

Statutory Committees

Policies and Guidelines

Sexual Harassment Prevention Cell

As per the judgments and guidelines pronounced by The Honorable Supreme Court and the directions of the University Grants Commission and the University for the enforcement of basic human rights, dignity, equality, and harassment and abuse-free safe campus and workplace, the college has established the Cell for the Prevention of Harassment Against Women. The cell plays a proactive role in foregrounding gender equality; promoting equal opportunities and in creating harassment, discrimination, and intimidation-free environment. The Cell consists of the Principal (Chairman of the Cell), a Convener, and female faculties as members.

Objectives of the Cell

The main objectives of the Committee are the following

- To examine the issues and complaints raised by the students with respect to the matters of discrimination, harassment, abuse and such other undesirable activities that may tamper the dignity of female students.
- To conduct a conclusive and comprehensive enquiry on the complaints received.
- To recommend correction and punitive methods to the Principal and if found necessary report the incident of harassment or abuse to the Station House Officer (SHO).
- To evolve a mechanism for the prevention and redressal of sexual harassment and other unfair treatments.

Scope of the Cell

The Cell for the Prevention of Harassment Against Women will receive complaints from the female students and staff on any of the following matters, alleged to have taken place inside or outside the campus:

- Undesirable and Unwelcome Advances, Sexual Overtures, Hostile work environments, sexually colored remarks, Unfair Treatments and Quid pro quo harassments from the male counterparts.
- Assault or use of criminal force with intent to disrobe and outrage modesty and decency.
- Voyeurism and Stalking

The procedure of the Cell

The Cell for the Prevention of Harassment Against Women will follow the following procedures:

- Receiving the complaints in writing.
- Conducting discussion in private with the victim.

- Counselling the victim to overcome mental trauma.
- Examine the complaint in detail on the basis of the statement procured from the victim and other available material evidence.
- Recommending the Principal to initiate Punitive and Disciplinary actions against the culprit.

Punishments

Any student found guilty of Harassment or other inappropriate actions or response will be liable to one or all of the following punishments:

- Suspension from the College.
- Dismissal and compulsory Transfer Certificate.
- In the case of staff who are involved in the matter, the Management will take appropriate action as per rules.
- Initiating action as per the concerned rules and regulations


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Internal Complaints Committee

The Internal Complaints Committee (Discipline Committee) has been constituted to look into internal complaints and also for the maintenance of discipline on the College campus.

Aims and Objectives of the committee

The Internal Complaints Committee or the Discipline Committee has been empowered to discharge the following functions:

- Set the tone for maintenance of discipline on the college campus. It is the responsibility of the Discipline committee to set the rules and regulations regarding behavior of the students in the college.
- Devise an appropriate mechanism to ensure a peaceful and harmonious academic atmosphere in the college. Since students are coming from different socio-economic backgrounds, it is necessary to introduce a common framework for the mobility and activities of the students in the campus.
- The committee is authorized to look into the complaints relating to the breach of discipline, students disturbances, unlawful activities disturbing the peaceful functioning of the College, and other forms of violence among the students.
- The committee is also empowered to conduct enquiry on the matters of student's indiscipline and suggest appropriate punitive and corrective measures.

Scope of the Committee

The internal Complaints Committee is an in-house mechanism to receive and address the issues of student's indiscipline. The scope of the committee is limited to the regular students of the campus. It also has jurisdiction in those matters of indiscipline occurring outside the campus. It can conduct the enquiry and recommend punishments.

Procedure of the Committee

The Internal Complaints Committee (Discipline Committee) follows the following procedure:

- The committee may receive both written and oral complaints.
- The committee may also issue Suo moto notice.
- On receiving the complaint, the Chairman of the committee directs the convener to convene the meeting of the discipline committee. The committee will examine the matter in detail and if there is any merit and prima facie evidence, the accused students may be placed under suspension and an enquiry committee may be constituted to conduct an enquiry on the matters.
- The committee will send notice to the suspended students by registered post.
- The accused students and the victims will be asked to appear before enquiry committee and give evidences.
- After having examined the documents and evidences, the committee will draw the inferences regarding the charges leveled against the accused.

- If the accused are found to be guilty, the committee will recommend to the Principal the measures to be initiated against them.
- If the charges are of a grievous nature it will be forwarded to the Station House Officer (SHO) along with the report of the enquiry committee.

Actions/ Punishments of the Committee

The following punishments will be initiated against those students involved in matters of indiscipline

- Actions as per APCCE Students Code of Conduct Rules
- Issue of warning letters.
- Suspension from the College
- Dismissal: In the event of dismissal on the grounds of indiscipline, the T.C of the concerned student will be issued.


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Grievance Redressal Committee

The Students' Grievance Redressal committee is a statutory committee to investigate the grievances and complaints lodged by the students and to examine the issue to arrive at inferences for recommending remedial measures. The Chairman of the committee is the Principal and senior faculties are the members.

Objectives of the committee

The main objectives of the committee are the following

- To examine the issues and the complaints raised by the students with respect to the matters like harassment, victimization, unfriendly treatment, or any other grievance which disturb the learning process of the student.
- To address issues related to student-to-student relationship, student to teacher relationship, student to non-teaching staff relationship and the relationship between student and the academic community.
- To encourage the students to lodge their grievances freely and frankly without any fear of being victimized.
- To collect and examine the complaints/ grievances/ suggestions put by the students on Academic, Administrative, Infrastructural and any other matters in the complaints/ suggestion box or received by e-mail at grievances@svagovtcm.ac.in.
- To encourage students to follow moral and ethical values and to desist from undesirable activities in the college campus.

Scope of the Committee

The Students' Grievance Redressal Committee will receive grievances in writing or through e-Gram app from the students about any of the following matters-

- Academic Matters- The grievances of the students regarding syllabus completion, teaching methodology, approach and accessibility of the teacher, availability of the learning materials or any other academic matter.
- Administrative Matters- The grievances related to the unfriendly approach of the office staff, delay in providing services from the office, inconvenient schedule of fees collection, problems in getting necessary certificates, functioning of the Library and such matters.
- Other Matters- The committee will also examine the grievances related to insufficient facilities for recreation, shortage of hygiene facilities, problems of sanitation and water availability, availability of transport and all other matters not falling under the purview of other committees.

Procedure of the Committee

The committee will follow the following procedure.

- On obtaining a written grievance/ complaint the meeting of the committee is convened by the Principal to look into the matter.
- If the names of the students are mentioned in the complaint, they will be called for an explanation. Otherwise the committee will conduct an enquiry into the matter.
- If there is any merit in the complaint, the committee will recommend appropriate measures for the redressal of the grievances.

Actions of the Committee

- The recommendations made by the committee will be discussed by the staff council and appropriate measures will be initiated to redress the grievance. It will be implemented by the Principal under the monitoring of the committee.


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Anti Ragging Cell

As per the direction of the University Grants Commission (UGC), the College has to constitute an Anti Ragging Cell to prevent any form of ragging in the College. Any of the following actions will come under the purview of ragging.

- Any act of Indiscipline in the college campus.
- Any form of Teasing or Behaving in Rude and Unfitting manner.
- Any act of asking Questions or Enquiring in an Undesirable manner.
- Any act that Prevents or Disrupts the Regular Academic Activity or Disturbing the Peaceful Atmosphere of the College.
- Any act of creating Hardship, Physical or Mental Stress or Fear which disturbs the learning atmosphere of the students.
- Financial Extortion or Forceful Expenditure.
- Any act of Physical Abuse or Assault causing Harm or Danger to Health.
- Any Act of abuse by spoken words, e-mails, SMS, public insult, or through Social Media Platforms.
- Any Act that violates the fundamental right to human dignity.
- The Act of molesting or committing unnatural offences or any unlawful conspiracy or assembly with the intention to Ragging.

Objectives of the Anti-Ragging Cell

The Anti-Ragging cell is the statutory body to ensure that the campus is free from any kind of Ragging. The main functions of the committee are

- To disseminate information against indulging in any kind of ragging issued by The Honourable Supreme Court of India, and the UGC/University.
- To organise awareness programmes on gender respect, human dignity and moral and ethical values.
- To examine the complaints lodged by the students on any kind of Ragging and to conduct an enquiry in this regard.
- To formulate strategies for preventing or discouraging the menace of Ragging.

Scope of the Anti- Ragging Cell

The Anti-Ragging Cell operates in the following areas.

- Receiving complaints on any matters related to Ragging.
- Conducting preliminary enquiry.
- Recommending actions to be initiated against the culprits including suggestions to forward the matter to the concerned authority.

The procedure of the Anti-Ragging Cell

The Anti-Ragging Cell will follow the following procedure.

- Receiving the complaints in writing from the concerned students.
- Examining the matter in detail on the basis of available documents.
- Recommending to the Principal to forward the matter to the Station House Officer (SHO) if there is any merit in the matter.
- Recommending to the Principal to initiate disciplinary action against the culprit.

Punishments

Any student found guilty of Ragging in the College campus is liable to one or more of the following punishments

- Suspension from the College.
- Debarring from appearing in Internal and University Examinations.
- Cancellation of Admission and compulsory Transfer Certificate.
- Any punishment or fine awarded by the Legal Authority.


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