



Navneet Education Society's

# NAVNEET COLLEGE OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Date: 24.12.2023

## DVV Clarifications for Metric Level Deviations Quality Indicator Framework 5.1.4

### Point-wise Reply:

Point No.	DVV Clarifications	Reply
1	Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms.	The following supporting evidences have been provided in support of the claims in the metric 5.1.4: (1) Awareness and Undertakings on Policies with Zero Tolerance (2) Mechanisms for Submission of Online Grievances (3) Proof for Implementation of Guidelines of Statutory Bodies (4) Statutory & Regulatory Committees Notified on Website (5) Annual Report of Statutory Committees
2	Circular/web-link/ committee report justifying the objective of the metric	
3	Minutes of the meetings of student grievance committee, as per metric	

### Institutional Website Link for Awareness and Undertakings on Policies with Zero Tolerance

<https://nesedu.in/wp-content/uploads/2023/12/5.1.4.a.pdf>

### Institutional Website Link for Mechanisms for Submission of Online Grievances

<https://nesedu.in/wp-content/uploads/2023/12/5.1.4.b.pdf>

### Institutional Website Link for Proof for Implementation of Guidelines of Statutory Bodies

<https://nesedu.in/wp-content/uploads/2023/12/5.1.4.c.pdf>

### Institutional Website Link for Statutory & Regulatory Committees Notified on Website

<https://nesedu.in/wp-content/uploads/2023/12/5.1.4.d.pdf>

### Institutional Website Link for Annual Report of Statutory Committees

<https://nesedu.in/wp-content/uploads/2023/12/5.1.4.e.pdf>

### Institutional Website Link for College Grievances Redressal Policy

<https://nesedu.in/wp-content/uploads/2023/11/College-Grievances-Redressal-Policy.pdf>

PRINCIPAL  
Navneet College of Commerce & Science  
Mumbai Central, Mumbai - 400 008.



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Sr. No.	Details	Pg. No.
1	Awareness and Undertakings on Policies with Zero Tolerance	1-4
2	Mechanisms for Submission of Online Grievances	5-6
3	Proof for Implementation of Guidelines of Statutory Bodies	7-21
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## **Awareness and Undertakings on Policies with Zero Tolerance**



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## **Proof w.r.t Organisation Wide Awareness and Undertakings on Policies with Zero Tolerance**





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IQAC Co-ordinator Orienting Students about IQAC and Various Statutory Committees and their Roles



[https://www.antiragging.in/affidavit\\_affiliated\\_form.php](https://www.antiragging.in/affidavit_affiliated_form.php)

Submission of Online Anti-ragging Affidavit by All Students at the Entry Level



Anti Ragging Sinages in College Campus

Gilderlane Mun. School Bldg. Belasis Bridge, Opp. Rly. Stn. Mumbai Central, Mumbai 400 008  
 Tel.: 022-23082017-18, 022-23012671 Email: degreecollege@nesedu.in Website: www.nesedu.in





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Boys and Girls Anti-ragging Squad Members Conselling Students during Admissions



Zero Tolernace Sinages in the College Campus

**[Webpage of Anti-raggnig Committee:](https://nesedu.in/anti-ragging-committee/)**

<https://nesedu.in/anti-ragging-committee/>

**WebLink for submission of online grievances of Ragging:**

<https://forms.gle/Ewnna3jywk4bzF78>



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**Webpage of Internal Complaint Committee:**

<https://nesedu.in/internal-complaint-committee-icc/>

WebLink for submission of online grievances of Sexual Harassment:

<https://forms.gle/Ewnna3jywkt4bzF78>

**Webpage of College Grievances Redressal Committee:**

<https://nesedu.in/college-grievance-redressal-committee/>

WebLink for submission of online grievances by Students, Teachers and Non-teaching Staff:

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## Mechanisms for Submission of Online Grievances





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## **Proof Related to Mechanisms for Submission of Online Students' Grievances**



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The College has developed a system of online submission of all types of grievances such as ragging, sexual harassment and other type of grievances by any stakeholder such as students, teaching staff and non-teaching staff. The links for the same are as under:

### **Webpage of Anti-ragging Committee:**

<https://nesedu.in/anti-ragging-committee/>

### **WebLink for submission of online grievances of Ragging:**

<https://docs.google.com/forms/d/e/1FAIpQLSeCVwlr-NI1TbQd36esUHMjUIImzAlkHv4QbkEzNabkoVKyXQQ/viewform>

### **Webpage of Internal Complaint Committee:**

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## **Proof for Implementation of Guidelines of Statutory Bodies**



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# **Proof for Implementation of Guidelines of Statutory/Regulatory Bodies (Anti-ragging Committee)**





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Date: 20<sup>th</sup> June 2018

## Anti-Ragging Committee and Anti Ragging Squad

### Academic Year 2018-19

Anti-Ragging Committee	Anti-Ragging Squad (Members)
Mr. Ashish Chauhan , Asst. Professor, Chairperson	Ms. Varsha Sing, Asst. Professor, Prof-in-charge
Mr. Prashantkumar Pathak, Asst. Professor, Member	Mr. Ankush Kori, Student
Mr. Jatin Maru, Student, Member	Mr. Ankit Mohite
Ms. Nivedita Garpelli, Student, Member	Mr. Suraj Gandhi. Student


The students to fill online undertaking /affidavit for Anti Ragging and submit one copy of the same to the college. The link for the same is follow:

[https://www.antiragging.in/affidavit\\_affiliated\\_form.php](https://www.antiragging.in/affidavit_affiliated_form.php)

Any student who is victim of Ragging or any act which is justified to be Ragging or amounts to Ragging can be reported to the committee member in writing or orally. The complaint about act of ragging can also be submitted online at the following link:

<https://forms.gle/GNL64ZpXR5NzgUWo7>



  
Dr. Anjankumar Sahay  
Principal





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Date: 22<sup>nd</sup> June 2019

## Anti-Ragging Committee and Anti Ragging Squad

### Academic Year 2019-20

Anti-Ragging Committee	Anti-Ragging Squad (Members)
Mr. Ashish Chauhan , Asst. Professor, Chairperson	Ms. Varsha Sing, Asst. Professor, Prof-in-charge
Mr. Prashantkumar Pathak, Asst. Professor, Member	Ms. Mohini Waghmare, Student, Member
Mr. Rohit Seth, Student, Member	Mr. Mehul Gohil, Student, Member
Ms. Sanjana Konda, Student, Member	Mr. Salman Hamsa, Student, Member


The students to fill online undertaking /affidavit for Anti Ragging and submit one copy of the same to the college. The link for the same is follow:

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Dr. Anjankumar Sahay  
Principal





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Date: 23<sup>rd</sup> September 2021

## Anti-Ragging Committee and Anti Ragging Squad

### Academic Year 2021-22

Anti-Ragging Committee	Anti-Ragging Squad (Members)
Mr. Kriishnakumar Sharma , Asst. Professor, Chairperson	Ms. Varsha Sing, Asst. Professor, Prof-in-charge
Mr. Prashantkumar Pathak, Asst. Professor, Member	Ms. Rukhsar Ansari, Student, Member
Mr. Tanmay Patil, Student, Member	Mr. Swapnil Padave, Student, Member
Ms. Ankita Rai, Student, Member	Mr. Akshay Sutar, Student, Member

The students to fill online undertaking /affidavit for Anti Ragging and submit one copy of the same to the college. The link for the same is follow:

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Dr. Anjankumar Sahay  
Principal





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# NAVNEET COLLEGE OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Date: 25<sup>th</sup> June 2022

## Anti-Ragging Committee and Anti Ragging Squad

### Academic Year 2022-23

Anti-Ragging Committee	Anti-Ragging Squad (Members)
Mr. Satyendra Pal, Chairman, Assistant Professor, Co-ordinator, Department of IT	Mr. Harishankar Mishra, Prof-in-charge, Assistant Professor
Mrs. Manasi Bhagat, Assistant Professor, Member	Mr. Gorksha Mhatre, Senior Student
Mr. Altamash Ansari, Student, Member	Mr. Ravi Pal, Senior Student
Ms. Avish Narvekar, Student, Member	Ms. Ishma Ansari, Senior Student


The students to fill online undertaking /affidavit for Anti Ragging and submit one copy of the same to the college. The link for the same is follow:

[https://www.antiragging.in/affidavit\\_affiliated\\_form.php](https://www.antiragging.in/affidavit_affiliated_form.php)

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Dr. Anjan Kumar Sahay  
Principal





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## **Proof for Implementation of Guidelines of Statutory/Regulatory Bodies (College Grievance Redressal Committee)**



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.Date: 25<sup>th</sup> June 2018

## Grievance Redressal Committee

2018-19

The following are the members of Grievance Redressal committee for the academic 2018-19:

1. Prashantkumar Pathak, Convenor
2. Varsha Singh, Member
3. Pradeep Singh, Member


As per the regulation (Grievance Redressal) Regulations, 2018, the aggrieved stakeholders can submit their grievance to the committee through the following link.

<https://forms.gle/6PiwPd2aNtDt2DsQ6>

The students, teaching and non-teaching staff can also submit their complaints in writing with all the facts and documentary evidences. The grievances of the staff with the respect to their service condition will be discussed and deliberated in the meetings of College Development Committee (CDC).

All complaints so received will be dealt with as per the provisions of the guideline of the UGC, Government of Maharashtra and the University of Mumbai issued from time to time in this regard.



  
Dr. Anjan Kumar Sahay  
Principal





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Date: 27<sup>th</sup> June 2019

## Grievance Redressal Committee

2019-20

The following are the members of Grievance Redressal committee for the academic 2018-19:

1. Prashantkumar Pathak, Chairperson
2. Varsha Singh, Member
3. Pradeep Singh, Member


As per the regulation (Grievance Redressal) Regulations, 2018, the aggrieved stakeholders can submit their grievance to the committee through the following link.

<https://forms.gle/EsYThvV6UHmNnvtZ8>

The students, teaching and non-teaching staff can also submit their complaints in writing with all the facts and documentary evidences. The grievances of the staff with the respect to their service condition will be discussed and deliberated in the meetings of College Development Committee (CDC).

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Principal



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Date: 15<sup>th</sup> September 2021

## Grievance Redressal Committee

2021-22

The following are the members of Grievance Redressal committee for the academic 2018-19:

1. Prashantkumar Pathak, Chairperson
2. Varsha Singh, Member
3. Pradeep Singh, Member

As per the regulation (Grievance Redressal) Regulations, 2018, the aggrieved stakeholders can submit their grievance to the committee through the following link.

<https://forms.gle/EsYThvV6UHmNnvtZ8>

The students, teaching and non-teaching staff can also submit their complaints in writing with all the facts and documentary evidences. The grievances of the staff with the respect to their service condition will be discussed and deliberated in the meetings of College Development Committee (CDC).

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Dr. Anjankumar Sahay  
Principal





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Date: 22<sup>nd</sup> June 2022

## Grievance Redressal Committee

2022-23

The following are the members of Grievance Redressal committee for the academic 2018-19:

1. Dr. Vijay Singh Convenor
2. Ms. Suman Yadav Member
3. Ms. Khushbu Jain Member

As per the regulation (Grievance Redressal) Regulations, 2018, the aggrieved stakeholders can submit their grievance to the committee through the following link.

<https://forms.gle/EsYThvV6UHmNnvtZ8>

The students, teaching and non-teaching staff can also submit their complaints in writing with all the facts and documentary evidences. The grievances of the staff with the respect to their service condition will be discussed and deliberated in the meetings of College Development Committee (CDC).

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## **Proof for Implementation of Guidelines of Statutory/Regulatory Bodies (Internal Complaint Committee)**





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# NAVNEET COLLEGE OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

Date: 23/06/2018

## Internal Complaint Committee (ICC)

2018-19

The Internal Complaint Committee (ICC) has been constituted under the provisions of the POSH ACT - Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act of 2013 dated 9<sup>th</sup> December 2013, and the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 dated 2<sup>nd</sup> May 2016. The composition of the Committee is as under:

### Internal Complaints Committee

Sr. No.	Name of the Faculty	Designation
01.	Dr. Anjankumar Sahay	Principal, Presiding Officer
02.	Mrs. Varsha Sing	Assistant Professor, Chairperson
03.	Mrs. Suman Yadav	Assistant Professor, Member
04.	Mr. Arun Ingade	Assistant Professor, Member
05.	Mrs. Prabha Pednekar	Senior Clerk, Member
06.	Ms. Reshma Sayyed	Student
07.	Ms. Rashmi Joshi	External Member

Any complaint related to Sexual Harassment or any act that can be or lead to sexual harassment can be reported at the following link:

<https://forms.gle/GNL64ZpXR5NzgUWo7>

The Complainant can also meet the Principal or Head of the ICC or Prof-in-charge of WDC in case of any incidence of sexual harassment.



  
Dr. Anjankumar Sahay  
Principal





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# NAVNEET COLLEGE OF COMMERCE & SCIENCE

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Date: 25/06/2019

## Internal Complaint Committee (ICC)

2019-20

The Internal Complaint Committee (ICC) has been constituted under the provisions of the POSH ACT - Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act of 2013 dated 9<sup>th</sup> December 2013, and the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 dated 2<sup>nd</sup> May 2016. The composition of the Committee is as under:

### Internal Complaints Committee


Sr. No.	Name of the Faculty	Designation
01.	Dr. Anjankumar Sahay	Principal, Presiding Officer
02.	Mrs. Varsha Sing	Assistant Professor, Chairperson
03.	Mrs. Suman Yadav	Assistant Professor, Member
04.	Mr. Arun Ingade	Assistant Professor, Member
05.	Mrs. Asha Masurkar	Senior Clerk, Member
06.	Ms. Muskan Hemani	Student
07.	Ms. Rashmi Joshi	External Member

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Dr. Anjankumar Sahay  
Principal





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Date: 23/09/2021

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### Internal Complaints Committee

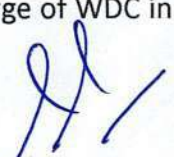
Sr. No.	Name of the Faculty	Designation
01.	Dr. Anjankumar Sahay	Principal, Presiding Officer
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03.	Mrs. Suman Yadav	Assistant Professor, Member
04.	Mr. Arun Ingade	Assistant Professor, Member
05.	Mrs. Prabha Pednekar	Senior Clerk, Member
06.	Ms. Gunjan Sing	Student
07.	Ms. Rashmi Joshi	External Member

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Date: 23/06/2022

## Internal Complaint Committee (ICC)

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02.	Mrs. Manasi Bhagat	Assistant Professor, Chairperson
03.	Mrs. Suman Yadav	Assistant Professor, Member
04.	Mr. Jitendra Mishra	Assistant Professor, Member
05.	Mrs. Asha Masurkar	Senior Clerk, Member
06.	Ms. Pooja Verma	Student
07	Ms. Rashmi Joshi	External Member

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## **Statutory & Regulatory Committees Notified on Website**



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## **Proof Related to Mechanisms for Submission of Online Students' Grievances**



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The College has developed a system of online submission of all types of grievances such as ragging, sexual harassment and other type of grievances by any stakeholder such as students, teaching staff and non-teaching staff. The links for the same are as under:

**Webpage of Anti-ragging Committee:**

<https://nesedu.in/anti-ragging-committee/>

**WebLink for submission of online grievances of Ragging:**

<https://docs.google.com/forms/d/e/1FAIpQLSeCVwlr-NI1TbQd36esUHMjUImzAlkHv4QbkEzNabkoVKyXQQ/viewform>

**Webpage of Internal Complaint Committee:**

<https://nesedu.in/internal-complaint-committee-icc/>

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## **Annual Report of Statutory Committees**



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## **Annual Report of the Statutory Committee (Anti-ragging Committee)**



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## Annual Report of Anti-ragging Committee

Academic Year 2022-23

### Introduction:

The Anti-ragging Committee of Navneet College of Commerce and Science is committed to creating a safe and conducive environment for all students. Our primary objective is to prevent and prohibit any form of ragging within the college premises, ensuring a harmonious atmosphere for learning and personal growth.

### Activities Undertaken:

- (1) **Orientation Program:** At the beginning of the academic year, an extensive orientation program was conducted for all incoming students. The program emphasized the strict anti-ragging policies in place and educated students on the consequences of engaging in ragging activities.
- (2) **Awareness Campaigns:** The Anti-ragging Committee conducted various awareness campaigns across the college campus. Posters, banners, and digital media were utilized to disseminate information on the harmful effects of ragging and the legal repercussions for those involved.
- (3) **Regular Inspections:** The Anti-ragging Squad conducted regular surprise inspections in different parts of the college premises, including canteens and gymkhana. This proactive approach helped deter any potential incidents of ragging.

### Results:

We are pleased to report that for the Academic Year 2022-23, there were no reported incidents of ragging on the premises of Navneet College of Commerce and Science. This achievement is a testament to the collective efforts of the Anti-ragging Committee, faculty, staff, and students in creating an inclusive and safe environment.

### Future Initiatives:

Looking ahead, the Anti-ragging Committee is committed to sustaining its efforts and implementing additional measures to further strengthen the anti-ragging framework. This includes





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continuous awareness programs, enhanced surveillance, and collaborations with external organizations to share best practices.

### Conclusion:

The Anti-ragging Committee expresses gratitude to the college administration, faculty, students, and all stakeholders for their unwavering support in creating a campus free from the menace of ragging. We remain steadfast in our commitment to maintaining a culture of respect, understanding, and tolerance within the college community.

### Name and Signature of the Committee Members:

1. Mr. Satyendra Pal
2. Mrs. Manasi Bhagat
3. Mr. Altamash Ansari
4. Ms. Avish Narvekar

SPal  
M Bhagat  
A Ansari  
A Narvekar



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## **Annual Report of the Statutory Committee (College Grievance Redressal Committee)**





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## Annual Report of Grievances Redressal Committee

### Academic Year 2022-23

#### Introduction:

The Grievances Redressal Committee of Navneet College of Commerce and Science plays a crucial role in ensuring a responsive and supportive environment for all stakeholders. The committee is committed to addressing and resolving grievances in a fair, transparent, and timely manner.

#### Activities Undertaken:

- (a) **Orientation and Awareness Programs:** At the beginning of the academic year, the Grievances Redressal Committee conducted orientation programs for both students and staff to familiarize them with the grievance redressal mechanism. This included disseminating information about how to file grievances and the procedures for resolution.
- (b) **Regular Meetings:** The committee held regular meetings to review any grievances received and discuss strategies for effective resolution. These meetings provided an opportunity for committee members to share insights and best practices, ensuring a consistent and fair approach to grievance redressal.
- (c) **Communication Channels:** The committee established multiple communication channels, including a dedicated email address and a physical dropbox, to facilitate the submission of grievances. These channels were actively monitored to ensure a prompt response to any concerns raised.

#### Grievance Summary:

We are pleased to report that for the Academic Year 2022-23, Navneet College of Commerce and Science did not receive any serious grievances from any stakeholders. Minor grievances that were reported were resolved amicably at the teachers' level or the Principal's level, showcasing the effectiveness of our grievance redressal mechanism.





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### Appreciation for Stakeholder Collaboration:

The success of the Grievances Redressal Committee is a result of the collaborative efforts of students, faculty, staff, and administration. The willingness of all stakeholders to engage in open communication and work towards solutions has contributed to a positive and harmonious campus environment.




### Future Strategies:

Moving forward, the Grievances Redressal Committee aims to further enhance its efficiency by implementing technology-driven solutions for grievance submission and tracking. Additionally, continued awareness programs will be conducted to ensure that all members of the college community are aware of the grievance redressal procedures.

### Conclusion:

The Grievances Redressal Committee extends its gratitude to the college community for their cooperation and commitment to maintaining a healthy and inclusive academic environment. We remain dedicated to upholding the principles of fairness, transparency, and responsiveness in addressing grievances and look forward to another year of constructive collaboration.

### Name and Signature of the Committee Members:

1. Dr. Vijay Singh      Convenor      
2. Ms. Suman Yadav      Member      
3. Ms. Khushbu Jain      Member      



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## **Annual Report of the Statutory Committee (Internal Complaint Committee)**





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## Annual Report of Internal Complaint Committee (ICC) Academic Year 2022-23

### Introduction:

The Internal Complaint Committee (ICC) of Navneet College of Commerce and Science is entrusted with the responsibility of ensuring a safe and secure environment for all members of the college community. Our primary focus is the prevention of sexual harassment and the swift resolution of any complaints that may arise.

### Activities Undertaken:

- (1) **Orientation Sessions:** At the commencement of the academic year, the ICC conducted comprehensive orientation sessions for all students and staff members. These sessions aimed to raise awareness about what constitutes sexual harassment and the avenues available for reporting such incidents.
- (2) **Workshops and Training:** The committee organized workshops and training sessions on the prevention of sexual harassment, emphasizing the importance of creating a culture of respect and sensitivity within the college community. Faculty, staff, and students participated in these sessions to better understand their roles in fostering a safe environment.
- (3) **Regular Awareness Campaigns:** Throughout the year, the ICC implemented awareness campaigns using posters, brochures, and digital media to educate the college community about the ICC's role, the definition of sexual harassment, and the process for filing complaints.
- (4) **Counseling Services:** The ICC provided confidential counseling services for both complainants and respondents, recognizing the importance of offering support to individuals involved in incidents of sexual harassment. Counseling aimed at facilitating understanding and resolution in a sensitive and confidential manner.
- (5) **Proactive Measures:** The ICC took proactive measures to identify and address potential risk factors within the college premises. This included regular reviews of policies and procedures to ensure they are up-to-date and effective.





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## Results:

We are pleased to report that for the Academic Year 2022-23, there were no reported incidents of sexual harassment on the premises of Navneet College of Commerce and Science. This underscores the success of the preventive measures implemented by the ICC and the commitment of the college community to maintaining a safe and respectful environment.

## Future Initiatives:

Looking ahead, the ICC remains dedicated to its mission of preventing sexual harassment and addressing any complaints that may arise. Future initiatives will include ongoing training and awareness programs, as well as continuous review and enhancement of policies to meet evolving needs.

## Conclusion:

The Internal Complaint Committee expresses gratitude to all members of the college community for their cooperation and commitment to a harassment-free environment. By working together, we can ensure that Navneet College of Commerce and Science remains a place where every individual feels secure, respected, and empowered.

## Name and Signature of the Committee Members:

1. Dr. Anjankumar Sahay
2. Mrs. Manasi Bhagat
3. Mrs. Suman Yadav
4. Mr. Jitendra Mishra
5. Mrs. Asha Masurkar
6. Ms. Pooja Verma
7. Ms. Rashmi Joshi

*(Handwritten signatures of the committee members)*