

GOVT. COLLEGE FOR WOMEN PUNHANA

(Affiliated To Gurugram University, Gurugram)

Dallabass, Gohata Road, Punhana (Mewat), Haryana- 122508

Web: www.gcwpunhana.ac.in, e-mail: gcwpunhana@rediffmail.com

GRIEVANCE REDRESSAL POLICY

Grievance Redressal Mechanism is very important to provide value to the stakeholders and to maintain peace, harmony, and quality of any Higher Education Institution. Grievance redressal committees are formed with the purpose of providing a platform to the students to address their issues and get them resolved. The College has a very transparent and efficient mechanism for Grievance Redressal. The committees are required to handle students' grievances and provide speedy resolution for the same. Grievances related to Academic and nonacademic matters are taken care off by separate committees formulated for this purpose, such as:

Committee's related to Non-academic matters- →

- **Issues related to Sexual Harassment:** Internal Complaints Committee
- **Issues related to Ragging/Bullying:** Anti-Ragging Committee
- **Issues related to Indiscipline:** Discipline Committee

Committee's related to Academic matters-

- **Issues related to Admissions:** Admission committee
- **Issues related to Examinations:** Examination committee

In general, the objectives of these committees are

- To ensure that students get prompt solution to their problems.
- To ensure harmonious student
- Faculty relationship
- To provide a platform for essential communications and bridge the communication gap related to various academic and non –academic matters.
- To provide a platform to students for expressing their grievances freely and ensuring that it would be handled without any biases.

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SEXUAL HARASSMENT

The College is committed to providing a safe and secure campus environment to the staff and students. Since sexual harassment results in violation of the fundamental rights of women to equality as per articles 14 and 15 and her right to live with dignity as mentioned under Article 21 of the Constitution, the Government of India enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redress) Act 2013. The policy of the College is in line with this Act.

Some examples of behavior that may indicate underlying workplace sexual harassment and merit inquiry.

- Criticizing, insulting, blaming, reprimanding, or condemning an employee in public.
- Exclusion from group activities or assignments without a valid reason.
- Statements damaging a person's reputation or career.
- Removing areas of responsibility, unjustifiably.
- Inappropriately giving too little or too much work.
- Constantly overruling authority without just cause.
- Unjustifiably monitoring everything that is done.
- Blaming an individual constantly for errors without just cause.
- Repeatedly singling out an employee by assigning her with demeaning and belittling jobs that are not part of her regular duties.
- Insults or humiliations, repeated attempts to exclude or isolate a person.
- Systematically interfering with normal work conditions, sabotaging places or instruments of work.
- Humiliating a person in front of colleagues, engaging in smear campaigns.
- Arbitrarily taking disciplinary action against an employee.
- Controlling the person by withholding resources (time, budget, autonomy, and training) necessary to succeed.

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INTERNAL COMPLAINTS COMMITTEE

The College has constituted an Internal Complaints Committee to address the complaints relating to sexual harassment.

Manner in which complaints shall be made


- The complaint may be made by any member against any other member in writing before the committee.
- The complaint shall contain the facts and specific allegations supported by evidence.
- At college level, the complaint is made to the Principal/Chairperson of the Committee.
- The complaints may be entertained by the committee within a period of ten days from the day of alleged event of Sexual Harassment.

Procedure

- After receiving the complaint the meeting of the committee shall be convened by the Chairperson at the earliest at college level. The complaint shall be placed before the committee.
- After considering the complaint the committee shall follow the procedure as considered just and appropriate to meet the ends of justice. The burden of proving the allegation shall lie on the complainant(s).
- No decision shall be taken by the committee against any one without giving the opportunity of hearing. In case of the colleges, if the matter is not resolved in the College Complaint Committee, the complaint may be referred to Complaint Committee at University level.

ANTI RAGGING POLICY

The anti-ragging policy of the College is commensurate with the UGC regulations- "Curbing the menace of Ragging in Higher Educational Institutions (third amendment), Regulations, 2016." The 3rd Amendment of UGC Regulations on "Curbing the menace of Ragging in Higher Educational Institutions, 2016", ragging includes "any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background".


Principal
Government College
For Women Punhana
Mewat-122508
GCW Punhana