



# PEOPLE'S UNIVERSITY

## CRITERION V

### STUDENT SUPPORT AND PROGRESSION

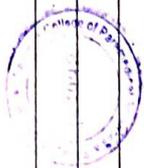
**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances / prevention of sexual harassment and prevention of ragging Adoption of guidelines of Regulatory Bodies Presence of the committee and mechanism of receiving student grievances (online/ offline) Periodic meetings of the committee with minutes Record of action taken**

# Counseling Cell

S.No. 35  
Date

S.No. 35  
Date

S.No.	Date	Shri/Dr. Detail	Referred by	Problems/Issues	Intervention	Follow-up
1.	8/01/2021	Ashish Ahmed Intern student -	Self	Anger uncontrolled Leads to quarrel among his family members.	Anger Management intervention	15 days
5.	20/01/2021	Tani Agrawal BPT II	Dr. Priyanka	Family issues	CBT	15 days
3.	30/01/2021	Kausthiti BPT Intern	Self	Insecurity	REBT	20 days
4.	1/02/2021	Shakshitiwari DMT - II	Self	fear and phobias	REBT	15 Day
5.	18/02/2021	Neeraj Gans DPT - II	Mrs. Soday Anasui	Low performance in academics	Management of students behavior.	15 Days
6.	23/02/2021	Suman BPT Intern	Self	Low feeling with hopeless & lack of sleep	CBT	10 Day



Symptom  
Page No. 37  
Date / /

S.No. Date

Referral findings

Intervention

Follow up

7. 19/3/2021

Hing DMIT II

Referral by  
Mrs. Shrawansida

Chronic sadness

CBT

15 Days

8. 19/3/2021

Palakteswari  
BPT II

Referral by  
Dr. Priyanka

- Feeling low
- Lack of sleep
- Sadness
- Lack of appetite

CBT

7 days

9. 20/3/2021

Maha Ahmed  
BPT intern

Referral by  
Self

Chronic sadness

CBT

15 days

10. 21/3/2021

Sanskriti  
BPT intern

Referral by  
Self

Acute sadness

CBT

7 days

11. 1/4/2021

Renu Chakraborty

Referral by  
Dr. Priyanka

Feeling low

CBT

15 days

12. 4/4/2021

Dial Chakraborty

Referral by  
Dr. Priyanka

Family issue

CBT

15 days



Sno.	Date	Student Details	Referred by	Provisional finding	Intervention	Follow up
13.	18/11/2021	Ajita Lodhiya	Dr. B. Srinath	Family issues	CBT	10 days
14.	22/11/2021	Priyanka RMT	Mr. Srinath Yadav	Anger issues	Anger Management - Jodhpur.	15 days
15.	27/11/2021	Prakhar Agrewal BPT Intern P.	Self	Family issues	CBT	10 days
16.	20/12/2021	Kanishk BPT Intern	Self	Exam Anxiety	CBT	15 days
17.	22/12/2021	Shraddha Nagore BPT J	Dr. Divakar	Class conflict	CBT GABA Breathing Technique.	7 days
18.	1/1/2022	Kajal Agrawal BPT J	Self	Death in family leads to school and fees Lack of sleep Headache	CBT	



Signature  
Date: 1/1/22

Signature  
Date: 1/1/22

Signature  
Page No. 42  
Date: / / 2021

Signature  
Page No. 42  
Date: / / 2021

S.No.	Date	Student Detail	Referred by	Perisikmal finding	Intervention	Follow up
20.	16/6/2021	Maha Arvind BPT Intern	Self	Low boiling	CBT	7 days
20.	22/6/2021	Aika Ladhya	Dr. Shyamala	Family issue	1 CBT	15 days
21.	2/7/2021	Kajal Agrawal BPT. I	Self	Family issue	CBT	7 days
22.	10/7/2021	Maha Arvind BPT Intern	Self	Family issue	PE CBT	15 days
22.	17/7/2021	Vansha BPT Intern	Self	Symptoms of Depression	CBT	15 days
24.	2/8/2021	Vandana BPT Intern	Self	Insomnia, low belly	Astet rojion some interacting	15 days
25.	10/8/2021	Akhani BPT Intern	Self	Single issue	CBT, handling technique	15 days
26.	25/8/2021	Acharya BPT Intern	Self	Family issue	General talking	15 days



Date – 23/09/2022

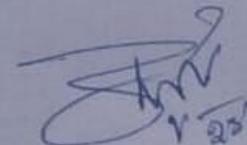
## Report Anti-ragging Cell 2021-22

Anti -Ragging Committee is constituted in this college to prevent ragging and to take anti-ragging measures as per the guide lines issued by the Supreme Court of India & UGC. An Anti-Ragging Committee is formed to address the issues concerning ragging. The members of the committee are as follows:

1. DR P.R SURESH
2. DR MANISH SHRIVASTAVA
3. MRS TABISH ALIYA KHAN
4. DR NAVED
5. MR BENE PRAKASH
6. MR MANISH PANDIT
7. MS. AMISHA GERG
8. MS ADITI BHOLE
9. MS. RUCHIKA NAVIK

### Action Taken

- No action was taken since zero complain was registered.
- No report of ragging was submitted due to strict vigilance and transparency in the mechanism.
- Suggestion box are opened and checked every month for feedback.
- Banners against ragging are also placed at various places to keep the student recall.
- Separate classes are taken to guide the students and make them aware of ragging and consequences of it.

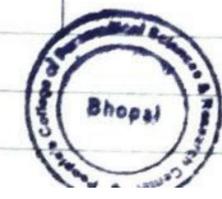


23/09/22

Principal PCPS & RC  
PRINCIPAL

People's College of Paramedical  
Sciences & RC, Bhopal

No.	Date	Student's Detail	Reported by	Personal findings	Intervention	Follow up
30.	7/1/2022	Vaisa	Self	Depression Recovery	REBT	15 Days.
32.	15/1/2022	Feetima_ First year BPE	Self	Low self Confidence	REBT	30 Days.
33.	20/2/2022	Varsha	Self	Symptoms of Depression	CBT	15 days.
34.	16/3/2022	Vishal	Self	Anger issues	REBT	15 days.
35.	20/4/2022	Nupur	Self	Anger Issues	CBT	15 days.
36.	19/5/2022	Alziga Qureshi	Self	Low feeling	Motivational	30 days.
37.	19/6/2022	Mohit Panher	Self	Fear feel	Memory techniques & fear handling techniques	30 days.





**PEOPLE'S UNIVERSITY**

(Established under MP Act 18 of 2011 & Approved w/s 2 (f) of UGC Act 1956)

ISO 9001:2015 Certified

**PEOPLE'S COLLEGE OF PARAMEDICAL SCIENCES & RESEARCH CENTRE**

Date – 18/10/22

**Counseling Cell Report 2021-22**

Counseling is a process that aims to facilitate personal well being of the students through support and guidance of trained counselors, for a healthy mind and body.

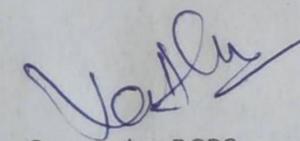
The Counseling Cell encourages the students to understand themselves and the issues that trouble them and guides them to resolve their problems. These problems can be personal, emotional, social, family, peer, academic, sexual, etc. This is done through individual or group counseling to help them with academic goals, social and personality development, career goals, enhancing listening skills, empathy and interpersonal skills to have healthy relationships and a healthy lifestyle.

The role of the Counselor is to offer support through listening and responding in a confidential, non-judgmental and timely way, ensuring that the students become productive, well adjusted adults of tomorrow. They are trained to assess, diagnose and treat students struggling with academic stress, anxiety, depression, social addictions and other problems they face.

The goal of Counseling is to facilitate positive behavior changes, improving the student's ability to establish and maintain relationships socially, promoting their decision making process, helping the student to understand their own potential and cope effectively with the problems they face.

During the session 2021-22 about nineteen students had psychological issues which were treated with various psychological techniques. Students face various problems like chronic sadness, homesickness, low confidence, fear, phobias, learning disorders and the like.

Psychological interventions were applied to cope up with these problems.

  
Counselor PCPS



PEOPLE'S UNIVERSITY

PEOPLE'S COLLEGE OF PARAMEDICAL SCIENCES & RESEARCH CENTRE

Date: 15/07/21

Ref: PCPS 14406

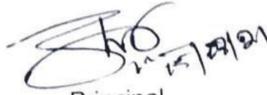
To,  
The Chairperson,  
Mahila Utpeedan Nivaran Prakosth,  
People's University Bhopal.

Sub : Annual Report submission on PCPS Mahila Utpeedan Nivaran Prakosth for session 2020-21.

Respected Madam,

We are submitting the Annual Report of Mahila Utpeedan Nivaran Prakosth, of the Institution for the Academic Session 2020-21. 9 Meetings were conducted from 1<sup>st</sup> April 2020 – 30<sup>th</sup> June 2021. There were no verbal and written complaints of Women Harassment during the session. Institute ensures zero women grievances by having Mentor Mentee Interactions and strict vigilance in the premises, hostel and during the clinical postings as well as exam, to ensure safety of female students and female staff members.

Thank You,

  
Principal  
PCPS  
PRINCIPAL  
People's College of Paramedical  
Sciences & RC, Bhopal

Enclosures:

1. Annual Return format .
2. Committee members for session 2020-21.



**Annual Return on Cases of Sexual Harassment**  
Period- 1 April 2020- 30 June 2021

Name of the Institute – Peoples College of Paramedical Sciences

S.NO		Number of Cases
1.	Number of complaints of Sexual Harassment received in a year	NIL
2.	Number of complaints disposed off during the year	NIL
3.	Number of cases pending for more than 90 days	NIL
4.	No of workshops on awareness programmes against sexual harassment conducted during the year	<ul style="list-style-type: none"> <li>• In fresher's orientation program October 2020. Awareness lecture on Women's Grievances and Redressal Cell and Internal Complaint Committee and its working and the members of the committee.</li> <li>• A webinar on "Need of Self Defense" was conducted for the NSS Girls unit on 01/06/21 by Dr Priyanka Shukla .</li> </ul>
5.	Nature of action	<ul style="list-style-type: none"> <li>• In case of emergency an urgent meeting of women harassment cell shall be called and the application shall be reviewed in the presence of the complainant.</li> <li>• For minor complaints the committee shall recommend the HOI for required action.</li> <li>• For major case the committee shall seek the assistance of Peoples University Committee and inform the local police station for further action.</li> <li>• In above cases action shall be on immediate effect.</li> </ul>

  
1/30/06/21

Name and Sign of Chairperson

Mahila Utpeedan Nivaran Prakosth

**PRINCIPAL**

People's College of Paramedical  
Sciences & RC, Bhopal

prepared by-

r Priyanka Shukla (Vice Chairperson ICC)



MINUTES OF 1<sup>st</sup> MEETING OF WOMEN'S GRIEVANCE  
REDRESSAL COMMITTEE (Mahila Utpedan Nivaran Prakoshthi)  
INTERNAL COMPLAINT COMMITTEE(ICC) 2021-22

The Meeting of Women's Grievance Redressal Cell, ICC was held on 17<sup>th</sup> July 2021 at Council room, PCPS (3:00 - 4.00 pm).

Following points were discussed:

1. The Chairperson welcomed the new committee members for session 2021-22. The complain box was opened in front of all members to review the complaints if any.
2. No Written and Verbal complaints of Women Harassment reported till date.
3. The Committee requested Hostel In charge to prepare a duty roster rounds in the Hostel and assure the proper sanitization in the hostel for the coming BPT interns.

The meeting concluded with vote of thanks to the Chair.



  
Principal  
People's College of Paramedical  
Sciences & RC, Bhopal



WOMEN'S GRIEVANCE REDRESSAL COMMITTEE  
(Mahila Utpeedan Niwaran Prakoshth)

INTERNAL COMPLAINT COMMITTEE

ATTENDANCE

S.No.	Name of Members	Designation	SIGN
1	DR. P.R.SURESH	Chairperson	
2	DR PRIYANKA SHUKLA	Vice Chairperson	
3	MRS PRIYANKA S JOSHI	Faculty Member	
4	MISS PRACHI MAHESHWARI	Faculty Member	Ab.
5	MS TABISH ALIYA	Faculty Member	
6	MRS SAVITA	Hostel Care Taker	
7	MS SOMYA JAIN	Student Member	
8	DIVYA MEHTA	Student Member	Ab.





PEOPLE'S UNIVERSITY

UNIVERSITY

PEOPLE'S COLLEGE OF PARAMEDICAL SCIENCES & RESEARCH CENTRE

Ref/PCPS: 14497

Date-25/07/22

To,  
The Chairperson,  
Mahila Utpeedan Nivaran Prakosth,  
People's University Bhopal.

**Sub : Annual Report submission on PCPS Mahila Utpeedan Nivaran Prakosth for session 2021-22.**

Respected Madam,

We are submitting the Annual Report of Mahila Utpeedan Nivaran Prakosth, of the Institution for the Academic Session 2021-22. 9 Meetings were conducted from 1<sup>st</sup> April 2021 – 30<sup>th</sup> June 2022. There were no verbal and written complaints of Women Harassment during the said period. Institute ensures zero women grievances by having Mentor Mentee Interactions and strict vigilance in the premises; to ensure safety of female students and female staff members.

Thank You,



Principal

PCPS  
PRINCIPAL

People's College of Paramedical  
Sciences & RC, Bhopal

Enclosures:

1. Annual report(PU Annual Return) .
2. Meeting minutes with attendance of committee members for session 2021-22.

**Annual Return on Cases of Sexual Harassment**  
 Period: 1 April 2021 - 30 June 2022

Name of the Institute: Peoples College of Paramedical Sciences

S.NO		Number of Cases
1.	Number of complaints of sexual harassment received in a year	Nil.
2.	Number of complaints disposed off during the year	Nil.
3.	Number of cases pending for more than 90 days	Nil.
4.	No of workshops on awareness programmes against sexual harassment conducted during the year	<ul style="list-style-type: none"> <li>In fresher's orientation program November 2022 Awareness lecture on Women's Grievances and Redressal cell and Internal Complaint Committee and its working and the members of the committee.</li> </ul>
5.	Nature of action	<ul style="list-style-type: none"> <li>In case of emergency an urgent meeting of women harassment cell shall be called and the application shall be reviewed in the presence of the complainant.</li> <li>For minor complaints the committee shall recommend the HOI for required action.</li> <li>For major case the committee shall seek the assistance of Peoples University Committee and inform the local police station for further action.</li> <li>In above cases action shall be on immediate effect.</li> </ul>



Name and Sign of Chairperson  
 Mahila Utpeedan Nivaran Prakosth

Prepared by-  
 Dr Priyanka Shukla (Vice Chairperson ICC)

**PRINCIPAL**  
 People's College of Paramedical  
 Sciences & RC, Bhopal





**Report of Student's Grievance Redressal Cell 2021-22**

**Period from 1 June 2021-30 June 2022**

**Goals & Objectives**

- The main objective of the Grievance Redressal cell is to develop a responsible and receptive attitude among all the stakeholders so that a harmonious educational atmosphere is maintained in the college.
- The Grievance Redressal Cell is constituted for the redressed of the problems reported by the learners of the College with the aim and objective of keeping the self-esteem of the College by ensuring strife free atmosphere in the college through encouraging cordial Student teacher relationship and Student-Student relationship etc.
- To encourage the students to express their problems / grievances frankly and freely and without any fear of being victimized.
- Any kind of mental or physical harassment complaints regarding class room management ,class room teaching, teaching methods of teaching, completion of syllabus etc., if and when they arise.

Sno.		Number of Cases
1	Number of complaints received in a year	Nil
2	Number of complain disposed off during the year	Nil
3	Number of cases pending for more than 90 days	Nil
4	Discussion made in a year	<ul style="list-style-type: none"><li>- 3 meetings held in a year.</li><li>- Fresher's orientation program was held 13-18<sup>th</sup> December 2021.</li><li>- Awareness lectures on student Grievance cell</li></ul>

		and Anti ragging cell, its working and the members of the committee.
5.	Nature of action	<ul style="list-style-type: none"> <li>- In case of emergency an urgent meeting of Student Grievances cell shall be called and the application shall be reviewed in the presence of the complainant.</li> <li>- For major case the committee shall seek the assistance of People's University Committee and inform the local police station for further action.</li> <li>- In above cases action shall be on immediate effect</li> </ul>

  
 PRINCIPAL  
 People's College of Paramedical  
 Sciences & RC, Bhopal

Student Grievance and  
Redressal Cell





## PEOPLE'S COLLEGE OF PARAMEDICAL SCIENCES & RESEARCH CENTRE

### S.O.P FOR WOMEN GRIEVANCE AND REDRESSAL CELL

Approved by	<b>IQAC (Academic Committee), 24/ 12/ 2012</b>
Effective year	<b>Session 2012-13</b>
Coordinator	<b>Dr, Racel Mathew Asst. Professor</b>
Purpose	<b>To deal with the complaints related to Women Inequality and Harassment.</b>

#### PROCEDURE

- Any aggrieved female Student or Faculty shall register a complaint in verbal / writing to the committee member (details of the members displayed on all the core areas of the institute).
- In case of emergency an urgent meeting of women harassment cell shall be called and the application shall be reviewed in the presence of the complainant.
- For minor complaints the committee shall recommend the HOI for required action.
- For major cases ( sexual abuse, eve tease, drug abuse etc ), the committee shall seek the assistance of Peoples University Committee and inform the local police station for further action.
- In above cases action shall be on immediate effect.



*[Signature]*  
PRINCIPAL  
People's Coll  
Sciences & RC



## PEOPLE'S COLLEGE OF PARAMEDICAL SCIENCES & RESEARCH CENTRE

### S.O.P FOR ANTI-RAGGING CELL

Approved by	PU & Institutional Disciplinary Committee, Revised on 17/07/2013
Effective year	Session 2013-14
Coordinator	Dr. Manish Srivatava, Asso. Professor
Purpose	To practice Transparency & Justice at campus, so that recently enrolled students shall feel a friendly atmosphere.

The cell is established to ensure zero tolerance to any sort of general grievance/ ragging issues.

Means of complaints:

- ❖ Mentor- mentee interaction
- ❖ Telephonic complaints
- ❖ Complaint Box
- ❖ Antiragging cell & squad interaction
- ❖ Prevents any discriminations and physical & mental harassment by promoting fairness amongst all Students.
- ❖ In emergency :
  - a. The compliant shall be addressed on immediate effect. According to the nature, the complaint shall be considered as Major & Minor case.
  - b. The Minor cases shall be done at the institutional level and the report shall be forwarded to the Hon.VC. Major complains including verbal and physical abuse to any extend shall be immediately brought to the notice of The University and the local Police station
  - c. All the guidelines of Hon. Supreme court, UGC and / or of the council shall be strictly practiced.
  - d. Psychological & Social Rehabilitation of the victim shall be ensured right away.



PEOPLE'S COLLEGE OF MEDICAL SCIENCES & RESEARCH CENTRE

PCMS/OD/PS/22/436

Date: 07.03.2022

Office of the Dean

Following will be the revised **Anti-Ragging Committee** of People's College of Medical Sciences and Research Centre Bhopal for the year 2021-22 with immediate effect.

Name of the faculty

1. GP Capt (Dr.) Anil K. Dixit, Dean, PCMS & RC
2. Major (Dr.) V K Yadav, Prof. & Head, Pharmacology
3. Dr. Sushil Sharma, Asso. Prof., Pathology (Warden)
4. Dr. Sinchal Dutta Ghosh, Asst. Prof. Anatomy
5. Dr. Narendra Tiwari, Asso. Prof. Physiology
6. Dr. S.K. Sadawarte, Prof. & Head, Physiology
7. Dr. Harish Rao, Prof. & Head, Orthopedics
8. Dr. Gurpreet Kaur, Prof., Obs & Gyn
9. Dr. G.S. Rai, Prof. & Head, Radiodiagnosis
10. Dr. Prashant Choubey, Prof. Gen. Medicine
11. Dr. Ashirwad Datey, Prof. Surgery
12. Dr. Yuganti Vaidya, Prof., Anatomy
13. Dr. Neeraj Chhari, Asso. Prof., Community Medicine

Designation

- Chairman  
Member Secretary  
Nodal Officer  
Nodal Officer  
Co-ordinator  
Member  
Member  
Member  
Member  
Member  
Member  
Member  
Member



Dean

PCMS & RC  
DEAN

People's College of Medical  
Sciences & Research Centre  
BHOPAL (M.P.) 462 037

Copy to:

1. Hon'ble Vice Chancellor, PU
2. Registrar, Peoples University
3. HR Department
4. All Concern Member



## PEOPLE'S COLLEGE OF MEDICAL SCIENCES & RESEARCH CENTRE

PCMS/OD/PS/22/1142

Date: 20.06.2022

### Office of the Dean

To,

The Registrar  
People's University  
Bhopal

Sub: Regarding functional Internal Complaint Committee of PCMS & RC

Madam,

This is reference to letter DO. No. F-91-3/2020(GS), dated 7 Jun 2022. People's College of Medical Sciences & Research Centre has well functional Internal Complaint Committee. The Committee is working as per UGC (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in Higher Education Institutions) regulations, 2015.

Hereby attaching the copy of Internal Complaint Committee Constitution.

Encl: - 01

  
Chairperson  
Internal Complaint Committee,  
PCMS & RC

  
Dean  
PCMS & RC

People's University  
Medical  
Sciences & Research Centre  
Bhanpur, Bhopal (M.P.) 462037

.Bhanpur, Karond-Bypass Road, Bhopal (M.P) 462037 Ph: 0755-4005110, 4005112(Fax)

Email: pcms.dean@peoplesuniversity.edu.in



## PEOPLE'S COLLEGE OF MEDICAL SCIENCES & RESEARCH CENTRE

PCMS/OD/PS/22/1123

Date: 17.06.2022

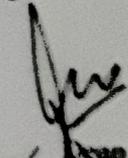
### Office of the Dean

### OFFICE ORDER

The College Complaint Committee has been revised with the following members:

S.N.	Name	Designation	Mobile No.
1.	Dr. Shaifali Bansal, Prof. Medicine	Chairperson	9893130981
2.	Dr. Tanu Garg, Asso. Prof., Pharmacology	Member Secretary	9424440731
3.	Dr. Preeti Nair, NGO (Helping Hands)	Representation Member	9425304068
4.	Dr. P Suresh, Principal PCPS	Member	9826244676
5.	Dr. Shraddha Tiwari, Asst. Prof. Community Medicine	Member	7303818695
6.	Dr. Sinchal Dutta Ghosh, Asst. Prof, Anatomy	Warden Girls Hostel	9819397389
7.	Ms. Medha Pandey-2017 Batch	Member	8120509095
8.	Ms. Palak Gupta-2018 Batch	Member	9636436381
9.	Ms. Vaishnavi Bhargava-2019 batch	Member	8770403459

The meeting has to be conducted regularly at least quarterly to discuss to all the matter related to grievance, including women harassment and submit its report as minutes of meeting.

  
Dean  
PCMS & RC

Copy to:-

1. Registrar, PU
2. DSW, PU
3. DAA, PU
4. All Members
5. All HoDs, PCMS & RC
6. Warden Boys/Girls Hostel
7. A.O. PCMS & RC

**VICE DEAN**  
Peoples College of Medical  
Sciences & Research Centre  
Bhanpur, Bhopal (M.P.) 462037

**COMPLAINTS  
&  
SUGGESTIONS  
AGAINST  
RAGGING  
PIP**



**MAHILA UTPEEDAN NIVARAN PRAKOSH  
COMPLAINTS &  
SUGGESTIONS  
AGAINST  
FEMALE HARASSMENT  
PIP**



**SCHOOL OF PHARMACY  
& RESEARCH CENTRE,  
BHOPAL**

**रैगिंग दण्डनीय अपराध है!**

**RA  NG**

**Ragging is Strictly Prohibited**



**SCHOOL OF  
PHARMACY & RESEARCH**

(Formerly People's Institute of Pharmacy & Research Centre, Bhopal)

**RAGGING IS PROHIBITED**

AS PER THE DECISION OF THE

**SUPREME COURT OF INDIA**

IN WRIT PETITION OF NO. © 656/1998

**RAGGING IS STRICTLY PROHIBITED**

**RESPECT HUMANISM AND SAY NO, TO RAGGING**

**MAKE THE CAMPUS RAGGING - FREE**



# SCHOOL OF PHARMACY & RESEARCH

(Formerly People's Institute of Pharmacy & Research Centre, Bhopal)

## Mahila Utpeedan Nivaran Prakosth



**Women Are Honored Where,  
Divinity Blossoms There**

**(यत्र नारयस्तु पूज्यन्ते, रमन्ते तत्र देवता)**

Anti Ragging link

[http://www.antiragging.in/Site/Affidavits\\_Registration.aspx](http://www.antiragging.in/Site/Affidavits_Registration.aspx)

<http://antiragging.in/>

**Women Harassment Grievance Cell**

[https://www.peoplesuniversity.edu.in/Pharmacy/?page\\_id=2392](https://www.peoplesuniversity.edu.in/Pharmacy/?page_id=2392)



PEOPLE'S  
UNIVERSITY

A4

PEOPLE

(Established by MP Act No.

ISO

PU/CU/HOI/Reg./2021/857

To,  
Head of Institutions,  
Constituent Units,  
People's University

**Subject: Regarding curbing the menace of ragging in higher Education Regulations of UGC/Statutory bodies/ Hon'ble apex Court, in toto.**

In pursuance to the judgment of the Hon'ble Supreme Court of India 887/2009 & in compliance to U.G.C. earlier guidelines it is herewith en regulations on curbing the menace of ragging in higher Educational I including the monitoring mechanisms in order to "Prohibit, Preve ragging" & to maintain "Zero Ragging & Zero Tolerance Status" in al Heads of Institutions are instructed to strengthen Constitution of their Ant Squads as per above regulations. All the Institutions & Anti Ragging Cor to step up anti-ragging mechanisms by way of adequate publicity throug ragging committees and anti ragging squads. quick-response system. CC regular interaction and counselling, identification of trouble triggers institution's prospectus and information booklets/brochures. surpr accommodation, Canteens, rest cum recreational rooms, toilets, bus stand augur well in preventing/quelling ragging and any uncalled for beha parent/guardian community may also be made aware of the anti-raggir ragging monitoring agency and all Universities/Colleges/Institutions shou steps, Anonymous random surveys, maintaining confidentiality of programme & Foster Parents for fresher's etc. are also to be implem instructed that the students /parents ought to know whom to call and appr in difficulty.

Educational institutions of People's University are being instructed to re-e system. Students in distress owing to ragging related incidents can acces 1800-180-5522 (Toll Free or E-Mail the Anti-Ragging Helpline at h information regarding ragging UGC web-site [www.ugc.ac.in](http://www.ugc.ac.in) & [Besides above Anti-Ragging measures Head of Institutions & University instructed to ensure all the Anti- Ragging measures to completely curb th](http://www.c Monitoring agency i.e. Aman Satya Kachroo on following No. 098711' (only in case of emergency). Heads of Institutions must display must dis along with Anti-ragging posters at all prominent places.</p>
</div>
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INWARD	DATE 12.8.21
Despatch No	902
Principal	
AO Registrar	

UGC has notified the 3<sup>rd</sup> Amendment in UGC Regulations on 29<sup>th</sup> J  
ragging by including the following:

3(j). Any act of physical or mental abuse (including bullying and e  
(fresher or otherwise) on the ground of colour, race, religion,  
transgender), sexual orientation, appearance, nationality, regional  
birth, place of residence or economic background.

You are hereby instructed to implement above instructions & regula  
U.G.C & Statutory bodies in toto so as to completely curb the men  
Ragging & Zero Tolerance" Status of the University.

Any violation of these regulations will be viewed seriously. If any ins  
prevent ragging or does not act in accordance with these regulatio  
incidents of ragging suitably, it will attract punitive action against its

Copy to:-

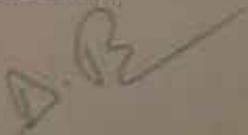
1. Hon'ble Vice-Chancellor, People's University
2. Hon'ble Secretary, University Grants Commission, Bahadur Shah
3. Hon'ble Principal Secretary Medical Education/Higher Education  
Mantralaya, Bhopal.
4. Hon'ble Chairman, Madhya Pradesh Private Universities Regulat  
Road, Opp, Excellence College, Kaliasot Dem, Bhopal.
5. Commissioner Medical Education/Higher Education/Technical Ec
6. Dean Student Welfare, People's University.
7. All Members Anti Ragging Committee, People's University. – for

SORT/ADMN/2021/1023A1

**Compliance report of Anti Ragging Committee**

**Session 2021-22**

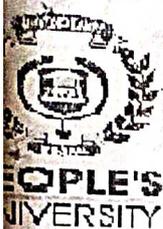
1. Detailed list of anti ragging committee with phone numbers and email has been provided to the students.
2. Complete information has been given to the students related to ragging during orientation program. Students were encouraged to report.
3. Freshers were motivated to participate in poster making competition for anti ragging. Students participated accordingly.
4. A joint sensitization program of freshers and seniors was organized on dated 10/07/2021.
5. Anti ragging squad committee has been formed for various regions of Bhopal giving them the responsibility to handle any of ragging cases which may happen in their region.
6. Anti ragging squad has assigned rationally dividing the entire college building into different segments. This begins from main entrance from the highway to the college entrance & every floor of the college building, hostel and mess.
7. The anti ragging committee list has been displayed at various locations of college and hostel building with easy access for all freshers.
8. Anti ragging guidelines has been printed and pasted at many locations to provide information to the students.

  
Principal SORT

PRINCIPAL

SCHOOL OF RESEARCH & TECHNOLOGY  
PEOPLE'S UNIVERSITY  
JALAN PUR, BHOPAL-462007

CC: VC office



# PEOPLE'S UNIVERSITY

(Established Under MP Act 17 of 2007)

## SCHOOL OF RESEARCH & TECHNOLOGY

AN ISO 9001: 2008 Certified Institute

ORT/ADMIN/2021/1046

Date-17/09/2021

### Student Council Committee

Student Council Committee Reconstituted to work under the guidance of Mr. Manoj Singh Tomar & Ms. Pooja Gupta. Members of Committee are as follows:

- Mr. Vivek Raj Bitu CE B.Tech Vth Semester, Mobile No. 8827223968
- Ms. Anisha Kumari, EE Diploma IIIrd Semester Mobile No. 8797323855
- Mr. Sudhanshu Bharti, ME B.Tech Vth Semester Mobile No. 7903855922
- Mr. Kumar Gaurav, EC B.Tech VIIth Semester Mobile No. 9525603367
- Ms. Mobashrin Kjhan CS B.Tech IIIrd Semester Mobile No. 9608034603

Principal SORT  
PRINCIPAL  
SCHOOL OF RESEARCH & TECHNOLOGY  
PEOPLE'S UNIVERSITY  
BHANPUR, BHOPAL-462017



# PEOPLE'S UNIVERSITY

(Established Under MP Act 17 of 2007)

## SCHOOL OF RESEARCH & TECHNOLOGY

AN ISO 9001: 2008 Certified Institute

RT/ADMIN/2021/1045

Date-17/09/2021

### Students Grievance Committee

Students Grievance Committee reconstituted with immediate effect. Members of committee are as follows:

- Principal (Chairman)
- Vice Principal (Convener) *[Signature]*
- AO (Co- Convener) *[Signature]*
- All HOD's (Member) *[Signature]*
- Manager Student Cell (Member)
- Hostel Warden (Member) *[Signature]*
- Accountant (Member) *[Signature]*

*[Signature]*  
 Principal SORT  
**PRINCIPAL**  
 SCHOOL OF RESEARCH & TECHNOLOGY  
 PEOPLE'S UNIVERSITY  
 BHOPAL-46203

# PEOPLE'S INSTITUTE OF HOTEL MANAGEMENT

People's IHM Bhopal

Affiliated to National Council for Hotel Management and Catering Technology  
(NCHMCT is an Autonomous Body under Ministry of Tourism, Govt. of India)

Date: 22/11/21

## Peoples Institute of Hotel Management

### Anti Ragging Committee

An anti ragging committee has been constituted at PIHM-

S.NO	Members	Designation	Contact No
1.	Mrs. Vartika Mishra	Chairperson	7999725092
2.	Mr. Mayur Fender	Nodal Officer	9922696662
3.	Mr .Adil Khan	Member	9893068102
4.	Mr. Ashish Kulsherstha	Member	9977408403
5.	Mr.Rajkumar Dubey	Member	8770056792
6.	Mr Deependra Shrivastava	Member	9425018578
7.	Mr Rakesh Sahu	Member	8602128425
8.	Mr Anoj Likhari	Member	6232443162
9.	Mr Yusuf Tanvir	Member	8349147065
10.	Mr Vinay Kewat	Member	6261681736

Anti Ragging squad members at PIHM-

S.No	Members	Designation	Contact No
1.	Mr Rahul Agarwal	Member	9926079873
2.	Ms Sakshi Dubey	Member	7694851894
3.	Mr Mayank Pathak	Member	9501675929
4.	Sobhran Rajput	Member	8962266313

People's Campus, Bhanpur, Bhopal-462037 (M.P.) India Ph. +91(0755)4005062

E-mail:- [peoplespihm@gmail.com](mailto:peoplespihm@gmail.com), Website: [www.pihm.in](http://www.pihm.in)



# PEOPLE'S UNIVERSITY

(Established by MP Act No. 18 of 2011 & approved u/s 2 (f) of UGC Act 1956)

ISO 9001 : 2008 Certified

## PEOPLE'S INSTITUTE OF MANAGEMENT AND RESEARCH

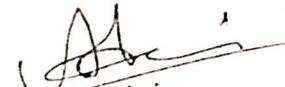
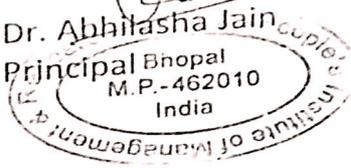
Ref. No: PIMR/2022/225B

Date: 01-07-2022

### OFFICE ORDER

The Discipline & Anti-Ragging Committee of People's Institute of Management & Research is reconstituted for the year 2022-23 as under:

S.No	Name & Designation	Status	Mobile No
1.	Mr. Vishal Shrivastava, Assistant Professor	Chairman	8959048881
2.	Dr. Sunil Agrawal, Professor	Member	7869279797
3.	Dr. Abhilasha Jain, Professor	Member	9753353375
4.	Ms. Rashi Paliwal, Assistant Professor	Member	7509988123
5.	Dr. Sanjay Kumar (Warden)	Member	7903730398
6.	Mr. Bharat Kumar Tiwari, AO & Nodal Officer	Member	9399078843

  
Dr. Abhilasha Jain  
Principal Bhopal  
M.P.-462010  
India  


## PEOPLE'S INSTITUTE OF MANAGEMENT AND RESEARCH

Ref. No: PIMR/2022/22SA

Date: 01-07-2022

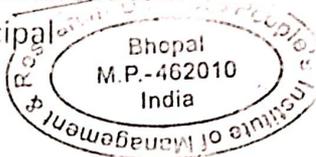
### OFFICE ORDER

The Internal Complaint Committee (ICC) of PIMR, (Prevention Prohibition and Redressal of Sexual Harassment of Women Employees and Students for the year 2022-23 as under:

S.No	Name & Designation	Status	Mobile No
1.	Ms. Rashi Paliwal, Assistant Professor	Chairperson	7509988123
2.	Dr. Sunil Agrawal, Professor	Member	9826282742
3.	Ms. Marrium Khan, Assistant Professor	Member	7987362269
4.	Ms. Manisha Rajdev, Assistant Professor	Member	7828590702
5.	Ms. Sneha Choudhary, Assistant Professor	Member	8966871563
6.	Ms. Saroj Yadav, Clerk	Member	8319823209

Dr. Abhilasha Jain

Principal





**Peoples College of Dental Sciences and Research Centre,  
Bhopal (M.P.) 462037**

**ANTI-RAGGING COMMITTEE**

**STANDARD OPERATING PROTOCOL (SOP)**

<b>Version</b> SOP/IQAC Anti-Ragging	<b>Number:</b>	<b>Date :</b>	<b>Prepared by IQAC</b>
--	----------------	---------------	-------------------------

**PURPOSE:**

Peoples College of Dental Sciences and Research Centre (PCDS & RC) has zero tolerance toward ragging

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

**SCOPE:**

1. To uphold and comply with the directives of the Hon'ble Supreme Court of India and be vigilant on any act amounting to ragging and due sequelae.
2. To publicize widely students among the prevalent directives and the actions that could be initiated against those indulging in ragging.
3. To consider the complaints received from the students and conduct due fact finding and submit an unbiased report to the Anti- Ragging Committee, with punitive measures recommended for the offenders, as deemed appropriate.
4. To oversee the procedure of obtaining undertaking from the students, in accordance with the provisions and stipulated guidelines
5. To Conduct programs such as role play, awareness shows, video shows prohibiting ragging and orient the students towards the universal concept of zero tolerance for ragging.

  
**DEAN**  
Peoples College of Dental  
Research Centre



**Peoples College of Dental Sciences and Research Centre,  
Bhopal (M.P.) 462037**

6. To provide students the contact details of the person(s) identified to receive complaints/distress calls.
7. To offer counseling services and create awareness among the students.
8. To take all necessary measures for curbing the dreadful menace of ragging both within and outside the Campus.

**RESPONSIBILITY:**

It shall be the **duty** of the Anti-Ragging Committee to ensure **compliance with the provisions of these Regulations** as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the dedicated Anti-Ragging Squad in curbing the menace of ragging in the institution.

Every institution/constituent colleges shall form a smaller body to be known as the **Anti-Ragging Squad** to be nominated by the Head of the Institution with such representation as may be deemed necessary for maintaining vigil, oversight, patrolling and shall remain dynamic, alert and active **at all times**.

Anti-Ragging Squad would be deployed to make **surprise visits in sensitive areas**, including canteen, and other places that has the potential of prompting ragging and shall be empowered to inspect such places.

The Anti-Ragging Committee shall coordinate with the constituent colleges and institutions under the domain of Peoples College of Dental Sciences and Research Centre (PCDS & RC) in order to achieve the objectives of these Regulations; and the committee shall call for **reports** from the Heads of institutions and Directors of the Centers with regard to the activities of the **Anti-Ragging Committees, Anti - Ragging Squads**.

**STUDENT ROLE:**

1. The students have to necessarily don the ID cards.



**Peoples College of Dental Sciences and Research Centre,  
Bhopal (M.P.) 462037**

2. A movement Register for students will be maintained at the main gate of all hostels to record the details pertaining to the entry and exit.

**ACCOUNTABILITY:**

1. Confidence building measures namely appointment of counsellors, arrival of senior students and a week or two weeks following the arrival of the juniors; joint sensitization programmes; joint orientation programme of 'freshers' and 'seniors' to be addressed by the Dean/principal; organization on large scale of cultural, sports and other activities; make provisions for faculty members to dine with the hostel residents in their respective hostels etc.
2. Anti-Ragging Committee and Anti - Ragging Squad at the level of the Institutions should be a monitored by a committee at the university level.
3. The wardens must be accessible at all hours and therefore it is imperative and mandatory that they, be available on telephone and other modes of communication. Similarly, the telephone numbers of the other important functionaries - Heads of institutions, faculty members, members of the anti-ragging committees, where ever relevant, should also be widely disseminated for the needy to get in touch or seek help in emergencies.
4. A copy of the prospectus distributed to each student at the beginning of each academic session for obtaining an undertaking not to indulge or abet ragging, shall contain the blueprint of prevention and methods of redressal.
5. It is ensured that each hostel would possess a full-time residential warden.

**PROCEEDURES:**

Online affidavits - Protocol

Why to do?

Steps:

PEOPLES UNIVERSITY  
Bhopal (M.P.) 462037



**Peoples College of Dental Sciences and Research Centre,  
Bhopal (M.P.) 462037**

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

**How to do?**

This is essentially a three-step procedure

Step 1: Need to Log on to [www.ANTIRAGGING.in](http://www.ANTIRAGGING.in) or [www.AMANMOVEMENT.org](http://www.AMANMOVEMENT.org).

Click on the button called – Online affidavits.

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

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

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

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

  
Sd/-  
Bhopal  
Peoples College of Dental  
Sciences and Research Centre

**PEOPLE'S COLLEGE OF DENTAL SCIENCES & RESEARCH  
CENTRE, BHANPUR, BHOPAL**

Date: 06/07/2021

**ANTI RAGGING SQUAD**

1. Dr. Parimala Kulkarni, (Contact No.: 9425453853).
2. Dr. Swapnil Parlani, (Contact No.: 9893243002).
3. Dr. G. C. Shiva Kumar (Contact: 9235638220)
4. Dr. Divyashree K. R., (Contact No.: 8602372860).

  
**DEAN**  
People's College of Dental  
Sciences & Research Centre  
Bhanpur BHOPAL

# ANTI RAGGING COMMITTEE

- **Dr. Parimala Kulkarni, Dean**  
Bhopal  
Mob.: 9425453853  
E-mail.: drtyagip@gmail.com
- **Dr. Swapnil Parlani, Vice Dean**  
Bhopal  
Mob.: 9893243002  
E-mail: [parlaniswap@yahoo.com](mailto:parlaniswap@yahoo.com)

Dean

Vice Dean

**Faculty Members**  
Representatives

People's College  
of Dental Sciences  
& Research Centre

**Dr. G. C. Shiva kumar**  
**Professor**  
Mob: 9235638220  
Shiv Enclave, ayodhya bypass, Bhopal  
E-mail: [Shiva21375@gmail.com](mailto:Shiva21375@gmail.com)

**Dr. Santosh Kumar Singh**  
[Santoshsingh37@gmail.com](mailto:Santoshsingh37@gmail.com)  
Professor, Cons and Endo  
HIG 4, PCDS Campus Bhanpur Bhopal  
Mob.8085194083

- **Dr. Divyashree K. R., Lecturer,**  
HIG-07, PCDS Campus, Bhanpur, By pass Road,  
Bhopal-462037  
Mob.: 7415633993  
E-mail: [divyashreekr28@gmail.com](mailto:divyashreekr28@gmail.com)

Staff Members

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HIG-13 PCMS Block -A  
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**Dr. Aakash Patel**  
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Behind Kanchan Bagh, sehore.  
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E mail: [aakashpatel211@gmail.com](mailto:aakashpatel211@gmail.com)



PCDS  
Bhanpur  
Bhopal

- Pe
- **Mr. Mahendra Chauhan – Police Administration (Representative)**  
T.I.  
Nishatpura Thana. Bhopal  
Mob. No.: 9479990461
  - **Mr. Rajeev Agnihotri – Local Media (Representative)**  
Resident Editor, People's Samachar,  
4, Malviya Nagar, Bhopal
  - **Ms. Archana Sahay,**  
Director AARAMBH – Non Government Organization involved in youth  
activities **(Representative)**, 52-C, Indrapuri, BHEL, Bhopal  
Mob.: 9425300572, E-mail: aarambhpl@gmail.com

  
**DEANS**  
People's College of Dental  
Sciences & Research Centre  
Bhanpur BHO PAL

- **Mr. Rakesh Nayak,**  
76, Mahaveer Traders, Ghoda Nikka:  
Bhopal (M.P.)  
Mob.: 9302141798
  - **Ms. Vagmi Khatri,**  
F-119/ 60, Shivaji Nagar, Bhopal  
Mansarovar Colony. Bhopal, M.P.  
Mob.: 9425016485
  - **Mr. Prakhar Anand,**  
B-26/22, Ved Nagar, Nanakheda,  
Ujjain (M.P.)  
Mob.: 7697137819
  - **Mr. Amanda Antoinette Rebello,**  
OMQ/138, 1 Officer's Quarters, Airforce Station  
Rajokri, New Delhi – 110038  
Mob.: 8750085448
  - **Ms. Shahima Naaz,**  
64, Lagpatpura Ward, Near IDBI Bank,  
One way Road, Parkota, Sagar-470002 (MP)  
Mob: 9516081686
  - **Mr. Ankit Namdev, Admin. Officer,**  
62, Naveen Nagar, Bhopal  
Mob.:9893522339  
E-mail: namdevankit30@gmail.com
  - **Mr. R. S. Pawar – Incharge OPD,**  
T-1, Victor Palace, Vijay Nagar, Lalghati, Bhopa  
Mob.: 7879791934
  - **Ms. Rajshree Nair - Librarian**  
Aasman Apartment, Flat 1/140,  
C-Indrapuri, Bhopal  
Mob.: 8349154689  
E-mail: librarypcds20014@gmail.com
- Parents – Representatives**
- Fresher Students Category**
- Senior Students Category**
- Nodal Officer - (PCDS & RC)**
- Non Teaching Staff – Representative**

  
 People's Camp  
 School  
 Mental Health Centre

## PEOPLE'S COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE

Ref.No./PCDS/Admin/2021/ 857

Date: 23.02.2021

This is to inform that the women's Grievance Redressal cell, People's College of Dental Sciences & Research Centre has been reformatted .The newly constituted members of this committee are:

1. Dr. Sahana .S (Chairperson) 9235650627, [sahana\\_shiv@yahoo.com](mailto:sahana_shiv@yahoo.com)
2. Dr. Swapnil Parlani (Professor) 09893243002, [parlaniswap@gmail.com](mailto:parlaniswap@gmail.com)
3. Dr. Sumedha Srivastava (Professor), 9589478706,  
[drsumi0109@gmail.com](mailto:drsumi0109@gmail.com)
4. Dr. Ashutosh Dubey (Reader) 9752019454, [dr.aashutoshdubey@gmail.com](mailto:dr.aashutoshdubey@gmail.com)
5. Dr. Divyashree Kalyanpur (Warden, Girl's hostel) 7415633993,  
[divyashreekr28@gmail.com](mailto:divyashreekr28@gmail.com)
6. Mr. Ankit Namdev (Administrative Officer) 9893522339 ,  
[namdevankit30@gmail.com](mailto:namdevankit30@gmail.com)
7. Mrs. Viva Joshi (NGO Representative, Founder of Aayam Inclusion School, Bhopal) 09424476498, [vivajoshi@gmail.com](mailto:vivajoshi@gmail.com)

  
Dr. Parimala Kulkarni  
Dean  
PCDS & RC  
DEAN  
People's College of Dental  
Sciences & Research Centre  
Bhanpur BHOPAL

**Peoples College of Dental Sciences and Research  
Centre (PCDS&RC)**

# **WOMEN CELL**

## **STANDARD OPERATING PROCEDURE**

### **Preamble**

According to the Constitution of India, Right to Equality is a Fundamental Right that includes the right to equality before law, prohibition of discrimination and equality of opportunities in matters of public employment. Equality between men and women, right to work, to education and to public assistance in case of unemployment, old age, sickness and disablement and provision of just and humane conditions for work and maternity relief, are important Directive Principles of State Policy. The Supreme Court of India in its August 13, 1997 judgment in Vishakha & others vs. State of Rajasthan & others makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace. Educational institutions are bound by the same directive. In compliance with the mandate of the Supreme Court judgment, PCDS&RC adopts this policy to prevent, prohibit and punish sexual harassment of women at the workplace. The college is committed to provide for all women who fall within its jurisdiction including its, academic, non - academic staff and students, a place of work and study free from sexual harassment, intimidation and exploitation. Every woman shall have a Right to be free from Sexual Harassment and the Right to Work in an environment free from any form of Sexual Harassment. Primary mission of Women Cell of PCDS&RC is to provide guidelines for protection from sexual harassment and basic right to work with dignity and to handle related complaints received or referred to the cell.

## **Scope**

The policy is applicable to all employees and students (females and males) and also to third parties associated with PCDS&RC. The third party would include the patients, their accompanying relatives/attendants, volunteers, trainees and visitors etc. who are associated to the organization. WC- PCDS&RC will be formed by the organization, which will undertake preventive action as well as it will act as a grievance redressal body where complaints of sexual harassment at the work place will be contemplated. The committee will have representation of the members from across all staff cadres.

## **Definitions and Explanations**

The operational definitions of the following terms will be considered by the committee while dealing with these complaints.

### **(i.) Definition of Sexual Harassment**

On August 13, 1997, the Supreme Court of India held that sexual harassment of women is a violation of the fundamental rights of women to work in a safe environment. According to the Supreme Court guidelines sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) such as the following:

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

According to the Code of Conduct at Work Place prepared by the National Commission for Women in 1998, sexual harassment includes such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority, whether directly or by implications, such as the following:

- Eve Teasing
- Unsavory remarks
- Jokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunt
- Gender based insults or sexist remarks
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- Touching or brushing against any part of the body and the like
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- Forcible physical touch or molestation and
- Physical confinement against one's will and any other act likely to violate one's privacy

### **(ii) Work place:**

Work place includes any place where the employees of the organization carry out tasks to further the organizational goals and objectives. This will not include any place of work that is beyond institute's premises and control. However the grieved party will be provided support to carry out necessary action as and when required.

**(iii) Employee/Staff:**

An employee of institute is an individual who has been appointed at the organization to carry out certain tasks so as to further the organizational goals and objectives. It covers all the staff on the payroll including the field staff, part time staff, contractual staff, incentive based, consultants, approved staff of outsourced services, etc.

**(iii) Students:**

A student will include any candidate enrolled in the institute as a trainee in capacity of undergraduate, postgraduate, nursing, paramedical or part time observer ship or any trainee undergoing training here with due permission of authorities.

**(iv) Third party:**

A third party refers to any individual or member of any group/organization that is/are associated with the institute. Examples of third party include sexual harassment to institute's Staff by the volunteers, patients, attendants of patients, students, visitors, community members, NGOs, CBOs, and Hospital & Health Post Staff.

**Objectives**

1. To fulfill the directive of the Supreme Court of India enjoining all employees to develop and implement a policy against Sexual harassment of women at work place
2. To prevent gender discrimination and sexual harassment by promoting gender equality amongst all University employees
3. To promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of women
4. To ensure implementation of laid down procedures including the constitution of appropriate committees for purpose of gender sensitization and to conduct enquiries into complaints of sexual harassment
5. To recommend punitive action against the guilty to the Dean and principal.

**Functions**

1. To promote gender equality
2. To take measures towards sensitizing the college community on gender issues
3. To deal with cases of sexual harassment in a time bound manner and ensure appropriate action is taken against the offender

**PREVENTIVE ACTION**

Preventive action will be taken in the organization so as to evade any instances of sexual harassment. The efforts of the management will be as follows:

**i. Gender sensitization workshops:**

Although institute is a non-profit organization with socially aware and sensitive individuals associated with it, there is a need to conduct gender sensitization workshops for employees at all levels as well as for third party individuals/groups. These workshops will aim at eliminating any gender biases of individuals, making them more gender sensitive.

## **ii. Workshops on Sexual Harassment at the workplace:**

Such workshops will be conducted to induct staff and third parties about the issue of Sexual harassment at the workplace, the Supreme Court guidelines and *Vishakha* judgment as well as about the organizational policy on sexual harassment at the work place.

## **iii. Information on first appointment:**

It will be made mandatory to include a feature on the existing PCDS&RC policy on sexual harassment at the workplace and its scope in the appointment letter of new employees. An induction will be provided to the new appointee with regard to the policy of the college and hospital on the matter.

## **Composition of Women Cell**

The institute will form a committee to deal with complaints of sexual harassment at the workplace for employees and third parties. The key items of the cell are as enlisted below.

### **(a) Facilitating body**

The college and hospital management shall facilitate smooth functioning of the Women Cell to ensure regularity of meetings and follow-up of cases of sexual harassment that may arise besides ensuring preventive action to be taken to avoid sexual harassment at the work place.

### **(b) Members**

There will be Nine individuals selected by the facilitating body to be members of the WC-PCDS&RC. Out of the nine members, majority representation has to be of women, and the Chairperson of the committee has to be a woman. One member has to be a representative of another organization, thus ensuring transparency in procedures, and delivery of justice. In case of differences of opinion in a case the decision of the majority of the committee members will prevail.

### **(c) Selection of members**

Members will be selected based on their commitment and sensitivity to the issue. They must be gender sensitive and compassionate individuals. They must be non-judgmental and tactful in their approach of handling such cases.

### **(d) Period of membership**

Membership will be for a period of two years, after which a new set of members will be appointed. However few members if willing can continue their membership for one more year to help evolve and guide the new members.

### **(e) Termination of membership**

Membership will be terminated in the event of demise or retirement or resignation of a member from his/her post in the organization, or if a member has been found guilty in a case of sexual harassment. Membership will also be transferred to another person after the completion of two years tenure.

### **(f) Appointment of new members**

New members will be appointed by the Dean and Principal, PCDS&RC. An individual who has been previously elected as a member on the committee can be elected again.

### **(g) Womens' representation**

Out of the nine members, including one representative from another organization, five have to be women. Moreover, the chairperson of the WC- PCDS&RC must be a woman.

### **(h) Meetings**

Emergency meetings of Women Cell may be convened by the Chairperson on receipt of complaints; usually meetings will be held minimum of once every quarter, whether or not a case of sexual harassment has been registered; This is so as to discuss and plan for preventive actions and to make recommendations to the Dean and Principal, PCDS&RC. The venue and the time for the meetings will be as per the decision of the members of the committee.

### **(i) Contact details of members**

The contact details of members of the Women Cell as well as of the First information contact persons will be made available to all associates of the college and hospital and posted in the college website.

### **Complaint Redressal procedure**

#### **(a) Procedure for registering complaint**

A written application will be required to be given to the cell which will then be deliberated upon. Complaints can be lodged directly to the Chairperson of women cell or with any member of Women Cell. If the complaint is made through any other member or Dean or medical superintendent, then the person to whom the complaint is made should bring it to the notice of the women cell within two working days of its receipt by him/her. All complaints must be brought by the complainant in person. In exceptional cases, third party/witness complaint may be entertained. In such cases, the committee will ascertain, whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such complaint is received the committee shall proceed to enquire into it as per procedure specified. The application must consist of all the details of the event/s of sexual harassment that occurred, as well as the name of the alleged offender. Approximate date/time of the event/s could also help during investigation. Applications, delayed by any amount of time since the occurrence of events of sexual harassment will be accepted by the cell.

#### **(b) Contact**

On receipt of the written complaint, Women cell shall try to establish contact with the victim/applicant and the first information person who may have approached the cell for justice and resolve the dispute through informal discussion. The minutes of such discussion shall be recorded and the reason for not conducting enquiry shall also be mentioned; report of the enquiry should be signed by all the committee members present during the contact.

#### **(c) Confidential Investigation**

If the dispute cannot be resolved through informal discussions, an enquiry committee shall be set up by women cell Chairperson within one week of receipt of complaint with some/all members of the cell or with outside persons. The Enquiry Committee shall investigate into the incident by laying down its own procedure, to find out if the accused is prima facie guilty and the nature and extent of the guilt. To determine what constitutes sexual harassment will depend upon the facts and circumstances of each case. The Enquiry Committee shall submit its report to the Chairperson, WC within one week of its appointment. Confidentiality will be maintained during the investigation. The committee will ensure that no other individuals will know of the complaint besides the applicant and the witnesses, if any, brought in by the applicant. Investigation must be carried out within a period of one month. If required a cross

examination of the complainant and the accused and if any witness available can be done. This will be at the discretion of the Committee Members. At any stage of the proceedings, if the aggrieved women wish to withdraw her complaint, the committee shall permit her to withdraw the complaint and if an inquiry has commenced, shall discontinue the inquiry. In case of withdrawal if it is brought to the notice of the committee that, pressure is being brought on the complainant or the witnesses to withdraw their statements or not go through the proceedings conducted by the Committee then the Committee will record this.

#### **(d) Principle of Natural justice**

The principle of natural justice will be adopted during investigation. Thus, both parties, the applicant as well as the alleged offender, will be given a platform to produce their respective views of the event/s and will be given a chance to explain their sides. The investigation will include interviews with witnesses produced by both sides, as well as other intervention that may be required. A copy of the investigative report, which consists of the investigation findings, will be given to both parties at the end of the investigation, as also a copy of the recommendations made by the cell to the management will be submitted to both parties. In case of any settlement brought about by the Committee must be mutually acceptable to both the aggrieved woman and defendant.

#### **(e) Punitive Recommendations**

Action to be taken will be recommended by the cell, based on the findings from the investigative report. These will be reviewed by the management and as joint decision will be taken up. Punitive action could be in the nature of transfer, termination, slash the remuneration, consideration in annual performance appraisal, and demand for an apology to the victim, or any other, as deemed fit by the cell. The decision for punishment will be based on the impact of the harassment on the recipient of the same.

#### **(f) Reformative Recommendations**

Recommendations will be made by the cell to the Dean and principal. These may be to bring into effect policy change/modification, or else to carry out some preventive action.

#### **(g) Forward to College Management**

The investigative report, findings and recommendations of a case of sexual harassment must be duly forwarded to the management to effect action.

#### **(h) Action by College Management**

Once the committee has reached a decision, management must acquiesce with its recommendations in the following manner:

1. If the accused is found guilty, no recognized victim will be forced to work under or with that person. If such a provision requires the transferring of people, the victim's preferences should take priority.
2. If the committee reaches a verdict of guilty it must then decide upon the appropriate penalty. This decision may take into account past offences. In other words, repeat offenders may be given harsher penalties.
3. Penalties may be broadly grouped as
  - Minor Penalties:

- A. The harasser is required to write a letter of apology to the victim
- B. Management writes a letter of reprimand to the harasser including a warning against further activity
- C. Harasser is suspended
- D. Management withholds the increment from harasser for one year.
- E. The harasser is fined up to Rs 2000 or more depending on the position.

• Major Penalties:

- A. The harasser is demoted
- B. Management terminates employment of the harasser
- C. Management withhold the increment from harasser for more than one year
- D. The harasser is fined more
- E. If the harasser is a service taker or third party, management terminates service to the harasser.
- E. A student guilty of sexual harassment shall be liable to give a written apology to the victim and any of the following punitive actions may be taken:
  - Suitable censure/warning
  - Withholding/withdrawing scholarship/fellowship and other benefits
  - Suspension/expulsion from the hostel
  - Rustication from the Institute for a specified period
  - Expulsion from the college.
  - Any other action as per college rules.

4. If there is a prima facie case against the accused, the WC- PCDS&RC may recommend immediate suspension till the person is proved innocent or the issue is settled. Efforts must be made to resolve the dispute through counseling and mediation. In case the accused is found guilty, the WC- PCDS&RC may recommend appropriate punitive action to be undertaken by the Dean. If required, the College management may refer the complainant to a lawyer to lodge a complaint with the concerned police station. The complainant shall then keep the WC- PCDS&RC informed about progress with the complaint. The complainant shall have the right to appeal to Dean if she/he is not satisfied by the action taken by the Dean.

5. If the Committee is of the opinion (based on the substantiated facts) that the complaint of sexual harassment was made falsely and with malicious intent, then such action will be considered misconduct. In such case the committee may make a recommendation of the appropriate action to management.

### Management Obligations

The management of PCDS&RC is required to carry out all action recommended by the Women Cell as well as to take action against the individual/group found to be guilty of sexual harassment at the work place. PCDS&RC shall do its best to provide justice as per its good intentions and ability for the complainant.



Dean

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Page 10 of