

SESHADRIPURAM EDUCATIONAL TRUST



Seshadripuram Evening Degree College

Policy Document of Statutory Cells

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1. Title: Policy Document of Statutory Cells

2. Purpose: The purpose of Statutory Cell in college is to create an ambience for the Statutory and security of every student in the campus. The institution attempts to uphold the constitutional mandate ensuring the human rights of all those who fall within its jurisdiction. As per the guidelines of UGC, NAAC and the Supreme Court an Anti-Sexual Harassment Cell was established in college to provide a healthy and congenial atmosphere to the staff and students of the College. These are accomplished by different type's Statutory cells such as Anti-ragging cell, Anti –Sexual harassment Cell, Grievance Redressal Cell

3. Scope:

(i) Anti-ragging cell

To aware the students of dehumanizing effect of ragging inherent in its perversity & to keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.

(ii) Anti-sexual harassment cell

To fulfills the directive of the Supreme Court of India enjoining all students/faculties/Staffs to develop and implement a policy against Sexual harassment of women at work place. To prevent gender discrimination and sexual harassment by promoting gender equality amongst all students/faculties/Staffs. To promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of women.

(iii) Grievance Redressal Cell

A written application by the faculty/staff will be required to be given to the respective cell which will then be deliberated upon. Complaints can be lodged directly to the Chairperson of the specific cell or with any member of Cell. The college website has the students grievances form online by filling out the form (<https://www.sedc.ac.in/Statutory-cells>) the complaints can be made .

To ensure implementation of laid down procedures including the constitution of appropriate committees to conduct enquiries of the complaints of the respective harassment. To recommend punitive action against the guilty to the principal & Management.

4. Composition of Statutory Cell:

1. Chairman-Principal

2. Convener—A Faculty member appointed by the Principal

3. Members:

(a) Faculty members appointed by the Principal.

(b) Two student representatives.

Planning:

- Formation of Committee
- Preparing and presenting Plan of Action for the year.

Implementation

- Creating awareness among the students, consequences of indulging in ragging activities giving wide publicity in the college about anti ragging mechanism organizing anti ragging workshops, regular interaction & counseling with the students
- Creating awareness among girl students how to be proactive to prevent sexual assault and crimes against them & also to create awareness among how to react when faced with hostile situations. Deal with cases of sexual harassment, in a time bound manner, & ensure appropriate action taken against the offender.
- The Grievance Cell will act upon the cases which have been forwarded along with the necessary documents. The Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- Documentation procedure.
- Stakeholder management.

Evaluation

- Monitor, Review and Revision Process/Feedback

4. Responsibilities

The current Convener along with Committee members of the Statutory cell is responsible for maintaining all requirements set forth in the SOP and to organize seminars, special lecturers & campaign for the all the committees present under the Statutory Cell.

Responsibilities of the Cells:

- **Anti-ragging Cell:**

- i. The members to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students.
- ii. The committee is expected to be vigilant and to ensure that the students open up and discuss their major issues with the members. It is their duty to take initiative and indulge

into a dialogue with those students who are observed to be silent, non-participative and/or show any kind of unusual behavior.

• **Anti-sexual harassment cell:**

- i. The functions of the cell are to purely safeguard the rights of female students, faculty and staff members and also to provide a platform for listening to complaints. It tries to equip them with the knowledge of their legal rights and redressal of their grievances. To facilitate speedy delivery of justice, meetings are organized regularly. The cell processes oral and written complaints.
- ii. To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion. To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
- iii. To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- iv. To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students.

• **Grievance Redressal Cell**

- i. The Grievance Redressal Cell provides a mechanism for redressal of students/faculty grievances and ensures the transparency in processing, and prevention of unfair practices, etc. The function of the cell is to look into the complaints lodged by any student/faculty /staff, and judge its merit.

Responsibilities of HOI:

The Head of the Institution will be responsible for presenting report of the activities at Governing Council meetings and for obtaining all permissions as required from the Management.

5. Procedures

Procedure 1: Formation of Committee

Summary: This procedure defines the mode of Committee formation, enrolment of members and work allotment.

- i. The Committee's Convener & Co-Convener (if required), student representatives will be appointed by the Principal in consultation with the IQAC.
- ii. The tenure of the Committee will be for a minimum of 2 years as far as possible.

- iii. Members of the Committee will be identified and suitable work responsibility will be allotted based on area of interest.
- iv. Induction and training will be offered to new faculty members and students towards procedural aspects and compliances to be followed.

Procedure 2: Preparing perspective plan for the year.

Summary: This procedure defines the mode of preparing perspective plans and action plans.

- i. Perspective plan will be prepared by Convener along with consultation of entire Committee members.
- ii. Plan will be submitted to IQAC for discussion and approval.

Procedure3: Operational Process/Implementation

Summary: This procedure defines the mode of operations of the Committee.

- i. **Registration of interested students to the Committee:**
The Committees under the Statutory cell, based on the current scenarios arranges the Webinars/Seminars/Workshops/Guest Lectures/Quiz/ essay, painting competitions, rallies etc. All the committees will submit documents to documentation committee.
- ii. **Anti-ragging Cell:** If in case any person approaches any of the committee members, the member is immediately required to inform others and call for the meeting. A written complaint is required to be taken from the aggrieved person, necessary action to be taken, preferably to settle the matter through counseling and conciliations soon as possible in case the matter is not sorted, inquiry to be conducted and matter to be sorted out within 10 days from the date of complaint.
- iii. **Anti-Sexual Harassment Cell & Equal Opportunities Cell:**
A written complaint has to be lodged within one week of the incident. The committee shall start the enquiry at the earliest, not later than two days. The committee shall summon the accused for enquiry. The complaint/s and the accused shall be given reasonable opportunity to present their arguments. The committee shall complete the enquiry at the earliest, not later than three weeks

The committee shall prepare a report of the enquiry specifying whether the accused is guilty or not, the gravity of the offence, etc. and submit it to the head of the Institution/Management for further action in case of need. The committee shall maintain confidentiality on all the matters of enquiry and report. If the complaint is false, show-cause notice will be issued to the complainant and disciplinary action will be taken.
- iv. **Grievance Redressal Cell:** The cases will be attended promptly on receipt of written grievances from the students. The cell formally will review all cases and will act accordingly as per the Management policy. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure4: Monitor, Review and Revision Process/Feedback

Summary: This procedure defines the mode of monitoring, review and feedback to be followed.

- 1) Periodically the activities are conducted under the cell.
- 2) Feedback will be collected from students after completion of each event
- 3) Review meetings will be conducted to obtain information on skills obtained and for further improvements.

Procedure5: Documentation Mechanism

Summary: This procedure clearly provides exhaustive list of documents to be maintained.

1. The following Documents are to be maintained for the effective functioning of the committee:
 - i. To organize & finalize the events/activities meetings were conducted between Convener and members with the IQAC & Principal.
 - ii. Permission letter from trust for approval to conduct various events.
 - iii. Reports and feedback from student's/faculties/staffs post completion.
 - iv. Summary report prepared by committee at the end of each semester.
2. Submission of documents to below mail Id (only soft copies)
 - (a) documents@sedc.ac.inHard copies of the report to be submitted to documentation Committee, and one set of hard copies to be retained by the committee.

Procedure6: Stakeholder Management

Summary: This procedure defines the mode of managing various stakeholders. The major stakeholders of the committee are Students. Policy document guidelines will be followed for effective stakeholder management.

- 1) **Work place:** Work place includes any place where the students/faculties/staff of the organization carry out tasks to further the organizational goals and objectives. This will not include any place of work that is beyond institute's premises and control. However, the grieved party will be provided support to carry out necessary action as and when required.
- 2) **Faculty/Staff:** All the faculties & staff will abide the procedures framed by the Statutory cells when they are in service.
- 3) **Students:** Current under graduation students of various disciplines will be provided opportunity to register through goggle forms as the student representatives for the committees under the Statutory cell. All the students of the college will be following the rules & regulations framed. Feedback, outcomes will be obtained and reports will be collected if any as applicable after the issues are resolved.
- 4) **Management and HOI:** Management will act as highest authority for obtaining permissions & approval will act as chairman, supervisor and advisor to all the committee.
- 5) **Convener and committee members:** Convener will act as a leader to coordinate as per the advice of HOI.
- 6) **IQAC:** The effectiveness and continued relevance of the SOP will be monitored by the IQAC which will also initiate the revision process after 2 years.

Procedure 7: Feedback

Summary: The institution has to provide a platform to the stakeholders to express their valuable thoughts and suggestions to strengthen the grievance redressal mechanism. An email address should be shared on the institution website and prime locations on campus.



PRINCIPAL

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