

ASUTOSH COLLEGE
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POLICY DOCUMENT OF THE ANTI-RAGGING COMMITTEE

INTRODUCTION TO ANTI-RAGGING COMMITTEE: A Ragging-free environment in the college premises is required for the holistic development of a student. The Anti-Ragging Committee is the supervisory and Advisory Committee for preserving social values by inculcating a culture of Ragging-free environment and is one of the important parts of an educational institution's mechanism.

As per the guidelines of the UGC under the Act of 1956, modified as UGC regulations on curbing the menace of Ragging in higher Educational Institutions, 2009, establishment of Anti-Ragging Cell is mandatory for all colleges and Universities. These regulations apply to all the universities established or incorporated by or under a Central Act , a Provincial Act or a State Act, 1956 ,to all institutions deemed to be university under Section 3 of the UGC Act , 1956, to all other higher educational institutions , including the departments, constituents units and all the premises (academic, residential, sports, canteen, etc.) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

To Prohibit, Prevent and Eliminate Ragging in the college campus, Asutosh College has constituted an Anti- Ragging Committee.

- (i) Constituents of the Committee: It is headed by the Principal of Asutosh College and comprises representatives of faculty, non-teaching staff, students belonging to the freshers' category and senior, for monitoring anti-ragging activities in the institution and taking appropriate measures regarding any action having elements of ragging.
- (ii) Anti Ragging Squad: It is a smaller body formed with the members of the Anti Ragging Committee to monitor and investigate incidents of ragging.

The Committee has formulated Anti-Ragging Policy of the college in consonance with the directions of the Hon'ble Supreme Court and in consideration of the rules framed by the Central Government and the UGC Rules 2016 on Anti-Ragging in Higher Educational Institutions/Universities. Our college is fully committed to complying with the UGC regulations. This regulation shall apply to all students, employees (irrespective of their tenure, position, designation, or gender), and visitors (in whatever capacity) of the institution in all its workplaces.

OBJECTIVES OF THE ANTI-RAGGING COMMITTEE:

- (i) Formulation of Anti-Ragging Policy and constitution of Anti-Ragging Committee are important in order to root out ragging in all its forms from the college through prohibiting it by law, preventing its occurrence by following the provisions of the UGC regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.
- (ii) Ragging in any form is a reprehensible act and is of no good to anyone. The Anti-Ragging Committee of Asutosh College is dedicated to creating and maintaining a ragging-free environment with a zero-tolerance policy towards any such behaviour.
- (iii) Every act of ragging, major or minor, is beyond the limits of decency, morality and humanity and no such act will go unnoticed in compliance with Zero Tolerance Policy and nobody, male or female, student or non-student shall be exempted from punishment, if found guilty.

ELEMENTS OF RAGGING:

Ragging is

- (i) Any disorderly conduct whether by words, spoken or written, or by an act having the effect of teasing, treating a fresher or a junior student with rudeness;
- (ii) Anyone indulging in activities that may cause annoyance or psychological harm, or raise fear amongst freshers or any other student(s);
- (iii) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (iv) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by other students;
- (v) Any act that generates a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student or any student;
- (vi) Any act that affects the mental health and self-confidence of a fresher or any other student with or without intent to derive a sadistic pleasure or to show off power, authority or superiority over juniors or freshers.

PUNISHABLE INGREDIENTS OF RAGGING ACCORDING TO UGC REGULATIONS, 2009:

- (i) Abetment to ragging;
- (ii) Criminal conspiracy to rag;
- (iii) Unlawful assembly and rioting while ragging;
- (iv) Public nuisance created during ragging;
- (v) Violation of decency and morals through ragging;
- (vi) Injury to body, causing hurt or grievous hurt;
- (vii) Wrongful restraint;
- (viii) Wrongful confinement;
- (ix) Use of criminal force;
- (x) Assault as well as sexual offences or unnatural offences;

- (xi) Extortion;
- (xii) Criminal trespass;
- (xiii) Offences against property;
- (xiv) Criminal intimidation;
- (xv) Attempts to commit any or all of the above-mentioned offences against the victim(s);
- (xvi) Threat to commit any or all of the above-mentioned offences against the victim(s);
- (xvii) Physical or psychological humiliation;
- (xviii) All other offences following from the definition of “Ragging”.

DUTIES OF RAGGING GRIEVANT:

- (i) A written complaint to be submitted to the Anti–Ragging Cell,
- (ii) The complaint should have the identity of the complainant and the identity of the alleged perpetrator/s;
- (iii) The written complaint should bear the ragging instance complete with date, time and place of happening;
- (iv) The complainant should submit the complaint in person to any of the Anti Ragging Committee (ARC) members;
- (v) The confidentiality of the complainant and any other applicable issues shall be maintained Anti-Ragging Committee.

REDRESSAL OF RAGGING CASES: In instances of any reported case of ragging

- (i) The Anti-Ragging Committee (ARC) members shall note down the complaints and arrange for security of the victim or the complainant;
- (ii) The complaint shall be documented in an official file of the committee;
- (iii) A meeting shall be held in consultation with the members of Anti Ragging committee to resolve the issue and to decide upon the course of action;
- (iv) The actions against the alleged if found guilty shall be recommended by the Anti-Ragging Committee (ARC) to the Head of the institution.

PROCEDURE FOR FILING A COMPLAINT WITH ARC

Anti-Ragging complaints may be hand-written or typed and sent to the Head of the Institution. It may also be sent in the online mode. By logging in with college login ID details, selecting the grievance option, and choosing from the drop-down options, one can register the complaint in the online mode.

- The nature of the complaint, as well as dates and locations should be fully specified.
- As per the stipulation of the Act it must be noted that the complaint is to be registered within a period of three months from the date of the incident and in case of a series of incidents, within a period of three months from the date of the last incident.

ADMINISTRATIVE ACTIONS IN THE EVENT OF RAGGING:

- (a) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - (i) Suspension from attending classes
 - (ii) Withdrawing scholarship and other benefits
 - (iii) Debarred from appearing in any examination
 - (iv) Debarred from representing the University in any regional, national or international meet, tournament, youth festival, etc.
 - (v) Cancellation of admission
 - (vi) Expulsion from the college
- (b) An appeal against the order of punishment by the Anti Ragging Committee shall lie with the Governing Body of the college.

FUTURE SCOPE FOR CREATING RAGGING FREE ENVIRONMENT:

The Committee under the leadership of the Principal is thinking of initiating the following steps within the college campus to combat ragging:

- (i) The College administration, on arrival of the new students at the beginning of a semester may organize joint orientation programme for freshers and senior students to be addressed by the Principal and the Anti-Ragging Committee;
- (ii) Joint sensitization programme and counseling of both freshers and senior students can be conducted by a professional counselor;
- (iii) The College on a large scale can organise cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members;
- (iv) The College may set up appropriate committees, including the course –in-charge, student advisor and some senior students as it's members , to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students;
- (v) Freshers or any other students , whether being victims , or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.



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POLICY DOCUMENT OF GRIEVANCE REDRESSAL CELL

Asutosh College strives to create a safe and inclusive space for students. The Grievance Redressal Cell of the college has been instituted with this larger objective in view, as per the guidelines of the UGC. The Cell aims to create a harmonious and congenial atmosphere within the college premises where every student would feel free to voice his/her/their concerns/grievances. Constituted first in 2012, as per the directive of the UGC, the Cell is now helmed by four conveners with sixteen members from across various departments whose sole objective is speedy and effective settlement of the received complaints as also fostering friendly relations between the various stakeholders associated with the college.

Grievances, as per UGC guidelines, pertain to the following issues:

- Admission contrary to the declared admission policy of the institution, namely, irregularity in the admission process, denying admission even after fulfilling the criteria as per the admission policy of the institution
- Non-publication of prospectus either in online or offline mode
- Withholding or refusing to issue certificates of degree, diploma or any other award with a view to compel the student to pay fees in course/s which the student does not wish to enroll
- Demanding money excess to the stipulated fee
- Breach in reservation policy as stipulated by the government
- Non-payment or delay in payment of scholarships
- Non-transparent or unfair evaluation process
- Delay in conduct of examination or publication of results
- Refund of fees in case the student withdraws admission from the concerned institution within the stipulated time as mentioned in the prospectus/website

The college administration is committed to ensure a safe environment and the Cell is a platform for the same.

OBJECTIVES:

- To identify and address grievances received from students
- To devise an effective mechanism to resolve the grievances of the students
- To monitor if the students get an immediate and effective solution and they are satisfied with the same
- To maintain a congenial teaching-learning atmosphere in the College among staff and students

REDRESSAL MECHANISM:

In consonance with the regulations of the UGC, the Cell adopts the following measures for fulfilling its objectives:

- The webpage of the Cell clearly outlines the objectives and purpose of the Cell along with the names of the conveners and members
- Class campaigns by the faculties as to the working of the Cell
- Monthly meetings of the Cell are held and the resolutions recorded in the dedicated minute book of the Cell and signed by all the members present.
- Regular interactions between the faculties and the students to assure the students that they are free to voice their grievances and their anonymity, if so desired, would be maintained.
- A complaint drop-box has been placed at the ground floor of the main building at a prominent place with proper label. The box is kept under lock and key. Sri Milan Roy and Sri Abhijeet Banerjee, two senior non-teaching staff, have been entrusted with the duty of checking the box on a daily basis. Simultaneously, an online mechanism has been devised where with the click of the mouse, students can register their grievances. Complaints can also be registered through email of the Cell. In case of online submission, an auto-generated reply informs the students that their complaints have been received and they would be notified of the decision of the Cell in due course. Two members of the Cell along with the members of the IT Cell of the college, have been entrusted with the responsibility of checking emails on a daily basis. Printout of the emails as also written complaints are filed and maintained
- On the receipt of a complaint (whether online or offline), the matter is immediately taken up by the conveners and an emergency meeting of the Cell is convened to discuss the matter. The merit of every individual case is discussed and if there is merit it is then reported to the higher authorities and after discussions and deliberations, usually the complainant and the accused are summoned to the Principal's office and each party is given the opportunity to present his/her/their case. Based on the merit of the case, after deliberations, a settlement is reached at that would be acceptable to both parties so that the case is closed without any animosity. The decision of the highest authority of the College is deemed to be final, though if not satisfied the concerned parties can appeal for reconsideration of the decision. In every case, priority is given to students' interest and the sole concern of the arbiters is that the students are in no way adversely affected

- In cases, which the Cell after deliberations, found having no merit, the same is communicated to the aggrieved party
- The Cell keeps a special eye on complaints with regard to the refund of admission fees after a candidate leaves the institution and applies for refund. The procedure for refund application is prominently displayed in the college website. The entire process is an online one.
- The Cell works in tandem with the Anti-Ragging Committee and Internal Complaints Committee to redress grievances of the students

The Cell, thus, tries to ensure a healthy atmosphere where overall discipline in the college can be strictly enforced.



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POLICY DOCUMENT OF INTERNAL COMPLAINTS COMMITTEE

Sexual harassment violates two basic rights guaranteed by the Indian Constitution: the right of a woman to gender equality under Article 14 and the right of a woman to life and dignity under Article 21. In 1997, the Supreme Court issued explicit standards for dealing with sexual harassment. The responsibility of universities and colleges in the present educational scenario is to treat women students and all youth regardless of gender as citizens who have the right to safety and also to assist them physically, emotionally, and intellectually to avail their rights. These legally obligatory and must-enforced principles include a definition of sexual harassment at work, prevention of such harassment, disciplinary action against the erring employee, and the employer's obligation to provide a harassment-free workplace.

The National Policy for Empowerment of Women (2001), Government of India placed a strong emphasis on ending all types of violence and discrimination against women in both public and private settings. To avoid such violence, including sexual harassment in the workplace and institutions, support systems must be developed and reinforced.

In view of recommendations of the University Grants Commission (UGC), Asutosh College, has constituted an Internal Complaints Committee as per Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Our college is fully committed to complying with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations of 2015. The committee is dedicated to creating and maintaining a safe environment that is free from gender-based discrimination and sexual harassment, with a zero-tolerance policy towards any such behavior. The college will ensure timely and adequate compliance with the UGC regulations in this regard. This regulation shall apply to all students, employees (irrespective of their tenure, position, designation, or gender), and visitors (in whatever capacity) of the Institution in all its workplaces.

Harassment is considered as unwanted behavior that violates a person's dignity or fosters an environment that is threatening, hostile, demeaning, humiliating, or insulting on the basis of sex, marital status, gender reassignment, race, disability, religion or belief, sexual orientation, or age. This may lead to unlawful discrimination.

OBJECTIVES

The Vision and mission of this Committee is that all students, teachers and non-teaching staff get a workplace free from gender discrimination and sexual harassment and therefore their duty is

- To receive any grievance/complaint from students/staff regarding sexual harassment.

- To investigate the case based on the above-mentioned complaints relating to sexual harassment.
- To conduct a systematic inquiry on receiving any complaints from aggrieved students/staff and submit a detailed report to the undersigned for suitable action.
- To ensure confidentiality in the proceedings as well as in keeping records.

WORKING MECHANISM OF THE INTERNAL COMPLAINT COMMITTEE

- To establish and maintain a workplace free of gender discrimination and sexual harassment for its students, instructors, other employees, and anyone else who comes into contact with the Institute.
- The Institute firmly condemns any sexually harassing behaviour and will take all disciplinary and legal actions if required to guarantee compliance. It is always dedicated to maintaining a zero-tolerance policy towards sexual harassment.
- Regular meetings are conducted to find out whether any case related to sexual harassment is reported.
- The ICC attempts to raise awareness among all institution stakeholders about what constitutes sexual harassment, including hostile environments.
- The Internal Complaint Committee intends to hold awareness programmes at regular intervals.
- The ICC follows the procedure outlined in the UGC Regulations 2015 and the Sexual Harassment Act in order to investigate the complaint in a timely way.
- The Committee will investigate occurrences of sexual harassment that they see or become aware of through verbal and written reports.
- Dealing with any reported incidences of sexual harassment on campus quickly, effectively, fairly and impartially, in line with the terms of the POSH Act.
- In case of addressing any kind of complaint -
 - A. All proceedings must be recorded. All testimony and inquiries posed to witnesses, in particular, must be documented verbatim to the greatest extent feasible.
 - B. The committee takes necessary precautions to guarantee that confidentiality requirements are properly followed.
 - C. The ICC shall guarantee that the dignity and autonomy of all persons involved are protected at all times during the proceedings.
- Take appropriate actions to protect the complainant from future victimization

PROCEDURE FOR FILING A COMPLAINT WITH ICC

Sexual Harassment complaints may be hand-written or typed on paper and sent to the Head of the Institution. It may also be sent in the online mode. By logging in with college login ID details, selecting the grievance option, and choosing from the drop-down options, one can register the complaint in the online mode.

- The nature of the complaint, as well as dates and locations should be fully specified.

- As per the stipulation of the Act it must be noted that the complaint is to be registered within a period of three months from the date of the incident and in case of a series of incidents, within a period of three months from the date of the last incident.

IMPORTANT POINTS RELATED TO SEXUAL HARASSMENT:

- Know your rights: Sexual harassment is illegal; both the law of the land and the University prohibit sexual harassment. Speak up, if you can and tell the person to stop. State clearly and firmly that you want a particular behavior to cease.
- Do not blame yourself: Sexual harassment is not something one brings upon oneself. It is not a consequence of certain ways of dressing or acting. It is a violation of an individual's right to work and live with dignity.
- Do not ignore it: Ignoring sexual harassment does not make it go away. The harasser may misinterpret the lack of response as approval of such behavior.
- Do not delay: Delay in action increases the probability that unwanted behavior will continue or escalate.

In summary, examples of behaviour that may constitute harassment are:

- Verbal or physical threats.
- Insulting, abusive, embarrassing or patronizing behaviour 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
- Displaying sexist or other offensive pictures, posters, MMS, SMS, WhatsApp, or e-mails.
- Intimidation, threats, blackmail around sexual favours.
- Threats, intimidation, or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
- Unwelcome social invitations, with sexual overtones, are commonly understood as flirting.
- Unwelcome sexual advances may or may not be accompanied by promises or threats, explicit or implicit.
- Physical contact such as touching or pinching.
- Caressing, kissing, or fondling someone against her will (could be considered assault).
- Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
- Persistently asking someone out, despite being turned down.
- Stalking an individual.
- Abuse of authority or power to threaten a person's job or undermine the performance against sexual favours.
- Falsely accusing and undermining a person behind closed doors for sexual favours.

- Controlling a person's reputation by rumour-mongering about her private life. Some examples of behaviour that may indicate underlying workplace sexual harassment and merit inquiry:
- Criticizing, insulting, blaming, reprimanding, or condemning an employee in public
- Insults or humiliations, repeated attempts to exclude or isolate a person

Exclusions:

The ICC shall not entertain the following issues:

1. Decisions of the Academic Council/Board of Studies and other academic/administrative committees constituted by the college.
2. Decisions with regard to award of scholarships/fee concessions/awards/medals.
3. Decisions made by the college under the Discipline Rules and Misconduct.
4. Decisions of the college in admissions of courses.
5. Decisions of the competent authority on assessment and examination results.



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