



Bharati Vidyapeeth
COLLEGE OF ARCHITECTURE
Affiliated to the University of Mumbai



Founder :
Dr. Patangrao Kadam
M.A., LL.B., Ph.D.

Belpada Complex, Opp. Kharghar Rly. Station,
Sec.7, C. B. D. Belapur, Navi Mumbai- 400 614 - India

Principal
Prof. Satish Dhale
(G.D.DID, P.G.DID, IIA, M.Sc.ID, M.Arch)

Ref. No. : BV / COA / N.M. /

Date :

CRITERIA V

STUDENT SUPPORT AND PROGRESSION




Principal
Bharati Vidyapeeth
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Key Indicator – 5.1
Student Support




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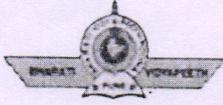
5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 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.**




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5.1.4 : Proof for Implementation of guidelines of statutory/regulatory bodies

List Committees available on college website

The screenshot shows the website interface for Bharati Vidyapeeth College of Architecture, Navi Mumbai. The page title is 'Committees'. The list of committees includes:

- Anti-Ragging Committee
- Grievance Redressal Committee
- Internal Complaint Committee
- Reservation committee
- Academic Monitoring Committee
- Admission Committee
- Research and Consultancy Cell
- NSS and Social Outreach Committee
- Training and Placement Committee
- Alumni Committee
- Seminar, Workshop and Exhibition Committee
- Social and Cultural Committee
- PR Committee
- Infrastructure Committee
- Labs Committee
- Internal Quality Assurance Cell (IQAC)




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SOP for ANTIRAGGING

Definition of Ragging:

Any disorderly conduct whether by words spoken or Written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student".

Aim: To Curb the Menace of Ragging and make Ragging free campus, within or outside the college

Objectives:

- To educate and create awareness among the students about the ill effects of ragging.
- To inform students about their rights against anti-ragging activities.
- To obstruct the occurrence of ragging by following anti-ragging measures.
- To provide punishment to those involved in ragging as per the orders laid down by the Supreme Court of India and Maharashtra Prohibition of Ragging Act 1999.
- To involve the teaching staff and to invoke a sense of responsibility among the staff to curb the menace of ragging in any of its forms.

Duties of Antiragging committee:

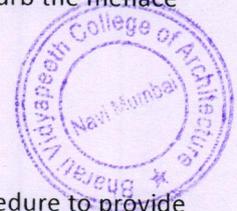
Anti-Ragging Committee shall conduct an enquiry observing a fair and transparent procedure to provide natural justice after giving adequate opportunity to the student or students accused of ragging.

The committee will meet once in six months and approve the report of no cases observed.

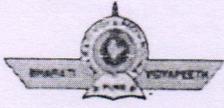
Composition of the Committee cell:

- 1 Chairman
- 2) Secretary


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- 3) Internal college staff member's committee
- 4) Hostel warden
- 5) Inspector
- 6) Parent member
- 7) Non-teaching staff member
- 8) NGO member

Composition of the Anti Ragging squad:

- 1) Chairman
- 2) Three members from college campus

ANTI RAGGING POLICY

RAGGING FAQs?

https://www.ugc.ac.in/ragging_FAQ.pdf

CIRCULARS:

<https://www.ugc.ac.in/page/Ragging-Related-Circulars.aspx>

USEFUL LINKS:

1. <https://www.ugc.ac.in/page/helpline.aspx>
2. <https://www.antiragging.in/>
3. <https://amanmovement.org/registration/public/amanmovement/>
4. <https://bombayhighcourt.nic.in/libweb/acts/1999.33.pdf>




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Date: 15.03.21

BHARATI VIDYAPEETH COLLEGE OF ARCHITECTURE,
NAVI MUMBAI

STANDARD OPERATING PROCEDURE
SEXUAL HARASSMENT REDRESSAL CELL

Introduction:

Sexual harassment redressal cell of Bharati Vidyapeeth College of Architecture is formulated in order to provide an assuring platform for students as well as faculties to put forth and get a resolution to any grievance regarding sexual harassment within the campus. BVCOA, Navi Mumbai, will not tolerate any form of sexual harassment and hence the cell is committed to take all necessary steps to ensure that staff as well as students are not subjected to the harassment.

The role of the Sexual harassment redressal cell:

1. Creating a framework to address the complaints.
2. Conducting periodic meetings to address the complaints received.
3. Conducting internal team meetings as often as needed.

Composition of the Training & Placement Committee:

1. Portfolio Head – The In charge of the team
2. Team Members - Two people from the Faculty of Architecture

Responsibilities of the Portfolio Head:

1. To head the Portfolio for sexual harassment redressal.
2. To coordinate with the members of the cell to address the complaints received.
3. To conduct internal meetings to keep the framework of the cell fair and supportive for women of the campus.

Responsibilities of the Team members:

1. To maintain the minutes of the meeting, both internal and complaint redressals.
2. To monitor the smooth conduct of the redressal sessions; report and assist in Problem-solving as and when required.
3. Attend the meetings regularly.
4. Keep a fair and honest approach towards the issues conveyed and the redressal process to maintain the reliability of the cell intact.



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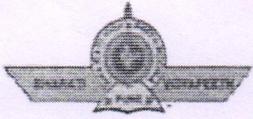
Date :

Reporting:

1. The Portfolio Head will maintain the reports of the meetings and proceedings throughout the year.
2. The yearly report summary to be submitted to the IQAC co-ordinator before closing of each academic year.




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STANDARD OPERATING PROCEDURE

GRIEVANCE REDRESSAL CELL

Introduction:

Institutional Grievance Redressal Cell of Bharati Vidyapeeth College of Architecture, Navi Mumbai, 400614 has formulated the procedure to provide a solution oriented mechanism to address suggestions, complaints or a grievance expressed by the students pertaining to matters concerning and arising out of the academic and extra co-curricular aspects of the institution.

The role of the Grievance Redressal Cell:

The role of the Grievance Redressal Cell is to ensure a good, harmonious, fair and learning and working environment focussing on overall development with cooperation and functional efficiency and effectiveness in the institution.

- A Grievance Redressal Cell is constituted for the redressal of the problems reported by the Students of the College.
- Grievance Redressal cell is formed in order to keep the healthy working atmosphere amongst staff, students and parents.
- Reassuring the Students to express their grievances / problems freely, without any hesitation.

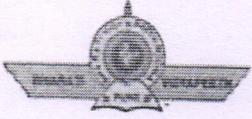
Composition of the Grievance Redressal Cell:

1. Prof. Satish Dhale (Principal) - Chairperson of the committee
2. Prof. Anil Nandedkar - Faculty Member - Professor
3. Prof. Varsha Annadate - Faculty Member - Professor
4. Prof. Kamakshi Vaidya - Faculty Member - Professor
5. Prof. Ruta Pawar - Faculty Member - Asso. Professor
6. Prof. Nikhil V. Badrike - Faculty Member - Asst. Professor

Responsibilities of the Grievance Redressal Cell:

1. To provide the redress of the grievance with impartial and transparent process in the stipulated time.
2. Overall monitoring and evaluation of standard operating procedure.
3. To conduct team meetings to discuss smooth functioning of the grievance cell.


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Responsibilities of the Team members:

1. To maintain the records of the meeting proceedings and maintain hard copies with the due signature of the members.
2. To monitor the smooth conduct of meetings when required.
3. Attend the meetings regularly.

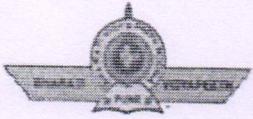
Implementation Procedure for standard operation:

- It is the responsibility of this committee to arrange a Suggestion/Complaints Box at the college and inform the Student Council to create awareness about this Complaint Box.
- Students in the first instance would have to raise their complaint verbally and drop it in the Suggestion/Complaint Box.
- The Grievance cell will act upon those cases which have been forwarded along with necessary documents.
- The Suggestion/Complaint Box will be opened once in a week in the presence of minimum two members and recorded through photographs.
- Grievances should be treated with utmost confidentiality and sensitivity.
- A fair hearing shall be given to all parties at all levels/committees.
- Complaints which are individual in nature will be considered for redressal. **Grievance Redressal Cell** shall consider only individual grievances of specific nature.
- The **Grievance Redressal Cell** shall not consider any grievance of general applicability or of collective nature raised collectively by more than one student or employee.
- The solution to the grievance expressed by the student should be worked out in such a way that a healthy academic atmosphere is followed in the institution.
- The grievances regarding the loss of personal items like ID cards, Cycle keys, Bank Pass books, jewelry are announced immediately from the Principal's room. They are returned to the owner after proper verification.
- The grievance redressal meetings will be conducted every wednesday (if required).
- All the members of the committee shall be informed regarding the meeting and the participation of all the members throughout the whole procedure of redressal is mandatory.

Guidelines of the committee:

- The committee shall decide on the merit of the complaint and scope of further investigation.
- All possible efforts should be made to resolve the complaints without any external intervention.
- The committee may mediate between the complainant and defendant.


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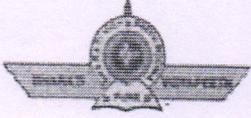
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- In case of lack of a satisfactory response the committee can take it to the notice of the higher authorities.
- Any frivolous or malicious complaints that appear to be lodged with personal prejudice can be ignored by the committee. However a proper justification should be given in such cases.
- Conducting Meetings on a monthly basis and as required regarding grievances and maintaining minutes of the meeting.
- The Committee should maintain a record of all grievances raised by the students.
 - A. Part: Date Time and inward number.
 - B. Part: Enquiry or investigation as required
 - C. Part: Actions decided to be taken for redressal. Any issue raised will be redressed in consultation with the concerned committees and reports documented for actions taken within 15 days from the date of opening.
 - D. Part: Final report from the concerned committee if required case-wise to be submitted within 7 working days.
- The Committee will have to submit the report after a thorough inquiry and make recommendations so as to avoid the recurrence of the problem.
- In case of anonymous grievance / complaint the required redressal will be taken with due process but will not be conveyed due to anonymity.

Outcome

A framework for settlement of individual grievances is provided and aggrieved students feel the satisfaction of their grievances being redressed.


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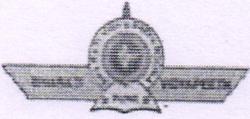
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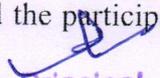
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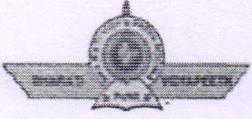
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