



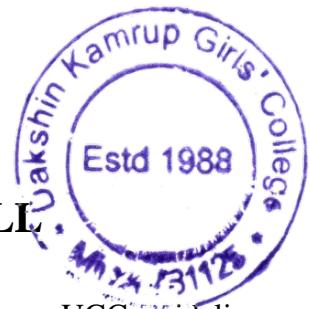
# **Grievance/Anti-Sexual Harassment and Anti-Ragging Policy Document**

## **DAKSHIN KAMRUP GIRLS' COLLEGE, MIRZA**



Prepared by  
**Internal Quality Assurance Cell (IQAC)**  
Dakshin Kamrup Girls' College, Mirza  
PIN 781125 Kamrup: Assam

<https://dkgirlscollege.in/>



## ANTI-RAGGING CELL

In conformity with Supreme Court judgments and directions, UGC guidelines and State Government Instructions, Dakshin Kamrup Girls' College is following 'Zero-Tolerance policy' towards ragging. Any student of Dakshin Kamrup Girls' College accused and found guilty of ragging, will be severely dealt with, in accordance with the Provisions of the Law.

### **Vision & Mission**

To build a ragging free environment by instilling the principles of democratic values, tolerance, empathy, compassion and sensitivity to that students become responsible citizens. To create an atmosphere by passing a clear message that no act of ragging in the college premises.

### **Objectives**

- 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 prevent its occurrence.
- To address any ragging issues immediately and take action as advised by the committee.
- Anti-Ragging Cell executive meeting will be held twice in a year.

### **DEFINITION OF RAGGING**

UGC has notified the 3rd Amendment in UGC Regulations on 29th June, 2016 to expand the definition of ragging by including the following:

- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.



## Anti-Ragging Policy

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, 2009, ragging constitutes one or more of any of the following acts:

- 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.
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

## Punishments



According to the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, those found guilty may be awarded one or more of the following punishments, namely;

- Warning , writing apology letter
- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel.
- Cancellation of admission.
- Rustication from the institution for period ranging from one to four semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

### **Powers and Functions: Anti ragging Cell**

- To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;
- To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
- To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
- Conduct workshops against ragging menace and orient the students;
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
- To offer services of counseling and create awareness to the students;
- To take all necessary measures for prevention of Ragging inside the Campus.



### **Composition of Anti-Ragging Cell Committee:**

The Anti-Ragging Cell of the institution is formed by the Principal of the college with the following Members:

1. Principal, Ex-officio Chairperson
2. Vice-Principal, Ex-officio Convener
3. IQAC Coordinator, Ex-officio Member
4. Two Teachers' member.

### **Responsibilities of Anti Ragging Squad**

Anti-Ragging Squad will be working under the Monitoring of Anti Ragging Committee and will seek advice from the Anti-Ragging Committee. The functions of Anti-Ragging Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc. The Squad will also educate the students at large by adopting various means about the menace of Ragging and related Punishments there to. A gamut of positive reinforcement activities are adopted by Anti-Ragging Squad for orienting students and molding their personality for a better cause. They shall work in Consonance and Guidance of Anti Ragging Committee.

## **ANTI-SEXUAL HARASSMENT CELL**

### **Preamble**

With regard to the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against



sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in view Dakshin Kamrup Girls' College has constituted a Committee against Sexual Harassment.

## **OBJECTIVES**

- To prevent sexual harassment by promoting an awareness about the issue of gender equality among staff, students and other employees.
- To deal with cases of sexual harassment in a timely manner by providing empathetic support to the victim and ensuring prevention of harassment through proper redressal of the case.
- To recommend appropriate punitive action against the guilty to the relevant regulatory agencies such as Management, government bodies, etc
- To ensure safe environment for students in the college

## **Definition of sexual Harassment**

According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- Physical contact and advances; or
- A demand or request for sexual favors; or
- Making sexually colored remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- Any act falling under the purview of following cases will be considered as an incident of sexual harassment

## **Composition of the Anti-Sexual Harassment Committee**

- A Presiding Officer who shall be a woman faculty member employed at a senior level at the educational institution



- two teaching employees and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- Vice-Principal as Convener
- President and Secretary of Students' Union
- One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

## **RESPONSIBILITIES OF THE CELL**

- Organize awareness programmes and campaigns for the benefit of all members of the College on sexual harassment and gender based discrimination.
- Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance.
- Receive and redress complaints received from any member of the College (including students, research scholars, staff, hostel residents and outsiders on College premises) alleging sexual harassment by another member(s) of the College.
- Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential.

## POWERS OF THE COMMITTEE

- The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
- If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
- Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
- Upon production of documents / information called for by it, the Committee shall have the power to make copies of such documents / information or extracts there from; or retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
- The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
- The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

## PROCEDURE TO BE FOLLOWED BY THE COMMITTEE

- The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
- The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
- Each party shall be provided with a copy of the written statement(s) submitted by the other.
- The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.



- The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
- The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
- Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
- The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
- If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-
  - a) Warning
  - b) Written apology
  - c) Bond of good behavior
  - d) Adverse remarks in the confidential report
  - e) Debarring from supervisory duties
  - f) Denial of membership of statutory bodies
  - g) Denial of re-employment/re – admission
  - h) Stopping of increments / promotion/denying admission ticket
  - i) Reverting, demotion
  - j) Suspension
  - k) Dismissal

  
Principal  
Dakshin Kamrup Girls' College  
Mirza-781125

REFRAIN FROM RAGGING  
ALSO  
DON'T BE A MUTE WITNESS TO  
"RAGGING"

**A student indulging in ragging can be-**

- Expelled from the Institution.
- Banned from the Mess/Hostel.
- Her Scholarship can be withdrawn.
- Debarred from Examination.
- Denied admission to any Institution.
- Prosecuted for Criminal Action.
- Institution has been asked to file FIR with the local police against those who

RAG/ABET Ragging Cell.

### Anti-Ragging Cell

DAKSHIN KAMRUP GIRLS' COLLEGE, MIRZA

→ **Contact No.- 9864502410**



 GPS Map Camera

**Kokjar, Assam, India**

3GVG+WXF, Mirza, Kokjar, Assam 781125, India

Lat 26.094742°

Long 91.527431°

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## **RAGGING IS A CRIME**

### **What is " Ragging"?**

**Mental/Physical/Sexual Abuse.**

**Verbal Abuse.**

**Indecent Abuse.**

**Criminal Intimidation/Wrongful Restraint.**

**Undermining Human dignity.**

**Financial Exploitation/Extortion.**

**Use Force.**

**Each of the above is a criminal offence.**

**For any case of Ragging, please contact :**

**Anti-Ragging Cell**

**DAKSHIN KAMRUP GIRLS' COLLEGE, MIRZA**

**→ Contact No.- 9864502410**



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**Kokjar, Assam, India**

**3GVG+WXF, Mirza, Kokjar, Assam 781125, India**

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**Long 91.527318°**

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## **GRIEVANCE REDRESSAL CELL**

Incharge

**Dr. Ranjan Bhuyan**

**Phone : 9864502410**



GPS Map Camera

Kamrup  
Girls College



Google

**Kokjar, Assam, India**

**3G VG+WXF, Mirza, Kokjar, Assam 781125, India**

**Lat 26.094821°**

**Long 91.527305°**

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GPS Map Camera

Kokjar, Assam, India

3GVG+WXF, Mirza, Kokjar, Assam 781125, India

Lat 26.094824°

Long 91.527255°

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# দক্ষিণ কামৰূপ ছোৱালী মহাবিদ্যালয়

মিৰ্জা - ৭৮১১২৫, কামৰূপ : অসম

## DAKSHIN KAMRUP GIRLS' COLLEGE

Accredited by NAAC : B Grade

Mirza - 781125, Kamrup : Assam

স্থাপিত : ১৯৮৮ ইং চন

E-mail : dkgcmirza1988@rediffmail.Com



ঠ : 9365971719 (M)  
03623299996

Website: [www.dkgirlscollege.ir](http://www.dkgirlscollege.ir)

### Supporting Document for

#### Criterion –V

#### Metric: 5.1.4

### Undertaking

To whom it may concern

I do hereby declare and certify that the following information and documents in connection with Grievance and Redressed Cell, Anti-Ragging, Anti Sexual Harassment Committee is true to the best of my knowledge and belief.

*Adhikary*  
Dr. Nara Kanta Adhikary

Principal  
Dakshin Kamrup Girls' College  
Mirza-781125  
Dakshin Kamrup Girls' College, Mirza

Principal  
Dakshin Kamrup Girls' College  
Mirza-781125

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• Dakshin Kamrup Girls' College

• Estd. 1988

• Mirza-781125

### Grievance and Redressal Cell Committee

#### Dakshin Kamrup Girls' College, Mirza

Chairperson:

Dr. Nara Kanta Adhikary,  
Principal, Dakshin Kamrup, Girls' College, Mirza

Members of the Committee:

1. Dr. Ranjan Bhuyan, Vice-Principal and Convenor
2. Dr. Ripun Doley, Co-ordinator, IQAC
3. Mrs. Indrani Devi, Associate Professor, Teachers member
4. Dr. Lilabati Choudhury Associate Professor, Teachers member

*Adhikary*  
01/10/2023

( Dr. Nara Kanta Adhikary )

Principal

Dakshin Kamrup Girls' College, Mirza

Principal  
Dakshin Kamrup Girls' College  
Mirza-781125

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Dakshin Kamrup Girls' College  
Estd-1988  
Mirza-781125

### Anti-Ragging Committee

Chairperson:

Dr. Nara Kanta Adhikary,  
Principal, Dakshin Kamrup, Girls' College, Mirza

Convenor: Dr. Ranjan Bhuyan, Vice-Principal

Members:

1. Dr. Ripun Doley, Co-ordinator, IQAC
2. Dr. Jahnobi Devi, Associate Professor, Teachers Member
3. Sri Sankar Kalita, Head Assistant
4. President/Secretary, Teachers' Unit
5. President/ Secretary Students' Union
6. OC, Palasbari Police Station



01/10/2023

( Dr. Nara Kanta Adhikary )

Principal

Dakshin Kamrup Girls' College, Mirza

Principal  
Dakshin Kamrup Girls' College  
Mirza-781125



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### Anti-Sexual Harassment Committee

Presiding's Officer: Mrs. Mitali Goswami

Associate Professor, Dept. of Philosophy

Convenor: Dr. Ranjan Bhuyan, Vice-Principal

Members:

1. Dr. Ripun Doley, Co-ordinator, IQAC
2. Mrs. Indrani Devi, Lady Member
3. Mrs. Reeta Bhattacharya, Lady Member
4. Mrs. Ranjana Deka, Lady Member
5. President/ Secretary Students' Union

*Adhikary*  
01/10/2023  
(Dr. Nara Kanta Adhikary)

Principal

Dakshin Kamrup Girls' College, Mirza

Principal  
Dakshin Kamrup Girls' College  
Mirza-781125



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Stamps: Dakshin Kamrup Girls' College, Estd-1988, Mirza-781125

## RTI Cell

Chairperson: Dr. Nara Kanta Adhikary,  
Principal, Dakshin Kamrup Girls' College, Mirza

Convenor: Dr. Ranjan Bhuyan, Vice-Principal

Members:

1. Dr. Ripun Doley, Co-ordinator, IQAC
2. Dr. Nibedita Devi, Lady Member
3. Mr. Sankar Kalita, Head Assistant

*Adhikary/01.10.2023*

( Dr. Nara Kanta Adhikary )

Principal

Dakshin Kamrup Girls' College, Mirza

Principal  
Dakshin Kamrup Girls' College  
Mirza-781125



Meeting of the Grievance Cell  
Date : 22-12-2018 Time : 11:10 AM  
Venue : Principal's chamber

### Agendas :

- (a) Discussion on the complaints received from students
- (b) Others

### Members Present :

- (a) Dr. Gajendra Adhikary
- (b) Dr. Ranjan Bhuyan
- (c) Mrs. Habibur Rahman
- (d) Dr. Lilabati Choudhury
- (e) Mr. Kamalswar Baroh

Dr.  
P  
b

the meeting of the grievances and addressed and discussed all the complaints received throughout the year. the prominent complain was to upgrade the sports items. even though the college do have all the necessary sports items but some of them have got damaged in the course. some of the items that need to be replaced are carom board, Badminton NET, etc.

After discussing and finding the matter very authentic, the committee resolved that before the next college week these things would be purchased.

Adhikary

Principal

Dakshin Kamrup Girls' College  
Mirza-781125



Complain No: 15

Purchase of new sports items.

Date of complain:

Some of the sports items have got damaged viz - Carrom Board, Badminton NET, Volleyball NET and certain minor items. Owing to which the students do not find means to pass the off-periods. So, they demanded that the matter be solved early.

N Kadrikary

Principal  
Dakshin Kamrup Girls' College  
Mirza-781125



Meeting of the Governance and ~~Students' Cell~~  
Date 21-10-2019 Time 1:30 ~~781125~~  
Venue, 10 A.C. Chamber.

Agendas :

- (a) Discussion on the complaints received from students.
- (b) Others.

Members Present :

- (a) Dr. Gajendra Adhikary -
- (b) Dr. Ranjan Bhuyan - Mirza
- (c) Mr. Habibur Rahman -
- (d) Dr. Lilabati Choudhury - Dr.
- (e) Mr. Kamalwar Bahadur -

The meeting presided over by Principal Dr. G. Adhikary scrutinised all the letters lodging complaint regarding certain shortcomings of the students. The prominent one is suitable drinking water facilities for student and washroom. The meeting resolved to solve it as early as possible.

Adhikary  
Principal  
Dakshin Kamrup Girls' College  
Mirza-781125

Complain no. 16 :

Repair of Aquaguards.

Date of complain :



Although, there are several aquaguards fire installed at different places for students but a few of them are out of order totally or not functioning properly. The students therefore appealed to get them repaired so that the students will not have any problem for drinking water.

Complain no. 17

Cleaning of Washroom.

Date of complain :

Although sweeper comes regularly and cleans the washroom properly, even then, due to large number of users, the washroom gets soiled frequently. The meeting therefore resolved that the sweeper be asked to clean the washroom frequently to get it free from foul smell.

N.Kadribary

Principal

Dakshin Kamrup Girls' College

Mirza-781125

Meeting of the grievance  
Date: 18-12-2022 Time:  
Venue: IQAC.



Members present-

(a) Dr. Ranjan Bhuyan Principal (itc) Mmrs.  
(b) Mr. Habibur Rahman  
(c) Dr. Lilabati Choudhury Dr.  
(d) Mr. Isamad Borah ✓  
(e) Dr. Nara Kanta Adhikary

The meeting was presided over by Principal in-charge Ranjan Bhuyan. After going through the complaints received throughout the year, the following resolutions were adopted unanimously.

Point-1 Owing to increase of the number of students in the 1st year, the benches in the classrooms seem to be scanty. As a consequence, students are forced to sit 5-6 in one bench. Moreover, some of the desk-benches are not suitable for use. Hence it is resolved that the damaged benches should be repaired immediately. Further, some new benches need to be made.

Point-2: Classes should be regularly conducted because, some of the classes towards the end of day are not held. Either student's presence is scanty or sometimes some students/teachers also remain absent. The teachers as well as the students be appealed through notice to attend the classes regularly.



Complain no. 20 : Regarding ~~the~~ case of  
Desks and Benches

Date of Complain : 20-8-2021

A complain signed by some students of H.S. 1st year has been received regarding the problem faced in attending class. There are almost seven hundred and fifty students have been admitted, as a consequence the students are facing problems as the number of Desks and Benches fall short to accommodate so many students. The students have urged to authority to resolve the issue. Accordingly effort has been made to increase the number of seat capacity by increasing Desk and Benches.

complain no. 21 : Regarding irregularity of classes.

Date of complain : 18-09-2022

Some students have alleged that many of the students remain absent in class after 3 P.M. As a result of which the last two classes, almost regularly are not held. Some time a few teachers who do not show interest to take last classes because of poor attendance of the student. The effort is being made to bring awareness among the students regarding the importance of attendance. Teachers are also appealed not to neglect the last classes. Even if the attendance of Naddikary students are less, classes should be held regularly.

Principal  
Dakshin Kamrup Girls' College  
Mirza-781125



Meeting of the grievance  
Redressal cell

Date : 11-02-2023

Venue : IQAC Chamber.

Members present :

- (a) Dr. Nara Kanta Adhikary - Principal, Chhaspur
- (b) Dr. Ranjan Bhuyan - convener
- (c) Dr. Jagannath Barman - IQAC co-ordinator
- (d) Dr. Rupreen Doley - Member
- (e) Mr. Kamaleswar Barak - Member

Agendas:

- 1) Discussion on the appeal filed by members of the S.U. regarding violation of dress conduct
- 2) Discussion on the appeal filed by members of students union regarding using of mobile phones inside the class room.
- 3) Others.

Under the chairmanship of Dr. Nara Kanta Adhikary, a meeting of the grievance and redressal cell was held today. After discussion on the agendas, the following resolutions were adopted.

Resn-1: the minutes of previous meeting was confirmed and finalized.

Adhikary  
Principal

Resn-2: the committee considered the appeal made by some of the members of students' union against a few students

Dakshin Kamrup Girls' College  
Mirza-781125



from Higher Secondary, alleging not wearing college uniforms during the college hour inside the college campus. The second complaint was lodged by the members of the Students Union who detected some students using mobile phone in an empty classroom thereby violating the code and conduct of the college.

Resn - 3 : All the alleged students confessed the allegation brought against them of indisipline. The alleged students apologized for their misconduct and promised not to repeat the offence again. The committee excused them, as it was their first mistake.

N Kadrikary  
Principal  
Dakshin Kamrup Girls' College  
Mirza-781125