



SETH RL SAHARIA GOVERNMENT PG COLLEGE, KALADERA JAIPUR, RAJASTHAN

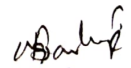
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ANTI-RAGGING POLICY

Ragging is a criminal offence and is governed by the Anti-Ragging Code of the UGC. The Institute is firm on ensuring that the UGC framed regulations on prohibition, prevention, and elimination of ragging are strictly followed on campus. The college has taken strict cognizance of the UGC notification - "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Institute shall ensure that its campus and accommodations facilities are free of the menace of ragging.

OBJECTIVES

- To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- To comply with the directives of UGC issued from time to time.
- To ensure completely ragging free environment.
- To create awareness among seniors that ragging of any kind is prohibited by law.
- To deal with the incidents of ragging promptly and stringently.
- To ensure discipline in the class rooms and within the college campus.
- To promote responsible behavior amongst students.



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MEASURES FOR PREVENTION OF RAGGING

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- Ragging within and outside the campus is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
- Every candidate has to fill and sign an affidavit to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished

appropriately.

- Anti-ragging Committee is constituted : Institute has constituted an Anti-ragging Committee which is headed by the Head of the Institution, and consisting of representatives of various stakeholders as per the norms.
- The Anti-Ragging Committee ensures compliance with regulations as well as the provisions of any law for the time being in force concerning ragging.
- The names of all the committee members along with their telephone numbers and emails are displayed at noticeable places in the College and on the College website.
- Complaints should be in written form.
- The complaint boxes are placed in the College at visible and strategic places. Students can drop a written complaint in complaint box of College or to Convenor of the Anti-Ragging Committee.
- CCTV cameras installed in the College at various points, the constant vigil of male and female security guards and members of teaching/non-teaching staff, with due instructions from the Principal, taking rounds in the various locations of the College.

ACTIONS TO BE TAKEN AGAINST STUDENTS FOR INDULGING AND ABETTING RAGGING IN THE INSTITUTE.

In pursuance to the Judgement of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, Students who violate this rule will be instantly suspended from the Institute and accommodations 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.

- A strong, exemplary and justifiably harsh punishment would be meted out to the persons indulged in ragging to act as a deterrent against recurrence of such incidents.
- The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- Punishment of ragging is suspension or expulsion or cancellation of Degree or Penal Action.

U. Balaji

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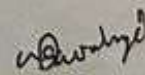
Policy on Redressal of Sexual Harassment

Sexual harassment at a workplace is considered violation of women's right to equality, life and liberty. It creates an insecure and hostile work/study environment. Prevention of sexual harassment is imperative to ensure a secure environment encouraging woman's participation in study/work. This would lead to conditions conducive to social and economic empowerment and inclusive growth. Government has therefore made legislations to prevent sexual harassment and ragging.

The college has followed the decrees and guidelines provided by the government in constituting various cells for Anti- Ragging and Prevention of Sexual Harassment in the institution.

OBJECTIVES:

- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.
- To have a fair, impartial and consistent mechanism for redressal of various issues faced by the students.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To provide an environment free of gender-based discrimination.
- To ensure equal access of all facilities and participation in activities of the college
- To create a secure physical and social environment which will deter acts of sexual harassment
- To have ragging free campus.


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- To create awareness of availability of members for students to report grievances.
- The Committee will give report to the authority about the cases attended and the number of pending cases, if any, which require direction and guidance from the higher authorities.

MECHANISM FOR LODGING COMPLAINT

- Drop boxes have been placed in the college.
- Complaints could be submitted either through email or by post or in person as soon as possible after an incident has occurred, preferably in writing with his or her details of name, designation, contact number and address. No verbal complaint will be accepted.
- The complainant should provide the following information:
 1. The name, department and position of the person allegedly committing harassment.
 2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
 3. What, if any, steps the complainant has taken to try to stop the harassment.
 4. Any other information the complainant believes to be relevant to the harassment.
- All complaints and investigations are treated confidentially, and information is disclosed strictly on a need-to-know basis.

PROCEDURE TO BE FOLLOWED BY THE COMMITTEE

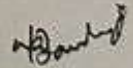
1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of three days from such direction or such other time period that the Committee may decide.
3. The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint / allegations within a period of four days from such direction or such other time period as the Committee may decide.
4. Each party shall be provided with a copy of the written statement(s) submitted by the other.

(Signature)

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5. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue *ex parte*.
6. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
7. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
8. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
9. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
11. The Committee shall make all endeavor to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
12. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it.
13. If, in the course of the proceedings before it, the Committee is satisfied that a *prima facie* case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-
 1. Warning
 2. Written apology
 3. Bond of good behaviour
 4. Adverse remarks in the confidential report
 5. Debaring from supervisory duties
 6. Denial of membership of statutory bodies
 7. Denial of re-employment/re - admission
 8. Stopping of increments / promotion/denying admission ticket
 9. Reverting, demotion



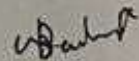
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10. Suspension
11. Dismissal
12. Any other relevant mechanism
14. If, during the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.
15. If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

ANNUAL REPORT

The Chairperson of the Committee will prepare an Annual Report at the end of each academic year, giving a full account of the activities of the Committee during the year.



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SAMPARK PORTAL

Government of Rajasthan is dedicated to bring in transformation in the way of citizen centric governance in the state. For this the government of Rajasthan has been continuously striving to bring in excellence in citizen service delivery by ensuring transparency and minimizing grievances. As an initiation to ensure proper service to the citizen, a project named "Rajasthan Sampark" has been implemented through Department of IT and Communications. The project paves the way for a common man to reach the departments of the State Government for their queries and concerns, with the help of Information Communication and Technology (ICT) Interventions.

Rajasthan Sampark aims towards providing citizens with a centralized platform where any citizen of the state can lodge his/ her grievances to the respective departments. It primarily consists of a State level Call Center with integrated web portal which will act as a single point of contact for addressing and redressing various citizen centric queries and grievances related to government services. Citizens can lodge their grievances against any government department/ office through this portal and the grievance will further be sent to the respective office/ department for redressal.

Seth RL Saharia Government PG College is the Sampark Nodal Centre for Kishangadh Renwal zone. Some of the issues which have been allotted to this college as a nodal Grievance redressal portal are:

- Scholarship
- Kalibai Bheel Medhavi Chhatra Scooty Yojna
- Devnarayan Chhatra Scooty Yojna
- Accountant
- Audit
- Purchase
- B.Ed College
- Private institutions

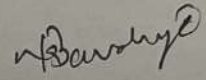
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Complainants can call 181 to register complaints regarding the above mentioned issues as well
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anything regarding Admissions, Examinations, TC/CC, Tution Fee return, Degree, Scholarship, Admission Card, Identity Card, College administration. These complaints can be registered free of cost at Panchayat Samiti or Zonal Council too.

The complaints are segregated according to the concerned departments by the system. The issues relevant to the Education department are transferred to Commissionerate, College Education. The concerned college is to deal with the complaints and is given two months to resolve the issues. There is a designated committee in the college to deal with the issues raised at the Sampark Portal. This college as a nodal centre mediates and directs the private institutions and the B Ed colleges in its zone to resolve the issues pertaining to them in seven days.

This online system provides a transparent mechanism for a speedy resolution to the grievances registered therein.



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