

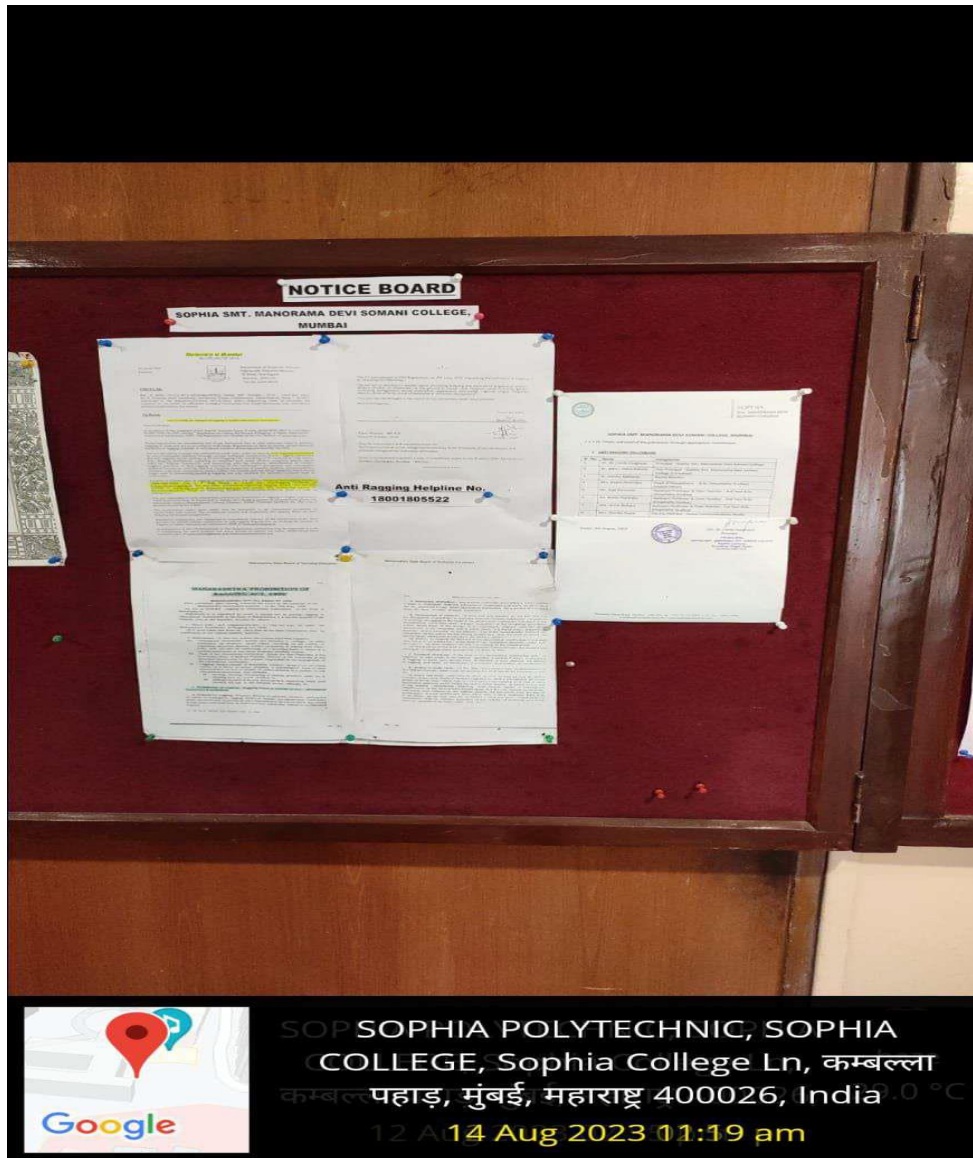


Criterion 5 - Student Support and Progression

5.1. Student Support

5.1.4 The Institution adopts the following for redressal of student grievances including sexual harassment and ragging case

1. Implementation of guidelines of statutory/regulatory bodies





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**SMT. MANORAMA DEVI
SOMANI COLLEGE**

University of Mumbai
No. SW/17/of 2021

Dr. Sunil Patil
I/c Director



**Department of Students'
Development**

**Vidyapeeth Vidyarthi Bhavan,
'B' Road, Churchgate, Mumbai,
PIN.400 020**

Tel. No.: 2204 28 59, 8369753642

CIRCULAR

Subject: Revised Procedure for Students to File Online Anti-Ragging Affidavit

**To,
The Principals of the Constituent and Affiliated Colleges and
Directors of Recognised Institutes
of University of Mumbai**

Dear Sir/Madam,

The University Grants Commission has published the Revised Procedure for Anti-Ragging Mechanism on October 27, 2021 [Ref. No.: D. O. No. F. 3-2/2021 (ARC)]. With reference to this letter you are requested to adhere to the guidelines issued by the UGC for Anti-Ragging Mechanism. Some important guidelines for the mechanism are as follows-

1. It is mandatory for each student and his/her parent/guardian to submit an online undertaking at each academic year.
It is mandatory for the college/institute to ensure that each student submits an online undertaking.

2. The college/institute should constitute a Anti-Ragging Cell and nominate one teacher as Nodal Officer to co-ordinate with the University and the UGC authorities and submit the information of Nodal Officer in the google form. The link of google form is as under-
<https://forms.gle/TzogJaKj45gEju8j8>

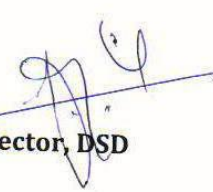
The college/institute should display the email address and contact no. of the Nodal Officer of Anti-Ragging Cell on its website and in the campus areas like Admission Centre, Departments, Library, Cafeteria, Hostel, Common Facilities, etc.

3. It is mandatory for the college/institute to include the below columns in the Admission Form of student.

Anti-Ragging Undertaking Reference No.	
--	--

4. The college/institute should display the Anti-Ragging Helpline No. 1800 180 5522 at its strategic places.

Place: Mumbai
Date: November 10, 2021


I/c Director, DSD



Encl.:

- 1) UGC Letter, D. O. No. F. 3-2/2021 (ARC), dated October 27, 2021
- 2) Procedure for Undertaking from students
- 3) Link for Google Form for Nodal Officer



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Compliance



Total Complaints Status (18-Apr-2012 To 09-Sep-2021)

Total Complaints Received:	5935
Complaints Closed:	5823
Complaints Active In Call Center:	90
Complaints Active In Monitoring Agency:	0
Complaints Active In UGC:	22

Undertaking Uploaded

Antiragging.in	6390779
Amanmovement.org	4064773
Grand Total:	1045552

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ABOUT US

Ragging has ruined countless innocent lives and careers. In order to eradicate it, Hon'ble Supreme Court in Civil Appeal No. 887 of 2009, passed the judgement wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti-Ragging database.


In accordance with the orders, UGC (University Grants Commission), Govt. of India has developed this web portal.

[Know more](#)


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Undertaking



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ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS

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TO BE FILLED BY A STUDENT




Fields marked with * are compulsory.

- If you do not have an E mail address please create one before you fill in this form.
- If your mother or father or guardian does not have a phone or a mobile phone or email then please give the numbers /email of their friends or relations or neighbors.
- If you do not have a mobile number, then please give the mobile number of your friend in the college.

After filling this form successfully you will receive the Student's Anti Ragging Undertaking and the Parents Anti Ragging Undertaking in your Email. Please forward that Email to your college Authority.

[Step By Step Guide On How To Fill An Online Anti Ragging Undertaking ?](#)

National Anti Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number* 1800-180-5522
(helpline@antiragging.in)

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ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS

Fields marked with red* are compulsory.

Personal Details

Student's Family Name *	<input type="text" value="Enter your Family Name"/>
Student's Middle Name	<input type="text" value="Enter your Middle Name"/>
Student's First Name *	<input type="text" value="Enter your First Name"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality *	<input type="text" value="Enter your Nationality"/>
Student's Mobile Number *	+91 <input type="text" value="Enter your Mobile No."/>
Student's friends Mobile number in case of an emergency *	+91 <input type="text" value="Enter your Friend Mobile No."/>
Landline Number *	+91 <input type="text" value="Enter your Landline No."/>

Parent/Guardian Details

Parent/Guardian's name *	- <input type="text" value="Enter your Parent/Guardian's Name"/>
Parent/Guardian Address 1 *	<input type="text" value="Enter your Address1"/>
Address 2	<input type="text" value="Enter your Address2"/>
City *	<input type="text" value="Enter your City"/>
State *	State <input type="text"/>
Residence Phone No *	+91 <input type="text" value="Enter your Phone No."/>
Mobile No of Parent/Guardian *	+91 <input type="text" value="Enter your Mobile No."/>
Parent/Guardian's Email ID *	<input type="text" value="Enter Email Address"/>



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CONFIDENTIAL SURVEY

TO BE FILLED BY ALL STUDENTS.

Please answer the questions honestly and truthfully because no part of this survey will be made public and certainly no part of this survey will be conveyed to your college. This is absolutely confidential. Your college will only know whether you have participated in this survey or not?

All fields are compulsory.

1. Were you ever Ragged? * Yes No
2. Did you ever rag any body? * Yes No
3. What is the phone number of National Anti Ragging Help Line. *
4. Does ragging happen in your college? * None Mild Severe Very Severe

Please enter the string shown in the image

SSQKV6

Submit

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You are successfully register with following Detail

Your Reference No.	2843112
Your Name	<input type="text"/>
Your Email Id	<input type="text"/>
Your Mobile No.	<input type="text"/>

Please note your details correctly. These details will used further for duplicate Undertaking/Affidavits



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DJMS NO-7503/15-6-18/18-19



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

28th May, 2018

Dear Sir/Madam,

04 JUN 2018

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. These Regulations are mandatory for all educational institutions in the country.

As multiple mechanisms are required to ensure a ragging-free campus, here are recommendations and action steps which may 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 of nodal officers related anti ragging committee with contact details.
4. In compliance of the UGC Regulations and the 2nd Amendment in the UGC Regulations regarding submission of undertaking by each student and every parent to submit an online undertaking in every academic year.
5. UGC has notified the 3rd Amendment in UGC Regulations on 29th June, 2016 to expand the definition of ragging by including the following:

✓ Director,
Students,
Development
DR (Grievance
Cell)

- (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

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

V.C

.....contd



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-2-

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

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

D. Using other UGC initiated measures

11. 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.
12. For any other information regarding ragging, please visit the UGC website i.e. www.ugc.ac.in & www.antiragging.in and contact UGC monitoring agency i.e. Aman Satya Kachroo Trust on mobile No. 09871170303, 09818400116 (only in case of emergency).
13. The UGC has got developed 4 short films and a documentary film to counsel students on ill effects of ragging. These films are uploaded on UGC website. All Universities/Institutions are requested to show these films regularly to the students during orientation and other programmes. These movies are available on the following link, ugc.ac.in/page/Videos-Regarding-Ragging.aspx.

Any violation of UGC Regulations or if any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails 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 letter dated 15.11.2017 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
University of Mumbai
M.G. Road, Fort,
Mumbai-400032.**

Website /
colleges mail

21/11/18



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2. Organisation wide awareness and undertakings on policies with zero Tolerance

- Awareness regarding student grievances done on the Orientation Day of the college
- Class wise Orientation is also done by the faculty of the department on the first day of the college for the newly admitted students every year
- In the prospectus the prohibition of ragging is clearly given in 'Student Discipline' section.
- Posters on anti-ragging are displayed prominently

Student Discipline

Type text here

1. Attendance :
 - a) Students are expected to have a minimum of 75% attendance in each semester.
 - b) Defaulters may be debarred from the final examination.
 - c) Leave notes from parents/guardians and where needed, medical certificates are to be submitted to the Administrative Office.
2. Canteen facilities are available only to the staff and students of the college. Crockery should not be taken out of the Canteen.
3. Dress Code : Students' dress should be simple and appropriate to an educational institution.
4. Cleanliness is encouraged at all times and in all places. Students may eat only in the canteen. Littering on the premises is objectionable. Writing and drawing on walls and desks is prohibited. Students will be penalized if found doing so.
5. Smoking, consumption of alcohol or drugs is totally prohibited on the campus.
6. **Ragging is strictly prohibited.**
7. Entry to the Sophia Campus is through the main gate and through the Pedder Road entrance. The latter is open only to staff and students. Private vehicles of students are not allowed parking on the Campus.
8. Students may not entertain their visitors/relatives on the campus.
9. Students must wear their Identity cards while on the Campus.
10. The use of mobile phones is not allowed in the Classrooms, Laboratories and Library.

SPOLAA

The Sophia Polytechnic Alumni Association (SPOLAA) was established to encourage ex-students to keep in touch with their Alma Mater and with each other. Besides the activities organized by each Department for its ex-students, the SPOLAA NITE held bi-annually brings together the alumni of all Departments for an evening of fun, sharing and dinner. A highlight is the 'Sophia Achievers Award' given to ex-students who have made an outstanding contribution to society at large through their expertise in their own fields.

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**Foolishly I ragged
& got suspended**

Will I get prosecuted?
What about my Job prospects?

Download
ANTI RAGGING
App

**MY FUTURE IS A BIG
?**

Remember RAGGING is for LOSERS

Visit UGC Website i.e. www.ugc.ac.in & www.antiragging.in to see UGC Anti Ragging regulations.
Are You Being Ragged ?
Immediately call UGC Anti Ragging Helpline- 1800-180-5522 (24x7 Toll Free)
Or Send an E-mail to helpline@antiragging.in



MHRD

DEPARTMENT OF HIGHER EDUCATION
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
GOVERNMENT OF INDIA



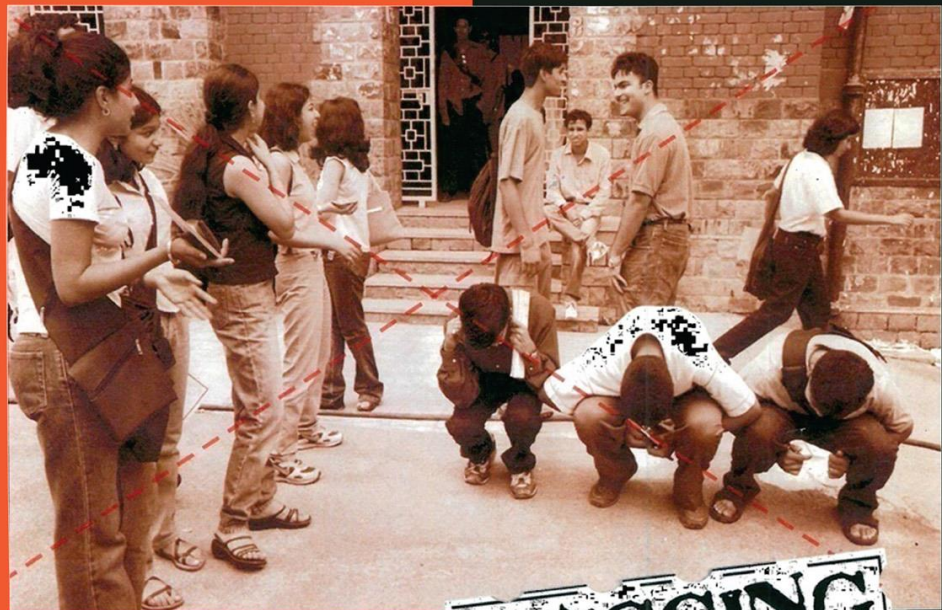
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DON'T RAG, JUST INTERACT



Visit UGC website i.e.
www.ugc.ac.in &
www.antiragging.in to
see UGC Anti Ragging
Regulations

**RAGGING
IN ANY FORM IS
PUNISHABLE**

Are you being ragged ?

Immediately call UGC Anti Ragging Helpline
1800-180-5522 (24X7 Toll Free)
Or send an e-mail to helpline@antiragging.in

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**ANTI
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App

Issued in public interest by:
Ministry of Human Resource Development
Department of Higher Education
Government of India

Join hands to make your campus ragging free



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3. Mechanisms for submission of online/offline students grievances


- If the student has any complaint or grievance he/she has to report the same to the Principal of the college; student can also share their grievance with any faculty member of the Department, Mentor Teacher and Dean of students
- Also the students can put their complaint or grievances in the Grievances Box which is placed in the Lobby Area of the college.
- The college has got an open door policy whereby students can approach any faculty, Head of Dept., Dean of Students, Vice-Principal or Principal in case of any complaint or grievance.
- The College has set up a grievance redressal and anti-ragging committees. Any complaints if received will be addressed by these committees according to the nature of the complaint.

Details of the Committees

4. Timely redressal of the grievances through appropriate committees

- The college has a grievance redressal committee and an anti-ragging committee
- However, during the past five years the college did not received any complaint /grievance from any student due to the strong mentoring system in place.




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5.1.4 (4) Timely redressal of the grievances through appropriate committees

1. ANTI RAGGING CELL/SQUAD

Sr. No.	Name	Designation
1	Dr. (Sr.) Anila Verghese	Principal - Sophia Smt. Manorama Devi Somani College
2	Dr. (Mrs.) Vidita Rakshit	Vice Principal - Sophia Smt. Manorama Devi Somani College (Convener)
3	Sr. Joanna Alphonso	Hostel Warden
4	Mrs. Dopati Banerjee	Head of Department - B.Sc. (Hospitality Studies) (Nodal Officer)
5	Mr. Aspi Daruwala	Assistant Professor & Class Teacher - 3rd Year B.Sc. (Hospitality Studies)
6	Mr. Burzis Panthaky	Assistant Professor & Class Teacher - 2nd Year B.Sc. (Hospitality Studies)
7	Mrs. Hufriz Bulsara	Assistant Professor & Class Teacher - 1st Year B.Sc. (Hospitality Studies)
8	Mrs. Nirmita Gupta	Faculty Member - Social Communications Media

2. Women's Cell

Sr. No.	Name	Designation
1	Dr. (Sr.) Anila Verghese	Principal - Sophia Smt. Manorama Devi Somani College
2	Sr. Mary Varghese	Dean of Students- Sophia Smt. Manorama Devi Somani College
3	Mrs. Dopati Banerjee	Head of Department - B.Sc. (Hospitality Studies) (Convener)
4	Mrs. Hufriz Bulsara	Assistant Professor & Class Teacher - 1st Year B.Sc. (Hospitality Studies)
5	Ms. Nisha Rodrigues	Assistant Professor B.Sc. (Hospitality Studies)
6	Mrs. Meenal Joshi	Staff in charge of the Art & Design Department and Member of IQAC Committee
7	Ms. Sujata Matondkar	Senior Clerk - Administrative Office



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3. COMMITTEE FOR GRIEVANCE REDRESSAL

Sr. No.	Name	Designation
1	Dr. (Sr.) Anila Verghese	Principal - Sophia Smt. Manorama Devi Somani College (Convener)
2	Dr. (Mrs.) Vidita Rakshit	Vice Principal - Sophia Smt. Manorama Devi Somani College
3	Sr. Mary Varghese	Dean of Students- Sophia Smt. Manorama Devi Somani College
4	Mrs. Dopati Banerjee	Head of Department - B.Sc. (Hospitality Studies)
5	Mrs. Hufriz Bulsara	Assistant Professor & Class Teacher - 1st Year B.Sc. (Hospitality Studies)
6	Ms. Nisha Rodrigues	Assistant Professor - B.Sc. (Hospitality Studies)
7	Sr. Joanna Alphonso	Hostel Warden
8	Mrs. Maria D'Souza	In charge - Administrative Office

Dated : 4th August, 2023



(Dr. (Sr.) Anila Verghese)
Principal

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SSR 5.1.4. Annual Reports of the Committee motioning the activities and the number of grievances redressed to prove time redressal of grievances

I write to state as follows:

Due to the strong mentorship system in place in our College as well as the Open Door Policy that the College follows, any issues and concerns that students have are dealt at the root level and, therefore, no 'grievances' have been submitted by students either online or offline during these past five years.

The above is evident from what has been recorded under this point in the AQARs of 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022. These AQARs have not only been submitted to NAAC in a timely manner but all have been accepted by NAAC, and they are uploaded on our website.

Date: 12th August 2023



Dr. (Sr.) Anila Verghese
Principal

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SSR 5.1.4. The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

Our College:

1. Implements the guidelines of statutory / regulatory bodies which in our case are the UGC, Department of Higher and Technical Education, Government of Maharashtra, and the University of Mumbai.
2. Gives wide awareness and undertakings on policies with zero tolerance by the following means: at the Orientation for the whole College as well as at departmental level orientations students are made aware of the seriousness as well as severe consequence of ragging as well as of sexual harassment of any kind. At the beginning of the year as well from time to time during the year the Heads of Departments as well as the Class Teachers remind students of the seriousness of these issues. On the notice boards of the College the GRs and circulars from statutory bodies of the Issues of Ragging and Sexual Harassment are displayed. Every student and his / her parent of BSc Hospitality Studies have to fill in an online anti-ragging undertaking on the UGC website.
3. Has mechanism for redressal of student grievances offline / online:
 - We have following committees for redressal of student grievances.– Anti Ragging Cell/Squad; Women's Cell; Committee for Grievance Redressal.
 - A student may approach any member of the above committees.
 - There is a box in the lobby of the College into which students may drop in grievances if any. Students may also send any complaints or grievances to members of these committees or to their class teacher or mentor teacher via WhatsApp or email.
 - The Hospitality Studies department has the practice of 'Open Day' for parents of each class of BSc Hospitality Studies twice a year. This provides a platform for parents to voice their or their child's concerns or suggestions.
 - The strong mentor system that is in place in the College enables students to voice any concerns before it becomes an issue or a grievance.
 - The College follows an 'Open Door policy' which makes it possible for any parent or student to approach in person or via email Class Teacher, Head of Department, Vice-Principal or Principal.
4. Is committed to the timely redressal of grievances through the appropriate committees.

Date: 12th August 2023



Anila Verghese
Dr. (Sr.) Anila Verghese
Principal

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info@sophiapolytechnic.com / www.sophiapolytechnic.com