

REPORT OF INTERNAL COMPLAINT AND SEXUAL HARASSMENT COMMITTEE



Report of Internal Complaint and Sexual Harassment Committee

POLICY

PREAMBLE:

Jorhat Kendriya Mahavidyalaya is dedicated towards building a community which provides a healthy environment which believes in gender equality and is free of any kind of violence, harassment, bullying, discrimination, or mishandling. This includes all forms of gender violence, sexual harassment, and discrimination based on gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

OBJECTIVES OF THE POLICY:

- I. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.
- II. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- III. To provide an environment free of gender-based discrimination.
- IV. To ensure equal access of all facilities and participation in activities of the college.
- V. To create a secure physical and social environment which will deter acts of *sexual harassment*.

DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment includes unwelcome sexually determined behaviour (whether directly or by implication) as:

1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or enrolment in the institution whether she is drawing salary, or honorarium or otherwise, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work or studentship including recruiting or promotion or academics when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

JURISDICTION:

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

1. By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
3. By a member of the college 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 college 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.

MEMBERS OF ANTI-SEXUAL HARASSMENT COMMITTEE:

1. One chairperson or presiding officer.
2. Two members amongst the employees.
3. One external member- lawyer.

POWERS OF THE COMMITTEE:

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
2. If the Committee has reason to believe that an employee/student can furnish relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct

that the same be produced, or that a clear reproduction in writing of the same be produced.

4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
5. The Committee shall have the power to issue interim directions to / regarding any person participating in the proceedings before it.
6. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

FUNCTIONS OF THE COMMITTEE:

1. PREVENTIVE STEPS.

It will be the endeavour of the committee:

1. To facilitate a safe environment that is free of sexual harassment;
2. To promote behaviours that create an atmosphere that ensures gender equality and equal opportunities

2. REMEDIAL STEPS.

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, aid and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.
5. To make arrangements for appropriate psychological, emotional and physical support (in form of counselling, security and other assistance) to the victim if so desires.



(Dr. Dulen Saikia)

Principal

Jorhat Kendriya Mahavidyalaya

Principal

Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



Estd. 1981

JORHAT KENDRIYA MAHAVIDYALAYA

KENDUGURI, JORHAT-785 010, ASSAM

Re-accredited by NAAC with Grade B⁺⁺

Phone # 0376-2350009, e-mail: jkmprincipal@rediffmail.com. Fax # 0376-2350009

Website : www/jorhatkendriyamahavidyalaya.in

Ref: _____

Date: 11/2/21

Internal Complaint Committee and Sexual Harassment Committee Members

1. Prof. Ranjumoni Saikia (Coordinator)
2. Prof. Beauty Boruah (Member)
3. Prof. Sangita Sharmah (Member)
4. Dr. Madhumita Handique (Member)
5. Prof. Ratnamoni Dutta (Member)
6. Prof. Moonmoni Borkoch (Member)

Dr. Dulen Saikia

Principal

Jorhat Kendriya Mahavidyalaya

Principal

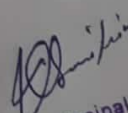
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



Name of the Faculty members with signature.

Sl No	Name of the faculty	Signature
1.	Prof. Ranjumoni Saikia	R Saikia
2.	Prof. Beauty Baruah	Bsomah
3.	Dr. Sanghita Sharma	Sh.
4.	Dr. Madhumita Handique	MH.
5.	Prof. Ratnamoni Dutta	Ratnamoni Dutta
6.	Prof. Moonmoni Borkoch	Moonmoni Borkoch




Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



Estd. 1981

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Ref: _____

Date: 09/07/2022

NOTICE

It is hereby informed that Internal Complaint Committee and Sexual Harassment Committee Meeting will be held on 10/07/2022 for preparing Gender Audit. All are requested to attend the meeting at 2.00 pm. Positively in Administrative Conference Hall without fail.

Date : 10/07/2022

Venue : Administrative Conference Hall.

Time : 02.00 pm.

Mrs. Ranjumoni Saikia

Coordinator

Jorhat Kendriya Mahavidyalaya

*Minutes of the meeting Internal Complaint Committee and Sexual
Harassment Committee.*

Meeting date : 10/07/2022

Time : 02.00 pm.

Minutes of the meeting

- Decided to prepare a Gender Audit by UGC guideline as per suggestion of the authority.
- A committee for preparation of Gender Audit is formed.

REPORT OF ANTI- RAGGING COMMITTEE



Report Of ANTI-RAGGING COMMITTEE Jorhat Kendriya Mahavidyalaya

POLICY

AIM

To root out ragging in all its forms from Jorhat Kendriya Mahavidyalaya by implementing anti-ragging measures and providing for strict punishments to be meted out to persons violating the Anti-Ragging Regulations of the College.

REFERENCE DRAWN

a) Supreme Court Orders, b) Assam Government Act, and c) UGC Guidelines

WHAT IS RAGGING?

Ragging is defined by the Supreme Court of India as:

- Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student.
- Asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Likewise, The Assam Prohibition of Ragging Act, 1999, enacted by the Assam Legislative Assembly defines Ragging as:

- Either display or noisy or disorderly conduct or doing of any act which causes or is likely to cause social, physical or psychological harm
- Raise apprehension or fear or shame or embarrassment to any student in any educational institution and includes teasing, abusing of, playing practical jokes on or causing hurt to, such students
- Asking the student to do any act or perform something which such student will not, in the ordinary course, willingly do

PROHIBITION OF RAGGING?

Ragging within the College Campus including Departments, Offices common areas, open spaces and hostels is strictly prohibited. Ragging in any form is prohibited inside or outside the campus

PUNISHMENT FOR RAGGING

Those found guilty for ragging (both involved directly or aiding ragging) will be liable for one or more of the following punishments depending upon the gravity of the offence

- Cancellation of admission
- Suspension from attending classes
- Withholding / withdrawing scholarship / fellowship and other benefits
- Debarring from appearing in any test/ examination / withholding results
- Debarring from representing the institution in any regional / national / international events / tournament / festival
- Permanent Expulsion from the hostel / institution.
- A fine up to Rs. 10,000 (Rs. Ten thousand).

Committees of last five years (2017-2022)

Anti Ragging Committee Members: 2017-18

1. Chairperson Principal
2. Sri. Gonesh Chandra Bora (Faculty Political Science)
3. Mr. Pranjal Dutta Coordinator NAAC(Faculty English)
4. Dr. Rajen Borah (HoD & Faculty Sociology)

Anti Ragging Squad Members : 2017-18

1. Mrs. Minoti Khound (Faculty Economics)
2. Sri. Gonesh Chandra Bora. (Vice- Principal)
3. Sri. Pranjal Dutta, Coordinator NAAC (Faculty English)
4. Mrs. Bandana Khargharia. (Faculty Education)
5. Mrs. Nibedita Baruah (HOD,Faculty history)
6. Dr. Rajen Borah (HOD,Faculty Sociology)
7. Dr. Ananta Tamuli (Faculty Economics)
8. Mr. Rajib Bordoloi (HOD,Faculty Physics)

Anti Ragging Committee(2018-2019):

1. Chairperson, Principal of the College
2. Dr. Barnali Saikia Vice Principal (Academic Arts)
3. Prof. Ely Phukan, Vice Principal (Academic Science)
4. Mr. Pranjal Dutta, Coordinator NAAC (Faculty English)
5. Dr. Rajen Borah, (HOD, Faculty Sociology)

Anti Ragging Squad Members (2018-2019):

1. Dr. Gonesh Ch. Borah (Principal)
2. Dr. Barnali Saikia Vice Principal (Academic Arts)
3. Prof. Ely Phukan, Vice Principal (Academic Science)
4. Mr. Pranjal Dutta, Coordinator NAAC (Faculty English)
5. Mrs. Bandana Khargharia (HOD, Faculty Education)
6. Mrs. Nibedita Baruah (HOD, Faculty History)
7. Dr. Rajen Borah, (HOD, Faculty Sociology)
8. Dr. Ananta Tamuli, (Faculty Economics)
9. Sri. Rajib Bordoloi (HOD, Faculty Physics)

Due to Covid -19 Pandemic , in the year 2019-20 admissions as well as classes were taken in Online Mode. So, no Anti Ragging Committee was formed in this year. There was no scope for ragging cases during this period.

Anti Ragging Committee : 2020-2021

1. Chairperson, Dr. M. Konwar, Principal.
2. Dr. Gonesh Ch. Borah, Vice Principal.
3. Mr. Pranjal Dutta, Coordinator NAAC (Faculty English)
4. Dr. Rajen Borah, (HOD, Faculty Sociology)

Anti Ragging Squad Members : 2020-2021

1. Dr. Gonesh Ch. Borah (Vice-Principal)
2. Mr. Pranjal Dutta, Coordinator NAAC (Faculty English)
3. Mrs. Bandana Khargharia (HOD, Faculty Education)
4. Mrs. Nibedita Baruah (HOD, Faculty History)
5. Dr. Rajen Borah, (HOD, Faculty Sociology)
6. Dr. Ananta Tamuli, (Faculty Economics)
7. Sri. Rajib Bordoloi (HOD, Faculty Physics)


Anti Ragging Committee Members : 2021-22

1. Chairperson: Dr. Dulen Saikia (Principal)
2. Dr. G C. Bora (Vice- Principal)
3. Dr. Barnali Saikia. (Coordinator)
4. Mrs. Ely Phukan (Joint –Coordinator)
5. Mr. Pranjal Dutta (Coordinator IQAC)
6. Dr. Rajen Borah (Member)
7. Mr. Rajib Bordoloi (Member)

Anti Ragging Squad Members: 2021-22

:

1. Chairperson: Dr. Dulen Saikia (Principal)
2. Dr. G C. Bora. (Vice- Principal)
3. Dr. Barnali Saikia. (Academic Vice-Principal, Arts)
4. Mrs. Ely Phukan (Academic Vice-Principal, Science).
5. Mr. Pranjal Dutta (Coordinator IQAC)
6. Mrs. Bandana Khargharia (Member)
7. Mrs. Nibedita Baruah (Member)
8. Dr. Rajen Borah (Member)
9. Dr. Ananta Tamuli (Member)
10. Mr. Rajib Bordoloi (Member)
11. Mrs. Moonmoni Borkoch (Member)


28/12/2022

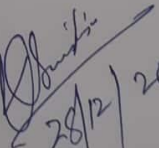
Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya

Principal & Secretary
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat- 781001

Report:

The Anti Ragging Committee is the Supervisory and Advisory Committee to preserve Ragging free environment in the college campus. An Anti Ragging Squad is also formed during the admission time every year to keep strong vigil against ragging cases within the college campus. Every year, the Students' Union Body Members are entrusted with the duty of keeping the campus ragging free. As per the direction of Govt. of Assam , Court Affidavit was taken from newly enrolled students against ragging during the session 2017-18 and 2018-19.

Under strong initiative of administration and strong vigilance of Anti Ragging Committee and Anti Ragging Squad and full and active participation of Students Union Body no Ragging case was reported in the Institution. Jorhat Kendriya Mahavidyalaya proudly declares it a ragging free Institute.


28/12/2022

Principal & Secretary
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat- 781010

GRIEVANCE REDRESSAL COMMITTEE REPORT



GRIEVANCE REDRESSAL COMMITTEE REPORT

JORHAT KENDRIYA MAHAVIDYALAYA

POLICY

Purpose :

The main purpose behind Student Grievance Policy is to provide the students a medium through which they can raise complaints about matters or problems which may arise between them or with any of the teaching or non-teaching staff. The problems related to academics and extra-curricular activities are mostly taken into consideration by the concerned authority.

INTRODUCTION:

Our institute tries to ensure a peaceful and healthy environment wherein all the students can avail all the facilities and knowledge and can actively participate in the teaching-learning process. Therefore, timely management of disputes arising from the grievances raised by the students in any institute is very much needed.

The student grievance policy will accept any of the following types of grievances from the students:

- a. On any academic issues regarding classes, library facilities or any other related issues.
- b. Canteen facilities.
- c. Hostel facilities.
- d. Medical facilities.
- e. Sports facilities.
- f. Harassment issues
- g. Any other relevant issues.

However, appeals of admission procedures, individual percentage or grades, academic probation and/or suspension, attendance problems, administrative withdrawals, disciplinary issues, etc. shall not be considered under the Student Grievance Policy unless illegal discrimination is alleged. Students may directly approach the college authority or may reach to committees concern to place grievances related to admission, examination etc. For grievances related to attendance, student may approach the department concerned.

THE MECHANISM:

Students may submit their grievances by using any of the following provisions or mechanisms:

- I. **Application to Principal in Hard copy:** Students can submit their grievances inwritten form. They can simply write an application addressing the authority narrating their issues in hard copy.
- II. **Through Complaint Box:** Students can also drop their grievances anonymously in the 'Grievance Box, JKM' situated at the entrance of the administrative building.
- III. **Through Email:** They can also send their grievances by writing an email narrating their issues and sending it to college email..
- IV. **Through Jorhat Kendriya Mahavidyalaya Website Portal:** Students can submit their complaints in the college website. This facility has been provided since 2022 for the betterment of the students and the e-governance cell.


IMPLEMENTATION:

The Students' Grievance Policy is implemented through Policy manuals, college website portal and the Students' Grievance Redressal Cell constituted under IQAC, Jorhat Kendriya Mahavidyalaya, Jorhat. The Cell comprises of a committee approved by the Governing body of the college. Grievances received from the students via online and offline medium are accepted on any working day by the concerned authority.

MONITORING:

Grievance Redressal Cell keeps a constant check on the grievance redressal mechanism. The cell organises an orientation programme at the beginning of every semester to explain the grievance mechanism to the students. The Cell checks the grievance box every 15 days for new complaints and forwards it to the authority for proper action.




26/02/2021
(Dr. Dulen Saikia)
Principal
Jorhat Kendriya Mahavidyalaya
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



Estd. 1981

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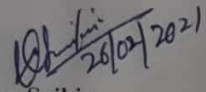
Date : _____

Grievance and Redressal Committee members:

- | | |
|---------------------------|-------------|
| • Mrs. Karabi Baruah | Coordinator |
| • Mr. Rajib Bordoloi | Member |
| • Dr. Rajen Bora | do |
| • Dr Arunima Bora | do |
| • Mr Bishnuram Nath | do |
| • Mrs. Jyoti Shikha Borah | do |

Principal




Dr. Dulen Saikia
Jorhat Kendriya Mahavidyalaya

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

1	MS. KARABI BARUAH	coordenator	
2	MR RAJIB BORDOLOI	member	
3	DR. RAJEN BORAH	member	
4	DR. ARUNIMA BORA	member	
5	MR. BISHNURAM NATH	member	
6	MRS JYOTISHIKHA BORAH	member	



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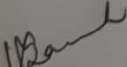
Date : 27.03.2021

NOTICE

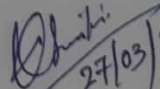
A meeting of students' grievances and redressal committee members will be held on 28.03.2021 at 3:00 P.M. Committee members are requested to attend the same to discuss the Agenda given bellow.

Agenda:

- (i) To review on the issue received by the student.
- (ii) Any other matter with the permission of the chairman.


Co-ordinator




27/03/2021
Principal

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



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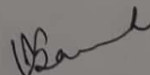
Minutes of the meeting of Grievance Redressal Committee

Meeting Date: 28.03.2021

Time: 3:00 PM

Minutes of the meeting:

- The members discussed about the effective awareness about the committee among the student
- Most of the grievance issues were related to :
 - ✓ Boys common room
 - ✓ Girls common room
 - ✓ Proper washroom facilities
- The issues were rectified and the members decided that college must have a proper Boys & Girls common room with washroom facilities and decided to send the decision of the sitting to the Principal to take necessary measures for the grievances


Coordinator



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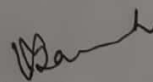
Minutes of the meeting of Grievance Redressal Committee

Meeting Date: 11.02.2022

Time: 3:00 PM

Minutes of the meeting:

- The members discussed about the effective awareness about the committee among the student
- Most of the grievance issues were related to :
 - ✓ Wi-Fi system for student
 - ✓ Open recreation centre
- The issues rectified and the members decided that there should be a Wi-Fi connection available for the student and there should be an open recreation centre and decided to send the decision of the sitting to the Principal to take necessary measures for the grievances


Coordinator



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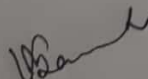
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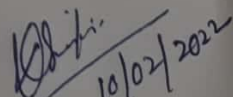
A meeting of students' grievances and redressal committee members will be held on 11.02.2022 at 3:00 P.M. Committee members are requested to attend the same to discuss the Agenda given bellow.

Agenda:

- (i) To discuss the complain.
- (ii) Any other matter with the permission of the chairman.


Co-ordinator




Principal

Principal
Jorhat Kendriya Mahavidyalaya



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Website : www.jorhatkendriyamahavidyalaya.in

Ref: _____


Date : 01.06.2022

NOTICE

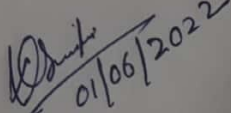
A meeting of students' grievances and redressal committee members will be held on 02.06.2022 at 3:00 P.M. Committee members are requested to attend the same to discuss the Agenda given bellow.

Agenda:

- (i) To discuss the complain.
- (ii) Any other matter with the permission of the chairman.


Co-ordinator




Principal

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



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Date : _____

Minutes of the meeting of Grievance Redressal Committee

Meeting Date: 02.06.2022

Time: 3:00 PM

Minutes of the meeting:

- The members discussed about the effective awareness about the committee among the student
- Most of the grievance issues were related to :
 - ✓ Sports facilities: Badminton & Volleyball court, Table tennis board etc.
 - ✓ Fire extinguisher
 - ✓ New Canteen
- The issues rectified and the members decided that sports facilities, fire extinguisher and a new canteen are necessary for the student and decided to sent the decision of the sitting to the Principal to take necessary measures for the grievances

Coordinator



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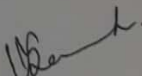
Date : _____

Grievance Redressal committee Report (2021-2022)

In the year 2021 and 2022 we received several complaint applications from the students. After thorough discussion of the received grievances the committee forwarded the decision of the meeting to the Principal for necessary action. Principal give commitment to make arrangement to fulfill the grievances of the students in a phase manner as per the fund status of the college

Grievances received from the Student :

- Boys Common Room. Date: 20/03/2021
- Girls common Room with washroom facilities. Date: 23/03/2021
- Wi-Fi system for the student. Date: 21/10/2021
- Open podium. Date: 18/11/2021
- Fire axtinguisher. Date: 12/03/22
- New canteen. Date: 04/04/22
- Badminton and volleyball court. Date: 19/04/2022
- Table Tennis board. Date: 19/04/2022


Coordinator