

Ref. No. OCIM/2025-26/

Date: 01/07/2025

## **CONSTITUTION OF WOMEN GRIEVANCE CELL (WGC)**

(As per AICTE / UGC Guidelines)

### **1. Name of the Cell**

The Cell shall be called the Women Grievance Cell (WGC) of Orange City Institute of Management, Nagpur.

### **2. Authority**

The Women Grievance Cell is constituted in accordance with AICTE regulations and UGC guidelines to ensure safety, dignity, and redressal of grievances of women employees and students.

### **3. Objective of the Cell**

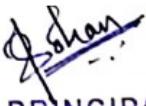
The objectives of the Women Grievance Cell are:

- ❖ To prevent and prohibit harassment of women at the workplace and campus
- ❖ To redress complaints related to harassment, discrimination, or injustice
- ❖ To ensure a safe, respectful, and gender-sensitive environment
- ❖ To spread awareness about women's rights and legal safeguards

### **4. Scope**

The Cell shall address grievances of:

- ❖ Women students
- ❖ Women teaching staff
- ❖ Women non-teaching staff
- ❖ Contractual and visiting staff



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## 5. Composition of the Women Grievance Cell

Sr. No.	Name / Designation	Position in Cell
1	Prof. Minakshi Shendre	Chairperson
2	Dr. Jayshri Kapse	Member
3	Female Student Representative (MBA 1 <sup>st</sup> Year)	Student Representative
4	Female Student Representative (MBA 2 <sup>nd</sup> Year)	Student Representative
5	Representative, Sonegaon Police Station	External Member (Law Enforcement)
6	Representative from a Recognized NGO (Women Welfare)	External Member
7	Representative from Media	External Member

Note: External members are included to ensure impartiality, transparency, and legal guidance as per AICTE norms.

## 6. Tenure of the Cell

- ❖ The tenure of the Women Grievance Cell shall be three (3) years.
- ❖ Members may be reconstituted or replaced by the management if required.

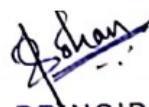
## 7. Powers and Functions

The Women Grievance Cell shall:

- ❖ Receive written or oral complaints
- ❖ Conduct confidential inquiries
- ❖ Recommend corrective and disciplinary action
- ❖ Maintain records of complaints and actions taken
- ❖ Ensure protection against victimization

## 8. Complaint Procedure

- ❖ Complaints may be submitted in writing or by email
- ❖ Complaints shall be acknowledged within 7 working days
- ❖ Inquiry shall be completed within 90 days
- ❖ Confidentiality shall be strictly maintained



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## 9. Awareness Activities

The Cell shall:

- ❖ Conduct workshops and seminars
- ❖ Display posters and guidelines
- ❖ Organize awareness programs on women's rights and safety

## 10. Confidentiality Clause

All proceedings, records, and identities of complainants shall be kept strictly confidential, except where disclosure is required by law.

## 11. Amendment

The Management of Orange City Institute of Management reserves the right to amend or modify this Constitution in accordance with AICTE guidelines.



  
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