

5.1.5 - (2020-21)



Dnyanvardhini Trust's

Sonubhau Baswant College of Arts & Commerce, Shahapur

Naginbhai Vasa Marg, Savroli Road, Shahapur, Dist. Thane (Maharashtra) 421 601

(Affiliated to the University of Mumbai)

ISO 9001:2015 Certified

Re-Accredited With 'B+' Grade By NAAC

www.sbcshahapur.ac.in

Ph. 02527 - 272102

Fax No. 02527 - 273914

E-mail: sbcollege123@yahoo.com

Ref. No.

Date 13/04/2021

Students' Grievance Redressal Cell

The institution provides mechanism to the students for redressal of their grievances with regard to their complaints on academic matters. **Sonubhau Baswant College of Arts and Commerce, Shahapur** has a Students' Grievance Redressal Cell to redress the grievance of its stakeholders. The students approach the cell to voice their grievances regarding academic matters, health services, and library and other services. A student can send her grievance to the Principal over college email or put the note in the Grievance box in at Administrative Block. The cell redresses the grievances by sorting out the problems promptly and judiciously.

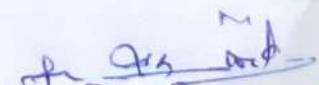
Objective:

The objective of the Students' Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Students' Grievance Cell should be constituted for the redressal of the problems reported by the students of the college with the following objectives:

- 1) Upholding the dignity of the college by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- 2) Encouraging the students to express their grievances / problems freely and frankly, without any fear of being victimized.
- 3) Suggestion / complaint Box is installed in front of the Administrative Block in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- 4) Advising students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

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- 5) Advising All the Students to refrain from inciting Students against other students, teachers and College administration
- 6) Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

Scope:

The Students' Grievance Cell will deal with grievances received in writing from the students about any of the following matters:-

Academic Matters:

Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

Financial Matters:

Related to dues and payments for various items from library etc.

Other Matters:

Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

Functions of Students' Grievance Cell:

The cases will be attended promptly on receipt of written grievances from the students

The Students' Grievance Cell formally will review all cases and will act accordingly as per the Management policy.

The Cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

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Procedure for lodging complaint:

The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents. The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell. It comprises of the following members:

Body of Students' Grievance Redressal Cell

Sr. No.	Name of the Teacher	Designation
1.	Dr. V. H. Fulzele	Principal
2.	Prof. R. S. Shanwar	Co-ordinator
3.	Dr. A. K. Singh	Member
4.	Prof. Leena Karan	Member
5.	Bite Lalaso Vitthal (M.A.)	Member (Students' Representative)
6.	Sonali Vilas Madake (SYBA)	Member (Students' Representative)

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Mechanism available for Students' Grievance Redressal

The institution provides mechanism to the students for redressal of their grievances with regard to their complaints on academic and non-academic matters.

1) An aggrieved student who has any grievances at the Programme level shall make an application first to the Coordinator/ Class Mentor as the case may be.

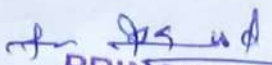
They, after verifying the facts shall try to redress the grievance within a reasonable time, preferably within a week of the receipt of the complaint. If the student is not satisfied with the verdict or solution of the Coordinator/Class Mentor, as the case may be then the same should be placed before the Head of the Institution that is Principal shall, if necessary refer the same to the respective (Constituent) College level committee (Students Grievance Redressal Cell) for redressal.

2) The Constituent college level Committee, in turn, shall verify the facts and try to redress the grievance within a reasonable time, preferably within a week. If the student is not satisfied with the verdict or solution of the constituent college level Committee then the same shall be placed before the University level Committee.

3) The University level Committee would consider the appeal of the student and make appropriate recommendations to the Registrar/Vice Chancellor as the case may be within a reasonable time. On approval, the final decision would be communicated to the student through the concerned Head of the Institute.

4) The University level Committee, if needed, may recommend to the Registrar/Vice Chancellor necessary corrective action as it may deem fit, to ensure avoidance of recurrence of similar grievance at any of the constituent colleges of the University. While dealing with the complaint, the persons at all levels shall observe principles of natural justice.

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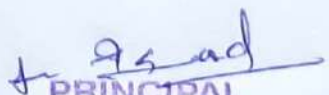
Date 13/04/2021

Body of Students' Grievance Redressal Cell (2020-21)

Our college has formed a Students' Grievance Redressal Cell to solve the students' grievance immediately in a stipulated time. The Students' Grievance Redressal Cell comprises the following members.

Sr. No.	Name of the Teacher	Designation
1.	Dr. V. H. Fulzele	Principal
2.	Prof. R. S. Shanwar	Co-ordinator
3.	Dr. A. K. Singh	Member
4.	Prof. Leena Karan	Member
5.	Bite Lalaso Vitthal (M.A.)	Member (Students' Representative)
6.	Sonali Vilas Madake (SYBA)	Member (Students' Representative)

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TO WHOMSOEVER IT MAY CONCERN

This is to certify that our college has Students Grievances Redressal Committee to solve the students grievances immediately happened in the college premises. The committee members as well as our other staff members constantly make aware to our students about discipline and friendly atmosphere of the college. Our teachers also strictly warn the students in the class regarding the consequences of the quarrel with each other. Students are instructed to complain their grievances immediately to the above committee or the Principal or to any staff member of the college. Even the students are motivated to put their complaints secretly in the complaint box available in the college premises. **So we have no students' grievances complained to the above committee or to the Principal during the years 2020-21.**

Hence, certified.

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Women Development Cell

Mechanism of Sexual Harassment Committee

As per the guidelines of the University of Mumbai the Institution has established **Women Development Cell** from 2003-2004, with the objectives of redressing the grievances of the female students and the female members of staff, of any sort related to women.

The Women's Development Cell functions as Sexual Harassment Committee, if will be arrives any problem; otherwise the Cell organizes various program to enlighten students to avoid sexual harassment issues in their future. However, so far no instances of sexual harassment have been reported.

As per the guidelines given in **Vishakha Judgment** and according to the University of Mumbai as well as the State Govt. directions, **Sonubhau Baswant College of Arts and Commerce, Shahapur** has duly constituted *Women Development Cell*.

We form the Women Development Cell as per 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. We also received the guidelines about the Act from the discussion in workshop, which organized by Women Development Cell of Mumbai University.

Formation of Women Development Cell is as following

Sr. No.	Name	Designation
1	Prof. Jayshree Vishe	Co-ordinator / Chairperson
2	Prof. Dr. S. S. Budhwant	Member
3	Ms. Charushila Kadav-Fadanvis	Member
4	Ms. Madhuri Tarmale	Member (Representative of NGO)
5	Ankita Eknath Vishe (S.Y.B.A.)	Member (Representative of students)
6	Dikshant Anil Tayade (T.Y.B.A.)	Member (Representative of students)

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Functions of the Women Development Cell:

Preventive Measures:

- We organize various programs, which enlighten male and female students to keep not only the campus atmosphere safe and free of sexual harassment but we enhance the journey towards equality through the part of future society who are today's our students.

The Chairperson of the Committee reports to the Principal at the end of each academic year, giving a full account of the activities of the Committee during the year gone by.

Prof. Jayshree Vishe,
Co-ordinator,
(Women Development Cell)

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Body of Women Development Cell (2020 - 21)

The Women Development Cell in our college is formed as per 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. It is as following.

Sr. No.	Name	Designation
1	Prof. Jayshree Vishe	Co-ordinator / Chairperson
2	Prof. Dr. S. S. Budhwant	Member
3	Ms. Charushila Kadav-Fadanvis	Member
4	Ms. Madhuri Tarmale	Member (Representative of NGO)
5	Ankita Eknath Vishe (S.Y.B.A.)	Member (Representative of students)
6	Dikshant Anil Tayade (T.Y.B.A.)	Member (Students' Representative)

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This is to certify that our college has a Women Development Committee to solve the girl students' problems immediately regarding the eve teasing or sexual harassment happened in the college premises. The committee members as well as our other staff members constantly make aware to our students about the strict law against the eve teasing and sexual harassment cases. Our teachers also strictly warn the students in the class regarding consequences of eve teasing or sexual harassment. Students are instructed to complain immediately against such cases to the above committee or Principal or to any staff member of the college. Even the students are motivated to put their complaints secretly in the complaint box available in the college premises. **But we have no case of eve teasing or sexual harassment happened in the college premises during the period 2020-21.**

Hence, certified.

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Mechanism for Redressal of Ragging Cases

In view of the directions of the Hon'ble Supreme Court and UGC Regulations thereof, **Sonubhau Baswant College of Arts and Commerce, Shahapur** has taken the following preventive measures to eliminate the scourge of ragging among our students and to provide them healthy atmosphere, both physical and psychological. The institution provides mechanism to the students for redressal of their ragging cases with regard to their complaints on academic and non-academic matters.

The institution takes the preventative measures for anti-ragging as following.

(1) Constitution of Anti-ragging Committee in the College:

In order to ensure strict compliance and monitoring of Anti Ragging measures as laid down in UGC Regulation, college has nominated the following representatives in Anti-ragging Committee.

Sr. No.	Name of the Teacher	Designation
1.	Dr. V. H. Fulzele	Principal
2.	Prof. Dr. D.D.Kamble	Co-ordinator
3.	Dr. S. G. Sagar	Member
4.	Prof. S. S. Budhwant	Member
5	Pallavi Jagnnath Dongare (M.A. Part - I)	Member (Students' Representative)
6	Jadhav Karan Hari (M.A. Part - I)	Member (Students' Representative)

(2) Affidavit by Student:

In order to ensure the strict compliance and monitoring of anti-ragging measures, the students are made aware about the prohibition of ragging and the

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punishment of ragging. Prescribed, both under penal as well as under the UGC Regulations, college obtains the affidavit from students while seeking admission to the college at every academic year.

(3) Affidavit by Parents:-

In order to achieve the objective and as laid down in the UGC Regulations for curbing the menace of ragging, college has obtained affidavit from parents/guardians of students also, duly signed by the concerned parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these regulations with same effect as laid down in the affidavit by students.

(4) Declaration of intent in the college prospectus:-

In view of drawing the attention of the prospective students for admission with regard to any Law concerning ragging and its consequences college has declared its intent in the prospectus of every academic year. While students registering their admission, they are informed that ragging is totally prohibited in the college / institution, and /or abetting ragging, is liable to be punished -in accordance with these regulations as well as under the provisions of any penal Law for the time being in force.

(5) Meetings by Principal with various functionaries/ agencies:-

For curbing the menace of ragging, the principal of the college has discussed the prohibition of ragging in different meetings of various functionaries/agencies', such as representatives of students, parents/ guardians, faculty to discuss the measures to be taken to prevent ragging in the college/ institution and steps, to be taken to identify those including or abetting ragging and punish them.

(6) Affidavit and other information in hard copyform:-

College has obtained the affidavit of students and parents and other information of students and maintained a proper record of the same and is kept in a hard copy, to be accessed easily when required either by the commission or any of

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the councilor by the college/institution or by the affiliating university or by any other person or organization authorized to do so.

(7) Database for anti-ragging web-portal:

College has uploaded all the information as to anti-ragging committee, Anti-ragging and other related information on the college web-site. But fortunately no case of ragging has found in our college / Institution so far.

(8) Display of names of the members of 'Anti-Ragging Committee':-

The names and contact numbers of Members of the Anti Ragging Committee is displayed at the entry passage which is conspicuous to all students.

(9) Video – show of Anti Ragging Documentary from UGC Website for all the students

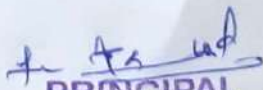
As per the UGC instructions the video on the UGC website is shown to all the students and wide publicity given by each teacher in the class using ICT. Anti-Ragging Committee and the faculty member of the college create awareness amongst the students about anti-raging law. The Notice Board is displayed with notices in the beginning of the Semester every year as per UGC guidelines. No ragging complaint has been noted amongst the students.

Available Mechanism for Ragging Cases in the college:

The Institution has a transparent mechanism for timely redressal of students' ragging cases. The students can submit their ragging cases either directly to the Principal by dropping their ragging cases in the complaint and suggestion boxes placed in all academic blocks of the institution. The students' Anti Ragging Committee then brings the ragging cases to the Principal's office where the these cases are addressed by a committee which includes the Principal, Co-ordinator and the members of Anti Ragging Committee.

Following are the steps to be taken in case anyone is found to commit, participate in abets or instigate ragging within or outside the college campus.

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- 1) The student shall be suspended, expelled or rusticated from the institution and shall also be liable to a fine which may extend to Rs. 10,000.00.
- 2) The punishment may also include cancellation of admission, suspension from attending classes, withholding/withdrawing fellowship/ scholarship and other financial benefits and withholding of results.
- 3) The final decision shall be taken by the anti ragging cell of the College.
- 4) The students as well as their parents, at the time of admission to the Institute, will be required to furnish an undertaking that the students will not indulge in any form of ragging.

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Body of Anti-ragging Committee (2020-21)

Our college has established the Anti-ragging Committee to ensure the strict compliance and monitoring of Anti-ragging measures as laid down in UGC Regulation. The Anti-ragging Committee of our college is as following.

Sr. No.	Name of the Teacher	Designation
1.	Dr. V. H. Fulzele	Principal
2.	Prof. Dr. D.D.Kamble	Co-ordinator
3.	Dr. S. G. Sagar	Member
4.	Prof. S. S. Budhwant	Member
5	Pallavi Jagnnath Dongare (M.A. Part - I)	Member (Students' Representative)
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[Signature]
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This is to certify that our college has Anti-ragging Committee to solve immediately the ragging cases happened in the college premises. The committee members as well as our other staff members constantly make aware to our students about the strict law against the ragging cases. Our teachers also strictly warn the students in the class regarding the consequences of the ragging cases. Students are instructed to complain immediately against such cases to the above committee or Principal or to any staff member of the college. Even the students are motivated to put their complaints secretly in the complaint box available in the college premises. So we have no ragging case happened in the college premises during the period 2020-21.

Hence, certified.

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[Signature]
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UNIVERSITY OF MUMBAI
*** ANNEXURE I ***
AFFIDAVIT BY THE STUDENT

I..... (full name of student with admission /registration/enrolment number) S/o D/o Mr./Mrs./Ms..... having been admitted to Class in **Dnyanvardhini Trust's Sonubhau Baswant College of Arts & Commerce, Shahapur**, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared thisday ofmonth of.....year.

Signature of deponent (Student)
Student's Name: _____
Address _____
Tel./Mob. No. _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the(day).....of.....(month).....(year).....

Signature of deponent (Student)

Solemnly affirmed and signed in my presence on this the....(day).....of.....(month),.....(year).....after reading the contents of this affidavit.

OATH COMMISSIONER
(Head of the Institution)

Certified

Sonubhau Baswant College of
Arts and Commerce,
Shahapur, Dist Thane

UNIVERSITY OF MUMBAI
*** ANNEXURE II ***
AFFIDAVIT BY PARENT / GUARDIAN

I, Mr./Mrs./Ms.....(full name of parent/guardian) father/mother/guardian of (full name of student with admission/ registration/enrolment number....., having been admitted to..... Class in **Dnyanvardhini Trust's Sonubhau Baswant College of Arts & Commerce, Shahapur**, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009; (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared thisday ofmonth of.....year.

Signature of Parent/Guardian

Parent/Guardian Name: _____

Address _____

Tel./Mob. No. _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the(day).....of.....(month).....(year).....

Signature of Parent/Guardian

Solemnly affirmed and signed in my presence on this the....(day).....of.....(month),.....(year).....after reading the contents of this affidavit.

OATH COMMISSIONER
(Head of the Institution)

Certified

for Oath
PRINCIPAL
Sonubhau Baswant College of
Arts and Commerce,
Shahapur, Dist Thane