

Vilasrao Deshmukh Law College, Pune

STANDARD OPERATING PROCEDURES

COMMITTEES

As per existing orders and instructions, various committees are formed to look into the various aspects of Discipline and Grievances. These are given in succeeding Para:-

1. Anti-Sexual harassment (The Internal Complaints Committee)

The Internal Complaints Committee for prevention of sexual harassment of women at workplace, as per 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013' to deal with the sexual harassment complaints of women at workplace has been established in the college.

The committee has to ensure enough steps are taken to create awareness on the topic. If in case any person approaches any of the committee members, the member is immediately required to inform others. A written complaint is required to be taken from the aggrieved person. The aggrieved person is within her rights to submit complaint within 90 days of the incident / last incident. Necessary action to be taken will include settling the matter through counseling and conciliation (only on request of the complainant) as soon as possible. In case the matter is not resolved, inquiry is to be conducted and matter to be sorted out within 10 days from the date of complaint. The members are to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students.

Sexual Harassment:

This includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- (i) Physical contact and advances; or
- (ii) A demand or request for sexual favors; or
- (iii) Making sexually coloured remarks; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The Committee seeks to achieve these goals through:

- **Complaint Redressal:** As per the act 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013', appropriate action will be taken once the complaint is filed.

- Dissemination of Information: Through production, distribution and circulation of materials, posters and handouts etc. to SPPU campus community.
- Awareness Workshops: For faculty, non-teaching staff and students with an aim to develop non-threatening and non-intimidating atmosphere of mutual learning.
- Counseling: Confidential counseling service is an important service as the sexual harassment cases are rarely reported and are a sensitive issue. Counseling provides a safe space to speak about the incident and how it has affected the aggrieved woman.

2. Anti-Ragging Committee –

Ragging is a Criminal Offense.

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishment Following punishments for students involved in ragging-

1. Cancellation of admission
2. Suspension from attending classes

3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. With holding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the institution for period ranging from 1 to 6 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution
10. Lodging of an FIR with the police
11. Penalty of up to Rs. 10,000/- to (Rs. 50,000/-)
12. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.

Some senior faculty members are nominated to the Anti-Ragging Squad. All students are encouraged to approach them without any hesitation in case of ragging.

3. Earn and Learn Scheme -

Standard Operating Procedure of Earn & learn Scheme for effectively implement for needy students as per the guidelines given by the SPPU Pune.

Implementation of SOP:

- To get the sanction of earn & learn scheme from SPPU, Pune in month of July of every year.
- Inform to students by Notice to submit documents required for enroll to Earn & Learn Scheme.
- Documents needed: Duly filled form along with Income Certificate by Tahasil, Caste Certificate, Non- creamy layer Validity, Bank account details
- Selection of students according to income basis and academic records who are economically poor.
- Work allotment to the students as per the choice of the work at various departments and sections.
 - Students can work for 2 hours daily in working days and the remuneration for the same is Rs 45=00 per hour. Or as per guidelines of SPPU Pune.
 - At end of the every month, the student must submit their work report to Earn & Learn Coordinator.
- To take the approval of the Principal and accountant for transfer the money on the students account.
- To prepare the audit report and submit to the SPPU Pune in the month of the March as per the University schedule

4. National Service Scheme

Standard Operating Procedure of National Social Scheme (NSS) for effectively implement for purpose of create the social awareness among the students.

Motto of NSS: 'NOT ME BUT YOU'

Implementation of SOP:

- Every year college has to take approval from university for the N.S.S. Unit
- Also, approval of program officer from university. Once program officer approved, he has to work for three years as a program officer.
- Our college has sanctioned unit of 100 students. The students are selected from the college as per their work, interest and attitude towards scheme. Students selected for N.S.S. known as NSS volunteer.
- The Final selected list is uploaded on N.S.S. portal
- Under N.S.S. regular activities and one 07 days camp is conducted in nearby village.
- For the camp permission of only 50 students are given by university.
- Students have to work in N.S.S. for two years and one camp. He/She has to complete 120 hour per year. Then students are eligible for N.S.S. certificate and benefit of ordinance 0.163.

For the smooth conduction of activities one N.S.S. faculty member is appointed from each department.

- N.S.S. Student representative is selected from N.S.S. volunteer.
- Program officer is conducting Regular activities with permission of the Principal.
- PO prepares report of regular activities and uploads on N.S.S. portal.
- For conduction regular activity university sanction grant of Rs. 21000/- and Rs. 29500/- for camp
- At end of year audit of regular activity and camp is done by the University.

5. Cultural Activity

Standard operating procedures (SOPs) for cultural activities are instructions intended to document how to perform Institute sponsored cultural activities and other events within the premise. Standard operating procedures are also useful tools to communicate important University policies and best practices. Implementation of SOP:

- The Principal of the Institute should prepare the cultural committee at the beginning of academic year. The staff and students must be included in the cultural committee.
- Cultural Secretary (CS) elected from the student (Student council member) must coordinate for Institute sponsored cultural activities along with staff members and coordinator in the cultural committee. They are entitled to make volunteer groups to perform different activities and communicate the same to the authority.

- Students, with permission from the Principal and/or cultural coordinator are entitled to put notice related to cultural activities on institute notice board as well as for all Departmental Board.
- All cultural coordinator meeting is being held and proper instructions are being given with distribution of their duties. After the meeting of all cultural coordinators at institute level and departmental level the auditions are being held with proper selection committee.
- The responsibilities assigned by Principal or cultural coordinator to students and staffs for managing the programme should be delivered with sincerity.
- All expenditure details must be submitted within 2 weeks after the programme. The financial matters related to cultural programme is under the discretion of the Institute's approving authority, i.e. Principal. Institute authorities are the final decision maker regarding financial support of any event.
- Decision regarding inclusion-exclusion of any performance related to cultural event is under the discretion of the cultural coordinator. A student can participate in any number of events, depending on availability of time, for the event where he/she wants to perform and depending on the number of participant's participation for that programme within a timeframe.
- Maintain the record of all events and make one page report of all the cultural related activities with the sign of the Principal.

6. Website

Standard Operating Procedure of Website for maintaining and updating the regular activities on the institute website

Implementation of SOP:

- Send the department level updates to website coordinator on regular basis to upload it on college website.
- Visit the website on regular basis & suggests the changes if any to college website coordinator.
- Take follow-up of data sent to upload on college website till it is not uploaded on college website.
- Upload the Department event photos on college Facebook Page & on College Twitter account regularly.
- Promote students to visit our college website, to like our college Facebook Page & to follow on Twitter.

- Ask students to give review to our college website for betterment & to improve the hits.
- To send all department level Staff/Students activities information to college coordinator on regular basis.
- Upload Updated data received from department website coordinator on college website.
- Upload News & circulars received from various departments on college website.
- Upload Results/Academic Book/Event Photos/Invitation Letters etc. Received from various departments on college website.

