are dealt with.

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| 1. Dr. S. N. Patil | Chaiman |
| 2. Smt. A. S. Patil | Member |
| 3. Smt. N. P. Patil | Member |
| 4. Dr. S. M. Salunke | Member |
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