

**NAGAR YUWAK SHIKSHAN SANSTHA AIROLI
NEW HORIZON COLLEGE OF COMMERCE, AIROLI**

NOTICE BOARD



Pratik
PRINCIPAL
New Horizon College of Commerce
Plot # 5, Sector - 13, Airoli,
NAVI MUMBAI 400 708.



[Signature]
I/C PRINCIPAL
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NAGAR YUWAK SHIKSHAN SANSTHA AIROLI
NEW HORIZON COLLEGE OF COMMERCE, AIROLI

NHCC/2022-23/125

Date :05/07/22

Circular

Instructions to the students-Prohibition of Ragging

Ragging is totally banned in the College premises and anyone found guilty of ragging and/or abetting ragging is liable to be punished as it is a criminal offence. College shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING: The College shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- a. Suspension from attending classes and academic privileges.
- b. Debarring from appearing in any test/ examination or other evaluation process.
- c. Withholding results.
- d. Debarring from representing the college in any regional, national or international meet, tournament, youth festival, etc.
- e. Cancellation of admission.
- f. Rustication from the college.

In case of emergency the students / parents in distress owing to ragging may contact and write the mail the following

Nitin Fegde

Mr. Nitin Fegde
9324484218

nitin.fegde@newhorizonsms.org
Anti Ragging Committee Head

[Signature]
I/c Principal

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[Signature]

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NEW HORIZON COLLEGE OF COMMERCE, AIROLI

NHCC/2022-23

Date: 11/7/2022

Circular

All the student are here by informed that the college is having Grievance Cell for Students and staff (Male/Female) and Sexual Harassment Cell.

If any students or staff having any complaint or any grievance can contact Committee Head Prof. Pooja Pradhan or mail on nhims2011@gmail.com or drop your complaint in grievance box in the college campus (First Floor).

Your Grievance Will be carefully analyzed, kept confidential and solve the problem through a proper channel.

Pooja Pradhan

Incharge,



Mr. R.K. Varma

Mr. R.K. Varma

I/C Principal

Pooja Pradhan

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ANTIRAGGING AFFIDAVIT BY THE STUDENT

1. I, MAHIMA VINOD KENI s/o-d/o Mr./Mrs./Ms VINOD, having been admitted to Nagar Yuvak Shikshan Sanstha's New Horizon College of Commerce Plot No. 5 Sector - 13 Navi Mumbai - 400 708. , have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

DECLARED ON _____

Signature of Deponent


MAHIMA VINOD KENI

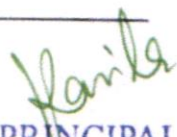
VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ On _____

Signature of Deponent _____


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UNDERTAKING BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. VINOD father/mother/guardian of MAHIMA VINOD KEN having been admitted to Nagar Yuvak Shikshan Sanstha's New Horizon College of Commerce Plot No. 5 Sector-13 Navi Mumbai-400708, have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

DECLARED ON _____

Signature of Deponent

Address

VINOD

MAHARASHTRA


VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ On _____



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HR Policy

No staff should be involved in private coaching. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken on such staff members.

5. **Internet Facility policy:**

Staff of NHCC must use the internet facility only for office and academic purposes. Staff must not be involved in sending unsolicited mails through an in house internet facility. Staff must not download material from the internet without proper acknowledgement of the original source. Staff must not watch unsolicited videos or must not waste the internet resources.

6. **Non-smoking policy:**

At NHCC, no tolerance is observed regarding smoking on campus. Smoking is viewed as a serious issue and strict action is initiated against the staff members and students found indulged in smoking.


7. **Disciplinary procedure:**

Appropriate actions will be taken against staff and students who are not following the guidelines, rules and regulations of this college.

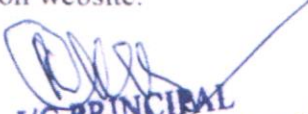
8. **Grievances / Complaints Redressal:**

Grievances Redressal Cell is formed in order to keep the healthy working atmosphere among the staff, students & parents. This Cell helps Staff, Students & Parents to record their complaints and solve their problems related to Woman harassment, academics, resources and personal grievances. There are two sections in the cell. Ragging Complaints, where students can lodge the complaint related to ragging and will be handled as per Anti Ragging rules available on University Website. Other is Grievance Cell, which will also look after **General Grievances**, where everyone in the college domain can lodge the complaint and get their problem addressed regarding academics, infrastructure or among the students. Woman **Grievances Redressal Cell** section, where females can lodge the complaint and get her problem solved. Pursuant to the directives of the Supreme Court of India, the Woman **Grievances Redressal Cell** has been set up at NHCC, to uphold the dignity of women at work.

To lodge a complaint (Grievances or Ragging), the person concerned can personally approach and write to any member of the Cell or fill the google form available on website.


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9. **Anti Ragging:**

As per the UGC guideline committee is formed. Following steps are carried out to curb the ragging on campus.

1. Guiding office to take undertakings from parents and students.
2. Appointment of committee as per the UGC guidelines.
3. To raid the campus, corridors and prevent the anti-ragging on campus.
4. Conduct the meeting and keep the records.

10. **No Tolerance of Sexual Harassment at workplace:**

Sexual harassment of employees or students at the Institute is prohibited and the offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, viz. Issue solved by Women Redressal Cell.

Sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication).

Such as:

- Physical contact and advances. or
- Demand or request for sexual Favors. Or
- Sexually coloured remarks. or
- Showing Pornography. or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

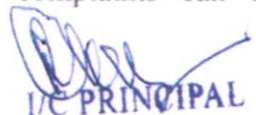
Facility:

1. **Suggestion / complaint Boxes** have been installed in the College campus in which the Students/ staff, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/administration in the College.

2. Students, Parents and staff of NHCC can send their complaints on **nhcc.principal@newhorizonsms.org** and woman related complaints can be received on **nhims2011@gmail.com**.


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