



**Dandkaranya Educational and Cultural Development Research Society Gadchiroli's**

**SHRI GOVINDRAO MUNGHATE ARTS AND  
SCIENCE COLLEGE, KURKHEDA**

Affiliated to Gondwana University, Gadchiroli.

UGC recognised under 2(f) & 12(B)

1 ★ Star by Ministry of Educations, Institute Innovation Council (IIC)  
<https://www.sgmunghatecollege.in>

**CRITERION VI  
GOVERNANCE, LEADERSHIP AND  
MANAGEMENT**

**METRIC NO: 6.2.1**

**METRIC NAME:** \_ THE FUNCTIONING OF THE INSTITUTIONAL BODIES IS EFFECTIVE AND EFFICIENT AS VISIBLE FROM POLICIES, ADMINISTRATIVE SETUP, APPOINTMENT AND SERVICE RULES, PROCEDURES, DEPLOYMENT OF INSTITUTIONAL STRATEGIC/ PERSPECTIVE/DEVELOPMENT PLAN ETC.

**2017-22**

# INDEX

<b>Sr. No</b>	<b>Evidences</b>	<b>Page No</b>
<b>1</b>	<b>COLLEGE INITIATIVES</b>	<b>1</b>
<b>2</b>	<b>DUTY ALLOCATION FOR THE ACADEMIC YEAR</b>	<b>4</b>
<b>3</b>	<b>EQUAL OPPORTUNITY CELL</b>	<b>9</b>
<b>4</b>	<b>SEXUAL HARASSMENT COMMITTEE</b>	<b>12</b>
<b>5</b>	<b>ANTI-RAGGING COMMITTEE</b>	<b>34</b>

# 1. COLLEGE INITIATIVES

The key to effective management is in well-defined policies and procedures for the functioning of every aspect of college life. The college is an affiliated college of Gondwana University, Gadchiroli, and is governed by its ordinances and service rules of UGC and State Government. The Governing Body of the college, which is the top management of the institution, consists of academicians, entrepreneurs and management experts amongst other eminent citizens.

**IQAC:** The IQAC comprises of teachers-in-Charge, administrative officials and alumni representatives who work in tandem to UGC rules and regulations.

Strategic planning is done both at the macro and the micro level. Short-term and long-term action plans are formulated by the various Committees under the guidance of the Governing Body.

**Organogram:** The organogram is an administrative diagram of college describes the decentralized structure of administration. College administration is a cooperative effort of Principal, teaching, non-teaching staff and students with the cooperation and support of all stakeholders in pursuit of common objective. It is necessary that all aspects should be organized in order to attain the desired goals.

As the Head of the institution the principal supervises, Nodal Officers of UGC/RUSA and Nodal Officer Wi-Fi's work. The principal also looks after the all Class II & Class IV Non-Teaching Staff Under the administration of Principal Various Committees are formed which include IQAC, General Body, Advisory Committee, Development-cum-finance Committee, Committee for SC/ST, OBC Cell, Minority Cell, Magazine Committee, Library Committee, Internal Complaint Committee, Research Journal Committee, Sports Committee, Time-Table Committee etc. Different Cells are well thought-out to look after students' and staffs' complaints. The cells functioning is controlled by the principal. The different cells are Students' Grievance Redressal Cell, Staff & Teachers' Grievance Redressal Cell, Anti Ragging Cell, Sexual Harassment Cell, Gender Cell, Minority Cell, Legal Cell and OBC Cell. Different committees are formed in order to maintain the discipline amongst the college students. They work under the observation of Principal. Another important characteristic of the Organogram is its stakeholders like the students, parents, guardians, alumnae, NGOs, Corporates and Media Houses.

The college perspective plan for the next education 5.0 and IR 5.0 is to introduce the incubators, strengthen the IPR cell, and introduce the courses needed as per the industrial revolution requirement in global scenario.

The governing body has planned to setup the strategic planning committee for society and the college. The inventory management practices are to be drafted and implemented in coming years. The skill force to these will be met by sending the staff for the short-term courses/trainings held by the UGC HRDC, CII, etc.

- Management: [https://www.sgmunghatecollege.in/?page\\_id=17](https://www.sgmunghatecollege.in/?page_id=17)

- Link to Organogram of the Institution webpage

[https://www.sgmunghatecollege.in/wp-content/uploads/2022/12/Complete-Organogram-with-digital-sign\\_final.pdf](https://www.sgmunghatecollege.in/wp-content/uploads/2022/12/Complete-Organogram-with-digital-sign_final.pdf)

**College Policies:** [https://www.sgmunghatecollege.in/?page\\_id=2002](https://www.sgmunghatecollege.in/?page_id=2002)

**Service Rules:**

UGC regulation 2018,:

[https://www.ugc.ac.in/pdfnews/4033931\\_UGCRegulation\\_min\\_Qualification\\_Jul2018.pdf](https://www.ugc.ac.in/pdfnews/4033931_UGCRegulation_min_Qualification_Jul2018.pdf)

Gov. of Maharashtra GR 8 march 2019:

[https://unigug.ac.in/portal/administrator/administrator/images/news\\_attachment/Cas%20Teacher,%20%20Librarian%20,%20Director%20of%20Physical%20Education%20%20Level%2011,%2012,%2013%20A.pdf](https://unigug.ac.in/portal/administrator/administrator/images/news_attachment/Cas%20Teacher,%20%20Librarian%20,%20Director%20of%20Physical%20Education%20%20Level%2011,%2012,%2013%20A.pdf)

# DUTY ALLOCATION FOR THE ACADEMIC YEAR

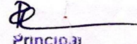
## श्री.गोविंदराव मुनघाटे कला व विज्ञान महाविद्यालय कुरुखेडा

महाविद्यालयाच्या सर्वसाधारण सभेत ठरल्या प्रमाणे सत्र २०२०-२०२१ साठी खालील प्रभागाची/विभागाची जबाबदारी खालील नमुद केलेल्या प्राध्यापकांवर सोपविण्यात येत आहे. आपआपल्या विभागाची जबाबदारी योग्यरित्या सांभाळून महाविद्यालयाच्या नावलौकीकात भर पडेल अशा उपक्रमांची व योजनांची आखणी करून स्वतःच्या व महाविद्यालयाच्या यशासाठी आपण सदर विभागांचा क्रियाशिल वापर कराल ही अपेक्षा!

सदर पत्र मिळाल्यावर आपण दहा दिवसांचे आत आपापल्या प्रभागांच्या चालू सत्राच्या भावी योजने बाबत आराखडा प्राचार्यांना सादर करावा. सत्र समाप्ती संदर्भातील शेवटच्या सभेत आपल्या विभागांचा सविस्तर व संगणकीकृत अहवाल सादर करणे बंधन कारक आहे.

सत्र २०२० - २०२१

IQAC	प्रा. डॉ. अभय सोलुंके/सहयोगी. प्रा.लोखंडे
NAAC	प्रा. डॉ. अभय सोलुंके, सहयोगी प्रा. डॉ. दीपक बन्सोड
राष्ट्रीय सेवा योजना	प्रा. गुणवंत वडपल्लीवार (कार्यक्रम अधिकारी) प्रा. रविंद्र विखार (सहकार्यक्रम अधिकारी) प्रा. नरेंद्र आरेकर (विशेष शिबीर मार्गदर्शक) प्रा. डॉ. विवेक मुरकुटे ( मार्गदर्शक ) प्रा. कु. हेमलता उराडे/ प्रा. कु. वाकडे महिला प्रतिनीधी) सल्लागार— प्रा.डॉ. दशरथ आदे, प्रा. संजय महाजन, प्रा. पी.एस. खोपे
ग्रंथालय सल्लागार समिती	प्रमुख प्रा. डॉ. अभय सोलुंके सदस्य— प्रा. पी.एस खोपे / प्रा.डॉ नरेंद्र आरेकर / प्रा.डॉ आदे प्रा. डॉ. निवडागे/ प्रा. कु. शंभरकर/ प्रा. डॉ. रविंद्र विखार/ प्रा. हडप.
क्रिडा विभाग सल्लागार मंडळ	सल्लागार मंडळ प्रमुख प्रा. डॉ. विवेक मुरकुटे प्रा. डॉ. डी.डी आदे/प्रा.डॉ. मेश्राम ./ प्रा. तुप्ता वाकडे/ प्रा. कु. शंभरकर/ प्रा. बोरकर/ श्री. सतिश मुनघाटे
सांस्कृतिक उपक्रम विभाग	प्रमुख प्रा. नरेंद्र आरेकर सहायक— प्रा. राखी शंभरकर प्रा. गणेश सातपुते प्रा. संजय महाजन
विद्यापीठ परिक्षा	प्रमुख — हिवाळी — प्रा. तुप्ता वाकडे, प्रा.दीपक बन्सोड उन्हाळी — प्रा. सातपुते, प्रा. राखी शंभरकर सहायक— सदस्य —, श्री. गजानन भोयर श्री. कैलास जांभुळकर. श्री. आशिष बगमारे प्रा. नरेंद्र आरेकर, प्रा. पी.एस खोपे
य.चव्हाण मुक्त विद्यापीठ अभ्यासक्रम	
य.चव्हाण मुक्त विद्यापीठ परिक्षा विभाग	प्रा. पी.एस खोपे
इंदिरा गांधी मुक्त विद्यापीठ (IGNU)	प्रा.डॉ. अभय साळुंखे, प्रा. लोखंडे
लोकसंख्या शिक्षण मंडळ	प्रा. गणेश सातपुते/ प्रा. निवडागे/ प्रा. विखार
महिला अध्ययन केंद्र	प्रमुख प्रा. कु. राखी शंभरकर, प्रा. कु. वाकडे प्रा. कु. उराडे,
महात्मा गांधी विचारधारा परिक्षा विभाग जळगाव	प्रा. आदे प्रा. पी.एस खोपे / प्रा. सातपुते
Publication Committee (मुद्रण वार्षिकांक)	प्रा. आदे, प्रा. आरेकर प्रा. हेमलता उराडे, प्रा. तुपटे प्रा. गुणवंत वडपल्लीवार श्री. आशिष बगमारे, श्री. सतिश मुनघाटे
तंबाखू सेवन विरोधी जणजागर प्रकल्प	प्रा. डॉ. रविंद्र विखार/श्री. वासेकर/श्री. काचीनवार,प्रा.दानी
वेळापत्रक निर्माती, वर्गवार नियोजन व एकदरित शैक्षणिक वेळापत्रकाच्या अमलबजावणीची नियमित देखभाल	प्रमुख प्रा. पी.एस खोपे, डॉ. अभय सोलुंके सदस्य प्रा. डॉ. डी.डी आदे, प्रा.दाणी, प्रा. कु. शंभरकर
महाविद्यालयाच्या परिसरातील विद्यार्थी शिस्त	प्रमुख प्रा. डॉ. विवेक मुरकुटे प्रा. पी.एस खोपे, प्रा. डॉ. डी.डी आदे सदस्य प्रा.डॉ. बन्सोड/ प्रा. कु. शंभरकर /श्री. बोवाटे

  
Principal  
श्री. गोविंदराव मुनघाटे कला व विज्ञान महाविद्यालय  
कुरुखेडा, जिल्हा कोल्हापूर

म.गांधी अध्ययन केंद्र	प्रमुख. डॉ. डी.डी आदे/ प्रा. नरेंद्र आरेकर/ प्रा. सातपुते
सहल विभाग	प्रमुख प्रा. प्रमेश दाणी / प्रा. वडपल्लीवार/ प्रा.डॉ. रविंद्र विखार सदस्य प्रा.कु. तुप्ता वाकडे श्री. सतिश मुनघाटे
पालक/ माजी विद्यार्थी	मार्गदर्शक — प्रा. पी.एस खोपे/ प्रा. डॉ. अभय सोलुंके / प्रा. नरेंद्र आरेकर प्रमुख प्रा. डॉ. निवडागे सदस्य— प्रा.डॉ. मेश्राम/ प्रा. प्रमेश दाणी/ प्रा. कु. हेमलता उराडे, प्रा. वाकडे
Communal Harmony	प्रा.महाजन / प्रा.डॉ. रविंद्र विखार/ प्रा. सातपुते प्रा. हेमंत मेश्राम
Media Coverage & Publicity	प्रमुख. प्रा.डॉ. रविंद्र विखार सदस्य प्रा.महाजन / प्रा. नरेंद्र आरेकर/ श्री. सतीश मुनघाटे प्रा. कु. हेमलता उराडे प्रा. भास्कर तुपटे प्रा. निकेश लोखंडे
रोजगार मार्गदर्शन केंद्र	प्रमुख प्रा. संजय महाजन, प्रा. डॉ. विखार सदस्य — प्रा.डॉ. भोयर , प्रा.धोंगळे, प्रा. तुप्ता वाकडे
Network Resource Center	प्रमुख प्रा. तुपटे सदस्य.. प्रा.डॉ. बन्सोड / प्रा. हडप / प्रा. डॉ. निवडागे/ प्रा. शंभरकर
Students Feed Back Analysis	प्रमुख — प्रा. तुपटे , प्रा. लोखंडे सदस्य — प्रा.दाणी , प्रा.सातपुते , प्रा.शंभरकर, प्रा. मेश्राम
वृक्षलागवड, परिसर सौंदर्यीकरण व देखभाल	प्रमुख प्रा. राखी शंभरकर सदस्य— प्रा. प्रमेश दाणी, प्रा. महाजन, प्रा. डॉ. मुरकुटे, श्री. सतिश मुनघाटे, श्री. सुरेश मंगर, श्री. कैलास जांभुळकर
College Website Updating & Maintenance	प्रा. डॉ. बन्सोड, प्रा. महाजन प्रा. लोखंडे, प्रा. डॉ. मेश्राम, श्री. आशिष बगमारे
महिला वस्तीगृह प्रवेश प्रक्रिया व्यवस्थापन	प्रा. डॉ. आदे, श्री.बोबाटे , प्रा. राखी शंभरकर
Film Club	प्रा. तुपटे/ प्रा. सातपुते
Debating Club & Quiz	प्रा. मेश्राम/ प्रा आरेकर
Dramatics Club	प्रा. वडपल्लीवार/ प्रा. आरेकर
महाविद्यालयीन निवडनुक विभाग	प्रा. खोपे, प्रा. डॉ. अभय सोलुंके, प्रा. दाणी, श्री. आशिष बगमारे
Academic Audit Committee	प्रा. डॉ. अभय सोलुंके, प्रा. डॉ. दीपक बन्सोड, प्रा. तुपटे, प्रा. अनिल भोयर, प्रा. शंभरकर, प्रा. महाजन
DAIP	प्रा. डॉ. वडपल्लीवार, प्रा. तुपटे, प्रा. निवडागे
NIRF (नॅशनल इन्स्टीटुशनल रॅकींग फोरम)	प्रमुख प्रा. दीपक बन्सोड आणि नॅक टिम
आविष्कार	प्रा. भास्कर तुपटे, प्रा. लोखंडे
वृक्षारोपन व हरितसेना	प्रा. प्रमेश दाणी
राष्ट्रीय विज्ञान दिवस/ विद्यापीठ स्पर्धा	प्रा. हेमंत मेश्राम प्रा. भास्कर तुपटे,
इंद्रधनुष्य स्पर्धा	प्रा. नरेंद्र आरेकर
राष्ट्रीय गणित दिवस/ विद्यापीठ स्तरीय स्पर्धा	प्रा. भास्कर तुपटे, व गणित विभाग प्रमुख
National Cen Day	प्रा. सातपुते प्रा. वडपल्लीवार
उन्नत भारत अभियान	प्रमुख प्रा. दीपक बन्सोड , नवरगाव / आंधळी — प्रा. नरेंद्र आरेकर धमदीटोला— प्रा. वडपल्लीवार जांभुळखेडा — प्रा. प्रमेश दाणी, येरंडी — प्रा. संजय महाजन नान्ही — प्रा. निकेश लोखंडे

## DUTY ALLOCATION FOR THE ACADEMIC YEAR

### Session 2021-2022

As decided in the college general meeting, the responsibility of the following department for the session 2021-2022 is being entrusted to the professors mentioned below. It is expected that you will actively use the said departments for the success of yourself and the college by taking care of the responsibility of your department.

After receiving the said letter, you should submit the plan regarding the future plan of your department for the current session to the Principal within ten day.

<b>IQAC</b>	<b>Co-ordinator</b> Dr. Abhay Salunke/ Ass.Prof Lokhande.
<b>NAAC</b>	Dr. Abhay Salunke/ Ass. Proff. Dr. Deepak Bansod
<b>NSS</b>	Dr. Gunawant Wadapaliwar ( <b>Program Officer</b> ), Dr Ravindra Vikhar, ( <b>Co-officer</b> ), Dr. S. N. Niwadange(Co- officer ), Dr. Narendra Arekar (Special Camp Guide) Dr. Vivek Murkute ( Guide) Ass Prof. Hemalata Urade/ Ass.Proff. Wakade (Women's Representative). Advisory --- Dr. D. D. Ade, Dr. S. M. Mahajan, Mr. P. S. Khope.
<b>Library Advisory Committee</b>	Head --Prof. Dr. Abhay Salunke, Members—Ass Prof .P. S. Khope/ Dr. Narendra Arekar/ Dr. D. D. Ade/ Dr. S. N. Niwadange/ Dr. R. B. Shambharkar/ Dr Ravindra Vikhar/ Hadap Sir.
<b>Sports Department Advisory Committee</b>	Head of Advisory Committee - Dr. Vivek Murkute / Dr. D. D. Ade/Dr. Meshram/ Miss. T. D. Wakde/ Dr. R. B. Shambharkar/ Borkar Sir/ Shri Satish Munghate.
<b>Cultural Department</b>	Head - Dr. Narendra Arekar. Assistants -Dr. R. B. Shambharkar, Dr. G. D. Satpute, Dr. S. M. Mahajan.
<b>Exam</b>	Head—Winter- Miss. T. D. Wakde, Dr. D. S. Bansod Summer—Dr. Satpute, Dr. R. B. Shambharkar Assistant Members-- Mr. Gajanan Bhoyar, Shri. Kailash Jambulkar, Shri. Ashish Bagmare.
<b>YCMOU</b>	Dr. N. T. Arekar, Mr. P. S. Khope
<b>YCMOU Exam Department</b>	Mr. P. S. Khope
<b>IGNOU</b>	Dr. A. B. Solunke, Mr. N. V. Lokhande
<b>Population Education cell</b>	Dr. G. D. Satpute/ Dr. S. N. Niwadange/ Dr. R. V. Vikhar
<b>Women's Study Cell</b>	Dr. R. B. Shambharkar/ Miss. T. D. Wakde/ Miss. H. A. Urade

<b>Gandhi Research Foundation jalgaon</b>	Dr. D. D. Ade/ Mr. P. S. Khope/ Dr. G. D. Satpute
<b>Publication Committee (Mrudgandha Magazine)</b>	Dr. D. D. Ade/ Dr.N.T.Arekar/ Miss. H. A. Urade/ Dr. B.V. Tupte/ Dr. G. G. Wadpalliwar/ Shri. Ashish Bagmare, Shri. satish Munghate.
<b>Anti -Tobacco Public Awareness project</b>	Dr. R. V. Vikhar, shri. Wasekar, Shri. Kachinwar, Dr. Dani.
<b>Timetable formation, planning of classes and its observation committee.</b>	Head- Mr. P. S. Khope, Dr. A. B. Solunke, Members--- Dr. D. D. Ade, Dr. P. A. Dani, Dr. R. B. Shambharkar.
<b>College campus Discipline committee.</b>	Head - Dr. V. D. Murkute, Mr. P. S. Khope, Dr. D. D. Ade. Members- Dr. D. S. Bansod, Dr. R. B. Shambharkar, Shri. Bobate.
<b>Gandhi Research Foundation</b>	Head - Dr. D. D. Ade Dr. N. T. Arekar/Dr. Satpute.
<b>College Tour Cell</b>	<b>Head-</b> Dr. P. A. Dani, Dr. G. G. Wadpalliwar, Dr. R. V. Vikhar, <b>Members--</b> Mis. T. D. Wakde, Shri. Satish Munghate.
<b>Parents/ Alumni Cell</b>	<b>Conductor-</b> Mr. P. S. Khope, Dr. A. B. Solunkhe, Dr. N. T. Arekar <b>Head--</b> Dr. S. N. Niwadange, <b>Members--</b> Dr. H. M. Meshram, Dr. P. A. Dani, Miss. H. A. Urade, Mis. T. D. Wakde
<b>Communal Harmony</b>	Dr. S. M. Mahajan, Dr. R. V. Vikhar,Dr. satpute, Dr. H. M. Meshram
<b>Media Coverage and publicity</b>	Head-- Dr. R. V. Vikhar. Members-- Dr. S. M. Mahajan/ Dr. N. T. Arekar/ shr. Satish Munghate, Miss. H. A. Urade, Dr. B.V. Tupte Mr. N. V. Lokhande
<b>Carrier Guidance Cell</b>	Head- Dr. S. M. Mahajan, Dr. R. V. Vikhar. Members-- Dr. A. A. Bhoyar , Dhongade, Mis. T. D. Wakde
<b>Network resource Center</b>	Head-- Dr. B.V. Tupte. Members-- Dr. D. S. Bansod, Hadap Sir, Dr. S. N. Niwadange, Dr. R. B. Shambharkar.
<b>Students Feed Back Analysis</b>	Head---- Dr. B.V. Tupte, Mr. N. V. Lokhande Members-- Dr. P. A. Dani, Dr. satpute , Dr. R. B. Shambharkar, Dr. H. M. Meshram
<b>Tree plantation, campus Beautification and Nourishment.</b>	Head-- Dr. R. B. Shambharkar. Members--- Dr. P. A. Dani, Dr. S. M. Mahajan, Dr. V. D. Murkute, Shri.Satish Munghate Shri. Suresh Mangar, Shri. Kailash Jambulkar
<b>College Website Updating and Maintenance</b>	Dr. D. S. Bansod ,Dr. S. M. Mahajan, Mr. N. V. Lokhande, Dr. H. M. Meshram, Shri .Ashish Bagmare.
<b>Girls Hostel admission process and management</b>	Dr. D. D. Ade, Shri Bobate, Dr. R. B. Shambharkar
<b>Movie Club</b>	Dr. B.V. Tupte, Dr. Satpute.



<b>Debate Club and Quiz</b>	Dr. G. G. Wadpalliwar, Dr. N. T. Arekar
<b>Dramatics Club</b>	Dr. G. G. Wadpalliwar, Dr. N. T. Arekar
<b>College Election cell</b>	Mr. P. S. Khope, Dr. A. B. Solunkhe, Dr. P. A. Dani, Ashish Bagmare.
<b>Academic Audit Committee</b>	Dr. A. B. Solunkhe, Dr. D. S. Bansod, Dr. B.V. Tupte, Dr. A. A. Bhojar, Dr. R. B. Shambharkar
<b>DAIP</b>	Dr. G. G. Wadpalliwar, Dr. B.V. Tupte, Dr. S. N. Niwadange
<b>NIRF</b>	Dr. D. S. Bansod and NAAC Team.
<b>Avishkar</b>	Dr. B.V. Tupte Mr. N. V. Lokhande
<b>Tree Plantation and Green-Army</b>	Dr. P. A. Dani
<b>National science Day/ University level competition</b>	Dr. H. M. Meshram ,Dr. B.V. Tupte
<b>INDRA DHANUSHA competition</b>	Dr. N. T. Arekar
<b>National Math's day / university level competition</b>	Dr. B.V. Tupte and HOD of Mathematics
<b>National CEN Day</b>	Dr. Satpute , Dr. Wadpaliwar
<b>Unnat Bharat Abhiyan</b>	Head-- Dr. D. S. Bansod. Nawargaon/ Andhali---- Dr. N. T. Arekar Damditola-- Dr. wadpaliwar Jambhulkheda-- Dr. P. A. Dani, Yerandi--- Dr. S. M. Mahajan Nanhi-- Mr. N. V. Lokhande.

# **EQUAL OPPORTUNITY CELL**



## **EQUAL OPPORTUNITY CELL**

SHRI GOVINDRAO MUNGHATE ARTS AND  
SCIENCE COLLEGE KURKHEDA. 441209.



## **EQUAL OPPORTUNITY CELL**

### **Introduction**

The College has an Equal Opportunity Cell which looks after the interests of the students with special needs. Special support is provided to slow learners and those who need additional help through a variety of means such as remedial and extra classes. The College has constructed ramps, railings, accessible washrooms and Braille-enabled sign boards for differently abled persons.

### **Motto**

ENCOURAGE • EMPOWER • ENLIGHTEN

To raise awareness and give the unheard voices a place to belong.

### **Aim**

The Equal Opportunity Cell stands as a pillar of social justice in the institution. The society works towards its commitment of creating avenues for students with disability to fulfil their potential and create awareness among the members of the institution to the needs of students with disability and under-represented sections of the society.

### **Scope**

The scope lies in creating an atmosphere of equality with special privileges to the least advantaged groups of the educational institution. The society also focuses on the academic discourses to sensitise the college community. Extra-curricular activities are conducted to bring knowledge and awareness among the student community.

### **Objectives**

- To be the torchbearer of creating awareness of the concept of equal opportunities to one and all; irrespective of gender, ability, socio-economic background, caste, religion or language; on the lines of the UGC guidelines.
- To oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counselling concerning academic, financial, social and other matters and to enhance the diversity within the campus.

EOC stands as a platform to create avenues for people with benchmark disabilities and give them a space to feel like they belong.



## CELL FORMATION

As per the guidelines of UGC and state Government, an “**Equal Opportunity Cell**” in the college has been set up for the compliance of the UGC (Promotion of Equity in Higher Educational Institutions) Regulation 2012. The purpose of cell is to take measure against the discrimination and take appropriate measure to: -

- safeguard the interest of students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.
- eliminate the discrimination or harassment.
- promote the equality among the students.
- so that no discrimination is against the students of scheduled caste and scheduled tribes and to take the measures as per guidelines of UGC and State Government.

Any person of college including the students, who is the victim of any act of discrimination or harassment as specified in the regulations, shall be dealt with a procedure as specified in guidelines on receipt of a written complaint to the Anti- Discrimination Officer.

Following are the members of “Equal Opportunity cell”

1. Dr Raju G. Munghate, (Principal) Chairman
2. Shri Pisaram S. Khope (Vice Principal) Member
3. Smt. Rakhi B. Shambharkar (Asst. Prof.) Women’s Representative Teaching
4. Smt. Usha Gajbhai (Peon) Womens Representative Non-Teaching
5. Shri Mangesh Munghate ( Clerk) NonTeaching Member.
6. Shri Satish Munghate ( Lab. Assistant) Member
7. Dr. Narendra T. Arekar (Professor) Member
8. Dr. Sanjay M. Mahajan (Asst. Prof.) Convenor
9. Dr. Abhay B. Solunke (Asst. Prof) IQAC Member

Dr Sanjay M. Mahajan

Anti-Discrimination Officer, Equal Opportunity cell

Department of Economics

e-mail: [vidyakurkheda@rediffmail.com](mailto:vidyakurkheda@rediffmail.com)

Phone: 07139245475

RAJU  
GOVINDRAO  
MUNGHATE

Digitally signed by RAJU  
GOVINDRAO MUNGHATE  
Date: 2022.11.20 11:07:26  
+05'30'

# SEXUAL HARASSMENT COMMITTEE



RULES FOR PREVENTION OF SEXUAL HARASSMENT 2013

DRAFT

Dandakaranya Educational & Cultural Development Research Institute, Gadchiroli's

**SHRI GOVINDRAO MUNGHATE ARTS AND SCIENCE**

**COLLEGE, KURKHEDA,**

## **RULES FOR PREVENTION OF SEXUAL HARASSMENT 2013**

**SHRI GOVINDRAO MUNGHATE ARTS AND SCIENCE COLLEGE, RULES FOR  
PREVENTION OF SEXUAL HARASSMENT**

### **Preamble**

The Supreme Court of India in its 1997 judgment in Vishakha & others vs. State of Rajasthan makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace.

Educational institutions are also bound by the same directive. In compliance with the mandate of the aforementioned judgement of the Supreme Court, Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, have proposed to adopt this policy to prevent, prohibit and punish sexual harassment of women at the college campus. Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, is committed to providing for all women who fall within its jurisdiction including academic, non-academic staff and students, a place of work and study free environment from sexual harassment, intimidation and exploitation. Every woman shall have a Right to be free from Sexual Harassment and the Right to Work in an environment free from any form of Sexual Harassment in the campus of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, Governed Institutions and schools.

### **Short title, Extent of Applicability and commencement**

(1) This Rule may be called Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, ***Rules for Prevention of Sexual Harassment.***

(2) The extent of applicability of these Rules shall include all places of work and residences in the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli,, all places of instruction, research and administration, hostels, health centres, sports grounds, staff quarters or in public places. Such public places include not just the physical premises under the supervision of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, system but include areas outside the area of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, where the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, members reside or travel to as part of their work as members of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli. The jurisdiction



will include fieldtrips, sports tournaments, conferences, seminar, college festivals and all other activities undertaken by any person as a member of Dandakaranya Educational & Cultural Development research Institute, Gadchiroli,.

(3) The Rules shall come into force w.e.f. the date of approval by the Management Council of Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.

#### **Policy**

The right of women to protection from sexual harassment and the right to work with dignity are recognised as universal human rights by international instruments such as the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), which has been ratified by India. The Supreme Court in the Vishakha judgment has held that each incident of sexual harassment results in the violation of the fundamental rights of Gender Equality and the Right to Life and Liberty. Sexual harassment is a clear violation of a woman's right to gender equality as guaranteed under **Articles 14 and 15, her right to live with dignity under Article 21 and her right to work with dignity in a safe environment under Article 19(1) (g)** of the Constitution of India.

#### **Objectives of the Rules**

The Rules are framed with the following objectives:

- To fulfil the directive of the Supreme Court of India, the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, shall have to frame and implement a policy against sexual harassment of women at the work place.
- To uphold Women's Right to Protection against Sexual Harassment and the Right to Livelihood and towards that end for the prevention and redressal of Sexual Harassment of Women.
- To evolve a permanent mechanism for the prevention, prohibition and redress of sexual harassment of women within the jurisdiction of Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.
- To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of women in the campus.
- To ensure the implementation of the policy in letter and spirit by taking all necessary and reasonable steps including the constitution of appropriate Committees for purposes of gender sensitization and to conduct enquiries into complaints of sexual harassment.
- To uphold the commitment of Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, to provide an environment free of discrimination and violence against women.



• To generate public opinion against sexual harassment of women at the workplace.

**Definition of the Sexual Harassment**

For purposes of this Rule the following shall constitute sexual harassment of women:

1. When submission to unwelcome sexually determined behaviour such as sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature, are explicitly or implicitly made a term or condition of teaching/guidance, education, employment, participation or evaluation of a woman's engagement in any activity.
2. When unwelcome sexually determined behaviour, including but not limited to, sexual advances, physical and/or verbal or non-verbal or conduct, such as loaded comments, remarks or jokes, letters, phone calls, SMS or emails, gestures, exhibition of pornography, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with a woman's work or academic performance or of creating an intimidating, hostile or offensive employment, educational or living environment.
3. When a man uses with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to a woman without her consent or against her will, such conduct will amount to sexual assault.

**Explanation**

(a) It is clarified that it is the reasonable perception of the woman that would be relevant in determining whether any conduct was sexually determined and, if so, whether such conduct was unwelcome or not and that her objection would disadvantage her in connection with her education or employment, including evaluation, grading, recruitment or promotion, or when it creates a hostile working, educational or living environment.

(b) "Hostile Environment" is said to be created when any act of Sexual Harassment has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive employment, educational or living environment. This policy shall be respected by and binding upon all members of Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, including management, academic staff, non teaching staff, administrative staff, technical staff, support staff, students, consultants, visitors, service providers, holding permanent, temporary, honorary, ad hoc, voluntary or short term positions. Sexual Harassment will amount to misconduct in employment under the relevant Conduct and Service Rules and Regulations. The said Rules/Regulations shall stand amended accordingly.

Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, shall take all necessary and reasonable steps to prevent and ensure that no woman within its jurisdiction is subject to sexual harassment by any Third Party. Where any such Sexual Harassment occurs, the employer shall take all necessary and reasonable steps to assist the aggrieved woman to redress the act of Sexual harassment. It shall be



unlawful to retaliate against an employee, student or staff member for filing a complaint of sexual harassment or for cooperating in an enquiry of sexual harassment.

**Other Definitions**

(i) "Institutions" means Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, established under the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, Act, as amended upto date).

(ii) "Complaint Committee" means the committee to check the menace of sexual harassment & violence against women at their work place.

(iii) "Student" includes regular students pursuing study in the campus as well as ex-students of Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.

(iv) "Teaching staff" includes any teacher of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli. It also includes honorary teacher or teachers on special duty or deputation and shall also include teachers employed on a contractual or project basis.

(v) "Non-Teaching staff" includes any person on the staff of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, who is not included in teaching staff. It shall include any person rendering service on honorary, or special duty or deputation and shall also include employees employed on a causal or project basis.

(vi) "Member of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli," includes all the persons mentioned under (iv) & (v) above and shall also include students as per the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, (as amended upto date).

(vii) "Resident" includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee/teacher/student and visitor by the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.

(viii) "Outsider" includes any person who is not a member or resident of the University. It also includes, but is not limited to, any private person offering residential, food and other facilities to students, teaching staff or non-teaching staff of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli,.

(ix) "Campus" includes all places of work and residence in the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli. It includes all places of instruction, research and administration, as well as hostel, health centers, sports grounds, staff quarters and public places (including shopping centers, eating places, parks, streets and lanes) on the University campus.

**Jurisdiction**

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

I. By a member of the university against any other member of the Dandakaranya Educational & Cultural Development research Institute,





Gadchiroli, irrespective of whether the harassment is alleged to have taken place within or outside the campus.

II. By a resident against a member of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, or made by a member against a resident irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.

III. By an outsider against a member of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, or by a member of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, against an outsider if the sexual harassment is alleged to have taken place within the campus.

IV. By a member of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, 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 university 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.

#### **Establishment of Complaint Committee**

The President/Secretary, Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, shall constitute the Complaint Committee and the qualifications, tenure, terms and conditions of the Chairperson shall be determined by the Executive Council of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli. The Chairperson of the Committee shall be a woman appointed by the President/Secretary from amongst the senior Professors of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.

#### **Composition of the Committee**

The composition of the Committee shall be as under:-

(i) Chairperson

(ii) 03 (three) teachers of the University {out of them 02 (two) shall be women}

(iii) 01 (one) representative from the Administrative branch, Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.

(iv) 01 (one) representative from the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, Officers' Association

(v) 01 (one) representative from the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli Employees' Association.

(vi) 01 (one) representative from the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli Post Graduate Students' Union, preferably a woman.

(vii) The Department representative/Centre representative of the concerned Department and Centres of Study of Dandakaranya Educational & Cultural Development research Institute, Gadchiroli who shall be a woman.



(viii) 01 (one) woman representative from outside the University Community belonging to any registered NGO, law practitioner or one who is conversant with the matter of sexual harassment.

(ix) A Member Secretary - (who shall be a woman)

The Dandakaranya Educational & Cultural Development research Institute, Gadchiroli shall also provide support staff and necessary infrastructure for conducting the meeting.

The Dandakaranya Educational & Cultural Development research Institute, Gadchiroli shall also entrust the responsibility of a

Nodal Officer to a women member of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli in addition to the setting up of the Complaint Committee who could easily be contacted from time to time for information/suggestion related to the complaint of sexual harassment.

#### **Complaint filing process**

(i) Any student, resident, service provider, outsider, or a member of the academic or non-teaching staff may lodge a complaint of sexual harassment against a student, resident, service provider, outsider, or a member of the academic or non-teaching staff. Third party complaints and witness shall also be

entertained. The Complaint Committee shall take suo moto notice of grave violations of the basic principles of gender sensitivity and justice on the campus.

(ii) Complaints can be lodged directly with the Chairperson or the Member Secretary of the Complaint Committee or the President/Secretary or the Head of the Institutions runned by Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.

(iii) The complaint should be in writing under his/her dated signature or thumb impression as the case may be or by a third party with the signature of the complainant of the body of the complainant.

#### **Formal Enquiry**

Once the Complaint Committee has decided that the complaint shall require further investigation, it shall conduct formal enquiry by a committee and provide its resources to ensure the complainant's safety on the campus. For this purpose, the Chairperson of Complaint Committee shall convene an Emergency meeting to constitute the Enquiry Committee.

#### **Composition of the Enquiry Committee**

An Enquiry Committee shall be constitutes as under:

a. The Committee shall consist of not less than three persons and not more than five persons.

b. Atleast 50% of the members of the Committee shall be women.

c. It shall include 01 (one) member of a NGO/representative or legal practitioner who is conversant with the matter of sexual harassment.

d. No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of an Enquiry Committee.

f. The Chairperson of the Committee shall be a woman academician and the Convenor of the Committee shall be preferably the Member Secretary of the Complaint Committee.



g. The membership of an Enquiry Committee shall not be changed or in any other way modified during its proceedings.

**Functions of the Enquiry Committee**

a. The Enquiry Committee shall enquire into the complaint of sexual harassment using procedures in conformity with the principles of natural justice and gender sensitivity.

b. The Enquiry Committee shall submit a detailed report to Complaint Committee in which it shall communicate its findings based on its investigations and its recommendations regarding the nature of disciplinary action, if any.

c. The Enquiry Committee shall submit a detailed report to Complaint Committee in which it shall communicate its findings based on its investigations and its recommendations regarding the nature of disciplinary action, if any.

**Procedure to be followed by the Enquiry Committee**

a. The Enquiry Committee shall not, at any time in the enquiry proceedings, cause the defendant and the complainant and/or their witnesses to be placed face to face, or put in a situation where they may be face to face (e.g. they shall not be called at the same time and be made to wait in the same place), keeping strictly in view the need to protect the complainant from facing any serious health and/or safety problems, in accordance with the guidelines in the Supreme Court Judgment.

b. The Enquiry Committee shall strive to complete the enquiry in the shortest possible time, not exceeding three months from the date that a complaint is referred to it, except for reasons that the Enquiry Committee shall provide in writing to Complaint Committee.

c. The Enquiry Committee shall provide reasonable opportunity to the complainant and the defendant for presenting and defending her/his case.

d. The Enquiry Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.

e. The Enquiry Committee shall have the power to summon any official papers or documents pertaining to the complainant as well as the defendant.

f. The character and antecedents of the defendant may be taken in consideration by the Committee, if necessary in the interest of the justice.

g. The Enquiry Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.

h. The Enquiry Committee shall have the right to terminate the enquiry proceedings and to give an ex parte decision on the complaint, should the defendant fail, without valid ground, to present herself/himself for three consecutive hearings convened by the Enquiry Committee.

i. Within not more than ten working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit to the Chairperson of the Committee, in writing, a list of witnesses,



together with their contact details, that she/he desires the Enquiry Committee to examine.

j. The Committee shall convene the first hearing of the enquiry. The defendant, the complainant, and witnesses shall be intimated at least seventy-two hours in advance in writing of the date, time and venue of the enquiry proceedings.

k. If the complainant, defendant, or witness desire to appear before the Enquiry Committee accompanied by on companion of their choice, who shall be a teacher, non-teaching staff or student of the university, they shall communicate to the Chairperson the name of that person. Such a person shall have only observer status and her/his presence during the proceedings shall be restricted to the testimony of the individual she/he is accompanying. However, the decision of the Chairperson shall be final as to the inclusion of an observer in the Enquiry proceedings.

**l. The identities of all witnesses shall throughout be protected by the Enquiry Committee by the use of a coding system for this purpose.**

m. The complainant(s) and the defendant shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities.

Any person nominated by the complainant and/or the defendant on her/his behalf shall be (only) either a student, or a member of the academic or non-teaching staff of Dandakaranya Educational & Cultural Development research Institute, Gadchiroli. The complainant(s)/defendant shall inform the Chairperson specifically if they wish to exercise this right. The Enquiry Officer may allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. Under the circumstances, however, the concerned parties shall be allowed to take these documents outside the office of the Complaint Committee.

n. The complainant and the defendant shall have the right of cross-examining of all witnesses. Such cross examination shall be conducted in the form of written questions and responses via the Enquiry Committee.

o. The defendant/complainant shall submit to the Chairperson, a written list of questions that she/he desires to pose to the witness. The Enquiry Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, or gender-insensitive. Any behavior, verbal or otherwise, on the part of the defendant or her/his nominee, that is designed to intimidate or subject the complainant to mental and physical trauma, shall be construed as a violation of the order of restraint issued by Complaint Committee as defined here in below :

p. The complainant and the defendant shall be responsible for presenting their witnesses before the Enquiry Committee. However, if the Enquiry Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Enquiry Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person



concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.

q. All proceedings of the Enquiry Committee shall be recorded in writing and the same together with the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.

r. All persons heard by the Enquiry Committee, shall take and observe an oath of secrecy about the proceedings.

Any violation of the oath of secrecy may invite the full range of penalties outlined here in below:

s. If the complainant desires to tender any document by way of evidence, the Enquiry Committee shall supply true copies of such documents to the defendant.

Similarly, if the defendant desires to tender any documents in evidence, the Enquiry Committee shall supply true copies of such documents to the complainant.

t. In the event that the Chairperson thinks that supplementary testimony is required, the Enquiry Officer shall forward to the person concerned a summary of the proceedings and allow for a time period of seven days submitting such testimony, in person or in writing, to the Enquiry Committee.

u. After concluding its investigation, the Enquiry Committee shall submit a detailed reasoned report of its findings to the Chairperson of Complaint Committee. In the event that it finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken on the complaint as referred here in below. It shall also recommend whether Complaint Committee and the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli authorities should, after disciplinary action has been taken, publicize the identity of the offender, the act and the disciplinary action taken.

If the Enquiry Committee finds no merit in the complaint, it shall write to the Chairperson of Complaint Committee, giving reasons for its conclusions.

v. Nothing precludes Complaint Committee from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the enquiry proceedings and even after the communication of the findings to appropriate University authorities, provided that in the latter case, the composition of the reconvened Enquiry Committee shall be at least half of the members of the Enquiry Committee that originally enquired into the said complaint.

#### **Restraint Order**

(i) A restraint order in terms of Complaint Committee Rules shall provide a summary of the complaint, the date (s), time (s), and location (s), of the alleged incident (s). It shall warn the defendant (s) that any attempt on her/his part or by person (s) acting on his/her behalf, to contact, or influence, or intimidate, or exert pressure on the complainant or any person in the complainant's confidence may prove prejudicial to her/his case.



(ii) The complainant or any other person should intimate in writing the Complaints Screening Committee, the Chairperson of Complaint Committee and/or the Enquiry Committee of any violation of the order of restraint by the defendant (s), or any person acting on her/his behalf.

(iii) Should the Complaint Screening Committee, the Chairperson of Complaint Committee, or the Enquiry Committee be convinced of the truth of such allegations, the Chairperson of CASH and/or the Chief Enquiry Officer may summon the defendant (s) in person

and issue a verbal and written warning that such behavior may lead to an adverse inference being drawn against her/him. The Enquiry Committee or Complaint Committee shall retain to close the enquiry proceedings, and to give an expert decision on the complaint.

(iv) The Enquiry Committee and Complaint Committee shall consider all violations of the restraint order when determining the nature of offence of a defendant found guilty of sexual harassment.

#### **Communication of findings**

(i) Within seven working days of the receipt of the report and recommendations of the Enquiry Committee, the Chairperson of Complaint Committee shall convene an Emergency meeting. Each member of Complaint Committee shall have the right to access the entire enquiry proceedings, or any part thereof, and to participate in Complaint Committee deliberations on the complaint.

Within seven working days of the adoption of the report of the Enquiry Committee, the Chairperson of Complaint Committee shall forward the report of the Enquiry Committee, together with a summary of the opinions of the members of Complaint Committee (including dissenting opinions) to the Management Council, Dandakaranya Educational & Cultural Development research Institute, Gadchiroli through the President/Secretary, Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.

(ii) The Management Council, Dandakaranya Educational & Cultural Development research Institute, Gadchiroli shall in its meeting shall discuss the recommendation of the Complaint Committee and shall take appropriate action of imposing penalty on the defendant.

#### **Penalties**

Any student, service provider, resident, outsider, or a member of the academic or non-teaching staff found guilty of sexual harassment shall be liable for disciplinary action. The penalties listed below (in ascending order) are indicative, and shall not constrain the Executive Council, Dandakaranya Educational & Cultural Development research Institute, Gadchiroli authorities from considering others, in accordance with the rules governing the conduct of employees and students in practice at time.

#### **Penalties in Case of Academic Staff**

a. Warning, reprimand, or censure.

b. Withholding of one or more increments for a period not exceeding one year.



- c. Removal from an administrative position at the Centre, School and/or College levels.
- d. Disbarment from holding an administrative position at the Centre, School and/or College levels.
- e. Suspension from service from a limited period.
- f. Compulsory retirement.
- g. Dismissal from service.

Further, the penalty awarded shall be recorded in his/her Confidential Record.

**Penalties in Case of Non-Teaching Staff**

- a. Warning, reprimand, or censure.
- b. Transfer
- c. Withholding of one or more increments for a period not exceeding one year.
- d. Suspension from service for a limited period.
- e. Compulsory retirement.
- f. Dismissal from service.

Further, the penalty awarded shall be recorded in his/her Confidential Record.

**Penalties in Case of Dandakaranya Educational & Cultural Development research Institute, Gadchiroli Students**

- a. Warning or reprimand.
- b. Transfer to another hostel.
- c. Withdrawal of hostel accommodation for a period up to one semester.
- d. Withdrawal of the right to an official character certificate from Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.
- e. Withdrawal of hostel accommodation for the entire period of study.
- f. Rustication from the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli for a period up to two semesters.
- g. Expulsion from the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.
- h. Withholding of a degree awarded deemed to be University of Dandakaranya Educational & Cultural Development research Institute, Gadchiroli, by Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.

**Penalties in Case of Outsiders**

- a. Warning or reprimand, or censure.
- b. A letter communicating her/his misconduct to her/his place of education, employment or residence.
- c. Declaration of the campus as out of bounds for her/him, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.



d. Any other legal action as may be necessary.

**Penalties in Case of Service Providers**

- a. Warning or reprimand, or censure.
- b. A letter communicating her/his misconduct to her/his place of employment.
- c. Declaration of the campus as out of bounds for her/him.
- d. Withdrawal of the right to run/manage/work in any commercial enterprise, or to provide services, on the campus.
- e. Any other action as may be necessary.

In addition to the penalties specified above, the person may be advised to undergo counseling and gender sensitization, and to give a written and/or public apology to the complainant.

**Penalty in Case of a Second Offence**

A second or repeated offence, may, on the recommendation of Complaint Committee, attract a major penalty.

**Obligations of University Authorities and Functionaries**

i. The Dandakaranya Educational & Cultural Development research Institute, Gadchiroli authorities shall, through a notification each academic year, notify the names and contact details of the members of Complaint Committee, and the fact that Complaint Committee is the University body responsible for gender sensitization and enquiries into complaints of sexual harassment.

ii. The University authorities will ensure that the policy is included in the Admission Brochure and circulated at the time of registration. The University authorities will ensure that recruitment announcements to all academic and non-teaching positions include the following statement, as notification of the Policy:

Dandakaranya Educational & Cultural Development research Institute, Gadchiroli has a Policy against sexual harassment and is committed to providing an environment free from gender discrimination and harassment.

iii. In order to ensure the permanent placement of the Policy, the University authorities and functionaries shall arrange for several copies to be placed on boards for display in prominent places, such as the entrances to the campus, academic and administration buildings, hostels, etc.

iv. The University authorities and functionaries shall provide legal, medical and counseling assistance to those complainants who have to take recourse to the law.

v. The University authorities and functionaries shall forward all complaints of sexual harassment to Complaint Committee, save in cases in which the complainant has expressly prohibited such forwarding.

vi. The University authorities shall maintain full confidentiality with respect to matters pertaining to Complaint Committee enquiries into complaints of sexual harassment. The University authorities shall extend all necessary assistance for ensuring full, effective and speedy implantation of these Rules and Procedures of Complaint Committee.





vii. As is required by the Supreme Court Judgment, the University authorities and functionaries shall strive to create a workplace in which the functioning of Complaint Committee and/or the interests of justice are not subjected to undue "pressure from senior levels".

**Other Functions**

**False Complaint/Deposition**

i. If the Enquiry Committee finds no merit in any complaint /deposition, it shall write to the Chairperson of Complaint Committee giving reasons for its conclusions.

ii. Within four working days of the receipt of this communication, the Chairperson of Complaint Committee shall call a Special Meeting to discuss the recommendations of the Enquiry Committee, and to decide whether a show-cause notice shall be issued to the Complainant/witness(es).

iii. Upon the decision to issue a show-cause notice, the Chairperson of Complaint Committee shall issue it to the complainant/witness(es). The show-cause notice shall cite the bases of the committee's conclusions and require the complainant /witness(es) to explain, within seven days (in writing and/or in person), as to why disciplinary action shall not be taken against her/him.

iv. Within four working days of receipt of any explanation from the complainant/witness(es) to this show-cause notice, or after the expiry of the time specified for such explanation, the Chairperson of Complaint Committee shall convene a Special Meeting to consider the explanation or any lack thereof.

v. In event of no, insufficient or unconvincing explanation, Complaint Committee shall forward its findings to the appropriate University Authority for further action.

**Protection against Victimization**

i. If the complainant is a student and the defendant(s) is a teacher, during the investigation and enquiry, and even after such an enquiry if the teacher is found guilty, the defendant(s) shall not supervise any academic activity of the student, including but not limited to, evaluation and examination, reexamination, and supervision of research.

ii. If a witness named by the complainant is a student and the defendant(s) is a teacher, during the duration of the investigation and enquiry, and even after such an enquiry if the teacher is found guilty, the defendant shall not supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research.

iii. If both the complainant and the defendant (s) are members of the academic and/or non teaching staff of the University, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant is found guilty, the defendant shall not write the Confidential Reports of the complainant, if she/he is otherwise so authorized.

iv. If witnesses named by the complainant and the defendant(s) are members of the academic and/or nonteaching staff of the University, during the duration of the investigation and enquiry, and even after such an enquiry



if the defendant is found guilty, the defendant shall not write the Confidential Reports of the complainant, if she/he is otherwise so authorized.

v. If the defendant(s) is an outsider, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant is found guilty, the defendant shall not be allowed to enter the campus, except for the purpose of attending the present enquiry.

vi. If the defendant(s) is a resident/service provider, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant is found guilty, the order of restraint issued in accordance with the procedures in Section shall be in force at all times.

#### **Provision for Appeal**

In the event of the Complaint Committee not taking action on a complaint, or if the complainant or defendant is dissatisfied with the disciplinary action taken by the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli authorities, she/he shall have the right to appeal to the Management Council, Dandakaranya Educational & Cultural Development research Institute, Gadchiroli.

#### **Amendment to the Rules & Procedures of Complaint Committee**

i. Amendments to the Rules and Procedures of COMPLAINT COMMITTEE shall have effect only if they are in consonance with the letter and spirit of the Supreme Court Judgment.

ii. Amendments shall be effected by a decision taken in a Special Meeting of Complaint Committee called for the purpose.

iii. The proposed amendment (s), together with the objectives and reasons thereof, shall be recorded in writing and circulated by the proposer of the amendment (s) at least fifteen working days prior to the Special Meeting called for the purpose.

iv. An amendment motion shall be earned by two-third of the members present and voting. In the event of a tie on an amendment motion, it shall be put to vote one more time. If a tie recurs, the amendment motion shall be reconsidered by another Special Meeting to be called after at least fifteen working days.

#### **Interpretation**

The Executive Council shall have the power to interpret any clause(s) of the Regulation as and when necessary.

The Executive Council shall also have the power to take decision(s) on any matter(s) not strictly covered by the Rules, by taking into consideration the gravity and nature of the same, in consonance with relevant judgment of the Supreme Court/guidelines of the UGC/Govt. etc.

#### **Removal of difficulties**

If any difficulty arises in giving effect to the provision of the policy, the Chairperson of the Executive Council is empowered to remove such difficulties.

#### **Savings**

No Officer/Member shall be liable for any legal proceedings for anything done in good faith in discharge of duties under these policies.



**Miscellaneous**

- i. The provisions of these Rules and Procedures of Complaint Committee shall be duly incorporated within any other Statute, Circular or Ordinance of the Dandakaranya Educational & Cultural Development research Institute, Gadchiroli as may be relevant, in keeping with the Supreme Court Judgment.
- ii. The proceedings under these Rules and Procedures of Complaint Committee shall not, in any way, be affected by any other proceedings against the defendant preferred by the complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law.
- iii. The provisions of these Rules and Procedures of Complaint Committee shall not restricted the powers of the University or the complainant to proceed against the defendant for any other misconduct, or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of these rules.

-----X-----



**Shri. Govindrao Munghate Arts and Science College,  
Kurkheda, Dist. Gadchiroli.**

Date: 05.01.2017

**MINUTES**

Of the meeting of the Internal Complaints Committee on  
Sexual Harassment of Women at Workplace  
{(Prevention, Prohibition and Redressal) Act 2013}  
Held on 27<sup>th</sup> January, 2020 at 2:00pm in the Seminar Hall

Members Present:

Chairperson : Dr. R.G.Munghate  
(Principal)

Member Secretary : Hemlata A. Urade  
(Assit. Prof. of Marathi)

Members : 1. D.D. Ade  
(Assit. Prof. of History)

2. R. B. Shambharkar  
(Assit. Prof. of Botany)

3. T.D. Waked  
(Assit. Prof. of Microbiology)

4. A. A. Bhoyar  
(Librarian)

5. P.S.Khope  
(Vice principal & Assit. Prof. of Pol. Sci.)

The Chairman Dr. R.G.Munghate (Principal) chaired the meeting. He welcomed the members of the committee and the meeting was started. The Member Secretary Miss. Hemlata A. Urade gave a report and presented the agenda of the meeting.

Report:

1. The Member Secretary Miss. Hemlata A. Urade reported that the Internal Complaints Committee on Sexual harassment of Women at Workplace {(Prevention, Prohibition and Redressal) Act 2013} of Shri. Govindrao Munghate arts and Science College was constituted to ensure women's protection against sexual harassment at workplace and to contribute to the realization of their right

to gender equality, life and liberty; and to act as a redressal mechanism. The Complaint Committee for considering complaints of sexual harassment of women working in the institution were:

Chairperson	:	Dr. R.G.Munghate (Principal)
Member Secretary	:	Hemlata A. Urade (Assit. Prof. of Marathi)
Members	:	1. D.D. Ade (Assit. Prof. of History) 2. R. B. Shambharkar (Assit. Prof. of Botany) 3. T.D. Waked (Assit. Prof. of Microbiology) 4. A. A. Bhoyar (Librarian) 5. P.S.Khope (Vice principal & Assit. Prof. of Pol. Sci.)

2. The Member Secretary Miss. Hemlata A. Urade gave a report on the constitution of the committee and informed that all the organizations having more than 10 personnel must constitute an Internal Complaints Committee and in this context, this committee has been formed. She described the role of ICC and highlighted the 2013 Act regarding sexual harassment of women at workplace. It was also mentioned that the right to non-discrimination at work, and to have a safe workplace is a fundamental right guaranteed under Articles 15, 19 and 21 of the Constitution.

#### Agenda:

1. Creation of webpage on Sexual Harassment of Women at Workplace on the institution website.  
Discussions were held on which information was to be uploaded on the webpage and it was resolved that the following be uploaded:
  - i. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
  - ii. Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013
  - iii. The composition of the Internal Complaints Committee of the institution and the contact details of the committee members
  - iv. Minutes of meeting of the Internal Complaints Committee
  - v. Complaint procedures regarding Sexual harassment at workplace
  - vi. Complaint portal for lodging complaints related to sexual harassment of women at workplace and Instructions for filing of complaints through the portal

#### 2. Complaint Drop Box:

It was resolved that a complaint drop box be strategically placed in the college premises so as to enable employees to lodge complaints

#### 3. Dissemination of information to employees regarding complaints:

Discussions were held on the importance of creating awareness and continuous sensitization among the employees. It was resolved that

- i. Posters and notices defining sexual harassment are placed at prominent places in the campus.
- ii. Complaint procedures and Instructions for filing of complaints through the portal in the institution website be displayed in the posters

- iii. Contact details of the committee members be displayed
- iv. A copy of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, handbook be disbursed/ shared to the faculty, office staff and students in soft copy

4. Complaint procedures:

It was resolved that the complaint procedures for sexual harassment would be as follows:

- i. Complaint regarding Sexual Harassment against women can be made in paper form to be put in the Complaint drop box, through the complaint portal in the webpage or by sending e-mail to iccgjbc@gmail.com
- ii. An aggrieved woman can make written complaint of sexual harassment at workplace to the ICC within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident
- iii. As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman
- iv. Ministry of Women & Child Development launched an online complaint management system titled Sexual Harassment electronic -Box (She-Box) on 24th July, 2017 for registering complaints related to Sexual Harassment at workplace. Once a complaint is submitted to She-Box, it will be directly sent to the Internal Complaint Committee (ICC) of the concerned Ministry/ Department/ PSU/ Autonomous Body etc. having jurisdiction to inquire into the complaint.

There being no further business, the meeting ended with vote of thanks from the chair

Member Secretary



**Chairman**



## Shri. Govindrao Munghate Arts and Science College, Kurkheda, Dist. Gadchiroli.

Date: 10.08.2018

### Minutes of meeting of Sexual Harassment at Committee

The committee meeting is held on 10.08.2016 at 03:00pm. The following committee members were attended the meeting.

Present:

Chairperson : Dr. R.G.Munghate  
(Principal)

Member Secretary : Hemlata A. Urade  
(Assit. Prof. of Marathi)

Members : 1. D.D. Ade  
(Assit. Prof. of History)

2. R. B. Shambharkar  
(Assit. Prof. of Botany)

3. T.D. Waked  
(Assit. Prof. of Microbiology)

4. A. A. Bhoyar  
(Librarian)

5. P.S.Khope  
(Vice principal & Assit. Prof. of Pol. Sci.)

The Anti- Sexual Harassment Committee ("Committee") unanimously appointed **Hemlata A. Urade** as Member Secretary and accorded to her the responsibility of setting out the agenda and general conduct of the meeting.

The Chairperson thanked the Committee for her selection and agreed to conduct the current and all future meetings of the Committee and setting the agenda in discussion with all

members. The Chairperson, after deliberations with the members, announced the agenda for the meeting as under:

- (i) General introductions of all members;
- (ii) Brief discussion by members on case-law relating to sexual harassment;
- (iii) Determination of date / time of next meeting;
- (iv) Any other issue which members wanted to discuss.

The Committee agreed to meet on quarterly basis or when any case arises. The Committee agreed that should there be any modification to the above the revised schedule and agenda will be communicated to all members by email / telephone.

There being no other agenda for discussion or consideration of the Committee, the meeting was adjourned till next meeting.



Chairman





# Shri. Govindrao Munghate Arts and Science College, Kurkheda, Dist. Gadchiroli.

## Minutes of meeting of Sexual Harassment at Committee

The following sexual harassment committee were formed but due to the Covid -19 pandemic college was mostly closed and only online lecturer was held, hence no meeting was done.

**Chairperson** : Dr. R. G.Munghate (Principal)

**Member Secretary** : Hemlata A. Urade (Assit. Prof. of Marathi)

**Members** : D. D. Ade (Assit. Prof. of History)

R. B. Shambharkar (Assit. Prof. of Botany)

T. D. Wakde (Assit. Prof. of Microbiology)

A. A. Bhoyar (Librarian)

P. S.Khope (Vice principal & Assit. Prof. of Pol. Sci.)

The Anti-Sexual Harassment Committee ("Committee") unanimously appointed **Hemlata A. Urade** as Member Secretary and accorded to her the responsibility of setting out the agenda and general conduct of the meeting. The Chairperson thanked the Committee for her selection and agreed to conduct the current and all future meetings of the Committee and setting the agenda in discussion with all members. The Chairperson, after deliberations with the members, announced the agenda for the meeting as under:

- (i) General introductions of all members;
- (ii) Brief discussion by members on case-law relating to sexual harassment;
- (iii) Determination of date / time of next meeting;
- (iv) Any other issue which members wanted to discuss.

The Committee agreed to meet on quarterly basis or when any case arises. The Committee agreed that should there be any modification to the above the revised schedule and agenda will be communicated to all members by email / telephone.

There being no other agenda for discussion or consideration of the Committee, the meeting was adjourned till next meeting.

Chairperson



**Shri. Govindrao Munghate Arts and Science College,  
Kurkheda, Dist. Gadchiroli.**

**Minutes of meeting of Sexual Harassment at Committee**

- Chairperson** : Dr. R. G.Munghate (Principal)
- Member Secretary** : Hemlata A. Urade (Assit. Prof. of Marathi)
- Members** : D. D. Ade (Assit. Prof. of History)
- R. B. Shambharkar (Assit. Prof. of Botany)
- T. D. Wakde (Assit. Prof. of Microbiology)
- A. A. Bhoyar (Librarian)
- P. S. Khope (Vice principal & Assit. Prof. of Pol. Sci.)

**Agenda:** Review of incidence of sexual harassments.

**Proceedings:** Above sextual harassment committee were formed but due to the Covid -19 pandemic college was mostly closed and only online lecturer was held, hence No incidences of Sexual Harassments have been reported. The committee meeting is held every 4 month (semester) or as and when required. Hence no meeting was held.

**Chairperson**

# ANTI-RAGGING COMMITTEE



*Shri Govindrao Munghate Arts & Science College, Kurkheda.*

## *ANTI-RAGGING COMMITTEE*

*2015-2020*

<b>Sr.No</b>	<b>Name</b>	<b>Designation</b>	<b>E-mail</b>	<b>Mobile</b>
1	Prof.R.G.Munghate	Chairman	vidyakurkheda@rediffmail.com	8956262263
2	Dr. V.D.Murkute	Member		9423121579
3	Dr. A.A.Bhoyar	Member	abhoyar321@gmail.com	9764578830
4	Dr. S.M.Mahajan	Member	sanjaymahajan55@gmail.com	9049757160
	Dr.D.S.Bansod	Member	bansodsd@gmail.com	7588773056
	H.A.Urade	Womens Representative	hema.karhade@gmail.com	8412988872
5	Mangesh Munghate	Non teaching Member	mangesh86munghate@gmail.com	9403238303
6	Usha Gajbhai	Non-teaching Womens Member	ushagajbhiye1970@gmail.com	9373177965
7	Dr., Satish Gogulwar	Representative of N.G.O. involved in Youth Activities		9422123016
8	Madhav Nirankar	Representative of parent		9423502041
9	Dr. A.B. Solunke	IQAC Coordinator	abhay.solunke@rediffmail.com	9403579999

*eSign*

Signed by: Abhay Bhusaheb  
Solunke IQAC Coordinator Shri  
Govindrao Munghate College  
Reason: IQAC Attestation  
Location: Kurkheda, India  
Date: 17-Feb-2023 (03:22 PM)



*Shri Govindrao Munghate Arts & Science College, Kurkheda.*

## **ANTI-RAGGING COMMITTEE**

### **2020-2025**

<b>Sr.No</b>	<b>Name</b>	<b>Designation</b>	<b>E-mail</b>	<b>Mobile</b>
1	Prof.R.G.Munghate	Chairman	vidyakurkheda@rediffmail.com	8956262263
2	Dr. V.D.Murkute	Member	vdmurkute@	9423121579
3	Dr. A.A.Bhoyar	Member	abhoyar321@gmail.com	9764578830
4	Dr. S.M.Mahajan	Member	sanjaymahajan55@gmail.com	9049757160
	Dr.D .S.Bansod	Member	bansodsd@gmail.com	7588773056
	H. A. Urade	Womens Representative	hema.karhade@gmail.com	8412988872
5	Mangesh Munghate	Non teaching Member	mangesh86munghate@gmail.com	9403238303
6	Usha Gajbhai	Non-teaching Womens Member	ushagajbhiye1970@gmail.com	9373177965
7	Dr., Satish Gogulwar	Representative of N.G.O. involved in Youth Activities		9422123016
8	Madhav Nirankar	Representative of parent		9423502041
9	Dr. A.B. Solunke	IQAC Coordinator	abhay.solunke@rediffmail.com	9403579999

*eSign*

Signed by: Abhay Bhausaheb  
Solunke IQAC Coordinator Shri  
Govindrao Munghate College  
Reason: IQAC Attestation  
Location: Kurkheda, India  
Date: 17-Feb-2023 (03:22 PM)



Powered by NoteCam



Powered by NoteCam

