

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 st Year)	Student Representative
4	Female Student Representative (MBA 2 nd 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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DTE Code - 4125

Jai Durga Bahu-Uddeshiya Jankalyan Sanstha's

ORANGE CITY INSTITUTE OF MANAGEMENT

Formerly Known as : GREEN HEAVEN INSTITUTE OF MANAGEMENT & RESEARCH.

Affiliated to R.T.M. Nagpur University & Approved by AICTE, DTE Govt. of Maharashtra

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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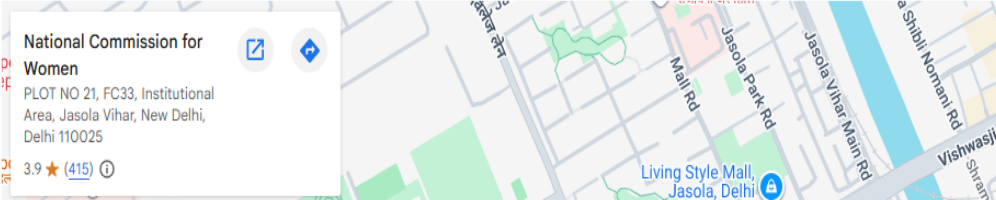
Women Grievance Helpline

Institutional Helpline Number

Sr. No.	Name of Person	Contact Details
1	Mamta Kumari	8830724814
2	Minakshi Shendre	9175805610
3	Shilpa Dhamde	9689217024

National Helpline Numbers

National Commission for Women	
Plot-21, Jasola Institutional Area, New Delhi - 110025	
For any issue related to Violence against Women, Please Call on 24x7 Helpline : 14490	
EPABX No. - 011 - 26942369, 26944740, 26944754, 26944805, 26944809	
Email ::	ncw[at]nic[dot]in
Complaint & Investigation Cell ::	complaintcell-ncw[at]nic[dot]in
Policy Monitoring and Research Cell ::	sro-ncw[at]nic[dot]in
Legal Cell ::	lo-ncw[at]nic[dot]in
RTI Cell ::	rticell-ncw[at]nic[dot]in
NRI Cell ::	nricell-ncw[at]nic[dot]in
North East Cell ::	northeastcell-ncw[at]nic[dot]in



State Helpline Numbers



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Maharashtra Sadan

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Women Helpline

Women Helpline

Name	Phone No
Women Helpline	1091