

## **Anti-Ragging Cell**

### **Introduction**

Organizations should create an Anti-Ragging Cell to make sure students have a safe environment to work in Compliance of the guidelines of UGC, which is modified as UGC regulations on curbing the menace of ragging in higher educational institutions, 2009 is compulsory. The establishment of an anti-ragging cell should be mandatory to prevent incidents like these from happening again, effectively eradicating this menace for good.

### **Objectives of Anti Ragging Committee**

The Anti-Ragging Committee will be the monitoring and advisory group for preserving a culture of ragging-free environment in the college campus. The main objectives of this committee are as follows:

1. The Anti-Ragging Committee will be involved in designing strategies and action points for stopping the menace of ragging
2. We aim to adopt a wide range of activities.
3. To make students aware of the dehumanizing effect that ragging has, by illustrating its perversity.
4. In order to do so, we plan to keep a watchful eye over known dangers and vigilant vigil against any recurrence.
5. To generate an atmosphere of discipline by sending a clear message that no act of ragging will be tolerated and any act of ragging will not go unnoticed and unpunished
6. Promptly and stringently deal with the incidents of ragging brought to our notice



  
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## Functions of Committee

1. The Anti-Ragging Committee needs to look into the student's grievances and take an investigation of the same. Upon completion, a report should be presented them with proposed penalties for anyone found guilty
2. To reduce the prevalence of ragging, workshops can be organized to educate students on the effects of such behaviour and encourage them to adopt healthy activities. It is important that these initiatives are taken up and regularly monitored
3. To provide students the information pertaining to contact address and telephone members of the persons identified to receive complaints/distress calls.
4. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
5. To create awareness among the students about Anti
6. To ensure a safe campus atmosphere, all necessary steps must be taken to prevent ragging

## SOP of Functioning Committee

Anti-ragging cells are set up in educational institutions to take action against those who treat ragging activities. These cells investigate complaints and take strict action according to the gravity of the offence. If a complaint is found genuine, then appropriate disciplinary action is taken against the culprits, which may include suspension or expulsion from the institution.

- Anti-Ragging Affidavit form is undertaken by every student and their parent at time of admission in the college.
- Anti-Ragging Committees often organize orientation activities counselling sessions to make students aware of the harms associated with ragging.
- To combat ragging, the college has put up Anti-ragging flexes & charts for everyone to see.
- An educational atmosphere is being cultivated in the college through various committees such as the Grievance Redressed Committee, Disciplinary Committee, Committee for Prevention of Atrocities against Women and Anti-Ragging Cell. These contribute to a positive and conducive environment for learning.



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- Anti-ragging cells in the college regularly conduct unannounced visits to classrooms and hostels to prevent any kind of ragging incidents.
- Any reported incidents of ragging are immediately assessed and appropriate action is taken
- Any such inquiry should take place in accordance with transparent guidelines and the principles of natural justice Following proper procedure, all students accused of ragging and witnesses were given a fair chance to present their case before the relevant authorities.

**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.**

1. Debarring from appearing in any sessional test / University Examination.
2. Suspension from attending classes and academic privileges.
3. Withdrawing scholarships and other benefits.
4. Suspension from the college
5. Cancellation of the admission
6. Withholding the results.

**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:**

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



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8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.

9. Any unlawful assembly or conspiracy to ragging

10. Punishment to those found guilty



  
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Vikas Pratishthan's  
L.T.D.Pathare Art's,Commerce & Science College  
Chandannagar Pune-14

**ANTI RAGGING**  
**Complaint Form**

Name of the Complaint - .....

Details - .....

Name of the Student - .....


Roll no- .....

Mobile no- .....

Address - .....

Email - .....

Remarks - .....

  
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Sign

(Name of the Student)





प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

D.O. No.1-15/2009 (ARC) pt.III

27<sup>th</sup> June, 2019

Respected Sir/Madam,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, the UGC had notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in). These regulations are mandatory for all higher educational institutions in the country.

As multiple mechanisms are required to ensure a ragging-free campus, here are some recommendations and action steps which are required to be deployed in your esteemed university and all institutions under your ambit.

**A. Basic Measures:**

1. Constitution of anti-ragging committee, anti-ragging squad, setting up of Anti-Ragging Cell and adequate publicity for these measures through various media are to be undertaken.
2. Mention of anti-ragging warning in the institution's prospectus and information booklets /brochures shall be ensured.
3. Updating websites of institutions with the complete address and contact details of nodal officers related to anti-ragging committee.
4. In compliance with the UGC Regulations and its 2<sup>nd</sup> Amendment regarding submission of undertaking by each student and every parent, an online undertaking in every academic year to be submitted.
5. UGC has notified 3<sup>rd</sup> Amendment in UGC Regulations on 29<sup>th</sup> June, 2016 to expand the definition of ragging by including the following:  
"3. (i) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background."
6. Installing CCTV cameras at vital points.

**B. Counseling and monitoring measures**

1. Regular interaction and counseling with the students can detect early signs of ragging and identification of trouble-triggers.
2. Surprise inspection at hostels, students accommodation, canteens, rest-cum-recreation rooms, toilets, bus-stands and any other measure which would augur well in preventing/quelling ragging and any uncalled for behaviour/incident shall be undertaken.

**C. Creative Dissemination of the idea of ragging-free campus**

1. Events like Anti-Ragging workshops, seminars and other creative avenues to spread the idea.
2. Safety and security apps without affecting the privacy of individuals can be creatively deployed.

Contd....2



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: 2 :

**D. Using other UGC initiated measures**

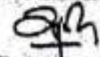
1. Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at [helpline@antiragging.in](mailto:helpline@antiragging.in).
2. For any other information regarding ragging, please visit the UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) and contact UGC monitoring agency i.e. Aman Satya Kachroo Trust on mobile No. 09871170303, 09818400116 (only in case of emergency).
3. UGC also drives an Anti-Ragging Media Campaign through different modes and UGC has got developed the following entities to promote anti-ragging which are available on UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in).
  - a. UGC has developed 05 TVCs of 30 seconds each from different perspective i.e. Parents, Victim and Offenders.
  - b. UGC has designed and distributed posters amongst Universities/Regulatory Authorities/Councils/IITs/NITs/Other educational institutions for the prominent display.
  - c. UGC has consecutively organized 02 Anti-Ragging Competitions for students/faculty /general public for the wider awareness of the menace of ragging.

Any violation of UGC Regulations or failure of institution to take adequate steps to prevent ragging in accordance with these Regulations or failure to punish perpetrators of incidents of ragging suitably, will attract punitive action under the UGC Act.

You are requested to implement the recommendations communicated vide this office letter of even number dated December 27, 2018 and thereby ensure a ragging-free campus, a fundamental requirement for a supportive and fair institutional climate which is open to change, learning and progress.

With personal regards,

Yours sincerely,

  
(Rajnish Jain)

The Vice-Chancellor of all Universities.



  
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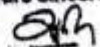
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
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*(Signature)*  
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Chandan Nagar, Pune 14.





सावित्रीबाई फुले पुणे विद्यापीठ, पुणे  
(पूर्वीचे पुणे विद्यापीठ)

विद्यार्थी विकास मंडळ  
गणेशखिड, पुणे - ४११ ००९.

डॉ. संतोष परचुरे  
संचालक

दि. ०२-१२-२०२१

संदर्भ क्र. विविम / २०२१-२२ / ८५

प्रति,

मा. प्राचार्य / संचालक / विभागप्रमुख

सावित्रीबाई फुले पुणे विद्यापीठाशी संलग्नित

सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्था,

विद्यापीठ परिसरातील सर्व शैक्षणिक विभाग, पुणे

विषय :- रॅगिंगमध्ये सहभागी होणार नाही अशा आशयाचे ऑनलाईन प्रतिज्ञापत्र.

संदर्भ क्र : विद्यविद्यालय अनुदान आयोग D.O.No.F. 3-2 / 2021 (ARC)

महोदय/महोदया,

मा.सर्वोच्च न्यायालयाच्या निर्देशानुसार व विद्यापीठ अनुदान आयोगाच्या निर्देशानुसार प्रत्येक वर्षी महाविद्यालयात प्रवेश घेताना प्रत्येक विद्यार्थ्याकडून रॅगिंग संदर्भात ऑनलाईन प्रतिज्ञापत्र घेणे महाविद्यालय / संस्था / विभागांना बंधनकारक आहे.

याकरिता विद्यापीठ अनुदान आयोगाने दोन संकेतस्थळांची निर्मिती केली आहे. या संकेतस्थळावरती ऑनलाईन पद्धतीने प्रतिज्ञापत्र भरण्याची पद्धत सोबत दिलेल्या विद्यविद्यालय अनुदान आयोगाच्या पत्रामध्ये नमूद केली आहे. भविष्यात रॅगिंगच्या घटना घडू नयेत याकरिता व्यापक स्वरूपात व जाणीवपूर्वक प्रयत्न करणे गरजेचे आहे. या पार्श्वभूमीवर विद्यार्थ्यांकडून रॅगिंगमध्ये सहभागी होणार नाही अथवा त्याचे समर्थन करणार नाही अशा आशयाचे प्रतिज्ञापत्र ऑनलाईन पद्धतीने भरून घेण्याबाबत विद्यापीठ अनुदान आयोगाने कळविले आहे.

विद्यापीठ अनुदान आयोगाने [www.amanmovement.org](http://www.amanmovement.org) (or) [www.antiragging.in](http://www.antiragging.in) या संकेतस्थळावर सदर ऑनलाईन प्रतिज्ञापत्र भरण्याची सुविधा उपलब्ध करून दिली आहे. आपल्या महाविद्यालयात / संस्थेत / विभागात प्रत्येक वर्षी प्रवेशित प्रत्येक विद्यार्थ्याकडून सदर संकेतस्थळावर ऑनलाईन पद्धतीने प्रतिज्ञापत्र कटाक्षाने भरून घ्यावे.

हे परिपत्रक आपल्या महाविद्यालयातील / संस्थेतील / विभागातील / वसतिगृह मुख्य सूचना फलकांवर प्रदर्शित करून विद्यार्थ्यांच्या निदर्शनास आणून द्यावे व याबाबत आपण आपल्यास्तरावर योग्य ती कार्यवाही करावी. कळावे, ही विनंती सोबत:

१. विद्यविद्यालय अनुदान आयोग D.O.No.F. 3-2 / 2021 (ARC) संदर्भात पत्र

*(Signature)*

डॉ. संतोष परचुरे

संचालक

विद्यार्थी विकास मंडळ



*(Signature)*  
Principal  
Vikas Pratishthan's  
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Chandan Nagar, Pune 14.



सावित्रीबाई फुले पुणे विद्यापीठ

विद्यार्थी विकास मंडळ



डॉ. संतोष परचुरे  
संचालक

संदर्भ क्र. विविध/२०२२-२३/९३६

दिनांक : २६.१०.२०२२

पुणे

मा. उपाध्यक्ष, संचालक/विभागप्रमुख

सावित्रीबाई फुले पुणे विद्यापीठाशी संबंधित

सर्व महाविद्यालये व मान्यताप्राप्त एमिसच्या

विद्यापीठ परिसरातील संबंधित शैक्षणिक विभाग, पुणे

विषय : शैक्षणिक प्रतिबंधात्मक उपाययोजनाबाबत.

संदर्भ : F.No 1-104/AICTE/PGRC/Antiragging/2022 दिनांक २७ सप्टेंबर २०२२ चे पत्र.

मान्यता/संदर्भ

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते कि, राज्यातील सर्व अकृषी विद्यापीठे व शैक्षणिक संस्थांमध्ये शैक्षणिक प्रवर्तनास प्रतिबंध करण्याच्या दृष्टीने राज्य शासनाने महाराष्ट्र शैक्षणिक प्रतिबंधक अधिनियम, २०१९ लागू केला आहे. स्थानप्रमाणे अखिल भारतीय तकनीकी शिक्षा परिषदेने निर्गमित केलेल्या 'AICTE Regulation, 2009' अधिनियम तरतुदी आपल्या माहितीसाठी व अंमलबजावणीसाठी या पूर्वीच आपणास कळविल्या आहेत. यावरून शैक्षणिक घटना वट्ट नयेत याकरीता व्यापक स्वरूपात काटेकोरपणे प्रयत्न करणे गरजेचे आहे.

या पार्श्वभूमीवर सावित्रीबाई फुले पुणे विद्यापीठातील सर्व संलग्नीय महाविद्यालयांनी मान्यताप्राप्त संस्थेतील सगळे पदव्युत्तर विभागांनी प्रवेशित विद्यार्थ्यांना सदर अधिनियमाची माहिती करून देऊन विद्यार्थ्यांमध्ये शैक्षणिक प्रवर्तनास प्रतिबंध करण्याच्या दृष्टीने व्यापक जागृती करावी. तथापि अखिल भारतीय तकनीकी शिक्षा परिषदेच्या अधिनियमास ताबडतोब व काटेकोर पालन करणे महाविद्यालय/संस्था/पदव्युत्तर विभागांवर बंधनकारक आहे. त्यानुसार तातडीने उपाययोजना अखिल भारतीय तकनीकी शिक्षा परिषदेच्या पत्रानुसार योग्य ती कार्यवाही करावी.

वरीलप्रमाणे कार्यवाही केल्यानंतर कार्यवाहीच्या अहवाल सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्थांनी संबंधित शैक्षणिक वर्षांमध्ये मुल्ये दर सहा महिन्यांनी (प्रथम व द्वितीय या दोन्ही सत्रांमध्ये) ऑनलाईन पद्धतीने ([www.Unipune.ac.in-students](http://www.Unipune.ac.in-students)) Development-BSD online-college Login-for college User-Login-Main Menu-Student Development - Menu-Anti-Ragging Report) येथे भरण्यात यावे. ऑनलाईन (Online) पद्धतीने भरलेल्या अहवालाची प्रिंट काढून त्यावर मा. प्राचार्य, संचालक/विभागप्रमुख यांचा स्वाक्षरी घेऊन सदर स्वाक्षरी असलेला अहवाल स्कॅन करून तिथेच अपलोड करावा. सदर प्रथम व द्वितीय सत्राचा अहवाल ऑनलाईन (Online) पद्धतीने भरणे अनिवार्य आहे. याची नोंद घ्यावी. कळवावे. ही विनंती.

नोंद - अखिल भारतीय तकनीकी शिक्षा परिषदेचे पत्र.

( )

डॉ. संतोष परचुरे

संचालक,

विद्यार्थी विकास मंडळ

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# Sexual Harrashment Cell

## Sexual Harassment Policy

- To make efforts to keep the atmosphere in the college safe, happy & playful.
- The problems of the student & women related to the harassment; efforts will be made to resolve them.
- The mechanism of Anti-Sexual Harassment should be displayed on the notice board and college website. at the beginning of the academic year.
- The student should submit their harassment through offline mode in the complaint box.
- All the members of the Anti-Sexual Harassment will discuss the harassment and verify the authenticity of the harassment and try to redress the harassment.
- The name of the complainant will be kept confidential. Anti- Sexual Harassment committee will resolve harassment within eight days of the harassment received.
- Grievances regarding Anti-Sexual Harassment will be resolved on emergency level by calling the meeting on the same day.
- The complaint box will be opened once in a week.



  
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Chandannagar Pune-14

Sexual Harassment Committee  
Complaint Form

Name of the Complaint – .....

Details – .....

Name of the Student – .....

Roll no- .....

Mobile no –.....


Address –.....

Email – .....

Remarks – .....

Sign

(Name of the Student)

  
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# भारत का राजपत्र The Gazette of India

असाधारण  
EXTRAORDINARY  
भाग II — खण्ड 1

PART II — Section 1

प्रधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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

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

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

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

## MINISTRY OF LAW AND JUSTICE

(Legislative Department)

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

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

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

(No. 14 OF 2013)

[22nd April, 2013.]

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

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

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

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



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- (d) the person who may make complaint under sub-section (7) of section 9;
- (e) the manner of inquiry under sub-section (1) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section (1) of section 18;
- (l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

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

(4) Any rule made under sub-section (1) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Power to  
remove  
difficulties

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

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

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

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



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- (b) grant leave to the aggrieved woman up to a period of three months; or  
 (c) grant such other relief to the aggrieved woman as may be prescribed.

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

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

*inquiry report.*

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

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

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

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

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

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

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

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

*Punishment  
for false or  
malicious  
complaint and  
false evidence*

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

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

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



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(vi) a dwelling place or a house;

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

Prevention of  
sexual  
harassment

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

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

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

#### CHAPTER II

##### CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

Constitution  
of Internal  
Complaints  
Committee.

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

Inquiry into complaint

45 of 1860.

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

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

45 of 1860.

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

5 of 1908

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

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents; and
- (c) any other matter which may be prescribed.

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

#### CHAPTER V

##### INQUIRY INTO COMPLAINT

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

Action during pendency of inquiry

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



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

- (a) contravenes the provisions of section 16; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

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

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

Grants and audit.

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

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

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

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

#### CHAPTER IV

##### COMPLAINT

Complaint of sexual harassment

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

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

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

Conciliation

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

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



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

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

Power to call for information and inspection of records

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

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

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

26. (1) Where the employer fails to—

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

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

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

Penalty for non-compliance with provisions of Act

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

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

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

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

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

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

Cognizance of offence by courts

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

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

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

Act not in derogation of any other law

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

Power of appropriate Government to make rules

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

(a) the fees or allowances to be paid to the Members under sub-section (1) of section 4;

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

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (1) of section 7;



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

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

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

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

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

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

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

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

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

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

(i) physical contact and advances; or

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

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

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

(o) "workplace" includes—

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

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

(iii) hospitals or nursing homes;

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

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



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

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

Determination of compensation

- (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
- (b) the loss in the career opportunity due to the incident of sexual harassment;
- (c) medical expenses incurred by the victim for physical or psychiatric treatment;
- (d) the income and financial status of the respondent;
- (e) feasibility of such payment in lump sum or in instalments.

22 of 2005

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

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

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

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

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

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

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

#### CHAPTER VI

#### DUTIES OF EMPLOYER

19. Every employer shall —

Duties of employer

- (a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- (b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting the Internal Committee under sub-section (1) of section 4;



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

- (a) contravenes the provisions of section 16; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

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

### CHAPTER III

#### CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

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

Notification of District Officer.

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

Constitution and functions of Local Complaints Committee

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

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

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

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

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

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

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

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

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

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

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



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

# CHAPTER I

## PRELIMINARY

Short title,  
extent and  
commencement

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

(2) It extends to the whole of India.

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

Definitions.

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

(a) "aggrieved woman" means--

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

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

(b) "appropriate Government" means--

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

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

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

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

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

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

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

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

(g) "employer" means--

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

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



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

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

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

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

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

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

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

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

#### CHAPTER VII

##### DUTIES AND POWERS OF DISTRICT OFFICER

20. The District Officer shall, -

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

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

#### CHAPTER VIII

##### MISCELLANEOUS

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

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

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

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

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

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

Duties and powers of District Officer

Committee to submit annual report

Employer to include information in annual report

Appropriate Government to monitor implementation and maintain data

Appropriate Government to take measures to publicise the Act



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## **Grievance Redressal Cell**

The function of the cell is to look into the complaints lodged by any Student and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell in case the person is unwilling to appear in self, grievances may be dropped in writing at the Suggestion complaint Box of the Grievance Cell. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Cell. Students are requested to note that making a complaint is serious and therefore they are to use this power in a responsible manner. At the same time, the college assures students that once a complaint is made, it will be treated with sensitivity and confidentiality.

### **Objective**

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievances Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives.

1. Upholding the dignity of the College by ensuring a strife free atmosphere in the College through promoting cordial Student - Student relationship and Student-teacher relationship.
2. Encouraging the Students to express their grievances/problems freely and frankly without any fear of being victimized.
3. Suggestion complaint Box is installed at the important places on the campus in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
4. Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.



  
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5. Advising All the Students to refrain from inciting students against other student, teachers and college administration.
6. Advising all staff to be affectionate to the students and behave in a vindictive manner towards any of them for any reason.
7. Ragging in any form is strictly prohibited in and outside the institution Any violation ragging and disciplinary rules should be urgently brought to the notice of the principal.

### **Procedure for lodging complaint:**

1. The students may feel free to put up a grievance in writing in the Suggestion/ complaint. Box of the Grievance Cell.
2. Grievances may also be sent through e-mail to the chairman of Students Grievance Cell
3. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
4. The Grievance Cell will assure that the grievance has been properly solved in 1 a stipulated time limit provided by the cell



  
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## **Grievance Redressal Policy**

- To make efforts to keep the atmosphere in the college safe, happy & playful.
- The problems of the student related to the administrative and academic issues; efforts will be made to resolve them.
- The mechanism of Grievance Redressal should be displayed on the notice board and college website. At the beginning of the academic year.
- The student should submit their grievances through offline mode in the complaint box.
- All the members of the Grievance Redressal Committee will discuss the grievances and verify the authenticity of the grievances and try to redress the grievances.
- The name of the complainant will be kept confidential. Grievance Committee will resolve grievances within eight days of the grievances received.
- Grievance on the emergency level will be resolved by calling the meeting the same day.
- The complaint box will be opened once in a week.



  
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Grievance Redressal Committee  
Complaint Form

Name of the Complaint - .....

Details - .....

Name of the Student - .....

Roll no- .....

Mobile no - .....

Address - .....

Email - .....

Remarks - .....

Sign

(Name of the Student)

  
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