



Sarva Vidyalaya Kelavani Mandal managed
UMA ARTS AND NATHIBA COMMERCE MAHILA COLLEGE

Sarva Vidyalaya Campus, Sector - 23, Gandhinagar – 382023
(Estd. In 1991, Affiliated with Gujarat University-College Code-191- AISHE Code – C-5881)
NAAC -Cycle-3- A Grade - 3.32 CGPA (from 12-09-2017 to 11/09/2022)
College with Potential for Excellence Phase-II

SINCE 1919

E-Mail: artscollegeuma@gmail.com | Website: uancmahilacollege.org | Mobile: 88495 49356

Youtube : UANC Mahila College, Gandhinagar. Twitter : @UmaandNathiba

Collegiate Women Development Cell (CWDC)

2024-2025

Notification

CWDC Complaints Committee: (For 3 years)

| Sr. No. | Name | Designation | Contact No. | E-mail ID |
|---------|--|-----------------------------------|-------------|--|
| 1 | Dr. Harit S. Patel | Chairman | 9427703973 | artscollegeuma@gmail.com |
| 2 | Prof Falguni R. Patel | Convenor | 9426361940 | falgu116@gmail.com |
| 3 | Dr. Rita R. Gandhi | Counsellor | 9429601787 | ritagandhi212@gmail.com |
| 4 | Dr. Mayuri Patel | Member | 9426373768 | artscollegeuma@gmail.com |
| 5 | Prof Haresh M. Patel | Member, Arts (Senior faculty) | 9898502016 | hareshmpatel100@gmail.com |
| 6 | Prof. Payal Pandya | Member, Commerce (Senior faculty) | 9825444876 | payalnathibacommerce@gmail.com |
| 7 | Dr. Pranav Joshipura | Member, IQAC Coordinator | 9825013753 | pranavjoshipuraumaarts@gmail.com |
| 8 | Ms. Vishva R Vadukar TYBA English 750 | Member, (GS) Arts | 9157602297 | vishvavadukar17@gmail.com |
| 9 | Ms. Meghaben D Solanki TYBCOM 1454 | Member, (GS) Commerce | 9904550209 | meghasolanki2403@gmail.com |

As all the resolutions, rules and laws laid down by the CWDC of Gujarat University is conducive to Uma Arts & Nathiba Commerce Mahila College for smooth functioning of its CWDC, the college adopts the entire document in-toto for its purpose, with slight modification to suit its purpose.

1. CWDC:

(1) The college shall set up a Collegiate Women's Development Committee (CWDC) to deal with the complaints of any kind of harassment, including sexual harassment;

(2) The college/institution shall inform the Cell about the members of its CWDC and keep the Cell informed about any change therein;

(3) CWDC shall submit its half-yearly report of activities to the Cell;

2. COMPOSITION OF COLLEGIATE WOMEN'S DEVELOPMENT COMMITTEE:

The Collegiate Women's Development Committee (CWDC) shall consist of six members as appointed by the principal of the college, as under, namely:

- i. Principal of the college shall be the Chairperson of the Committee;
- ii. Two members from the teaching staff of the college (of whom one shall be a woman);
- iii. One woman member from the non-teaching staff of the college;
- iv. Two students from the college;
- v. Where there is no woman, an employee man may be appointed.

(**Note:** Out of the two members from teaching staff of the college or of the recognized institutions, the woman member shall be the Convener of the Committee)

3. TERMS OF OFFICE:

The members of the Committee shall hold office for a period of three years provided that where a person ceases to be an employee or the student, he shall cease to be a member of the Committee.

4. POWERS AND FUNCTIONS OF THE COMMITTEE:

The powers and functions of the Committee shall as such may be determined by the Cell.

POWERS & FUNCTIONS OF THE CWDC:

- To ensure implementation of these Regulations in the college to which they are applicable.
- To ensure and supervise the proper constitution and functioning of the Collegiate Women's Development Committee (CWDC) set up in the college.
- To organize regular workshops and training programmes for members of the staff, students of the college.
- To process individual grievances concerning any kind of harassment including sexual harassment in the college and to take suitable action in the manner and mode particularly provided hereafter.
- To formulate programmes for the spread of awareness of these regulations among the Managements of college, employees and the students.
- To bring out publications in Indian languages and English language concerning harassment and also concerning the implementation of these regulations.
- To hold annual programmes, seminars, workshops and meetings regarding Women's Development and any kind of Harassment, to propagate against sexual harassment amongst Managements, students and employees of the colleges and for that purpose to invite experts or resource persons.
- To set up pools; one each for NGOs and Women's Associations working within the geographical area of the college for carrying out the purposes of these regulations.
- To act as the Appellate Authority in respect of the decisions taken by the CWDC in affiliated college.
- To exercise such other powers and perform such other duties as may be conferred or imposed on it by or under these regulations.
- To do all such activities and things as may be necessary to carry out the objectives of these regulations.

- The Cell shall constitute one or more Committees for implementation of women's policy in general and for dealing with the cases/ complaints of any kind relating to sexual harassment.

STATUS OF THE CELL: For all the purposes, the Cell shall be treated as one of the departments of the college.

GRIEVANCE PROCEDURE (ICC):

1. Any woman employee or girl student shall have the right to file a complaint to the Cell concerning any harassment including sexual harassment against a boy student or a male employee or a representative of the management with any of the members of the Cell as the case may be.
2. Such a complaint may be either oral or in writing.
3. Any complaint in writing has to be signed by the person making the complaint. If the complaint is oral, the same shall be put in writing (in detail) by the member of the Cell to whom the complaint is made and will be read out to the complainant and will not be acted upon till the same is signed by the complainant.
4. The complainant shall be afforded full secrecy at each stage.
5. In the event of the complaint being made to the member of the Cell, immediately upon receipt of the complaint, and within not more than five working days, the member of the Cell to whom the complaint is made shall communicate the same to the Chair Person or the President, as the case may be, of the Cell. The name of the complainant shall be kept confidential and will not be divulged even to the Cell, till the meeting in this regard is convened.
6. Within a period of ten working days from the date of such communication, the Chair Person of the Cell shall convene a meeting of the Cell to deal with the complaint.
7. Within ten working days of the enquiry committee being set up, the Convener shall convene a meeting for which an advance intimation shall be given to the complainant. At the first meeting, the complainant or at her request her representative shall be heard. The Inquiry Committee shall then decide whether the complaint deserves to be proceeded with. The complaint will stand disposed of if according to the CWDC the complainant has not been able to disclose *prima facie* an act of any kind of sexual harassment.
8. In case, the Inquiry Committee decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting of the Cell, heard and if so satisfied that a warning is just and proper, he may be warned about his behaviour. The matter shall then be treated as concluded and disposed of with a note to that effect made in the Complaint Register.
9. In case the complainant requests that the complaint should be proceeded with beyond a mere warning, the same may be proceeded with as laid down in regulation 18.

PENALTIES:

1. A person found guilty of any kind of sexual harassment shall be subject to the same penalties for major and minor misconduct as prescribed under the Statutes of the University for the teaching staff and as per the Standard Code Rule, 1984/2013 for non-teaching staff.
2. An employee guilty of sexual harassment shall be liable to any of the following penalties:
 - (i) Warning, reprimand or censure.
 - (ii) Withholding of increments,
 - (iii) Reduction in Rank.

Provided however, that in addition to all these penalties, the offender is also required to give a written apology to the victim and upon his failure to do so, his case shall be considered for major penalty under relevant statutes of the University or the standard Code Rules.

3. A student guilty of sexual harassment shall be liable to any of the following penalties:
 - (i) Warning, reprimand or censure.

- (ii)** Suspension from the University/ College/ Institution for a period upto one month.
 - (iii)** Debarment from appearing for the final examination for a period up to three years.
 - (iv)** Rustication from the University/ College/ Institution as the case may be. Provided however, that in addition to all these penalties, the offender is also required to give a written apology to the victim and upon his failure to do so, case shall be considered for other action as deemed fit according to prevalent law.
4. Any person from the Management found guilty of sexual harassment shall be liable to any of the following penalties:-
- (i)** Warning, reprimand or censure.
 - (ii)** Suspension from the Management of the University/ College/ Institution for a period up to one month.
 - (iii)** Removal from the Management of the University/ College/ Institution, as the case may be.