



SHRAMIK VIDYARTHI DNYANSEVA SANSTHA'S

AMDAR DEEPAKBHAI KESARKAR SCIENCE COLLEGE

(AFFILIATED TO UNIVERSITY OF MUMBAI)

DODAMARG, DIST. – SINDHUDURG 416 512 (M. S.)

EMAIL – dkscsci@gmail.com

TEL. NO. – 02363 256755

ESTD. – 2012

COLLEGE CODE – 166

Criteria 5

Student Support and Progression

Key Indicator – 5.1 Student Support

Implementation of guidelines of statutory/ regulatory bodies





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Anti- Ragging Committee

Anti-Ragging committee is one of the important parts of educational institution's mechanism. Our Institution has a committee on anti-ragging since 2014. Considering the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging of any type of the gravity of the issue, the institution had constituted the formal Anti-Ragging committee. The committee includes members Assistant professors representing all the faculties with the principal as the chairperson. The committee meets often and when needed to discuss to discuss received from UGC and put them into action.

Vision

To build a ragging free environment by instilling by instilling the principles of democratic values, tolerance, empathy, compassion and sensitivity to that students become responsible citizens Mission To create an atmosphere of discipline by passing a clear message that on act of ragging in college premises.

Mission

To create an atmosphere of discipline by passing a clear message that no act of ragging incollage premises.

Objectives of the committee:

Anti-Ragging Committee will be the supervisory and advisory committee in preserving a culture of ragging free environment in the college campus. The objectives of this cell are as follows;




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- 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.
- To generate an atmosphere of discipline by sending a clear message that no act of raggingshall be tolerated and any act of ragging shall not go unnoticed and unpunished.

Functions of the committee:

- Meet periodically to discuss important matters, incidences And UGC guidelines on anti-ragging.
- Act as a mediator between the administration and the students
- Educate student on the negativity of ragging and inculcate good values which help them refrain from such acts
- Monitor anti – ragging activities in the Institution
- Prevent incidences of ragging
- Help maintain the ethos of the Institution – Ragging free campus
- Meet students in the student' assembly and brief them about the Institution's stand about ragging
- Organize programs to create awareness.

Anti-Ragging Committee 2023-24

Name	Designation	Email ID	Mobile No.
Prof. M.V. Golase	Chairperson	milindgolase210@gmail.com	7498825305
Mr. B. V. Rashivade	Co-ordinarator	balurashivade@gmail.com	8484835479
Prof. M. S. Patil	Member	m spatilchem@gmail.com	9922949045
Prof. S.B. Sutar	Member	Sonamsutarsbs1998@gmail.com	9404163920



(Signature)
Principal



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INTERNAL COMPLAINTS COMMITTEE

Objectives of the policy

To fulfill the directive of the Supreme Court, as per UGC directives and the Mumbai University in respect of implementing a policy against sexual harassment in the institution.

To evolve a mechanism for the prevention and redressed of sexual harassment cases and other acts of gender-based violence in the institution.

To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.

To provide an environment free of gender-based discrimination.

To ensure equal access of all facilities and participation in activities of the college

To create a secure physical and social environment which will deter acts of sexual harassment

To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

Member in the internal complaints committee -

The Committee shall consist of following nine members, who shall be appointed by the principal as under, namely:

1. Principal himself, as the Chairperson
2. One women faculty member (Assistant Professors)
3. One women faculty member (Contractual Assistant Professors)



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4. One female non-teaching staff
5. One female student

DEFINITION OF SEXUAL HARASSMENT

For this purpose, sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

1. Physical contact and advances;
2. A demand or request for sexual favors;
3. Sexually colored remarks;
4. Showing pornography;
5. any other unwelcome physical, verbal or non-verbal conduct of sexual nature

The following is also sexual harassment and is covered by the committee

1. Eve-teasing
2. Unsavory remarks
3. Jokes causing or likely to cause awkwardness or embarrassment
4. Innuendos and taunts
5. Gender based insults or sexist remarks
6. Touching or brushing against any part of the body and the like
7. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
8. Forcible physical touch or molestation
9. Physical confinement against one's will and any other act likely to violate one's privacy

For this purpose, sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:



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1. Verbal or Physical threats.
2. Insulting, Abusive, Embarrassing or Patronizing behavior or Comments.
3. Offensive gestures, Language, Rumors, Gossip or Jokes.
4. Humiliating, Intimidating, Demeaning and/or Persistent criticism, Open hostility.
5. Suggestive comments or Body language.
6. Isolation or Exclusion from normal work or study place.
7. Publishing, Circulating or Displaying pornographic, Racist, Sexually suggestive or Otherwise offensive pictures or other materials.
8. Unwanted physical contact, Ranging from an invasion of space to a serious assault (The above list is not intended to be exhaustive).

JURISDICTION –

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. by an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
3. by a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.




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Internal complaints committee assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints should be maintained confidential.

FUNCTIONS OF THE COMMITTEE –

Preventive steps.

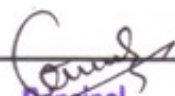
It will be the endeavor of the committee:

- a) To facilitate a safe environment that is free of sexual harassment;
- b) To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities.

Remedial steps.

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.
5. To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires.

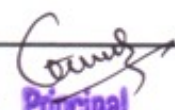



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Mechanism to be followed by the committee –

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
3. 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.
4. Each party shall be provided with a copy of the written statement(s) submitted by the other.
5. 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 exported.
6. 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.
7. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
8. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
9. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.




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10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
11. The Committee shall make all endeavor to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
12. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, 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.
13. 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:-
 1. Warning
 2. Written apology
 3. Bond of good behavior
 4. Adverse remarks in the confidential report
 5. Debarring from supervisory duties
 6. Denial of membership of statutory bodies
 7. Denial of re-employment/re - admission
 8. Stopping of increments / promotion/denying admission ticket
 9. Reverting, demotion
 10. Suspension
 11. Dismissal
 12. Any other relevant mechanism




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Working of the Committee -

1. The report of the Committee shall be deemed to be an inquiry report under the Central Civil Services (Conduct) Rules, 1964 or any other rules governing the concerned educational institution.
2. Within 5 working days of the preparation of the report of the Committee, the Chairperson of the Committee against Sexual Harassment shall convene a meeting.
3. Each member of the Committee against Sexual Harassment shall have the right to access the entire enquiry proceedings, or any part thereof.
4. The Committee against Sexual Harassment will discuss the Report and recommendations for disciplinary action, if any, within five working days of the adoption of the report, the Convener of the Committee against Sexual Harassment shall forward the Enquiry Report, together with a summary of the opinions to the Principal cum Chairperson for further action.

False Reporting: Intentionally making a false report or providing false information is grounds for indiscipline.

Internal Complaint committee 2023-2024

Member of the Committee

Sr. No.	Name of the Member	Designation
1	Mr. M. V. Golase	Chairman
2	Mr. A. B. Dhenge	IQAC
3	Miss S. B. Sutar	Convener
4	Mr. N. M. Chougale	Member
5	Miss. Shailaja Gawas (TY)	Student Coordinator



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COMPLIANT FORM

Name :

Class : B.Sc. I / B.Sc. II / B.Sc. III

Victim :

Contact Number :

Mail ID :

Accuser :

Class (of accuser) :

Compliant :

Time :

Date :

Signature :



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PENALTIES

The penalties listed below are indicative in accordance with the rules governing the conduct of employees and student in practice at the time.

- 1) Penalties in case of academic staff.
 - a) Warning, reprimand or censure.
 - b) Withholding of one or more increments for a period.
 - c) Removal from an administrative position.
 - d) Disbarment from holding an administrative position.
 - e) Suspension from service for a limited period.
 - f) Compulsory retirement.
- 2) Penalties in case of non-teaching staff
 - a) Warning, reprimand or censure.
 - b) Withholding of one or more increments for a period.
 - c) Suspension from service for a limited period.
 - d) Compulsory retirement.
- 3) Penalties in case of students.
 - a) Warning or reprimand.
 - b) Withdrawal of the right to an official character certificate.
 - d) Rustication for a period up to two semester.
 - e) Expulsion.
- 4) Penalties in case of outsider
 - a) Warning, reprimand or censure.
 - b) A letter communicating her/his misconduct to his/her place of education, employment or resident.
 - c) Declaration of the campus as out of bounds for her/him.
 - d) Any other action as may be necessary.




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Student Grievance Redressal Committee

Introduction

The Student Grievance Redressal Committee aims to meet timely redress of grievances and concerns by learners as and when they arise. The Student Grievance Redressal Committee maintains a conducive and unprejudiced educational environment. The students can state their grievance regarding any academic and nonacademic matter within the campus through grievance/ the suggestion box or orally in front of the Coordinator / Members of Student Grievance Redressal Committee or Principal. All complaints are scrutinized by the Grievance Redressal Committee as well the resolutions are recorded and Complaints of students are redressed as soon as possible

Objectives

The Student Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- To support Students who have deprived of the services offered by the College, for which he/she is entitled.
- To ensure effective solution to the student's grievances with an impartial and fair approach.
- Suggestion / complaint Box have been installed in front of college office in which the students, who want to remain anonymous, put in




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Amdar, Deepakbhai Kesarkar Science College
Dodamarg, Tal. Dodamarg, Dist. Sindhudurg

writing their grievances and their suggestions for improving the Academics / Administration in the College.

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student- Staff relationship etc.
- Bridging the gap between college management, teachers and students.
- To encourage the students to express their problems / grievances frankly and freely and without any fear of being victimized.

Functions

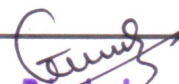
- To attend all applications relating to the grievances of the students.
- To create and implement a mechanism to handle the reported grievances.
- To forward the findings to the Management if necessary for further action.
- To counsel the students whenever necessary to resolve their grievances.
- To convene periodical meetings to discuss whether the grievances have been settled.
- To prepare Minutes and Action Taken Report of the meeting of Student Grievance Redressal Cell.

Mechanism

Procedure to solve a complaint:

- The students may feel free to put up a grievance through the suggestion box or orally in front of the Coordinator / Members of Student Grievance Redressal Committee or Principal.
- The suggestion box is opened every month by the Coordinator or Principal in front of committee members.




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- The committee act upon those cases which have been in rules of the committee.
- The committee will ensure that the grievance has been adequately resolved within the time frame that the committee has set.

Follow up and covering:

- Student grievance redressal committee shall coordinate, cover and ensure redressal within the requested time (maximum 10 days) after the grievance arises to committee.
- Depending up on the soberness of grievance the committee will follow them up regularly till their final disposal.

Exclusion:

The following issues are not acceptable to the student grievance committee.

- Decision of the Mumbai University and administrative committees or management of the college.
- Decision related to award of scholarships / fee concessions / awards / medals.
- Decision made by college under the Discipline rules and misconduct.
- Decision of the college in admissions of my courses.
- Decision of the competent authority on assessment and examination result.
- Student Grievance Redressal cell

With reference to the UGC regulation 2023 of student grievance redressal committee, for timely redress student's grievances, the student grievance redressal committee is restructured in the college. Following is the restructure of committee.

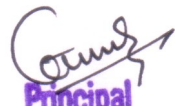


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Sr. No.	Name of Faculty	Designation	Position
01.	Mr. M.V. Golase	Principal	Chairman
02.	Mr. A. S. Sinari	Assistant Professor	Co-Ordinator
03.	Mr. M. S. Patil	Assistant Professor	Member
04.	Ms. S. B. Sutar	Assistant Professor	Member
05.	Mr. A. A. Desai	Head Clerk	Member
06.	Miss Aishwarya Naik	Student's Representative	Member




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COMPLAINT
&
SUGGESTION
BOX