

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**

**GRIEVANCE REDRESS CELL**

(Anti-ragging)

**2020-21**

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Rayat Shikshan Sanstha's  
KARMAVEER BHAURAO PATIL COLLEGE  
VASHI, SECTOR – 15, NAVI MUMBAI 400 703

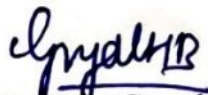
**Grievance Redressal, Prevention of Sexual Harassment & Anti Ragging  
Annual Report**

**2020-21**

The Grievance Redressal, Anti-Ragging Cell and Prevention of Sexual Harassment Cell had performed as per the scope. No complaints received on any of the matters for academic year 2020-21.



Mr.S.A.Gharge  
Member Secretary  
CGRC



Dr H.B. Goyal  
Chairman  
PSHC



Dr. S.S. Nayak  
Chairman CGRC  
Principal K.B.P College

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**

**Grievance Redress cell**


Date: 20 June 2021

**Annual Report 2020-21.**

**Following activities were carried**

1. Modified online portal on website to register Grievances.
2. Prepared Year plan 2020-21
3. Informed all students, faculty and non-teaching members about Grievance redress cell through general notices & website..
4. All records are available

The cell is working for redressing all the grievances and functions to look in matters & ragging cases. 2-3 cases were reported which were solved by one to one basis. No Cases of Ragging were reported or observed in the academic year 2019-20.

  
Member Secretary  
Grievance Redress cell

  
Chairman  
Grievance Redress cell

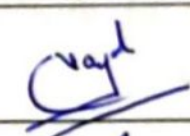
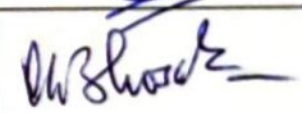

**Karmaveer Bhaurao Patil College, Vashi**  
**College Grievance Redress cell**  
**(AntiRagging)**  
**(2020-2021)**

**Minutes of meeting**

**Date: 20-09-2020**

A online meeting of following members was called to order on 20<sup>th</sup> Sept 2020 at 3:30 pm by Hon, Principal (Dr.S.S.Nayak).

All the following were present for a meeting to discuss the Agenda and year plan of CGRC for the academic year 2020-21.

Sr. No.	Name	Designation	Signature
1	Dr.S.S.Nayak	Chairman	
2	Mr.C.D.Bhosale	Member	
3	Mr.S.A Gharge	Member Secretary	

Dr. S.S.Nayak [Principal K.B.P.College Vashi] extended warm welcome to all the members.

Minutes

**Reading of Agenda:**

- Motion from Dr.S.S.Nayak: To approve the agenda for 20<sup>th</sup> Sept 2020

Vote: All in favor.

Resolved: **Motion carried.**

Agenda for the meeting on 20<sup>th</sup> Sept 2020 approved without modification

**Business:**

**Motion 1: Constitute College Grievance redress Cell (CGRC)**

The CGRC was constituted as follows

Chairman	:	Hon Principal Dr.S.S Nayak
Member	:	Vice Principal Mr.C.D.Bhosale.
Member Secretary	:	Mr. S.A. Gharge.

Vote: All in favor.

Resolved: **Motion carried.**

**Motion 2: Discuss the University Guidelines regarding CGRC.**

Discussion: The CGRC should be as per guidelines made in accordance with University circular no DSD/05/of 2019.

Vote: All in favor.

Resolved: **Motion carried**

**Motion 3: Guidelines for online portal on website to register Grievances.**

Discussion:Portal for registration was to be done as per University circular no DSD/05/of 2019 with consultation of Web site In charge Miss Samiksha from IT Department

Vote: All in favor.

Resolved: **Motion carried**

**Motion 4:The functioning of CGRC**

Discussion The functioning of CGRC will be as per Guideline by University of Mumbai  
Department of Students' Development  
Procedure and Directives for functioning of  
College Grievance Redressal cell (CGRC)

Vote: All in favor.

Resolved: **Motion carried**

## **Motion 5: Year plan 2020-21**

### **Discussion**


1. To continue with portal on college website within 15 days.
2. To upload Information on functioning on CGRC portal
3. To give Wide publicity among students
4. To receive the applications of the students from the portal/boxes available on the website/ premises of College / Institute and process them further. (Once in every month)
5. To attend all applications relating to the grievances of the students.
6. To entertain and consider the grievances of the students college employee. It may hear the student's inperson by giving opportunities of hearing.
7. To hear all the concerned parties and settle grievances as early as possible.
8. To counsel the students whenever necessary to resolve their grievances.
9. To give advice to the students through correspondence.
10. To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
11. To consider and submit recommendations and suggestion in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances of students.
12. To prepare Minutes and Action Taken Report of the meeting of CGRC and submit it to the Director, Students' Development, University of Mumbai.
13. To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.

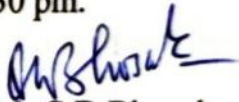
Vote: All in favor.


Resolved: **Motion carried**

Vote of thanks was proposed by Mr. S.A.Gharge

Meeting was adjourned at 4:30 pm.

  
Mr. S.A. Gharge  
Member Secretary  
CGRC

  
Mr C.D. Bhosale  
Member CGRC Chairman CGRC

  
Dr. S.S. Nayak  
K.B.P. College, Vashi




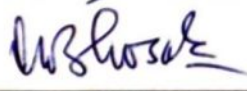

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
**College Grievance Redress cell**  
**(AntiRagging)**  
**(2020-2021)**

**Minutes of meeting year end**

**Date: 20-03-2021**

A online meeting of following members was called to order on 20<sup>th</sup> Mar 2021 at 3:30 pm by Hon, Principal (Dr.S.S.Nayak).

All the following were present for a meeting to discuss year report of CGRC for the academic year 2020-21.

Sr. No.	Name	Designation	Signature
1	Dr.S.S.Nayak	Chairman	
2	Mr.C.D.Bhosale	Member	
3	Mr.S.A Gharge	Member Secretary	

Dr. S.S.Nayak [Principal K.B.P.College Vashi] extended warm welcome to all the members.

Minutes

**Reading of Agenda:**

- Motion from Dr.S.S.Nayak: To approve the working for 20<sup>th</sup> Mar 2021

Vote: All in favor.

Resolved: **Motion carried.**

Agenda for the meeting on 20<sup>th</sup> Mar 2021 approved without modification

**Business:**

**Motion 1: Discuss the University Guidelines regarding CGRC.**

Discussion: The CGRC should be as per guidelines made in accordance with University circular no DSD/05/of 2019.

Vote: All in favor.

Resolved: **Motion carried**

**Motion 2: The functioning of CGRC**

Discussion The functioning of CGRC will be as per Guideline by University of Mumbai  
Department of Students' Development  
Procedure and Directives for functioning of  
College Grievance Redressal cell (CGRC)

Vote: All in favor.

Resolved: **Motion carried**

**Motion 3: Year Report 2020-21**

1. Modified online portal on website to register Grievances.
2. Prepared Year plan 2020-21
3. Informed all students, faculty and non-teaching members about Grievance redress cell through general notices & website..
4. All records are available

The cell is working for redressing all the grievances and functions to look in matters & ragging cases. 2-3 cases were reported which were solved by one to one basis. No Cases of Ragging were reported or observed in the academic year 2020-21.



Vote: All in favor.

Resolved: **Motion carried**

Vote of thanks was proposed by Mr. S.A.Gharge

Meeting was adjourned at 4:00 pm.



Mr.S.A.Gharge  
Member Secretary  
CGRC



Mr C.D.Bhosale  
Member CGRC



Dr. S.S. Nayak  
Chairman CGRC  
K.B.P. College, Vashi




Rayat shikshan sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
**Grievance Redress cell**  
(2020-2021)

Date : 09-10-2020


**Notice for all students**

All the students are hereby informed that Grievance Redress cell has installed Grievance boxes at various locations in college. Please approach the appropriate authority in case you have grievances. If the issue doesn't get solved, kindly put your grievances and suggestions in the boxes/visit following site

<https://www.kbpcollegevashi.edu.in/grievance-redressal-portal>

  
Mr.S.A.Gharge  
Chairman  
Grievance Redress cell



  
Principal  
K.B.P. College, Vashi

Rayat shikshan sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
**Grievance Redress cell**  
(2020-2021)

Date : 09-10-2020

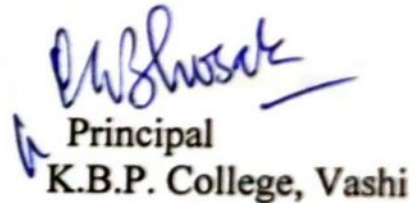
**Notice for all faculty & staff**

All the faculty & staff are hereby informed that Grievance Redress cell has installed Grievance boxes at various locations in college. Please approach the appropriate authority in case you have grievances. If the issue doesn't get solved, kindly put your grievances and suggestions in the boxes/visit following site

<https://www.kbpcollegevashi.edu.in/grievance-redressal-portal>



Mr.S.A.Gharge  
Chairman  
Grievance Redress cell



Principal  
K.B.P. College, Vashi



Rayat Shikshan Sanstha's  
KARMAVEER BHAURAO PATIL COLLEGE  
VASHI, SECTOR – 15, NAVI MUMBAI 400 703

## **Grievance Redressal, Prevention of Sexual Harassment & Anti Ragging Mechanism**

(2020-21)

To prevent sexual harassment and ragging, our institution has a Grievance Redressal & Anti-Ragging Cell as well as a Prevention of Sexual Harassment Cell. For effective functioning, committees are using the following mechanism:-

- A. Grievance Redressal for Teaching, Non-Teaching Staff & Students.
- B. Prevention of Sexual Harassment Cell

### **A. Grievance Redressal & Anti- Ragging Cell GRC Constituted as under**

#### **For Teaching –**

- Principal is the Chairman
- A faculty member is working Chairman

#### **For Non- Teaching**

- Principal is the Chairman
- Vice Principal as the member
- One Member from non-teaching Staff

#### **For Students -**

- Principal is the Chairman
- Vice Principal as the member
- Senior faculty as member

#### **GRC functioning to serve the following objectives:**

- To settle the dispute if any
- To create a cordial environment and to insist on avoiding differences.

**The following mechanism is applied for solving the grievances.**

#### **I. For students:**

- A. **Grievance Redressal & Anti Ragging cell:** This committee is handling the grievances of the students. The members of the committee meet twice in the year to discuss the grievances of the students. Grievances & suggestion boxes are fixed on each floor of the building. The suggestion Boxes are opened periodically on regular basis.

- B. **Online grievances are accepted through links on the website:**

<https://www.kbpcollegevashi.edu.in/UserPanel/DisplayPage.aspx?page=s>

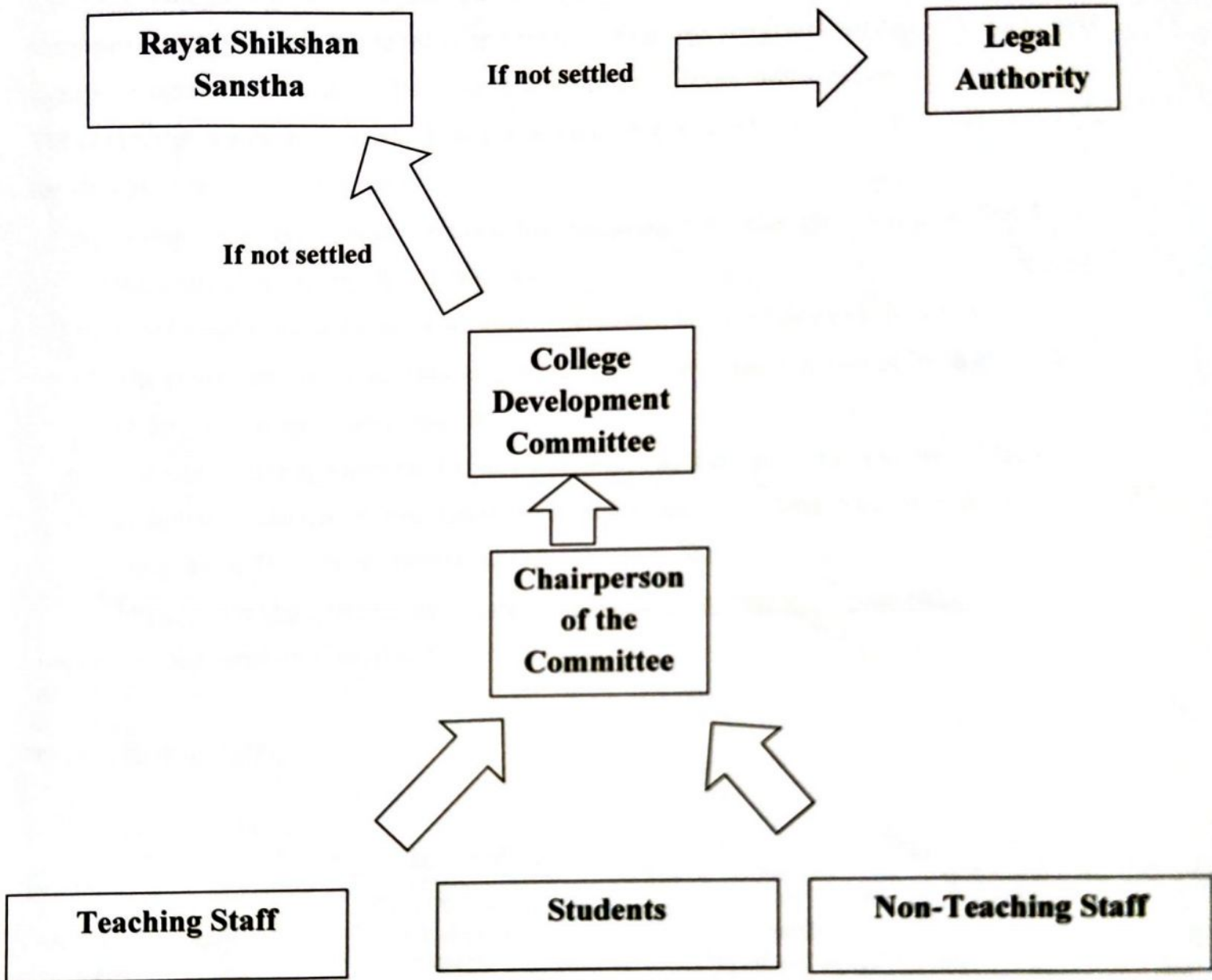
**C. Online grievances of Ragging are accepted through links on the website:**

<https://www.kbpcollegevashi.edu.in/UserPanel/DisplayPage.aspx?page=sc>

The working chairman with the guidance of the chairman does various activities throughout the year

1. Inform all students, faculty, and non-teaching members about Grievance redress cell through general notices.
2. Display all the circulars and Guidelines issued by Government, University of Mumbai and Parent Institution Rayat Shikshan Sanstha, Satara.
3. Attend complaints received, proceed as per Guidelines and convey to the concerned parties.
4. If required Grievance Redress cell committee meeting will be conducted any time with kind permission of the Hon. Principal.

## II. Teaching & Non-Teaching Staff Settlement Mechanism:



#### **D. Prevention of Sexual Harassment Cell**

The Cell aims to examine all matters relating to women in the workplace and to make suggestions and proposals to the institute administration regarding such matters. The committee arranges programs on Women's Day and at other times, as is deemed necessary.

The committee admits complaints from Female employees on harassment and discrimination in the workplace by other employees.

- A. Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff.
- B. Female residents on harassment, assault, and other forms of misbehavior by employees.
- C. The committee will follow relevant Acts, Rules, OM of Government of India and Court Orders, etc. as applicable from time to time.

The Committee appoints the Enquiry Committee as it deems fit to examine particular complaints. The Committee makes recommendations on actions to be taken on specific complaints. The related complaints are received on:

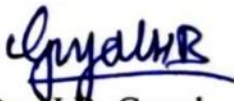
<https://www.kbpcollegevashi.edu.in/UserPanel/DisplayPage.aspx?page=0>

Important documents for Guidelines:

- a) Sexual Harassment Act 2013
- b) Vishaka Guidelines
- c) Handbook on SHPC



Mr. S. A. Gharge  
Member Secretary  
CGRC



Dr. H.B. Goyal  
Chairman  
PSHC



Dr. S.S. Nayak  
Chairman, CGRC  
Principal K.B.P College

Dr. Sunil Patil  
I/c Director



Department of Students' Development  
Vidyapeeth Vidyarthi Bhavan,  
'B' Road, Churchgate  
Mumbai - 400 020  
Tel. No. 2204 28 59

CIRCULAR

To,  
The Principals/Directors  
of the Affiliated Colleges/Recognized Institutions  
of the University of Mumbai

RAYAT SHIKSHAN SANSTHA'S KARMAVEER BHAURAO PATIL COLLEGE, VASHI
<b>INWARD</b>
Inward No..... 482
Date:..... 18/2019

**Subject: Constitution of College Grievance Redressal Cell (CGRC)**  
as per महाराष्ट्र शासन राजपत्र असाधारण भाग चार ब, असाधारण क्रमांक ६७

Sir/Madam,

As per directives received from the University Authorities, I am directed to inform your goodself that as per महाराष्ट्र शासन राजपत्र असाधारण भाग चार ब, असाधारण क्रमांक ६७, dated February 27, 2019, each Affiliated College and Recognized Institution of the University of Mumbai has to constitute a **College Grievance Redressal Cell (CGRC)**. All grievances of students relating to College/Institution shall first be addressed to College Grievance Redressal Cell (CGRC) to be constituted at the level of College/Institution by following below given steps.

1. Affiliated College/Recognized Institution shall constitute College Grievance Redressal Cell (CGRC). The composition of CGRC shall be as follows:
  - a. Principal of the College or Head/Director of the Recognized Institution  
**Chairperson**
  - b. One Senior Faculty Member Nominated by the Principal of the College or Head/Director of the Recognized Institution - **Member**
  - c. One Senior Faculty Member Nominated by the Principal of the College or Head/Director of the Recognized Institution - **Member Secretary**

The tenure of all the members of CGRC shall be of two years.

2. Affiliated College/Recognized Institution shall create a Portal on their website where student shall register their grievances online with necessary documents.
3. Affiliated College/Recognized Institution shall upload the information of functioning of CGRC on the portal.
4. Affiliated College/Recognized Institution shall give wide publicity to College Grievance Redressal Cell (CGRC) among all students teachers, administrative staff and non-teaching staff of their College/Institution through various means like, Website, Prospectus, Notices, Electronic Gadgets, etc.

The concerned student of the Affiliated College/Recognized Institution shall register his/her complaint on the portal available on the website of his/her College/Institution.


- a. The Member Secretary of CGRC shall maintain the documentation of the grievances of students who have registered their grievances on the portal of the College/Institution.

Sunder Gharge  
I/c  
22/05/19



7. The Member Secretary shall prepare the Agenda for the meeting of the College Grievance Redressal Cell (CGRC) in consultation with the Chairperson and shall communicate to all members prior to the meeting.
8. The committee shall resolve the grievance of the complainant student by giving an opportunity of hearing to all the concerned parties and following principles of natural justice.
9. The Member Secretary shall convene meeting of College Grievance Redressal Cell (CGRC) in consultation with the Chairperson in order to redress the grievances registered on portal within 15 days of its receiving.
10. The Member Secretary shall prepare Minutes and Action Taken Report for College Grievance Redressal Cell (CGRC).
11. The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of CGRC on the portal.
12. The Member Secretary shall communicate the Minutes and Action Taken Report of each meetings of CGRC for the information to the Director, Students' Development, University of Mumbai by an email on **egrc@mu.ac.in**
13. The Member Secretary will prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai by an email on **egrc@mu.ac.in**
14. If the concerned student is not satisfied with the decision of the College Grievance Redressal Cell (CGRC) then he/she can appeal to University Grievance Redressal Cell (UGRC) which comes under Department of Students' Development within 30 days. The Member Secretary shall communicate this to all students who have registered their grievances on the portal. The student desire to appeal on the decision given by CGRC shall register his/her grievance/s on the portal available on the website of University of Mumbai, **www.mu.ac.in** with all supporting documents within 30 days.
15. The procedure and directives for functioning of College Grievance Redressal Cell (CGRC) are enclosed here for information and necessary action at your end.

Mumbai  
May 14, 2019


  
Dr. Sunil Patil  
Uc Director, DSD

Rayat Shikshan Sanstha's  
**Karmaveer Bhaurao Patil College, Vashi**  
**College Grievance Redress cell**  
(Anti Ragging)  
(2020-2021)

**Perspective Year plan 2020-2021**

**Date: 24/07/2020**

1. To ensure Implementation of guidelines of statutory / regulatory bodies i.e Maharashtra Govt. Part 4 Serial no 67, University Circular No DSD/05/ Of 2019, Rayat Shikshan Sanstha Directives & Indian Government regarding Prevention prohibition & Redress Act 2013.
2. To give Wide publicity among students
3. To receive the applications of the students from the portal/boxes available on the website/ premises of College / Institute and process them further. (Once in every month)
4. To attend all applications relating to the grievances of the students.
5. To entertain and consider the grievances of the students college employee. It may hear the student's in person by giving opportunities of hearing.
6. To hear all the concerned parties and settle grievances as early as possible.
7. To counsel the students whenever necessary to resolve their grievances.
8. To give advice to the students through correspondence.
9. To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
10. To consider and submit recommendations and suggestion in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances of students.
11. To prepare Minutes and Action Taken Report of the meeting of CGRC and submit it to the Director, Students' Development, University of Mumbai.
12. To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.

  
Mr.S.A.Gharge  
Member Secretary  
CGRC K.B.P. College, Vashi

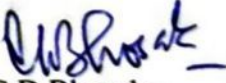
<b>Grievance Redress Cell working committee[Teaching, non-teaching &amp; students] Including Anti-ragging] 2020-21</b>			
<b>Sr. No.</b>	<b>Name of faculty member</b>	<b>Position</b>	<b>Sign</b>
1	<b>Mr. S. A. Gcharge</b>	Chairman	
2	Ms. Kalyani Patil	Member	
3	Ms. Snehal Jadhav	Member	
4	Ms. Pranita Bhale	Member	
5	Mr. Dasharath Bhagat	Member	
6	Ms. Yashodhara Godbole[DCP]	Member	
7	Adv. Kapil Mohite	Member	

**Scope of Work[Grievance Redress Cell]:**

1. Maintain complaint boxes in the college premises.
2. Inform students and teaching and non-teaching members of the staff about grievance redress cell and its functioning through separate general notices.
3. Attend to complaints received in the complaint boxes once in a month.
4. Take compliance in consultation with Hon. Principal.
5. Follow up the compliance by concerned department/ committee.
6. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
7. Submit all the records in a form of file at the end of the year.

**Scope of Work [Anti-ragging]:**

1. Inform students about existence of anti-ragging committee, anti-ragging laws and punishments in case of offence.
2. Display the above said information on the boards including electronic boards and website. Also, contact numbers of competent authority at the strategic locations.
3. Take note of any complaint of ragging.
4. Take action in case of offence as per the law and in consultation with Hon. Principal.

  
Mr. C.D. Bhosale  
Coordinator, IQAC

  
Dr. Shubhada Nayak  
I/C Principal