



मान-विधान विमुक्तये

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

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F.No. 14-4/2012(CPP-II)

7<sup>th</sup> December, 2018

**PUBLIC NOTICE**

**ON**

**UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018**

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23<sup>rd</sup> March, 2013**. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email [grmhei.2018@gmail.com](mailto:grmhei.2018@gmail.com) on or before **31<sup>st</sup> December, 2018**.

(Prof. Rajnish Jain)



**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110 002**

**NOTIFICATION**

**F.No.14-4/2012 (CPP-II)**

**New Delhi, the \_\_ October, 2018**

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT:**

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

**2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:**

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any



qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;
- (f) "grievances" include the following complaints of the aggrieved students, namely:
- i. making admission contrary to merit determined in accordance with the declared admission policy of the institution;
  - ii. irregularity in the admission process adopted by the institution;
  - iii. refusing admission in accordance with the declared admission policy of the institution;
  - iv. non publication of prospectus, (either hard copy / online) as specified in these regulations;
  - v. publishing any information in the prospectus, which is false or misleading, and not based on facts;
  - vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
  - vii. demand of money in excess of that specified in the declared admission policy to be charged by such institution;



- viii. breach in reservation policy in admission as may be applicable;
  - ix. nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
  - x. delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
  - xi. on provision of student amenities as may have been promised or required to be provided by the institution;
  - xii. non transparent or unfair evaluation practices;
  - xiii. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
- (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
- (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
- (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
- (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- (l) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
- (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;



- (n) "Ombudsperson" means the Ombudsperson appointed under these regulations;
- (o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

### **3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:**

- i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:
  - (a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
  - (b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
  - (c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
  - (d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;



- (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
- (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular / visiting ---- and teaching experience of every member of its teaching faculty.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.
- (k) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

- ii. Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its



publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

#### 4. GRIEVANCE REDRESSAL COMMITTEES (GRC):

##### A. Department Grievance Redressal Committee (DGRC)

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
  - a) Head of the Department / School / Center – Chairperson
  - b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
  - c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

##### Institutional Grievance Redressal Committee (IGRC)



- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
  - (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI – Chairperson.
  - (b) Dean of students/Dean, Students Welfare
  - (c) Two senior academicians other than Chairperson.
  - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The IGRC shall follow the principles of natural justice while deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 workings days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii) The IGRC shall provide a copy of the report to the aggrieved person(s).

**C. College Grievance Redressal Committee (CGRC)**





- (i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:
  - a) Principal of the college -Chairperson
  - b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

**D. University Grievance Redressal Committee (UGRC)**

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :
  - a) A senior Professor of the university – Chairperson
  - b) Dean, Student Welfare or its equivalent - Member
  - c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.



(iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.

(v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.

E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

**5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:**

(i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.

(ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.

(iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.

(iv) The Ombudsperson, or any member of his immediate family shall not -

(a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;

(b) have any significant relationship, including personal, family, professional or financial, with the university;

(c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-



- (a) Nominee of the Governor of the State or his nominee - Chairperson
  - (b) Vice-Chancellor of a University of State to be nominated by the State Government – Member
  - (c) Vice-Chancellor of the concerned State University – Member
  - (d) Registrar of the concerned State University – Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of University Grants Commission – Chairperson
- (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

- (c) The Vice Chancellor of the university – Member
  - (d) The Registrar of the university – Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.



- (ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

#### **6. FUNCTIONS OF OMBUDSPERSON:**

- (i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;
- (ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- (iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

#### **7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:**

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- (ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.



- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- (x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

**8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:**

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

**9. CONSEQUENCES OF NON-COMPLIANCE:**

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal



Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- (g) recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

(Prof. Rajnish Jain)  
Secretary



  
**DIRECTOR**  
K.B.H.S.S.T's DR. B. V. HIRAY COLLEGE OF  
MANAGEMENT AND RESEARCH CENTRE  
MALEGAON CAMP, MALEGAON



K.B.H.S.S. Trust's

# Dr. B. V. Hiray College of Management & Research Centre



Krushi Nagar, Golibar Maidan, Malegaon Camp, Tal. Malegaon Dist. Nashik - 423 105 (M.S.)

Affiliated to S.P. Pune University, Approved by AICTE, New Delhi, DTE Mumbai

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Date : / /20

Ref. No.:

## GRIEVANCE POLICY AND REDRESSAL POLICY

### 1.1 COUNSELING CELL

A separate Counseling Cell can be constituted for redressing the grievances of the staff and students.

### 1.2 SUGGESTION SYSTEM

The staff members are encouraged to post any suggestion pertaining to improvement in College matters and issues. These suggestions can be submitted in writing to the Director in a sealed envelope or they can give suggestions orally. If any staff does not want his name to be identified, he can do so in order to protect his identity.

### 1.3 Student Grievance Redressal Committee.

#### Roles & Responsibilities

1. To encourage and enable actions that will make it possible to work without being subjected to sexual harassment.
2. To acknowledge and seriously examine each allegation of sexual harassment made at the institution after receiving it.
3. To promote Counseling, Crisis Management, and Mediation
4. To investigate complaints, provide results, and make suggestions for sanctions against the harasser.

### 1.4 WOMEN'S GRIEVANCES REDRESSAL CELL

This Cell is meant to address the grievances encountered by women staff in the work place. The Chairperson of the Cell will be appointed by the College.

#### Objectives:

1. Create awareness on equal opportunity for women, which will ultimately lead to an improved attitude and admirable behavior.
2. Bring about attitudinal and behavioral changes in the teenage female youth of the College.
3. Provide a working / living harassment-free atmosphere by identifying the responsibility on the persons concerned for ensuring fair treatment of women and acknowledgement of women participation in all areas.
4. Conduct programs for ladies to empower financially, emotionally, mentally and Physically.
5. Deal appropriately with reported cases of sexual harassment, abuse or discrimination.
6. Initiate action against particular grievances in respect of unfair treatment due to gender bias.



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Save Water...

Save Tree....

Save Environment....

Save Earth....

## 1.5 Anti Ragging Committee

### **Roles & Responsibilities**

To outlaw, prevent, and completely eradicate the scourge of ragging, which includes any student behaviour—verbal, written, or physical—that has the effect of taunting, treating, or handling another student—especially a fresher—or engaging in boisterous behaviour.

To oversee, manage, and control the Anti-Ragging Squads' effectiveness in preventing and reducing ragging inside the institution.

To always be on guard around the campus and other areas that might experience ragging situations, and to have the authority to examine these areas.

To investigate any ragging incidence that is reported to it by professors, students, parents, or guardians, as the case may be. The investigation report and any suggestions will then be forwarded to the institution's head for further action.

### **1.6 APPEALS AND REVIEW**

1. The staff member of the College is welcome to submit their appeals or grievances if any to the Director/ Management for review and redress on any of the above.

The decision of Director/Management will be final on all such appeal and review


### **1.7 Grievance Redressed Mechanism:**

The following Grievance Redressed Mechanism is followed at DBVHCMR

A complaint from the faculty/staff member /students relating to the institution shall be Addressed to the Chairperson of the Grievance Redressed Committee (GRC).

The GRC shall meet within 3 days of receipt of the complaint and prepare Minutes of the Meetings (Report). The GRC report shall be sent with the recommendations /suggestions if any to the concerned DTE or University and a copy to the aggrieved faculty/staff member/student within a period of 15 days after receipt of the complaint In case faculty/staff member/student is not satisfied with the decision of Grievance Redressal committee they may appeal to the concern University/State DTE for Redressal of their grievance.



  
**DIRECTOR**  
K.B.H.S.S.T's DR. B. V. HIRAY COLLEGE OF  
MANAGEMENT AND RESEARCH CENTRE  
MALEGAON CAMP, MALEGAON





K.B.H.S.S. Trust's

# Dr. B. V. Hiray College of Management & Research Centre



Krushi Nagar, Golibar Maidan, Malegaon Camp, Tal. Malegaon Dist. Nashik - 423 105 (M.S.)

Affiliated to S.P. Pune University, Approved by AICTE, New Delhi, DTE Mumbai

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Ref. No. : MBA/98/3/2022

Date : 21/12/2022

## Office Order

### Women's Grievance Committee

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 an Internal Complaint Committee (ICC)/Gender Sensitization Cell and Committee for Prevention of Sexual Harassment is constituted to deal with the issues of sexual and gender based harassment and to conduct gender sensitization programme.

The Women's Grievance committee of the College comprises of the following members:

Sr.No.	Name of the Member	Designation	Contact
1	Mrs.Indiratai B.Hiray	Chairperson	02554-251900
2	Dr.Pooja Merchant	Faculty Member	9209270888
3	Ms.Yogita Shirsath	Faculty Member	88885516995
4	Mrs.Priyanka Jagtap	Member and Coordinator	7767875366
5	Ms.Darshana Suryawanshi	Student Representative	8805515362
6	Ms.Sakshi Sonawane	Student Representative	9822832409

By: All Members of Committee /Notice Board



• DTE CODE : 5386 • SPPU : IMMNO19230 • AISHE CODE : C-42165 • AICTE : 1-475434091

5

Save Water...

Save Tree....

Save Environment....

Save Earth....

### **Roles & Responsibilities**

1. To offer female staff and female students a secure workplace.
2. To promote gender awareness among the institute's faculty and students.
3. To plan numerous programs to teach students, faculty, and non-teaching staff about gender sensitization.



  
**DIRECTOR**  
K.B.H.S.S.T's DR. B. V. HIRAY COLLEGE OF  
MANAGEMENT AND RESEARCH CENTRE  
MALEGAON CAMP, MALEGAON

## KBHSS Trust's

### Dr. B. Hiray College of Management and Research Centre, Malegaon

Date: 27/01/2023

#### Notice

All the members of Women's Grievance Committee are hereby informed that the meeting has been scheduled on 28/01/2023 at 11.00 am in the Director's office. Kindly note and be present on time.


#### Agenda:

**Item 1:** To introduce the functions of women grievance cell for the newly joined girls students.


**Item 2:** Follow up of any complaint received from girl's students if any.

**Item 3:** Any other points with the permission of the chairperson.

Sr. No.	Name of the Member	Designation	Sign
1	Mrs.Indiratai B.Hiray	Chairperson	
2	Dr.Pooja Merchant	Faculty Member	
3	Ms.Yogita Shirsath	Faculty Member	
4	Mrs.Priyanka Jagtap	Member and Coordinator	
5	Ms.Darshana Suryawanshi	Student Representative	
6	Ms.Sakshi Sonawane	Student Representative	

  
Mrs. Priyanka M. Jagtap  
(Co-coordinator)



  
(Dr. Subhash J. Jadhav)  
**Director**  
Dr. B. V. Hiray College of  
Management & Research Centre  
Malegaon Camp, Dist. Nashik

The Meeting of Women's Grievance committee is held on 28/01/2023

Following points to be discuss in the meeting

### Minutes of the meeting

#### Item 1:

The Female students were made aware of functions of women's grievance committee


It was decided members to create and maintain a healthy working environment for all our female students, staff, and faculty in the college premises.

#### Item 2:


The committee confirmed that not a single complaint has been received from the students

Following members were present in the meeting

Sr. No.	Name of the Member	Designation	Sign
1	Mrs. Indiratai B. Hiray	Chairperson	
2	Dr. Pooja Merchant	Faculty Member	
3	Mrs. Yogita Shirsath	Faculty Member	
4	Mrs. Priyanka Jagtap	Member and Coordinator	
5	Ms. Darshana Suryawanshi	Student Representative	
6	Ms. Sakshi Sonawane	Student Representative	

  
Mrs. Priyanka M. Jagtap  
(Co-ordinator)



  
(Dr. Subhash J. Jadhav)  
**Director**  
Dr. B. V. Hiray College of  
Management & Research Centre  
Malegaon Camp, Dist. Nashik



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Date : 21/12/2022

## Office Order

### Anti-Ragging Committee

In accordance with regulation issued by All India Council for Technical Education F.No.37-3/Legal/AICTE/2009 dated 01-07-2009 and as per the instructions of Hon'ble Supreme Court of India and subsequent University Grants Commission (UGC) regulations (No. F.1-16/2009 (CPP-II) dated 17/06/2009) on Curbing the Menace of ragging in Higher Educational Institution, college has constituted the Anti-ragging committee and Anti-ragging Squad to prohibit and prevent any incidence of ragging in or outside the college campus..

The Anti-ragging committee of the College comprises of the following members:

Sr.No.	Name of the Member	Designation	Contact
1	Dr.SubhashJ.Jadhav	Chairperson	9766317651
2	Police Inspector, Malegaon camp Police Station	Police/Civil Admin	02554-258904
3	Sahil Prakash Kakariya	NGO/ Industry	9325267199
4	Mr.MithunPatil	Faculty Member	9370385626
5	Mr.YogeshPunekar	Faculty Member	8055468122
6	Mrs.PriyankaJagtap	Member and Coordinator	7767875366
7	Mr.Kailas Karbhari Nikam	Parent Representative	9850870425
8	Ms.Kanchan Bhadange	Member ( Student )	7249020224
9	Ms. Aisha Kausar Azad Ahmed	Member ( Student )	9028195273

Copy: All Members of Committee /Notice Board



• DTE CODE : 5386 • SPPU : IMM019230 • AISHE CODE : C-42165 • AICTE : 1-475434091 3

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## **Roles & Responsibilities**

1. To outlaw, prevent, and completely eradicate the scourge of ragging, which includes any student behaviour—verbal, written, or physical—that has the effect of taunting, treating, or handling another student—especially a fresher—or engaging in boisterous behaviour.
2. To oversee, manage, and control the Anti-Ragging Squads' effectiveness in preventing and reducing ragging inside the institution.
3. To always be on guard around the campus and other areas that might experience ragging situations, and to have the authority to examine these areas.
4. To investigate any ragging incidence that is reported to it by professors, students, parents, or guardians, as the case may be. The investigation report and any suggestions will then be forwarded to the institution's head for further action.
5. To provide counselling services and educate students

**Note: Committee have been Reformed on 21/12/2022**



  
**DIRECTOR**  
K.B.H.S.T.'s DR. B. V. HIRAY COLLEGE OF  
MANAGEMENT AND RESEARCH CENTRE  
MALEGAON CAMP, MALEGAON

## KBHSS Trust's

### Dr. B. Hiray College of Management and Research Centre, Malegaon

Date: 17/10/2022

#### Notice

All the members of Anti ragging committee are hereby informed that the meeting has been scheduled on 18/10/2022 at 3.00 pm in the Director's office. Kindly note and be present on time.

#### **Agenda:**


Ragging is strictly prohibited in this institution as per Government order. The following items were discussed during the meeting:

**Item 1:** Discussion on Changed in the process of collection of Anti ragging affidavit from the students


**Item 2:** Discussion on a step taken to spread awareness among students and action to be taken to curb ragging on the campus

**Item 3:** Discussion on facilitating students to contact Anti-ragging committee members by providing them with the mobile and email-id

Sr.No.	Name of the Member	Designation	Sign
1	Dr.SubhashJ.Jadhav	Director	
2	Mr.Vinod Khair	Academic Coordinator	
5	Mr.Yogesh Punekar	Faculty Member	
6	Mrs.Priyanka Jagtap	Member and Coordinator	
7	Kailas Karbhari Nikam	Parent Representative	
8	Ms.Kanchan Bhadange	Member ( Student )	
9	Ms.Aisha Kausar Azad Ahmed	Member ( Student )	

  
Mrs.Priyanka M. Jagtap  
(Co-ordinator)



  
(Dr.Subhash J. Jadhav)  
Director  
Dr. B. V. Hiray College of  
Management & Research Centre  
Malegaon Camp, Dist. Nashik

The Meeting discussed on various issues related to anti-ragging activities.

### **Minutes of the meeting**

The following points were discussed during the Anti-Ragging Committee Meeting held on 18<sup>th</sup> Oct: -

#### **Item 1:**

Only signed copies of anti-ragging affidavits of students and parents were collected in the past, but now in pursuance to the Judgment of the Supreme Court order and the UGC notified "Regulations on curbing the menace of ragging in Higher Educational Institutions", following the orders of SPPU University, the on line Anti Ragging undertaking/affidavit forms are filled in by students and parents/guardians in the website [www.antiragging.in](http://www.antiragging.in) .

#### **Item 2:**

a) A short films and a documentary film to counsel students on ill effects of ragging are shown to the first year students during the Orientation Program.

b) Our campus has taken a proactive step towards ensuring a safe and welcoming environment for everyone. We have displayed a series of anti-ragging awareness posters across various strategic locations within our premises. These posters are part of our ongoing commitment to prevent ragging and to promote a culture of respect and dignity for all students. We believe that awareness is key to prevention, and these visual reminders serve as a constant prompt for our community to uphold our zero-tolerance policy against ragging. We encourage everyone to take a moment to look at these posters and internalize the message they convey.

#### **Item 3:**

a) For any immediate concerns or emergencies, students can reach out to our Anti-ragging committee members via the Mobile number and email-id provided to the students.

b) If any students need any assistance or wish to talk to someone, then we have the Anti-Ragging Cell. We also have a dedicated Student Mentoring team available to guide and support you throughout your academic journey.



Following members were present in the meeting

Sr.No.	Name of the Member	Designation	Sign
1	Dr.SubhashJ.Jadhav	Director	
2	Mr.Vinod Khair	Academic Coordinator	
5	Mr.YogeshPunekar	Faculty Member	
6	Mrs.PriyankaJagtap	Member and Coordinator	
7	Kailas Karbhari Nikam	Parent Representative	
8	Ms.Kanchan Bhadange	Member ( Student )	
9	Ms.Aisha Kausar Azad Ahmed	Member ( Student )	



Mrs. Priyanka M. Jagtap

(Co-ordinator )



( Dr.Subhash J. Jadhav)

Director

Dr. B. V. Hiray College of  
Management & Research Centre  
Malegaon Camp, Dist. Nashik



K.B.H.S.S. Trust's

# Dr. B. V. Hiray College of Management & Research Centre



Krushi Nagar, Golibar Maidan, Malegaon Camp, Tal. Malegaon Dist. Nashik - 423 105 (M.S.)

Affiliated to S.P. Pune University, Approved by AICTE, New Delhi, DTE Mumbai

Ph.: 02554 - 250115

www.dbhcmr.org

E-mail : hiraymba@gmail.com

Ref. No. : MBA/98/7/2022

Date : 21/12/2022

## Office Order

### Student Grievance Redressal Committee.

As per instructions issued by Hon'ble Supreme Court, College has constituted the Student Grievance Redressal Committee. Following staff member are informed that, the Student Grievance Redressal Committee is constituted as under for Master in Business Administration & Master in Computer Application.

The following are the Committee members:

Sr.No.	Name of the Member	Designation	Contact
1	Dr.SubhashJ.Jadhav	Chairman	9766317651
2	Mr.Vinod Khair	Academic Coordinator	9420374984
3	Dr.Pooja Merchant	Faculty Member	9209270888
4	Mr.ShrikantWagh	Office Superintendent	9423900404

Copy: All Members of Committee /Notice Board

### **Roles & Responsibilities**

1. To encourage and enable actions that will make it possible to work without being subjected to sexual harassment.
2. To acknowledge and seriously examine each allegation of sexual harassment made at the institution after receiving it.
3. -To promote Counseling, Crisis Management, and Mediation
4. To investigate complaints, provide results, and make suggestions for sanctions against the harasser.

**Note: Committee have been Reformed on 21/12/2022**



  
**DIRECTOR**  
K.B.H.S.S.T's DR. B. V. HIRAY COLLEGE OF  
MANAGEMENT AND RESEARCH CENTRE  
MALEGAON CAMP, MALEGAON

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# Dr. B. V. HIRAY College of Management & Research Centre



Krushni Nagar, Golibar Maidan, Malegaon Camp, Tal. Malegaon Dist. Nashik - 423 105 (M.S.)

Affiliated to S.P. Pune University, Approved by AICTE, New Delhi, DTE Mumbai

Ph.: 02554 - 250115

www.dbhcmr.org

E-mail : hiraymba@gmail.com

Ref. No. :

Date : 06 /06 /2023.

## Notice

All the members of **Grievance Redressal Committee** are hereby informed that the meeting has been scheduled on 13 /06/2023 at 2.00 pm in the Director's office. Kindly note and be present on time.

Agenda:

- Item 1. Minutes of the previous meeting will be discussed.
- Item 2. Follow up any grievances received from students if any

Sr.No.	Name of the Member	Designation	Sign
1	Dr.SubhashJ.Jadhav	Chairman	
2	Mr.Vinod Khair	Academic Coordinator	
3	Dr.Pooja Merchant	Faculty Member	
4	Mr.ShrikantWagh	Office Superintendent	



(Dr.Subhash J. Jadhav)

**DIRECTOR**  
K.B.H.S.S.T's DR. B. V. HIRAY COLLEGE OF  
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The Meeting discussed on various issues related to Grievance Redressal Committee.

### Minutes of the meeting

**Item 1.** Discussion of Grievances recorded in the last Student council meeting held on 14/12/2022.

**Item 2.** Maintenance of class room infrastructures such as door latches, window stoppers, fan regulators grievance received from students.

- Plan of action for the above issues.

Following members were present in the meeting

Sr.No.	Name of the Member	Designation	Sign
1	Dr.Subhash J. Jadhav	Chairman	
2	Mr.Vinod Khair	Academic Coordinator	
3	Dr.Pooja Merchant	Faculty Member	
4	Mr.Shrikant Wagh	Office Superintendent	



  
(Dr.Subhash J. Jadhav)  
**DIRECTOR**  
K.B.H.S.S.T's DR. B. V. HIRAY COLLEGE OF  
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**KBHSS Trust's**



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E-mail : hiraymba@gmail.com

Date : / / 20

No. :

## Action Taken

Grievance received from students in Students grievance meeting held on 14/12/2022

**Grievance:** To remove honey bee hive as early as possible for student sake.

**Action Taken:** College management taken action on this issue and remove the honey bee hive from the classroom.



  
(Dr. Subhash J. Jadhav)

**DIRECTOR**  
K.B.H.S.S.T's DR. B. V. HIRAY COLLEGE OF  
MANAGEMENT AND RESEARCH CENTRE  
MALEGAON CAMP, MALEGAON

**KBHSS Trust's**  
**Dr. B. Hiray College of Management and Research Centre,**  
**Malegaon**

Date: 13/12/2022

**Notice**

All the members of **Grievance Redressal Committee** are hereby informed that the meeting has been scheduled on 14/12/2022 at 2.00 pm in the Director's office. Kindly note and be present on time.

**Agenda:**

**Item 1:** Follow up any grievances received from students if any.

**Item 2:** To solve students' academic and administrative problem

Sr. No.	Name of the Member	Designation	Sign
1	Dr. Subhash J.Jadhav	Chairman	
2	Mr. Vinod Khair	Academic Coordinator	
3	Dr. Pooja Merchant	Faculty Member	
4	Mr. Shrikant Wagh	Office Superintendent	



  
(Dr. Subhash J. Jadhav)

**Director**

Dr. B. V. Hiray College of  
Management & Research Centre  
Malegaon Camp, Dist. Nashik



The Meeting discussed on various issues related to Grievance Redressal Committee.

### Minutes of the meeting

**Item 1.** As per grievances received from students the Hon. Director has decided to remove honey bee hive as early as possible for student sake.

**Item 2.** Discussion was conducted to address the academic and administrative issues faced by students.

Following members were present in the meeting

Sr. No.	Name of the Member	Designation	Sign
1	Dr. Subhash J. Jadhav	Chairman	
2	Mr. Vinod Khair	Academic Coordinator	
3	Dr. Pooja Merchant	Faculty Member	
4	Mr. Shrikant Wagh	Office Superintendent	



  
(Dr. Subhash J. Jadhav)  
**Director**

Dr. B. V. Hiray College of  
Management & Research Centre  
Malegaon Camp, Dist. Nashik