



Vishnu Waman Thakur Charitable Trust's

VIVA INSTITUTE OF APPLIED ART

(Approved by A. I. C. T. E., Affiliated to University of Mumbai)

Block A, Veer Sawarkar Marg, Shirgaon, Virar-East, Dist: Palghar – 401 305

077569 37795 | www.vivaappliedart.org | contact@vivaappliedart.org

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

- Implementation of guidelines of statutory/regulatory bodies
- Organization wide awareness and undertakings on policies with zero tolerance
- Mechanisms for submission of online/offline students' grievances
- Timely redressal of the grievances through appropriate committees

Proof w.r.t Organization wide awareness and undertakings on policies with zero tolerance

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Women Development Cell, WDC and Internal Complaint Committee, ICC शक्ती 'Woman: A skilled architect of the society'

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

- In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.
- The University of Mumbai set up the 'University Women Development Cell (UWDC)' <https://mu.ac.in/women-development-cell> in the year 2001 with the key purpose of making the University a gender-sensitive space. After the Sexual Harassment Act of 2013 and the UGC Guidelines of 2015, the University has set up the Campus Internal Committee to address complaints of Sexual Harassment. Further, the University has directed all its colleges/institutes to set up College Internal Committees.
- As per the Maharashtra Public Universities Act, the University is preparing a comprehensive Ordinance for Gender Discrimination and Sexual Harassment. The University directed all its affiliated colleges to set up a 'Women Development Cell' at the college level.
- In compliance with these directives of the University, and Maharashtra State, as per the guideline about the formation of Internal Complaint Committee (ICC) given by Maharashtra State Commission for woman, Mumbai, Women Development Cell WDC & Internal Complaint Cell, ICC was established in VIVA Institute of Applied Art in the year 2014 under the able convener-ship of Dr. Sangita S. Patil, I/C Principal.
- The Cell has both the faculty and students of the College and works with an aim to create a gender sensitized community within the campus as well as in the society.
- It has been organizing varied academic, cultural and social events for the upliftment of women and spreading the importance of gender equality & gender sensitivity in society through the College students.
- Principal Addressed the student's on 22nd December 2014 to make the cell acquainted with the Institute and its rules. She stresses the importance of discipline, punctuality and hard work to progress well in academics as well as good human being in the society.



- The whole college premises are under observation of CCTV cameras by the principal.
- The suggestion box has been fixed near the principal's office to collect grievances.
- The WDC & ICC circulated the notice for girl students to drop their suggestions, grievances in the suggestion box.
- Every year from time to time the boxes have been opened & the complaints have been resolved with the help of non-teaching staff.
- **There was no complaint of sexual harassment among the students and staff till date.**

Aim of WDC and ICC

Women Development Cell aims at empowering and orienting women to recognise their true potential and to help them attain their own stand in a competing world.

The Women's Development Cell (WDC) is a statutory body for the prevention of and action against sexual harassment of women.

Who can approach ICC for help?

Any female employee

Definition of Sexual Harassment

'Sexual harassment' includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexual coloured remarks
- Showing any pornography, or
- Eve-teasing
- Unsavory remark
- Jokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunts v. Gender based insults or sexiest remark
- Any other unwelcome physical, verbal or non-verbal contact of sexual nature

What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of Good behaviors
- Adverse remark in the confidential report
- Stopping of increments/promotions
- Suspension
- Dismissal
- Any other relevant actions



What should a victim do?

- Send an email to the Principal.
- To know more about ICC procedures click <https://sahe.in/assets/pdf/gazettee-english-harrassment.pdf>
- You may also refer to www.shebox.nic.in



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Anti-Ragging Cell

The Anti-Ragging Committee has been constituted with the following staff as faculty members and as coordinators, and Students as members, headed by the principal in order to curb the ragging of the first year students in any of the college premises. Students are asked to inform/contact the following members at any time, if they are uncomfortable by the senior students.

Establishment of Anti Ragging Committee **(As per All India Council for Technical Education notified regulation for prevention and prohibition of ragging in AICTE APPROVED TECHNICAL Institutions vide No. 37-3/ Legal / AICTE /2009 dated 01/07/2009)**

What Constitutes Ragging?

Ragging constitutes one or more of any intentions by any student or group of students on:

1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts the Regular Academic Activity.
3. Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
4. Any Act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.
7. Any Act of injury or infringement of the fundamental right to human dignity.
8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offenses, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

Punishment to those found guilty

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments.

1. Debarring from appearing in any sessional test / University Examination.
2. Suspension from attending classes and academic privileges.
3. Withdrawing scholarships and other benefits.
4. Suspension from the college.
5. Cancellation of the admission.
6. Withholding the results. Coordinators.



An anti-ragging committee and an Anti -Ragging Squad is constituted by the head of the institute

Functions of the Anti-Ragging Committee

1. The committee will monitor carefully any ragging incidents in the college premises, canteen, college buses, mess area and hostels through frequent raids by anti-ragging squads.
2. To monitor an undertaking in the prescribed format from the candidate concerned on anti- ragging at the time of admission.
2. To address the students and parents by the head of the institutions on the anti-ragging committee.
3. Awareness parents, guardians of the students are created at the time of Dean's address and PTM throughout the academic year.
4. To form monitoring cells (Anti-ragging squad's faculties for surprise raids).
5. To suggest measures to tighten the security.

The Anti-Ragging Squad

Squad consists of members belonging to the various sections of the campus community.

Functions of Squad

1. The Squad shall have vigil, oversight and patrolling functions.
2. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots.
3. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee
4. Squad will work under the overall guidance of the Anti-Ragging Committee.

Objectives of Anti Ragging

Cell Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus. The main objectives of this cell are as follows:

1. To aware the students of the dehumanizing effect of ragging inherent in its perversity.
2. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
3. Promptly and stringently deal with the incidents of ragging brought to our notice.
4. To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

Relevance

Committee gives the students a safe environment and confidential platform to express their complaints regarding ragging. It aims to build a ragging free environment by instilling the principles of democratic values, tolerance, empathy, compassion and sensitivity so that students



become responsible citizens and create an atmosphere of discipline by passing a clear message that no act of ragging in college premises.





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Grievance Redressal Cell

The main objective of the Grievance Redressal Committee is to provide a simple, smooth, and readily accessible procedure for prompt disposal of the day-to-day genuine grievances of the student and faculty community to maintain a compatible atmosphere at an institutional level. The committee proactively gives an opportunity to everyone in the Viva Institute of Applied Art to be listened to so that any feeling of injustice is sorted out promptly.

Functions & Responsibilities:

- The function of the cell is to look into the complaints lodged by any student/faculty, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in charge.

Submission of Grievance

- In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box which is placed at different locations in the institution

Investigation and Resolution

- The Grievance Redressal Cell shall conduct a thorough investigation into the grievance.
- Confidentiality shall be maintained throughout the process.
- The Cell shall strive for an amicable resolution through mediation and negotiation.
- In cases of unresolved grievances, the Cell shall provide recommendations for further action to the relevant authorities.



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