



**Jayawant Shikshan Prasarak Mandal's
JSPM Narhe Technical Campus**

S. No. 12/2/2 and 14/9, Narhe, Tal : Haveli, Dist.: Pune – 411041
Phone : +91 20 2460 8700, 701, 702 Email : director@jspmntc.edu.in Web : www.jspmntc.edu.in
Affiliated to Savitribai Phule Pune University. Approved by AICTE New Delhi and DTE Maharashtra.
DTE Code : 6755 PUN Code : CEGP019070 AISHE Code : C-45874



Prof.(Dr.)T. J.Sawant
D.E.E., B.E.(Electrical), Ph.D., MISTE
Founder - Secretary

Prof.(Dr.)M.M.Sardeshmukh
B.Tech (E&TC) M.Tech (E&TC), Ph.D.(Engg.)
DIRECTOR

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases.

HEI Input :

A. All of the above

DVV suggested Input :

D.

HEI has reconciled the data & Changed Input as: A

Suggested Supporting Documents:

Sr. No	Particulars	Digital Page No
1	Authenticated document showing the Minutes of the meetings and Report of grievances from the concerned committee duly certified by competent authority.	02
2	Authenticated mechanisms for submission of online/offline students' grievances duly certified by competent authority.	04
3	Authenticated proof of constitution of Internal committees /Grievances Committee formation / other committees as per UGC norms duly certified by competent authority.	08
4	Circular, web-link and committee report justifying the objective of the metric duly certified by principal.	13
5	The direct link to the mechanism of redressal which is available on HEI's website	04
6	Authenticated document showing the implementation of guidelines of statutory/regulatory bodies duly certified by principal.	08
7	Authenticated document showing the organization wide awareness and undertakings on policies with zero tolerance duly certified by principal.	17



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Grievance Redressal committee

Minutes of Meeting/Report

The following individuals attended the meeting that was arranged for February 22, 2022, at 10:00 a.m. in the principal's cabin to discuss and take note of the complaints received from students as well as to discuss and assess the nature of the complaints.

Sr.No.	Name	Designation
1	Dr. M. M. Sardeshmukh	Chairman
2	Dr. S. A. Choudhari	Officer
3	Dr. A. S. Patil	Member
4	Dr. S. B. Khaple	Member
5	Mrs. S. P. Naik	Member
6	Dr. M. A. Kumbhalkar	Member
7	Prof. R. M. Kapse	Member

No grievances or complaints were received for discussion during the committee meeting. according to Director Dr. M. M. Sardeshmukh. The committee members decided to arrange the following meeting for the month of April 2022 or on any other date designated by the chairman in the event of an emergency. After Prof. R. M. Kapse proposed a vote of thanks, the meeting was over.




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Date : 18th Aug 2021

Grievance Redressal committee

Minutes of Meeting/Report

Following members were present for the meeting scheduled on 17August 2021 at 10.00 am in Principal cabin to discuss and take cognizance of the grievances received from students also to discuss and evaluate the nature of the grievances.

Sr.No.	Name	Designation
1	Dr. M. M. Sardeshmukh	Chairman
2	Dr. S. A. Choudhari	Officer
3	Dr. A. S. Patil	Member
4	Dr. S. B. Khaple	Member
5	Mrs. S. P. Naik	Member
6	Dr. M. A. Kumbhalkar	Member
7	Prof. R. M. Kapse	Member

- Director Dr. M. M. Sardeshmukh welcomed all the members assembled for the meeting

No grievance/ complaint received for discussion in the committee meeting

- Nil report was approved by committee members
- It was decided to schedule next meeting in the month of August 2021 or any

schedule for emergency as decided by chairman

- Vote of thanks was proposed by Prof. R. M. Kapse and meeting was concluded.




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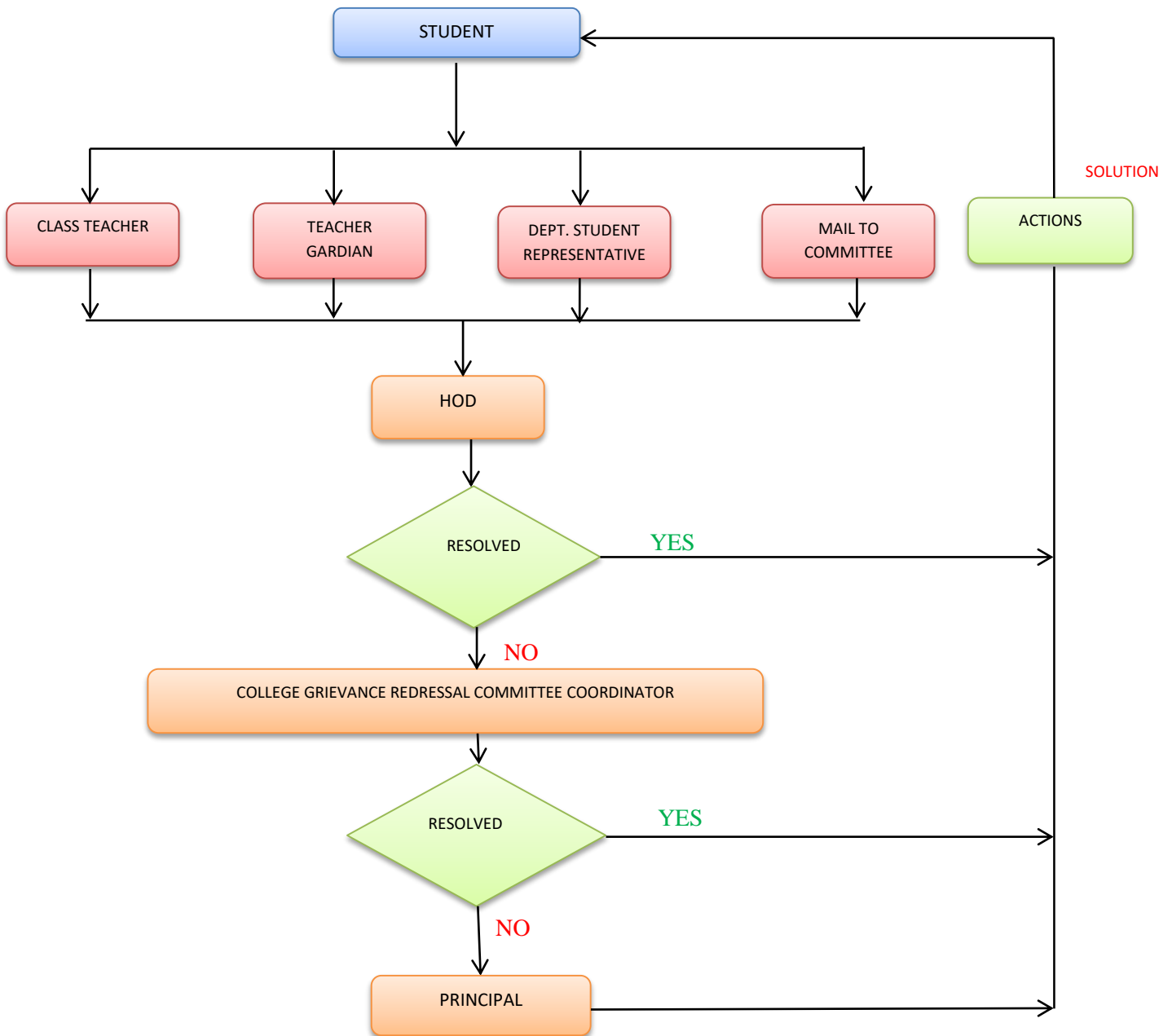


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Grievance Redressal Committee

Mechanisms for submission of online/offline students' grievances



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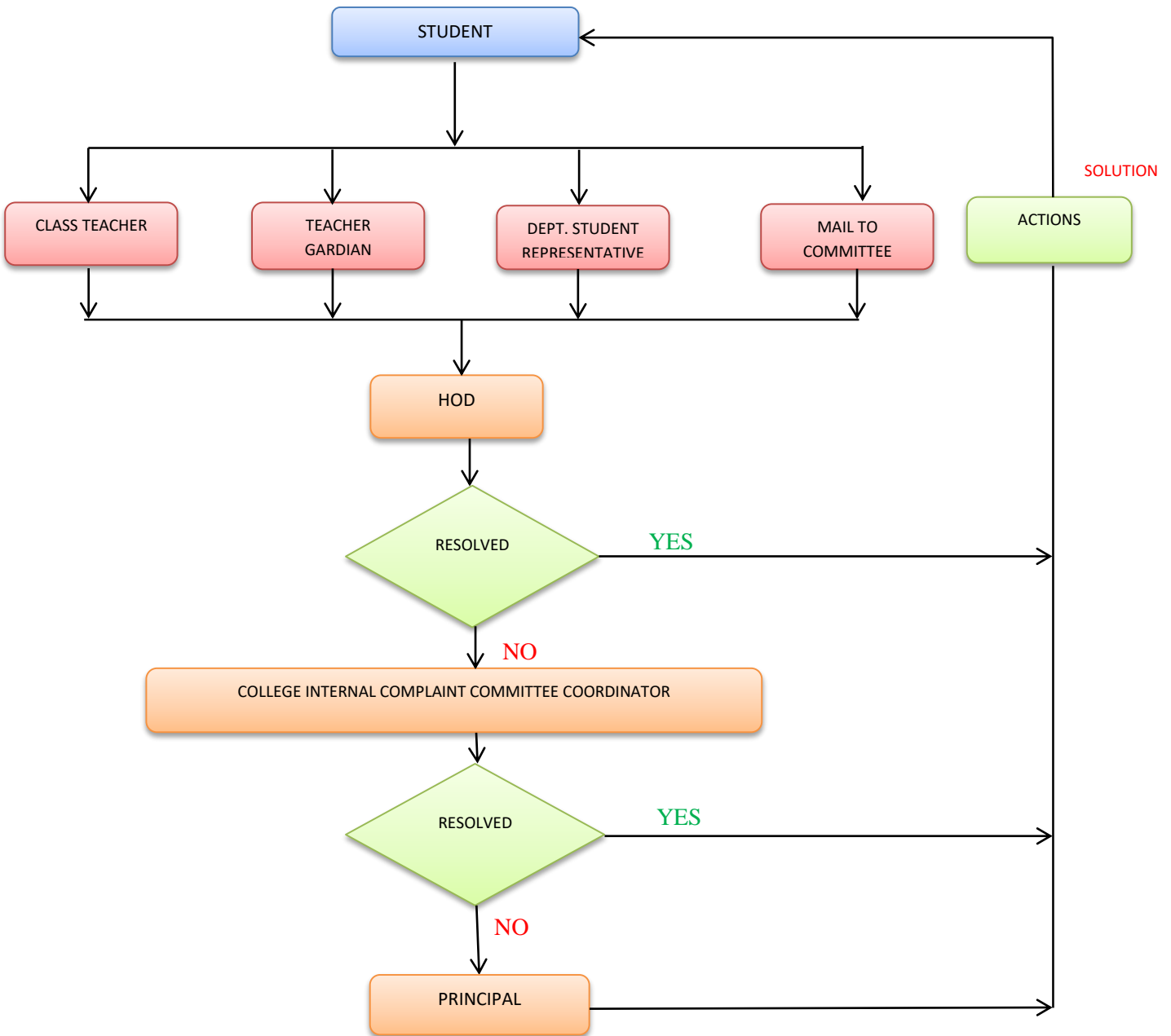


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Internal Complaint Committee

Mechanisms for submission of online/offline students' complaint




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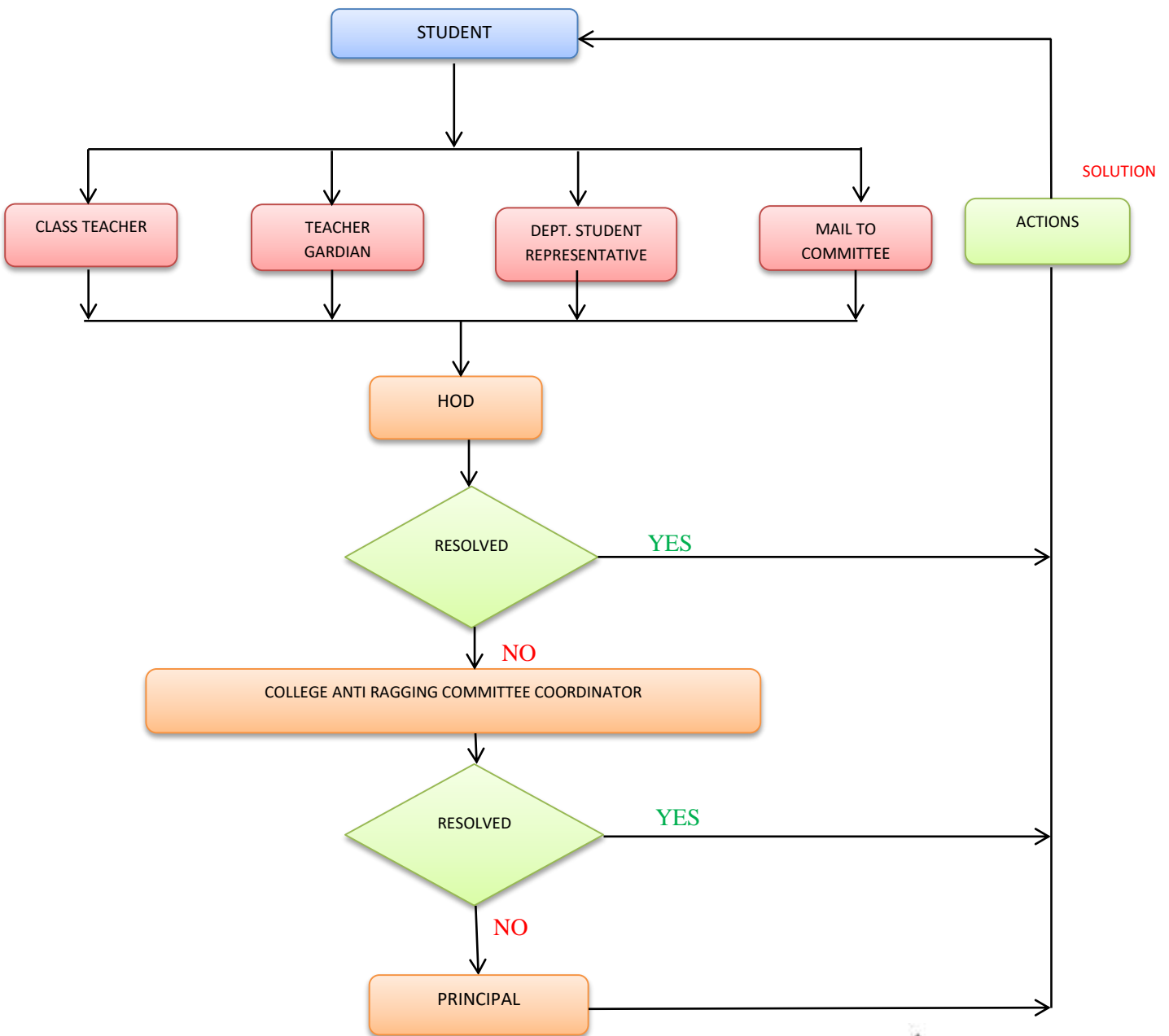


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Anti Ragging Committee

Mechanisms for submission of online/offline students' Complaint

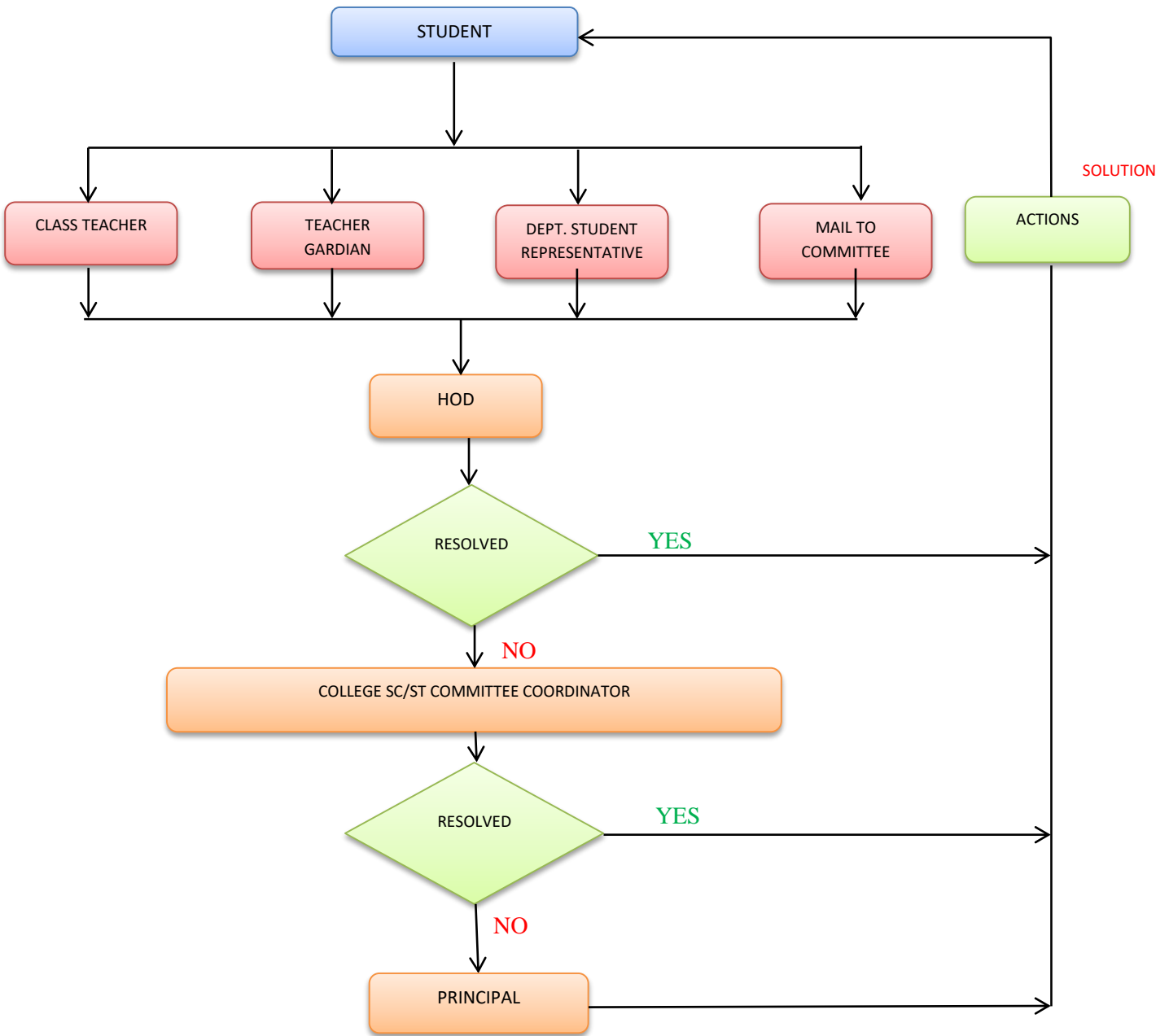


[Signature]
Director
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Committee For SC/ST Students

Mechanisms for submission of online/offline SC/ST students' complaint




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Grievances Committee formation / other committees as per UGC norms duly certified by competent authority.

CODE OF CONDUCT TO PREVENT RAGGING

Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the institution for a period of one week. The matter will be placed before the Anti-Ragging Committee, which will review the incident of ragging and take action according to the due process of law. Students must take note that ragging results in dismissal from the institution. The attention of the students is also drawn to the judgment committee wherein it is mandatory for the institution to file a complaint with the higher authority and with all resulting consequences as per “The Circular of the Education Department, Government of MAHARASHTRA on Prohibition of Ragging in Colleges and Hostels.”

Anti-Ragging Measures

1. Government/University Grants Commission (UGC), guidelines notified vide no.F.1- 16/2009 (CPP-II) dated 21 10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) are strictly implemented at JSPM NTC, Narhe.
2. In addition to the above, those students who indulge in the acts of ragging shall attract the punishments as applicable, which include any one or combination thereof: Expulsion from the institution/hostel, Suspension from the classes, Fine with a public apology withholding of scholarship or other benefits extended to those involved in ragging, Debarring from representation in events such as cultural or sports, or any other representation in events for which the student(s) may have been selected withholding examination results entering the ragging incident on the Transfer Certificate/Migration Certificate of the students, which may adversely affect their career.
3. No placement assistance to. Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive).
4. The student is required to submit an anti-ragging affidavit as per the UGC/AICTE Notification.
5. Continuous watch and vigil over ragging by committee and the committee will promptly deal with the incidents of ragging brought to its notice
6. The JSPM's JSPM NTC will summarily punish or reprimand the guilty student, either by itself or by following procedures, administrative or otherwise, by constituting a special Enquiry Committee and put forth its findings or recommendations before the competent authority to take a decision.
7. Students are encouraged to report any ragging act witnessed or experienced by them to the institution's administrators, faculty, Student Affairs and Grievances Committee or other any staff member with whom the student may feel comfortable. The JSPM NTC ensures the confidentiality of such a disclosure by the student.



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Disciplinary Action

The Student Affairs and Grievances Committee will deal with all disciplinary matters. The Committee shall constantly monitor the behavior of the students. All disciplinary matters will be placed before the Committee, which will hear the matter and take action according to the due process of law. The Student Affairs and Grievances Committee hearing any matter will pass a resolution of termination, suspension, retention, penalties or any other action as deemed fit and necessary. The decision of the committee shall be final and binding.



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INTRODUCTION

Committee for SC/ST

The Scheduled Caste (SC) and Scheduled Tribes (ST) Committee is formed in the institute to promote the special interest of students in the reserved category and to provide special inputs in areas where the students experience difficulty.

According to regulations framed by AICTE, committee for the SC/ST is framed in the institute. The purpose of this committee is an act to prevent the commission of offences of atrocities against the members of the Scheduled Castes and Scheduled Tribes, to provide for Special courts for the trial of such offences and for the relief and rehabilitation of the victims of such offences and for matters connected therewith or incidental thereto. This Act is Scheduled castes and the Scheduled extent and Tribes (Prevention of Atrocities) Act. 1989

The functions of SC / ST committee are as follows:

1. Upliftment of students and staff belongs to SC/ST category.
2. To share various government schemes & Programs with concern members.
3. To ensure proper implementation of various schemes of MHRD Government of India and State Govt. concerning scholarships, stipends, etc. for the welfare of reserved categories.
4. To keep watch on any activity related to discrimination on the basis of caste in college premises.

Frequency of meeting: Twice in a year and unplanned one depending upon the seriousness of case if any.

- One member from amongst Non-Government Organisation or Association committed to the cause of women or a person familiar with the issues relating to sexual harassment nominated by the Executive Authority
- At least one-half of the total members of the ICC shall be women
- Persons in senior positions such as Chairman/Secretary of the Society, Principal/Director of the Institution, etc. shall not be the members of the ICCs in order to ensure autonomy of their functioning

The term of office of the members of the ICC shall be a period of three years. Institutions may also employ a system whereby one-third of the members of the KCC may change every year.




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- All Technical Institutions approved by AICTE shall upload the Annual Report containing the following details by 30th June of the Calendar Year
- Number of complaints of sexual harassment received in the year
- Number of orientation or training Programmes carried out for the members of the CC to deal with complaints
- Number of complaints disposed of during the year
- Number of cases pending for more than 90 days
- Number of Workshops or awareness Programme carried out for the offhcers, functionaries, Faculty and students to sensitize them against sexual harassment
- Nature of action taken by the Technical Institution against the perpetrator

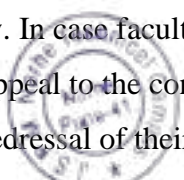
Grievance Redressal Cell (GRC) for Faculty/ Staff:

It is mandatory for all Technical Institutions to address the grievances of faculty/staff members including service matters at the Institution level itself. A Grievance Redressal Committee (GRC) for faculty/staff members shall be constituted by each Institution to look into the grievances of the faculty/staff members.

The composition of the GRC shall be as follows

- a. Principal of the Institution as Chairperson
 - b. One Senior Professor of the affiliating University as a Member
 - c One official from University or State DTE (Directorate of Technical Education) (to be nominated by DTE/University Vice Chancellor) as a Member
 - d. One Senior Faculty (not below Associate Professor) as Member.
- ii. A complaint from an aggrieved faculty/staff member relating to the institution shall be addressed to the Chairperson, Grievance Redressal Committee (GRC)
- iii. The GRC shall send its report with recommendations, if any, to the concerned DTE or University and a copy thereof to the aggrieved faculty/staff member, within a period of 15 days from the date of receipt of the complaint.
- iv. In case faculty/staff is not satisfied with the decision of Grievance Redressal Committee. They may appeal to the concerned affiliating University/State DTE (in case of diploma institute) for redressal of their grievance.

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v. The University level or DTE level Grievance Redressal Cell established by the University or DTE shall address such grievances and settle the matter at State/University level

An Institution shall furnish, prominently, on its website, all relevant information in respect of the Grievance Redressal Committee(s) coming in its purview.

6.3.3 Committee for SC/ST

Committee shall consist of five members, out of which at least 2 members shall be SC/ST and one member shall be a woman.

6.3.4 Internal Complaint Committee (ICC)

Responsibilities of the Technical Institution as per Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016)



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OFFICE ORDER

SYUDENTS' GRIEVANCE REDRESSAL COMMITTEE

The Students' Grievance Redressal Committee of the institute consisting of the following faculty members has been established to take care of grievances,if any, occurred and to ensure harmonious relations and conducive environment for academic and other related activities of the institute.

Sr.No.	Name		Designation
1	Dr. M. M. Sardeshmukh	Director	Chairman
2	Dr. S. A. Choudhari Nodal	Dean	Officer
3	Dr. A. S. Patil	HOD (E &TC)	Member
4	Dr. S. B. Khaple	HOD (Civil)	Member
5	Mrs. S. P. Naik	HOD (Computer)	Member
6	Dr. M. A. Kumbhalkar	HOD (Mechanical)	Member
7	Prof. R. M. Kapse	HOD (FE)	Member

The above said committee is expected to convene meetings as and when required and keep the undersigned informed of the proceedings of the meeting, from time to time.

Copy: All the HODs and Concerned Faculty




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OFFICE ORDER

INTERNAL COMPLAINT COMMITTEE

The following faculty / staff members are identified as members of the Internal Complaint Committee at this Institute from today onwards until further orders in this regard.

Sr.No.	Name		Designation
1	Dr. M. M. Sardeshmukh	Director	Chairman
2	Dr. S. A. Choudhari Nodal	Dean	Officer
3	Dr. A. S. Patil	HOD (E &TC)	Member
4	Dr. S. B. Khaple	HOD (Civil)	Member
5	Mrs. S. P. Naik	HOD (Computer)	Member
6	Dr. M. A. Kumbhalkar	HOD (Mechanical)	Member
7	Prof. R. M. Kapse	HOD (FE)	Member

The said committee will meet as and when required for smooth functioning of academic and other activities at the institute and report to the undersigned from time to time.

Copy to : All the HODs – for information and necessary action




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OFFICE ORDER
Anti- Ragging Committee

The following faculty/ staff members are identified as member of the **Anti- Ragging Committee** at this institute from today onwards until further orders in this regard:

Name	Designation
Dr. M. M. Sardeshmukh	Chairman
Dr. S. A. Choudhari	Member
Mr. J. B. Kulkarni	Member
Mr. S. S. Bansode	Member
Mrs. M. S. Deokar	Member
Mr. R. P. Kattimani	Member
Mr. S. S. Divekar	Member
Mr. A. S. Patil	Member
Dr. S. W. Shaikh	Member
Mr. N. U. Badhe	Non - Teaching
Mr. Chalak Rushikesh	Student
Mr. Nikam Kaushal	Student
Ms. Gavit Mahima	Student
Mr Patil Dhiraj	Student
Mr. Deshmukh Nishant	Student
Mr. Patil Onkar	Student
Mr. Pravin Prabhakar Wagh	Student
Mr. Ghorpade Neeraj	Student
Ms. Patil Disha	Student
Mr. Prasad Shirshikar	NGO Member
Nominee of Police Administrator	Police

The said committee will meet as and when required for smooth functioning of academic and other activities at the institute and ensure harmony among students at all levels and report to the undersigned from time to time .

Copy to: All HOD's – For information and n.a.




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COMMITTEE FOR SC/ST

The following faculty/staff members are identified as members of the SC / ST Committee at this institute from today onwards until further orders in this regard.

Sr.No.	Name Of Member	Designation
1.	Mr. Sandip Babasaheb Hankare	Chairman
2.	Mr. Maitreya Prashant Bharat	Member
3.	Mrs. Sawalkar Meera Sambhaji	Member
4.	Mr. Bansode Ulka	Member
5.	Mr. Kamble Ashwin	Secretary

The said committee will meet as and when required to take care of all issues relating to SC / ST at this Institute.

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Authenticated document showing the organization wide awareness and undertakings on policies with zero tolerance.

The institute has constituted Grievance Redressal Committee, Internal Complaint Committee, Anti ragging Committee and Committee for SC/ST. The posters of these committees are displayed on the walls of institute for organization wide awareness as follows. Also, these committees' list and email IDs of the contact person are displayed on the institute website and circulated among the students.



Internal Complaint Committee



Director
JSPM Narhe Technical Campus
Narhe, Pune - 411041



Jayawant Shikshan Prasarak Mandal's
JSPM Narhe Technical Campus

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Phone : +91 20 2460 8700, 701, 702 Email : director@jspmntc.edu.in Web : www.jspmntc.edu.in

Affiliated to Savitribai Phule Pune University. Approved by AICTE New Delhi and DTE Maharashtra.

DTE Code : 6755 PUN Code : CEGP019070 AISHE Code : C-45874



Prof.(Dr.)T. J.Sawant
D.E.E., B.E.(Electrical),Ph.D., MISTE
Founder - Secretary

Prof.(Dr.)M.M.Sardeshmukh
B.Tech (E&TC) M.Tech (E&TC),Ph.D.(Engg.)
DIRECTOR



Anti- ragging Committee

INTERNAL COMPLAINT COMMITTEE (ICC)

CODE OF CONDUCT

Guidelines for Sexual Harassment of women at workplace under Prevention, Prohibition and Redressal Act, 2013.

Code of conduct for work place

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to such conduct is made a term or condition for participating in educational courses; (ii) submission to or rejection of such conduct is used as a basis for academic decisions affecting the student; (iii) such conduct has the purpose or effect of unreasonably interfering with a student's academic performance thereby creating an intimidating , hostile or offensive working or learning environment. Some examples of sexual harassment may include, but are not limited to the following:

Creating an offensive learning environment by repeated written, verbal, physical and/or visual contacts with sexual overtones

1. Written forms include suggestive or obscene letters, notes and invitations.
2. Verbal forms include derogatory comments, slurs, jokes and epithets.
3. Physical forms include assault, unwelcome touching, impeding or blocking movements.
4. Visual forms include leering, gesturing, display of sexually offensive objects, pictures, cartoons or posters.

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Establishing a pattern of conduct that causes discomfort and/or humiliates a student at whom the conduct is directed and includes:

1. Unnecessary touching, patting, hugging or brushing against a student.
2. Remarks of a sexual nature about a student's clothing or body, remarks about sexual activity or speculations about previous sexual experiences.
3. Continued expressions of sexual interest after being informed that the interest is unwelcome.
4. Making reprisals, threats of reprisal or implied threats of reprisal following a rebuff of harassing behavior.
5. Retaliating against a student for reporting or threatening to report sexual harassment.

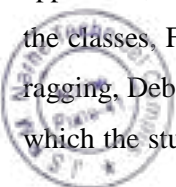
CODE OF CONDUCT TO PREVENT RAGGING

Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the institution for a period of one week. The matter will be placed before the Anti-Ragging Committee, which will review the incident of ragging and take action according to the due process of law. Students must take note that ragging results in dismissal from the institution. The attention of the students is also drawn to the judgment committee wherein it is mandatory for the institution to file a complaint with the higher authority and with all resulting consequences as per “The Circular of the Education Department, Government of MAHARASHTRA on Prohibition of Ragging in Colleges and Hostels.”

Anti-Ragging Measures

1. Government/University Grants Commission (UGC), guidelines notified vide no.F.1- 16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) are strictly implemented at JSPM NTC, Narhe.
2. In addition to the above, those students who indulge in the acts of ragging shall attract the punishments as applicable, which include any one or combination thereof: Expulsion from the institution/hostel, Suspension from the classes, Fine with a public apology withholding of scholarship or other benefits extended to those involved in ragging, Debarring from representation in events such as cultural or sports, or any other representation in events for which the student(s) may have been selected withholding examination results entering the ragging incident on the


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Transfer Certificate/Migration Certificate of the students, which may adversely affect their career.

3. No placement assistance to. Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive).
4. The student is required to submit an anti-ragging affidavit as per the UGC/AICTE Notification.
5. Continuous watch and vigil over ragging by committee and the committee will promptly deal with the incidents of ragging brought to its notice
6. The JSPM's JSPM NTC will summarily punish or reprimand the guilty student, either by itself or by following procedures, administrative or otherwise, by constituting a special Enquiry Committee and put forth its findings or recommendations before the competent authority to take a decision.
7. Students are encouraged to report any ragging act witnessed or experienced by them to the institution's administrators, faculty, Student Affairs and Grievances Committee or other any staff member with whom the student may feel comfortable. The JSPM NTC ensures the confidentiality of such a disclosure by the student.

Disciplinary Action

The Student Affairs and Grievances Committee will deal with all disciplinary matters. The Committee shall constantly monitor the behavior of the students. All disciplinary matters will be placed before the Committee, which will hear the matter and take action according to the due process of law. The Student Affairs and Grievances Committee hearing any matter will pass a resolution of termination, suspension, retention, penalties or any other action as deemed fit and necessary. The decision of the committee shall be final and binding.



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