



SHIVAJI SHIKSHAN SANSTHA, MUMBAI

Science & Commerce College (Night)

(Affiliated to University of Mumbai)

Dr. Ankush Shankar Gawade Marg, Pantnagar, Ghatkopar (E), Mumbai-400 075

B.Com. B.Sc. Computer Science

Fax & Tel. No. : 91-022-25011450

Mob. No.: 8976676834

Web. : shivajissscn.edu.in

Ref. No.:

Date : 3/8/2023

Office Order

As per the regulation "Anti Ragging Committee" has been constituted Online for the Academic Year 2023-2024. The committee shall deal with the Ragging complaints from the students, teaching staff etc. This committee will monitor the measures taken by the college for prevention of ragging, will look into specific instances of ragging and complaints of ragging and suggest appropriate action/punishment against individuals who indulge in ragging.

Sr.No	Members	Designation	Mobile no.	Email-Id	Sign
1	Dr. Vijay Herode	Chairperson	9370730578	vijayherode2702@gmail.com	
2	Mr. Sharad Rajaram Phatak	Member – nominated by Governing Body	9869268033	sharadphatak2007@gmail.com	
3.	Dr. Rajendra Vare	Member- Faculty	9664554466	rajendravarare@yahoo.com	
4	Mr. Amaresh Patra	Member – Faculty	9867113538	patraamaresh2012@gmail.com	
5	Ms. Dimpal Singh	Member – Faculty	9930848615	sdimpal548@gmail.com	
6	Mr. Alok Singh	Member – Counsellor	7208061976	alokshubhsingh@gmail.com	
7	Ms. Varsha Rane	Member – Non Teaching Staff Member	9270478604	varsharane1977@gmail.com	
8	Ms. Kaveri Gaikwad	Member – Female Student Representative	8149672852	kaverigaikwad8149@gmail.com	
9	Mr. Saurav Solaiya	Member – Male Student Representative	9819095151	manjulasolaiya@gmail.com	

All the members are requested to take note of the same and co-operate in maintaining a conducive academic atmosphere for our students in college premises.

Committee should conduct meetings as per the requirements and records should be maintained accordingly. The entire concerned are requested to take the note and act accordingly.

CC:-

1. All the concerned
2. Office copy



Principal

I/C Principal
Shivaji Shikshan Sanstha's
Science & Commerce College (Night)
Dr. Ankush Shankar Gawade Marg,
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Ref. No.:

Date : 4/8/2023

NOTICE FOR 1st MEETING OF THE ANTI RAGGING COMMITTEE FOR THE A.Y.2023-2024

The Anti Ragging Committee meeting is scheduled on the date 9th August 2023 at 7:30pm in the College Staffroom of Shivaji Shikshan Sanstha's Science & Commerce College (Night), Ghatkopar (East).

Members present: -

Sr.No	Members	Position in Committee	Signature of member present
1	Dr. Vijay Herode	Chairperson	
2	Mr. Sharad Rajaram Phatak	Member- Nominated by Governing Body	
3	Dr. Rajendra Vare	Member- Faculty	
4	Mr. Amaresh Patra	Member- Faculty	
5	Ms. Dimpal Singh	Member- Faculty	
6	Mr. Alok Singh	Member- Counsellor	
7	Mrs. Varsha Rane	Member- Non teaching staff	
8	Ms. Kaveri Gaikwad	Member- Female Student Representative	
9	Mr. Saurav Solaiya	Member- Male Student Representative	

Agenda for the Meeting

1. The members' introductions and greetings.
2. Confirmation of minutes and revisions regarding anti-ragging protocols.
3. Provide a status report on the anti-ragging policies that have been in place since the last meeting, mentioning any incidents, the steps taken in response, and the opinions of the members.
4. Examine and discuss the college's anti-ragging policies, and point out areas that need improvement.
5. Established subcommittees for monitoring, counselling, and awareness initiatives. Allotted distinct responsibilities to every subcommittee. Reporting mechanisms and meeting frequency were discussed.
6. Establish reporting guidelines, discuss the frequency of subcommittee meetings, and plan and organize awareness campaigns for the upcoming academic year.
7. Provide anti-ragging modules for student orientation, suggest workshops or training sessions for staff members and non-teachers, and cooperate with outside experts to provide specialized training.
8. The Chair may approve the discussion of other subjects.

All the members be present for the meeting at the address above on the day and time given.

Chairman



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Ref. No.:

Date : 9/8/2023

Minutes of the meeting of the Anti-Ragging Committee held under Chairmanship scheduled on the date 9th August 2023 at 7:30pm in the College Staffroom of Shivaji Shikshan Sanstha's Science & Commerce College (Night), Ghatkopar (East).

Member – Present:

Sr. No	Name of Members	Position in Committee	Attendance
1	Dr. Vijay Herode	Chairperson	<i>M</i>
2	Mr. Sharad Rajaram Phatak	Member- Nominated by Governing Body	<i>Sharad</i>
3	Dr. Rajendra Vare	Member- Faculty	<i>Dr. Vare</i>
4	Mr. Amaresh Patra	Member- Faculty	<i>Amaresh</i>
5	Mrs. Dimpal Singh	Member- Faculty	<i>Dimpal</i>
6	Mr. Alok Singh	Member- Counselor	<i>Alok</i>
7	Ms. Varsha Rane	Member- Non teaching staff	<i>Varsha</i>
8	Ms. Kaveri Gaikwad	Member- Female Student Representative	<i>Kaveri</i>
9	Mr. Saurav Solaiya	Member- Male Student Representative	<i>Saurav</i>

Minutes of meeting

1. The meeting was called to order and the chairperson greeted everyone. The prior meeting's minutes were reviewed. A motion to approve the minutes of the prior meeting was made by Mrs. Dimpal Singh and seconded by Mr. Amaresh Patra. There was unanimous approval of the minutes. The chairperson gave a report on the anti-ragging initiatives put in place since the previous meeting.
2. The committee deliberated about the current anti-ragging policies of the college. A review of state and federal laws prohibiting ragging was part of the presentation. Members point out any weaknesses in the current policies and areas that should be strengthened. Mrs. Dimpal Singh seconded the motion to accept the proposal made by Mr. Alok Singh. There was unanimous approval of the minutes.
3. Subcommittees were formed to address issues related to the committee's goals. These committees kept a check on counseling, monitoring, and awareness efforts. Particular duties were assigned to each subcommittee, and the frequency of subcommittee meetings and reporting protocols were discussed. The proposal was approved by a move made by Mr. Alok Singh and a second by Mr. Amaresh Patra. There was unanimous approval of the minutes.
4. The attendees discussed organizing and arranging awareness campaigns for the coming academic year. Platforms to use and communication methods were briefly discussed. The discussion revolved around funding and resource allocations for awareness

M

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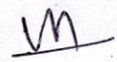
Ref. No.:

Date : 9/8/2023

- campaigns. Dr. Rajendra Vare seconded the motion to accept the proposal made by Mrs. Dimpal Singh. There was unanimous approval of the minutes.
5. A suggestion was made to set up training sessions or workshops for staff members who are not teachers. Modules against bullying were taken into consideration for the student orientation curriculum. The idea of working with outside experts or groups to offer specialized training was discussed. Dr. Rajendra Vare seconded the motion to approve the proposal made by Mrs. Varsha Rane. There was unanimous approval of the minutes.
 6. The following topics were covered, with approval from the Chair. The committee deliberated over the development of a monitoring system to promptly identify and address cases of ragging. Protocols for event reporting were examined. Potential improvements to the current reporting methods were found after a review of them was completed. A move to approve the proposal was made by Mr. Sharad Rajaram Phatak, and Mr. Amaresh Patra seconded it. The minutes were unanimously approved.
 7. Counseling services for both victims and possible offenders were the subject of discussion. Resources for outside, licensed counseling have been located. It was suggested that a private helpline be set up for reporting issues and getting assistance. Mr. Amaresh Patra moved to approve the proposal, and Mr. Alok Singh seconded the motion. All votes were in favor of the minutes.
 8. The committee asked for funding to assist with anti-ragging initiatives. The distribution of funds for training, support services, and awareness campaigns came up for discussion. Dr. Rajendra Vare seconded the motion to accept the proposal made by Mr. Amaresh Patra. There was unanimous approval of the minutes.

VOTE OF THANKS:

Throughout the discussion, Mr. Amaresh Patra, a member of the Anti-Ragging Committee, expressed gratitude to everyone for their enthusiastic participation and effort, reiterating our commitment to cooperating to put an end to ragging in our educational institution.


Chairman



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Ref. No.:

Date : 3/2/2024

NOTICE FOR 2nd MEETING OF THE ANTI RAGGING COMMITTEE FOR THE A.Y.2023-2024

The Anti Ragging Committee meeting is scheduled on the date 8th February 2024 at 7:30pm in the College Staffroom of Shivaji Shikshan Sanstha's Science & Commerce College (Night), Ghatkopar (East).

Members present: -

Sr.No	Members	Position in Committee	Signature of member present
1	Dr. Vijay Herode	Chairperson	
2	Mr. Sharad Rajaram Phatak	Member- Nominated by Governing Body	
3	Dr. Rajendra Vare	Member- Faculty	
4	Mr. Amaresh Patra	Member- Faculty	
5	Mrs. Dimpal Singh	Member- Faculty	
6	Mr. Hemant Yadav	Member- Counselor	
7	Ms. Varsha Rane	Member- Non teaching staff	
8	Ms. Kaveri Gaikwad	Member- Female Student Representative	
9	Mr. Saurav Solaiya	Member- Male Student Representative	

Agenda for the Meeting

1. The chairman greets everyone and provides background information on anti-ragging. Verifying modifications and minutes concerning anti-ragging protocols.
2. Provide a brief update on the anti-ragging procedures that have been implemented since the previous meeting, mentioning any new circumstances, the actions taken, and the comments obtained from the relevant parties.
3. Discuss about any issues or recommendations that individuals in attendance may have had.
4. Discuss about tactics to establish a ragging-free campus climate.
5. Examine whether committee members could be trained in handling ragging cases effectively, and suggest potential instructors.
6. Investigates possible partnerships with local authorities, non-governmental organizations, and other anti-ragging groups.
7. To ensure that everyone in the campus community is aware of the anti-ragging policies and procedures, have a discussion about them and develop communication strategies.

All the members must be present for the meeting at the address above on the day and time given.

Chairman



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Ref. No.:

Date : 8/2/2024

Minutes of the meeting of the Anti-Ragging Committee held under Chairmanship scheduled on the date 8th February 2024 at 7:30pm in the College Staffroom of Shivaji Shikshan Sanstha's Science & Commerce College (Night), Ghatkopar (East).

Member – Present:

Sr. No	Name of Members	Position in Committee	Attendance
1	Dr. Vijay Herode	Chairperson	M
2	Mr. Sharad Rajaram Phatak	Member- Nominated by Governing Body	Sharad
3	Dr. Rajendra Vare	Member- Faculty	Rajendra
4	Mr. Amaresh Patra	Member- Faculty	Amaresh
5	Mrs. Dimpal Singh	Member- Faculty	Dimpal
6	Mr. Hemant Yadav	Member- Counselor	Hemant
7	Ms. Varsha Rane	Member- Non teaching staff	Varsha
8	Ms. Kaveri Gaikwad	Member- Female Student Representative	Kaveri
9	Mr. Saurav Solaiya	Member- Male Student Representative	Saurav

Minutes of meeting

1. The chairperson greeted each and every member present before calling the meeting to order. The minutes from the prior meeting were reviewed. The previous meeting's minutes were moved to be approved by Mr. Amaresh Patra, and Mrs. Dimpal Singh seconded the proposal. Each and every minute confirmed them up. The chairperson provided updates on the anti-ragging measures put in place since the last meeting.
2. The committee was given a report describing the way anti-ragging rules had been implemented since the last meeting. Any occurrences were briefly discussed, and the actions taken were thoroughly described. Data from participants was also considered. Mrs. Dimpal Singh seconded the motion of Mr. Hemant Yadav, who made the initial move to approve the plan.
3. The attendees discussed their concerns and recommendations about the anti-ragging regulations. Fixes for these problems were considered. The suggestion was approved after being put out by Mr. Hemant Yadav and seconded by Mr. Amaresh Patra. Most individuals approved of the minutes.



M

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4. The committee deliberated and discussed how to promote a ragging-free campus environment. Research was done on awareness-raising, lecture, and event concepts. The suggestion was approved after being put out by Mrs. Dimpal Singh and seconded by Dr. Rajendra Vare. The majority of attendees gave their approval to the minutes.
5. The question of whether teaching committee members how to deal with ragging situations would be beneficial was posed. The training session's agenda was decided upon, and possible trainers and resource people were named. The initial motion to approve it was made by Dr. Rajendra Vare and seconded by Mrs. Varsha Rane. The minutes were approved by all present.
6. Members investigated potential alliances with non-governmental organizations, other anti-ragging groups, and local governments. The benefits of possible collaborations have been highlighted. This idea was approved after being submitted by Mr. Sharad Rajaram Phatak and seconded by Mr. Amaresh Patra. The minutes were approved by most of the attendees.
7. The committee discussed and developed communication measures in order to guarantee that all members of the campus community are informed of the policies and procedures prohibiting ragging. Some of the methods they covered included workshops, posters, and online resources. The suggestion was approved after being proposed by Mr. Amaresh Patra and seconded by Mr. Hemant Yadav. The minutes were approved by most of the attendees.

VOTE OF THANKS:

Dr. Rajendra Vare, a member of the Anti-Ragging Committee, thanked everyone for their enthusiastic involvement and hard work throughout the discussion and reiterated the dedication to working together to stop ragging in this institution.


Chairman



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Ref. No.:

Date : 4/8/2023

NOTICE FOR INTERNAL COMPLAINT COMMITTEE 1st MEETING FOR A.Y. 2023-2024

The meeting of Internal Complaint Committee will be held on 9th August 2023 at 8:30pm in the Staffroom of Shivaji Shikshan Sanstha's Science & Commerce College(Night), Ghatkopar (East), Mumbai-400075.

Sr. No.	Name of the Members	Position in Committee	Signature
1.	Dr. Vijay Herode	Chairperson	
2.	Mr. Sharad Rajaram Phatak	Member- Governing Body	
3.	Mr. Shrikant Nare	Member- Secretary	
4.	Mr. Vikaskumar M. Phatak	Member- Governing Body	
5.	Dr. Rajendra Vare	Member- Faculty	
6.	Mrs Dimpal Singh	Member- Faculty	
7.	Ms. Tejal Nare	Member- Faculty	
8.	Ms. Juilee Pachangane	Member-Student nominated by principal (Girl)	
9.	Mr. Pratham Kadam	Member-Student nominated by principal (Boy)	
10.	Mr Amaresh Patra	Member- Chairperson of Examination	
11.	Mrs. Varsha Rane	Member- Non teaching staff	

Agenda of the meeting

1. Welcome and committee member introductions. An outline of the Internal Complaint Committee's duties and goals.
2. Discuss about the rules and guidelines for dealing with and preventing discrimination, harassment, and other wrongdoing.
3. Discussing about any complaints or incident reports from the past. examination of reported incident patterns or trends.
4. An assessment of how well training initiatives work to stop discrimination and harassment. Thinking about doing more awareness campaigns for employees and students.
5. Discuss about how complaints are received and recorded, how a private reporting system is established, and how sensitive information handling training is provided.
6. The anti-sexual harassment policy of the college is distributed and reviewed; any modifications or revisions are identified, and compliance with legal requirements is ensured.

Chairman



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Ref. No.:

Date : 10/8/2023

The meeting of Internal Complaint Committee was held on 9th August 2023 at 8:30pm in the Staffroom in the Shivaji Shikshan Sanstha's Science & Commerce College(Night), Ghatkopar (East), Mumbai-400075.

Members Present: -

Sr. No.	Name of the Members	Position in Committee	Signature.
1.	Dr. Vijay Herode	Chairperson	
2.	Mr. Sharad Rajaram Phatak	Member- Governing Body	
3.	Mr. Shrikant Nare	Member- Secretary	
4.	Mr. Vikaskumar M. Phatak	Member- Governing Body	
5.	Dr. Rajendra Vare	Member- Faculty	
6.	Mrs Dimpal Singh	Member- Faculty	
7.	Ms. Tejal Nare	Member- Faculty	
8.	Ms. Juilee Pachangane	Member-Student nominated by principal (Girl)	
9.	Mr. Pratham Kadam	Member-Student nominated by principal (Boy)	
10.	Mr Amaresh Patra	Member- Chairperson of Examination	
11.	Mrs. Varsha Rane	Member- Non teaching staff	

Minutes of the Meeting: -

1. The meeting was called to order by the chairperson, who also greeted each member. The prior meeting's minutes were examined. Dr. Vijay Herode made the motion to approve the minutes, and Ms. Tejal Nare seconded it. There was unanimous approval of the minutes.
2. Each member gave an update on the tasks allocated in the last meeting. Progress was discussed, and any difficulties encountered were dealt with. Dr. Vijay Herode made the proposal to approve the minutes, and Mrs Dimpal Singh seconded it. There was unanimous approval of the minutes.
3. Each new complaint was discussed by the committee, along with its particulars. A summary of the complaints was given by Ms. Tejal Nare, who emphasised important information for additional discussion. It was suggested to approve the minutes.
4. The Chairperson requested that Ms. Tejal Nare provide an update on the status of the ongoing complaints inquiry. Members of the committee talked about the difficulties they were having and suggested ways to get things done faster. Ms. Tejal Nare made the motion to approve the minutes, and Dr. Vijay Herode seconded it. There was unanimous approval of the minutes.
5. Members of the committee discussed whether to update or modify the current policies. To improve the effectiveness of the complaint resolution procedure,



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recommendations were made. Mr. Amaresh Patra made the motion to approve the minutes, and Dr. Vijay Herode seconded it. There was unanimous approval of the minutes.

6. The committee deliberated and organised staff and student training sessions. Members looked at ways to put awareness campaigns on reducing harassment into action. A proposal to accept the
7. Within the committee, the committee delineated tactics for proficient communication. It was considered and decided upon protocol for responding to and communicating with complainants. Both Dr. Vijay Herode and Mrs. Varsha Rane seconded a resolution to approve the minutes. Everybody agreed to approve the minutes.
8. The members of the committee deliberated on the creation of a feedback system for those engaged in the complaint resolution procedure. They also looked into methods to improve the general encounter for individuals pursuing resolution. Dr. Vijay Herode seconded a motion to approve the minutes, which was made by Mrs. Dimpal Singh. Everybody agreed to approve the minutes.
9. Members had the opportunity to bring up any other matters not on the agenda. Mr. Sharad Rajaram Phatak raised essential issues that needed to be resolved right away.

VOTE OF THANKS

The Internal Complaint Committee expresses heartfelt gratitude to all members for their commitment to fostering a safe and inclusive campus environment.

Chairman

I/C Principal

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Ref. No.:

Date : 28/2/2024

NOTICE FOR INTERNAL COMPLAINT COMMITTEE 2nd MEETING FOR A.Y. 2023-2024

The meeting of Internal Complaint Committee will be held on 2nd March at 8:30pm in the Staffroom of Shivaji Shikshan Sanstha's Science & Commerce College(Night), Ghatkopar (East), Mumbai-400075.

Sr. No.	Name of the Members	Position in Committee	Signature
1.	Dr. Vijay Herode	Chairperson	
2.	Mr. Sharad Rajaram Phatak	Member- Governing Body	
3.	Mr. Shrikant Nare	Member- Secretary	
4.	Mr. Vikaskumar M. Phatak	Member- Governing Body	
5.	Dr. Rajendra Vare	Member- Faculty	
6.	Mrs Dimpal Singh	Member- Faculty	
7.	Ms. Tejal Nare	Member- Faculty	
8.	Ms. Juilee Pachangane	Member-Student nominated by principal (Girl)	
9.	Mr. Pratham Kadam	Member-Student nominated by principal (Boy)	
10.	Mr Amaresh Patra	Member- Chairperson of Examination	
11.	Mrs. Varsha Rane	Member- Non teaching staff	

Agenda of the meetings:

1. Review and confirm the minutes from the last meeting.
2. Update on the progress of tasks from the previous meeting.
3. Summarize new complaints since the last meeting and discuss their details.
4. Report on the current status of ongoing investigations, including any difficulties and proposed solutions.
5. Review and discuss necessary updates to existing policies and ways to enhance the complaint resolution process.
6. Plan training sessions for staff and students and discuss the implementation of harassment prevention awareness programs.
7. Develop strategies for effective committee operations and establish communication protocols with those filing and responding to complaints.
8. Set up a feedback system for students in the complaint process and discuss improvements to their experience.
9. Address any additional topics not listed in the agenda and urgent matters needing prompt attention.

Chairman



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Ref. No.:

Date : 28/2/2024

recommendations were made. Mr Amaresh Patra made the motion to approve the minutes, and Dr. Vijay Herode seconded it. There was unanimous approval of the minutes.

6. The committee deliberated and organised staff and student training sessions. We looked at ways to put awareness campaigns on reducing harassment into action. A proposal to accept the Mr Amaresh Patra proposed the minutes, and Dr. Vijay Herode seconded them. There was unanimous approval of the minutes.
7. The committee delineated tactics for proficient communication among its members. Protocols for correspondence between respondents and complainants were deliberated and decided upon. Dr. Vijay Herode made the motion to approve the minutes, and Mrs Dimpal Singh seconded it. There was unanimous approval of the minutes.
8. The committee members looked at methods to improve the overall experience for those seeking resolution and talked about creating a feedback mechanism for those involved in the complaint resolution process. Mrs Varsha Rane made the motion to approve the minutes, and Dr. Vijay Herode seconded it. There was unanimous approval of the minutes.
9. Members were asked to bring up any other matters not on the agenda. Mr. Sharad Rajaram Phatak raised several important issues that needed to be addressed right away. They were considered, and the best course of action was decided upon.

VOTE OF THANKS :

The Internal Complaint Committee expresses heartfelt gratitude to all members for their commitment to fostering a safe and inclusive campus environment.


Chairman

I/C Principal
Shivaji Shikshan Sanstha's
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SHIVAJI SHIKSHAN SANSTHA, MUMBAI

Science & Commerce College (Night)

(Affiliated to University of Mumbai)

Dr. Ankush Shankar Gawade Marg, Pantnagar, Ghatkopar (E), Mumbai-400 075

B.Com. B.Sc. Computer Science

Fax & Tel. No. : 91-022-25011450

Mob. No.: 8976676834

Web. : shivajissscn.edu.in

Ref. No.:

Date : 30/6/2023

Office Order

The following committee has been constituted as "Academic Monitoring Committee" to have smooth functioning of academic session and course completion as per Academic Calendar. Regular Monitoring on syllabus completion and maintain a record for the same.

Academic Monitoring Committee: 2023-2024

Sr. No.	Name of the Members	Designation	Mobile No.	Signature
1.	Dr. Vijay Herode	Chairperson	9370730578	
2.	Mr. Shrikant Nare	Member- Secretary	9892004900	
3.	Mr. Sharad R. Phatak	Member- Governing Body	9869268033	
4.	Mr. Vikaskumar M. Phatak	Member- Governing Body	9869346341	
5.	Dr. Rajendra Vare	Member	9664554466	
6.	Mr. Amaresh Patra	Member	9867113538	
7.	Mrs. Dimpal Singh	Member	9930848615	

PRINCIPAL

CC:

1. All the concerned
2. Office Copy

I/C Principal
Shivaji Shikshan Sanstha's
Science & Commerce College (Night)
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Mob. No.: 8976676834

Web. : shivajisssc.edu.in

Ref. No.:

Date : 11/7/2023

NOTICE FOR THE 1st MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE A.Y.2023-2024

The Academic Monitoring Committee Meeting is scheduled on 4th July 2023 at 6pm in the Staffroom of Shivaji Shikshan Sanstha's, Science & Commerce College(Night) Ghatkopar (East), Mumbai-400075.

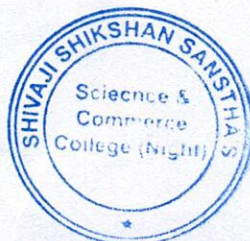
Sr. No.	Name of the Members	Designation	Signature
1.	Dr. Vijay Herode	Chairperson	
2.	Mr. Shrikant Nare	Member- Secretary	
3.	Mr. Sharad R.Phatak	Member- Governing Body	
4.	Mr. Vikaskumar M. Phatak	Member- Governing Body	
5.	Dr. Rajendra Vare	Member	
6.	Mr. Amaresh Patra	Member	
7.	Mrs. Dimpal Singh	Member	

Agenda of the meetings:

1. Assign roles and responsibilities to each member.
2. To provide the academic schedule to students.
3. Analysis of key performance indicators, such as GPA distribution, pass rates, and any notable trends.
4. A presentation detailing current enrollment figures and demographic information.
5. A demonstration of the methods for monitoring the progress of students.
6. Information about evaluation results and faculty performance is provided.
7. Presentation of the budget for education for the current year.

Your presence at the meeting at the time, place, and date specified above is mandatory.

Chairman



I/C Principal
Shivaji Shikshan Sanstha's
Science & Commerce College (Night)
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Web. : shivajisssc.edu.in

Ref. No.:

Date : 6/7/2023

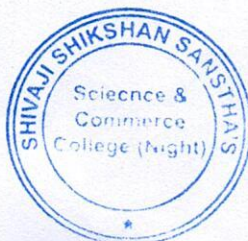
Minutes of the meeting of Academic Monitoring Committee held under Chairmanship on 4th July 2023 at 6:00pm in the Staffroom of Shivaji Shikshan Sanstha's, Science & Commerce College(Night) Ghatkopar (East), Mumbai-400075.

Members Present: -

Sr. No.	Name of the Members	Designation	Signature
1.	Dr. Vijay Herode	Chairperson	
2.	Mr. Shrikant Nare	Member- Secretary	
3.	Mr. Sharad R.Phatak	Member- Governing Body	
4.	Mr. Vikaskumar M. Phatak	Member- Governing Body	
5.	Dr. Rajendra Vare	Member	
6.	Mr. Amaresh Patra	Member	
7.	Mrs. Dimpal Singh	Member	

Minutes of the Meeting: -

1. Dr. Vijay Herode, the chairman, approved the minutes of the previous meeting held, and Mrs Dimpal Singh seconded them. Everyone in agreement endorsed the minutes.
2. The first item on the agenda when the meeting began was the distribution of roles and duties among the members of the College Development Cell. Each member was given specific responsibilities related to the overall growth and enhancement of the college curriculum.
3. The members were shown and handed the upcoming academic year's calendar. Members actively sought suggestions and comments to ensure that the schedule satisfied the requirements of both staff and students.
4. During the meeting, important performance metrics were carefully examined, including pass rates, GPA distributions, and any notable trends from previous academic sessions. This discussion identified areas for improvement and provided information regarding the academic achievement of the students. A motion to approve the minutes was made by Mr. Amaresh Patra and seconded by Mrs Dimpal Singh. The minutes were approved by all in unanimity.
5. The current academic year's enrollment figures and demographic information were provided. This data served as the foundation for resource allocation and future planning. Mrs. Dimpal Singh moved to approve the minutes, and Dr. Rajendra Vare seconded the motion. The minutes were approved by everyone.



I/C Principal

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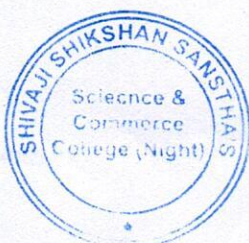
Date : 6/7/2023

6. After reviewing the current academic policies and procedures, a constructive discussion was held in which members actively participated. Members recorded suggestions for upcoming changes or additions for later consideration. Mrs Dimpal Singh pushed for approval of the minutes, and Dr.Rajendra Vare backed it. The minutes were approved unanimously.
7. A discussion was held regarding the methods for monitoring pupils' development. Potential enhancements were investigated, and the main topic of discussion was the efficacy of the existing monitoring measures. Mr Amaresh Patra seconded the proposal presented by Mrs.Dimpal Singh to approve the minutes. The minutes were approved unanimously.
8. The availability of data on faculty performance and assessment results allowed for an assessment of the professional development and instructional quality of the faculty members. The topic of recommendations for support and recognition was discussed. A motion to approve the minutes was made by Mr. Amaresh Patra and seconded by Mrs. Dimpal Singh. The minutes were approved by all in unanimity.
9. The academic budget for the current year was presented, including the allocation of funds for various academic projects. It was requested of the members to make recommendations for enhancing the budget utilisation. Mr. Shrikant Nare made a motion to approve the minutes, which Mrs. Dimpal Singh seconded. There was unanimous approval of the minutes.

VOTE OF THANKS

Secretary of the Academic Monitoring Committee expresses sincere appreciation to everyone who played a role in making this event a success: your dedication and enthusiasm are truly commendable.

Chairman



I/C Principal
Shivaji Shikshan Sanstha's
Science & Commerce College (Night)
 Dr. Ankush Shankar Gawade Marg,
 Pantnagar, Ghatkopar (E), Mumbai-400 075.



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Ref. No.:

Date : 24/11/2023

NOTICE FOR THE 2nd MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE A.Y.2023-2024

The Academic Monitoring Committee Meeting is scheduled on 28/11/2023 at 6:00pm in the Staffroom of Shivaji Shikshan Sanstha's, Science & Commerce College(Night) Ghatkopar (East), Mumbai-400075.

Sr. No.	Name of the Members	Designation	Signature
1.	Dr. Vijay Herode	Chairperson	
2.	Mr. Shrikant Nare	Member- Secretary	
3.	Mr. Sharad R.Phatak	Member- Governing Body	
4.	Mr. Vikaskumar M. Phatak	Member- Governing Body	
5.	Dr. Rajendra Vare	Member	
6.	Mr. Amaresh Patra	Member	
7.	Mrs. Dimpal Singh	Member	

Agenda of the meetings:

1. Assign each member a position and tasks.
2. To give pupils access to the academic calendar.
3. Examination of important performance metrics, including pass rates, GPA distribution, and any noteworthy patterns.
4. A presentation with demographic data and enrollment stats as of right now.
5. An explanation of how to keep track of students' development.
6. Details on faculty performance and assessment results are given.
7. Exposition of the current year's budget for education.

All the members must attend the meeting on the day, time, and location mentioned above.

Chairman



I/C Principal
Shivaji Shikshan Sanstha's
Science & Commerce College (Night)
Dr. Ankush Shankar Gawade Marg,
Pantnagar, Ghatkopar (E), Mumbai- 400 075.



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Fax & Tel. No. : 91-022-25011450

Mob. No.: 8976676834

Web. : shivajissscn.edu.in

Ref. No.:

Date : 30/11/2023

Minutes of the meeting of Academic Monitoring Committee held under Chairmanship on 28/11/2023 at 6:00pm in the Staffroom of Shivaji Shikshan Sanstha's, Science & Commerce College(Night) Ghatkopar (East), Mumbai-400075.

Members Present: -

Sr. No.	Name of the Members	Designation	Signature
1.	Dr. Vijay Herode	Chairperson	
2.	Mr. Shrikant Nare	Member- Secretary	
3.	Mr. Sharad R.Phatak	Member- Governing Body	
4.	Mr. Vikaskumar M. Phatak	Member- Governing Body	
5.	Dr. Rajendra Vare	Member	
6.	Mr. Amaresh Patra	Member	
7.	Mrs. Dimpal Singh	Member	

Minutes of the Meeting: -

1. Dr. Vijay Herode, the chairman, approved the minutes of the earlier meeting held, and Mrs Dimpal Singh seconded them. Everyone in agreement endorsed the minutes.
2. The assignment of responsibilities and roles among College Development Cell members was the first item on the agenda when the meeting started. Every member was assigned certain tasks pertaining to the general development and improvement of the college curriculum.
3. The members were given and shown the calendar for the forthcoming academic year. Members actively solicited feedback and suggestions to make sure the timetable met the needs of the faculty and students.
4. Key performance indicators, such as pass rates, GPA distributions, and any noteworthy developments from earlier academic sessions, were closely scrutinized throughout the discussion. This conversation revealed information about the pupils' academic performance as well as areas that needed to be improved. Mr. Amaresh Patra moved to approve the minutes, and Mrs. Dimpal Singh seconded the motion. Everyone unanimously agreed to approve the minutes.
5. Enrollment statistics and demographic data for the current academic year were given. Future planning and resource allocation were based on this data. The motion to approve the minutes was made by Dr. Rajendra Vare, seconded by Mrs. Dimpal Singh. Everyone gave their approval to the minutes.
6. Following a review of the present academic policies and processes, members actively participated in a productive conversation. Members made notes on recommendations



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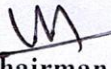
Date : 30/11/2023

for future additions or modifications for further thought. Mrs. Dimpal Singh supported Mr. Amaresh Patra's request for the minutes to be approved. All votes were in favor of the minutes.

7. A conversation on how to track students' progress took place. The effectiveness of the current monitoring measures was the main topic of discussion, and potential improvements were looked into. The motion to approve the minutes made by Dr. Rajendra Vare was seconded by Mrs. Dimpal Singh. All votes were in favor of the minutes.
8. An evaluation of the faculty members' professional growth and instructional quality was made possible by the availability of data on faculty performance and assessment outcomes. Suggestions for acknowledgment and assistance were the subject of discussion. Mr. Amaresh Patra moved to approve the minutes, and Mrs. Dimpal Singh seconded the motion. Everyone unanimously agreed to approve the minutes.
9. The current year's academic budget was given, outlining the financial commitments made for several programs within the college. The members were asked to provide suggestions for improving the budget's use. Mrs. Dimpal Singh backed a move made by Mr. Shrikant Nare to approve the minutes. The minutes were approved by everybody in attendance, and no further topics for discussion were brought up.

VOTE OF THANKS

The Academic Monitoring Committee's secretary sincerely appreciated the efforts of the members, who helped make this meeting a success; members passion and commitment were absolutely inspiring.


Chairman

I/C Principal
Shivaji Shikshan Sanstha's
Science & Commerce College (Night)
Dr. Ankush Shankar Gawade Marg,
Pantnagar, Ghatkopar (E), Mumbai-400 075



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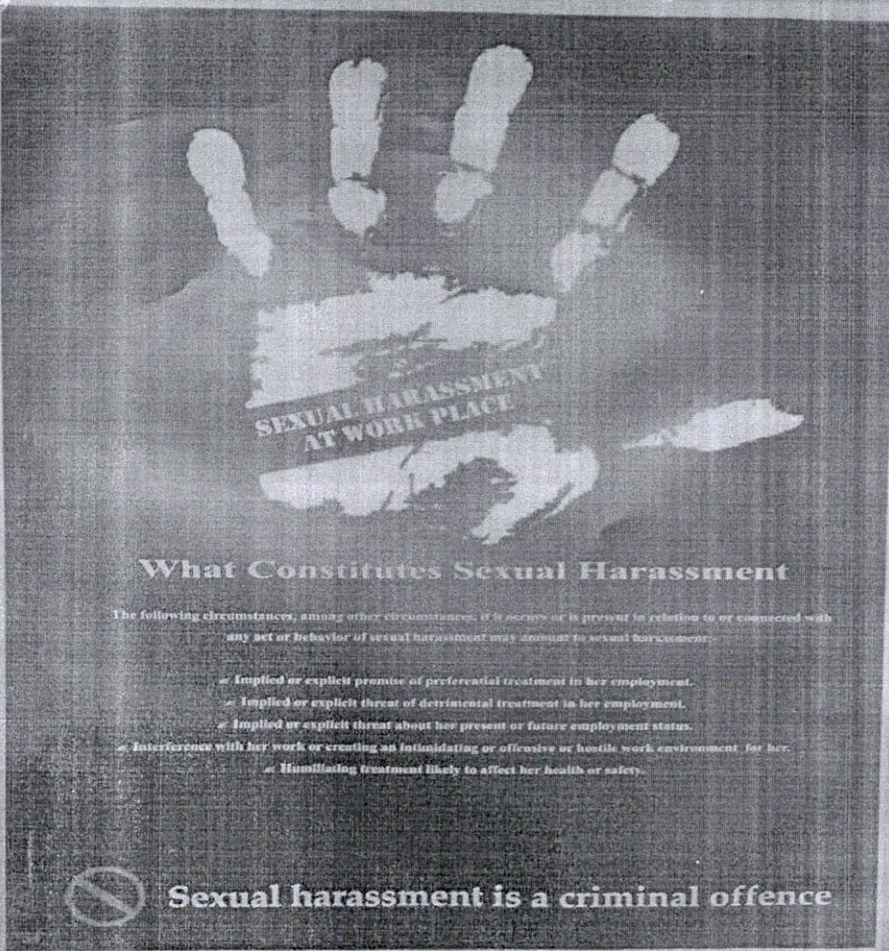
B.Sc Computer Science

Fax & Tel. No. :91-022-25011450 Tel No.: 25011379 E-mail :shivaji.shikshan.sanstha@gmail.com

Ref. No.:

Date: _____

ZERO TOLLERENCE



SEXUAL HARASSMENT AT WORK PLACE

What Constitutes Sexual Harassment

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:

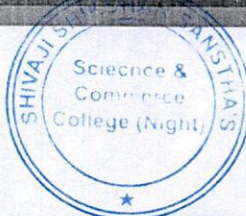
- Implied or explicit promise of preferential treatment in her employment.
- Implied or explicit threat of detrimental treatment in her employment.
- Implied or explicit threat about her present or future employment status.
- Interferes with her work or creating an intimidating or offensive or hostile work environment for her.
- Humiliating treatment likely to affect her health or safety.

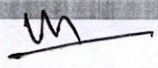
 **Sexual harassment is a criminal offence**

 **GPS Map Camera**

Mumbai, Maharashtra, India
Varun towers 1st floor opp Shivaji polytechnic school, Naidu Colony,
Pant Nagar, Ghatkopar East, Mumbai, Maharashtra 400075, India
Lat 19.084798°
Long 72.913806°
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 **Google**




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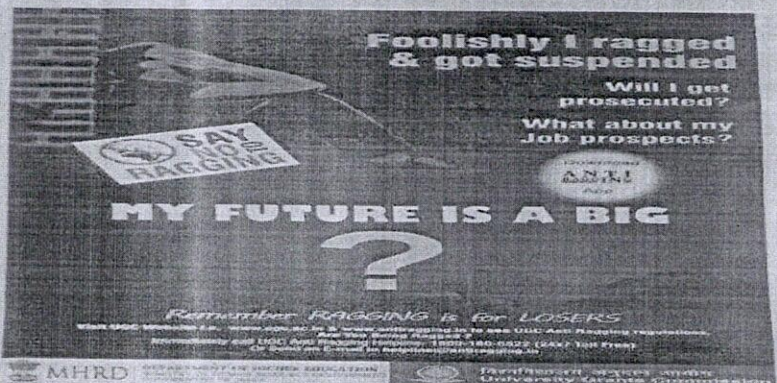
B.Com

B.Sc Computer Science

Fax & Tel. No. :91-022-25011450 Tel No.: 25011379 E-mail :shivaji.shikshan.sanstha@gmail.com

Ref. No.:

Date: _____

ANTI - RAGGING


Foolishly I ragged & got suspended
Will I get prosecuted?
What about my Job prospects?

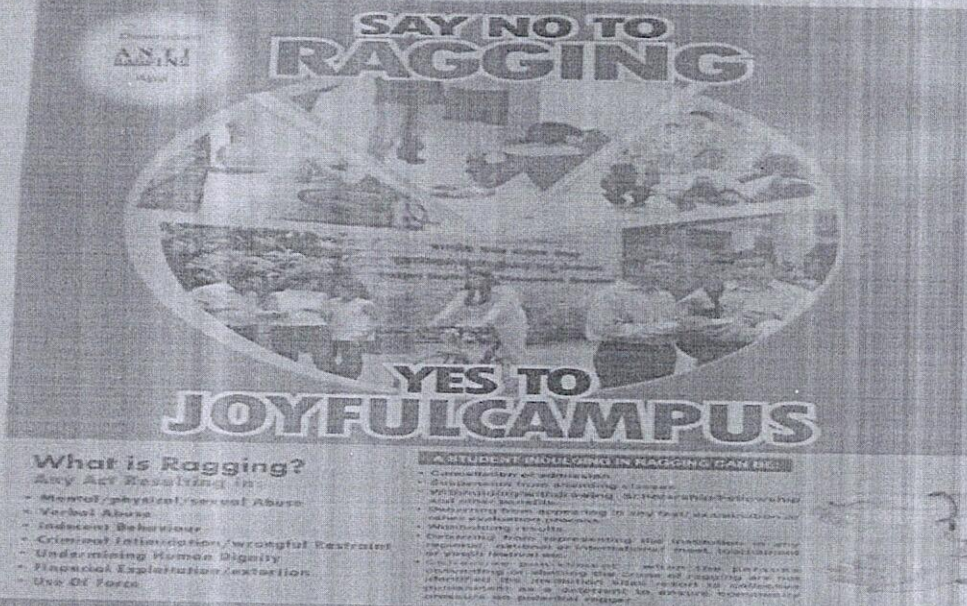
MY FUTURE IS A BIG ?

Remember RAGGING is for LOSERS

MHRD DEPARTMENT OF HIGHER EDUCATION
UNIVERSITY OF MUMBAI

Mumbai, Maharashtra, India
Verun towers 1st floor opp Shivaji polytechnic school, Naidu Colony,
Pant Nagar, Ghatkopar East, Mumbai, Maharashtra 400075, India
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Long 72.913306°
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SAY NO TO RAGGING

YES TO JOYFUL CAMPUS

What is Ragging?
Any Act Resulting in:-
- Mental/physical/sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation/wrongful Restraint
- Undermining Human Dignity
- Harassment/Exploitation/Extortion
- Use Of Force

A STUDENT INVOLVED IN RAGGING CAN BE...
- Suspension of admission
- Suspension from attending classes
- Withdrawal of scholarship and other benefits
- Expulsion from appearing in any test/examination
- Withholding results
- Cancellation of candidature for admission in any branch, semester or institutional level, institution or University
- Cancellation of admission in any branch, semester or institutional level, institution or University
- Cancellation of admission in any branch, semester or institutional level, institution or University

MHRD DEPARTMENT OF HIGHER EDUCATION
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
GOVERNMENT OF INDIA

Mumbai, Maharashtra, India
3W7+HCJ, 90 Feet Rd, near Shivaji Technical High School, Naidu Colony,
Pant Nagar, Ghatkopar East, Mumbai, Maharashtra 400075, India

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Shivaji Shikshan Sanstha's
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B.Com

B.Sc Computer Science

Fax & Tel. No. :91-022-25011450 Tel No.: 25011379 E-mail :shivaji.shikshan.sanstha@gmail.com

Ref. No.:

Date: _____

ANTI - RAGGING

DON'T RAG, JUST INTERACT

Visit the website: www.mhrd.gov.in or www.anti-ragging.org to download the ANTI RAGGING App.

Are you being ragged?

Download the ANTI RAGGING App

Join hands to make your campus ragging free

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Quality Higher Education for All

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Maharashtra 400075, India
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Long 72.913215°
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SAY NO TO RAGGING

BEFORE YOU EVEN THINK OF RAGGING

Download the ANTI RAGGING App

THINK OF

- Humiliation
- Suspension
- Ruined Career
- Blacklisting
- Expulsion
- Possible Prosecution

Don't just stand and watch. Stop Ragging! Show Character

Remember RAGGING is for LOSERS

Are You Being Ragged?

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Maharashtra 400075, India
Lat 19.084156°



Principal
Shivaji Shikshan Sanstha's
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Mob. No.: 8976676834

Web. : shivajissscscn.edu.in

Ref. No.:

Date : 04/08/2023

Office Order

As per the regulation "Grievance Redressal Committee" has been constituted for the Academic Year 2023-24. The committee shall deal with the complaints from the students, teaching staff, and non-teaching staff.

Sr.No	Members	Designation	Mobile no.	Email-Id	Sign
1	Dr. Vijay Herode	Chairperson	9370730578	vijayherode2702@gmail.com	
2	Mr. Sharad Rajaram Phatak	Member – nominated by Governing Body	9869268033	sharadphatak2007@gmail.com	
3	Dr. Rajendra Vare	Member – Faculty	9664554466	rajendravare@yahoo.com	
4	Mr. Gajendra Shukla	Member – Faculty	8082765905	profgajendraashukla@gmail.com	
5	Ms. Tejal Nare	Member – Faculty	9619124693	tejalnare95@gmail.com	
6	Mrs. Dimpal Singh	Member – Faculty	9930848615	sdimpal548@gmail.com	
7	Ms. Tanvi Jagade	Member – Female Student nominated by Principal	8291767329	jagadetanvi@gmail.com	
8	Mr. Saurav Solaiya	Member – Male Student nominated by Principal	9819095151	manjulasolaiya@gmail.com	
9	Mr. Amaresh Patra	Member – Controller of Examinations	9867113538	patraamaresh2012@gmail.com	
10	Mrs. Varsha Rane	Member – Non Teaching Staff	9270478604	varsharane1977@gmail.com	

All concerned are requested to take note of the same and approach the chairman or any members of the committee about the grievance, if any in writing.

Committee should conduct meetings as per the requirements and records should be maintained accordingly. The entire concerned are requested to take the note and act accordingly.

CC: -

1. All the concerned
2. Office copy

Principal



I/C Principal
Shivaji Shikshan Sanstha's
Science & Commerce College (Night)
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Pantnagar, Ghatkopar (E), Mumbai-400 075.



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Mob. No.: 8976676834

Web. : shivajissscncollege.edu.in

Ref. No.:

Date : 05/08/2023

NOTICE FOR 1st MEETING OF THE GRIEVANCE REDRESSAL COMMITTEE FOR THE A.Y.2023-2024

The meeting of the Grievance Redressal Committee is scheduled on the 12th August, 2023 at 6:30pm in the College Staffroom of Shivaji Shikshan Sanstha's Science & Commerce College (Night), Ghatkopar (East).

Member – Present:

Sr.No	Name of Members	Position in Committee	Signature of member present
1	Dr. Vijay Herode	Chairperson	
2	Mr. Sharad Rajaram Phatak	Member – nominated by Governing Body	
3	Dr. Rajendra Vare	Member – Faculty	
4	Mr. Gajendra Shukla	Member – Faculty	
5	Ms. Tejal Nare	Member – Faculty	
6	Mrs. Dimpal Singh	Member – Faculty	
7	Ms. Tanvi Jagade	Member – Female Student nominated by Principal	
8	Mr. Saurav Solaiya	Member – Male Student nominated by Principal	
9	Mr. Amaresh Patra	Member – Controller of Examinations	
10	Mrs. Varsha Rane	Member – Non Teaching Staff	

Agenda for the Meetings:

1. The committee's chairperson will greet and acknowledge attendees, make opening remarks, and introduce committee members.
2. An outline of the roles, responsibilities, and goals of the Grievance Redressal Committee.
3. Reviewing the previous meeting's minutes. Verifying any decisions or actions made during the last meeting.
4. Reviewing the status of unresolved complaints from previous sessions and discussing any challenges or delays in addressing specific complaints.
5. Develop a communication plan that details the roles and procedures of the Grievance Redressal Committee and addresses the issue of maintaining privacy while addressing grievances.
6. Any additional topics or concerns that committee members feel compelled to discuss.

Chairman



I/C Principal
Shivaji Shikshan Sanstha's
Science & Commerce College (Night)
Dr. Ankush Shankar Gawade Marg,
Pantnagar, Ghatkopar (E), Mumbai- 400 075.



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Mob. No.: 8976676834

Web. : shivajissscncollege.edu.in

Ref. No.:

Date : 12/08/2023

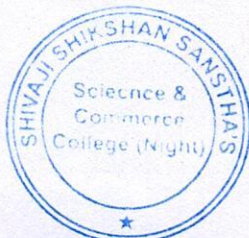
The meeting of Grievance Redressal Committee is scheduled on date 12th August, 2023 at 6:30pm in the College Staffroom of Shivaji Shikshan Sanstha's Science & Commerce College (Night), Ghatkopar (East).

Member – Present:

Sr. No	Name of Members	Position in Committee	Attendance
1	Dr. Vijay Herode	Chairperson	<i>M</i>
2	Mr. Sharad Rajaram Phatak	Member – nominated by Governing Body	<i>Sharad</i>
3	Dr. Rajendra Vare	Member – Faculty	<i>Rajendra</i>
4	Mr. Gajendra Shukla	Member – Faculty	<i>Gajendra</i>
5	Ms. Tejal Nare	Member – Faculty	<i>Tejal</i>
6	Mrs. Dimpal Singh	Member – Faculty	<i>Dimpal</i>
7	Ms. Tanvi Jagade	Member – Female Student nominated by Principal	<i>Tanvi</i>
8	Mr. Saurav Solaiya	Member – Male Student nominated by Principal	<i>Saurav</i>
9	Mr. Amaresh Patra	Member – Controller of Examinations	<i>Amaresh</i>
10	Mrs. Varsha Rane	Member – Non Teaching Staff	<i>Varsha</i>

Minutes of the meeting

1. After greeting everyone and praising them for their efforts, the chairperson called the meeting to begin. Every Committee member provided a brief summary of their background and role during their introductions. Greeting everyone and highlighting the importance of teamwork, the chairperson acknowledged everyone's presence. The minutes of the previous meeting were examined. Verification was conducted on the resolutions and action items from the last meeting. Approval of the previous meeting's minutes was proposed by Dr. Rajendra Vare, seconded by Mr. Gajendra Shukla. Every member agreed that the minutes were appropriate.
2. The Grievance Redressal Committee's objectives and the functions and responsibilities of the committee were explained in detail by the chairperson. The committee held a conversation to ensure that everyone was aware of their individual roles and the group's overarching objectives. The motion to approve the minutes of the previous meeting was



M

I/C Principal

Shivaji Shikshan Sanstha's
Science & Commerce College (Night)
Dr. Ankush Shankar Gawade Marg,
Pantnagar, Ghatkopar (E), Mumbai- 400 075.



SHIVAJI SHIKSHAN SANSTHA, MUMBAI

Science & Commerce College (Night)

(Affiliated to University of Mumbai)

Dr. Ankush Shankar Gawade Marg, Pantnagar, Ghatkopar (E), Mumbai-400 075

B.Com. B.Sc. Computer Science

Fax & Tel. No. : 91-022-25011450

Mob. No.: 8976676834

Web. : shivajissscncollege.edu.in

Ref. No.:

Date : 12/08/2023

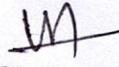
made by Ms. Tejal Nare and seconded by Mrs. Dimpal Singh. The minutes were all in favor of them.

3. To ensure accuracy and clarity, the previous meeting minutes were examined. The decisions and action items from the prior session were confirmed, and progress updates were provided as needed. It was proposed by Mrs. Dimpal Singh and seconded by Mr. Gajendra Shukla to approve the minutes of the last meeting. The minutes were approved unanimously.
4. Unresolved matters from previous meetings were discussed by the committee. Possible solutions were examined, and problems or hold-ups in addressing specific grievances were brought to light and deliberated. The previous meeting's minutes were proposed to be approved by Mr. Amaresh Patra, and Mrs. Varsha Rane seconded the idea. The minutes were approved by all in unanimity.
5. In order to inform faculty, staff, and students about the goals and workings of the Grievance Redressal Committee, the committee devised a communication plan. Techniques for maintaining confidentiality during the grievance settlement process have been covered in detail and debated. The previous meeting's minutes were proposed for approval by Mr. Amaresh Patra, and Mrs. Dimpal Singh seconded the idea. The minutes were approved by all in unanimity.
6. The committee members were given the opportunity to present any additional problems or topics for discussion.

VOTE OF THANKS:

The committee would like to thank everyone who participated and made a major contribution to improving the grievance redressal procedure.




Chairman

I/C Principal
Shivaji Shikshan Sanstha's
Science & Commerce College (Night)
Dr. Ankush Shankar Gawade Marg,
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Ref. No.:

Date : 02/03/2024

NOTICE FOR 2nd MEETING OF THE GRIEVANCE REDRESSAL COMMITTEE FOR THE A.Y.2023-2024

The meeting of Grievance Redressal Committee is scheduled on 5th March, 2024 at 6:30pm in the College Staffroom of Shivaji Shikshan Sanstha's Science & Commerce College (Night), Ghatkopar (East).

Member – Present:

Sr.No	Name of Members	Position in Committee	Signature of member present
1	Dr. Vijay Herode	Chairperson	
2	Mr. Sharad Rajaram Phatak	Member – nominated by Governing Body	
3	Dr. Rajendra Vare	Member – Faculty	
4	Mr. Gajendra Shukla	Member – Faculty	
5	Ms. Tejal Nare	Member – Faculty	
6	Mrs. Dimpal Singh	Member – Faculty	
7	Ms. Tanvi Jagade	Member – Female Student nominated by Principal	
8	Mr. Saurav Solaiya	Member – Male Student nominated by Principal	
9	Mr. Amaresh Patra	Member – Controller of Examinations	
10	Mrs. Varsha Rane	Member – Non Teaching Staff	

Agenda for the Meetings:

1. To the current members, an introduction and a warm welcome are given.
2. Reviewing over and approving the previous meeting's minutes.
3. An overview of all the tasks assigned since the last meeting.
4. Along with a description of any recurring issues or features, a review of the grievance cases that have been received and resolved since the previous meeting should be given.
5. Presentation and discussion on recently uncovered subjects from the previous conference. Discuss which research methods work best for each complaint.
6. Informing committee members in advance of planned changes and resolutions is essential.
7. Complainants should receive written responses to their complaints that promote process transparency and offer an update on the status of their complaints.

Chairman



I/C Principal
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Science & Commerce College (Night)
Dr. Ankush Shankar Gawade Marg,
Pantnagar, Ghatkopar (E), Mumbai- 400 075.



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Mob. No.: 8976676834

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Ref. No.:

Date : 05/03/2024

The meeting of Grievance Redressal Committee is scheduled on 5th March, 2024 at 6:30pm in the College Staffroom of Shivaji Shikshan Sanstha's Science & Commerce College (Night), Ghatkopar (East).

Member – Present:

Sr. No	Name of Members	Position in Committee	Attendance
1	Dr. Vijay Herode	Chairperson	W
2	Mr. Sharad Rajaram Phatak	Member – nominated by Governing Body	Sharmistha
3	Dr. Rajendra Vare	Member – Faculty	W
4	Mr. Gajendra Shukla	Member – Faculty	Shukla
5	Ms. Tejal Nare	Member – Faculty	Imag
6	Mrs. Dimpal Singh	Member – Faculty	Dimpal
7	Ms. Tanvi Jagade	Member – Female Student nominated by Principal	Tanvi
8	Mr. Saurav Solaiya	Member – Male Student nominated by Principal	Solaiya
9	Mr. Amaresh Patra	Member – Controller of Examinations	Amaresh
10	Mrs. Varsha Rane	Member – Non Teaching Staff	Varsha

Minutes of the meeting

1. The meeting's chairman greeted each and every person in attendance warmly. Every committee member gave a detailed justification. The chairman gave a brief overview of the objectives, duties, and operations of the grievance redressal committee. It was underlined how important it is to maintain objectivity and focus when handling complaints.
2. The attendees reviewed the minutes of the previous meeting. The resolutions and action items from the previous meeting were verified. Mrs. Dimpal Singh proposed that the



W

I/C Principal
Shivaji Shikshan Sanstha's
Science & Commerce College (Night)
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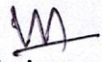
minutes from the last meeting be adopted, and Mr. Amaresh Patra seconded the proposal. Everybody was in agreement with the minutes.

3. The committee examined the status of the remaining tasks from previous sessions. The conversation included the investigation, potential fixes, and any difficulties or delays in resolving certain problems. Ms. Tejal Nare proposed and Mr. Amaresh Patra seconded the acceptance of the minutes from the prior meeting. The minutes were approved by a unanimous vote.
4. The Committee deliberated on concepts and devised a communication strategy to apprise educators, staff members, and pupils of the functions and procedures of the Grievance Redressal Committee. The topic of handling complaints while protecting personal data privacy was covered. The communication plan will be completed and put into action right away. Mr. Gajendra Shukla seconded the motion to approve the minutes of the prior meeting, which was made by Dr. Rajendra Vare.
5. The committee members were free for discussion about other topics. Mr. Amaresh Patra seconded the suggestion, and Mrs. Varsha Rane proposed accepting the minutes of the prior meeting. They were in favor of the process altogether.

VOTE OF THANKS:

The committee expresses gratitude to all those who took part and significantly enhanced the grievance redressal process.




Chairman

I/C Principal
Shivaji Shikshan Sanstha's
Science & Commerce College (Night)
Dr. Ankush Shankar Gawade Marg,
Pantnagar, Ghatkopar (E), Mumbai-400 075.



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं० 18]

नई दिल्ली, मंगलवार, अप्रैल 23, 2013/ वैशाख 3, 1935 (शक)

No. 18]

NEW DELHI, TUESDAY, APRIL 23, 2013/ VAISAKHA 3, 1935 (SAKA)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।

Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:—

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(No. 14 OF 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:---

CHAPTER I

PRELIMINARY

Short title,
extent and
commencement

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Definitions.

2. In this Act, unless the context otherwise requires,---

(a) "aggrieved woman" means---

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) "appropriate Government" means---

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly---

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means an officer notified under section 5;

(e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means---

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation.—For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4;

(i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) “workplace” includes —

(i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

Prevention of
sexual
harassment.

3. (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:—

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

Constitution
of Internal
Complaints
Committee.

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:—

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee,---

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

Notification
of District
Officer.

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the "Local Complaints Committee" to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

Constitution
and
jurisdiction of
Local
Complaints
Committee

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:--

Composition,
tenure and
other terms
and conditions
of Local
Complaints
Committee

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the Local Complaints Committee ----

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

Grants and
audit.

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

Complaint of
sexual
harassment

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Conciliation

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable:

Inquiry into complaint

45 of 1860.

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

45 of 1860.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

5 of 1908

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:—

(a) summoning and enforcing the attendance of any person and examining him on oath;

(b) requiring the discovery and production of documents; and

(c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to—

Action during pendency of inquiry

(a) transfer the aggrieved woman or the respondent to any other workplace; or

(b) grant leave to the aggrieved woman up to a period of three months; or

(c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Inquiry report.

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be---

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

Punishment
for false or
malicious
complaint and
false evidence

14. (1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to --

Determination of compensation

(a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;

(b) the loss in the career opportunity due to the incident of sexual harassment;

(c) medical expenses incurred by the victim for physical or psychiatric treatment;

(d) the income and financial status of the respondent;

(e) feasibility of such payment in lump sum or in instalments.

22 of 2005

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Prohibition of publication or making known contents of complaint and inquiry proceedings.

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Penalty for publication or making known contents of complaint and inquiry proceedings

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

Appeal

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Every employer shall --

Duties of employer.

(a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;

(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force; 45 of 1860.

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place; 45 of 1860.

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

Duties and powers of District Officer.

20. The District Officer shall,--

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

Committee to submit annual report

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

Employer to include information in annual report

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

Appropriate Government to monitor implementation and maintain data

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

Appropriate Government to take measures to publicise the Act

24. The appropriate Government may, subject to the availability of financial and other resources,--

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace,

(b) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,---

Power to call for information and inspection of records

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. (1) Where the employer fails to---

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

Penalty for non-compliance with provisions of Act.

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to---

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

Cognizance of offence by courts

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

Act not in derogation of any other law.

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

Power of appropriate Government to make rules.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:--

(a) the fees or allowances to be paid to the Members under sub-section (4) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (4) of section 7;

- (d) the person who may make complaint under sub-section (2) of section 9;
- (e) the manner of inquiry under sub-section (1) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section (1) of section 18;
- (l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Power to
remove
difficulties.

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

P.K. MALHOTRA,
Secy. to the Govt. of India.

CORRIGENDA

THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012

(2 of 2013)

At page 18, in line 2, for "Arts", read "Art".

At page 21, in line 14, for "Protection", read "(Protection)".

CORRIGENDUM

THE UNLAWFUL ACTIVITIES (PREVENTION) AMENDMENT ACT, 2012
(3 of 2013)

At page 6, in line 22, *for* "clause", *read* "clause".

CORRIGENDUM

THE BANKING LAWS (AMENDMENT) ACT, 2012
(4 of 2013)

At page 8, in line 29, *for* 'sections 30', *read* 'section 30',.

CORRIGENDUM

THE APPROPRIATION ACT, 2013
(9 of 2013)

At page 1, in the marginal heading to section 2, *for* "4715,54,00,000", *read* "49715,54,00,000".