



**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291

Key Indicator - 5.1 Student Support

5.1.5 Mechanism for timely redressal of student grievances including sexual harassment and ragging cases

PRESENT ANTI-RAGGING COMMITTEE AT COLLEGE (2021-2022)

Name of the Employee	Position	Address	Contact No	Email-ID
Dr. Gurjit Kaur	Convenor	Department of Punjabi, Mata Sundri College	9810369586	gurjitkaur@ms.du.ac.in
Dr. Iqbal Kaur	Co-Convener	Department of Punjabi, Mata Sundri College	9818286168	iqbalkaur@ms.du.ac.in
Dr. Punam Chalia	Member	Department of Hindi, Mata Sundri College	9818286168	punamchalia@ms.du.ac.in
Dr. Harsha Kumari	Member	Department of Sanskrit, Mata Sundri College	9818010092	harshakumari@ms.du.ac.in

Help Line Number of Anti-Ragging Cell

Mata Sundri College for Women
011-23237291

Website link for details:https://mscw.ac.in/Anti-Ragging_Committee.aspx

Link to access all minutes of meetings: https://mscw.ac.in/AR_minutes.aspx



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Composition of Anti-ragging committee from 2016 to 2020

ANTI-RAGGING COMMITTEE (2020-2021)

Name of the Employee	Position	Address	Contact No	Email-ID
Ms. Divya Pradhan	Convenor	Department of English, Mata Sundri College	8527947171	divyapradhan7@gmail.com
Dr. Jasvinder Oberoi	Co-Convenor	Department of Hindi, Mata Sundri College	9818423407-	

ANTI-RAGGING COMMITTEE (2018-2020)

Anti Ragging Committee		
Ms. Divya Pradhan	Convenor	Department of English
Dr. Sudha Singh	Co-Convenor	Department of Hindi

ANTI-RAGGING COMMITTEE (2016-2018)

Ms. Chandra Chatterjee	Convenor	Department of English
Mrs. Ruby Kapoor	Co-Convenor	Department of English



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Ph: 23237291

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MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110 002



PHONE : 23237291
FAX : 23236102

No. : MSC/ADMN... *Anti Ragging* / 2016-17

Dated : 20/07/2016

Proctor,
University of Delhi,
Delhi-110007

Sub.: Regarding constitution of Anti -Ragging Committee and
Disciplinary committee for the academic session 2016-2017

Dear Sir,

This is with reference to your letter No. Proc./42/2016/443 dated
04.07.2016 regarding the subject cited above.

Following are the members of Anti Ragging Committee in our
college :

1. Mrs. Ruby Kapoor, Associate Professor, Department of English
2. Dr. Chandra Chatterjee, Associate Professor, Department of English

Thanking you,

Yours faithfully,

Kawal Kaur

Offg. Principal

Kawal Kaur
20/7/16

Cc to : SHO,
Police Station - I P Estate
New Delhi



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Ph: 23237291

**INTERNAL COMPLAINTS COMMITTEE (ADDRESSES COMPLAINTS INCLUDING
THOSE OF SEXUAL HARASSMENT)**

Present Members of ICC -2021

Internal Complaints Committee				
Dr. Kamlesh Kaur (Associate Professor)	Department of Commerce	Presiding Officer	9868754363	kamleshkaur@rediffmail.com
Dr. Tanu Dhingra (Associate Professor)	Department of Commerce	Member	9818682286	tanudhingra@ms.du.ac.in
Ms. Poonam Sharma (Assistant Professor)	Department of Political Science	Member	9811669275	poonam20051972@gmail.com
Mr. Manjit Singh (Section Officer)	Accounts	Member	9810087075	manjitsinghmsc@gmail.com
Ms. Suman Khanna (Founder, Vidhi Bharti Prishad Org.)	NGO	Member	9899651272	vidhibhartiprishad@hotmail.com
MS. MONIKA GODIA	Pol.Sc.(H) (POL/18/07)	President	8396954483	
MS. PARUL JINDAL	BA(P) (POL/18/148)	Vice- President	8588836526	
MS. PAKIZA SEKH	B.A.(P) (BAP/19/237)	Secretary	8287523507	
MS. TARIKA JAIN	BA(P) (BCP/20/134)	Joint- Secretary	9873413173	

**Website link for committee details: https://mscw.ac.in/icc_msc.aspx
Link to access all minutes of meetings: https://mscw.ac.in/icc_minutes.aspx**



**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291

Composition of ICC from 2016 to 2021

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**MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110 002**

PHONE : 23237291
FAX : 23236102

Ref. No. : MSC/ADMN./228/2017-194



Dated : 21.08.2017

The Proctor
University of Delhi,
Delhi - 110007

Sub : Sexual Harassment of Women at Work Place. Implementation of
HRD UGC Notification dated 2nd May, 2016

Dear Madam,

This is with reference to your letter No. PCTO/2017/1149 dated 19.4.2017
with regard to the a/m subject. The college has constituted the following "Internal
Complaints Committee" (ICC) :-

1. Presiding Officer : Dr. Kamlesh Kaur, Associate Professor
Deptt. of Commerce Mob. No. 9868754363
e-mail – kamlesh kaur@rediffmail.com
2. Members : (a) Dr. Sudha Singh, Associate Professor
Deptt. of Hindi, Mob. No. 9868936525
e-mail – sudha. Singh1013@gmail.com
(b) Mrs. Poonam Sharma, Assistant Professor
Deptt. of Pol. Sc. Mob. No. 9811669275
e-mail- poonam2005_1972@gmail.com
(c) S. Manjit Singh, S.O.(Accounts). Mob. 9810087075
Manjit singh msc@gmail.com
3. NGO Member Ms. Santosh Khanna, Founder Vidhi Bharti Prishad Org.
9899651272 BH – 48 East Shalimar Bagh, Delhi -88
e-mail – vidhi bharti prishad@hotmail.com

With kind regards,

Yours faithfully,
Kawa 1416
Offg. Principal



**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291

ICC Members (2016-2017)

Internal Complaints Committee

<u>Dr. Kamlesh Kaur</u> (Associate Professor)	Department of Commerce	Presiding Officer	9868754363	kamleshkaur@rediffmail.com
<u>Dr. Sudha Singh</u> (Associate Professor)	Department of Commerce	Member	9868936525	sudha.singh1013@gmail.com
<u>Ms. Poonam Sharma</u> (Assistant Professor)	Department of Political Science	Member	9811669275	poonam20051972@gmail.com
<u>Mr. Manjit Singh</u> (Section Officer)	Accounts	Member	9810087075	manjitsinghmsc@gmail.com
<u>Ms. Suman Khanna</u> (Founder, Vidhi Bharti Prishad Org.)	NGO	Member	9899651272	vidhibhartiprishad@hotmail.com
<u>Ms. Semona Dutta</u>	B.Com(H)	Member		
<u>Ms. Rydampreet Kaur</u>	B.Com(H)	Member		
<u>Mansi</u>	Pol. Sc. (H)	Member		



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Student members of ICC 2017-18

Letter For E-mail
Meeting was held on 12th March 2018, it was decided to maintain the existing members of the committee. The names of the members are as follows:

Committee President → SIMONA DUTTA (B.com H) Simona D
Vice President → RYDAMPREET KAUR KHURANA (B.com H) Rydampreet
Secretary → MANSI ANAND (Pol. science Hons.) Mansi

Members of the committee

- * Nandani Gupta (Pol. sci Hons.) Nandani
- * Mansi Singh (Stats Hons.)
- * Dashmeet Kaur (Eng. Hons.) Dashmeet Kaur

Thanking You,
Yours Truly

KAMLESH KAUR

Election for the year 2017-18



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(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

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Student members of ICC 2018-19

Elections 2018
**MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110 002**



PHONE : 23237291
FAX : 23236102

Ref. No. : MSC/ADMN... *61/2018-1777*

Dated : *07/09/18*

NOTICE

Elections for Internal Complaint Committee were held on 5th September, 2018 from 9.00 a.m. to 1.00 p.m. at Mata Gujri Hall of the College :

Result are as follows:

Sl.N O.	Name	Roll.No.	Contact.No.	Post	Votes Polled
1.	Sonal	Pol/16/95	8587948038	President	514
2	Twinkle	BAP/16/91	9873662122	Vice President	393
3.	Sakshi	POL/17/97	8076249673	Secretary	730
4.	Ashmeet Kaur	BAP/18/361	9911152491	Joint Secretary	495

Internal Complaint Committee

Kawal sut k
Officiating Principal

Parul Kaur
Selha Sna
Shruti

Elections 2018



**Mata Sundri College for Women
(University of Delhi)
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Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291

Student members of ICC 2019-20

Elections for **ICC Student's Union** was conducted among the students on 3rd Sept. 2019.

After the process of anonymous voting and counting of votes, the results were announced by the Presiding officer Dr. Kamlesh Kaur, followed by a Union photograph.

The office bearers for different posts were –

- President – Tanupriya III year
- Vice President - Tarushi Jain III year
- Secretary - Monika Godia II year
- Joint Secretary - Nupur I was



Student members of ICC 2020-21

The ICC Students' Union for the year 2020-21 was nominated by the Election committee on 7th Jan. 2021 after conducting the interview process of the eligible candidates on 6th Jan. 2021.

The posts holders are –

- **President - Monika Godia III year**
- **Vice President - Parul Jindal III year**
- **Secretary - Pakiza Shek II year**
- **Joint Secretary - Tarika Jain I year**



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Special committees constituted for a reported case -

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MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110 002

PHONE : 23237291
FAX : 23236102

Ref. No. : MSC/ADMN./I.C.C./20.19-374

Dated 25.05.2019

Special Committee

As per the advice of Proctorial Board Members of University of Delhi who visited Mata Sundri College for Women on 25/05/2019, College constituted a Special Committee to look into various details of untoward incident reported in the college in light of the fact that the incident is of August 2018 and FIR registered on 08/05/2019.

Earlier we forwarded to case to Internal Complaint Committee.

A specific Special committee is constituted. Members are follows:

1. Dr. Jasjeet Kaur, Associate Professor, Department of Political Science
2. Dr. Kamlesh Kaur, Associate Professor, Department of Commerce & Convener, ICC
3. Dr. Meenakshi Kohli, Associate Professor, Department Of Economics
4. Dr. Shabnam Suri, Associate Professor, Department of History
5. Mrs. Poonam Sharma, Assistant Professor, Department of Political Science
6. Dr. Garima Mani Tripathi, Assistant Professor, Department of Philosophy
7. S. Manjit Singh, S.O. (Accounts) & Officiating A.O., Mata Sundri College for Women

Dr. Harpreet Kaur
Principal

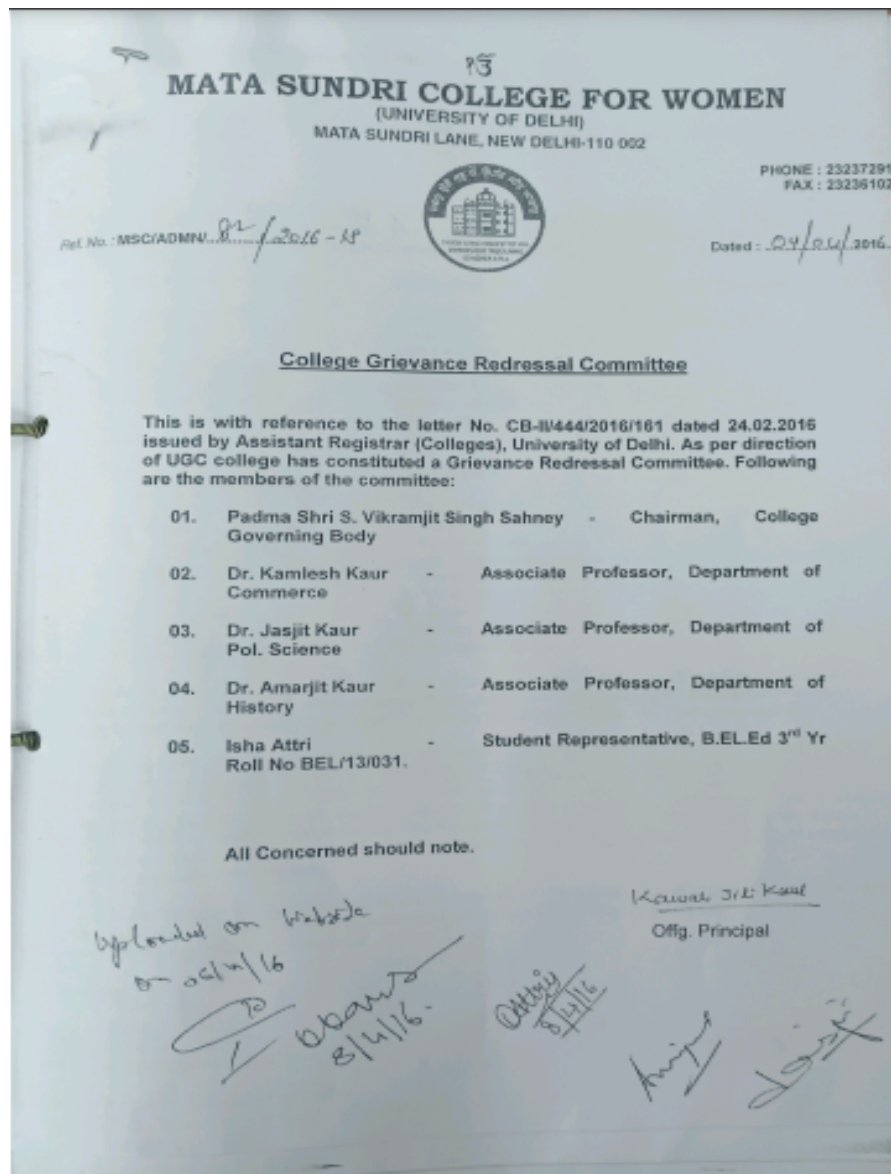


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Ph: 23237291

Grievance Redressal Committee of College



Website link: https://mscw.ac.in/Grievances_Committee_Members.aspx

Link to access all minutes of meetings: https://mscw.ac.in/GR_minutes.aspx



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Ph: 23237291

Compliance with University circulars for ICC/Anti ragging matters

INTERNAL COMPLAINTS COMMITTEE
(UNIVERSITY OF DELHI)
C/o. Women's Studies & Development Centre
Academic Research Centre, Opp. S.G.T.B. Khalsa College, Delhi-110 007, India Phone : +91-11-27666669
E-mail : icc.wsdc.du@gmail.com

Ref. No. ICC/0.0-12016/367

22nd June, 2016

The Principal
MATA SUNDRI COLLEGE FOR WOMEN
Mata Sundri Lane,
New Delhi-2

*For Internal Complaints Committee
Kewal K*

*W
09/7/16*

Subject: Guidelines Relating to the ICC in the College

Dear Colleague,

The new academic session in the University is to begin soon. To ensure zero tolerance policy against Sexual Harassment of women in the University of Delhi every college should have an Internal Complaints Committee (ICC) constituted as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

I am directed to request you to ensure that the ICC in your College is in place and functioning and information relating redressal of grievances relating to Sexual Harassment is displayed prominently in your College. We are enclosing a sample of the notice/posters that can be put on display to inform students and others in the institution on critical matters relating to prevention and redressal mechanisms for Sexual Harassment. You are also advised to display the name of members of the ICC on your website as well as on the notice board of your College.

The matter may kindly be attended to on a priority basis.

Yours faithfully,

Jaya Tyagi
Prof. Jaya S. Tyagi
Presiding Officer
Internal Complaints Committee



**Mata Sundri College for Women
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Mata Sundri Lane, New Delhi-110002**

Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291



*For Anti Ragging Committee
and Mr. Sangeta
(Computer Lab)
Kansal*

UNIVERSITY OF DELHI
Office of the Proctor
Conference Centre, 1st floor
Opp. Botany Department
Chhatra Marg, Delhi-110007
Tel : 011-27667291
Telefax : 011-27667221
e-mail : proctor@du.ac.in

URGENT BY HAND
Tel. Nos. 27667221 (Joint Control Room-North Campus)
24119832 (Joint Control Room-South Campus)

Dated : 22.06.2016

No. PCTO/42/2016/407

All the Principals/Dean of Faculties/
Head of the Departments/Directors
Provosts, University of Delhi.

Dear Sir/Madam,

As the University prepares for the beginning of the new academic session 2016-2017, the immediate task is to facilitate the smooth induction of thousands of students into the Campus and its affiliated Colleges and Hostels.

The University has geared up to ensure peace and harmony while welcoming the new-comers. We have been in touch with the law and order authorities, our security staff and other concerned agencies to ensure that incidents of ragging, eve-teasing and such other acts are addressed with firmness. This is to ensure that discipline is strictly maintained in the University.

We solicit your cooperation in maintaining peace and harmony when the University reopens. We appreciate your efforts in promoting the image of our University and your own Institution during this induction. We request you to kindly keep these efforts continuing this year as well.

The Hon'ble President of India had publicly urged all concerned to join hands in eliminating the practice of ragging. Your knowledge, wisdom, experience and exhortation can help in no lesser measure in galvanizing the society towards wiping out this menace from our educational landscape.

As per directions of the Hon'ble Supreme Court of India, the UGC has prepared the Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 which have been approved by the UGC in its meeting held on 04th June 2009. These regulations are mandatory and are to be strictly adhered to by all Institutions.

An Undertaking as published in the Gazette of India and notified by the UGC on 25th December 2013 be taken from all the students/Hostel residents as well as his/her parents/ guardian, on the prescribed Proforma which is enclosed herewith for doing the needful at your end.

In order to make the process easy, UGC has launched a web portal for online facility for undertakings. These undertakings can be filled-in/obtained from any of the below mentioned two websites:

<http://www.antiragging.in>
<http://www.amanmovement.org>

Also please find enclosed herewith a copy of letter No. 1-15/2009 (ARC) pt-III dt. 25th Feb. 2016 from Secretary, UGC addressed to the Vice-Chancellor, University of Delhi regarding Regulations on Curbing the Menace of Ragging in higher educational Institutions, which is self-explanatory. These Regulations are also available on the UGC website i.e. www.ugc.ac.in.

This information may please be given wide publicity.

With regards,

Yours sincerely,

Satwanti
PROCTOR 22/06/16

Ends. : As above.



Copy for information to :

- (1) The Hon'ble Vice-Chancellor, University of Delhi, Delhi.
- (2) The Dean of Colleges, University of Delhi, Delhi.
- (3) The Director, South Delhi Campus, University of Delhi.
- (4) The Registrar, University of Delhi, Delhi.
- (5) The Director, Delhi University Computer Centre, University of Delhi, Delhi - with request to upload the same on the DU website.



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Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291

Anti Ragging

For Incharge Discipline Committee

Anti Ragging Committee

Please see me

Kawar, UGA

[Signature]
19/7/17

**UNIVERSITY OF DELHI
Office of the Proctor**
Conference Centre, 1st Floor
Opp. Botany Department
Chhatra Marg, Delhi-110007

Tele : 011-27667291
Telefax : 011-27667221
e-mail : proctor@du.ac.in

Tel. Nos. **27667221 (Joint Control Room-North Campus)**
24119832 (Joint Control Room-South Campus)

Dated : 20.06.2017

No. PCTO/42/2017/1296

All the Principals/Dean of Faculties/
Head of the Departments/Directors/Provosts,
University of Delhi.

Dear Sir/Madam,

As the University prepares for the beginning of the new academic session 2017-2018, the immediate task is to facilitate the smooth induction of thousands of students into the Campus and its affiliated Colleges and Hostels.

The University has geared up to ensure peace and harmony while welcoming the new-comers. We have been in touch with the law and order authorities, our security staff and other concerned agencies to ensure that incidents of ragging, eve-teasing and such other acts are addressed with firmness. This is to ensure that discipline is strictly maintained in the University.

We solicit your cooperation in maintaining peace and harmony when the University reopens. We appreciate your efforts in promoting the image of our University and your own Institution during this induction. We request you to kindly keep these efforts continuing this year as well.

As per directions of the Hon'ble Supreme Court of India, the UGC has prepared the Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 which have been approved by the UGC in its meeting held on 04th June 2009. These regulations are mandatory and are to be strictly adhered to by all Institutions.

An Undertaking must be taken from all the students / hostel residents as well as his / her parents / guardian. In order to make the process easy, UGC has launched a web portal for online facility for undertakings. These undertakings can be filled-in from any of the below mentioned two websites:

<http://www.antiragging.in>
<http://www.amanmovement.org>

Please find enclosed the Guidelines regarding 'Discipline and Anti-ragging'. This information may please be given wide publicity.

With regards,

Yours sincerely,

Neesha Goyal
PROCTOR *20/6/17*



Copy for information to :

- (1) The Hon'ble Vice-Chancellor, University of Delhi, Delhi.
- (2) The Pro-Vice-Chancellor, University of Delhi, Delhi.
- (3) The Dean of Colleges, University of Delhi, Delhi.
- (4) The Director, South Delhi Campus, University of Delhi.
- (5) The Registrar, University of Delhi, Delhi.
- (6) The Dean, Students' Welfare, University of Delhi, Delhi.
- (7) The Director, Delhi University Computer Centre, University of Delhi, Delhi — with request to upload the same on the DU website.



**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

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Ph: 23237291



Anti Ragging

UNIVERSITY OF DELHI
Office of the Proctor
Mata Sundri Lane,
New Delhi-110002
Tel: 23237291
Telephone: 23237291
E-mail: proctor@du.ac.in

Most Urgent / By Hand

No. PCTO/42/2017/ 1352

Dated : 10.07.2017

All Principal of Colleges /
Wardens of Hostels of College /
Deans of Faculties /
Heads of the Departments /
Provosts of Hostels, University of Delhi.

*For Anti Ragging Committee
(Kau-111)
10/7/17*

Dear Sir/Madam,

Please find enclosed 12 stickers and 06 posters in Hindi/English on Anti-Ragging for displaying prominently on the notice boards in your institution before the beginning of academic session 2017-18.

Thanking you,

Yours sincerely,

Neel Sehgal
PROCTOR



Encl: As above.

P.S. :- These anti-ragging posters and stickers can also be downloaded from the DU website (www.du.ac.in).

Copy forwarded to:-

- (1) The Hon'ble Vice-Chancellor, University of Delhi, Delhi.
- (2) The Pro-Vice-Chancellor, University of Delhi, Delhi.
- (3) The Dean of Colleges, University of Delhi, Delhi.
- (4) The Director, South Delhi Campus, University of Delhi.
- (5) The Registrar, University of Delhi, Delhi.



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Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291



Anti Ragging

Copy to me

*Anti Ragging Committee
ICC*

Lower 114

UNIVERSITY OF DELHI
Office of the Proctor
Conference Centre, 1st Floor
Opp. Botany Department
Chhatra Marg, Delhi-110007

Tel: : 011-27667291
Telefax : 011-27667221
e-mail : proctor@du.ac.in

Dated : 19.06.2017

No. PCTO/42/2017/ 1287

All the Principals/Dean of Faculties/
Head of the Departments/Provosts/
University of Delhi.

*10
04/7/17*

Sub: Regarding constitution of Anti-Ragging Committee and Disciplinary Committee in your institution for the academic session 2017-18.

Dear Sir/Madam,

As per directions of the Hon'ble Supreme Court of India, the UGC has prepared the Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 (hereinafter called the "Regulations"). These Regulations are mandatory and are to be strictly adhered to by all Institutions. Kindly ensure implementation of UGC Regulations on ragging, which are available on UGC's web site www.ugc.ac.in

As per the UGC regulations, to avoid Ragging in the Colleges/Departments/Hostels/Halls for the coming session, it is requested to take following steps:

1. Formation of Anti-Ragging Committee, Anti-Ragging Squad and to apprise all the committee members with the Ordinance XV-C.
2. Display of all the committee member names with telephone numbers and emails at noticeable places in the College/Department/Institutions and also on respective website.
3. Display of these committees with prominent/readable notices must be done in such a manner that all students come to know about: (i) How to approach (ii) Whom to approach (iii) What the said Committees can do and (iv) that the confidentiality will be maintained of the complainant, if he/she so desires.
4. Complaint Box should be placed in the College/Institutions at visible & strategic place for written complaint.
5. You are requested to send a copy of the current Anti-Ragging Committee to the Proctor's Office (proctor@du.ac.in), University of Delhi and concerned Police Station of your area immediately.
6. On the orientation day of the Colleges/Institutions all the new student should be informed about Anti-Ragging Committee, Anti-Ragging Squad, and Ordinance XV-B (Maintenance of Discipline among Students of the University); XV-C (Prohibition of and Punishment for Ragging) and XV-D (Sexual Harassment)
7. You should also inform the students about The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) available on website <http://wcd.nic.in/act/sexual-harassment-women-workplace-prevention-prohibition-and-redressal-act-2013>

This may kindly be treated as **MOST URGENT**.

Thanking you,

Yours sincerely,

Neeta Singh
PROCTOR

Note : For details log on to www.ugc.ac.in or www.du.ac.in

Copy for information to :

- (1) The Hon'ble Vice-Chancellor, University of Delhi, Delhi.
- (2) The Pro-Vice-Chancellor, University of Delhi, Delhi.
- (3) The Dean of Colleges, University of Delhi, Delhi.
- (4) The Director, South Delhi Campus, University of Delhi.
- (5) The Registrar, University of Delhi, Delhi.
- (6) The Dean, Students' Welfare, University of Delhi, Delhi.
- (7) The Director, Delhi University Computer Centre, University of Delhi, Delhi. — with request to upload the same on the DU website.





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Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291



Anti Ragging

For Anti Ragging Committee

Kaw 1416
10
17/7/18

UNIVERSITY OF DELHI
Office of the Proctor
Conference Centre, 10, Preet
Opp. Botany Department,
Chakrabarti Marg, Delhi-110007
Tels : 011-27557221
Telefax : 011-27557221
e-mail : proctor@du.ac.in

Urgent By Hand

No. PCTO/42/2018/547

Dated : 04.07.2018

The Principal
Mata Sundri College for Women
Mata Sundri Lane,
New Delhi-110002.

Dear Sir/Madam,

A meeting has been scheduled for Friday, July 13, 2018 at 3.00 pm to make preparatory arrangements for smooth induction of students for academic session 2018-19 and for discussion on the anti-ragging measures being taken. The meeting will be held in Conference Hall, Conference Centre, Opposite Department of Botany, University of Delhi (North Campus), Delhi-110007.

You are requested to kindly make it convenient to attend the same.

Thanking you,

Yours sincerely,

Neeta Sehgal
PROCTOR



Copy forwarded to:-

- (1) The Hon'ble Vice-Chancellor, University of Delhi, Delhi.
- (2) The Pro-Vice-Chancellor, University of Delhi, Delhi.
- (3) The Dean of Colleges, University of Delhi, Delhi.
- (4) The Director, South Delhi Campus, University of Delhi.
- (5) The Registrar, University of Delhi, Delhi.



**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291

http://mail.google.com/mail/u/0/?ui=2&ik=7fa54ee6ad&isver= F

For I.C.C. Incharge
K. [Signature]
15/2/18

Most Urgent / By Hand

No. PCTO/2018/ 122 Dated : 08.02.2018

All Principals of Colleges
University of Delhi

Sir / Madam,

Please refer to letter No. PCTO/2017/1149 dated 19/04/2017 wherein you were requested to implement UGC Regulations, 2015 on Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions.

In this regard, it has been brought to the notice of this office that composition of the Internal Complaints Committee and Gender Sensitisation Committee is not in accordance with the guidelines in many colleges.

It is hereby requested to conduct the elections for the members of Internal Complaints Committee and Gender Sensitisation Committee under the UGC Regulations, 2015 according to the following timeline :

1. Last date for receipt of nomination papers	:	Friday, the 23 rd Feb., 2018 upto 03.00 PM
2. Scrutiny of nomination papers	:	Friday, the 23 rd Feb., 2018 at 04.00 PM
3. Publication of the duly nominated list of candidates	:	Friday, the 23 rd Feb., 2018 at 05.00 PM
4. Withdrawal of nomination if any	:	Tuesday, the 27 th Feb., 2018 upto 02.00 PM
5. Publication of final list of candidates	:	Tuesday, the 27 th Feb., 2018 at 05.00 PM
6. Election	:	Monday, the 12 th March, 2018 from 11.00 AM to 01.30 PM
7. Declaration of results	:	Monday, the 12 th March, 2018 at 05.00 PM

After the declaration of results, please send the names of duly constituted committee members to this office latest by 15th March, 2018.

Yours faithfully,

Neeta Sehgal
Proctor 9/2/18

1036

15.2.18



**Mata Sundri College for Women
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Mata Sundri Lane, New Delhi-110002**

Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291



UNIVERSITY OF DELHI
दिल्ली विश्वविद्यालय

No. Acad.1/Redressal of grievance/2019/171
14th November, 2019


The Principal of Colleges &
Provost of Hostels


Sir/Madam,

I am directed to request you to implement the steps regarding redressal of grievance of the students/scholars/academicians in the University, already communicated vide letter No. Acad.1/Misc/451 dated 13.02.2018 (copy enclosed) in the new academic session also.

Thanking you

Yours faithfully


Deputy Registrar (Academic)

Harjeet Kaur
18.11.19


University of Delhi, Main Campus, Delhi-110 007 (India)



**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291

*Anti Ragging in
Hostels
A. Raghav*

Circular No 26

(3)

*Hostels
C/S/D*

*J. B. V. Dixit
JRC (W)/UR(T)
JRC
10/6/19*

UNIVERSITY OF DELHI
Office of the Proctor
Conference Centre, 1st Floor
Opp. Botany Department
Chhatra Marg, Delhi-110007
Tele : 011-27667291
Telefax : 011-27667221
e-mail : proctor@du.ac.in

Tel. Nos. 27667221 (Joint Control Room-North Campus)
24119832 (Joint Control Room-South Campus)

No. PCTO/42/2019/ 244

Dated : 06.06.2019

All Dean of Faculties/
Head of the Departments/
Directors/Provosts
University of Delhi.

*M. S. Anny
17/6/19*

Dear Sir/Madam,

As the University prepares for the beginning of the Academic Session 2019-20, the immediate task is to facilitate the smooth induction of thousands of students into the Campus and its affiliated Colleges / Hostels. The University has geared up to ensure peace and harmony while welcoming the new-comers. We have been in touch with the law and order authorities, our security staff and other concerned agencies to ensure that incidents of ragging, eve-teasing and such other acts are addressed with firmness. This is to ensure that discipline is strictly maintained in the University.

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 has notified "Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". These Regulations are mandatory and are to be strictly adhered to by all Institutions. UGC Regulations on ragging are available on UGC's website www.ugc.ac.in

As per the UGC regulations, to avoid Ragging in the Colleges/Departments/Hostels/Halls for the coming session, it is requested to take following steps :

1. Constitution of Anti-Ragging Committee, Anti-Ragging Squad, setting up of Anti-Ragging Cell and to apprise all the committee members with the Ordinance XV-C.
2. Display updated committee member names with telephone numbers and emails at noticeable places in the College/Department/Institutions and also on respective website.
3. Display of these committees with prominent/readable notices must be done in such a manner that all students come to know about : (i) How to approach (ii) Whom to approach (iii) What the said Committees can do and (iv) that the confidentiality will be maintained of the complainant, if he/she so desires.

*10/6/19
12/6/19*

*M. S. Anny
17/6/19*

*R. S. 329/1
11/6/19*

10/6/19

P.T.O.

Mata Sundri College for Women
Date: 8.7.19
New Delhi



**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291

n. N. Raghav

-2-

4. Complaint Box should be placed in the College/Institutions at visible & strategic place for written complaint.
5. You are requested to send a copy of the current Anti-Ragging Committee to the Proctor's Office (proctor@du.ac.in), University of Delhi and concerned Police Station of your area immediately.
6. On the orientation day of the Colleges/Institutions all the new students should be informed about Anti-Ragging Committee, Anti-Ragging Squad, and Ordinance XV-B (Maintenance of Discipline among Students of the University); XV-C (Prohibition of and Punishment of Ragging).
7. An Undertaking must be taken from all the students / hostel residents as well as his / her parents / guardian. In order to make the process easy, UGC has launched a web portal for online facility for undertakings. These undertakings can be filled-in from any of the below mentioned two websites:

<http://www.antiragging.in>
<http://www.amanmovement.org>

We solicit your cooperation in maintaining peace and harmony when the University reopens. We appreciate your efforts in promoting the image of our University and your own Institution during this induction. We request you to kindly keep these efforts continuing this year as well.

Please find enclosed the Guidelines regarding 'Discipline and Anti-ragging'. This information may please be given wide publicity.

With regards,

Yours sincerely,

Neelesh Chugh
PROCTOR

Copy for information to :

- (1) The Hon'ble Vice-Chancellor, University of Delhi, Delhi.
- (2) The Pro-Vice-Chancellor, University of Delhi, Delhi.
- (3) The Dean of Colleges, University of Delhi, Delhi.
- (4) The Director, South Delhi Campus, University of Delhi.
- (5) The Registrar, University of Delhi, Delhi.
- (6) The Dean, Students' Welfare, University of Delhi, Delhi.
- (7) The Director, Delhi University Computer Centre, University of Delhi, Delhi — with request to upload the same on the DU website.



**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291



प्रशासनिक ब्लॉक / New Administrative Block
नम्बर 204, महाविद्यालय शाखा-2 / Room No. 204 College Branch-II
नॉर्थ कैम्पस, दिल्ली विश्वविद्यालय / North Campus, University of Delhi
दिल्ली- 110007 / Delhi-110007
Tel / दूरभाष: 27666895/Extn.1161, Fax / फैक्स : 27667139.

No. CB-II/ Cir. No. 26/2019/ 185

05.07.2019

All the Principal/ Directors
Colleges/ Institutions,
University of Delhi,
Delhi/ New Delhi

Subject: - UGC Regulations on ragging.

Sir/ Madam,

I am directed to enclose herewith a copy of letter no. PCTO/42/2019/341 dated 06.06.2019 alongwith letter no. PCTO/42/2019/342 dated 06.06.2019 received from the Proctor, Proctor's Office, University of Delhi, on the above cited subject for information and necessary compliance.

Yours faithfully,

(S.K. Dogra)
Deputy Registrar (Colleges)

Encl: As above.




**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291

North Region



UNIVERSITY OF DELHI
Office of the Proctor
Conference Centre, 1st Floor
Opp. Botany Department
Chhatra Marg, Delhi-110007

Tel : 011-27667291
Telefax : 011-27667221
e-mail : proctor@du.ac.in

Tel. Nos. 27667221 (Joint Control Room-North Campus)
24119832 (Joint Control Room-South Campus)

No. PCTO/42/2019/342_ Dated : 06.06.2019

All the Principals/Dean of Faculties/
Head of the Departments/Directors/Provosts
University of Delhi.

Dear Sir/Madam,

The new academic session 2019-20 is going to begin in a month from now. You are requested to install or revisit CCTV Cameras with Proper Signages, if not already done so, at the main entry point/gate of the College/Hostel/Hall in order to maintain proper vigil and prevent any harassment/ragging to students in your institution, especially for security of the girl students and the new entrants. Kindly ensure that all the cameras are in working condition and recordings are properly monitored.

Thanking you and looking forward for kind cooperation.

Yours sincerely,

Neel Singh
PROCTOR

Copy for information to :

- (1) The Hon'ble Vice-Chancellor, University of Delhi, Delhi.
- (2) The Pro-Vice-Chancellor, University of Delhi, Delhi.
- (3) The Dean of Colleges, University of Delhi, Delhi.
- (4) The Director, South Delhi Campus, University of Delhi.
- (5) The Registrar, University of Delhi, Delhi.



**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ref No. MSC/IQAC/SSR-CR5/5.1.5.1

Ph: 23237291

PROCTOR'S OFFICE
UNIVERSITY OF DELHI, DELHI-110007

GUIDELINES REGARDING DISCIPLINE AND ANTI-RAGGING

1. All matters relating to maintenance of discipline among students in the University/affiliated Colleges and Institutions/Departments/Faculties/Halls/Hostels will be governed by Ordinance XV (B) and XV (C). Kindly refer Clause 3 – Ordinance XV (B) which defines categorically the acts of gross indiscipline on the part of student.
2. Detailed rules of discipline and proper conduct of students shall be framed at local level by the Deans of Faculties/Heads of Departments/Principals/Provosts of Halls/Hostels of Residence/ Wardens of College Hostels. These rules are to supplement rather than substitute guidelines available from the University.
3. Full publicity should be given to the existing Ordinances XV (B), XV(C) of the University & **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013)** – website <http://www.mca.gov.in/act/sexual-harassment-women-workplace-prevention-prohibition-and-redressal-act-2013> along with the local level rules and regulations to render a safe and secure environment to the students especially new comers.
4. As identified in Clause 5, Ordinance XV(B) the Heads of Institutions "shall have the authority to exercise all such disciplinary powers" over students in their respective institutions. Further, they may identify a Disciplinary Resource Person (DRP) in each College/Hostel/Hall/Department/Faculty. The name, address and telephone number of the DRP should be immediately intimated to the Proctor's Office for record and reference. The DRP may directly liaison with the Proctor's Office of the University.
5. The institutions may erect suitable hearings/hill boards/banners in prominent places within the respective Campus to exhort the students to prevent or not to indulge in ragging. The names of the officials to be contacted and their telephone numbers to report any incidence of ragging should be clearly displayed on the notice board.
6. Along with the DRP, senior teachers, NCC/NSS officers, if any, and senior students may be involved to form a Disciplinary Resource Committee (DRC)/Disciplinary Committee (DC) at the college/faculty/ department level.
7. The DRC/DC shall be expected to maintain law and order inside the college/department. The Committee shall facilitate the Process of induction of new entrants, election of new office bearers of union/association/society, organisation of functions and all related activities of the student community in their respective premises.
8. Vigilance squads may be constituted (in addition to the DRC/DC) taking help of NCC/NSS student volunteers wherever possible to keep constant vigil to avoid cases of indiscipline amongst students and any kind of untoward incident. Such squads may be specifically instructed to take timely action to prevent incidents of hooliganism, ragging, eve-teasing and any other undesirable event. The Vigilance squads should also be directed to take care of activities in and around the institutional premises including the cafeteria/canteen/ dhaba/student common rooms/visitors' room/play-grounds and other places where students are likely to organise any group activity. Special attention should be given and vigilance exercised day and night over hostels and mess associated to it.
9. Sealed complaint boxes be placed in front of the Principal's Office, especially in those undergraduate colleges which have hostels, for the benefit of the potential victims of ragging to enable them to put their complaints/suggestions to College authorities. Officials in each college on whom the responsibility has been entrusted will look into those complaints and take prompt necessary action, as per University norms.
10. The Vigilance squads and the DRC/DC must act in complete coordination because ultimately action with regard to any incident of indiscipline involving any student or group of students will be recommended by the DRC/DC and thereupon respective Head of Institution will initiate the disciplinary action.
11. Each student is expected to carry his/her own identity card. Entry to the institution should be strictly governed on the verification of the identity cards carried by students. To enforce such regulated entry, Security Guards and other associated staff may be engaged. Such security staff along with the Vigilance squads may organise, from time to time, some surprise raids on the premises of cafeteria/canteen/hostels/student union rooms/general common rooms/parking lots etc.
12. The use of institutional premises beyond office hours and for specific purposes such as extra-mural activities should be allowed only with the prior approval of the institutional head. The use of institutional premises for any illegal/immoral/ undesirable purposes and activities will be strictly dealt with as per the disciplinary rules and guidelines in force. The caretaker of the building must be instructed to be alert and vigilant so as to prevent unauthorised and illegal use of institutional premises.
13. Extra-curricular activities, e.g. drama, debates, quizzes, etc. should be planned in such a way that the student community is kept engaged in constructive activities.

P.T.O.



**Mata Sundri College for Women
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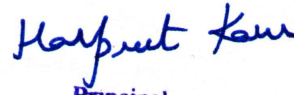
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14. The system of personal consultant / mentor may be introduced in colleges and departments. All new entrants may be attached both individually and collectively in a group to specific faculty member who should devote a little time and energy for helping the students individually or collectively to overcome any emotional problems resulting from adjustment to new environment, staying away from home. Ideally speaking, a student of science discipline should be given a mentor belonging to other disciplines such as Humanities or commerce and vice-versa. Such a system can be a very effective step towards development of confidence and personality in young students.
15. The institutional head is authorised to negotiate directly with external agencies like Police, DTC/Metro etc. The University will render help and support towards maintenance of atmosphere of peace and harmony among students. For example, the matters like instituting a police picket, getting a PCR van for patrolling around the institution, arranging U-speakers etc. can be directly taken up with appropriate authorities by the College Principal/Head of the Institution.
16. Special care must be taken to avoid harassment of any student on the basis of caste, sex, religion etc. In this regard preventive actions are more important than punitive actions.
17. The Proratorial system in the University intends to maintain a federal character of the University. It is, therefore, as per our Ordinance that local level decisions and actions with regard to matters of discipline may be taken with the intimation to the University Proctor's Office. Any kind of help and support that is required from the Office of the University Proctor will be made available on request and on availability of time. Information. Any "distress call" to take care of any emergency situation may be made directly to the Office of the Proctor and/or Joint Control Rooms located on both North and South Campus.
18. The telephone numbers of the Principal (Head of the Institution), the Teacher designate (Disciplinary Resource Person), Warden of the Hostels/Halls, University Proctor should be prominently displayed on the Notice-Boards of the College/Institute so that students can contact them freely in case of emergency.
19. The UGC has recently formulated very strict guidelines to curb the menace of ragging which is available on their web site www.ugc.ac.in
20. As per "UGC regulations on curbing the menace of ragging in higher educational institutes, 2009", the Principal/Head/Provost/Warden shall during the first three months of an academic year, submit weekly report on the status of compliances with Anti-Ragging measures under these regulations and monthly report on such status thereafter. The report can be sent by email to proctor@du.ac.in
21. The Ministry of Human Resource Development (MHRD), Government of India has also launched a 24x7 toll free anti-ragging helpline No. 1800-100-5522 and an e-mail facility at helpline@antiragging.in. This information may please be given wide publicity.
22. A Control Room, jointly manned by Delhi Police and the University Officials at Room No. 13, 1st Floor, Proctor's Office, Conference Centre Opposite Department of Botany, University of Delhi, Delhi-7, would function to deal with any untoward incident. Telephone Number of Joint Control Room in North Campus is 27667221. The Joint Control Room Telephone Number in South Delhi Campus is 24119832. It is, therefore, requested that Principals, Heads of the Departments and Provosts of Halls/Hostels, disseminate information to students and Hostel/Hall residents about the location and functioning of the Joint Control Rooms.
23. An Undertaking must be taken from all the students / hostel residents as well as his / her parents / guardian. In order to make the process easy, UGC has launched a web portal for online facility for undertakings. These undertakings can be filled-in from any of the below mentioned two websites:
<http://www.antiragging.in>
<http://www.amanmovement.org>
24. Anti-Ragging App designed by the University Grants Commission can be downloaded.
25. Himmat App ^{www.himmat.in} can be downloaded from Delhi Police website.

Ned Singh
PROCTOR


Section Officer (Accounts)
Mata Sundri College for Women
Mata Sundri Lane,
New Delhi-110002


Coordinator
Internal Quality Assurance Cell
Mata Sundri College for Women
(University of Delhi)
New Delhi-110002


Principal
Mata Sundri College For Women
University of Delhi