

# Grievance Redressal Cell- "PARIHARA"

2016-17

Contact: 9980260321

Email ID: bbhcgcell@gmail.com

The grievance procedure is a machinery to sort out the issues between student and college. It is a means by which a student who believe that, he / she has been treated unfairly with respect to his / her academic / administrative affairs or is convinced to be discriminated is redressed. It is a device to settle a problem. It enables to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the college. It involves a process of investigation in which 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Matters are disclosed to only those, who have a legitimate role in resolving the matter. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".

**Scope:** The students to approach the cell for their grievances regarding academic matters, examination matters, financial matters, health services, library and other services.

**Objective:** To provide a mechanism to students of the college to air out their grievances and to provide redressal for the same so that they have smooth tenure at the college from the day of admission to their graduation.

## Grievance Redressal Procedure

The students have to place their grievances in the suggestions box/complaint book placed various points like college office, library, hostels, and grievance redressal cell. The coordinator in turn intimates the matter to the committee for necessary action. Final report based on grievance received and resolved will be submitted to the Principal and further course of action will be decided and the same shall be intimated to the students

## Grievance Redressal Committee:

The Grievance Redressal Committee shall be constituted at the college with Principal, student welfare officer and a student representatives. Any aggrieved student may make an application to the Registrar at the Grievance Redressal Cell seeking redressal of grievance. The Grievance Redressal Cell shall receive the complaint and the Committee shall fix a date for hearing the complaint and communicate its decision within ten days of receipt of complaint. The Grievance Redressal Committee shall ensure disposal of every application as speedily as possible, as and not later than a month of receipt of the grievance. On the conclusion of proceedings, the Committee shall pass such order, as may be deemed fit to redress the grievance and provide relief as may be desirable to the affected party at issue. In case of false or frivolous complaint, the Committee may take appropriate action against the complainant.

## Grievance Redressal Cell Committee:

Prof. Domachandarshekar- President  
Mr. Chethan Shetty- Principal  
Mr. B. B. Hegde First Grade College  
Mr. Sudhakar P. Member  
Mr. Rakshith- Member

*Chief*

ATTESTED

Principal

Dr. B. B. Hegde First Grade College  
Kundapura - 576201

# Anti-Sexual Harassment Cell

2016-17

**Sexual Harassment** – Any unwelcome sexually motivated behaviour, whether directed or by implication involving physical contacts or advances, demand for sexual favours, sexually –tainted remarks and other unwelcome physical, verbal or non-verbal expressions of sexual nature which affects women's right to work in a congenial environment at the workplace.

**Scope** –The provision of these rules and procedures shall apply to all students and academic and non-academic staff of B.B.Hegde First Grade College. These rules and regulations shall be applicable to all complaints of sexual harassment made by:

A student against member/members of academic or non-academic staff or co-students or a member of the academic community against a students/students or another member of the academic or non-academic community within and outside the campus.

A service provider against a student/students or a member/members of the academic or nonacademic staff or a students or a member or academic or non-academic staff against an outsider or service provider, if the alleged sexual harassment is reported to have taken place within the campus.

Functions: Mediation of cases arising out of incidence of sexual assault or sexual harassment occurring in the campus, overview of campus security services to ensue prompt intimation to the committee of Alva's College of all incidents of alleged sexual harassment, organizing of training programmes for the staff and the students of Alva's college to equip them well for handling sexual harassment cases and assistance to aggrieved parties in the campus to make complaints to suitable authority in deserving cases. Meetings with the students and staff members shall be organized to create awareness and to ensure a healthy environment on the campus.

## Filing of Complaints:

Complaints of sexual harassment shall be lodged with the committee. Such complaints should be taken up by the committee for resolution through mediation, conciliation as promptly as possible, but by not later than two days after complaint on the alleged incident is received.

The complaints should be made in writing. If the complaint is not able to give in writing himself/herself, the complaint can be given in writing or his/her behalf by his /her companion.

Normally a complaint should be lodged within a week after the incident. In special circumstances the time limit for the submission of complaints may be extended to a month. The special circumstances that led to the granting of such extension should be recorded by the committee.

The complainant is at liberty to withdraw the complaint at any stage of enquiry, provided such withdrawal is made independently and under free will. The enquiry may be terminated on receipt of the request for such withdrawal.

A restraint order may be served on the accused, giving him/her a summary of the complaint and warning him/her against making any attempt to exert pressure on the complainant or any other person involved in dealing with the complaint.

The complainant may bring to the notice of the committee, attempts if any made by the accused to violate the order.

The committee is empowered to terminate the enquiry proceeding and to give ex-parte decision on the complaint on valid grounds.

The committee may appoint an enquiry committee to make investigations into the complaint if deemed necessary. It shall submit a detailed report communicating its findings based on its investigations. The

committee shall pronounce its verdict whether the accused is/are guilty or not guilty. The committee in cases in which the accused is / are found guilty, should indicate the gravity of the offence, whether it is major, serious or minor.

The enquiry committee shall complete the enquiry in the shortest possible time not exceeding a month from the date on which the complaint is referred to it, except for special reasons.

The complainants/s and the accused shall be given reasonable opportunity to present and defend their cases. Witness may be called if deemed necessary. In case the accused fail/s to attend consecutively for three hearings despite call notices for the same, the enquiry may be terminated and the decision taken on the complaint on ex-prate basis.

Counselling services may be made available to the victims and the accused on request.

If the complainant the accused and the witnesses desire to be accompanied by a companion of their choice, they may be permitted to do so, provided the person so chosen will have only observer status and shall leave the meeting after making his/her testimony.

The complainant and the accused shall have the right of cross-examination of all witnesses.

The enquiry committee shall have the right to disallow questions from the victim or the accused, if the questions are deemed irrelevant and unnecessary.

All persons heard by the enquiry committee as well as observers shall take and observe an oath of secrecy about the proceedings.

Regressive Disciplinary Action : Committee would pass on the findings of the enquiry committee to the Honourable Chairman, for taking appropriate regressive action. If the Chairman finds that, there is requirement for further investigation and he may order for a review of the report by the enquiry committee and may even refer the case to competent legal authority, if it is grave nature.

**False/Baseless complaint:**

If the enquiry committee finds no merit in a complaint, the chairperson of the committee may issue a show-case notice to the complainant requiring him/her to explain within three days as to why disciplinary action should not be taken against him/her.

In Complaints involving faculty and students, the faculty shall not teach or supervise the work of the student concerned during the period of enquiry and till the decision on the case. Members of a academic and /or non-academic staff involved in such complaints either as the victim or the accused shall not write the confidential reports of the complainant or the victim during the enquiry and decision of the case.

**ATTESTED**


**Committee:**

Prof. Doma Chandrashekar- President

Mr. Chethan Shetty- Vice President

Mrs. Jyothi Mogaveera- Member

Mrs. Avitha Correa- Member

  
Principal  
Dr. B. B. Hegde First Grade College  
Kundpaura - 576201


**ATTESTED**

  
Principal  
Dr. B. B. Hegde First Grade College  
Kundpaura - 576201

**Dr. B.B.HEGDE FIRST GRADE COLLEGE, KUNDAPURA**  
**Counselling Centre-Margadarshi**  
**2017-18**

**Email ID** : bbhccounsellingcentre@gmail.com  
**Contact** : 9448304183

Counselling centre is a student support system to prevent emotional/ adjustment problems among students and enable them to resolve their maladjustments and also to promote coping mechanisms for better performance.

**Our Vision:**

As an experience inter disciplinary team to serve the institution through counselling to enhance the client's growth and accessible to mental health and preventive services in campus and community.

**Our Mission:**

ACC is to empower the individuals and families, regardless of income, caste, creed to improve their lives by offering qualitative, preventive services for promotion of mental health with full-fledged and qualified inter disciplinary team and infrastructure.

We are privileged to walk alongside with our clients as they navigate the uncertainties and challenges of life in the present circumstances and challenges. We provide professional support to the clients with care and compassion. It is through our strong relational connection that clients become empowered to move ahead in healing and resilient ways.

**Objectives:**

- To promote student friendly environment in the campus.
- To provide comprehensive mental health and preventive services to every individuals.
- To empower the student to make responsible and meaningful choices in their lifespan Empower students coping mechanisms ,Connect the students interest, values, skills and personality in accordance with the world situation. Act with expertise in individual, group and family counselling with diverse clientele having personal, social, emotional, career and educational issues that impact development in their life span.
- To develop leadership ability and advocate to meet Clients' needs and to remove individual and environmental barrier to develop

**Our Values**

We believe that client's Health and best interest are of utmost importance. Confidentiality is the most priority. We treat people with humane, respect and dignity. We believe that all individual has their own capacity to changes. We are sensitive, empathetic, virtue, **ATTESTED** with our client.

**Committee:**

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Mr. Rajesh Shetty- Coordinator

Mr. Chethan Kumar Shetty- Member

Mrs.Raksha S Shetty-Member

Mrs. Spoorthy S Fernandes- Member

Mrs. Shabeens H- Member

Mr. Jayasheel Kumar- Member

Mr. Rakshith Rao- Member

*Chandrashekar*  
*Rajesh Shetty*  
**Principal**  
**Dr. B. B. Hegde First Grade College**  
**Kundpaura - 576201**

*Spoorthy S*

*Shabeens H*

*Jayasheel Kumar*

*Rakshith Rao*

**ATTESTED**

*[Signature]*

Principal

**Dr. B. B. Hegde First Grade College**  
Kundpaura - 576201

# Anti-Ragging Cell

2016-17

Contact Number: 9844270680

Email ID: bbhcantiraggingcell@gmail.com

Anti-Ragging Cell should be one of the important parts of Educational Institution's mechanism. As per the guidelines of UGC under the Act of 1956, which is modified as UGC regulations on curbing the menace of Ragging in higher Educational Institutions, 2009, establishment of Anti-Ragging Cell is compulsory.

**Objectives of Anti Ragging Committee:** Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus. The main objectives of this cell are as follows:

- To aware the students of dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

- Any act of Indiscipline, Teasing or Handling with Rudeness.
- Any act that Prevents, Disrupts the Regular Academic Activity.
- Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
- Any Act of Financial Extortion or Forceful Expenditure.
- Any Act of Physical Abuse causing Assault, Harm or danger to Health.
- Any Act of abuse by spoken words, emails, SMS or public insult etc.
- Any Act of injury or infringement of the fundamental right to the human dignity.

**Punishment to those found guilty:**

- Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments.
- Debarring from appearing in any internal test / University Examination
- Suspension from attending classes and academic privileges
- Withdrawing scholarships and other benefits
- Suspension from the college
- Withholding the

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**ATTESTED**

Principal  
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**ATTESTED**  
*(Signature)*

*(Signature)*

**Principal**  
**Dr. B. B. Hegde First Grade College**  
**Kundpaura - 576201**

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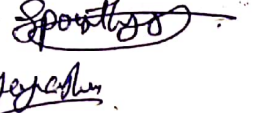
**ATTESTED**

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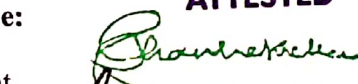
Prof. Doma Chandrashekar – President

Mr. Chethan Shetty – Co-ordinator


Mr. Veena Bhat- Member

Mr. Sudhakar P- Member

**ATTESTED**

  
Principal  
Dr. B. B. Hegde First Grade College  
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2017-18

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#### **Committee:**

Prof. Doma Chandrashekar – President

Mr. Chethan Shetty- Vice President

Mrs. Jyothi Mogaveera- Member

Mrs. Preeti Hegde -Member

**ATTESTED**

  
**Principal**  
**Dr. B. B. Hegde First Grade College**  
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**Committee:**

Prof. Chethan Kumar Shetty – President

Mrs. Jyothi Mogaveera- Member

Mr. Reshma Shetty- Member

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Mr. Sudhakar P-Member

Mrs. Spoorthy S Fernandes- Member

Mr. Praveen Mogaveera- Member

Mrs. Nuthan S-Member

Mrs Raksha S Shetty- Member


Mrs Veena Bhat- Member

Mr. Rakshith Rao- Member

  
Principal

Dr. B. B. Hegde First Grade College  
Kundpaura - 576201

**ATTESTED**

  
Principal  
Dr. B. B. Hegde First Grade College  
Kundpaura - 576201

# Grievance Redressal Cell- "PARIHARA"

2018-19

Contact: 9980260321

Email ID: bbhgrell@gmail.com

The grievance procedure is a machinery to sort out the issues between student and college. It is a means by which a student who believe that, he / she has been treated unfairly with respect to his / her academic / administrative affairs or is convinced to be discriminated is redressed. It is a device to settle a problem. It enables to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the college. It involves a process of investigation in which 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Matters are disclosed to only those, who have a legitimate role in resolving the matter. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".

**Scope:** The students to approach the cell for their grievances regarding academic matters, examination matters, financial matters, health services, library and other services.

**Objective:** To provide a mechanism to students of the college to air out their grievances and to provide redressal for the same so that they have smooth tenure at the college from the day of admission to their graduation.

## Grievance Redressal Procedure

The students have to place their grievances in the suggestions box/complaint book placed various points like college office, library, hostels, and grievance redressal cell. The coordinator in turn intimates the matter to the committee for necessary action. Final report based on grievance received and resolved will be submitted to the Principal and further course of action will be decided and the same shall be intimated to the students

## Grievance Redressal Committee:

The Grievance Redressal Committee shall be constituted at the college with Principal, student welfare officer and a student representatives. Any aggrieved student may make an application to the Registrar at the Grievance Redressal Cell seeking redressal of grievance. The Grievance Redressal Cell shall receive the complaint and the Committee shall fix a date for hearing the complaint and communicate its decision within ten days of receipt of complaint. The Grievance Redressal Committee shall ensure disposal of every application as speedily as possible, as and not later than a month of receipt of the grievance. On the conclusion of proceedings, the Committee shall pass such order, as may be deemed fit to redress the grievance and provide relief as may be desirable to the affected party at issue. In case of false or frivolous complaint, the Committee may take appropriate action against the complainant.

## Grievance Redressal Cell Committee:

Prof. Chethan Kumar Shetty – President

Mr. Praveen Mogaveera Co-ordinator

Mr. Veena Bhat- Member

Mr. Sudhakar P- Member

ATTESTED



Principal

Dr. B. B. Hegde First Grade College  
Kundpaura - 576201

ATTESTED



Principal  
Dr. B. B. Hegde First Grade College  
Kundpaura - 576201

# Anti-Sexual Harassment Cell

2018-19

**Sexual Harassment** – Any unwelcome sexually motivated behaviour, whether directed or by implication involving physical contacts or advances, demand for sexual favours, sexually –tainted remarks and other unwelcome physical, verbal or non-verbal expressions of sexual nature which affects women's right to work in a congenial environment at the workplace.

**Scope** –The provision of these rules and procedures shall apply to all students and academic and non-academic staff of B.B.Hegde First Grade College. These rules and regulations shall be applicable to all complaints of sexual harassment made by:

A student against member/members of academic or non-academic staff or co-students or a member of the academic community against a students/students or another member of the academic or non-academic community within and outside the campus.

A service provider against a student/students or a member/members of the academic or nonacademic staff or a students or a member of academic or non-academic staff against an outsider or service provider, if the alleged sexual harassment is reported to have taken place within the campus.

Functions: Mediation of cases arising out of incidence of sexual assault or sexual harassment occurring in the campus, overview of campus security services to ensue prompt intimation to the committee of Alva's College of all incidents of alleged sexual harassment, organizing of training programmes for the staff and the students of Alva's college to equip them well for handling sexual harassment cases and assistance to aggrieved parties in the campus to make complaints to suitable authority in deserving cases. Meetings with the students and staff members shall be organized to create awareness and to ensure a healthy environment on the campus.

## Filing of Complaints:

Complaints of sexual harassment shall be lodged with the committee. Such complaints should be taken up by the committee for resolution through mediation, conciliation as promptly as possible, but by not later than two days after complaint on the alleged incident is received.

The complaints should be made in writing. If the complaint is not able to give in writing himself/herself, the complaint can be given in writing or his/her behalf by his /her companion.

Normally a complaint should be lodged within a week after the incident. In special circumstances the time limit for the submission of complaints may be extended to a month. The special circumstances that led to the granting of such extension should be recorded by the committee.

The complainant is at liberty to withdraw the complaint at any stage of enquiry, provided such withdrawal is made independently and under free will. The enquiry may be terminated on receipt of the request for such withdrawal.

A restraint order may be served on the accused, giving him/her a summary of the complaint and warning him/her against making any attempt to exert pressure on the complainant or any other person involved in dealing with the complaint.

The complainant may bring to the notice of the committee, attempts if any made by the accused to violate the order.

The committee is empowered to terminate the enquiry proceeding and to give ex-parte decision on the complaint on valid grounds.

The committee may appoint an enquiry committee to make investigations into the complaint if deemed necessary. It shall submit a detailed report communicating its findings based on its investigations. The

Committee shall pronounce its verdict whether the accused is/are guilty or not guilty. The committee in cases in which the accused is / are found guilty, should indicate the gravity of the offence, whether it is major, serious or minor.

The enquiry committee shall complete the enquiry in the shortest possible time not exceeding a month from the date on which the complaint is referred to it, except for special reasons.

The complainants/s and the accused shall be given reasonable opportunity to present and defend their cases. Witness may be called if deemed necessary. In case the accused fail/s to attend consecutively for three hearings despite call notices for the same, the enquiry may be terminated and the decision taken on the complaint on ex-prate basis.

Counselling services may be made available to the victims and the accused on request.

If the complainant the accused and the witnesses desire to be accompanied by a companion of their choice, they may be permitted to do so, provided the person so chosen will have only observer status and shall leave the meeting after making his/her testimony.

The complainant and the accused shall have the right of cross-examination of all witnesses.

The enquiry committee shall have the right to disallow questions from the victim or the accused, if the questions are deemed irrelevant and unnecessary.

All persons heard by the enquiry committee as well as observers shall take and observe an oath of secrecy about the proceedings.

Regressive Disciplinary Action : Committee would pass on the findings of the enquiry committee to the Honourable Chairman, for taking appropriate regressive action. If the Chairman finds that, there is requirement for further investigation and he may order for a review of the report by the enquiry committee and may even refer the case to competent legal authority, if it is grave nature.

#### False/Baseless complaint:

If the enquiry committee finds no merit in a complaint, the chairperson of the committee may issue a show-case notice to the complainant requiring him/her to explain within three days as to why disciplinary action should not be taken against him/her.

In Complaints involving faculty and students, the faculty shall not teach or supervise the work of the student concerned during the period of enquiry and till the decision on the case. Members of a academic and /or non-academic staff involved in such complaints either as the victim or the accused shall not write the confidential reports of the complainant or the victim during the enquiry and decision of the case.

#### Committee:

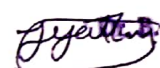
Prof. Chethan Kumar Shetty – President

Mrs. Jyothi Mogaveera- Member

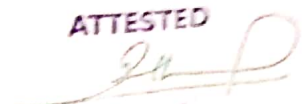
Mr. Reshma Shetty- Member

ATTESTED

  
Principal

 B. Hegde First Grade College  
Kundpaura - 576201

ATTESTED

  
Principal

Dr. B. B. Hegde First Grade College  
Kundpaura - 576201

**Dr. B.B.HEGDE FIRST GRADE COLLEGE, KUNDAPURA**  
**Counselling Centre-Margadarshi**  
**2019-20**

**Email ID** : bbhccounselingcentre@gmail.com  
**Contact** : 9448304183

Counselling centre is a student support system to prevent emotional/ adjustment problems among students and enable them to resolve their maladjustments and also to promote coping mechanisms for better performance.

**Our Vision:**

As an experience inter disciplinary team to serve the institution through counselling to enhance the client's growth and accessible to mental health and preventive services in campus and community.

**Our Mission:**

ACC is to empower the individuals and families, regardless of income, caste, creed to improve their lives by offering qualitative, preventive services for promotion of mental health with full-fledged and qualified inter disciplinary team and infrastructure.

We are privileged to walk alongside with our clients as they navigate the uncertainties and challenges of life in the present circumstances and challenges. We provide professional support to the clients with care and compassion. It is through our strong relational connection that clients become empowered to move ahead in healing and resilient ways.

**Objectives:**

- To promote student friendly environment in the campus.
- To provide comprehensive mental health and preventive services to every individuals.
- To empower the student to make responsible and meaningful choices in their lifespan Empower students coping mechanisms ,Connect the students interest, values, skills and personality in accordance with the world situation. Act with expertise in individual, group and family counselling with diverse clientele having personal, social, emotional, career and educational issues that impact development in their life span.
- To develop leadership ability and advocate to meet Clients' needs and to remove individual and environmental barrier to develop

**Our Values**

We believe that client's Health and best interest are of utmost importance. Confidentiality is the most priority. We treat people with humane, respect and dignity. We believe that all individual has their own capacity to changes. We are sensitive, empathetic, virtuous, integrity with our client.

**Committee:**

Prof. K. Umesh Shetty – President  
Mr. Chethan Shetty – Co-ordinator  
Mr. Shivaraj- Member  
Mr. Vanitha- Member

ATTESTED

Principal

Dr. B. B. Hegde First Grade College

ATTESTED

Principal

Dr. B. B. Hegde First Grade College  
Kundpaura - 576201

**Dr. B.B.HEGDE FIRST GRADE COLLEGE, KUNDAPURA**  
**Counselling Centre-Margadarshi**  
**2020-21**

**Email ID** : bbhccounselingcentre@gmail.com

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Mr. Chethan Shetty – Co-ordinator

Mr. Shivaraj- Member

Mr. Vanitha- Member

**ATTESTED**

**Principal**

**Dr. B. B. Hegde First Grade College**  
Kundpaura - 576201

**ATTESTED**

**Principal**

**Dr. B. B. Hegde First Grade College**  
Kundpaura - 576201

# Grievance Redressal Cell- "PARIHARA"

2020--21

Contact: 9980260321

Email ID: bbhcgcell@gmail.com

The grievance procedure is a machinery to sort out the issues between student and college. It is a means by which a student who believe that, he / she has been treated unfairly with respect to his / her academic / administrative affairs or is convinced to be discriminated is redressed. It is a device to settle a problem. It enables to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the college. It involves a process of investigation in which 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Matters are disclosed to only those, who have a legitimate role in resolving the matter. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".

**Scope:** The students to approach the cell for their grievances regarding academic matters, examination matters, financial matters, health services, library and other services.

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## Grievance Redressal Procedure

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## Grievance Redressal Committee:

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## Grievance Redressal Cell Committee:

Prof. K. Umesh Shetty – President  
Mr. Chethan Shetty – Co-ordinator  
Mr. Shivaraj- Member  
Mr. Vanitha- Member

Principal  
Dr. B. B. Hegde  
Kundpaura - 576201

ATTESTED  
Principal  
Dr. B. B. Hegde First Grade College  
Kundpaura - 576201

# Anti-Sexual Harassment Cell

2020-21

**Sexual Harassment** – Any unwelcome sexually motivated behaviour, whether directed or by implication involving physical contacts or advances, demand for sexual favours, sexually –tainted remarks and other unwelcome physical, verbal or non-verbal expressions of sexual nature which affects women’s right to work in a congenial environment at the workplace.

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A service provider against a student/students or a member/members of the academic or nonacademic staff or a students or a member or academic or non-academic staff against an outsider or service provider, if the alleged sexual harassment is reported to have taken place within the campus.

Functions: Mediation of cases arising out of incidence of sexual assault or sexual harassment occurring in the campus, overview of campus security services to ensue prompt intimation to the committee of Alva’s College of all incidents of alleged sexual harassment, organizing of training programmes for the staff and the students of Alva’s college to equip them well for handling sexual harassment cases and assistance to aggrieved parties in the campus to make complaints to suitable authority in deserving cases. Meetings with the students and staff members shall be organized to create awareness and to ensure a healthy environment on the campus.

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Normally a complaint should be lodged within a week after the incident. In special circumstances the time limit for the submission of complaints may be extended to a month. The special circumstances that led to the granting of such extension should be recorded by the committee.

The complainant is at liberty to withdraw the complaint at any stage of enquiry, provided such withdrawal is made independently and under free will. The enquiry may be terminated on receipt of the request for such withdrawal.

A restraint order may be served on the accused, giving him/her a summary of the complaint and warning him/her against making any attempt to exert pressure on the complainant or any other person involved in dealing with the complaint.

The complainant may bring to the notice of the committee, attempts if any made by the accused to violate the order.

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If the enquiry committee finds no merit in a complaint, the chairperson of the committee may issue a show-case notice to the complainant requiring him/her to explain within three days as to why disciplinary action should not be taken against him/her.

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**ATTESTED**

#### **Committee:**

Prof. K.Umesh Shetty – President

Mr. Chethan Shetty- Vice President

Mrs. Jyothi Mogaveera- External Member

Mrs. Swetha U- Member

**Principal**  
Dr. B. B. Hegde First Grade College  
Kundpaura - 576201

*[Signatures]*

**ATTESTED**

*[Signature]*  
**Principal**  
Dr. B. B. Hegde First Grade College  
Kundpaura - 576201

# Grievance Redressal Cell- "PARIHARA"

2019-20

Contact: 9980260321

Email ID: bbhcgcell@gmail.com

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ATTESTED

## Grievance Redressal Cell Committee:

Prof. K. Umesh Shetty – President  
Mr. Chethan Shetty – Co-ordinator  
Mr. Shivaraj- Member  
Mr. Vanitha- Member

Principal  
Dr. B. B. Hegde First Grade College  
Kundpura

ATTESTED

Principal  
Dr. B. B. Hegde First Grade College  
Kundpura - 576201

# Anti-Ragging Cell

2020-21

Contact Number: 7411420325

Email ID: bbheantraggingcell@gmail.com

Anti-Ragging Cell should be one of the important parts of Educational Institution's mechanism. As per the guidelines of UGC under the Act of 1956, which is modified as UGC regulations on curbing the menace of Ragging in higher Educational Institutions, 2009, establishment of Anti-Ragging Cell is compulsory.

## Objectives of Anti Ragging Committee:

Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus. The main objectives of this cell are as follows:

- To aware the students of dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

- Any act of Indiscipline, Teasing or Handling with Rudeness.
- Any act that Prevents, Disrupts the Regular Academic Activity.
- Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
- Any Act of Financial Extortion or Forceful Expenditure.
- Any Act of Physical Abuse causing Assault, Harm or danger to Health.
- Any Act of abuse by spoken words, emails, SMS or public insult etc.
- Any Act of injury or infringement of the fundamental right to the human dignity.

## Punishment to those found guilty:

- ✓ Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments
- ✓ Debarring from appearing in any internal test / University Examination
- ✓ Suspension from attending classes and academic privileges
- ✓ Withdrawing scholarships and other benefits
- ✓ Suspension from the college
- ✓ Withholding the results.

## Anti-Ragging Committee:

Prof. K. Umesh Shetty – President  
Prof. Chethan Kumar Shetty – Vice President  
Mr. Praveen Mogaveera- SWO & Co-ordinator  
Mr. T Balachandra Shetty- Advocate & External member  
Mr. Shivaraj C – Member  
Mrs. Thilakalaxmi – Member

ATTESTED

ATTESTED

Principal  
Dr. B. B. Hegde First Grade College  
Kundpaura - 576201

# Anti-Ragging Cell

2019-20

Contact Number: 7411420325

Email ID: bbhcantiraggingcell@gmail.com

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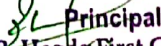

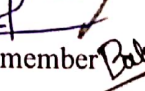
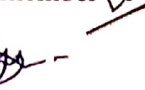




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**ATTESTED**

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Prof. Chethan Kumar Shetty – Vice President   
Mr. Praveen Mogaveera- SWO & Co-ordinator   
Mr. T Balachandra Shetty- Advocate & External member   
Mr. Rakshith Rao – Member   
Mrs. Spoorthy S Fernandes- Member   
Mrs. Nuthan S- Member   
Mr. Mahesh Babu- Member 

**ATTESTED**

  
Principal  
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Kundpaura - 576201

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2019-20

**Sexual Harassment** – Any unwelcome sexually motivated behaviour, whether directed or by implication involving physical contacts or advances, demand for sexual favours, sexually –tainted remarks and other unwelcome physical, verbal or non-verbal expressions of sexual nature which affects women's right to work in a congenial environment at the workplace.

**Scope** –The provision of these rules and procedures shall apply to all students and academic and non-academic staff of B.B.Hegde First Grade College. These rules and regulations shall be applicable to all complaints of sexual harassment made by:

A student against member/members of academic or non-academic staff or co-students or a member of the academic community against a students/students or another member of the academic or non-academic community within and outside the campus.

A service provider against a student/students or a member/members of the academic or nonacademic staff or a students or a member or academic or non-academic staff against an outsider or service provider, if the alleged sexual harassment is reported to have taken place within the campus.

Functions: Mediation of cases arising out of incidence of sexual assault or sexual harassment occurring in the campus, overview of campus security services to ensue prompt intimation to the committee of Alva's College of all incidents of alleged sexual harassment, organizing of training programmes for the staff and the students of Alva's college to equip them well for handling sexual harassment cases and assistance to aggrieved parties in the campus to make complaints to suitable authority in deserving cases. Meetings with the students and staff members shall be organized to create awareness and to ensure a healthy environment on the campus.

## Filing of Complaints:

Complaints of sexual harassment shall be lodged with the committee. Such complaints should be taken up by the committee for resolution through mediation, conciliation as promptly as possible, but by not later than two days after complaint on the alleged incident is received.

The complaints should be made in writing. If the complainant is not able to give in writing himself/herself, the complaint can be given in writing or his/her behalf by his /her companion.

Normally a complaint should be lodged within a week after the incident. In special circumstances the time limit for the submission of complaints may be extended to a month. The special circumstances that led to the granting of such extension should be recorded by the committee.

The complainant is at liberty to withdraw the complaint at any stage of enquiry, provided such withdrawal is made independently and under free will. The enquiry may be terminated on receipt of the request for such withdrawal.

A restraint order may be served on the accused, giving him/her a summary of the complaint and warning him/her against making any attempt to exert pressure on the complainant or any other person involved in dealing with the complaint.

The complainant may bring to the notice of the committee, attempts if any made by the accused to violate the order.

The committee is empowered to terminate the enquiry proceeding and to give ex-parte decision on the complaint on valid grounds.

The committee may appoint an enquiry committee to make investigations into the complaint if deemed necessary. It shall submit a detailed report communicating its findings based on its investigations. The committee shall pronounce its verdict whether the accused is/are guilty or not guilty. The committee in cases in which the accused is / are found guilty, should indicate the gravity of the offence, whether it is major, serious or minor.

The enquiry committee shall complete the enquiry in the shortest possible time not exceeding a month from the date on which the complaint is referred to it, except for special reasons.

The complainants/s and the accused shall be given reasonable opportunity to present and defend their cases. Witness may be called if deemed necessary. In case the accused fail/s to attend consecutively for three hearings despite call notices for the same, the enquiry may be terminated and the decision taken on the complaint on ex-prate basis.

Counselling services may be made available to the victims and the accused on request.

If the complainant the accused and the witnesses desire to be accompanied by a companion of their choice, they may be permitted to do so, provided the person so chosen will have only observer status and shall leave the meeting after making his/her testimony.

The complainant and the accused shall have the right of cross-examination of all witnesses.

The enquiry committee shall have the right to disallow questions from the victim or the accused, if the questions are deemed irrelevant and unnecessary.

All persons heard by the enquiry committee as well as observers shall take and observe an oath of secrecy about the proceedings.

Regressive Disciplinary Action : Committee would pass on the findings of the enquiry committee to the Honourable Chairman, for taking appropriate regressive action. If the Chairman finds that, there is requirement for further investigation and he may order for a review of the report by the enquiry committee and may even refer the case to competent legal authority, if it is grave nature.

#### **False/Baseless complaint:**

If the enquiry committee finds no merit in a complaint, the chairperson of the committee may issue a show-case notice to the complainant requiring him/her to explain within three days as to why disciplinary action should not be taken against him/her.

In Complaints involving faculty and students, the faculty shall not teach or supervise the work of the student concerned during the period of enquiry and till the decision on the case. Members of a academic and /or non-academic staff involved in such complaints either as the victim or the accused shall not write the confidential reports of the complainant or the victim during the enquiry and decision of the case.

#### **Committee:**

Prof. K.Umesh Shetty – President

Mr. Chethan Shetty- Vice President

Mrs. Jyothi Mogaveera- External Member

Mrs. Swetha U- Member

**ATTESTED**

Principal

Dr. B. B. Hegde First Grade College  
Kundpaura - 576201

**ATTESTED**

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