

- 1. Anti Ragging Committee**
- 2. Grievance Redressal Cell**
- 3. Internal Complaints committee**
- 4. Student Welfare Committee**
- 5. Examination Committee**

# **1. Anti Ragging Committee**



# **Shri Ram College, Muzaffarnagar**

## **Anti-Ragging Committee**

### **Policy**

In pursuance with the UGC Regulations on curbing the menace of Ragging in Higher Educations-2009, the College has set up an Anti-Ragging Committee with the faculty members of the various departments of the college guardian and legal expert from outside the College. The team looks into any matters to build a ragging free environment by instilling the principles of democratic values, tolerance, empathy, compassion and sensitivity to those students become responsible citizens.

### **Objectives**

- To create an atmosphere of discipline by passing a clear message that no act of ragging in college premises.
- To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- To bring out an awareness among the students about the consequences of ragging.
- To keep a constant eye and vigilance over ragging so as to prevents its occurrence.
- To address any ragging issues immediately and taken action as advised by the committee.

  
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**Muzaffarnagar**

  
**Chairman**  
**IQAC, Shri Ram College,**  
**Muzaffarnagar**



प्रा. मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary



विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

D. O. No. F. 1-15/2009 (ARC) Pt.III

December 14, 2023/23 अग्रहायण, 1945

Respected Madam/Sir,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, to exercise the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website [www.ugc.gov.in](http://www.ugc.gov.in) & [www.antiragging.in](http://www.antiragging.in).

It is once again brought to your kind notice that ragging is a criminal offence and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. These regulations are mandatory, and all institutions are required to take necessary steps for its implementation in Toto including the monitoring mechanism. Any violation of these regulations will be viewed seriously. If any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, it will attract punitive action against itself by the UGC.

You are requested to step up anti-ragging mechanism by way of adequate publicity through various mediums; constitution of Anti-Ragging committee and Anti-Ragging squad, setting up of Anti-Ragging Cell, installing CCTV cameras at vital points, Anti-Ragging workshops and seminar, updating all websites with nodal officers' complete details, alarm bells etc. Regular interaction and counseling with the students, identification of trouble-triggers and mention of Anti-Ragging warning in the institution's E-prospectus and E-information booklets/brochures must be ensured. Surprise inspection of hostels, students' accommodation, canteens, rest cum recreational rooms, toilets, bus-stands must be carried out & Anti-Ragging posters must be displayed at all prominent places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. These posters are available on UGC website [www.ugc.ac.in](http://www.ugc.ac.in). The size of the posters should be 8x6 feet. Any other measure which would augur well in preventing/quelling ragging and any uncalled-for behavior/incident must be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at [helpline@antiragging.in](mailto:helpline@antiragging.in). For any other information regarding ragging you may please visit the UGC website i.e. [www.ugc.gov.in](http://www.ugc.gov.in) & [www.antiragging.in](http://www.antiragging.in) and contact UGC monitoring agency i.e. Centre for Youth (C4Y) on Mobile No. 09818044577 (only in case of emergency).

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Signature

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## CONTINUATION SHEET

-02-

In compliance to the directions of the Anti-Ragging Monitoring Committee constituted by Hon'ble Supreme Court of India, HEIs/Councils have to implement the following:

1. The concept of mentor-mentee as given out in the UGC Regulations for curbing the Menace of Ragging in HEIs - 2009 be followed by students in all institutions to make a comfortable bond amongst Juniors and Seniors.
2. The Anti Ragging Cell and Anti Ragging Squads of institutions should be empowered by provisioning of a legal counsel so that airtight cases against the ragging culprits can be made.
3. Henceforth for extreme ragging and suicide cases, Principal of the college and Registrar of the University will be called and will be answerable to the National Anti-Ragging Monitoring Committee for the reasons of non-compliance of UGC Regulations for ragging.
4. All the Councils/Regulatory Bodies must constitute a committee as and when a serious/suicide/death case is reported related to their Council/Regulatory Body to relook into the issue even when case is under police investigation. The Regulatory Bodies/Councils are also advised to appoint a legal person for the matter.
5. The Committee has also instructed the Anti Ragging Monitoring Agency to be more vigilant and carry out surprise checks all across the Nation to ensure that the UGC Regulations to curb the menace of ragging are being strictly adhered to by the HEI's, Teaching Staff and the students. Punitive action as mentioned in these regulations will be taken against the defaulters.

UGC also drives an Anti-Ragging Media Campaign through different modes and has undertaken the following activities to promote the campaign which are available on UGC website [www.ugc.gov.in](http://www.ugc.gov.in)

1. UGC developed 05 TV Commercials of 30 seconds each with different perspective for Parents, Victim and Offenders.
2. UGC designed and distributed 04 types of posters amongst Universities / Regulatory Authorities / Councils / IITs / NITs / other educational institutions for their prominent display.
3. UGC consecutively organized 02 Anti-Ragging Competitions for students/faculty/general public for the wider awareness of the menace of ragging.

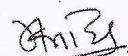
In compliance of the 2<sup>nd</sup> Amendment in UGC Regulations, you are requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at [www.antiragging.in](http://www.antiragging.in)

You are also requested to implement the revised procedure for students to file an online Anti-Ragging affidavit. The student will receive an e-mail with his/her registration number. The student will forward that e-mail to the Nodal officer in his/her university/college e-mail.

Universities/Colleges have to display the email address and contact number of the Nodal Officer of Anti-Ragging Committee of their university/college on their website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities, etc.

  
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## CONTINUATION SHEET

-03-

Universities and Colleges are requested to insert a mandatory column in their university/college's admission form as per the given format:

Anti Ragging Undertaking Reference no:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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All HEI's are further advised to fill in the complete details of their respective Anti Ragging Committee and Anti Ragging Squad on the website i.e. [www.antiragging.in](http://www.antiragging.in) and also display these lists on the Notice Boards.

Universities are also requested to ensure strict compliance of this advisory and fill the compliance on [www.antiragging.in](http://www.antiragging.in). You are also requested to forward this advisory to all the colleges in your ambit with strict compliance directions. All colleges be instructed to make multiple prints of this circular and the same to be prominently displayed at all the locations visited by the Students.

**IT IS ONCE AGAIN REITERATED FOR THE BENEFIT OF ALL THE STAKEHOLDERS THAT RAGGING IS A CRIMINAL OFFENCE AND THE CULPRITS WILL ATTRACT PUNITIVE ACTION AS MENTIONED IN THE UGC REGULATIONS.**

With kind regards,

Yours sincerely,

  
(Manish Joshi)


The Vice-Chancellor/Registrars of all Universities

Copy to:

1. All Regulatory Authorities
2. Ms. Jasleen Kaur, Under Secretary, Ministry of Education, ([jasleen.kau@nic.in](mailto:jasleen.kau@nic.in)).
3. DS(website), UGC (for uploading on (i) UGC website, (ii) Under ragging related Twitter handle of UGC)
4. Ms. Alka Tomar, Centre for Youth (C4Y)([alka.tomar@c4yindia.org](mailto:alka.tomar@c4yindia.org)) (for uploading on [antiragging.in](http://antiragging.in))

  
(Manish Joshi)

  
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**DRAFT**

**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI - 110 002**

**NO. F 1-16/2007 (CPP-II)**

April, 2009

**UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER  
EDUCATIONAL INSTITUTIONS, 2009**

In exercise of the powers conferred by Clause (g) of Sub-Section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely -

**1. Title, commencement and applicability:-**

- 1.1. These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".
- 1.2. They shall come into force with immediate effect.
- 1.3. They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent 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.

**2. Objective:-**

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

**3. Definitions:-** For the purposes of these Regulations:-

- 3.1. "college" means any institution, whether known as such or by any other name, which provides for a programme of study beyond 12 years of schooling for obtaining qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification.

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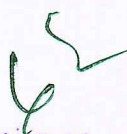
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- 3.2. "Head of the institution" means the 'Vice-Chancellor' in case of a university/deemed to be university, 'Principal' in case of a college, 'Director' in case of an institute.
- 3.3. "institution" means a higher educational institution (HEI), like a university, a college, an institute, etc. imparting higher education beyond 12 years of schooling leading to a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.
- 3.4. "Ragging" means the following:  
Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
- 3.5. "Statutory/Regulatory body" means a body so constituted by a Central/ State Government legislation for setting and maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.
- 3.6. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, an institution deemed to be university under Section 3 of the UGC Act, 1956, or an institution specially empowered by an Act of Parliament to confer or grant degrees.

**4. Punishable ingredients of Ragging:-**

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;

  
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- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of "Ragging".


**5. Measures for prohibition of ragging at the institution level:-**

- 5.1 The institution shall strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms in all institutions.
- 5.2 Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc) whether located within the campus or outside and in all means of transportation of students whether public or private.
- 5.3 The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

**6 Measures for prevention of ragging at the institution level:-**

**6.1 Before admissions:-**

- 6.1.1 The advertisement for admissions shall clearly mention that ragging is totally banned in the institution, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately (for punishments, ref. section 8 below).
- 6.1.2 The brochure of admission/instruction booklet for candidates shall print in block letters these Regulations in full (including Annexures).
- 6.1.3 The 'Prospectus' and other admission related documents shall incorporate all directions of the Supreme Court and /or the Central or State Governments as applicable, so that the candidates and their parents/ guardians are sensitized in respect of the prohibition and consequences of ragging. If the institution is an affiliating university, it shall make it mandatory for the institutions under it to compulsorily incorporate such information in their 'Prospectus'.
- 6.1.4 The application form for admission/ enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant (English version given in Annexure I, Part I), to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

  
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- 6.1.5 The application form shall also contain a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the parent/ guardian (English version given in Annexure I, Part II), to be signed by the parent/ guardian of the applicant to the effect that he/ she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/ her ward in case the latter is found guilty of ragging and/or abetting ragging.
- 6.1.6 The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/Transfer Certificate/ Migration Certificate/ Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.
- 6.1.7 A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I (both Parts) along with his/ her application for hostel accommodation.
- 6.1.8 At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.
- 6.1.9 To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably multicolored with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
- 6.1.10 The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- 6.1.11 The institution shall identify, properly illuminate and man all vulnerable locations.
- 6.1.12 The institution shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
- 6.1.13 The institution shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, leaflets, seminars, street plays, etc.
- 6.1.14 The faculties/ departments/ units of the institution shall have induction arrangements (including those which anticipate, identify



and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

## **6.2 On admission:-**

- 6.2.1 Every fresh student admitted to the institution shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors.
- 6.2.2 The institution through the leaflet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- 6.2.3 The leaflet mentioned above shall also inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- 6.2.4 The leaflet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- 6.2.5 The institution shall also organize joint sensitization programmes of 'freshers' and seniors.
- 6.2.6 Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

## **6.3 At the end of the academic year:-**

- 6.3.1 At the end of every academic year the Vice-Chancellor/ Dean of Students Welfare/ Director/ Principal shall send a letter to the parents/ guardians of the students who are completing the first year informing them about the law regarding ragging and the punishments, and appealing to them to impress upon their wards to desist from indulging in ragging when they come back at the beginning of the next academic session.
- 6.3.2 At the end of every academic year the institution shall form a 'Mentoring Cell' consisting of Mentors for the succeeding academic year. There shall be as many levels or tiers of Mentors as

  
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the number of batches in the institution, at the rate of 1 Mentor for 6 freshers and 1 Mentor of a higher level for 6 Mentors of the lower level.


#### **6.4 Setting up of Committees and their functions:-**

- 6.4.1 The Anti-Ragging Committee:- The Anti-Ragging Committee shall be headed by the Head of the institution and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.
- 6.4.2 The Anti-Ragging Squad:- The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.
- 6.4.3 Monitoring Cell on Ragging:- If the institution is an affiliating university, it shall have a Monitoring Cell on Ragging to coordinate with the institutions affiliated to it by calling for reports from the Heads of such institutions regarding the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problems faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of undertakings from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the university authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

#### **6.5 Other measures:-**

- 6.5.1 The Annexures mentioned in sub-clauses 6.1.4, 6.1.5 and 6.1.7 of these Regulations shall be furnished at the beginning of each academic year by every student, that is, by freshers as well as seniors.

  
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- 6.5.2 The institution shall arrange for regular and periodic psychological counseling and orientation for students (for freshers separately, as well as jointly with seniors) by professional counselors during the first three months of the new academic year. This shall be done at the institution and department/ course levels. Parents and teachers shall also be involved in such sessions.
- 6.5.3 Apart from placing posters mentioned in sub-clause 6.1.9 above at strategic places, the institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.
- 6.5.4 If the institution has B.Ed. and other Teacher training programmes, these courses shall be mandated to provide for anti-ragging and the relevant human rights appreciation inputs, as well as topics on sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- 6.5.5 Wardens shall be appointed as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline, as well as the softer skills of counseling and communicating with the youth outside the class-room situations. Wardens shall be accessible at all hours and shall be provided with mobile phones. The institution shall review and suitably enhance the powers and perquisites of Wardens and authorities involved in curbing the menace of ragging.
- 6.5.6 The security personnel posted in hostels shall be under the direct control of the Wardens and assessed by them.
- 6.5.7 Private commercially managed lodges and hostels shall be registered with the local police authorities, and this shall be done necessarily on the recommendation of the Head of the institution. Local police, local administration and the institutional authorities shall ensure vigil on incidents that may come within the definition of ragging and shall be responsible for action in the event of ragging in such premises, just as they would be for incidents within the campus. Managements of such private hostels shall be responsible for not reporting cases of ragging in their premises.
- 6.5.8 The Head of the institution shall take immediate action on receipt of the recommendations of the Anti-Ragging Squad. He/ She shall also take action suo motto if the circumstances so warrant.
- 6.5.9 Freshers who do not report the incidents of ragging either as victims or as witnesses shall also be punished suitably.
- 6.5.10 Anonymous random surveys shall be conducted across the 1<sup>st</sup> year batch of freshers every fortnight during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not. The institution may design its own methodology of conducting such surveys.

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- 6.5.11 The burden of proof shall lie on the perpetrator of ragging and not on the victim.
- 6.5.12 The institution shall file an FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities. Remedial action shall be initiated and completed within the one week of the incident itself.
- 6.5.13 The Migration / Transfer Certificate issued to the student by the institution shall have an entry, apart from those relating to general conduct and behaviour, whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others.
- 6.5.14 Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the institution, including faculty, and not merely that of the specific body/ committee constituted for prevention of ragging.
- 6.5.15 The Heads of institutions other than universities shall submit weekly reports to the Vice-chancellor of the university the institution is affiliated to or recognized by, during the first three months of new academic year and thereafter each month on the status of compliance with anti-ragging measures. The Vice Chancellor of each university shall submit fortnightly reports of the university, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the Chancellor.
- 6.5.16 Access to mobile phones and public phones shall be unrestricted in hostels and campuses, except in class-rooms, seminar halls, library etc. where jammers shall be installed to restrict the use of mobile phones.

#### **6.6 Measures for encouraging healthy interaction between freshers and seniors:-**

- 6.6.1 The institution shall set up appropriate committees including the course-in-charge, student advisor, Warden and some senior students to actively monitor, promote and regulate healthy interaction between the freshers and senior students.
- 6.6.2 Freshers' welcome parties shall be organized in each department by the senior students and the faculty together soon after admissions, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.
- 6.6.3 The institution shall enhance the student-faculty interaction by involving the students in all matters of the institution, except those relating to the actual processes of evaluation and of faculty appointments, so that the students shall feel that they are responsible partners in managing the

affairs of the institution and consequently the credit due to the institution for good work/ performance is due to them as well.

## **7. Measures at the UGC/ Statutory/ Regulatory body level:-**

### **7.1 Regulatory measures:-**

- 7.1.1 The UGC and other Statutory /Regulatory bodies shall make it mandatory for the institutions to compulsorily incorporate in their 'Prospectus' the directions of the Supreme Court and/or the Central or State Governments with regard to prohibition and consequences of ragging, and that non-compliance with the directives against ragging in any manner whatsoever shall be considered as lowering of academic standards by the erring institution making it liable for appropriate action.
- 7.1.2 The UGC (including NAAC and UGC Expert Committees visiting institutions for various purposes) and similar Committees of other Statutory/Regulatory bodies shall cross-verify that the institutions strictly comply with the requirement of getting the undertakings from the students and their parents/ guardians as envisaged under these Regulations.
- 7.1.3 The UGC and other funding bodies shall make it one of the conditions in the Utilization Certificate for sanctioning any financial assistance or aid to the institution under any of the general or special schemes that the institution has strictly complied with the anti-ragging measures and has a blemish-less record in terms of there being no incidents of ragging during the period pertaining to the Utilization Certificate.
- 7.1.4 The NAAC and other accrediting bodies shall factor in any incident of ragging in the institution while assessing the institution in different grades.

### **7.2 Incentives for curbing ragging:-**

- 7.2.1 The UGC shall consider providing special/ additional annual financial grants-in-aid to those eligible institutions which report a blemish-less record in terms of there being no incidents of ragging.
- 7.2.2 The UGC shall also consider instituting another category of financial awards or incentives for those eligible institutions which take stringent action against those responsible for incidents of ragging.
- 7.2.3 The UGC shall lay down the necessary incentive for the post of Warden in order to attract the right type of eligible candidates, and motivate the incumbents.

### **7.3 Monitoring mechanism to ensure compliance:-**

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**IQAC, Shri Ram College**  
**Muzaffarnagar**

**Chairman**  
**IQAC, Shri Ram College,**  
**Muzaffarnagar**



Apart from the monitoring mechanism built in under different sub-clauses of these Regulations, there shall also be the following monitoring mechanism:

7.3.1 The UGC shall constitute an Inter-Council Committee for prevention of Ragging consisting of representatives of the AICTE, the IITs, the NITs, the IIMs, the MCI, the DCI, the NCI, the ICAR and such other bodies which have to deal with higher education to coordinate and monitor the anti-ragging movement across the country and to make certain policy decisions. The said Committee shall meet at least twice a year in the normal course.

7.3.2 The UGC shall also have an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State level and university level Committees for effective implementation of anti-ragging measures.

## **8 Punishments:-**

### **8.1 At the institution level:-**

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- 8.1.1 Suspension from attending classes and academic privileges
- 8.1.2 Withholding/ withdrawing scholarship/ fellowship and other benefits
- 8.1.3 Debarring from appearing in any test/ examination or other evaluation process
- 8.1.4 Withholding results
- 8.1.5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- 8.1.6 Suspension/ expulsion from the hostel
- 8.1.7 Cancellation of admission
- 8.1.8 Rustication from the institution for period ranging from 1 to 4 semesters
- 8.1.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- 8.1.10 Fine ranging between Rupees 25,000/- and Rupees 1 lakh
- 8.1.11 Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

### **8.2 At the university level in respect of institutions under it:-**

If an institution under a university (being constituent of, affiliated to or recognized by it) fails to comply with any of the provisions of these Regulations

and fails to curb ragging effectively, the university may impose any one or any combination of the following penalties on it:

- 8.2.1 Withdrawal of affiliation/ recognition or other privileges conferred on it
- 8.2.2 Prohibiting such institution from presenting any students then undergoing any programme of study therein for the award of any degree/diploma of the university
- 8.2.3 Withholding grants allocated to it by the university, if any
- 8.2.4 Withholding any grants channelised through the university to the institution
- 8.2.5 Any other appropriate penalty within the powers of the university.


### **8.3 At the appointing authority level:-**

The authorities of the institution, particularly the Head of the institution, shall be responsible to ensure that no incident of ragging takes place in the institution. In case any incident of ragging takes place, the Head shall take prompt and appropriate action against the person(s) whose dereliction of duty lead to the incident. The authority designated to appoint the Head shall, in its turn, take prompt and appropriate action against the Head.

### **8.4 At the UGC/Statutory/Regulatory body level:-**

If an institution fails to curb ragging, the UGC/Statutory/Regulatory body concerned may impose any one or any combination of the following penalties on it:

- 8.4.1 Delisting the institution from section 12B of the UGC Act or any similar provision in the Act of the Statutory/Regulatory body concerned
- 8.4.2 Withholding any grants allocated to it
- 8.4.3 Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the UGC/Statutory/Regulatory body concerned
- 8.4.4 Declaring that the institution does not have the minimum academic standards and warning the potential candidates for admission accordingly through public notice and posting on the UGC Website/ Website of the Statutory/Regulatory body concerned.
- 8.4.5 Taking such other action within its powers as it may deem fit and impose such other penalties as provided till such time as the institution achieves the objective of curbing ragging.
- 8.4.6 Collaborating with one another to work out other possible deterrents.

  
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Muzaffarnagar



-:0:-

**ANNEXURE I, Part I**

**UNDERTAKING BY THE CANDIDATE/STUDENT**

1. I, \_\_\_\_\_  
S/o. D/o. of Mr./Mrs./Ms. \_\_\_\_\_  
have carefully read and fully understood the law prohibiting ragging and the  
directions of the Supreme Court and the Central/State Government in this regard.

*[Signature]*  
Co-ordinator  
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Muzaffarnagar

*[Signature]*  
Chairman  
IQAC, Shri Ram College,  
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2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
3. I hereby undertake that
  - I will not indulge in any behavior or act that may come under the definition of ragging,
  - I will not participate in or abet or propagate ragging in any form,
  - I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.
5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

Signature

Name:

Address:

#### ANNEXURE I, Part II

#### UNDERTAKING BY PARENT/GUARDIAN

1. I, \_\_\_\_\_  
F/o. M/o. G/o \_\_\_\_\_  
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this

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regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.


2. I assure you that my son/ daughter/ ward will not indulge in any act of ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.


Signed this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ Year

Signature

Name:

Address:

  
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Chairman  
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University Grant Commission

**Decisions agreed upon in the Central Inter-Council/Statutory Bodies, State Councils of Higher Education and Education Secretary of State Government in the meeting held 13<sup>th</sup> April, 2009 in UGC, New Delhi.**

The following were present:-

**UGC:**

Prof. Sukhadeo Thorat, Chairman  
Dr. R.K. Chauhan, Secretary.  
Dr. C.S. Meena, JS (CPP-II).  
Shri V.K. Jaiswal, US (CPP-II).

In Chair .

**Members of the UGC Committee for preparation of Regulations:-**

Prof. K.P.S Unni  
Dr. R.P. Gangurde  
Prof. Virbala Aggarwal

**Representatives of the Statutory Councils:**

Medical Council Of India  
National Council of Teacher Education  
Indian Council of Agricultural Research  
Distant Educational Council  
Dental Council of India  
Pharmacy Council of India  
Bar Council of India

**Representative of the State Governments:-**

A.P. Council of Higher Education  
H.P. Government,  
Punjab Government ,  
U.P. Government

Following decisions were taken:-

- The participants discussed the Draft Regulations for Prevention of Ragging and made various suggestions. Most of the suggestions were agreed and it was decided that these suggestions would be incorporated in the Regulations after taking into account the legal provisions. The UGC expert committee may do the same preferably by 20<sup>th</sup> April, 2009.
- The various Councils generally agreed with draft Regulations and decided that they would frame their Regulations taking the UGC Regulations as the base and only add some additional provisions to address the specific issues peculiar to each one of them.

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Muzaffarnagar

Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar


13.4.2009 JS (CPP-II)

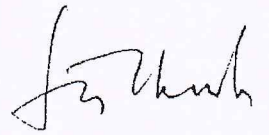





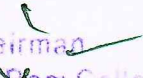
- c) The Council agreed that they will make effort to finalize their Regulations latest by the end of May duly approved by their respective statutory bodies.
- d) The members agreed to constitute an Inter-Council Committee for prevention of Ragging to address the issue relating to ragging which are of national importance and to sort out the issue of overlapping and cross cutting issues. The Committee will meet at least twice a year.
- e) The UGC will finalize the Regulations by next week and send to various councils for follow up action at their end. These will also be placed on the UGC Website for the convenience of the Councils.
- f) The UGC would get the approval of the Commission by circulation, which is expected by the end of April, 2009.
- g) The participants discussed the Monitoring mechanism proposed by Edcil and the presentation made by Prof. Raj Kachroo. The Ed.Cil was requested to finalize the same duly approved by the Ministry of HRD urgently so that the mechanism could also be brought to the notice of Universities and colleges along with these Regulations. The Ed. Cil would sent the communication to all the statutory bodies/councils for the monitoring mechanism agreed by it.
- h) These Regulations would be in place before the commencement of the next academic year in June 2009.

The meeting ended with a vote of thanks to the Chair.

  
(R. K. CHAUHAN)  
13.4.2009

  
(SUKHADEO THORAT)

  
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Muzaffarnagar

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Chairman  
IQAC, Shri Ram College,  
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**UNIVERSITY GRANTS COMMISSION  
BAHADLURSHAH ZAFAR MARG  
NEW DELHI-110002**

F.1-16/2007(CPP-II)

List of participants of meeting of UGC Expert Committee on Regulation to curb the menace of ragging in Higher Educational Institutions-2009 held in UGC Office, New Delhi on 13.4.2009 with State/UT Higher Education Secretary, Professional Councils, State Council of Higher Education

Members UGC Expert Committee


1. Prof. KPS Unny  
Former Registrar, JNU, Brindawvan  
Near DP office, West Yakkara Road  
Palakkad-678014 (Kerala)  
Phone 09895865526, [kpsunny39@gmail.com](mailto:kpsunny39@gmail.com)
  2. Prof. Virbala Aggarwal  
H.P. Univ.  
Shimla-171005  
Phone 09418168234
  3. Dr. R.P. Gangurde,  
Former Addl. Secretary, UGC  
C-13/26, Sector 38, Kendriya Vihar  
Nerul, New Mumbai-400706
  4. Prof. M.Z. Khan  
UGC Consultant  
B-59, City Apartments  
Vasundhara Enclave  
Delhi-110096
- Special invitee


Special invitee

Mr. Raj Kachroo  
Aman Movement

Present (UGC)

1. Prof. S.K. Thorat, Chairman, UGC
2. Dr. R.K. Chauhan, Secretary, UGC
3. Dr. C.S. Meena, Joint Secretary, UGC
4. Sh. A.N. Sharma, Deputy Secretary UGC
5. Sh. V.K. Jaiswal, Under Secretary, UGC
6. Smt. Lalitha Ganeshan, S.O., UGC


  
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**Chairman**  
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Professional Councils

1. Dr. Prem Kumar,  
Additional Secretary  
Medical Council of India  
Pocket- 14, Sector-8  
Dwarka Phase-1  
New Delhi-110077
2. Prof. SVS Choudhary  
Vice Chairman  
National Council for Teacher Education  
Hans Bhavan, Wing II,  
1, Bahadursha Zafar Marg  
New Delhi-110002
3. Shri C.L. Bhatia  
Consultant  
Dental Council of India, Aiwan E Galib Marg  
Kotla Road  
Temple Lane  
New Delhi-110002
4. Shri Shiv Kumar  
Section Officer  
Dental Council of India, Aiwan E Galib Marg  
Kotla Road  
Temple Lane  
New Delhi-110002
5. Ms. Archana Mudgal  
Pharmacy Council of India  
Kotla Road, Aiwan E Ghalib Marg  
New Delhi-110002  
Phone 23239184
6. Sh. J.R. Sharma  
Joint Secretary  
Bar Council of India  
21, Rouse Avenue, Institutional Area  
New Delhi-110002

  
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Chairman  
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7. Sh. S.K.Mitra  
Deputy Secretary (Education)  
Indian Council of Agricultural Research, Krishi Bhavan  
Dr. Rajendra Prasad Road, New Delhi-110114  
Phone 25848033, [Sujitkmitra@gmail.com](mailto:Sujitkmitra@gmail.com)

8. Dr. S.S.Bisht  
CSO  
Indira Gandhi National Open University  
New Delhi-110068  
Phone: 9868106047, 29533237, 29572121 (O)

9. Sh. D .Singh  
Director  
Edcil , India Ltd., Noida  
Phone- 0120-2512008, 9971409065

State Council of Higher Education

1. Prof. K.C.Reddy  
Chairman  
Andhra Pradesh State Council of Hr. Education  
Opposite Mahavir Hospital  
Masab Tank, Hyderabad-500028  
Phone 9866726222, 040- 23417030

State Education Secretary

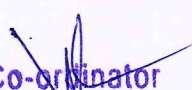
1. Dr. Narinder Dhillon  
DPI College, Punjab  
Phone- 0172-2703549, 9814085651


2. Shri P.C.Dhiman  
Secretary (Education Dept)  
Govt. of Himachal Pradesh  
H.P. Secretariat, Shimla-171002

3. Sh. Prabhat Sinha  
Spl. Secretary  
Dept. of Higher Education  
Govt. of U.P., Lucknow  
Phone- 09415171471, 0522-2238601

College

4. Dr. Vijay Shanker  
Principal  
Govt. P.G.College, Badalpur  
GB Nagar, U.P.  
Phone: 9873885480  
[Shankerfiji@yahoo.co.in](mailto:Shankerfiji@yahoo.co.in)

  
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Chairman  
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# SHRI RAM COLLEGE

## MUZAFFARNAGAR (UP)

### Annual Report of the Anti-Ragging Committee

Session: 2023-24

The Anti-Ragging Committee of Shri Ram College, Muzaffarnagar, remained committed to ensuring a safe and ragging-free environment for students throughout the academic session 2023-24. Several proactive measures were taken to prevent any incidents of ragging and to promote a culture of mutual respect and discipline on campus.

#### Key Measures Implemented:

##### 1. Installation of Anti-Ragging Sign Boards:


- Anti-ragging awareness boards were placed at various prominent locations within the campus, including academic buildings, hostels, canteen, library, and other common areas.
- The boards displayed strict warnings against ragging, along with legal consequences for offenders.

##### 2. Display of Committee Members' Details:

- The names and contact numbers of all Anti-Ragging Committee members were prominently displayed on college notice boards and strategic locations across the campus.
- This step ensured that students could easily reach out to committee members in case of any concern.

##### 3. Awareness Campaigns & Sessions:

- Orientation programs for newly admitted students included a session on anti-ragging guidelines, rules, and grievance redressal mechanisms.

  
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- Faculty members and senior students actively participated in spreading awareness about the anti-ragging policy.

#### 4. Monitoring & Vigilance:

- A robust CCTV surveillance system has been installed across the campus, covering classrooms, corridors, hostels, and other key locations. The CCTV footage is actively monitored by the college authorities as well as a dedicated security team to ensure real-time supervision and prevent any untoward incidents.
- Surprise inspections and routine monitoring were conducted in hostels, classrooms, and other student interaction areas to prevent any untoward incidents.
- Dedicated faculty members and student volunteers were assigned to report any suspicious activities.


#### Observations & Findings:

- Throughout the session 2023-24, **no case of ragging** was reported within the institution.
- The efforts of the Anti-Ragging Committee, along with strong institutional policies, have successfully maintained a safe and inclusive environment for all students.

The Anti-Ragging Committee remains committed to upholding discipline and ensuring a harmonious academic environment. Continued awareness and strict enforcement of anti-ragging regulations will be our priority in the upcoming sessions as well.

  
(Dr. Purna Mittal)

Chairperson  
Anti-Ragging Committee

  
Co-ordinator  
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## **2. Grievance Redressal Cell**



# SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

## Grievance Redressal Cell

### Policy Document

#### **Introduction:**

In an educational institute the grievance of any kind should be addressed immediately without failure. Protection of students' and employees' rights is essential duty of all in the College administration. Realising this need from all stakeholders, a 'Grievance Redressal Cell' (GRC) has been working in college since 2011-12. In the year 2018-2019 GRC has been reconstituted as per the guidelines of University Grant Commission vide Public Notice F. No. 14-4/2012(CPP-II) dated 07/12/2018.

The GRC is indented to receive grievances and find solutions of the problems e.g., complaints regarding class room teaching, class room management, completion of syllabus, teaching methods, university related complaints, fee related complaints, complaints against administrative procedures, ragging, harassment etc., as and when they arise.

The GRC has a mechanism to work on redressing the grievance. It convenes periodical meetings and discusses the proper functioning of the machinery of the College. The function of the cell is to look into the complaints lodged by complainant and judge it on its merits. The Grievance Redressal Cell is also empowered to look into matters of harassment. Anyone with a genuine grievance is free to approach in person, or through the HoDs. In case the person does not feel comfortable to appear in person, grievances may be dropped in writing in the complaint box/ suggestion box. Grievances may also be forwarded through e-mail to the Convener or Member of Grievance Redressal Cell.

#### **Constitution of GRC:**

The GRC reconstituted in academic year 2023-24 as per requirement in accordance with the above mentioned Public Notice F. No. 14-4/2012(CPP-II) dated 07/12/2018 as per government guidelines with the purpose to resolve the complaints of students of the college.

1. The GRC of the college is constituted involving senior teaching faculty as its members. The Principal/Director being Chairman nominates its members. The Committee comprises not less than three members. Care is taken to select staff members from each stream.
2. The quorum for meeting is three including the Chairperson.

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3. Taking grievances under consideration the committee follows the principles of indiscrimination and natural justice.
4. The GRC informs about its decisions and recommendations, if any of its nature, to the Management Committee through the Secretary.
5. Two student members are also nominated in the cell on the basis of their performance and representation.
6. The tenure of the Committee is of two years but student members will be nominated only for one year tenure.

### COMPOSITION

The composition of GRC of Shri Ram College is as follows:

Principal/Director	Chairperson
Professor / Associate Professor	Member Secretary
Assistant Professor	Member
Assistant Professor	Member
Assistant Professor	Member
Student Representative	Member
Student Representative	Member

### OBJECTIVES

Following are the important objectives of GRC: -

1. To develop a systematic framework to resolve grievances of students providing them with an access to get their grievances resolved.
2. To make students feel free and comfortable in sharing their problems through a structured interaction with them.
3. To make the students aware of their duties and responsibilities to get benefitted from the current policies and to help find out systemic flaws in the administrative process.
4. To receive suggestion / complaint / grievances through any means maintaining anonymity of aggrieved through complaint Box where they can put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
5. To make students aware of the menace of ragging, reducing the threat of ragging/ harassment/ atrocities in any form.

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6. To form a monitoring mechanism to observe the functioning of the Grievance Redressal Policy.
7. Creating confidence in the students to express their grievances / problems freely and frankly, without any fear of discrimination.

### **SCOPE**

The scope of Grievance Redressal Cell covers all the Grievances received from the students in writing regarding the following matters:

**Academic:** Matters related to academic issues such as class schedules, time table, attendance, internal examination, internal marks, transfer certificate, character certificate and other university related matters.

**Financial:** Matters related to fee, dues and payments for various items as uniform/ Id cards, library fee/ fines, hostel dues, etc.

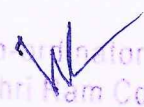
**Library:** Matters related issue/ return of books, reference books, journals & magazines, syllabus, photocopy, university question papers, reading room facility and digital library.

**Hostel and Mess:** Matters related to hostels and mess, food quality etc.

**Other:** Related to sanitations, eatables in the canteen, availability of transport, ragging, sexual harassment etc.

### **FUNCTIONS**

1. The GRC attends each and every case promptly on its receipt in written form of grievances.
2. The cell reviews its performance and prepares its reports on half yearly / every semester bases.
3. Although The GRC makes its full efforts to resolve all the grievances in its capacity, still the cases which may require direction and guidance from the higher authorities, are sent to them.

  
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## **POWERS**

The Cell is empowered to

- sort out the problems at their level through discussion with students.
- referred to the principal for final comment on the matter, In case, the members fail to find out any solution
- Make due inquiry by the members considering the nature and depth of the grievances.
- Punish anybody if he/she is found to be guilty for any kind of nuisance. He or she is given punishment with due consideration with the principal. The nature of punishment includes verbal as well as written warning, information to the parents, financial punishment, information to the police (if situation arises for so) and expelling from the college as per the rule of the university.

### **Procedure for lodging complaint:**

- The student is free to put up a grievance in writing/ verbal or in the format available in the Grievance Redressal Cell and submit to their Mentor/ HoD of concern department/ Proctor/ Principal and IQAC or drop it in suggestions box placed various points like college office, library, hostels, departments and Grievance Redressal Cell.
- The Grievance Redressal Cell acts upon those cases with immediate effect which have been forwarded along with the necessary documents.
- The Grievance Redressal Cell assures that the grievance has been properly addressed and resolved in the stipulated time.

### **Process for addressing the Grievance:**

1. Upon receipt of complaint, the member secretary of the Committee, based on the nature of the complaint and severity of its possible impact, may take one of the two options to proceed on a addressing the concerns while keeping the Chairperson, GRC Copied in all communication:
  - a. Option 1 which can be exercised on matters that could be more routine operation:
    - i. The cell may address the issue directly with the help of the concerned department.
    - ii. Once the matter has been resolved the cell will send a final update to the complainant on the matter.
  - b. Option 2 If matter is of very serious concern, in consultation with the Chairperson:
    - i. A meeting of the GRC may be called with the suitable quorum for the meeting.

  
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Chairman  
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Muzaffarnagar



- ii. Final decision of the GRC has to be communicated to the student within stipulated time of the receipt of the complaint.
  - iii. The cell communicates the decisions to the concerned parties/departments.
2. The cell maintains an updated record of all complaints, actions taken and closure status.
  3. In case the complaint has been made against a member of the GRC or a member of the Appeal committee for GRC, the concerned member will be barred from participating in any proceedings till the case have been closed.
  4. The committee recommends appropriate action against complainant(s), if complaints made are found to be baseless or trivial.

**Re-appeal:**

1. Aggrieved parties who are not satisfied with the decision of the committee, may appeal to the GRC for review of decision within 15 working days.
2. The decision of the Appeal Committee, in such matters shall be final and there shall be no further appeal in the matter.

  
**Secretary**

  
**Co-ordinator**  
**IQAC, Shri Ram College**  
**Muzaffarnagar**

  
**Chairman**  
**IQAC, Shri Ram College,**  
**Muzaffarnagar**



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन

सचिव

**Prof. Rajnish Jain**  
Secretary



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugt@nic.in

F.No. 14-4/2012(CPP-II)

7<sup>th</sup> December, 2018

**PUBLIC NOTICE**

**ON**

**UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018**

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23<sup>rd</sup> March, 2013**. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email [grmhei.2018@gmail.com](mailto:grmhei.2018@gmail.com) on or before **31<sup>st</sup> December, 2018**.

**(Prof. Rajnish Jain)**

Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

Chairman  
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**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110 002**

**NOTIFICATION**

**F.No.14-4/2012 (CPP-II)**

**New Delhi, the \_\_ October, 2018**

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT:**

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

**2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:**

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any

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qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;


(d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.

(e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;

(f) "grievances" include the following complaints of the aggrieved students, namely:

- i. making admission contrary to merit determined in accordance with the declared admission policy of the institution;
- ii. irregularity in the admission process adopted by the institution;
- iii. refusing admission in accordance with the declared admission policy of the institution;
- iv. non publication of prospectus, (either hard copy / online) as specified in these regulations;
- v. publishing any information in the prospectus, which is false or misleading, and not based on facts;
- vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- vii. demand of money in excess of that specified in the declared admission policy to be charged by such institution;

  
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- viii. breach in reservation policy in admission as may be applicable;
  - ix. nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
  - x. delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
  - xi. on provision of student amenities as may have been promised or required to be provided by the institution;
  - xii. non transparent or unfair evaluation practices;
  - xiii. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
- (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
- (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
- (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
- (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- (l) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
- (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;

(n) "Ombudsperson" means the Ombudsperson appointed under these regulations;

(o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

### **3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:**

i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:

(a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

(b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;

(c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;

(d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

  
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- (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
- (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular / visiting ---- and teaching experience of every member of its teaching faculty.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.
- (k) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

- ii. Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its

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publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

#### **4. GRIEVANCE REDRESSAL COMMITTEES (GRC):**

##### **A. Department Grievance Redressal Committee (DGRC)**

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
  - a) Head of the Department / School / Center – Chairperson
  - b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
  - c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

##### **B. Institutional Grievance Redressal Committee (IGRC)**

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- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
  - (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI – Chairperson.
  - (b) Dean of students/Dean, Students Welfare
  - (c) Two senior academicians other than Chairperson.
  - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The IGRC shall follow the principles of natural justice while deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 workings days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii) The IGRC shall provide a copy of the report to the aggrieved person(s).

**C. College Grievance Redressal Committee (CGRC)**

  
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- (i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:
  - a) Principal of the college -Chairperson
  - b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

**D. University Grievance Redressal Committee (UGRC)**

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :
  - a) A senior Professor of the university – Chairperson
  - b) Dean, Student Welfare or its equivalent - Member
  - c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.

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(iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.

(v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.

E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

**5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:**

(i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.

(ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.

(iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.


(iv) The Ombudsperson, or any member of his immediate family shall not -

(a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;

(b) have any significant relationship, including personal, family, professional or financial, with the university;

(c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee' consisting of the following members, namely:-

  
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- (a) Nominee of the Governor of the State or his nominee - Chairperson
  - (b) Vice-Chancellor of a University of State to be nominated by the State Government – Member
  - (c) Vice-Chancellor of the concerned State University – Member
  - (d) Registrar of the concerned State University – Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-


- (a) Nominee of University Grants Commission – Chairperson
- (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

- (c) The Vice Chancellor of the university – Member
  - (d) The Registrar of the university – Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.

  
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- (ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

**6. FUNCTIONS OF OMBUDSPERSON:**

- (i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;
- (ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- (iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

**7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:**

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- (ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.

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- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- (x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

#### **8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:**

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

#### **9. CONSEQUENCES OF NON-COMPLIANCE:**

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal

  
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Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- (g) recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

(Prof. Rajnish Jain)  
Secretary

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# SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

## Annual Report of the Grievance Redressal Committee

Academic Year - 2022-23

### 1. Introduction

The Grievance Redressal Committee (GRC) of Shri Ram College, Muzaffarnagar, is committed to addressing and resolving student, faculty, and staff grievances in a fair and transparent manner. The Committee functions to ensure a harmonious academic environment by providing an effective mechanism for redressal of complaints.

### 2. Objectives

- To uphold the dignity of individuals by ensuring a responsive and accountable grievance redressal mechanism.
- To provide a structured framework for students, faculty, and staff to voice concerns.
- To encourage a culture of openness, trust, and mutual respect.

### 3. Composition of the Grievance Redressal Committee

The Committee is constituted as per institutional guidelines and comprises the following members:

S. No.	Name	Designation	Department
1	Dr. Prerna Mittal	Grievance Redressal Officer (GRO)	Principal
2	Dr. Himanshu Verma	Member Secretary	Business Administration
3	Dr. Saurabh Mittal	Member	Commerce
4	Dr. Himanshu Hora	Member	Computer Application
5	Dr. Manoj Mittal	Member	Basic Science
6	Dr. Abdul Azeez Khan	Member	Physical Education
7	Mrs. Neetu Singh	Member	Computer Application
8	Dr. Pankaj Kumar	Member	Business Administration
9	Mr. Kamaldeep	Member (Student Representative)	Biodciences
10	Mr. Aakash Verma	Member (Student Representative)	Computer Application
11	Mr. Pravendra Kumar	Member (Student Representative)	Basic Science

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#### 4. Grievances Received and Resolved

During the academic year 2023-24, the GRC received a total of 15 grievances, categorized as follows:

Category	Number of Grievances	Resolved	Pending
Academic Issues	04	04	0
Administrative Issues	01	01	0
Hostel & Mess	06	06	0
Facilities	04	04	0
Others	0	0	0

The Committee successfully resolved 100 % of the grievances within the stipulated time.

#### 5. Key Initiatives Taken

- **Awareness Campaigns:** Conducted orientation sessions to educate students and staff about grievance redressal procedures.
- **Online Grievance Portal:** Strengthened digital mechanisms for easy submission and tracking of complaints.
- **Regular Meetings:** Periodic review meetings were held to assess the status of grievances and streamline processes.
- **Anonymous Complaint Mechanism:** Introduced a confidential platform for sensitive issues.

  
(Dr. Prerna Mittal)

Chairman  
Grievance Redressal Committee

  
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### **3. Internal Complaints committee**



**Shri Ram College, Muzaffarnagar**  
**Internal Complaints Committee (ICC)**

**Policy**

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

**Composition of ICC**

The Committee comprises of the following members:

1. Presiding Officer a senior faculty member.
2. Two faculty members.
3. Two non-teaching employees.
4. Two student representatives.
- 5 Three Student nominees (if the matter involves students)

**Objectives**

- a) To fulfill the directive of the Supreme Court as well as of the UGC against sexual harassment at the work place.
- b) To evolve an effective mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based discrimination at the college campus.
- c) To uphold the commitment of the College to provide an environment free of gender-based discrimination.
- d) To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- e) To create a secure physical and social environment to deter the acts of sexual harassment.
- f) To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.
- g) To influence the public opinion against sexual harassment and all' forms of gender based violence.

**Procedure:**

After receiving a complaint ICC shall conduct preliminary enquiry so as to determine the genuineness of the charges by gathering the documentary evidence as well as recording

  
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statements of any possible eyewitnesses including the complainant. ICC shall then submit the primary enquiry report to Principal/Authority along with all the original documents adduced during the primary enquiry reports. In case the charges are not in the nature of sexual harassment, ICC may refer such grievances to the Grievance Redressal cell.

Where sexual harassment occurs as an outcome of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action. ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for enquiring into the grievance in a time bound manner. If ICC accomplishes that the charges made were false, malicious or the grievance was made knowing it to be false or forged or confusing information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Member Secretary/Chairperson, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.

#### **Who can approach ICC for help?**

Any female employee (faculty, student or staff) of SRC.

#### **Definition of Sexual Harassment:**

Sexual harassment includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Displaying any pornographic material
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

#### **Possible actions that can be taken against the respondent**

  
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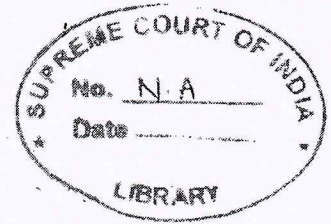
- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

**Enquiry process:**


- The investigation shall be accomplished within a period of ninety days from the date of the complaint.
- On accomplishment of the investigation, the ICC shall provide a report of its conclusions to the employer within a period of ten days from the date of accomplishment of the investigation and such report be made accessible to the concerned parties.
- If the charges against the respondent has been verified, it shall recommend punitive actions to be taken against the accused to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it.

  
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**"The Gender Sensitisation & Sexual Harassment of Women at the  
Supreme Court of India  
(Prevention, Prohibition and Redressal), Regulations, 2013"**

  
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## भाग I — खण्ड 1

## [PART I—SECTION 1]

[(रक्षा मंत्रालय को छोड़कर) भारत सरकार के मंत्रालयों और उच्चतम न्यायालय द्वारा जारी की गई विधितर नियमों, विनियमों, आदेशों तथा संकल्पों से संबंधित अधिसूचनाएं]

[Notifications relating to Non-Statutory Rules, Regulations, Orders and Resolutions issued by the Ministries of the Government of India (other than the Ministry of Defence) and by the Supreme Court]

युवा कार्यक्रम और खेल मंत्रालय

नई दिल्ली, दिनांक 27 अगस्त 2013

संकल्प

सं. ई-11015/3/2009-हिंदी--संसदीय राजभाषा समिति के दिनांक 17.07.2013 के कार्यालय ज्ञापन सं. 25011/3/2009-समिति-5 के अनुसरण में श्री रघुनंदन शर्मा, संसद सदस्य (राज्य सभा) का नाम युवा कार्यक्रम और खेल मंत्रालय की हिंदी सलाहकार समिति में शामिल किए जाने के परिणामस्वरूप भारत सरकार एतद्वारा श्री श्रीगोपाल व्यास, पूर्व संसद सदस्य (राज्य सभा) के स्थान पर श्री रघुनंदन शर्मा, संसद सदस्य (राज्य सभा) को मंत्रालय की हिंदी सलाहकार समिति में सदस्य के रूप में नामित करती है।

2. दिनांक 08.04.2013 के समसंख्यक पूर्ववर्ती संकल्प में मंत्रालय की हिंदी सलाहकार समिति से संबंधित सभी उल्लिखित निबंधन और शर्तें पूर्ववत् रहेंगी।

सुधीर कुमार  
संयुक्त सचिव

SUPREME COURT OF INDIA

New Delhi, the 6th August 2013

Now, therefore, the Supreme Court notifies the following Regulations :—

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No. F.26/2007-SCA(I)—In exercise of the powers conferred by sub-clause (2) of Clause 1 of "The Gender Sensitisation & Sexual Harassment of Women at the Supreme Court of India (Prevention, Prohibition and Redressal), Regulations, 2013", the Chief Justice of India hereby appoints, the date of publication of the Regulations in the Official Gazette, as the date on which provisions of the said Regulations shall come in to force.

By Order.

RAJ PAL ARORA  
Registrar

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4. Constitution of the Gender Sensitization & Internal Complaints Committee

No. F.26/2007-SCA(I)—In Writ Petition(Civil) No. 162 of 2013, Ms. Binu Tamta & Anr. v. High Court of Delhi & Ors. vide order dated 17th July, 2013, the Supreme Court has approved of and accepted "The Gender Sensitisation & Sexual Harassment of Women at the Supreme Court of India (Prevention, Prohibition and Redressal), Regulations, 2013" and directed the Supreme Court in its administrative jurisdiction to take note of the same and to arrange that the same are promulgated and given wide publicity.

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Muzaffarnagar

Chairman  
IQAC, Shri Ram College.  
Muzaffarnagar

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#### THE GENDER SENSITISATION & SEXUAL HARASSMENT OF WOMEN AT THE SUPREME COURT OF INDIA (PREVENTION, PROHIBITION AND REDRESSAL) REGULATIONS, 2013

WHEREAS gender discrimination and sexual harassment results in violation of the fundamental right of a woman to equality under Articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under Article 21 of the Constitution of India and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment under Article 19(1)(g) of the Constitution of India;

AND WHEREAS sensitization against discrimination on basis of gender and the protection against sexual harassment

and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the Constitution of India and the said Convention for protection of women against sexual harassment at Supreme Court precincts :-

AND WHEREAS it is necessary to provide for gender sensitization in working environment and protection against sexual harassment of women at the Supreme Court precincts and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto;

AND WHEREAS according to the decision in Vishaka v. State of Rajasthan rendered by the Supreme Court in its judgment dated 13 August 1997, in Writ Petition (Crl.) No. 666-70/92 it is necessary to provide for the protection of women.

AND WHEREAS in the judgment of the Supreme Court in Medha Kotwal Lele v. Union of India & Others, rendered by the Supreme Court on 19 October 2012 reported in (2013) 1 SCC 297, the necessity of protecting women from any form of indecency, indignity and disrespect in all places (in their homes as well as outside), is emphasized and it has been directed to provide new initiatives of education and advancement of women and girls in all spheres of life and the further directions given in the said judgment including the directions with regard to the need to give instructions/ circulars by all statutory bodies such as the Bar Council of India, Bar Associations and State Bar Councils, and the liberty granted in the said judgment to approach the respective courts and the directions to the courts to effectively consider the grievances raised in this regard.

AND WHEREAS following upon and in conformity with the above, in Writ Petition (Civil) No. 162 of 2013, Ms Binu Tamta & Ors. v. High Court of Delhi, the Supreme Court of India appointed a committee for framing regulations to ensure a safe working environment for women in the precincts of the Supreme Court, and the said committee having framed regulations to combat the problem of sexual harassment within the precincts of the Supreme Court of India and for the redressal of any complaint that may be filed in that regard;

AND WHEREAS the draft regulations being placed before the Court on 03 July 2013 and the Supreme Court directing for further consideration of the regulations by the parties concerned and the Attorney General for India;

AND WHEREAS upon consideration of all the views placed before the Court, the Supreme Court by order dated 17 July 2013 was pleased to approve the said regulations

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and authorize the issuance of the same and order the enforcement of the Regulations inter alia having regard to the aforesaid judgments and in terms of Article 142 of the Constitution of India to render full and complete justice.

AND WHEREAS now these Regulations are being published as a comprehensive code for prevention of sexual harassment of women within the precincts of the Supreme Court of India and for redressal of any complaints that may be lodged in the Supreme Court.

The Supreme Court hereby makes the following Regulations :—

#### CHAPTER I

##### PRELIMINARY

1. Short title, extent and commencement - (1) These Regulations may be called the Gender Sensitization & Sexual Harassment of Women at the Supreme Court of India (Prevention, Prohibition and Redressal) Regulations, 2013.

(2) They shall come into force on such date as the Chief Justice of India may, by notification in the Official Gazette, appoint.

2. Definitions - In these Regulations, unless the context otherwise requires:—

- (a) "aggrieved woman" means, in relation to the Supreme Court, any female, of any age, whether employed or not, who claims to have been subjected to any act of sexual harassment by any person in the Supreme Court of India precincts, but does not include any female who is already governed by the Supreme Court service regulations;
- (b) "appropriate Authority" means in relation to the Supreme Court of India, the sitting Chief Justice of India;
- (c) "Chairperson" means the Chairperson of the Supreme Court Gender Sensitization and Internal Complaints Committee (GSICC);
- (d) "Chief Justice of India" in context of the present Regulations means the sitting Chief Justice of India;
- (e) "habitual Respondent" is a person against whom a previous Complaint of sexual harassment has been received by the GSICC on earlier occasion, irrespective of whether the matter was resolved with or without an inquiry and except where the Respondent has been exonerated in the previous complaint;
- (f) "GSICC" means the Supreme Court Gender Sensitization and Internal Complaints Committee constituted under Regulation 4;

(g) "Internal Sub-Committee" means the Sub-committee set up under Regulation 9;

(h) "Member" means a Member of the GSICC;

(i) "Prescribed" means prescribed by the present Regulations;

(j) "Respondent" means a person against whom the aggrieved woman has made a Complaint under the present Regulations;

(k) "Sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely :—

- (i) physical contact and advances;
- (ii) a demand or request for sexual favours;
- (iii) making sexually coloured remarks;
- (iv) showing or exhibiting pornography and/or sexually explicit material by any means;
- (v) sending undesirable sexually coloured oral or written messages, text messages, e-mail messages, or any such messages by electronic, manual or other means;
- (vi) stalking or consistently following aggrieved woman in the Supreme Court precincts and outside;
- (vii) voyeurism including overt or tacit observation by the Respondent by any means of the aggrieved woman in her private moments;
- (viii) any conduct whereby the Respondent takes advantage of his position and subjects the aggrieved woman to any form of sexual harassment and seeks sexual favours specially while holding out career advancements whether explicitly or implicitly, as an incentive or a natural result of submitting to the insinuations/demands of the Respondent;
- (ix) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
- (x) implied or explicit promise of preferential treatment in her legal career;
- (xi) implied or explicit threat of detrimental treatment in her legal career;
- (xii) implied or explicit threat about her present or future legal career;
- (xiii) interferes with her work or creating an intimidating or offensive or hostile work environment for her; or



- (xiv) any treatment having a sexual colour or content likely to affect her emotional and/or physical health or safety.
- (i) "Supreme Court of India precincts" means the whole premises of the Supreme Court including the Court Block, open grounds, parking, old and new Chamber Blocks, libraries, canteens, bar-rooms, health centers and/or any other part of the premises under the control of the Hon'ble Chief Justice of India;
- (m) "Volunteer" means lawyers or other persons enlisted by the GSICC without any remuneration basis for carrying out the objects and purpose of these Regulations.
3. Prevention of sexual harassment - No woman shall be subjected to sexual harassment at the Supreme Court of India precincts.

## CHAPTER II

### COMPOSITION & CONSTITUTION OF GENDER SENSITISATION & INTERNAL COMPLAINTS COMMITTEE

4. Constitution of the Gender Sensitization & Internal Complaints Committee - (1) The Supreme Court GSICC is constituted herein to fulfill a very important public function of sensitizing the public to gender issues and to address any complaints made with regard to sexual harassment at the Supreme Court precincts.

(2) The Chief Justice of India shall, by an order in writing, constitute a Committee to be known as the "Supreme Court Gender Sensitisation and Internal Complaints Committee" (GSICC) which shall consist of not less than 7 members and not more than 13 members and shall include the following as far as practicable :-

- one or two Judges of the Supreme Court in terms of the judgment in the case of Vishaka (supra), one of whom shall be the Chairperson of the Committee, to be nominated by the Chief Justice of India;
- one or two senior members of the Supreme Court Bar, with at least 20 years of membership of the Supreme Court Bar Association or the Supreme Court Advocates-on-Record Association to be nominated by the Hon'ble Chief Justice of India, one of whom being a woman;
- one or two members to be elected by General Ballot of the Supreme Court Bar Association who shall be registered member of the Supreme Court Bar Association for at least 10 years out of whom at least one shall be a woman;
- one woman member being a member of the Advocates-on-Record Association elected by General Ballot of the Advocates-on-Record Association;

- one woman member being a member of the Supreme Court Clerks Association elected by General Ballot of the Supreme Court Clerks Association;
- at least one and at the most two outside members to be nominated by the Chief Justice of India, persons who are associated with the Social Welfare Department or non-government organization having experience in the field of social justice, women empowerment, and/or gender justice, out of whom at least one member shall be a woman;
- one woman officer in the service of the Supreme Court of India not below the rank of a Deputy Registrar to be nominated by the Hon'ble Chief Justice of India, who shall function as the Member Secretary of the GSICC; and
- any other member that the Chief Justice of India may deem fit to nominate.

Provided that it shall be ensured that the majority of the members of GSICC shall be woman members.

(4) The outside Member appointed under Clause 4(2)(f) shall be paid such fees or allowances from the allocated funds for holding the proceedings of the GSICC as may be prescribed.

(5) Where the Chairperson or any Member of the GSICC—

- as been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him/her;
- fails to constitute an Internal Sub-Committee to inquire into a particular Complaint;
- fails to take action under Regulation 11;
- contravenes or attempts to contravene or abets contravention of other provisions of these Regulations or any notifications/orders issued thereunder; or
- in the opinion of the Chief Justice of India has so abused his/her position as to render his/her continuance in office prejudicial to the exercise of functions of the GSICC;

such Chairperson or Member, as the case may be, shall stand removed forthwith from the GSICC by a written order of the Chief Justice of India and the vacancy so created shall be filled by fresh nomination/ election in accordance with the provisions of these Regulations.

5. Term of Gender Sensitization & Internal Complaints Committee members—

The term of each member of the GSICC shall be for two years, subject to the member being elected/nominated for a maximum period of two terms, and a member who has been

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removed under Regulation 4(5) shall not be eligible for re-nomination or re-election.

6. Meetings of The Gender Sensitisation & Internal Complaints Committee - (1) The GSICC shall meet at least once in four months in a calendar year.

(2) Members shall be intimated of meetings and agenda in writing and/or by electronic communication by the Member Secretary.

(3) Minutes of all meetings shall be recorded, confirmed and adopted. The Member Secretary shall circulate the minutes of a meeting and the Resolutions so passed to all Members of the GSICC within 7 days of the holding of the meeting or the passing of the Resolution.

(4) The Ordinary Meeting shall be called by the Chairperson with minimum seven days notice to all members.

Any member of the GSICC may at any time request the Chairperson to call an Emergency Meeting with a notice of Forty-Eight hours. However, this will not prevent the Chairperson from convening an emergency meeting without 48 hours notice.

(6) The quorum for all Meetings shall be one-third of the members of the GSICC. In the event the quorum is not completed for any meeting, an adjourned meeting shall be held within the next 10 days following, for which no quorum shall be required.

(7) All motions shall be carried by a simple majority of those present and voting at all meetings, except where it is specifically provided for.

Whenever a Complaint is received or a Report of the Internal Sub-Committee is submitted, the Member-Secretary shall within a period of 7 days request the Chairperson to call either an Ordinary or Emergency Meeting to take action on the same, and the Chairperson shall call a meeting for this purpose not later than 15 days from the date of the Complaint or the Report.

If a Member does not attend 3 consecutive meetings he/she shall be liable to removal forthwith by the Chief Justice of India, and the vacancy so created shall be filled in accordance with Regulation.

7. Functions of The Gender Sensitization & Internal Complaints Committee - (1) GSICC shall be responsible for framing a Policy from time to time and its implementation with regard to gender sensitization and prevention and redressal of Sexual Harassment in the Supreme Court.

(2) Gender Sensitization and Orientation: GSICC shall take the following steps with regard to gender sensitization and orientation:—

- (i) GSICC will ensure the prominent publicity of the Policy on gender sensitization and prevention and redressal of Sexual Harassment in the Supreme Court of India in all places in the

Supreme Court precincts such as the Court Building, old and new Chamber Blocks, library, health centre, canteens etc.

- (ii) GSICC will organize programmes for the gender sensitization of the Supreme Court community through workshops, seminars, posters, film shows, debates, displays, etc.

- (iii) GSICC shall submit an Annual Report by December 31 every year to the Chief Justice of India which shall be made public outlining the activities undertaken by it and charting out a blueprint for the activities/steps to be taken up in the following year along with necessary budget allowances required by it. The GSICC shall include in its Annual Report the number of cases filed, if any, and their disposal under these Regulations in the annual report.

- (iv) GSICC may enlist the help of NGO's, associations, volunteers, lawyers, lawyer's bodies, or the concerned legal services authorities to carry out these programmes.

- (v) GSICC will enlist and activate an adequately representative team of volunteers and shall ensure the widespread publicity of the contact details (both official and personal) of all its members and volunteers. The services of such volunteers shall be available at all times to any aggrieved woman or any person in need of consultation or guidance. Volunteers will also assist in the gender sensitization, crisis mediation and crises management duties of GSICC, but shall not participate in the task of formal redressal of complaints under these Regulations and Procedures.

- (vi) GSICC will organize and train members and volunteers to equip them to handle sexual harassment cases including legal and medical aspects of aid.

(3) Crisis Management and Mediation - GSICC shall ensure that there is quick and responsive crises management, counselling and mediation available to all aggrieved women expeditiously which shall include the following activities:—

- (i) GSICC will assist in the mediation of crises arising out of incidents of sexual harassment at the Supreme Court precincts.

- (ii) No mediation shall conclude without approval of the GSICC, and the mediated settlement shall be effected and be enforceable only upon it being duly approved by the GSICC which shall satisfy itself that the said mediation settlement is voluntary, fair, unbiased, and free from any extraneous consideration or influence.

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GSICC will coordinate with the Supreme Court security services to devise ways and means by which a system of prevention of and crisis management that is both gender-sensitive as well as prompt and effective is put in place. It will maintain regular contact through the Member Secretary with the Supreme Court security services to ensure that in crises arising out of incidents of sexual harassment, GSICC members, and/or the volunteers identified by it, shall be intimated of such incidents without delay.

(4) Complaint Redressal - The GSICC shall ensure that every complaint of an aggrieved woman is adequately dealt with in accordance with the established procedure and with complete sensitivity. The GSICC shall have the power to inquire into and pass orders against the Respondent/deviant/delinquent in a complaint made in relation to any form of sexual harassment in the entire precincts of the Hon'ble Supreme Court.

### CHAPTER III

#### COMPLAINT & INQUIRY INTO COMPLAINT

8. Complaint of Sexual Harassment - (1) Any aggrieved woman may make a complaint in writing of sexual harassment at the Supreme Court of India precincts to the GSICC through the Member Secretary in accordance with the form and procedure so notified by it.

Provided that where the aggrieved woman is unable to make such a complaint in writing due to any reason, the Member of the GSICC or volunteer, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or for any other reason, her legal heir or such other person directly concerned with her interests may make a complaint under this Regulation.

9. Inquiry into complaint - (1) On receiving a complaint and upon being satisfied with regard to the genuineness of the Complaint, the GSICC shall constitute an Internal Sub-Committee to conduct a fact finding inquiry, which shall comprise of three members of the GSICC itself, or such other persons as to be so nominated by the GSICC in its meeting, with majority members being women, and at least one person being an outside member.

(2) The Internal Sub-Committee shall conduct an inquiry and shall hear and duly record the statements of the aggrieved woman, the Respondent, and any other person the said parties wish to examine, subject to the provisions of Regulation 13(2), and thereafter it shall prepare a Report and enclose therein the complete proceedings of the Inquiry.

(3) The fact finding inquiry into a Complaint shall be conducted and completed within 90 days of the Constitution of the Internal Sub-Committee.

Provided that the validity of any inquiry shall not be called into question upon the inquiry not being completed with the stipulated period due to reasons beyond the control of the Internal Sub-Committee.

10. Inquiry Report - (1) On the completion of an inquiry under these Regulations, the Internal Sub-Committee shall provide the Inquiry Report of its findings alongwith the complete record of the inquiry proceedings including the pleadings and all the material on record to the GSICC within a period of ten days from the date of completion of the inquiry and such Report shall also be made available to the concerned parties.

(2) Where the Internal Sub-Committee arrives at the conclusion that the allegation against the Respondent has not been proved, it shall recommend to the GSICC that no action is required to be taken in the matter.

(3) Where the Internal Sub-Committee arrives at the conclusion that the allegation against the Respondent has been proved, it shall recommend to the GSICC to take appropriate action for gender discrimination and/or sexual harassment.

(4) Upon consideration of the material on record and the Inquiry Report of the Internal Sub-Committee, if more than two-thirds of the members of the GSICC differ from the conclusion of the Internal Sub-Committee, the GSICC shall after hearing the aggrieved woman and Respondent in person, record its reasons to so differ and take consequent action accordingly.

(5) The GSICC shall pass orders either accepting or rejecting the Inquiry Report of the Internal Sub-Committee and thereafter pass consequent orders that may be appropriate and necessary for putting an end to the sexual harassment and take all steps to secure justice to the victim of sexual harassment within 45 working days of submission of the Inquiry Report of the Internal Sub-Committee, excluding the period of holidays, and/or vacation of the Supreme Court.

Provided that the validity of the orders of the GSICC shall not be called into question upon the same not being passed within the stipulated time.

11. Orders on Inquiry Report - (1) Subject to Regulation 9(1) above, the GSICC shall have the power to pass the following orders to secure justice to the victim of sexual harassment:

- (a) admonition;
- (b) admonition with publication of such admonition in the Court precincts including cause lists and Supreme Court Website;
- (c) prohibition from harassing the victim in any manner including, but not limited to, prohibition from communicating with her in any manner such as phones, messages, electronic means, physical or other means for a specified period; and

  
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- (d) subject to Regulation 11(2), pass all orders, directions, and/or direct taking steps necessary for putting an end to the sexual harassment of the aggrieved woman.
- (2) GSICC will also have the power to recommend to the Chief Justice of India to pass orders against the Respondent including, but not limited, to the following:

- (a) debarring of entry into the Supreme Court precincts for a specified period extending upto a maximum period of one year; and
- (b) in appropriate cases, to recommend filing of a criminal complaint and/or a disciplinary complaint before the concerned disciplinary authority governing the Respondent (including the concerned Bar Council) for taking appropriate action, and the Chief Justice of India may pass orders thereon subject to Regulation 12.
- (3) The GSICC shall pass orders on the Inquiry Report and/or shall make recommendations to the Chief Justice of India within 45 working days of the submission of the Inquiry Report, excluding the period of vacation of the Supreme Court and communicate the same to the parties forthwith.
- (4) The GSICC and the Internal Sub-Committee shall have the jurisdiction to inquire into a complaint and take any action thereon notwithstanding that any criminal complaint or any other complaint under any other law (including a disciplinary proceeding under the Advocates Act, 1961) may have been filed with respect to the same complaint/actions.
- (5) The orders of the CJI and the GSICC shall be final and binding on the parties.

12. Representation - (1) Any person aggrieved by the order passed (or not passed) by the GSICC under Regulation 11(1), or recommendation made by the GSICC to the Chief Justice of India under Regulation 11(2), or non-implementation of such orders or action may make a representation to the Chief Justice of India who shall have the power to set aside or modify the orders passed or the recommendation made as the Chief Justice may deem fit, and also have the power to issue such orders or directions that may be necessary to secure complete justice to the victim of sexual harassment.

The representation under Regulation 12(1) shall be preferred within a period of ninety days of communication of the order or recommendation.

13. Restraint Order - (1) On the receipt of a Complaint and during the pendency of an Inquiry, on a written request made by the aggrieved woman, the GSICC if it considers it fit and proper may recommend specific interim measures to be taken in a signed decision to the Chief Justice of India, who on receipt thereof may pass such interim orders that may be required for the personal safety and for safeguarding

the dignity of the aggrieved woman, and both the aggrieved woman and the Respondent shall be bound by the same.

(2) Upon disobedience, defiance or violation of the order passed under clause (1) above by the Respondent, the GSICC shall close and/or strike off the defence of the Respondent and pass final orders under Regulation 10(5) and Regulation 11.

#### CHAPTER IV POWERS & DUTIES

14. Powers of GSICC & Internal Sub-Committee - (1) The GSICC shall have the power to issue circulars/notifications prescribing its procedure and for the purpose of carrying out and implementing the provisions of the present Regulations in their spirit and intent.

(2) The GSICC shall have the power to pass any orders to be able to carry out the objectives and mandate of the present Regulations including directing any party or person to take any suitable action.

(3) For the purpose of making an inquiry, the GSICC and the Internal Sub-Committee shall have the same powers as are vested in a Civil Court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:

- summoning and enforcing the attendance of any person and examining him on oath;
- requiring the discovery and production of documents; and
- any other matter which may be prescribed.

(4) The GSICC by Resolution to be passed by two-thirds majority may remove any member of the Internal Sub-Committee and appoint a new member in his/her place, only if it is of the view that such a member has acted prejudicially to the principles of natural-justice, fair play and has acted with bias in the conduct of the Inquiry.

(5) The GSICC shall at all times have supervisory powers over the Internal Sub-Committee and it may issue directions to the Internal sub-Committee from time to time in accordance with the provisions of the present Regulations.

15. Duties - The GSICC in coordination with and with the assistance of the office of the Supreme Court shall-

- take measures to provide a safe working environment at the Supreme Court of India precincts;
- display at any conspicuous place in the Supreme Court of India and on its web-site, the penal consequences of sexual harassments and the order constituting the Internal Committee under the present Regulations;
- display at any conspicuous place in the Supreme Court of India and on its web-site, the status and outcome of complaints of sexual harassment;



- (d) organize workshops and awareness programmes at regular intervals for sensitizing the persons carrying out work at the Supreme Court premises with the provisions of the present Regulations and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;
- (e) provide necessary facilities to the Internal Sub-Committee for dealing with the complaint and conducting an inquiry;
- (f) assist in securing the attendance of respondent and witnesses before the Internal Sub-Committee;
- (g) obtain such information for the Internal sub-Committee as it may require having regard to the complaint;
- (h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the Respondent and/or the perpetrator;
- (i) monitor the timely submission of reports by the Internal Sub-Committee; and
- (j) take any other action and/or measures to ensure an effective and meaningful implementation of the present Regulations.

## CHAPTER V

## MISCELLANEOUS

16. Confidentiality - (1) The contents of the complaint made under the present Regulations, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to the inquiry proceedings, recommendations of the GSICC and the action taken by the GSICC shall be confidential and shall not be published, communicated or made known to the public, press and media in any manner except upon the aggrieved woman submitting a specific request to do so in writing and upon the GSICC acceding to the said request.

(2) Upon the Respondent being found guilty, information may be disseminated regarding the justice secured to any victim of sexual harassment under these Regulations without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Protection of action taken in good faith- No suit, prosecution or other legal proceedings shall lie against the CJI, GSICC and the Internal Sub-Committee or its members in respect of anything which is done or intended to be done

in good faith in pursuance of these Regulations, and the circulars/orders/notifications issued thereunder.

18. Allocation of funds - The Chief Justice of India may, subject to the availability of financial and other resources allocate and provide suitable funds as may be prescribed

- (a) for the effective implementation of the present Regulations;
- (b) for development of relevant information, education, communication and training materials, for organization of awareness programmes, and for advancement of the understanding of the public of the provisions of these Regulations; or
- (c) for organizing orientation and training programmes for the members of the GSICC, Internal Sub-Committees, volunteers, counselors etc.

19. Regulations not in derogation of any other law - (1) The provisions of these Regulations shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

(2) The provisions of the present Regulations shall not bar any Court from taking cognizance of any offence punishable under any other enactment or law.

By Order.

RAJ PAL ARORA  
Registrar

## MINISTRY OF YOUTH AFFAIRS AND SPORTS

New Delhi-110001, the 27th August 2013

## RESOLUTION

No. E-11015/3/2009-Hindi—Consequent upon the inclusion of his name in Hindi Salahkar Samiti of the Ministry of Youth Affairs and Sports as communicated vide Parliamentary Committee on Official Language's O.M. No. 25011/3/2009-Samiti-5 dated 17.07.2013. Govt. of India hereby nominates Sh. Raghunandan Sharma, MP (Rajya Sabha) as Member in Hindi Salahkar Samiti of the Ministry in place of Shri Shri Gopal Vyas, former MP of Rajya Sabha.

2. All the terms and conditions of the Hindi Salahkar Samiti mentioned in earlier resolution of even no. dated 08.04.2013 will remain the same.

SUDHIR KUMAR  
Jt. Secy.

मुद्रण निदेशालय द्वारा, भारत सरकार मुद्रणालय, एन.आई.टी. फरीदाबाद में मुद्रित एवं प्रकाशन नियंत्रक, दिल्ली द्वारा प्रकाशित, 2013  
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WS 6-241 GE-2013

Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar



# Shri Ram College, Muzaffarnagar

## Internal Compliant Committee

Date: 29/07/2024

To

The Principal  
Shri Ram College  
Muzaffarnagar

**Subject:** Annual Report of Internal Compliant Committee

Respected Madam,

I am herewith submitting the annual report of Internal Compliant Committee for the academic year 2023-24. We conducted various activities throughout the academic year 2023-24, to create awareness regarding gender sensitization & women empowerment. The Committee noted no complaints of sexual harassment were received from any female employee or student. Hence in second term end meeting, it was emphasized that awareness programmes regarding women empowerment, gender sensitization, self- defence etc. should be regularly conducted for the welfare of the girl students and women employee. It also proved that the programmes organized in this regard have been highly effective and beneficial.

Please do the needful.

Thanking you.

**Dr. Pooja Tomar**

Presiding Officer

Internal Compliant Committee

Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar





# Shri Ram College


Approved by UGC, NCTE and Affiliated to MS University, Saharanpur  
Muzaffarnagar - 251001, NCR (U.P.)

**A++ Grade Accredited by NAAC**

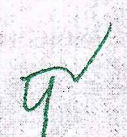
Date: 10/07/2023

## List of Members of Internal Complaint Committee (ICC)

S. No.	Name	Designation	Department
1	Dr. Pooja Tomar	Presiding Officer ICC	Basic Science
2	Mrs. Neetu Singh	Member Secretary	Computer Application
3	Mrs. Minakshi Kakran	Member	Fine Arts
4	Dr. Anjali Jakhar	Member	Agriculture
5	Ms. Shalini Mishra	Member	Bioscience
6	Mrs. Nivedita Pandey	Member	Commerce
7	Ms. Shivani Berman	Member	Journalism & Mass Communication
8	Dr. Poonam Sharma	External Member	Shri Ram College of Law
9	Ms. Srishti Chaudhary	External Member	News Producer (Republic Bharat, Noida)
10	Ms. Yukta Saini	Student Representative	Fine Arts
11	Ms. Sapna Verma	Student Representative	Basic Science

  
(Dr. Perna Mittal)  
Principal

  
Coordinator  
IQAC, Shri Ram College  
Muzaffarnagar

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar





# Shri Ram College

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Muzaffarnagar - 251001, NCR (U.P.)

**A++ Grade Accredited by NAAC**

Dated: 10/07/23

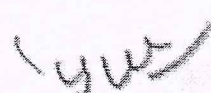
To whom it may Concern

## Reconstitution of Internal Complaints Committee (ICC)

This is certified that the Internal Complaints Committee has been reconstituted for the session 2023-24 as per the Government guidelines in the meeting of ICC held on 06/07/23 and it is hereby informed to all the ICC members, staff and students that ICC will consider all problems related to sexual harassment of women as per college policy.


The following persons have been selected as the members of ICC for the session 2023-24. We believe that your qualification, experience and skills fit perfectly for this work. All are expected to coordinate the aforesaid committee with immediate effect as a member of committee.

S.No.	Name	Designation	Department
1	Dr. Pooja Tomar	Presiding Officer ICC	Basic Science
2	Mrs. Neetu Singh	Member Secretary	Computer Application
3	Mrs. Minakshi Kakran	Member	Fine Arts
4	Dr. Anjali Jakhar	Member	Agriculture
5	Mrs. Shalini Mishra	Member	Bioscience
6	Ms. Nivedita Pandey	Member	Commerce
7	Ms. Shivani Berman	Member	JMC
8	Ms. Yukta Saini	Student Representative	Fine Arts
9	Ms. Sapna Verma	Student Representative	Basic Science

  
(Dr. Prerna Mittal)  
Principal

CC:

1. Dean, IQAC,
2. All members of ICC
3. All HoD

  
Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

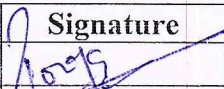
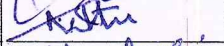
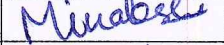
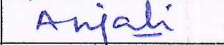
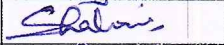

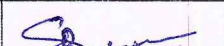
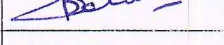
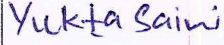
  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar

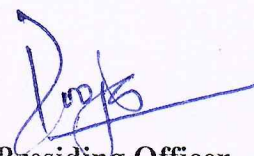


**SHRI RAM COLLEGE MUZAFFARNAGAR**  
**INTERNAL COMPLIANCE COMMITTEE**  
**NOTICE**

**DATE: 10/07/2023**

A meeting of the Internal Compliance Committee will be held on 10 July 2023 at 4:00 pm in the Principal office.  
All the members are requested to attend the meeting.

S. No.	Name	Designation	Department	Signature
1	Dr. Pooja Tomar	Presiding Officer	Basic Science	
2	Dr. Neetu Singh	Member Secretary	Computer App.	
3	Mrs. Minakshi Kakran	Member	Fine Arts	
4	Mrs. Anjali Jakhar	Member	Agriculture	
5	Ms. Shalini Mishra	Member	Bioscience	
6	Mrs. Nivedita Pandey	Member	Commerce	
7	Ms. Shivani Berman	Member	Journalism & Mass Communication	
8	Ms. Yukta Saini	Student Representative	Fine Arts	
9	Ms. Sapna Verma	Student Representative	Basic Science	

  
**Presiding Officer**  
**Internal Complaint**  
**Committee**

  
**Co-ordinator**  
**IQAC, Shri Ram College**  
**Muzaffarnagar**

  
**Chairman**  
**IQAC, Shri Ram College,**  
**Muzaffarnagar**



# **Shri Ram College, Muzaffarnagar**

## **Minutes of the Meeting**

### **Internal Compliant Committee**

**Date & Day** : 16/12/2023 (Saturday) Time: 3:00 PM

**Venue** : Principal office

**Chairperson** : Dr. Pooja Tomar

- The Chairperson welcomed all the members and appreciated their performance in the Internal Compliant Committee.
- Dr. Neetu Singh , Member Secretary of the Internal Complaints Committee read out the minutes of the Previous meeting held on 10.07.2023 before the meeting. The committee approved the minutes of previous meeting.

#### **Agenda No. 1 –**

Dr. Neetu Singh, Member Secretary, ICC requested Presiding Officer of Internal Complaints Committee to place the numbers of Complaints Received, Disposed and Rejected in last six months. On her request Presiding Officer informed the members that no any matter of complaints was recorded from the students as well as from the employees of the institution in last six months. Hence no resolution has been taken on this agenda.

#### **Agenda No. 2 –**


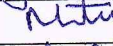
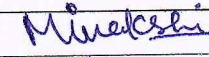
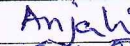
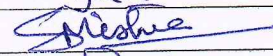
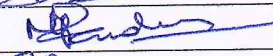
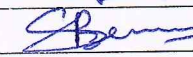
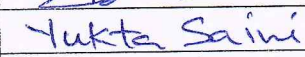
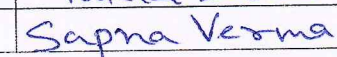
The Chairperson requested everyone to make the students aware of this policy that they come forward and report such issues, if any.

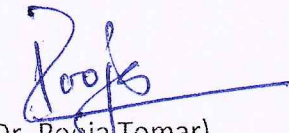
No other matters have come before the meeting. Hence Presiding Officer has committed vote of thanks to all the members and concluded the proceedings.

**Internal Compliant Committee**

Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar

S. No.	Name	Designation	Signature
1	Dr. Pooja Tomar	Presiding Officer	
2	Dr. Neetu Singh	Member Secretary	
3	Mrs. Minakshi Kakran	Member	
4	Mrs. Anjali Jakhar	Member	
5	Ms. Shalini Mishra	Member	
6	Mrs. Nivedita Pandey	Member	
7	Ms. Shivani Berman	Member	
8	Ms. Yukta Saini	Student Representative	
9	Ms. Sapna Verma	Student Representative	

  
 (Dr. Pooja Tomar)  
 Presiding Officer ICC

CC:

1. The Principal SRC
2. Dean IQAC

  
 Co-ordinator  
 IQAC, Shri Ram College  
 Muzaffarnagar

  
 Chairman  
 IQAC, Shri Ram College,  
 Muzaffarnagar



# Minutes of the Meeting

## Internal Compliant Committee

**Date & Day** : 29/06/2024 (Saturday) Time: 3:30 PM  
**Venue** : Principal office  
**Chairperson** : Dr. Pooja Tomar

- The Chairperson welcomed all the members and appreciated their performance in the Internal Compliant Committee.
- Mrs. Neetu Singh, Member Secretary of the Internal Complaints Committee read out the minutes of the Previous meeting held on 28.02.2024 before the meeting. The committee approved the minutes of previous meeting.

### Agenda No. 1 –

Mrs. Neetu Singh, Member Secretary, ICC requested the Presiding Officer of Internal Complaints Committee to discuss the objective and functions of the committee. On the request of Mrs. Neetu Singh, Dr. Pooja Tomar explained the composition of this committee, then explained the compliance of some girls student thoroughly to all the members. Requested them to go through the UGC Regulations, 2015 (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) published in the Gazette of India. On discussion with all the members of the Committee it was resolved that the Internal Complaint Committee of Shri Ram College will organize awareness programme on this matter.

**Agenda No. 2 –** Presiding Officer informed the members that no any matter of complaints was recorded from the students as well as from the employees of the institution in last six months. Hence no resolution has been taken on this agenda.

  
Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar

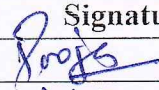
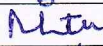
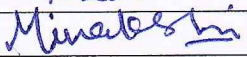
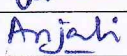
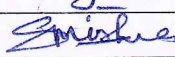
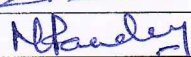
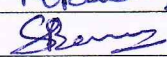
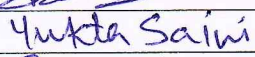
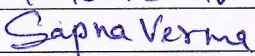
### Agenda No. 3 –

The Chairperson requested everyone to make the students aware of this policy. So that they can come forward and report such issues, if any.

The Presiding Officer said that if any complaint received from the employees/ students in near future, the ICC Cell may call for an urgent meeting.

The Presiding Officer has committed vote of thanks to all the members present and concluded the proceedings.

### Internal Compliant Committee

S. No.	Name	Designation	Signature
1	Dr. Pooja Tomar	Presiding Officer	
2	Dr. Neetu Singh	Member Secretary	
3	Mrs. Minakshi Kakran	Member	
4	Mrs. Anjali Jakhar	Member	
5	Ms. Shalini Mishra	Member	
6	Mrs. Nivedita Pandey	Member	
7	Ms. Shivani Berman	Member	
8	Ms. Yukta Saini	Student Representative	
9	Ms. Sapna Verma	Student Representative	


  
(Dr. Pooja Tomar)

Presiding Officer ICC

CC:

1. The Principal SRC
2. Dean IQAC

  
Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar





# Shri Ram College

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Muzaffarnagar - 251001, NCR (U.P.)

**A++ Grade Accredited by NAAC**

Dated: 08/07/2022

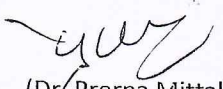
To whom it may Concern

## Reconstitution of Internal Complaint Committee (ICC)

This is certified that the Internal Complaint Committee has been reconstituted for the session 2022-23 as per the Government guidelines in the meeting of ICC held on 05/07/2022 and it is hereby informed to all the ICC members, staff and students that ICC will consider all problems related to sexual harassment of women as per college policy.


The following persons have been selected as the member of ICC for the session 2022-23. We believe that your qualification, experience and skills fit perfectly for this work. All are expected to coordinate the aforesaid committee with immediate effect as a member of committee.

S.No.	Name	Designation	Department
1	Dr. Pooja Tomar	Presiding Officer ICC	Basic Science
2	Dr. Neetu Singh	Member Secretary	Computer Applications
3	Mrs. Minakshi Kakran	Member	Fine Arts
4	Mrs. Teena Aggarwal	Member	Teacher Education
5	Dr. Anjali Jakhar	Member	Agriculture
6	Mrs. Shalini Sharma	Member	Bioscience
7	Ms. Reena Tyagi	Member	Fine Arts
8	Ms. Dolli	Student Representative	Basic Science
9	Ms. Payal Baliyan	Student Representative	Fine Arts

  
(Dr. Prerna Mittal)  
Principal  
Shri Ram College, Mzn

CC:

1. Dean, IQAC,
2. All members of ICC
3. All HoD

  
Co-ordinator  
IQAC, Shri Ram College,  
Muzaffarnagar

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar



# Shri Ram College

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Muzaffarnagar - 251001, NCR (U.P.)

**A++ Grade Accredited by NAAC**

Dated: 08/07/2022

## List of Members of Internal Complaint Committee (ICC)

S.No.	Name	Designation	Department
1	Dr. Pooja Tomar	Presiding Officer ICC	Basic Science
2	Dr. Neetu Singh	Member Secretary	Computer Applications
3	Mrs. Minakshi Kakran	Member	Fine Arts
4	Mrs. Teena Aggarwal	Member	Teacher Education
5	Dr. Anjali Jakhar	Member	Agriculture
6	Mrs. Shalini Sharma	Member	Bioscience
7	Ms. Reena Tyagi	Member	Fine Arts
8	Dr. Poonam Sharma	External Member	Shri Ram College of Law
9	Ms. Srishti Chaudhary	External Member	News Producer (Republic Bharat) Noida
10	Ms. Doll	Student Representative	Basic Science
11	Ms. Payal Baliyan	Student Representative	Fine Arts

(Dr. Perna Mittal)  
Principal

Shri Ram College, Mzn

Coordinator  
IQAC, Shri Ram College,  
Muzaffarnagar

Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar



# Shri Ram College, Muzaffarnagar

## Internal Compliant Committee

Date: 05/07/2023


To,  
The Principal  
Shri Ram College  
Muzaffarnagar

**Subject:** Annual Report of Internal Compliant Committee

Respected Madam,

I am herewith submitting the annual report of Internal Compliant Committee for the academic year 2022-23. We conducted various activities throughout the academic year 2022-23, to create awareness regarding gender sensitization. The Committee noted no complaints of sexual harassment were received from any female employee or student. Hence in second term end meeting, it was emphasized that awareness programmes regarding women empowerment, gender sensitization, self- defence counselling, health checkup camps etc. should be regularly conducted for the welfare of the girl students and women employee. It

  
Co-ordinator  
IQAC, Shri Ram College,  
Muzaffarnagar

  
(Dr. Pooja Tamar)  
Presiding officer ICC

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar

# Shri Ram College, Muzaffarnagar

## NOTICE

Date: 22.06.2023

A meeting of the Internal Complaints Committee (ICC) will be held on 24.06.2023 at 3.00P.M. in Principal Office. All members are requested to attend the meeting to discuss following agenda:

### Agenda:

1. Role and Activity of Internal Complaint Committee
2. Complaints of the Students and Employees.
3. Miscellaneous by the permission of chair.

*Pooja* 22/6/23

(Dr. Pooja Tomar)  
Presiding Officer  
Internal Complaint  
Committee

To:

All the Honourable Members

Copy to

1. Dr. Perna Mittal, Principal SRC
2. Coordinator, IQAC

*Pooja* 22/6/23

(Dr. Pooja Tomar)  
Presiding Officer  
Internal Complaint  
Committee

*V*  
Co-ordinator  
IQAC, Shri Ram College,  
Muzaffarnagar

*S*  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar



# Shri Ram College, Muzaffarnagar

## Minutes of the Meeting Internal Compliant Committee

Date & Day : 24/06/2023  
Time : 3:00 PM  
Venue : G-1  
Chairperson : Dr. Pooja Tomar

- The Chairperson welcomed all the members and appreciated their performance in the Internal Compliant Committee.
- Dr. Netu Singh, Member of the Internal Complaint Committee read out the minutes of the Previous meeting held on 17.12.2022 before the meeting. The committee approved the minutes of previous meeting.


### Agenda No. 1 –

Dr. Neetu Singh, Member, ICC requested to Presiding Officer of Internal Complaint Committee to place the numbers of complaints received, disposed and rejected in last six months. And on her request Presiding Officer told before the members that no any matter of complaints was recorded from the students as well as from the employees of this institution in last six months. Hence no resolution has been taken on this agenda.

### Agenda No. 2 –

No any other matters come before the meeting hence Presiding Officer has committed vote of thanks to all the member and concludes the proceeding.

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar

  
Member  
IQAC, Shri Ram College,  
Muzaffarnagar

**Internal Compliant Committee**

S. No.	Name	Designation	Signature
1	Dr. Pooja Tomar	Presiding Officer	
2	Dr. Netu Singh	Member	
3	Mrs. Teena Aggarwal	Member	
4	Dr. Anjali Jakhar	Member	
5	Mrs. Minakshi Kakran	Member	
6	Ms. Shalini Sharma	Member	
7	Ms. Reena Tyagi	Member	
8	Dolli	Student Representative	
9	Payal Baliyan	Student Representative	

*Pooja*  
24/6/23

*V*  
Co-ordinator  
IQAC, Shri Ram College,  
Muzaffarnagar

*U*  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar



# Shri Ram College, Muzaffarnagar

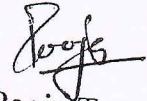
## NOTICE

Date 17.12.2022

A meeting of the Internal Complaints Committee (ICC) will be held on 20.12.2022 at 3.00P.M. in Principal Office. All members are requested to attend the meeting to discuss following agenda:

### Agenda:

1. Complaints of the Students and Employees.
2. Miscellaneous, by permission of chair.




(Dr. Pooja Tomar)  
Presiding Officer  
Internal Complaint  
Committee

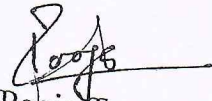
To:

1. All the Honourable Members

Copy to

1. Dr. Prerna Mittal, Principal
2. Coordinator, IQAC

  
Co-ordinator  
IQAC, Shri Ram College,  
Muzaffarnagar



(Dr. Pooja Tomar)  
Presiding Officer  
Internal Complaint  
Committee

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar

# Shri Ram College, Muzaffarnagar

## Minutes of the Meeting

### Internal Compliant Committee

Date & Day : 20/12/2022  
Time : 3:00 PM  
Venue : Principal Office  
Chairperson : Dr. Pooja Tomar

- The Chairperson welcomed all the members and appreciated their performance in the Internal Compliant Committee.
- Dr. Netu Singh, Member of the Internal Complaints Committee read out the minutes of the previous meeting held on 24.06.2022 before the meeting. The committee approved the minutes of previous meeting.

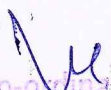
#### Agenda No. 1 –


Dr. Neetu Singh, Member, ICC requested Presiding Officer of Internal Complaints Committee to place the numbers of complaints received, disposed and rejected in last six months. On her request Presiding Officer informed the members that no any matter of complaints was recorded from the students as well as from the employees of the institution in last six months. Hence no resolution has been taken on this agenda.

#### Agenda No. 2 –

The Presiding Officer requested everyone to make the students aware of this policy that they come forward and report such issues, if any.

No other matters have come before the meeting hence Presiding Officer has committed vote of thanks to all the member and concluded the proceedings.

  
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# Internal Compliant Committee

S. No.	Name	Designation	Signature
1	Dr. Pooja Tomar	Presiding Officer	
2	Dr. Netu Singh	Member	
3	Mrs. Teena Aggarwal	Member	
4	Dr. Anjali Jakhar	Member	
5	Mrs. Minakshi Kakran	Member	
6	Ms. Shalini Sharma	Member	
7	Ms. Reena Tyagi	Member	
8	Dolli	Student Representative	
9	Payal Baliyan	Student Representative	

*Pooja*  
20/12/22

*we*  
Co-ordinator  
IQAC, Shri Ram College,  
Muzaffarnagar

*SL*  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar

# **Student Welfare Committee**



# Shri Ram College, Muzaffarnagar



## Annual Report

(2022-23)

### Students' Welfare Committee

Convener

Student Welfare Committee

CC:

1. IQAC, Coordinator
2. Director, SRC

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IQAC, Shri Ram College,  
Muzaffarnagar

Chairman  
IQAC, Shri Ram College,  
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# Shri Ram College, Muzaffarnagar

Annual Report of the Students' Welfare Committee (2022–23)

## Introduction

The Students' Welfare Committee (SWC) of Shri Ram College, Muzaffarnagar, continued its mission during the academic session 2022–23 to ensure the holistic development, well-being, and active engagement of students. The committee worked in collaboration with various departments to organize a wide range of academic, cultural, and co-curricular activities. These initiatives aimed to promote knowledge, health, creativity, innovation, and social responsibility among students.

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## Committee Composition

The SWC was led by **Dr. Himanshu Hora (Convener)** and **Dr. Pramod Kumar (Co-Convener)**, along with faculty representatives from diverse departments and student representatives from Computer Applications, Commerce, and Agriculture. Their collective efforts ensured effective planning and execution of student-centric programmes.

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## Activities Conducted (2022–23)

### Academic and Skill Development

- **Online Certification Training Programme** (22 May 2022) – Department of Agriculture
- **Addon Programme on “Scientific Cultivation of Mushroom”** (1 Sept 2022) – Department of Agriculture
- **Seminar on “Cyber Crime: Prevention and Law”** (6 Oct 2022) – Department of Computer Application
- **Workshop on 5G Technology** (18 Nov 2022) – Department of Computer Application
- **National Seminar on “Advance Approaches for Formulation of Healthy & Hygienic Milk Products”** (25 Nov 2022) – Departments of Home Science & Agriculture
- **Guest Lecture on “Management Mantra for Multidimensional Development”** (15 Apr 2023) – Department of Business Administration
- **Guest Lecture on Organic Farming** (17 Apr 2023) – Department of Basic Science

### Sports and Physical Development

- **Interdepartmental Athletics Meet (Men & Women)** on National Sports Day (29 Aug 2022) – Department of Physical Education

  
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## Cultural and Creative Expression

- **Debate on “Agnipath Scheme is in the Interest of the Nation”** (30 Nov 2022) – Department of Commerce
- **Poster Making Competition on Election Day** (24 Jan 2023) – Department of Teacher Education
- **Quiz Competition** (27 Feb 2023) – Department of Basic Science
- **Cafeteria (A Food Café)** (28 Feb 2023) – Department of Home Science
- **Seminar on “Innovation and Technology for Gender Equality”** (3 Mar 2023) – Department of Teacher Education
- **Article Writing Competition on “Invest in Our Planet”** on Earth Day (20 Apr 2023) – Department of Teacher Education

## Recreational and Welfare Activities

- **Get Together Party** for student relaxation and bonding (15 June 2023) – Department of Business Administration

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## Impact and Outcomes


The initiatives of the SWC during 2022–23 enriched student life by:

- Enhancing subject knowledge and technical skills through seminars, workshops, and guest lectures.
- Promoting awareness of social, national, and environmental issues.
- Encouraging creativity, critical thinking, and communication skills through debates, poster making, and writing competitions.
- Supporting physical well-being through sports activities.
- Strengthening the sense of community and relaxation with welfare-focused recreational events.

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## Conclusion

The academic session 2022–23 was marked by diverse and impactful activities under the Students' Welfare Committee. By fostering academic growth, creativity, physical health, and social awareness, the committee contributed significantly to the overall personality development of students. The committee remains committed to introducing more innovative and inclusive initiatives in the coming years to further enhance student welfare.

  
(Convener)

Students' Welfare Committee

  
Co-ordinator  
IQAC, Shri Ram College,  
Muzaffarnagar

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar

## Committee Members

S.No.	Name of Faculty	Department	Designation
1	Dr. Himanshu Hora	Computer Application	Convener
2	Dr. Pramod Kumar	Computer Application	Co-Convener
3	Mr. Sagar Shukla	Business Administration	Member
4	Mr. Ankit Kumar	Bioscience	Member
5	Dr. Vikrant Kumar	Agriculture	Member
6	Mr. Ankur Rohilla	Computer Application	Member
7	Mrs. Isha Arora	Home Science	Member
8	Ms. Shivani Barman	JMC	Member
9	Mrs. Ritu Garg	Education	Member
10	Mr. Tarun Kumar	Physical Education	Member
11	Mr. Vivek Kumar	Basic Science	Member
12	Ms. Naina Bansal	Commerce	Member
13	Shivansh Singhal (CA)	Student Representative	
14	Riya Verma (CA)	Student Representative	
15	Shakib (Com)	Student Representative	
16	Sunny Kumar (Ag)	Student Representative	

  
 Co-ordinator  
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 Chairman  
 IQAC, Shri Ram College,  
 Muzaffarnagar



## Activities for Students' Welfare in associated with other departments


Session: 2022-23

S.No.	Name of Event	Date of Event	Organized By
1	Online Certification Training Programme	22/05/2022	Department of Agriculture
2	Interdepartmental Athletics Meet (M&W) on the occasion of National Sports Day.	29/08/2022	Department of Physical Education
3	Addon Programme on "Scientific cultivation of Mushroom"	01/09/2022	Department of Agriculture
4	Seminar on "Cyber Crime: Prevention and Law."	06/10/2022	Department of Computer Application
5	Workshop on 5G Technology.	18/11/2022	Department of Computer Application
6	National Seminar on "Advance Approaches for Formulation of Healthy & Hygienic Milk Products"	25/11/2022	Department of Home Science & Agriculture
7	Debate on "Agnipath scheme is in the interest of the Nation."	30/11/2022	Department of Commerce
8	Poster Making Competition on Election Day.	24/01/2023	Department of Teacher Education
9	Quiz Competition	27/02/2023	Department of Basic Science
10	Cafeteria (A Food Café)	28/02/2023	Department of Home Science
11	Seminar on "Innovation and Technology for Gender Equality."	03/03/2023	Department of Teacher Education
12	Guest Lecture on "Management Mantra for Multidimensional Development."	15/04/2023	Department of Business Administration

  
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13	Guest Lecture on Organic Farming	17/04/2023	Department of Basic Science
14	Article Writing Competition on "Invest in Our Planet" on the occasion of Earth Day.	20/04/2023	Department of Teacher Education
15	GET TO GETHER PARTY for relaxing the students.	15/06/2023	Department of Business Administration



**Convener**

Student Welfare Committee



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IQAC, Shri Ram College,  
Muzaffarnagar



Chairman  
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Muzaffarnagar



## **Examination Committee**

# Shri Ram College, Muzaffarnagar

## Examination Committee

### Annual Report

### Session 2022-23

#### Committee Overview:

The **Examination Committee** is the apex body of Shri Ram College, Muzaffarnagar, responsible for overseeing all examination-related activities. The committee is headed by the **Examination In-Charge (EI)** and is supported by three primary sections: **Examination, Record Maintenance, and Administration**.

The core mission of the **Examination Committee** is to plan, organize, and execute both **internal and external university examinations** in alignment with university regulations and college norms. The committee ensures that all examination procedures are carried out smoothly, transparently, and in a timely manner.

#### Role and Responsibilities:

1. **Examination Policies & Procedures:**

- Develop policies regarding the **holding of examinations**.
- Oversee the preparation of **seating arrangements**, which are then displayed on the concerned **Notice Boards and Blocks**.

2. **Document Handling:**

- Ensure timely submission of all **exam-related documents** to the university.
- Process any **Circulars, Guidelines, Office Orders, and Notifications** issued by the university. Responses are prepared, signed by the Principal, and dispatched to relevant departments.

3. **Internal & External Assessments:**

- Oversee both **internal assessments** and **external assessments** (University examinations) as per the prescribed **university notifications and ordinances**.

4. **Pre-Exam Briefing:**

- Conduct a **pre-exam meeting** to brief faculty members about the examination process and responsibilities.
- A **report of this briefing** is submitted to the Principal.

5. **Examination Preparation:**

- Responsible for creating the **timetable schedules, invigilation duty chart, and seat allotment plans** for the examinations.

6. **Result Display:**

- Results of **internal examinations** are displayed on the respective **Notice Boards** for students to access.

7. **Stationery & Materials:**

  
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- Ensure that **adequate stationery** (e.g., answer sheets, files) is available for all examinations.
8. **Grievance Handling:**
- Address and resolve any **grievances** students may have related to the **internal examinations**.

### Report of Activities for Session 2022-23:

During the academic year, the Examination Committee successfully executed a number of critical activities related to both **internal** and **external examinations**. Below is an overview of the activities conducted throughout the session:

1. **Internal Examination (30<sup>th</sup> November 2022):**
  - Informed departments about the schedule for the **internal examination**.
  - **Monitored the internal evaluation process**.
  - Handled **grievances** related to the internal examination.
2. **Odd Semester External Examinations (M.S. University Saharanpur) (Starting 24th January 2023):**
  - **Room allocation** and preparation of the **seating plan** for the external exams.
  - Formation of an **internal team** to oversee exam duties and invigilation.
  - Conducted **internal flying** (spot checks) to ensure proper conduct of exams.
  - Maintained **exam records** and forwarded them to the university.
  - Sent the **examination bills** to the university for payment.
3. **Odd Semester External Examinations (C.C.S University Meerut) (Starting 2nd February 2023):**
  - Performed similar tasks as the M.S. University exams, including **room allocation, seating plan preparation, internal team setup**, and record-keeping.
4. **Annual Examination (C.C.S University Saharanpur) (Starting 21st March 2023):**
  - Conducted all necessary preparations for **room allocation, seating arrangements, internal team organization**, and **record maintenance**.
  - Sent the **examination bill** to the university.
5. **Practical Exam Bills:**
  - Sent the **practical exam bills** to M.S. University Saharanpur for the odd semester on 3rd March 2023.
  - Prepared and finalized **practical bills** and sent them to the university.
6. **Annual Examination (M.S. University Saharanpur) (Starting 30th May 2023):**
  - Similar procedures as previous exams were followed, including **room allocation, seating plan creation**, and **internal flying checks**.
  - Maintained **records** and sent them to the university along with the **examination bill**.
7. **Internal Examination (2nd May 2023):**
  - Informed departments to conduct **internal exams**.

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- **Checked grievances** related to internal examinations.
  - 8. **Answer Sheet Printing:**
    - Managed the **printing** of answer sheets for internal exams as required.
  - 9. **University Copies (Theoretical/Practical):**
    - Maintained and processed all **university copies** for both theoretical and practical exams.
- 

**Conclusion:**

The **Examination Committee of Shri Ram College, Muzaffarnagar** has successfully ensured the smooth and efficient conduct of all **internal and external examinations** during the **2022-23 academic year**. Despite the challenges posed by external factors, the committee adhered to university norms and policies to maintain the integrity and quality of the examination process.

The committee will continue to strive for improvements in the examination procedures for the next academic year, ensuring greater transparency, student satisfaction, and adherence to academic standards.

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**Mr. Vikas Kumar**  
**Examination Committee Convener**

  
**Co-ordinator**  
**IQAC, Shri Ram College**  
**Muzaffarnagar**

  
**Chairman**  
**IQAC, Shri Ram College,**  
**Muzaffarnagar**



# Shri Ram College, Muzaffarnagar


Date: 18.07.2022

## NOTICE

*All the Members of Exam Committee are hereby required to attend a meeting at 3:00 PM on 19-07-22 in Principal's office of SRC. All concerned are requested to report in time.*

### Agenda of meeting


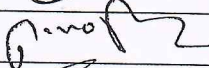


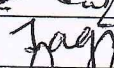

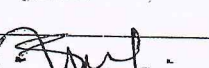

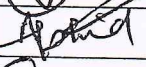

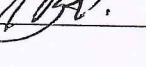


1. External University Examination MS University Saharanpur.
2. Discussion about the Remuneration Paid by University to External Examiner / Internal Examiner.

  
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Muzaffarnagar

  
(Mr. Vikas Kumar)  
Convener Exam

  
Chairman  
IQAC, Shri Ram College.  
Muzaffarnagar

**Examination Committee**  
(Session 2022-23)

S. No.	Name	Department	Signature
1	Mr. Vikas Kumar (Convener)	Computer Application	
2	Dr. Manoj Mittal (Co-Convener)	Basic Sciences	
3	Ms Ruby Poswal	Home Science	
4	Mr. Himanshu Verma	Business Administration	
5	Mr. Amit Tyagi	Computer Application	
6	Mr. Jugmaheer Gautam	Teacher Education	
7	Ms Darshika	Biosciences	
8	Mr M.S Khan	Commerce	
9	Ms. Shivani Berman	JMC	
10	Mr. Vivek Kumar	Basic Sciences	
11	Mr. Abid Ahmad	Agriculture Science	
12	Ms Anu Nayak	Fine Arts	
13	Mr. Bhupendra Kumar	Physical Education	

  
Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar



**SHRI RAM COLLEGES, MUZAFFAR NAGAR**  
**MINUTES OF MEETING EXAMINATION COMMITTEE**  
**DATED (03-12-22)**

*A meeting Examination committee was held on 19-07-22 in the office. The following numbers of the committee were present.*

S. No.	Name	Department
1	Mr. Vikas Kumar (Convener)	Computer Application
2	Dr. Manoj Mittal (Co-Convener)	Basic Sciences
3	Ms Ruby Poswal	Home Science
4	Mr. Himanshu Verma	Business Administration
5	Mr. Amit Tyagi	Computer Application
6	Mr. Jugmaheer Gautam	Teacher Education
7	Ms Darshika	Biosciences
8	Mr M.S Khan	Commerce
9	Ms. Shivani Berman	JMC
10	Mr. Vivek Kumar	Basic Sciences
11	Mr. Abid Ahmad	Agriculture Science
12	Ms Anu Nayak	Fine Arts
13	Mr. Bhupendra Kumar	Physical Education

**Agenda of Meeting**

1. Conduct of M.S University Examination Saharanpur Semester / Annual courses.
2. Discussion about the Remuneration Paid by University to External Examiner / Internal Examiner

  
Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar


  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar

***The following points were discussed:***

1. Discussion was held on forth coming M.S University Saharanpur examination.
2. The examination must be conduct with proper discipline
- 3: Instructions for **invigilators** were issued, and a **training session** was scheduled to ensure uniformity in enforcement of rules.
4. **The number of exam halls required** at the college was assessed based on student numbers. Additional rooms were designated to prevent overcrowding.
5. **Security arrangements** at the exam center, including surveillance cameras, were confirmed to prevent any malpractice.
6. Discussion about the Remuneration Paid by University to External Examiner / Internal Examiner.
7. Discussion Remuneration Paid to invigilators and Non teaching staff according to their duties.

..

  
(Mr Vikas kumar)  
Examination Committee  
Convener

  
Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar



# Shri Ram College, Muzaffarnagar

Date: 01.11.2022

## NOTICE

*All the Members of Exam Committee are hereby required to attend a meeting at 3:00 PM on 05-11-22 in Principal's office of SRC. All concerned are requested to report in time.*

### Agenda of meeting


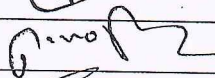

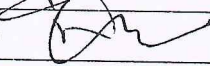
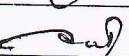
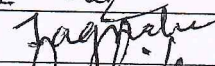





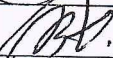
1. Conducting of Internal Semester Examination.
2. Conduct of University External Examination
3. Practical Exam related Progress to all the departments
4. Establishment of a **grievance redressal system** for students to raise concerns or Complaints during the examination process.


(Mr. Vikas Kumar)  
Convener Exam

Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar

**Examination Committee**  
(Session 2022-23)

S. No.	Name	Department	Signature
1	Mr. Vikas Kumar (Convener)	Computer Application	
2	Dr. Manoj Mittal (Co-Convener)	Basic Sciences	
3	Ms Ruby Poswal	Home Science	
4	Mr. Himanshu Verma	Business Administration	
5	Mr. Amit Tyagi	Computer Application	
6	Mr. Jugmaheer Gautam	Teacher Education	
7	Ms Darshika	Biosciences	
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9	Ms. Shivani Berman	JMC	
10	Mr. Vivek Kumar	Basic Sciences	
11	Mr. Abid Ahmad	Agriculture Science	
12	Ms Anu Nayak	Fine Arts	
13	Mr. Bhupendra Kumar	Physical Education	

  
Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar














  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar



**SHRI RAM COLLEGES, MUZAFFAR NAGAR**  
**MINUTES OF MEETING EXAMINATION COMMITTEE**

**DATED (05-11-22)**


*A meeting Examination committee was held on 05-11-22 in the office. The following numbers of the committee were present.*

S. No.	Name	Department	Signature
1	Mr. Vikas Kumar (Convener)	Computer Application	
2	Dr. Manoj Mittal (Co-Convener)	Basic Sciences	
3	Ms Ruby Poswal	Home Science	
4	Mr. Himanshu Verma	Business Administration	
5	Mr. Amit Tyagi	Computer Application	
6	Mr. Jugmaheer Gautam	Teacher Education	
7	Ms Darshika	Biosciences	
8	Mr M.S Khan	Commerce	
9	Ms. Shivani Berman	JMC	
10	Mr. Vivek Kumar	Basic Sciences	
11	Mr. Abid Ahmad	Agriculture Science	
12	Ms Anu Nayak	Fine Arts	
13	Mr. Bhupendra Kumar	Physical Education	

**Agenda of meeting**

1. Conduct of CCS University Meerut & M.S University Saharanpur Examination Semester / Annual courses.
2. Practical Bills Preparation and submitted to the exam office.
3. Internal examination Related Grievance Redressal odd semester
4. Internal Examination Copies requirement all the departments.
5. Internal Marks / Practical marks submitted to exam office.

  
Co-ordinator  
IQAC, Shri Ram College  
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Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar

***The following points were discussed:***

1. Discussion was held on forth coming CCS University Meerut & M.S University Saharanpur.
2. The examination must be conduct with proper discipline
3. On the basis of Internal examination Marks should be prepares and then it will be sent to university.
4. Examination Committee has received No grievance through various Constituent's Dept. of Shri Ram College Muzaffarnagar.
5. Marks Copy of internal examination /Practical examination submitted to exam office.
6. Discussion Remuneration paid to invigilators and Non teaching staff according to their duties.

(Mr Vikas Kumar)  
Examination Committee  
Convener

  
Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar



# *Shri Ram College, Muzaffarnagar*

Date: 05.04.2023

## **NOTICE**

*All the Members of Exam Committee are hereby required to attend a meeting at 2:00 PM on 08-04-23 in Principal's office of SRC. All concerned are requested to report in time.*

### **Agenda of meeting**





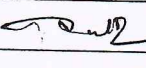
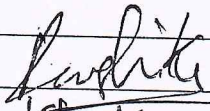
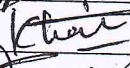
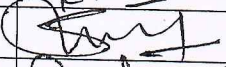
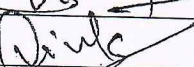

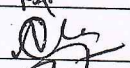

1. Conduct of External University Examination.
2. Internal examination Related Grievance Redressal odd semester
3. Practical bills

  
(Mr Vikas Kumar)  
Convener Exam

  
Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

  
Chairman  
IQAC, Shri Ram College  
Muzaffarnagar

**Examination Committee**  
(Session 2022-23)

S. No.	Name	Department	Signature
1	Mr. Vikas Kumar (Convener)	Computer Application	
2	Dr. Manoj Mittal (Co-Convener)	Basic Sciences	
3	Ms Ruby Poswal	Home Science	
4	Mr. Himanshu Verma	Business Administration	
5	Mr. Amit Tyagi	Computer Application	
6	Mr. Jugmaheer Gautam	Teacher Education	
7	Ms Darshika	Biosciences	
8	Mr M.S Khan	Commerce	
9	Ms. Shivani Berman	JMC	
10	Mr. Vivek Kumar	Basic Sciences	
11	Mr. Abid Ahmad	Agriculture Science	
12	Ms Anu Nayak	Fine Arts	
13	Mr. Bhupendra Kumar	Physical Education	

  
Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar


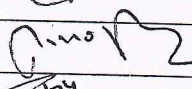
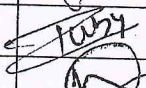

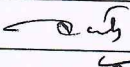
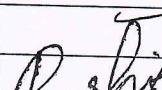
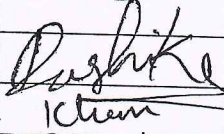
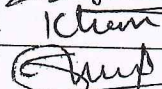
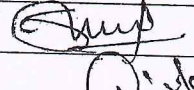
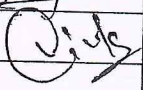
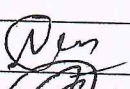
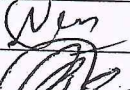



**SHRI RAM COLLEGES, MUZAFFAR NAGAR**

**MINUTES OF MEETING EXAMINATION COMMITTEE**

**DATED (08-4-23)**

A meeting Examination committee was held on 08-4-23 in the Principal office. The following numbers of the committee were present.

S. No.	Name	Department	Signature
1	Mr. Vikas Kumar (Convener)	Computer Application	
2	Dr. Manoj Mittal (Co-Convener)	Basic Sciences	
3	Ms Ruby Poswal	Home Science	
4	Mr. Himanshu Verma	Business Administration	
5	Mr. Amit Tyagi	Computer Application	
6	Mr. Jugmaheer Gautam	Teacher Education	
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11	Mr. Abid Ahmad	Agriculture Science	
12	Ms Anu Nayak	Fine Arts	
13	Mr. Bhupendra Kumar	Physical Education	

**Agenda of meeting**

1. Conducting of External exams BBA /BCA /JMC/B.SC/B.COM
2. Internal examination Related Grievance Redressal

  
Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

  
Chairman  
IQAC, Shri Ram College,  
Muzaffarnagar

***The following points were discussed:***

1. Discussion was held on forth coming examination of BBA/BCA/JMC/B.Sc/B.COM
2. Examination must be conduct with proper discipline.
3. Collection of details and attendance sheet from rooms should be just after one hour; this should be notified to invigilators so that they must prepare all the statement in time.
4. Submission of proper record of internal examination to examination office after internal examination.
5. Assistant Superintendents and Watch and Ward should take regular round in all the rooms.
6. No invigilators should leave his/her post without proper reliever.
7. Internal Exams are timely conducted by all dept. so that marks send to the university.
8. Examination Committee has received total 7 grievances through various Constituent's Departments. All the Application was for re-checking of answer sheet. The *Forms* received Were scrutinized and verified in the meeting in the presence of student And No Discrepancy was found in re-checking & update the result.

  
(Mr Vikas Kumar)  
Examination Committee  
Convener

  
Co-ordinator  
IQAC, Shri Ram College  
Muzaffarnagar

  
Chairman  
IQAC, Shri Ram College ;3,  
Muzaffarnagar