



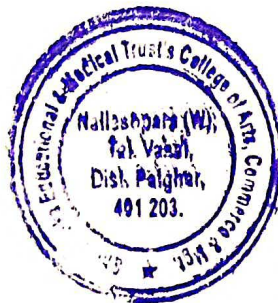
S.E.M.T'S
MOINUDDIN B. HARRIS COLLEGE OF ARTS,
A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.
(Affiliated to the University of Mumbai)
SOPARA GAON, SOPARA (W), Vasai, Dist- Palghar
PIN - 401 203, (MAHARASHTRA)
NAAC Accreditation : 'B+'

Internal Complaint Committee

The M.B Harris College of Arts, A.E Kalsekar College of Commerce And management has constituted an Internal Complaint Committee (ICC) as per the Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act and Rule 2013. Having raised the bar of responsibility and accountability in the Vishaka Guidelines, the Supreme Court placed an obligation on workplaces, Institutions and those in positions of responsibility, to uphold working women's fundamental right to equality and dignity at the workplace. Three key obligations were imposed on Institutions to meet that standard, namely Prohibition, Prevention and Redress. In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act. Consistent with the Vishaka judgment, the Act aspires to ensure women's right to work place equality, protection from sexual harassment through compliance with the above mentioned three elements. It is important to note that the Act provides a civil remedy to women in addition to other laws that are currently in force. Consequently, any woman who wishes to report instances of sexual harassment at the workplace has the right to take recourse of both civil and criminal proceedings

Constitution of Internal Complaint Committee.
For the years 2017-18,2018-19,2019-20

| I.C.C Designation | Name | Post | Phone No |
|-------------------|---------------------------|----------------------------|------------|
| Adviser | Dr. Mohammad Khalil Ahmad | Principal | 9987202200 |
| Convenor | Mr. Shaikh Irshad Wajid | IQAC Coordinator | 7387255652 |
| Presiding Officer | Mrs Mona Dedhia | Asst. Professor | 8050111091 |
| Faculty Member 1 | Mrs. Shahida Shaikh | Asst. Professor | 9082427381 |
| Faculty Member-2 | Ms. Sana Patel | Asst. Professor | 8446829735 |
| Non-teaching | Mrs. Namrata Gurjar | Senior Clerk | 9273413570 |
| Non-teaching | Ms. Naseem Shaikh | Jr. Clerk | 8983499894 |
| Student UG | Ms. Kazi Arshi | Student B.A | 8329399376 |
| Student PG | Ms. Eram | Student M.Com | 9370234874 |
| N.G.O | Mrs. Soufin Moin Chinde | Member, SEED Trust, Sopara | 8237205965 |



Dr Khalil Ahmad
Principal

Principal
Shurparaka Educational & Medical Trust's
M. B. Harris College of Arts &
A. E. Kalsekar College of Commerce & Management
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.



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Constitution of Internal Complaint Committee. For the years 2020-21,2021-22,2022-23

| I.C.C Designation | Name | Post | Phone No |
|-------------------|---------------------------|----------------------------|------------|
| Adviser | Dr. Mohammad Khalil Ahmad | Principal | 9987202200 |
| Convenor | Mr. Shaikh Irshad Wajid | IQAC Coordinator | 7387255652 |
| Presiding Officer | Mrs Mona Dedhia | Asst. Professor | 8050111091 |
| Faculty Member 1 | Mrs. Shahida Shaikh | Asst. Professor | 9082427381 |
| Faculty Member-2 | Ms. Sana Patel | Asst. Professor | 8446829735 |
| Non-teaching | Mrs. Namrata Gurjar | Senior Clerk | 9273413570 |
| Non-teaching | Ms. Naseem Shaikh | Jr. Clerk | 8983499894 |
| Student UG | Ms. Nabeela Hawaii | Student B.MS | 7719095779 |
| Student PG | Ms. Ritmore Fatima | Student M.Com | 8793236616 |
| N.G.O | Mrs. Soufin Moin Chinde | Member, SEED Trust, Sopara | 8237205965 |



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Grievances Cell Committee

Aim

To meet timely redress of grievances and concerns by learners as and when they arise.



Goals & Objectives

- The main objective of the Grievance Redressal cell is to develop a responsible and receptive attitude among all the stakeholders so that a harmonious educational atmosphere is maintained in the college.
- The Grievance Redressal Cell is constituted for the redressed of the problems reported by the learners of the College with the aim and objective of keeping the self-esteem of the College by ensuring strife free atmosphere in the college through encouraging cordial Student teacher relationship and Student-Student relationship etc.
- To encourage the students to express their problems / grievances frankly and freely and without any fear of being victimized.
- Any kind of mental or physical harassment complaints regarding class room management ,class room teaching, teaching methods of teaching, completion of syllabus etc., if and when they arise.

Rules

- The committee will deals with all genuine grievances of learners of the college.
- All complainants should file their grievances either by writing in paper to the committee or by online on the website of the college.
- The committee will meet at least once in a month to resolve the grievances.





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- The student shall bring up his grievances in the prescribed format immediately to the grievance cell without fail. The number of grievance settled or pending will be report to the Principal in every month.
- A box marked 'Grievance Box' is placed on the ground floor. Any student may put in their case/concern with name, date and class in the grievance box. Confidentiality and privacy is maintained.
- One may refer to the University Circular for more details regarding the grievance redressal process.
- Online Students Grievance Redressal Portal Facility.
- For students/prospective students of the college : In case of any grievances as given in the UGC (Grievance Redressal) Regulations 2012 circular, with links provided below you can access the Online Students Grievance Redressal Portal on the College website to lodge the grievance.

Constitution of Grievances Cell.

| Name | Post | Phone No |
|---------------------------|-------------------|------------|
| Dr. Mohammad Khalil Ahmad | Principal | 9987202200 |
| Mr. Shaikh Irshad Wajid | IQAC Coordinator | 7387255652 |
| Mrs Elakshi Tawade | B.M.S Coordinator | 9819977498 |
| Mrs. Pooja shirshekar | B.A.F Coordinator | 8097919942 |



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Anti-Ragging Committee

The Anti -Ragging Committee was formed under the guidance of Management Trustee, Principal, Coordinators, Staff members and Students Council on 27 June 2015. Committee member made following regulations as per Maharashtra Prohibition of Ragging Act 1999. In the Orientation Programme students are made aware about the Rules & Regulations of the Anti - Ragging Committee of college.

• Action against Ragging

Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May 1999 has the following provisions for Action against Ragging.

1. Ragging within or outside of any educational institution is prohibited.
2. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and/or penalty, which may extend to ten thousand rupees.
3. Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
4. Whenever any students or, as the case may be, the parents or guardian or a teacher of an educational institution complaints, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received; he/she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final. If the head of the educational institution fails or neglects to act in the manner specified in section "d" above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section "b" above.





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• **Punishment against Ragging**

1. The punishment to be meted out to the person indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities
3. 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
4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following
 - a) Cancellation of admission
 - b) Suspension from attending classes
 - c) Withholding withdrawing scholarship, fellowship and other benefits
 - d) Debarring from appearing in any test examination or other evaluation process
 - e) Withholding results
 - f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - g) Rustication from the institution for period ranging from 1 to 4 semesters
 - h) Expulsion from the institution and consequent debarring from admission to any other institution.
 - i) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential ragers.

• **Members of Anti-Ragging committee**

| Name | Post | Phone No |
|---------------------------|-----------------|------------|
| Dr. Mohammad Khalil Ahmad | Principal | 9987202200 |
| Mrs. Shahida Shaikh | Asst. Professor | 9082427381 |
| Ms. Sana Patel | Asst. Professor | 8446829735 |



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