



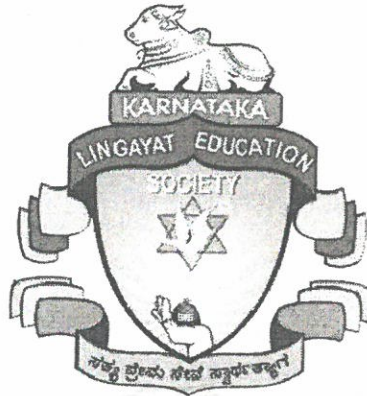
K. L. E. Society's  
**KLE COLLEGE OF LAW**

(Affiliated to University of Mumbai & Bar Council of India)  
4th Floor, Plot No. 29, Sector-1, Kalamboli, Navi Mumbai-410218.

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REF. No./KLEK/LAW/ 2014/2022-23

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**KLE SOCIETY'S KLE COLLEGE OF LAW, NAVI MUMBAI**

**ANTI-RAGGING POLICY**

**INTRODUCTION**

Ragging is prohibited under the MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999 and it is also punishable under various provisions of the Indian Penal Code, 1860. The Regulators of higher education like UGC and AICTE have also noted promptly by making the necessary Rules and Regulations to curb the menace of ragging in all the educational institutions. Its body at Institutional level has to establish measures for Prohibiting, Preventing and Punishing Activities of Ragging menace within and outside the campus in accordance with UGC Regulations, Supreme Court Directives and State Act. It is responsible for taking against those found guilty of ragging and or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

**COMPOSITION OF ANTI RAGGING COMMITTEE**

KLE College of Law has constituted a Committee as the Anti-Ragging Committee headed by the Head of the Institution, and a diverse mix of faculty, senior students and non-teaching staff to avoid any form of conflict that could take the ugly form of ragging.



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Structure of the committee	Composition of the committee (2023)	
Chairman of the committee	Ex- Officio President of the Cell	Mr. Dinkar Gitte
Member	Police Representative	Mr. Kishori Chavan
	Representative – Non Government Organisation	Mr. Kishor Palve
	Representative – Local Media	Mr. Deepak Jhage
	Representative – Parent	Mr. Alok Chaudhary
		Mrs. Reshma Rajesh Patil
	Representative - Student	Miss. Shraddha Kadam
		Miss. Riya Koli
	Representative - Teaching	Miss. Mayuri Taware
		Miss. Bipasha Bandopadhyay
		Mr. Anant Pawar
	Miss. Kritika Singh	
	Representative – Non - Teaching	Mrs. Asha Thakur

## FUNCTIONS OF ANTI RAGGING COMMITTEE

1. To guarantee adherence to the provisions of these regulations and any current ragging-related laws, as well as to deal with and take prompt action on any instances of ragging that come to its attention.
2. To keep tabs on the happening of events related to, in Campus or Off- campus or other designed places in the premises
3. To conduct such an investigation while adhering to the principles of natural justice, fairness, and openness, and after providing the accused student(s) with a fair chance to present their case, as well as that of any other witnesses, and taking into account any additional pertinent information that may be needed.
4. To monitor and observe in the functions and performance of the Anti-Ragging committee in prevention and curbing or ragging in the institution.



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5. To investigate any ragging incident that is reported to it by the institution's head, a faculty member, a staff member, a student, a parent or guardian, a service provider employee, or any other person, as the case may be; and to submit the investigation's findings and recommendations to the anti-ragging committee for action in accordance with clause (a) of UGC Regulation 9.1.

6. Also to monitor the welfare of fresh students outside the campus.

7. To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents of, and having the potential of ragging and shall be empowered to inspect such places.

**ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING**

KLE College of Law, Kalamboli, Navi Mumbai shall punish the student found guilty of ragging after following the procedure and in the manner prescribed herein under:

1. The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Committee.
2. The Anti-Ragging Committee depending on the nature and gravity of the guilt will follow up the punishment based on the committee's decision.
3. Further the Institution can refer to the Affiliating University to act according to the UGC Regulations and State Act on curbing the menace of ragging.

**PUNISHMENTS**

As per the Supreme Court judgment on ragging in the Colleges, the following actions will be taken on those students who indulge in ragging Withholding of scholarships, fellowships & results

- Debarring from representation in events and appearing for tests/examinations and also consequent admission to any other institution
- Withdrawing benefits like travel concessions and campus selections
- Suspension or expulsion from hostel or mess and also attending classes



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- Cancellation of admission or rustication from the Institution
- Registration of FIR against the accused and Prosecution under the Indian Penal Code, 1860.

**INSTRUCTION TO FRESHERS**

1. You do not have to submit to ragging in any form.
2. You do not have to compromise with your dignity and self-respect
3. You can report incidents of ragging to the authorities concerned.
4. You can contact any member of the Anti Ragging Squad / Anti Ragging Committee of the College, or the Principal.
5. The college is obliged to permit the use of communication facilities (Landline and Mobile phones) for seeking help.
6. If you are not satisfied with the enquiry conducted by the College, you can lodge a First Information Report (FIR) with the local Police, and can complain with the civil authorities also.
7. The college is in any case required to file FIR if your parents or you are not satisfied with the action taken against those who 'ragged' you.
8. Your complaint can be oral or written, and would be treated by the authorities in strict confidence.
9. Take active part in all institutional activities intended to end ragging on campus.



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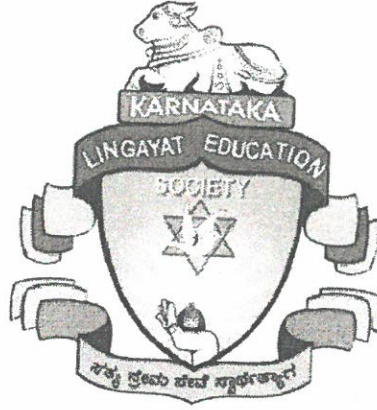
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**KLE SOCIETY'S KLE COLLEGE OF LAW, NAVI MUMBAI**  
**INTERNAL COMPLAINT COMMITTEE**

As per the Supreme Court Judgment and guidelines issued in the year 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging in colleges and universities. Keeping the above guidelines in mind the institution has constituted a Committee against Sexual Harassment. Vision To provide congenial environment of gender equality and against sexual harassment for the wellbeing of the staff and students.

**Mission**

1. To promote awareness among students about gender justice and harmonious coexistence through campaigns and other awareness programs.
2. To constitute panel / committee for redressal of grievances relating to sexual harassment.

**Objectives**

1. To develop guidelines and lay down proper procedure to deal with the cases related to sexual harassment in the most respect, private and diligent manner.
2. To develop a safe environment for the students and staff alike.
3. To combat sexual harassment.
4. To prepare a detailed plan of actions for the cases related to Sexual Harassment, Long term action plan and short term action plan.
5. To organize gender sensitization awareness program among the institute.
6. To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized The cell considers sexual



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harassment to include unwelcome sexually determined behaviour whether directly or by implication such as

- A demand or request for sexual favours
- Sexually coloured remarks
- Showing of pornography
- Any comment or remark, with sexual connotation
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The Committee shall look after the following matters: this is not an exclusive list:

- Eve-teasing
- Unsavory remarks.
- Jokes causing or likely to cause discomfort or embarrassment.
- 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 of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy

**Composition**

The Internal Complaints Committee is as follows:

Structure of the committee		Structure of the committee
Convener of the Committee	Chairperson of the Cell	Dr. Amrita Singh
Members	Teaching Staff	Ms. Niharika Gayakwad
	Teaching Staff	Ms. Kritika Singh
	Non - Teaching Staff	Mrs. Asha Thakur
	Practicing Lawyer	Adv. Vandana Vishwakarma
	Student	Mrs. Priyadarshini Kherkar



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**Procedures**

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

- a) Academic issues pertaining to teaching, learning and evaluation activities
- b) Student-teacher, student-student grievances
- c) Grievances related to library, canteen and IT services
- d) Grievances related to sports, cultural
- e) Grievances related to behaviour of stakeholders

1. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion boxes provided in each floor of the building.

2. Department level counselling is offered where the matter can be resolved

3. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level.

4. For other grievances that require review shall be redressed by receiving written and signed application.

5. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.

**Redressal of Grievances**

The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.

All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures

**Procedure for dealing with complaints:**

The complaint is needed to be lodged within 3 months from the date of incident along with any documentary evidence or names of witnesses if available. The committee can also extend the timeline to another 3 months if it is satisfied with the reasons which prevented the lodging of a complaint within the first 3 months. The complaint shall be in any form wither through phone or email but every oral communication should be followed up with the written communication and in any case where a complaint cannot be made in writing then the



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presiding officer or any member of the committee shall assist the person for making the complaint in writing.

In case if an aggrieved person is unable to lodge the complaint then any person who is having knowledge of the incident or any family member/ relative/ friend or co-worker can lodge the complaint on behalf of his/her. It is the responsibility of the person who receives the complaint should inform the committee members.

ICC can try and make parties to settle but monetary compensation is not the basis for settlement. If the aggrieved person is not ready to settle then ICC will inquire into the complaint and both the parties will get a chance to be heard and complete the inquiry within 90 days. After the inquiry, if the person who committed such act is found guilty then Corrective action is taken by the appropriate authority. Corrective action includes

1. Formal apology
2. Transfer of the person to other department
3. Suspension or termination of services of the employee found guilty for such offence
4. Counselling
5. A written warning to the concerned employee and a copy of it are maintained in his record.

**Reliefs to victims:**

1. Suspension of the perpetrator.
2. Filing of Criminal Case as per the Law.
3. Criminal proceeding to be solicited by the Institute.



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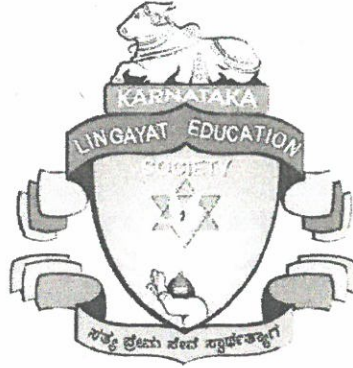
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## KLE COLLEGE OF LAW STUDENTS' GRIEVANCE REDRESSAL POLICY

The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students.

The Cell ensures effective solution to the grievances, using a fair approach. The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

### **Mission**

1. To promote awareness among students about gender justice and harmonious coexistence through campaigns and other awareness programs.
2. To constitute panel / committee for redressal of grievances relating to sexual harassment.

### **Objectives**

1. To develop guidelines and lay down proper procedure to deal with the cases related to sexual harassment in the most respect, private and diligent manner.
2. To develop a safe environment for the students and staff alike.
3. To combat sexual harassment.
4. To prepare a detailed plan of actions for the cases related to Sexual Harassment, Long term action plan and short term action plan.
5. To organize gender sensitization awareness program among the institute.
6. To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized. The cell considers sexual



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The Committee shall look after the following matters: this is not an exclusive list:

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- 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 of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy.
- To develop an organizational framework to resolve grievances of the students and other stakeholders.
- To ensure effective solution to the stakeholders' grievances with an impartial and fair approach.
- To investigate the reason of dissatisfaction.
- To enlighten the students on their duties and responsibilities.

### Grievance and Redressal Cell Composition

The Grievance and Redressal Cell Committee is as follows:

Structure of the committee		Structure of the committee (Current)
Convener of the Committee	Chairperson of the Cell	Mr. Dinkar Gitte
Members	Ex officio Officer	Mrs. Juli Jha
	Ex officio Officer	Ms. Bipasha Bandopadhyay



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### **Functions of the Grievance and Redressal Cell**

1. Provides information about the Cell's objectives and mode of operation through the website and handbook.
2. Informs students of the process for registering of grievances in the Induction Programs.
3. Acknowledges and Analyses the grievances.
4. Seeks a solution through decision-making process
5. Reports the grievances and records how they were redressed.
6. The procedures made known through the Hand-book, given to each student at the beginning of every academic year, and also in the Value Education classes taken by the Class-in Charge teachers.

### **Procedures**

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

- a) Academic issues pertaining to teaching, learning and evaluation activities
- b) Student-teacher, student-student grievances
- c) Grievances related to library, canteen and IT services
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