

**Organization wide awareness and undertakings on policies with zero tolerance****Policy Documents:****Anti-Ragging Policy****1. Introduction**

This policy document outlines the rules, guidelines, and actions to prevent and eliminate ragging within Vidyalankar School of Information Technology. Ragging is strictly prohibited, and anyone found engaging in such activities will face disciplinary action as per applicable laws and institutional regulations.

**2. Purpose**

The purpose of this policy is to create a safe and nurturing environment for all students, free from any form of harassment, intimidation, or humiliation. It aims to promote a positive and respectful atmosphere that encourages academic and personal growth.

**3. Definitions**

- Ragging: Any act that causes or is likely to cause physical or psychological harm, discomfort, fear, or apprehension to a student.
- Ragging Committee: A committee formed to address and prevent incidents of ragging within the institution.
- Ragging Victim: Any student subjected to ragging or harassment by another student or group of students.
- Ragging Offender: Any student or group of students involved in ragging activities.


**4. Prohibited Actions**

The following actions are strictly prohibited within the institution:

- Physical, verbal, or psychological abuse, humiliation, or intimidation.
- Teasing, derogatory remarks, or offensive gestures related to gender, race, religion, caste, nationality, or socio-economic status.
- Forcing students to perform degrading or humiliating acts.
- Any form of coercion, extortion, or blackmailing.

**5. Prevention Measures**

- Orientation Programs: Conduct regular orientation programs for new students to raise awareness about the anti-ragging policy and the consequences of ragging.
- Counseling Services: Provide access to counseling services to help students cope with the transition to campus life and address any issues they may have.
- Awareness Campaigns: Conduct awareness campaigns throughout the academic year to educate students, faculty, and staff about the ill effects of ragging and the importance of maintaining a respectful environment.

  
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VIDYALANKAR SCHOOL OF  
INFORMATION TECHNOLOGY  
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Educational Campus, Wadala (E)  
Mumbai - 400 037.



**6. Reporting and Complaint Procedure**

- Reporting Mechanism: Establish a confidential reporting mechanism, allowing students to report incidents of ragging without fear of retaliation.
- Complaint Registration: Provide a designated person or office where complaints can be registered, along with multiple reporting channels, such as anonymous complaint boxes and online platforms.
- Investigation Process: Conduct a thorough investigation upon receiving a complaint and take appropriate disciplinary action against the offenders.

**7. Disciplinary Actions**

- Penalties: Determine penalties for ragging offenses, such as suspension, expulsion, or legal action, depending on the severity of the incident.
- Legal Action: Cooperate with law enforcement agencies and file criminal complaints against individuals involved in ragging activities.

**8. Support and Rehabilitation**

- Victim Support: Provide support and counseling to victims of ragging to help them overcome the traumatic experience and reintegrate into the academic environment.
- Rehabilitation for Offenders: Implement rehabilitation programs for individuals found guilty of ragging, promoting awareness and encouraging behavioral change.

**9. Monitoring and Compliance**

- Regular Audits: Conduct regular audits and reviews of the anti-ragging policy and its effectiveness in preventing ragging incidents.
- Feedback Mechanism: Establish a feedback mechanism to gather input from students and stakeholders for continuous improvement of the policy.

**10. Conclusion**

Vidyalankar School of Information Technology is committed to providing a safe, respectful, and conducive learning environment. This anti-ragging policy emphasizes our dedication to preventing ragging and ensuring the well-being and dignity of every student within our institution. Violations of this policy will not be tolerated, and appropriate actions will be taken against offenders.

  
Principal  
VIDYALANKAR SCHOOL OF  
INFORMATION TECHNOLOGY  
Vidyalankar Marg, Vidyalankar  
Educational Campus, Wadala (E)  
Mumbai - 400 037.



**Standard Operating Procedure:**

**ANTI-RAGGING /DISCIPLINE COMMITTEE**

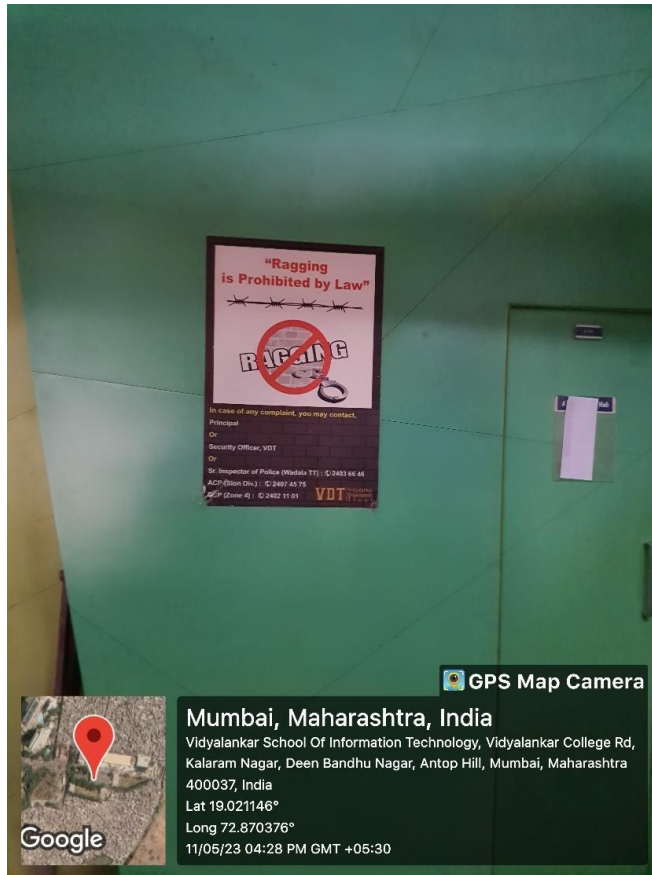
Key Objectives	<ul style="list-style-type: none"> <li>▪ To foster a healthy interaction among all the students and enable them to bond with each other.</li> </ul>
Key Inputs	<ul style="list-style-type: none"> <li>▪ Development and progress of the students to be monitored</li> </ul>

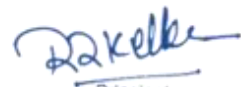
**KEY RESPONSIBILITIES**

1. To ensure that students wear Identity Cards.
2. To always display posters regarding Anti-ragging
3. To monitor the student's anti-ragging – Convener.
4. Discipline-related issues in the college.
5. To look after dress code issues in the college.
6. To maintain a code of conduct
7. To create awareness of the harmful impact of smoking, Drug addiction, etc. on Posters
8. To conduct regular meetings with Security and counsel indiscipline students quarterly and as when needed-Convener

  
 Principal  
 VIDYALANKAR SCHOOL OF  
 INFORMATION TECHNOLOGY  
 Vidyalankar Marg, Vidyalankar  
 Educational Campus, Wadala (E)  
 Mumbai - 400 037.





  
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VIDYALANKAR SCHOOL OF  
INFORMATION TECHNOLOGY  
Vidyalankar Marg, Vidyalankar  
Educational Campus, Wadala (E)  
Mumbai - 400 037.



## Internal Complaint Committee (ICC) Policy

### 1. Introduction

This policy document outlines the establishment, roles, responsibilities, and procedures of the Internal Complaint Committee (ICC) for addressing complaints related to sexual harassment and discrimination within Vidyalankar School of Information Technology. The ICC is committed to creating a safe and respectful workplace environment, free from all forms of harassment and discrimination.

### 2. Objective

The objective of this policy is to:

- Promote a work environment that upholds dignity and respect for every individual.
- Provide a framework for addressing complaints related to sexual harassment and discrimination effectively and impartially.
- Create awareness about the organization's commitment to preventing and addressing issues of harassment and discrimination.

### 3. Definitions

- Complainant: An individual who files a complaint of sexual harassment or discrimination.
- Respondent: An individual against whom a complaint of sexual harassment or discrimination has been made.
- Sexual Harassment: Any unwelcome conduct of a sexual nature that affects the dignity of an individual, including but not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Discrimination: Unfair treatment or prejudice against an individual or group based on race, gender, ethnicity, religion, age, disability, sexual orientation, or any other protected characteristic.

### 4. Establishment of the Internal Complaint Committee (ICC)

- Formation: The ICC shall be formed in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Composition: The ICC shall comprise a Chairperson, at least two employees, and one external member, preferably a representative from an NGO or a women's rights organization.


### 5. Roles and Responsibilities

#### Chairperson:

- Preside over meetings and ensure proper functioning of the ICC.
- Oversee the investigation process and maintain confidentiality.
- Facilitate communication between the ICC, complainant, and respondent.

#### Members:

- Participate in inquiries and investigations impartially.
- Uphold the principles of natural justice and provide a fair hearing to all parties involved.

  
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VIDYALANKAR SCHOOL OF  
INFORMATION TECHNOLOGY  
Vidyalankar Marg, Vidyalankar  
Educational Campus, Wadala (E)  
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- Assist in raising awareness about the policy and procedures within the organization.

## 6. Complaint Procedure

### Filing a Complaint:

- Complainants can report incidents of sexual harassment or discrimination to the ICC in writing or through a designated representative.
- A complaint can be filed within 7 days from the date of the incident.

### Confidentiality:

- Maintain confidentiality throughout the complaint process to protect the privacy of the complainant, respondent, and witnesses.

### Investigation Process:

- Conduct a thorough and impartial investigation, allowing both parties to present their case and provide witnesses and evidence.
- Complete the investigation and submit a report to the ICC within 30 days from the date of receiving the complaint.

## 7. Disciplinary Actions and Remedies

### Disciplinary Actions:

- Recommend appropriate disciplinary action against the respondent, if the complaint is substantiated, in accordance with the organization's policies.

### Remedies:

- Provide remedies to the complainant, such as counseling, transfer, or other appropriate measures to ensure a safe work environment.

## 8. Awareness and Training


- Conduct regular training and awareness programs for employees to educate them about the organization's policy, prevention of sexual harassment, and the role of the ICC.

## 9. Reporting and Compliance

- Submit annual reports to the appropriate authority, detailing the number of complaints received, action taken, and measures implemented to prevent sexual harassment and discrimination.

## 10. Conclusion

Vidyalankar School of Information Technology is committed to fostering a workplace that values respect, dignity, and equality. This policy underlines our commitment to preventing sexual harassment and discrimination and ensuring a conducive and safe work environment for all employees. Violations of this policy will not be tolerated, and appropriate actions will be taken against offenders.

  
Principal  
VIDYALANKAR SCHOOL OF  
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Educational Campus, Wadala (E)  
Mumbai - 400 037.



Students' Suggestions Board is placed by ICC in order to gather students' feedback, suggestions, and complaints which is regularly checked and monitored.



*R. Kelke*  
Principal  
VIDYALANKAR SCHOOL OF  
INFORMATION TECHNOLOGY  
Vidyalankar Marg, Vidyalankar  
Educational Campus, Wadala (E)  
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In First year Orientation Program and every semester induction program we emphasize on the role of Internal Complaint Committee for creating awareness.

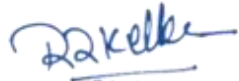
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## Internal Complaint Committee

- 1) To resolve the issues pertaining to female students or sexual harassment.
- 2) To equip the female students, faculty and staff members with knowledge of their legal rights.
- 3) To safeguard the rights of female students, faculty and staff members.
- 4) To provide a platform for listening to complaints and redressal of grievances.
- 5) To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.

**Members of the Internal Complaint Committee**

S.No	Position	Name
1	Presiding officer	Dr. Rohini Kelkar
2	Teaching Member	Vijay Gawde
3	Teaching Member	Akshatha Jain
4	Non-teaching member	Dipika Keluskar
5	Non-teaching member	Sanjivani Mohite

  
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 Principal  
**VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY**  
 Vidyalankar Marg, Vidyalankar Educational Campus, Wadala (E) Mumbai - 400 037.





## **Grievance Redressal Cell Policy**

### **1. Introduction**

This policy document establishes the guidelines, structure, and procedures for the Grievance Redressal Cell (GRC) at Vidyalankar School of Information Technology. The GRC aims to provide a platform for employees to address their grievances in a fair, impartial, and confidential manner.

### **2. Objective**

The objective of this policy is to:

- Establish a mechanism to address grievances promptly and effectively.
- Ensure a fair and transparent process for resolving complaints in the workplace.
- Promote a positive work environment by addressing concerns and conflicts in a timely manner.

### **3. Definitions**

- **Grievance:** Any concern, complaint, or dissatisfaction that an employee may have regarding their work, working conditions, relationships, or any other aspect related to the workplace.
- **Grievant:** An employee who raises a grievance seeking resolution.
- **Grievance Redressal Cell (GRC):** A committee designated to receive, review, and resolve employee grievances.

### **4. Structure of the Grievance Redressal Cell (GRC)**

- **Formation:** The GRC shall be formed in compliance with applicable laws and regulations.
- **Composition:** The GRC shall consist of representatives from Human Resources, Legal, and a neutral employee representative.

### **5. Roles and Responsibilities**

#### **Chairperson:**

- Preside over GRC meetings and ensure adherence to the grievance redressal process.
- Facilitate communication between the GRC, the grievant, and involved parties.
- Oversee the resolution process and ensure compliance with the established policies.


#### **Members:**

- Review and assess grievances in a fair and unbiased manner.
- Maintain confidentiality and handle grievances with sensitivity and impartiality.
- Suggest appropriate actions for resolution and improvement based on investigations.

### **6. Grievance Redressal Procedure**

#### **Filing a Grievance:**

- Employees can file grievances in writing or electronically using a designated form.
- The grievance should detail the issue, the parties involved, and any supporting evidence.

  
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**Acknowledgement and Review:**

- Acknowledge receipt of the grievance within 15 days.
- Review the grievance, gather necessary information, and conduct an initial assessment.

**Investigation and Resolution:**

- Conduct a thorough investigation within 30 days.
- Interview relevant parties and gather evidence to determine the facts.
- Propose appropriate actions to address and resolve the grievance.

**Communication of Decision:**

- Communicate the decision and resolution to the grievant within 30 days.
- If resolution requires further action, provide an estimated time frame for implementation and follow-up.

**7. Confidentiality and Non-Retaliation**

- Ensure that all information related to the grievance and the parties involved is kept confidential.
- Prohibit any form of retaliation against the grievant or witnesses involved in the grievance redressal process.

**8. Compliance and Reporting**

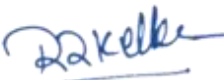
- Maintain records of all grievances received and their resolutions for compliance purposes.
- Prepare periodic reports summarizing the types of grievances received, resolutions, and recommendations for improvement.

**9. Training and Awareness**

- Conduct training programs to educate employees about the grievance redressal process, encouraging them to raise concerns and grievances without fear of reprisal.

**10. Conclusion**

Vidyalankar School of Information Technology is committed to fostering a workplace that values openness, fairness, and respect. This Grievance Redressal Cell policy underscores our dedication to addressing grievances promptly and impartially. We encourage employees to utilize this mechanism to resolve their concerns, and we are committed to ensuring a healthy and supportive work environment.

  
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Educational Campus, Wadala (E)  
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**Standard Operating Procedure:**

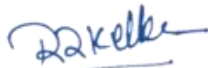
**GRIEVANCE ADDRESSAL COMMITTEE**

**Key Objectives**

- To provide a structured and effective complaints redressal mechanism.
- To provide an opportunity to everyone in VSIT to be listened to so that any feeling of injustice is sorted out promptly

**KEY RESPONSIBILITIES**

1. To form a grievance redressal cells to handle grievances.
2. To redress students', staff and faculty grievances separately
3. Redress girl students', lady staff and faculty grievances separately.
4. Formation of a separate cell for ladies.
5. Suitable timings for students', staff and faculty should be arranged.
6. Grievances should be redressed promptly.
7. Employees should be able to present their issues without prejudging or commenting.
8. Positive, friendly ways to resolve the crisis should be used rather than punitive steps, which disturb the system.
9. Reassure them that the authorities will be acting impartially and will try to resolve the matter as amicably as possible
10. Effective, sensitive and confidential communication should be reassured between the involved in the grievance
11. Proper investigation of the facts and figures related the problem should be ensured.
12. Documentation of the procedures and of all necessary steps taken to resolve the problem/complaint should be followed.

  
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