



# Govt. College Kharkhara, Rewari, 123106

Website: - [gckharkhara.ac.in](http://gckharkhara.ac.in)

Mail id- [gckharkhara1@gmail.com](mailto:gckharkhara1@gmail.com)

## POLICY REGARDING SEXUAL HARASSMENT AND ANTI RAGGING ACTIVITIES

The college has a transparent mechanism for timely redressal of grievances relating to Sexual harassment and anti-ragging. The college has constituted ICC (Internal Complaint Committee) committee as per UGC Regulation on Sexual Harassment and anti-ragging at work place (Prevention, Harassment and Redressal Act 2013. The main objective of the committee working on this is—

- Deal with cases of Discrimination and Sexual Harassment against women, and students and anti-ragging.
- To create a secure social environment to deter any kind of Sexual Harassment and anti-ragging cases in College premises.
- To raise awareness through campaigns and programs


### Procedure for filing a complaint with committee

- A complaint should be lodged within three months of the incident
- Complaint must be in written form either manually or online
- Nature of complaint should be clearly mentioned with evidence if any.

### Possible action that can be taken against the respondent

- **Timely redressal of the grievances through redressal committee.**
- Warning is given in written form as the case may be
- Written apology is sought as the case may be
- Recommendations for suspension for the serious offences can be send as the case may be.
- Complain and intimation to higher authorities can be given as the case may be.



  
Principal  
Govt. College, Kharkhara  
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## GRIEVANCE POLICY

A robust Grievance Redressal Mechanism is crucial for enhancing stakeholder value and ensuring peace, harmony, and quality within Higher Education Institutions. Our college has established a transparent and efficient system to address and resolve student issues. Dedicated committees handle grievances separately for academic and non-academic matters, ensuring that concerns are addressed swiftly and effectively. These committees provide students with a structured platform to voice their issues and seek resolution, thereby upholding the institution's commitment to a supportive and responsive educational environment.

### Committees Related to Non-Academic Matters

- **Issues related to Sexual Harassment:** Internal Complaints Committee
- **Issues related to Ragging/Bullying:** Anti-Ragging Committee
- **Issues related to Indiscipline:** Discipline Committee

### Committees Related to Academic Matters:

- **Issues related to Admissions:** Admission committee/ Nodal Officer of Admission
- **Issues related to Examinations:** Registrar and other members of registration committee

### Discipline Committee

Govt. College, Kharkhara has established a Discipline Committee to uphold the institution's discipline, dignity, decorum, and rapport. This committee is dedicated to maintaining a respectful and orderly environment, ensuring that all institutional standards and behavioural expectations are consistently enforced.

### Roles of Discipline committee:

- Strictly maintain and enforce discipline on campus.
- Students must carry ID cards at all times on campus and in classrooms and entry in college is not allowed without ID cards
- In case of Misbehaviour in the college campus Discipline committee will keep the record until



the enquiry concludes.

- Cell phone usage is restricted in college campus
- To Monitor student movement and to prevent loitering in corridors during working hour's proctorial duties performed by the faculty members as per their vacant period.
- Ensure students attend all classes and do not leave early without prior permission.
- Strictly prohibit smoking on campus and enforce compliance.
- Address and resolve grievances related to discipline promptly.

#### **Student Grievances related to Academic matters:**

Academic grievances, including issues related to admissions and examinations, are managed by specific committees:

1. Admission Committee
2. Registration Committee

The institution takes necessary steps to ensure smooth conduct of admissions within the college. These are:

- **Admission Committee:** The Nodal Officer and Admission Committee oversee the admission process and address student related issues. They ensure a smooth admissions procedure and resolve all student grievances effectively.
- **Receipt of complaint:** If any student has a complaint/query/grievance, then he/she/they may either lodge a written complaint or may mail it to college or can contact to Nodal officer or Principal
- **Action taken at committee level:** On receipt of the complaint, the admission committee tries to resolve it within the committee at the earliest.
- **Fee related issues:** Nodal officer take all the applications of admission withdrawal and then committee proceed the work of Refund of fees within the stipulated time.
- **Help desk:** The Admission Help Desk assists with queries, processes applications, and resolves issues related to the admissions procedure and requirements.



#### **University Grievances Redressal Mechanism:**

The college's Registration Committee, led by the Registrar and designated members, manages all



registration, examination, and results-related issues. Acting as a liaison between students and the university, the committee verifies registration details and addresses university-related grievances, ensuring smooth handling of academic processes and resolutions.

### **Pre Examination issues:**

- Papers opted by the students are not reflected in the admit card
- Late submission of examination fee;
- Missing admit card;
- Matters related to students found using unfair means

### **Post Examination Issues:**

- Marks are not uploaded;
- Delay in declaration of results;
- Non transparent or unfair evaluation practices;
- Student is wrongly marked absent in the result;

### **Procedure of Grievances Redressal:**

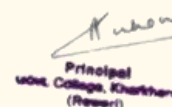
- The aggrieved student submits the problem/complaint in the form of an application to the committee.
- Depending on the nature of the issue, the committee tries to resolve the problem as early as possible.
- If the problem is related to the University, then the committee forwards the same to the University and approaches the concerned person for redressal.
- If the student is not satisfied with the college level efforts on the matters related to the University, then he/she/they is free to directly contact the concerned branch in the University.



**NAAC Coordinator**



**IQAC Coordinator**



Principal  
Govt. College, Kharkhara  
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