



"Only Knowledge can provide salvation"

# **KESHAV MAHAVIDYALAYA**

Approved by Govt. of Rajasthan & Affiliated to University of Kota  
Atru, Distt. Baran, Rajasthan – 325218

Mobile No. 9929521506, Website: [www.keshavcollege.com](http://www.keshavcollege.com)

E-mail:- keshavcollege02@gmail.com

## **Criterion 05- -Student Support and Progression**

### **Key Indicator-5.1 Student Support**

#### **Metrics No-5.1.4**

The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organization wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees




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प्राचार्य  
केशव महाविद्यालय अट्रू  
जिला बारां ( राज. )



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**Anti-Ragging**

  
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## Anti-Ragging Guidelines

KESHAV MAHAVIDYALAYA


<https://www.keshavcollege.com/>

ANTI-RAGGING

GUIDELINES



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## Anti-Ragging Guidelines

### 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, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, and thereby, to eliminate ragging.

### Anti-Ragging Committee

As per the UGC Regulations and instructions Anti Ragging Committee is constituted in the college as detailed below.

### What Constitutes Ragging

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 indisciplined 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 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 student or 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.

  
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- Any act or abuse by spoken words, e mails ,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 that effects the mental health and self-confidence of a fresher or any other student. With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

#### Administrative action in the event of Ragging

The mahavidyalaya shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under.

1. The Anti-Ragging Committee of mahavidyalaya shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-ragging Squad.
2. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty, one or more of the following punishments, namely:
  - 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 mahavidyalaya in any regional, national or international meet, tournament, youth festival, etc.
  - Suspension/ Expulsion from the hostel.
  - Cancellation of admission.
  - Rustication from mahavidyalaya for period ranging from one to four semesters.
  - Expulsion from mahavidyalaya and consequent debarring from admission to any other mahavidyalaya for a specified period.

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## Awareness session on Anti-Ragging



Note cam lite  
Address : Rajasthan, India  
Latitude : 24.89399252050916°  
Longitude : 75.67024941183627°  
Altitude : 284.0 meter  
Date : 10/14/2023 02:23 pm  
Accuracy : 5.5 meter  
Time zone : GMT+05:30  
Note : keshav college atru

*Jagat*  
प्राचार्य  
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दिनांक 13-10-2023

### सर्कुलर

सभी छात्र एवं छात्राओं को सूचित किया जाता है कि महाविद्यालय में एंटी-रैगिंग समिति (Anti-Ragging Committee) द्वारा एंटी-रैगिंग पर जागरुकता अभियान का आयोजन शनिवार दिनांक 14-10-2023 को परिसर में होना है।

अतः सभी छात्र, छात्राओं एवं समिति के सदस्यों से अनुरोध है कि कृपया दोपहर 2:00 बजे क्लासरूम (Class room) में उपस्थित हों।

(डॉ० सीमा राणावत)  
प्रिंसिपल

- सदस्यगण एंटी-रैगिंग समिति (Anti-Ragging Committee)
- सभी छात्र एवं छात्राएं

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# KESHAV MAHAVIDYALAYA

Anti Ragging Awareness Programme

Attendance Sheet\_ Date-14/10/2023

Sr. No	Student's Name	Signature
1	ASAD ALI	Asad
2	KULDEEP MEENA	Kuldeep Meena
3	Ravi Kumar	Ravi
4	Dileep Meena	Dileep Meena
5	Divya	Divya
6	Chiranjeev	Chiranjeev
7	Rohit Meena	Rohit
8	Shubham Kumar	Shubham
9	Chiranjeev Singh	Chiranjeev Singh
10	Manu Kumar	Manu
11	Pratik Singh	Pratik
12	Harish Kumar	Harish
14	Vijay Kumar	Vijay
15	Govind Kumar	Govind
16	NITIN SAHU	Nitin
17	Devi Singh	Devi Singh
18	Igati Nagar	Igati Nagar
19	Surya Kumar	Surya
20	Himani Singh	Himani
21	Ravi Kumar	Ravi Kumar

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## Students Grievance Redressal

  
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## Regulations on Students Grievance Redressal

KESHAV MAHAVIDYALAYA

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REGULATIONS


ON



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STUDENTS GRIEVNCE REDRESSAL

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## Regulations on Student Grievance Redressal

Grievance Redressal system is a vital part of any administration. It is the responsibility of the College Administration to provide a secure and contented environment to all its Staff and Students.

The Grievance Redressal Committee has been formed in the Mahavidyalaya as per the UGC guidelines to redress the grievances of both the staff and the students. Since the inception of the mahavidyalaya, the Committee has been under the direct purview of the Principal.

The grievances received by the Principal are forwarded to the concerned Committee members who look in to the problems depending upon the seriousness of the issue.

The Committee has been continuously striving to take the best efforts possible to create a harmonious and conducive atmosphere to everyone in question.

### Functions of the Student Grievance Redressal Committee

- To accept written grievances from students and staff related to the system.
- To create and implement a mechanism to handle the reported grievances.
- To forward the findings to the Management if necessary for further action.
- To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- To attend to the grievances based on the authenticity and gravity of the criticisms made.
- To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
- To convene periodical meetings to discuss whether the grievances have been settled.
- To make a follow-up of these matters at regular intervals till their final disposal.
- To maintain strict confidentiality, if necessary.

### Composition of Student Grievance Redressal Committee


Sr. No.	Name	Position
1	Mr. Mukesh Kr. Yadav, Asst. Professor	Chairperson
2	Mr. Arun Kumar, Asst. Professor	Member
3	Dr. Nikita, Asst. Professor	Member
4	Ms Divya Nagar, Student	Member

All the students enrolled at Keshav Mahavidyalaya have the right to appeal any academic matter in which they feel that they have been treated unfairly. Examples of student problems: Disputes over Grades, Course Requirements, Faculty or Staff Conduct, Fines and Administrative Policies and Procedures.

If any problem arises and is not resolved informally, students may file a grievance with the 'Student Grievance Redressal Committees' (SGRC) of the Mahavidyalaya. Any type of student complaint or problem may be presented to the SGRC for official review. The campus hearing body follows a set of formal procedures as per UGC Guidelines. A Student Representative (Ombudsman) will assist students in presenting their case along with the guidance of the members of the committee as well. The deadlines for filing any kind of a grievance is the last day of the concerned semester, post the semester during which the incident has occurred. Decisions made by the SGC are not appealable.

The SGRC does not lend itself to quick solutions, so a resolution at a lower level is always more desirable. Attempts at such a resolution are required before the committee will accept a case. Paperwork is available in the office.

Any student who wishes to file a grievance can contact the chairperson of Student Grievance Redressal Committee (SGRC) in mahavidyalaya office.

  
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## KESHAV MAHAVIDYALAYA

### STUDENT GRIEVANCE COMPLAINT FORM

This form is a medium to communicate your genuine complaints regarding any ragging incident incurred in the Mahavidyalaya premises you want to report against.

- Personal Details : \_\_\_\_\_
- Name of the Student : \_\_\_\_\_
- Roll Number : \_\_\_\_\_
- Department : \_\_\_\_\_
- Year/ Semester : \_\_\_\_\_
- Contact Number : \_\_\_\_\_
- Email Address : \_\_\_\_\_
- Complaint Details : \_\_\_\_\_
- Category of Grievance : \_\_\_\_\_
- Academic : \_\_\_\_\_
- Non-Academic : \_\_\_\_\_
- Resource-Related : \_\_\_\_\_
- Personal : \_\_\_\_\_
- Other (Please specify) : \_\_\_\_\_
- Date, Stamp & Location of Incident : \_\_\_\_\_
- Description of Grievance : \_\_\_\_\_
- Date, Stamp, Signature of Student : \_\_\_\_\_
- Departmental Recommendation : \_\_\_\_\_
- Comments/ Recommendations : \_\_\_\_\_

HOD Signature : \_\_\_\_\_


Date : \_\_\_\_\_

Student Grievance Committee Recommendation : \_\_\_\_\_

Principal : \_\_\_\_\_

Comments/ Recommendations : \_\_\_\_\_

Signature & Date : \_\_\_\_\_

  
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## Awareness session on Students Grievance Redressal



  
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दिनांक 29-11-2023

## सर्कुलर

केशव महाविद्यालय में सहयोगात्मक और संवेदनशील शैक्षणिक वातावरण बनाए रखने एवं सभी शिकायतों को शीघ्रता निपटान और प्रभावी तरीके से सुलझाने के लिए शिकायत निवारण तंत्र (Grievance Redressal Mechanism) प्रतिबद्ध है।

अतः सभी छात्र एवं छात्राओं को सूचित किया जाता है कि महाविद्यालय शिकायत निवारण तंत्र (Grievance Redressal Mechanism) पर एक जागरूकता सत्र (Awareness Sessions) का आयोजन दिनांक 30-11-23, गुरुवार को कर रहा है। इस सत्र का उद्देश्य महाविद्यालय में शैक्षणिक या प्रशासनिक समस्याओं के संबंध में खुली बातचीत को प्रोत्साहित करना है।

**शिकायत निवारण तंत्र की प्रमुख विशेषताएं** (Key Features of the Grievance Redressal Mechanism):

- **शिकायत समिति (Grievance Committee):**
  - इसके लिए एक समर्पित समिति स्थापित की गई है जो शैक्षणिक मुद्दों, प्रशासनिक मामलों और अन्य विताओं से संबंधित शिकायतों का समाधान करती है।
  - सदस्यों में फैंकल्टी प्रतिनिधि, छात्र प्रतिनिधि और प्रशासनिक स्टाफ शामिल हैं।
- **समय प्रक्रिया (Submission Process):**
  - शिकायतें (ई-मेल/ भौतिक सबमिशन), के माध्यम से प्रस्तुत की जा सकती हैं ताकि प्रक्रिया को सरल बनाया जा सके।
  - गुमनाम प्रस्तुतियों का भी स्वागत है।
- **समय पर प्रतिक्रिया (Timely Response):**
  - समिति सभी शिकायतों का समाधान संभवतः जल्द से जल्द करने का प्रयास करती है।
  - जिससे संबंधित छात्रों को नियमित अपडेट प्रदान किए जा सकें।
- **जागरूकता सत्र (Awareness Sessions):**
  - छात्रों एवं स्टाफ को शिकायत निवारण प्रक्रिया (Grievance Redressal Mechanism) के बारे में शिक्षित करने के लिए कार्यशालाएं और सेमिनार आयोजित किए जाएंगे।

**संपर्क करें:-** किसी भी तत्काल विता या प्रश्न के लिए, शिकायत निवारण समिति (Grievance Redressal Committee) से संपर्क किया जा सकता है।

शिकायत निवारण समिति (Grievance Redressal Committee), सभी छात्रों और संकाय सदस्यों को इस तंत्र का उपयोग करने के लिए प्रोत्साहित करते हैं ताकि एक सकारात्मक और अनुकूल शिक्षण वातावरण सुनिश्चित किया जा सके। इसके लिए आपकी प्रतिक्रिया हमारे संस्थान को सुधारने में अनमोल है।

*Seena*  
(डॉ० सीमा राणावत)  
प्रिंसिपल

*Jeany*  
प्राचार्य  
केशव महाविद्यालय अट्रू  
जिला बारां (राज.)

प्रतिलिपि:

- छात्रों की जानकारी के लिए सभी नोटिस बोर्ड
- सभी संकाय और स्टाफ



# KESHAV MAHAVIDYALAYA

Awareness Program on Students Grievances Redressal

Attendance Sheet-30/11/2023

Sr. No	Student's Name	Signature
1	RAMDAS LOVEVARSHI	Ramdas
2	अश्विनी कुशीर	अश्विनी कुशीर
3	विष्णु कुशीर	Vk
4	Puichinraj Gujar	Puich
5	ललित कुशीर	ललित
6	Kuldeep Chaudhary	Kuldeep
7	KRUSHBHU LODHA	Krushbu
8	Naveen Kumar	Naveen
9	अश्विनी	अश्विनी
10	पिपल प्रसे	Pipal
11	Kavya Kulkarni	Kavya
12	अश्विनी	अश्विनी
14	अश्विनी	अश्विनी
15	Prerna Nigam	Prerna
16	Prerna Nigam	Prerna
17	ARVIND KUMAR	ARVIND
18	Meenal Gayak	Meenal
19	अश्विनी कुशीर	अश्विनी
20	HCHLal केशव महाविद्यालय अटल जिल्हा बारा (राज.)	HCHLal
21	ANITA NAGAR	Anita
22	Dipsy Nigam	Dipsy





# KESHAV MAHAVIDYALAYA

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Atru, Distt. Baran, Rajasthan – 325218  
Mobile No. 9929521506, Website: [www.keshavcollege.com](http://www.keshavcollege.com)  
E-mail:- keshavcollege02@gmail.com

## Women harassment Internal Complaints Committee (ICC)

  
प्राचार्य  
केशव महाविद्यालय अटल  
जिला बारा ( राज. )



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## ICC Guidelines

KESHAV MAHAVIDYALAYA

<https://www.keshavcollege.com/>

REGULATIONS

ON




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INTERNAL COMPLAINTS COMMITTEE (ICC)

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## Internal Complaints Committee (ICC)

Keshav Mahavidyalaya is a co-educational institution providing equal opportunities to all. Men and women work together in a congenial atmosphere, however if there are any complaints involving physical contacts or advances, demand for sexual favours, sexually tainted remarks, and any unwelcome physical, verbal or nonverbal expressions of a sexual nature; it is addressed and appropriate action is taken. This cell aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of mahavidyalaya.

### Why ICC?

- It is formed according to the provisions of the POSH ACT-Sexual Harassment of Women at Workplace Act of 2013, 9<sup>th</sup> December 2013. (Prevention, Prohibition and Redressal).
- It is also mentioned in University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015- 2<sup>nd</sup> May 2016.

### What is ICC?

The POSH Act demanded an ICC be made at all workplaces for the redressal of sexual harassment cases.

### Functions of ICC:


- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees
- To conduct periodical programmes on women empowerment.
- To provide conducive environment and congenial atmosphere for women.

### Who can approach ICC?

Any *aggrieved woman* who has suffered harassment at workplace can approach ICC.  
Aggrieved woman includes :

- a. Woman who is an employee, or
- b. Someone visiting workplace, or
- c. Student

**Note:** A legal heir or a person prescribed can make a complaint on behalf of the woman, if the aggrieved is unable to do so on account of physical, mental capacity or death.

  
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## Composition of the Internal Complaints Committee (ICC)

1	Presiding Officer	Chairperson	Three years
2	Two faculty members (female)	Member Member	Two years each
3	One Non-Teaching Female employee	Member	One year
4	One Non-Teaching Male employee	Member	Two years
5	Two Students nominee (if the matter involves students)	Member UG Level student Member PG Level student	One year each
6	A member from NGO or a person familiar with sexual harassment issues	Member	One year

All the Faculty, Staff and Students are hereby advised to report any complaints of sexual harassment to the mail id : [keshavcollege02@gmail.com](mailto:keshavcollege02@gmail.com)

## What are the possible actions that can be taken against the accused if found guilty?

Depending upon the severity of the case, punitive action may take any of the following forms


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

## Inquiry process:

- The inquiry shall be completed within a period of 90 days from the date of the complaint.
- The ICC shall provide a report of its findings to the Principal within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.
- If the allegation against the respondent has been proved, the ICC shall recommend punitive action(s) to be taken against the respondent.
- The Principal shall act upon the recommendation within 60 days of receiving it.

## Caveat:

All female faculty members, non-teaching staff and students must bear in mind that such complaints are of an extremely serious nature and should, on no account, be made in a frivolous manner. This platform should not be misused to settle personal scores, or for any other no genuine reason

  
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To,  
The Chairperson,  
ICC-POSH Committee,  
Keshav Mahavidyalaya,  
Atru, Rajasthan.

Name of the Complainant : \_\_\_\_\_  
Department : \_\_\_\_\_  
Phone Number : \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Today's Date : \_\_\_\_\_  
Subject : \_\_\_\_\_  
Name of the Accused : \_\_\_\_\_  
Department : \_\_\_\_\_

Relationship of the Accused to the Complainant (supervisor, co-worker, etc.)

: \_\_\_\_\_  
Phone Number : \_\_\_\_\_  
E-mail : \_\_\_\_\_  
Date of Incident : \_\_\_\_\_

(If more than one event, please report each event on a separate form.)


Where did the specific event occur?

Please explain the events that occurred.

How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?

Describe the harm you have suffered as a result of the event.

Were there any witnesses to this specific event? (If yes, please provide their names.)

  
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Is there any physical evidence that supports your complaint? If so, please describe or attach copy of evidence.

What is your desired outcome of the investigation?

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence deems relevant.

Signature

Date:

\*\*\*\*

  
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## Awareness session on Internal Complaints Committee (ICC)



  
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दिनांक 13-10-2023


## सर्कुलर

सभी छात्र एवं छात्राओं को सूचित किया जाता है कि महाविद्यालय में आई.सी.सी. कमेटी (Internal Complaints Committee) द्वारा आई.सी.सी. पर जागरुकता अभियान का आयोजन शनिवार दिनांक 14-10-2023 को परिसर में होना है।

अतः सभी छात्र, छात्राओं एवं समिति के सदस्यों से अनुरोध है कि कृपया दोपहर 2:00 बजे क्लासरूम (Class room) में उपस्थित हों।

  
(डॉ० सीमा राणावत)  
प्रिंसिपल

- सदस्यगण, आई.सी.सी. कमेटी (ICC Committee)
- सभी छात्र एवं छात्राएं

  
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# KESHAV MAHAVIDYALAYA

Anti Ragging Awareness Programme

Attendance Sheet\_ Date-14/10/2023

Sr. No	Student's Name	Signature
1	ASAD ALI	Asad
2	KULDEEP MEENA	Kuldeep Meena
3	Ravi Kumar	Ravi
4	Dileep Meena	Dileep Meena
5	Divya	Divya
6	Chiranjeev	Chiranjeev
7	Rohit Meena	Rohit
8	Shubham Kumar	Shubham
9	Chiranjeev Singh	Chiranjeev Singh
10	Manu Kumar	Manu
11	Pratik Kumar	Pratik
12	Harish Kumar	Harish
14	Vijay Kumar	Vijay
15	Govind Kumar	Govind
16	NITIN SAHU	Nitin
17	Devi Singh	Devi Singh
18	Igati Nagar	Igati Nagar
19	Surya Kumar	Surya
20	Himani Singh	Himani
21	Ravi Kumar	Ravi Kumar

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**Mechanism for submission of online complaints of students grievances through Email.**

**Link for online complaints of student's grievances**  
<https://www.uok.ac.in/Grievance>

The screenshot shows the 'University Grievance Redressal' form on the University of Kota website. The form is titled 'University Grievance Redressal' and is divided into several sections:

- Fill by Candidate:** Includes fields for Name, Email Address, Contact Number, and Address.
- Related To University:** Includes dropdown menus for 'To Whom?', 'Related To', and 'Grievance Type' (with 'Suggestion' selected).
- Details of Grievance/Feedback/Suggestions (Within 200 Words):** A large text area for the grievance details.
- Are You Human?:** A checkbox for 'I'm not a robot' and a reCAPTCHA logo.
- Submit:** A green button at the bottom right.

*Signature*  
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