



SMBT Sevabhavi Trust's

SMBT AYURVED COLLEGE AND HOSPITAL

Nandihills, Dhamangaon-Ghoti, Tal. Igatpuri, Nashik-422403 Ph. (02553) 282341

Email : principal.ayurved@smbt.edu.in | smbtayurved@gmail.com | www.smbt.edu.in

प्रति, REF No :- 535/SMBT/BSI/SS/UG/ARIC/430/2021

Date :- 22/12/2021

मा. कुलसचिव,
महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक.
मुंबई.

विषय :- रॅगींग नियंत्रणात आणण्यासंबंधी केलेल्या कार्यवाहीची माहिती पाठविणेबाबत...

मा. महोदय,

उपरोक्त विषयानुषंगाने आपणांस कळविण्यात येते की, आमच्या महाविद्यालयामध्ये महाराष्ट्र आरोग्य विज्ञान विद्यापीठाच्या नियमावलीप्रमाणे व आदेशान्वये रॅगींग प्रतिबंधक समितीची स्थापना करण्यात आलेली आहे.(सोबत रॅगींग प्रतिबंधक समितीची प्रत जोडली आहे.) विद्यापीठाकडून प्राप्त झालेले भित्तीपत्रके महाविद्यालयाच्या विविध ठिकाणी लावण्यात आलेले आहेत.

वर नमूद केलेप्रमाणे मा.सर्वोच्च न्यायालयाच्या निर्देशानुसार व विद्यापीठाच्या सुचनेनुसार वेळोवेळी यथोचित कार्यवाही करण्यात आलेली आहे.

सबब आपल्या माहितीस्तव व पुढील कार्यवाहीस सविनय सादर.

धन्यवाद !




Principal
S.M.B.T. Ayurved College & Hospital
Nandi-Hills, Dhamangaon, Tal. Igatpuri, Dist. Nashik.



SMBT Seva Bhavi Trust's

SMBT AYURVED COLLEGE AND HOSPITAL

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Date- 22/12/21

GIST OF TRANSLATION

This letter is states that information is send about establishment of Antirragging committee as per rule and regulation of MUHS Nashik. The members list of antirragging committee is attached with the letter.

~~Principal~~

Principal

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THE ANTI – RAGGING COMMITTEE

Sr. no	Member of Anti – Ragging Committee	Name
1	Dean / Principal	Dr. Bhabad Pradeep Ramrao
2	Representative of Civil Administration	Hon. Tahsildar, Igatpuri, Dist. Nashik
3	Representative of Police Administration	Hon. Police Inspector, Ghoti Police Station.
4	Representative of Local Media	Mr. V.P. Khapre
5	Representative of NGO involved in Youth Activity	Mr. Gunjal Umesh Tukaram
6	Faculty Representative	Dr. Shilpa Badhe Dr. Anil Wagh Dr. Nitin Gaikwad Dr. Bhusare Sunita Dr. Vinaya Bodake
7	Rector – Boys Hostel	Dr. Wankhade Rajesh
8	Rector – Girls Hostel	Mrs. Kulkarni Angha
9	Parents :	Mr. Varpe Babaji
10	Representative of Non-Teaching staff member	Mr. Salve L.L.
11	Student Representative a) Fresher : b) Senior:	Ms. Aditi Patil Mr. Yogesh Tribhavan


Principal
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ANTI RAGGING GUIDELINE

1. Creating ragging free atmosphere in and outside the campus.
2. Creating awareness among students regarding acts and punitive measures pertaining to ragging activities.
3. Creating a cordial relation among students for fulfilling the mission and objectives of the organization.

Why to do?

Steps:

1. As per the directives of the apex commission, UGC norms it is mandatory for every student and his/her parents to submit an anti-ragging affidavit during the time of admission.
2. All the relevant contact details of the students would be collected from the affidavits and documented accordingly as per the order of the Hon'ble Supreme Court of India.

How to do?

This is essentially a three-step procedure

Step 1: Need to Log on to www.ANTIRAGGING.in or www.AMANMOVEMENT.org.
Click on the button called – Online affidavits.

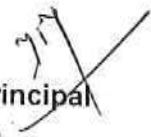
Step 2: Fill in the information as desired and submit the completed form.

Step 3: On successful completion, you will receive affidavits, both for Students and Parents, through E mail.

Step 4: Need to create an email id before you log in. In case if your parents do not have an e-mail/Mobile/ Landline Phone number you can give the details of those whom you trust. If you make a mistake while submitting the form you can start afresh and submit the information again. Providing correct details is the pre-requisite for effective redressal of complaints to the office of the Dean/Principal/Director related to ragging for necessary filing of records and facilitate easy retrieval of the same.

Step 5: Take a print out of the document and get it signed by the students and parents and submit the same.




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Ref. no. 539/SMBY//05/SS/UG/VISHAKHA/421/2021

Date- 06-12-2021

To,

Hon. Registrar

Maharashtra university of Health sciences,

Nasik,

Mumbai.

Subject- To inform about newly formed Grievanceredressal committee for academic year 2021-22.

Resp. Sir.

Accrding to the subject mentioned above and your order, we have formed a Grievance redressal committee . List of members is as follows

Sr. No.	Name	Designation	Contact Number
1	Dr. Bhabad Pradip Ramrao	President	9011067102
2	Dr. Badhe Shilpa Premchand	Member	9689339928
3	Dr. Suryavanshi Vijay Sahebrao	Member	9420370110
4	Dr. Wankhede Rajesh Tukaram	Member	9326022428
5	DR. Gaikwad Nitin Shivaji	Member	9422789737
6	Dr. Wagh Anil Raghunath	Member	9423212643
7	Dr. Niphade Varsharani Santosh	Member	9370293923

It is forwarded for your information.

Thank You

~~Principal~~
S.M.B.T. Ayurved College & Hospital
Nandi-Hills, Dhamangaon, Tal. Igatpuri, Dist. Nashik

GRIEVANCE REDRESSAL POLICY

1. PREAMBLE

S.M.B.T. AYURVED COLLEGE is committed to providing a safe, fair and harmonious learning and work environment. Grievance Redressal Cell was set up at S.M.B.T. AYURVED COLLEGE for handling day-to-day grievances related to students, parents and staff members.

Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective College/Dept./Office (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Cell to submit his/her grievance in writing.

2. OBJECTIVES

- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders.
- To uphold the dignity of the University by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship;
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus.
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized;
- To advise stakeholders to respect the right and dignity of one another, and not to behave in a malicious manner towards any of them for any reason.

3. DEFINITIONS

3.1. Grievance: Grievance means a formal complaint-includes any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with University that a student or parent or staff member thinks, believes, or even feels, is unfair, unjust or inequitable.

3.2. Grievant: Grievant means a student, parent, staff member or group of students or parents or staff members submitting the grievance.

3.3. Days: Days means working days exclusive of Sundays, holidays or vacation days as set forth in the academic calendar. In counting days, the first day shall be the first full working day following the receipt of the grievance.

4. **GRIEVANCES REDRESSAL COMMITTEE:-** A high-power committee handles the function of remedying of grievances. It is guided by the principles of natural justice while redressing the grievances. The committee will consider only formal grievances received via writing or in person, and put its best efforts in order to arrive at a right decision/amicable solution expeditiously.

5.1. The Grievance Redressal Committee consists of the following members:

- 1) Principal - Chairperson 2. Professor & Associate Professor - Member (8 In No.)





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5.2. Functions of the Committee:

- 1) To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized.
- 2) To ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process by reason of such participation in the grievance process.
- 3) To analyse the merits of grievances and conduct formal hearings and investigation as the case may be,
 - a) To protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines;
 - b) To obtain the facts through relevant sources in a fair and objective manner, to work out a resolution of the issues involved with the parties named in the grievance application;
 - c) To ensure speedy disposal of every grievance application - within a maximum period of one month of the receipt of application.

6. APPLICABILITY: All students, parents, staff members, and other stakeholders during their stint in the university.

7. TYPES OF GRIEVANCES

Type of Grievance Specification:

Academic related issues- Admissions, Examinations, Library facilities, Add-on courses, Research related issues, etc. Assessments, Evaluation,

Amenities & Maintenance Hostel facilities - Allocation of rooms, Standard of meal, Utility-stores, Computer facilities, Drinking water, Sanitation & hygiene, Maintenance, Medical facilities, etc.

General administration - Collection of fees, ID cards, Scholarships, HR related issues, Transportation, etc.

Other related issues- Safety & Security, Discipline, Misbehaviours, Emergency

8. STANDARD OPERATING PROCEDURE (SOP)

Any student or parents or staff member wants to initiate a grievance may in the first instance bring the issue to the notice of the Head of the respective department/office, who will address the issue and try to resolve it within 7 working days of the receipt of the grievance.

If, there is no response within the stipulated time from the respective department/office or grievant is dissatisfied with response/resolution to his/her grievance, then the grievant is free to represent his/her grievance to the Grievance Redressal Cell.

If, the grievance is against the respective Head of department/office, then the grievant may directly submit his/her grievance in writing or submit in person at the Grievance Redressal Cell, to the Officer-In-Charge of Grievance Redressal Cell





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8.1. FORMAL REGISTRATION: Any aggrieved student or parent or staff member with a genuine grievance will submit his/her Grievance in writing along with necessary documents, if any, through the following modes: submitting a signed hard copy of the grievance complaint in person to the Officer In-Charge of Grievance Redressal Cell.

8.2. ACKNOWLEDGEMENT: The Grievance Redressal Cell shall acknowledge the receipt of each grievance complainant immediately.

8.3. FORWARDING: Upon receipt of grievance the Grievance Redressal Cell shall categorise, analyse the merits of the grievance, and forward the grievance to the respective department/office/individual (dealing with the substantive function linked with the grievance) requesting them to enquire into the grievance and redress within such period as may be specified, not exceeding 7 days from the receipt of grievance complaint.

8.4. FOLLOW UP & MONITORING: Grievance Redressal Cell shall coordinate, monitor and ensure redressal within the stipulated time. Depending up on the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.

8.5. SCRUTINY: Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective department/office/individual, then it will intimate the same to the grievant via verbal communication. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.

8.6. CALL FOR HEARING: If the Grievance Redressal Committee is not satisfied with the resolution provided by the respective department/office/individual or upon the grievant's written request, the committee shall fix a date for hearing, and intimate the same to the respective department/office/individual as well as the grievant. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents(s).

INVESTIGATION: If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Committee will have the right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.

8.7. FINAL DECISION: After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application - pass an order indicating the reasons for such order, as may be deemed fit.

8.8. COMMUNICATING THE DECISION: Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via written communication, which shall be binding on both the parties.





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8.9. CLOSURE OF COMPLAINT: The complaint shall be considered as disposed off and closed when:

- the grievant has indicated acceptance of the resolution;
- the grievant has not responded within four weeks from the date of receipt of information on resolution

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

8.10. FEEDBACK: Grievance Redressal Cell will collect formal feedback from relevant stakeholders (students, parents, staff, etc.) from time to time; especially from the parties involved, on account for reviewing and improving the grievance handling and redressal process.

8.11. Documentation: The information relating to the proceedings of grievances shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation. In order to monitor the redressal process from time to time the Grievance Redressal Cell shall maintain a grievance register under the supervision of Officer-in-Charge of Grievance Redressal Cell.

8.12. Alternative avenues for redressal of grievances: Although all students, parents and staff members may avail themselves of this procedure towards resolving their grievances, they can also try to resolve issues informally if they believe that an informal resolution is possible at their department/Office level.

Secretary

Dr. Anil R. Wagh



Principal

Dr. Pradip R. Bhabad
Principal

S.M.B.T. Ayurved College & Hospital
Nandi-Hills, Dhamangaon, Tal. Igatpuri, Dist. Nashik

Date 1/6/2020

SC ST Grievance Redressal committee

S N.	Name	Post
1.	Dr. Pradeep R. Bhabad	Head of Committee
2.	Dr Nitin Gaikwad	Secretary
3.	Dr Rajesh Wankhade	Member
4.	Dr. Shilpa P. Badhe	Member
5.	Mr. Sudhir Gophane	Member
6.	Mr. Lav Salve	Member
7.	Miss Dipashree More	Member

~~Principal~~

~~Principal~~

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SC/ST Grievance Redressal Policy

About SC/ST Grievance Redressal Committee

Grievances Redressal Committee for SC/ST is formed in SMBT Ayurved College and Hospital, in order to claim accountability, responsiveness, user-friendliness and healthy working atmosphere amongst staff, students & parents. This Committee helps Students as well as employees to record their complaints and solve their problems related to academics, resources and personal grievances.

Guideline of the Committee

1. Encouraging the SCs/STs employee/student to express their grievances freely and frankly without any fear of being victimized.
2. To entertain written and signed complaints and petitions of SCs/STs students/staff in respect of matters directly affecting them individually or as a group.
3. To enquire into the grievances, and make recommendations and report the concerned authorities.
4. To monitor the progress of disposal of the grievance.
5. To ensure disposal of grievances within the time frame. If unsolved within the time frame the chairman of the committee will report to the university SC/ST Grievance Redressal cell.
6. To deal with every grievance in a fair manner.
7. To collect the feedbacks from the complainant.


PRINCIPAL
Principal
S.M.B.T.Ayurved College & Hospital
Nandihills Dhamangaon-Ghoti, Tal. Igatpuri, Nashik





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Ref.No.- 539/SMBT/05/UG/Vishakha 749

Date- 14/12/2021

To,

Respected registrar,

Maharashtra University of Health Sciences, Nashik.

SUBJECT:- Submission of information about the "Internal Grievance Committee" (formerly nominated "Women's Redressal Grievance Committee") of the academic year 2021-2022.

Respected Sir,

With reference to above mentioned subject, we would like to inform you about measures taken by our college in accordance with the orders of Hon. Supreme Court as well as the University or Government for Prevention of harassment of women and students.

Hence, an "Internal Grievance committee/ICC" has been setup at college level for the academic year 2021-2022 with regard to the order in following manner-

Sr. No.	Name	Designation	Phone No.
1	Dr. Varsharani Arjun Chaudhari (Dr. Varsharani Santosh Niphade)	Chairperson	7030787516
2	Mr. Gunjal Umesh Tukaram	Member	9881170175
3	Dr. Bhabad Praddep Ramrao	Member	9011067102
4	Dr. Badhe Shilpa Premchand	Member	9689339928
5	Dr. Bhabad Vaishali Pradeep	Member	9822488683
6	Mrs. Kulkarni Anagha Vijay	Member	9561906465

Yours sincerely, for your information and further action.

Thank you.




Principal

SMBT Ayurved College and Hospital.

Principal

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INTERNAL COMPLAINTS COMMITTEE GUIDELINES

With the reference of a MUHS circular dated on 18/11/2021, the Women's Grievance Committee will be known as 'INTERNAL COMPLAINTS COMMITTEE /ICC' now onwards.

❖ INTERNAL COMPLAINTS COMMITTEE/ ICC:-

SMBT Ayurved college has developed "INTERNAL COMPLAINTS COMMITTEE" formerly known as Vishakha Committee" according to the Prevention, Prohibition and Redressal of Sexual Harassment Act 2013 for all female students and employees at work place. This committee work 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 required steps.

❖ DEFINITION OF SEXUAL HARASSMENT:-

Sexual harassment constitutes a gross violation of women's right to equality and dignity. Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as-

- 1) Physical contact and advances
- 2) A demand or request for sexual favors
- 3) Sexually colored remarks
- 4) Showing pornography
- 5) Any other unwelcome physical, verbal or non verbal conduct of sexual nature.

Where any of these acts is committed in circumstances where the victim of such conduct has reasonable apprehension, she may approach to the committee.

❖ PURPOSE OF COMMITTEE:-

The purpose of committee is to prevent, prohibit and redress sexual harassment to female students and employee(teaching , non-teaching and hospital staff) at college and hospital places.

Objectives of Committee:-

- 1) To create awareness for the prevention of the sexual harassment in all Students and employees of college and Hospital.
- 2) To deal with the complaints or cases of sexual harassment of the female students, teaching ,non-teaching and hospital staff.
- 3) To process all the individual complaints and take immediate suitable action.
- 4) To provide assistance to college and hospital for taking preventive steps in the matter of sexual harassment.
- 5) To review the guidelines for the Redressal of the grievance as require from time to time which may be in accordance with those issued by Supreme Courte and Government Agencies.





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- 6) To arrange the meeting of committee regularly to discuss the complaints or related issue, if any.
- 7) To give yearly report to MUHS by 10th January every year.

❖ COMPOSITION OF COMMITTEE:-

The committee includes Woman preceding officer employed at a senior level from the institute. More than 50 percent members are women from same institute. 1 member from Non-Government Organization committed to cause of women with the issues related to sexual harassment.

All the committee members held the position for Three years. After completion of term of committee, it will be reformed by the Institute.

In certain situations a member can be removed from the committee and the vacancy will be filled as per the need.

SMBT AYURVED COLLEGE AND HOSPITAL

INTERNAL COMPLAINTS COMMITTEE-

SR.NO	NAME	DESIGNATION	PHONE NO.
1	Dr. Varsharani Niphade (Chaudhari)	Chairperson	7030787516
2	Mr.Gunjal Umesh T.	Member (NGO)	9881170175
3	Dr. Bhabad Pradip R.	Member	9011067102
4	Dr.Badhe Shilpa P.	Member	9689339928
5	Dr.Bhabad Vaishali P.	Member	9822488683
6	Mrs.Kulkarni Anagha	Member	9561906465

❖ FUCTIONS OF COMMITTEE:-

Yearly Meetings of Committee:-

The meeting of committee will be held every year in the month of January and July or as per the new admission of UG and PG female students. If required extra meetings will be arranged as per the complaints and need.





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THE PROCEDURE OF GRIEVANCE:-

A) File a complaint:-

- 1) Any student or female employee can lodge a complaint concerning sexual harassment against male student or employee of the Institute by writing a letter or putting the compliant in the Principal office.
- 2) The compliant will be afforded full confidentiality at this stage.

B) Handling of Complaint:-

- 1) After receiving the compliant, the chairman will call the meeting of members of committee.
- 2) The chairman will appoint investigation committee, Coordinator will convene the meeting.
- 3) The investigation committee shall then decide the course of action to proceed.
- 4) The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment by complainer.
- 5) In case the investigation committee decides to proceed with complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that warning will be sufficient; then alleged offender shall be called to the meeting of committee and if he will be ready to Accept his offence and promises the non occurrence of it again, it will be heard and if satisfied he will be warned about his behavior and leave with the assurance of non occurrence of such behavior.
- 6) In case the complainer requests that the complaint should be proceeded beyond mere a warning further investigations will be proceed.

C) Procedure for Investigation:-

- 1) If a complaint proceed beyond mere a warning, the accused shall be given in writing by the investigation committee an opportunity to explain within one week why he should not be, for good and sufficient reasons, be punished for the act of sexual harassment on his part.
- 2) If the accused will be an able to provide any written explanation or the written explanation is not found to be satisfactory, the investigation committee will decide whether the offence deserves minor or a major penalty.
- 3) In the event if investigation committee deciding that the accused be imposed a minor penalty, the said penalty will be recommended by the investigation committee to the chairman of the cell for decision.
- 4) If the investigation committee comes to a conclusion that the accused in case if his guilt proved, should be imposed a major penalty, it shall make a recommendation of action. If the accused is an employee, he may be placed under suspension under the provision of act.
- 5) If a person is charged with physical molestation or rape on college or society's premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry. Appropriate action can be initiated as per the laws of Indian Penal Code.





SMBT Sevabhavi Trust's

SMBT AYURVED COLLEGE AND HOSPITAL

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D] Punishment for Sexual Harassment:-

- 1) Any member of the Institute (student/employee/outsider related to institute) found guilty of sexual harassment shall be liable to be punished as per the laws of sexual harassment act 2013 at workplace.
- 2) A student guilty of sexual harassment shall be liable for any of the following penalties-
 - a) Warning or reprimand
 - b) Suspension from college or University for the period of one month.
 - c) Debarment from appearing for the examination for a period up to three years.
 - d) Rustication from the university as case may be.
 - e) Any other punishment as defined by the government or university act.

E] Reporting to MUHS:-

- 1) Yearly reporting of work done by the committee will be done to MUHS by 10th January in prescribed format given by MUHS every year.

F] Protection against Victimization:-

- 1) In the event of the complainer being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry if the teacher is found to be guilty, the accused will not act as an examiner for any examination for which the student appears.
- 2) In the event the complainer and the accused both being employees, during the pendency of the investigation and enquiry even after such an enquiry if the accused is found to be guilty, the accused shall not write the condition reports of the complainer, if it is otherwise so authorized.

❖ PREVENTIVE STEPS AND CREATING AWARENESS:-

- 1) Express prohibition of sexual harassment at work place will be notified and circulated through making charts and Flex's. Same will be displayed at appropriate place in the Institute.
- 2) Institute will organize some Seminars & meetings related to sexual harassment for safety, security and awareness of women.
- 3) Open discussion about certain problem/ difficulties will be arranged and possible solutions will be provided.

Chairperson
Dr. Varsharani S. Niphade

Principal
Dr. Pradeep R. Bhabad



Principal
S.M.B.T. Ayurved College & Hospital
Nandihills, Dhamangaon