



# ANAND COMMERCE COLLEGE

(Managed by Shri Ramkrishna Seva Mandal)

Opp. Town Hall. ANAND – 388 001. Gujarat State, India.

Ph.: (02692) (O) 250769, 651559

NAAC RE-ACCREDITED 'B++' GRADE

Dr. V.M. Vanar  
Principal

## Internal Complaints Committee

Anand Commerce College is committed to provide safe academic and working environment to its students and employees. The college collect formal and informal feedback from students and analysed it. Outcomes of the feedback are utilized in improving student experience in the institution in several ways.

- ❖ Student feedback are collected yearly and outcome of the feedback are communicated to teachers. Teachers also collect feedback on classes informally.
- ❖ The complaints and suggestions are forwarded to the Principal for suitable action and many corrective measures will be taken wherever possible.
- ❖ Students may drop their feedback, problems or grievances in the general suggestion box and the concerned authorities' aid in resolving the issue. The college also collect feedback in online mode.
- ❖ College has a separate examination committee, grievance redressal cell, anti-sexual-harassment cell and an anti-ragging cell and CWDC. The details of the committee members are available on the website and communicated to students in orientation programme.
- ❖ Students can express their grievance in writing to the committee members or their mentors and counsellors and get their problems addressed. A complaint box is kept to receive grievances in offline mode and through QR Code for online mode. The team of the committee members or their mentors and counsellors helps and supports our students. Their conversations, issues and feedback are kept anonymous and needful is done to resolve the issues.
- ❖ A limitation to this mechanism is that the requirement of providing complaints in writing often discourages students from following up. Therefore, the problem is better addressed by mentors, discipline committee convenor and senior faculty. If serious issues are identified, the concerned teacher or other persons involved are informed along with the Principal.

## **Objectives**

### **Preventive steps**

To facilitate a safe academic and working environment that is free of sexual harassment  
To provide environment and adopt practices that ensures gender equality and equal opportunities

### **Remedial steps**

To ensure that the mechanism for registering complaints is transparent, safe, accessible and sensitive

To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims and take action against the harasser, if necessary

To make arrangements for appropriate psychological, emotional and physical support in the form of counselling, security and other assistance to the victim if so desires

### **Procedure to be followed by the committee:**

- ❖ The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee or submitted by class mentor as and when received from the students of respective class.
- ❖ The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
- ❖ The Committee shall direct the accused students to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
- ❖ Each party shall be provided with a copy of the written statement(s) submitted by the other.
- ❖ The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
- ❖ The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- ❖ As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
- ❖ Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.



- ❖ The Committee shall make all Endeavours to complete its proceedings within a period of seven (7) days from the date of receipt of complaint.
- ❖ The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
- ❖ If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:
  - Warning
  - Written Apology
  - Bond of good behaviour
  - Adverse remarks in the confidential report
  - Suspension
  - Dismissal
  - Any other relevant mechanism
- ❖ If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal, with reasons and with recommendations of the action to be taken against such person.
- ❖ If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

### **Powers of the committee**

1. The committee shall have the power to summon witnesses and call for documents or any information from any student.
2. If the committee has the reason to believe that a student is capable of furnishing relevant documents of information if it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the committee shall have the power to direct the same in writing to be produced.
4. The committee shall have the power to recommend the action to be taken against any person found guilty.
  - Sexually harassing the complainant.
  - Retaliating against/victimizing the complainant or any other person before it
  - Making false charges of sexual harassment against the accused person.



  
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## Anti-Sexual Harassment Cell

In compliance with the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places the University Grants Commission (UGC) has issued circulars and insisting the enactment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act Sexual Harassment Act in April 2013) to all the universities and colleges affiliated to it advising them to establish a permanent cell /committee and to frame guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in mind the institution has constituted a Committee against Sexual Harassment.

### OBJECTIVES

1. To fulfill the directive of the Supreme Court, as per UGC directives in respect of implementing a Policy against sexual harassment in the Institution.
2. To evolve a mechanism for the prevention and Redressal of sexual harassment cases and other acts of gender based violence in the Institution.
3. To provide an environment free of gender-based discrimination
4. To ensure equal access of all facilities and participation in activities of the college.
5. To create a secure physical and social environment which will deter acts of sexual harassment
6. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

The following issues also come under the purview of the committee

- Eve-teasing
- Unsavory remarks.
- Jokes causing or likely to cause discomfort or embarrassment.
- Gender-based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.



- Touching or brushing against any part of the body and the like.
- Displaying of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or
- sayings.
- Forcible physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy.

The cell considers sexual harassment to include unwelcome sexually determined behavior

- whether directly or by implication such as
- A demand or request for sexual favours.
- Sexually coloured remarks.
- Showing of pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

#### **Role and responsibility of Anti-sexual harassment committee:**

1. To ensure the provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).
2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of asexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.
3. Obtain high level support from the chief executive officer and Principal & Director for implementing a comprehensive strategy:
  - Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students
  - Providing information and training to managers, supervisors and staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment.
4. Develop a written policy which prohibits sexual harassment. The Institution shall have a Sexual Harassment Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviors that are not acceptable.

5. Regularly distribute and promote the policy at all levels of the organization;  
Ensure that managers and supervisors discuss and reinforce the policy at staff meetings;  
Provide the policy and other relevant information on sexual harassment to new staff as a standard part of induction; Periodically review the policy to ensure it is operating effectively and contains up to date information.

6. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising sessions for all staff on sexual harassment issues.

7. Ensure that complaints processes:

- are clearly documented;
- are explained to all employees;
- offer both informal and formal options for resolution;
- address complaints in a manner which is fair, timely and confidential;
- are based on the principles of natural justice;
- provide clear guidance on internal investigation procedures and record keeping;
- Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.



  
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2019-20

## Internal Complaints & Anti Sexual Harassment Committee

Internal Complaints & Anti Sexual Harassment Committee consists of the following members:

Sr. No.	Name & Designation	Position	Contact Details
1	Ms. M. J. Patel (Asso. Prof.)	Presiding Officer	9408268084
2	Dr. V. M. Vanar (Principal)	Member	9879216684
3	Ms. D. G. Tandel (Asso. Prof.)	Member	9825969719
4	Mr. R. Singh	Advocate	9824021235
5	Ms. Bhavini M. Patel (Non-Teaching)	Member	9714275464
6	Ms. Bhumi Anjanapatel	Member	7046865201
7	Ms. Kajal Lalwani	Member	6356932274



  
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## Internal Complaints & Anti sexual harassment committee

### ANNUAL REPORT FOR THE YEAR 2019-20

Sr. No.	Category For Entry	Details
1.	Full name of the Affiliated College	Anand Commerce College, Anand
2.	District	Anand
3.	Name of the Principal	Dr. V. M. Vanar
4.	Mobile Number	9879216684
5.	Name of the Presiding Officer	Mrs M J Patel
6.	Designation of the Presiding Officer	Associate Professor
7.	Mobile Number of Presiding Officer	9427101630
8.	Email of the Member Presiding Officer	minaxipatel1292@gmail.com
9.	Number of Application Received	00
10.	Number of Scrutinized Application	00
11.	Number of the Meetings of CGRC held	01
12.	Number of resolved Applications	00
13.	Average No. of Members of CGRC present for the Meetings	05
14.	Any other information	Nil

Date : 30/03/2020

Place : Anand



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