

**College of Non-Conventional Vocational Courses for Women,**

**SIBER Trust, Kolhapur**

**Anti ragging committee**

**Objectives of anti ragging committee**

Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus.

To prohibit, prevent and eliminate the scourge of ragging including any <sup>mis</sup>conduct by any student.  
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**Functions:**

1. Displaying the charts and other material stating evil nature, punishment of Ragging and also student's discipline.
2. Creation of free atmosphere among students.
3. Entrusting the responsibilities jointly, by involving students of final year.
4. Inter-action and casual warning.
5. Ensuring the spot solutions by adapting soft measures.
6. In case of need, reporting to the nearest police station.
7. Offering services of counseling & creating awareness to the students.
8. Taking all necessary measures for prevention of ragging inside the Campus/ Hostels.
9. Organizing lectures from experts on self defense techniques.

**Composition of committee**

1.	Chairman	Principal
2.	Member	Co-ordinator
3.	Member	Police dept representative
4.	Member	Media representative
5.	Member	College office member
6.	Member	Guardian of student
7.	Member	Student representative (last year student)
8.	Member	Student representative (first year student)

## Minutes of the Anti- ragging Committee

Meeting of the Anti-Ragging Committee was conducted on 4<sup>th</sup> Dec 2021 at 3.30 pm in the Library Hall, under the Chairmanship of Dr. A. R. Kulkarni. Following members were present for the meeting.

1.	Dr. A. R. Kulkarni	Chairman	<i>ARK</i>
2.	Mrs. Yogita Mirajkar	Coordinator	<i>YMirajkar</i>
3.	Mr. Gajendra Lohar	Police Dept Representative	Absent
4.	Mr. Avadhoot Gaikwad	Media Representative	<i>Avadhoot</i>
5.	Mrs. Anuradha Bhosale	Member	<i>AB</i>
6.	Mr. Sanjeev Mandar Narkar	Parent representative	<i>Sanjeev Narkar</i>
7.	Miss. Juliee Naniwadekader	First year student representative	<i>Juliee</i>
8.	Miss. Shamal Shigade	Last year Student Representative	<i>Shamal Shigade</i>

**Proceedings of the meeting were as follows –**

**Agenda 1:** To read and confirm the minutes of the previous meeting held on 18<sup>th</sup> June 2021.

**Resolution:** The minutes of the last meeting held on 18<sup>th</sup> June 2021 were read & confirmed.

**Agenda 2:** To take note of any complaints of staff and students received (if any).

**Resolution:** No case of ragging and indiscipline were found in the college premises from June 2021 – November 21.

**Agenda 3:** Any other subject with permission of the chair.

**Resolution:** No other issue was discussed and the meeting was concluded with vote of thanks to the chairperson.

*YMirajkar*

Co-ordinator

Anti- Ragging Committee

## **The Role of the Committee:-**

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the Internal Complaints Committee reserves the right to make exceptions to the procedure stated hereunder.

- 1. Any aggrieved woman may make, in writing, a complaint of dishonor harassment at workplace to the Internal Complaints Committee, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.** 6 copies of a written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to Internal Complaints Committee at a later stage during the proceeding. Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.
- 2. Any complaint received by the members should be immediately forwarded to the Presiding Officer,** and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
- 3. The Committee shall discuss and decide on its jurisdiction to deal with the case** or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.

4. **The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.** The aggrieved woman/respondent has to submit the written reply before the committee within the specified time given.
5. **The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses** for the purpose of supplementary testimony and/or clarifications.
6. **All proceedings of the Internal Complaints Committee shall be recorded in writing.** The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof.
7. **After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.**
8. **The Institute authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation.**

**Composition of Internal Complaint Committee(ICC):-**

<b>Sr. no.</b>	<b>Memembrs</b>	<b>No. of Members</b>	
1.	<b>Presiding Officer</b>	<b>01</b>	<b>Women Faculty Member</b>
2.	<b>Faculty Members</b>	<b>02</b>	<b>Social Work Experience</b>
3.	<b>Non-Teaching Employees</b>	<b>02</b>	
4.	<b>Students</b>	<b>03</b>	<b>Elected through a transparent Democratic procedure</b>
5.	<b>External Member</b>	<b>01</b>	<b>Amongst NGO or Association committed to the cause of women</b>

# College of Non- Conventional Vocational Courses for Women, Kolhapur

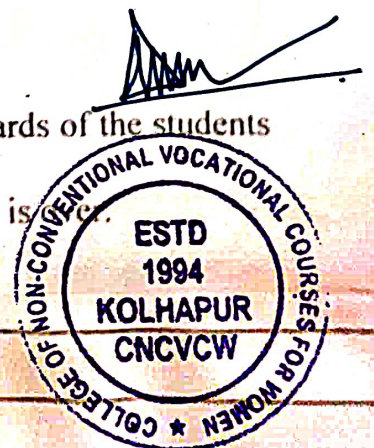
## Discipline Committee

### Objectives:-

1. To create a safe and motivating environment in our institution and to bring professionalism among students by the inculcation of best practices
2. To ensure calm and peaceful academic atmosphere in the campus.
3. To avoid physical confrontation among students.
4. To conduct enquiries on report of indisciplinary activities among students
5. To initiate model actions against students involved in indisciplinary activities
6. To initiate steps to reduce violence, confrontation in future.

### Functions:-

1. To maintain and enforce strict discipline within the college campus.
2. All the students should wear their ID Cards while they are in the campus and their respective class rooms.
3. In case of any violation of disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
4. In case of any misbehaviour or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.



5. To enforce prohibition of cell phone usage by the students during teaching hours.
6. To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
7. To ensure that all the students attend classes without bunking and prevent them from leaving the college early. Please note that no student can leave the college early without prior permission from the concerned authorities.
8. Smoking is strictly prohibited in the college campus and ensures that this is being strictly followed.
9. To ensure that students maintain complete silence in the library.
10. To maintain proper discipline in the college canteen and student waiting room during the college working hours.
11. If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
12. If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.



**College of Non-Conventional Vocational Courses for Women**

**Discipline Committee**

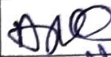
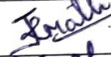


**(2020-21)**

Date: 18-1-2021

**Minutes of Meeting**

The meeting of Discipline Committee was held on 18<sup>th</sup> January 2021 in meeting hall at 3.00 pm.

Following members are requested to attend.

Sr no.	Name	Designation	Sign
1.	Dr. A R Kulkarni	Chairman	
2.	Mrs. Jyoti Hiremath	Member	
3.	Mrs. Shweta Patil	Member	
4.	Mrs. Samruddhi Chitnis	Member	

The following business was transacted in the meeting.

**Item no. 1:** To read and confirm the minutes of the last meeting held on 22<sup>nd</sup> February 2020.

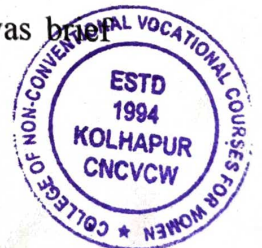
**Resolution:** The minutes of last meeting held on 22<sup>nd</sup> February 2020 were read and confirmed by all the members.

**Item no. 2:** To implement the discipline code prescribed by Government of Maharashtra regarding attire of working staff.

**Resolution:** as per the circular of Maharashtra government regarding the code of conduct and also the dressing sense of working staff in their working place was discussed and strict guidelines were framed for the staff members regarding their conduct and also their attire so as to avoid any misrepresentation of a respective working staff in-front of parents or students.

**Item no. 3:** To frame SOP's as per the guidelines of state government for reopening colleges in physical mode.

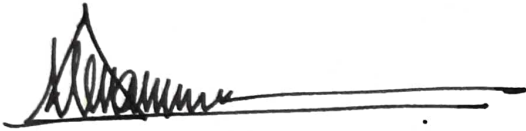
**Resolution:** As per the decision taken by the state government and the UGC for the reopening of the colleges after COVID-19 pandemic in the physical form there was a



discussion and committee was formed to prepare SOP's on the guidelines of the state government and UGC so as to safeguard students and staff members from the spread of COVID-19.

**Item no. 4:** Any other subject with permission of chairman.

**Resolution:** No other item was discussed under this.



**Co-ordinator**

**Discipline Committee**





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CSIBER TRUST'S  
COLLEGE OF NON-CONVENTIONAL VOCATIONAL  
COURSES FOR WOMEN (CNCVCW)  
University Road, Kolhapur - 416 004

CODE OF CONDUCT

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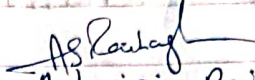
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# Sexual Harassment Committee

Year 2016-17

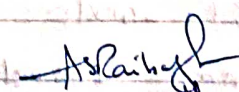
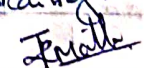

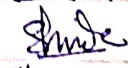
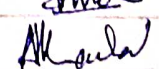
## NOTICE

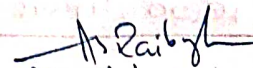
The meeting of the Sexual Harassment Committee for the academic year 2016-17 has been called on 10<sup>th</sup> August 2016 at 3.00 p.m in Library Hall to discuss the formulation of the committee.

  
Mrs. Ashwini Raibagkar  
Committee chairman

Minutes of the meeting.

Meeting of Sexual Harassment Committee for the academic year 2016-17 was held on 10<sup>th</sup> Aug. 2016 at 3 p.m in Library Hall. Following is the composition of the committee for the present academic year -

Members	Designation	Signature
Mrs. A.S. Raibagkar	Chairman	
Mrs. Jyoti Hiremath	Members	
Mrs. Bela Joshi	—  —	
Mr. Shukrani Shinde	—  —	
Mrs. Anuja Kharundal	—  —	

  
Mrs. Ashwini Raibagkar  
Committee chairman

# Sexual Harassment Committee



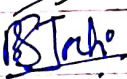

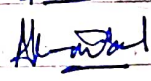
[ Year 2017-18 ]

Date:  
20/09/2017

## Notice

This is to inform that the meeting of Sexual Harassment Committee is organized on 25<sup>th</sup> Sept. 2017 in Library hall.

Following members are requested to be present for the same -

Member	Designation	Signature
a. Mr. Ashwini Raibagkar	Chairman	
b. Mrs. J.R. Hiremath	Member	
c. Mr. Bella Joshi	Member	
d. Mrs. S.C. Shinde	Member	
e. Mr. Anuja Khuradale	Member	

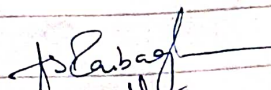
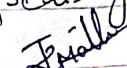
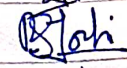

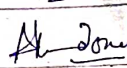
## Agenda →

1. To reconstitute the committee.
2. To discuss functions of the committee
3. Any other item.

Date:  
25/09/2017

## Minutes of the meeting

Meeting of Sexual Harassment committee was held on 25<sup>th</sup> september 2017. Following members were present :-

Member	Designation	Signature
a. Mrs. A.S. Raibagkar	Chairman	
b. Mrs. J.R. Hiremath	Member	
c. Mrs. Bella Joshi	Member	
d. Mrs. S.C. Shinde	Member	
e. Mrs. Anuja Khurandal	Member	

Following business were transacted in the meeting :-

1. To reconstitute the committee.

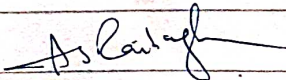
Discussion :- It was unanimously decided to continue the same composition of the committee for the academic year 2017-18.

2. To discuss functions of committee.

Discussion :- It was unanimously decided to inform functioning of the committee to the staff & students.

3. Any other item with the permission of chairman.

Discussion :- NO further item was discussed.

  
Mrs. Ashwini Raibagkar

Chairman

Sexual Harassment  
Committee.

Date

28 June 2015

### Notice

It is decided to conduct meeting of Anti-ragging committee for the academic year 2015-16 on 3<sup>rd</sup> July, 2015 in Library Hall. Following members ~~are~~ are advised to be present -

Member	Designation	Signature
a. Mrs. Vidya Salokhe	Chairman	V Salokhe
b. Mrs. Praelnya Kapdi	Co-ordinator	Kapdi
c. Mr. Aman Meohy	Member	Aman
d. Mrs. Shweta Patil	Member	Patil
e. Mr. Anandh Chavan	Member	ACH

### Agenda :-

1. To read and confirm minutes of last meeting held
2. To reconstitute the committee for the academic year 2015-16
3. Any other items with the permission of chair.

Kapdi

Mrs. Praelnya Kapdi

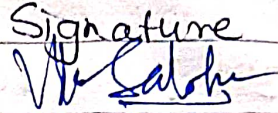
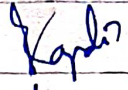
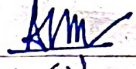
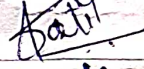

Co-ordinator

Anti Ragging Committee

Date -  
3<sup>rd</sup> July 2015

## Minutes of the Meeting.

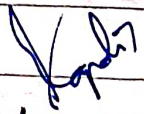
Meeting of Anti Ragging Committee was held on 3<sup>rd</sup> July 2015 at Library Hall (3 p.m.)  
Following members were present -

Member	Designation	Signature
a. Mrs. Vidya Saldke	Chairman	
b. Mrs. Pradnya Kapdi	co-ordinator	
c. Mr. Aman Meshy	Member	
d. Mrs. Shweta Patil	Member	
e. Mr. Adarsh Charan	Member	

Resolution 1 :- Minutes of the previous meeting were read and confirmed.

Resolution 2 :- It was unanimously decided to follow the same committee constitution as that of last year.

Resolution 3 :- No further items were discussed.

  
Mrs. Pradnya Kapdi  
co-ordinator  
Anti-Ragging Committee

Academic year 2016-17

## Anti-ragging Committee

Notice

20/08/2016

Meeting of the anti-ragging committee has been called on 25/08/2016. Following members are requested to be present.

Member	Designation	Signature
a. Mrs. Vidya Salokhe	chairman	V Salokhe
b. Mrs. Pradnya Kapdi	co-ordinator	Kapdi
c. Mr. Amar Meshy	Member	Am
d. Mrs. Snehal Khandekar	Member	S Khandekar
e. Mr. Adarsh Chavan	Member	Ad

Agenda: -

1. To read and confirm minutes of the previous meeting.
2. To discuss about Anti-ragging rules/norms in the college set up.
3. Any other items with the permission of chair.

Kapdi

Mrs. Pradnya Kapdi

co-ordinator

Anti-Ragging Committee

25/08/16

# Minutes of the Meeting

25/08/16

Meeting of Anti-ragging committee was held on 25<sup>th</sup> Aug 2016 in Library Hall at 11:30 am. Following members were present for the same -

Members	Designation	Signature
a. Mrs. Vidya Salokhe		V Salokhe
b. Mrs. Pradny Kapdi		Kapdi
c. Mr. Anamr Mesty		Amr
d. Ms. Snehal Khandekar		S Khandekar
e. Ms. Aadash Chohan.		AC

Resolution 1 :- Minutes of the previous meeting were read and confirmed.

Resolution 2 :- Coordinator Mrs. Pradny Kapdi informed rules/norms of Anti-ragging committee to all committee members.

Resolution 3 :- No further item was discussed.

*Kapdi*  
Mrs. Pradnya Kapdi

co-coordinator

Anti-ragging committee



Notice

Date: 25/9/2017

Meeting of Anti-ragging committee has been called on 30/9/2017 in library hall at 2.00 pm to discuss the Anti-ragging norms and the cases if any.

*Kapdi*

Mrs. Praadnya Kapdi

co-ordinator

Anti-Ragging Committee

Minutes of the Meeting

30/9/2017

Meeting of Anti-ragging committee was held on 30/9/2017 in library hall at 2.00 pm. It was noted that there was no any case in the college campus / building.

Member	Designation	Signature
a. Mrs - Vidya Salokhe	chairman	<i>V Salokhe</i>
b. Mrs. Praadnya Kapdi	co-ordinator	<i>Kapdi</i>
c. Mr. Amarr Meedy	member	<i>Am</i>
d. Mrs. Snehal Ichandekar	member	<i>Snehal Ichandekar</i>
e. Mr. Adash Chavan	member	<i>Ad</i>

Mrs. Praadnya Kapdi  
Co-ordinator