



CRITERION V
STUDENT SUPPORT AND PROGRESSION
SESSION
2019-20 to 2023-24



SSR

Key Indicator
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GOVT. M. H. COLLEGE OF HOME SCIENCE
AND SCIENCE FOR WOMEN
JABALPUR (M.P.)



OFFICE OF THE PRINCIPAL

GOVT. M.H. COLLEGE OF HOME SCIENCE AND SCIENCE FOR
WOMEN JABALPUR (M.P.)

NAAC Accredited "B+"
A College With Potential for Excellence by UGC

Tel No. 0761-4005716, 2407326

Fax No. 0761-4005716

Website : www.gmhcollege.nic.in

Email : principal@gmhcollege.nic.in

Date : 27/08/2024

DECLARATION BY THE HEAD OF INSTITUTION

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge. This SSR is prepared by the institution after internal discussion and no part thereof has been outsourced.

Dr. Nandita Sarkar

PRINCIPAL

Govt. M.H. College of Home Science & Science for Women, Jabalpur (M.P.)
Government M.H. College of Home Science and Science for Women
Jabalpur (M.P.)

<http://www.gmhcollege.nic.in/>



शासकीय मो.ह.गृह विज्ञान एवं विज्ञान महिला, महाविद्यालय

GOVERNMENT M. H. COLLEGE OF HOME SCIENCE & SCIENCE FOR WOMEN

www.gmcollege.org.in

गैपियर टाउन, जबलपुर - 482002 मध्य प्रदेश, भारत

Napier Town, Jabalpur - 482002 Madhya Pradesh, India

THE INSTITUTION ADOPTS THE FOLLOWING FOR REDRESSAL OF STUDENT GRIEVANCES INCLUDING SEXUAL HARASSMENT AND RAGGING CASES.

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

OPTIONS:

A. All of the above

Attached – Guidelines, Awareness Programme, Policies, Mechanisms for submission of students' grievances, Timely redressal of the grievances through appropriate committees.

Dr. Nandita Sarkar

PRINCIPAL

Govt. M.H. College of Home Science and Science for Women
Jabalpur (M.P.)

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Implementation of guidelines of statutory/regulatory bodies

Vishaka Guidelines

against

Sexual Harassment at Workplace

Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384)

HAVING REGARD to the definition of 'human rights' in Section 2 (d) of the Protection of Human Rights Act, 1993,

TAKING NOTE of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and that enactment of such legislation will take considerable time,

It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

Duty of the Employer or other responsible persons in work places and other institutions

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.

Definition

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- a) **Physical contact and advances;**
- b) **A demand or request for sexual favours;**
- c) **Sexually coloured remarks;**
- d) **Showing pornography;**
- e) **Any other unwelcome physical, verbal or non-verbal conduct of sexual nature**

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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 work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise 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 including recruiting or promotion or 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.

Preventive Steps

All employers or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:

- A. Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.**
- B. The Rules/Regulations of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.**
- C. As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.**
- D. Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.**

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Criminal Proceedings

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

Disciplinary Action

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

Complaint Mechanism

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organisation for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

Complaints Committee

The complaint mechanism, referred to above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

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The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

Worker's Initiative

Employees should be allowed to raise issues of sexual harassment at a workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

Awareness

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in Private Sector.

These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

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GOVERNMENT M. H. COLLEGE OF HOME SCIENCE & SCIENCE FOR WOMEN
ANTI SEXUAL HARASSMENT POLICY

Government M. H. College of Home Science & Science for Women has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of 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.

The Supreme Court of India, in a landmark judgment in August 1997 (*Vishaka & others vs. the State of Rajasthan & others*) stated that every instance of sexual harassment is a violation of "Fundamental Rights" under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the "Right to Freedom" under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (*Apparel Export Promotion Council vs. Chopra*) has stated that sexually harassing behavior "needs to be eliminated as there is no compromise on such violations". The Supreme Court further reiterated that sexual harassment "is a violation of the fundamental right to gender equality and the right to life and liberty".

OBJECTIVES OF THE POLICY

1. To fulfill the directive of the Supreme Court, as per UGC directives in respect of implementing a policy against sexual harassment in the institution.
2. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To provide an environment free of gender-based discrimination.
5. To ensure equal access of all facilities and participation in activities of the college
6. To create a secure physical and social environment which will deter acts of sexual harassment
7. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

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DEFINITION OF SEXUAL HARASSMENT

For this purpose, sexual harassment includes such 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

ROLE AND RESPONSIBILITY OF ANTI-SEXUAL HARASSMENT COMMITTEE:

1. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).
2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favours or other unwelcome conduct of asexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.
3. Obtain high level support from the chief executive officer and Principal for implementing a comprehensive strategy:
 - Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students
 - Providing information and training to managers, supervisors and staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment.
4. Develop a written policy which prohibits sexual harassment. The Institution shall have a Sexual Harassment Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviors that are not acceptable.

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5. Regularly distribute and promote the policy at all levels of the organization;

Ensure that managers and supervisors discuss and reinforce the policy at staff meetings; Provide the policy and other relevant information on sexual harassment to new staff as a standard part of induction; Periodically review the policy to ensure it is operating effectively and contains up to date information.

6. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising sessions for all staff on sexual harassment issues.

7. Ensure that complaints processes:

- are clearly documented;
- are explained to all employees;
- offer both informal and formal options for resolution;
- address complaints in a manner which is fair, timely and confidential;
- are based on the principles of natural justice;
- provide clear guidance on internal investigation procedures and record keeping;
- Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.

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 is capable of furnishing 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.

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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 / with regard to 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

PREVENTIVE STEPS.

It will be the endeavor of the committee :

- a) To facilitate a safe environment that is free of sexual harassment;
- b) To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities.

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, provide assistance 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 counseling, security and other assistance) to the victim if so desires.

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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 two (2) days from such direction or such other time period that the Committee may decide.
3. The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) 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.
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 endeavour 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. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.

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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 behavior
4. Adverse remarks in the confidential report
5. Debarring 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
10. Suspension
11. Dismissal
12. Any other relevant mechanism

If, in the course of 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.

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.

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Composition of the Anti – Sexual Harassment Committee.

1. Dr. Anuradha Dave
2. Dr. Manju Gupta
3. Dr. Jyoti Jain
4. Mrs. Apurva Soni
5. Dr. Reena Bairam
6. Head Clerk (Office)
7. Mahila Thana, Madan mahal (T.I)

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**GOVERNMENT M.H. HOME SCIENCE AND SCIENCE COLLEGE (AUTONOMOUS)
JABALPUR**

GRIEVANCE REDRESSAL CELL

Govt. M. H. College of Home Science & Science for Women has evolved a fruitful and useful mechanism to find out solutions for the day-to-day problems and grievances of the students. A Grievance Redressal Cell has been constituted in Govt. M. H. College of Home Science in accordance with the regulations of University Grants Commission.

OBJECTIVES

- To maintain a fair, unbiased, and consistent system for redressal of various issues faced by the students.
- To ensure strict confidentiality so that students approach the Grievance Redressal Cell without the fear of any vindictive activity.
- To maintain a conducive atmosphere and relationship between the students and faculty without giving any chance to widen the gap between them that may arise because of certain simple misunderstandings.
- To ascertain that immediate suitable actions are taken by addressing the faculty or by requesting the management depending upon the nature of the grievance.

MECHANISM OF GRIEVANCES AND REDRESSAL CELL

- The Grievance Redressal Cell has been formed solely to provide solutions for the grievances of the students which arise then and there.
- The students drop their grievance letters in the suggestion boxes provided in our campus or send online to the email principal@gmhcollege.nic.in
- The grievances dropped in the suggestion boxes are collected periodically and they are analysed by the committee and forwarded to the concerned department for remarks. After receiving the remarks, the committee discusses about them, takes suitable actions to solve the grievances if found genuine.

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-On receipt of the grievances the Grievance Redressal Cell scrutinizes, analyzes carefully and discusses with the concerned person to find out on amicable solution without affecting the interests of both the parties.

-The students are fully free to submit their grievances regarding academic or personal matters in the meeting. A formal review meeting will be convened to deliberate the proceedings of the grievance received from the student.

-If the grievances are pertaining to the decision of the management, the committee will submit a report to the management with its remarks or recommendations.

-If the grievances are found to be not reasonable, the students are explained about the impossibilities to implement them. In all cases maintaining strict confidentiality is ensured by the Grievance Redressal Cell.

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**Government M. H. College of Home Science & Science for Women,
Autonomous, Jabalpur**

Internal Complaints Committee

OBJECTIVES

- Dissemination of the policies against sexual harassment,
- Carrying orientation programs for the members of the Internal Complaints
- Conduct skill building programs for the members of the Internal Complaints Committee,
- Publish names and contact details of the members of the Internal Complaints Committee for the easy access by employees of the
- The Institution may invite legal practitioners, representatives of NGOs, organizations that have worked on issues that are related to women's rights or human rights for such orientation programs on sensitizing sexual harassment.

FUNCTIONS

The aim of the committee is to allow every female student and employee to pursue her work in a safe and dignified environment and to protect women against any form of harassment or gender discrimination and to provide a means of redress should such cases arise.

- To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.
- To counsel and solve the personal and academic related problems of
- To pay special attention on Safety and Security & exploitation related
- To bring about attitudinal and behavioral change in adolescent youth of the female
- To provide a working I living harassment free atmosphere by identifying and fixing responsibility on concerned persons for ensuring equal treatment of and participation by women in all areas.
- To create awareness about women's welfare laws and counseling
- To develop multidisciplinary approach for the overall personality development

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- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff of the College
- To create awareness on equal opportunity for women this will ultimately lead to improved attitude and
- To empower the Women's in multi disciplinary approach

ROLES AND RESPONSIBILITIES

The aim of the committee is to allow every woman employee to pursue her work in a safe and dignified environment and to protect women against any form of harassment or gender discrimination and to provide a means of redress should such cases arise.

- To enquire the complaints received from female students or staff of the college
- To conduct various gender sensitization programmes.
- To organize the health awareness program, solves women related issues and complains
- To organize the self-defense courses for the women/girls of the college community
- To conduct Women's Day Program, create social awareness about the problems of women and in particular regarding gender discrimination
- To deal with issues of Gender Based Violence
- To impose penalty or punishment
- To deal appropriately with reported cases of sexual harassment, abuse or discrimination, and initiate action against particular grievances in respect of unfair treatment due to gender bias

Legal Aspects:

There are several stringent rules, regulations and guidelines prescribed for mandatory implementation in the educational institutions against sexual harassment of women at work place under (Prevention, Prohibition and Redressal Act, 2013). The following is the prescribed code of conduct as per the ACT in order to curb the serious criminal offence of sexual harassment:

Sexual harassment can be broadly defined as incidents of direct physical contact, demand for sexual favors, or implied Eve-teasing, unsavory remark, jokes causing or likely to cause awkwardness or embarrassment, innuendos and taunts, gender based insults or sexist remark, unwelcome sexual overtone in any manner such as over telephone, touching or brushing against any part of the body and the like, displaying filthy pornographic or other offensive or derogatory

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pictures or gestures, forcible physical touch or molestation, physical confinement against one's will and any other act likely to violate one's privacy or any hostile or intimidating act.

Working Rules for Internal Complaints Committee:

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, Government Polytechnic for women adopts the procedures detailed hereunder for processing the complaints filed to the Internal Complaints Committee (ICC) and adequately address the issues so that natural justice and fair play prevail in disposing off all the complaints. The ICC reserves the right to modify the procedures under exceptional cases and conditions:

- An aggrieved girl or woman needs to lodge a formal written complaint within a period of fifteen days in instances of sexual harassment.
- The received complaint shall be forwarded to the Presiding Officer immediately, who will notify the Committee members within three days.
- The Committee shall decide the jurisdiction and issue notices within 7 working days to get written explanations within 10 days.
- Before initiation of any action, the Committee may work out reconciliation between the offender and the aggrieved and record the same extending copies to both the parties.
- If conciliation is found to be not feasible, notice will be issued to both parties for hearing.
- The Committee shall conduct an enquiry into the complaint in accordance with the provisions of the rules covering sexual harassment as misconduct. The Committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case.
- After examining all the available evidences and accusations and defenses, the Committee shall arrive at the intensity of the crime and makes recommendations to the Principal regarding the scale of offence.

Constitution of the Enquiry Committee:

The Enquiry Committee is a part of the Internal Committee with the specific function of conducting the enquiries and making recommendations. The following parameters could be followed in the constitution of the Enquiry Committee. The chair person, three members from the faculty, two women and a man shall be the regular members.

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The Process of Inquiry:

In general the following is the procedure of inquiry:-

- A notice shall be issued to both parties asking them to make written explanations within 48 hours
- The process of oral hearing starts after receiving the written explanations, including witnesses
- The enquiry commission is entitled to ask probing questions to arrive at the facts.
- Additional witnesses may also be summoned
- No outsider will be allowed during the process unless warranted.
- The decision of the committee will be final and binding.

Disciplinary Actions:

The Disciplinary actions to be implemented depend on the gravity of the offence and may include the following:

- A strict Warning
- Written explanation & Written apology
- Declaration of good behavior
- Suspension for a specific period of time Penalties
- Issuing TC
- Any other appropriate measure as may deem fit.

Constitution of committee

Dr. Nandita Sarkar (Chairperson)

Dr. Rajni Nigam (Convener)

Smt. Chitra Maravi (Member)

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