



**SGT UNIVERSITY**

**SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY**  
(UGC Approved)

Gurugram, Delhi-NCR

Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph. : 0124-2278183, 2278184, 2278185

# **MECHANISM ANTI- RAGGING COMMITTEE (HIGHLIGHT)**

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**Budhera, Gurugram**





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SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

GURGAON, DELHI-NCR

(Established by the Haryana Act No.8 of 2013)

Ref. No. : SGTU/AC/22.15/2016

Dated : 13<sup>th</sup> June, 2016

## ANTI-RAGGING REGULATIONS

### Objectives

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing; treating or handling with rudness a fresher of any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher of any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms University by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

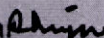
### What constitutes Ragging

Ragging constitutes one or more of any of the following acts :

- (a) any conduct by any student or students whether by words or written or by an act which has the affect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological har or to raise fear or apprehension thereof in any fresher or any other student;
- (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

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- (g) any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student

#### **Definitions**

- (a) "Academic Year" means the period from the commencement of the admission of the students in any course of study in the University upto the completion of academic requirements for that particular year;
- (b) "Anti Ragging Helpline" means the helpline established by the University;
- (c) "Commission" means the University Grants Commission;
- (d) "Head of the University" means the Vice Chancellor of the University;
- (e) "Fresher" means a student who has been admitted to the University and who is undergoing his/her first year of study in the University;

#### **Measures for prevention of ragging at the University level**

The University shall take the following steps in regard to admission or registration of students; namely :

- (a) Every public declaration of intent by the University, in any electronic, audio-visual and print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the University, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- (b) The University shall constitute a committee to be known as the Anti Ragging Committee to be nominated and headed by the Head of the University and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff, and shall have a diverse mix of membership in terms of levels as well as gender.
- (c) The University shall also constitute a smaller body to be know as the Anti Ragging Squad to be nominated by the Head of the University with such representation as may be considered necessary for maintaining vigil,

  
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oversight and patrolling functions and shall remain mobile, alert and active at all times.

- (d) The brochure of admission or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

Provided that the University shall also draw attention to any law concerning ragging and its consequences.

Provided that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the University, including but not limited to the Head of the University, faculty members, members of the Anti-Ragging Committee and Anti Ragging Squads shall be published in the brochure of admission or the prospectus.

- (e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or one of the regional languages known to the applicant, as provided in the English language, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any University/Institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- (f) A student seeking admission to a hostel forming part of the University, or seeking to reside in any temporary premises not forming part of the University, including a private commercially managed lodge or hostel, shall have to submit an additional affidavit countersigned by his/her parents/guardians.
- (g) The warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the warden shall be provided with a mobile phone by the University, the number of which shall be publicised among all the students residing in the hostel.
- (h) Before the commencement of the academic /session in the University, the Head of the University shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of the students, parents/guardians, faculty to discuss the measures to be taken to prevent ragging in the University and steps to be taken to identify those indulging in or abetting ragging and punish them.
- (i) The University shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the University towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being

  
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in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all the faculties, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.

- (j) The University shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- (k) The University shall tighten security in its premises, especially at vulnerable places and intense policing by Anti Ragging Squad, if any shall be resorted to at such points at odd hours during the first few months of the academic session.
- (l) The University shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- (m) The faculties of the University shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of these Regulations.
- (n) The University shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the University, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.
- (o) The Head of the University shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the University and the Head of the University shall also ensure that the Anti Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.
- (p) The University shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programs as follows :
  - (i) Joint sensitization program and counselling of both freshers and senior students by a professional counsellor.
  - (ii) Joint orientation program of freshers and seniors to be addressed by the Head of the University and the Anti Ragging committee.
  - (iii) Organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of the faculty members.
  - (iv) In the hostel, the hostel warden should address all the students; and may request two junior colleagues to assist the warden by becoming resident tutors for a temporary duration.



- (v) As far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.
- (q) Each batch of freshers, on arrival in the University, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems of difficulties, if any, faced by the fresher in the University and shall extend necessary help to the fresher in overcoming the same.
- (r) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the University shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the University.
- (s) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the University.
- (t) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the University.
- (u) The faculties of the University and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the University, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- (v) The University shall obtain an undertaking from every employees of the University including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.

#### **Action to be taken by the head of the University**

On the receipt of the recommendations of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of the University shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report, within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following :

- (a) Abetment to ragging;
- (b) Criminal conspiracy to ragging;

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- (c) Unlawful assembly and rioting while ragging;
- (d) Public nuisance created during ragging;
- (e) Violation of decency and morals through ragging;
- (f) Injury to body, causing hurt or grievous hurt;
- (g) Wrongful restraint;
- (h) Wrongful confinement;
- (i) Use of criminal force;
- (j) Assault as well as sexual offences or unnatural offences;
- (k) Extortion;
- (l) Criminal trespass;
- (m) Offences against property;
- (n) Criminal intimidation;
- (o) Attempts to commit any or all of the above-mentioned offences against the victim(s);
- (p) Physical or psychological humiliation;
- (r) All other offences following from the definition of "Ragging"

Provided that the Head of the University shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee.

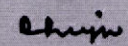
Provided further that the University shall also continue with its own enquiry initiated and measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

#### **Administrative action In the event of ragging**

The University shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder :

- (a) The Anti-Ragging Committee of the University shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- (b) The Anti-ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments :


  
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- (i) Suspension from attending classes and academic privileges.
  - (ii) Withholding/withdrawing scholarship/fellowship and other benefits.
  - (iii) Debarring from appearing in any test/examination or other evaluation process.
  - (iv) Withholding results.
  - (v) Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
  - (vi) Suspension/expulsion from the hostel.
  - (vii) Cancellation of admission.
  - (viii) Rustication from the University for period ranging from one to four semesters.
  - (ix) Expulsion from the University and consequent debarring from admission to any other University/Institution for a specified period.
- (c) an appeal against the order of punishment by the Anti-Ragging Committee shall lie :
- (i) In case of an order of the Head of the Faculty/Department, to the Head of the University,
  - (ii) In case of an order of a University, to its Chancellor.

Wherein in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the University, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the University, against such member of the faculty or staff.

  
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# **MECHANISM INTERNAL COMPLAINTS COMMITTEE (HIGHLIGHT)**

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(UGC & AICTE Approved) Gurugram, Delhi-NCR



Ref. No. : SGTU/AC/21.15/2016

Dated : 23<sup>rd</sup> February, 2016

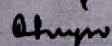
## REGULATION FOR PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES AND STUDENTS

### 1. Short Title

These regulations may be called the University (Prevention, prohibition and Redressal of sexual harassment of women employees and students)

### 2. Definitions. In these regulations, unless the context otherwise requires:

- (a) "campus" means the location or the land on which the University is located.
- (b) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person.
- (c) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps.
- (d) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by the University.
- (e) "sexual harassment" means :
- (f) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely :
  - (i) any unwelcome physical, verbal or non verbal conduct of sexual nature.
  - (ii) demand or request for sexual favours.
  - (iii) making sexually coloured remarks.

  
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- (d) The term of office of the members of the ICC shall be for a period of three years. The University may also employ a system whereby one -third of the members of the ICC may change every year.
- (e) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the University as may be prescribed.

**4. Responsibilities of Internal Complaints Committee (ICC) - The Internal Complaints Committee shall :**

- (a) provide assistance if an employee or a student chooses to file a complaint with the police.
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment.
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

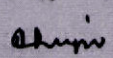
**5. The process for making complaint and conducting Inquiry**

The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The University shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

**6. Process of making complaint of sexual harassment**

- (a) An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

  
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- (g) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The UNIVERSITY shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- (h) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

#### 8. Interim redressal

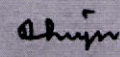
The University may :

- (a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the TCC;
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain tUniversityr entry into the campus;
- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

#### 9. Punishment and compensation

- (a) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the University, if the offender is an employee.
- (b) Where the respondent is a student, depending upon the severity of the offence, the University may.
  - (i) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card.
  - (ii) suspend or restrict entry into the campus for a specific period.

  
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# **MECHANISM GRIEVANCE REDRESSAL COMMITTEE (HIGHLIGHT)**

  
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I-GAUGE  
INDIAN COLLEGE & UNIVERSITY RATING

GOLD

Ref. No. : SGTU/AC/27.15/2020

Dated : 18<sup>th</sup> February, 2020

## GRIEVANCE REDRESSAL MECHANISM REGULATION

1. **Short Title**

These regulations shall be called as Grievance Redressal Mechanism for students of the University.

2. **Objective**

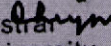
To provide opportunities for redress of certain grievances of students already enrolled in the University, as well as those seeking admission to the University, and a mechanism thereto.

3. **Definitions**

- (a) "aggrieved student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.
- (b) "University Student Grievance Redressal Committee" (USGRC) means a committee constituted under these regulations.
- (c) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (d) "declared admission policy" means such policy, including the process there under, for admission to a course or program of study as may be offered by the University by publication in the prospectus.
- (e) "grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following :
  - (i) admission contrary to merit determined in accordance with the declared admission policy of the University.
  - (ii) irregularity in the process under the declared admission policy of the University.
  - (iii) refusal to admit in accordance with the declared admission policy of the University.
  - (iv) non-publication of prospectus by the institution, in accordance with the provisions of these regulations.
  - (v) publication by the University of any information in the prospectus, which is false or misleading, and not based on facts.
  - (vi) withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in the University, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue.
  - (vii) demand of money in excess of that specified to be charged in the declared admission policy of the institution;
  - (viii) violation, by the University, of any law for the time being in force in regard to reservation of seats in admission to different category of students.

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- (ii) Two Professors, from outside the Faculty/Department to be nominated by the Vice Chancellor as Members
- (iii) A member of the faculty, well-versed with the mechanism of grievance redressal to be nominated by the Chairperson as Member
- (iv) A representative from among students of the Faculty/Department to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities as a Special Invitee
- (b) The term of the Chairperson, members of the Committee, and the special invitee shall be of two years.
- (c) The quorum for the meeting, including the Chairperson, but excluding the special invitee, shall be three.
- (d) In considering the grievances before it, the committee shall follow principles of natural justice.
- (e) The committee shall submit its report with recommendations, if any, to the Head of the Dean of the Faculty/Vice Chancellor, with a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

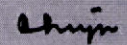
#### **University Student Grievance Redressal Committee**

- (a) The Vice Chancellor of the University shall constitute the University Student Grievance Redressal Committees to consider grievances unresolved by the Faculty/Department Student Grievance Redressal Committee may take up grievances arising from Faculty/Departments, on the basis of the jurisdiction assigned to it by the Vice Chancellor. The composition of the committee shall be as given below :
  - (i) A senior Professor of the University as Chairperson
  - (ii) Dean, Student Welfare or equivalent as Member
  - (iii) Two Deans drawn from the Faculties, other than those connected with reports of Faculty/Department Student Grievance Redressal Committee under review, to be nominated by the Vice-Chancellor as Members
  - (iv) One Professor of the University as Member
  - (v) A representative from among students of the Faculty to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities as Special Invitee.
- (b) The Chairperson, members and the special invitee shall have a term of two years.
- (c) The quorum for the meeting, including the Chairperson, but excluding the special invitee, shall be three.
- (d) In considering the grievances before it, the University Student Grievance Redressal Committee shall follow principles of natural justice.
- (e) The University Student Grievance Redressal Committee shall send its report and recommendations, if any, to the Dean of the Faculty relating to the grievance with a copy thereof to the aggrieved student, within 15 days of the receipt of the grievance.
- (f) Any student aggrieved by the decision of the University Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within in a period of fifteen days from the date of receipt of such decision.

#### **5. Procedure for Redressal of Grievances by Student Grievance Redressal Committee**

- (a) The University shall have an online portal where any aggrieved student may submit an application seeking redressal of grievance.

  
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**SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY**  
(UGC Approved)

Gurugram, Delhi-NCR

Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph. : 0124-2278183, 2278184, 2278185

# **ADOPTION OF GUIDELINES OF REGULATORY BODIES**

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# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

GURGAON, DELHI-NCR

(Established by the Haryana Act No.8 of 2013)

Ref. No. : SGTU/AC/22.15/2016

Dated : 13<sup>th</sup> June, 2016

## ANTI-RAGGING REGULATIONS

### Objectives

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing; treating or handling with rudness a fresher of any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher of any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms University by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

### What constitutes Ragging

Ragging constitutes one or more of any of the following acts :

- (a) any conduct by any student or students whether by words or written or by an act which has the affect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological har or to raise fear or apprehension thereof in any fresher or any other student;
- (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

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oversight and patrolling functions and shall remain mobile, alert and active at all times.

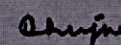
- (d) The brochure of admission or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

Provided that the University shall also draw attention to any law concerning ragging and its consequences.

Provided that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the University, including but not limited to the Head of the University, faculty members, members of the Anti-Ragging Committee and Anti Ragging Squads shall be published in the brochure of admission or the prospectus.

- (e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or one of the regional languages known to the applicant, as provided in the English language, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any University/Institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- (f) A student seeking admission to a hostel forming part of the University, or seeking to reside in any temporary premises not forming part of the University, including a private commercially managed lodge or hostel, shall have to submit an additional affidavit countersigned by his/her parents/guardians.
- (g) The warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the warden shall be provided with a mobile phone by the University, the number of which shall be publicised among all the students residing in the hostel.
- (h) Before the commencement of the academic /session in the University, the Head of the University shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of the students, parents/guardians, faculty to discuss the measures to be taken to prevent ragging in the University and steps to be taken to identify those indulging in or abetting ragging and punish them.
- (i) The University shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the University towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being

  
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- (v) As far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the freshers.
- (q) Each batch of freshers, on arrival in the University, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems of difficulties, if any, faced by the fresher in the University and shall extend necessary help to the fresher in overcoming the same.
- (r) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the University shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the University.
- (s) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the University.
- (t) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the University.
- (u) The faculties of the University and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the University, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- (v) The University shall obtain an undertaking from every employees of the University including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the Institution, that he/she would report promptly any case of ragging which comes to his/her notice.

#### **Action to be taken by the head of the University**

On the receipt of the recommendations of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of the University shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report, within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following :

- (a) Abetment to ragging;
- (b) Criminal conspiracy to ragging;

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- (i) Suspension from attending classes and academic privileges.
  - (ii) Withholding/withdrawing scholarship/fellowship and other benefits.
  - (iii) Debarring from appearing in any test/examination or other evaluation process.
  - (iv) Withholding results.
  - (v) Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
  - (vi) Suspension/expulsion from the hostel.
  - (vii) Cancellation of admission.
  - (viii) Rustication from the University for period ranging from one to four semesters.
  - (ix) Expulsion from the University and consequent debarring from admission to any other University/Institution for a specified period.
- (c) an appeal against the order of punishment by the Anti-Ragging Committee shall lie :
- (i) In case of an order of the Head of the Faculty/Department, to the Head of the University,
  - (ii) In case of an order of a University, to its Chancellor.

Wherein in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the University, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the University, against such member of the faculty or staff.

  
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- (iv) physical contact and advances.
- (v) showing pornography.
- (g) "student" means a person duly admitted and pursuing a programme of study.
- (h) "third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the UNIVERSITY, but a visitor to the University in some other capacity or for some other purpose or reason.
- (i) "victimization" means any unfavorable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour.
- (j) "workplace" means any Faculty, Department, Office of the University.

### 3. **Grievance redressal mechanism.**

- (a) Constitution of an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition :
  - (i) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a University, and not below an Associate Professor or Reader).
  - (ii) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Vice Chancellor.
  - (iii) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure.
  - (iv) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Vice Chancellor.
- (b) At least one-half of the total members of the ICC shall be women.
- (c) Persons in senior administrative positions in the University, such as Vice-Chancellor, Pro Vice-Chancellors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of University functioning.

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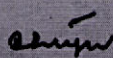


- (b) Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing;
- (c) Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period."
- (d) Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

#### 7. Process of conducting Inquiry

- (a) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- (b) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- (c) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Vice Chancellor of the University. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- (d) The Vice Chancellor of the UNIVERSITY shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- (e) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Vice Chancellor of the University within a period of thirty days from the date of the recommendations.
- (f) If the Vice Chancellor of the University decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Vice Chancellor of the University shall proceed only after considering the reply or hearing the aggrieved person.

  
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- (iii) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
- (iv) award reformatory punishments like mandatory counseling and, or, performance of community services.
- (c) The aggrieved person is entitled to the payment of compensation. The University shall issue direction for payment of the compensation recommended by the ICC and accepted by the Vice Chancellor, which shall be recovered from the offender. The compensation payable shall be determined on the basis of :
  - (i) mental trauma, pain, suffering and distress caused to the aggrieved person.
  - (ii) the loss of career opportunity due to the incident of sexual harassment.
  - (iii) the medical expenses incurred by the victim for physical, psychiatric treatment.
  - (iv) the income and status of the alleged perpetrator and victim.
  - (v) the feasibility of such payment in lump sum or in installments.

#### 10. Action against frivolous complaint

To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicized within all University. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub regulations

"of regulations 9, if the complainant happens to be an employee and as per sub-regulation (2) of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended."

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
- (ix) nonpayment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of the University, or under the conditions, if any, prescribed by the Commission.
- (x) delay by the University in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the University; or in such calendar prescribed by the Commission;
- (xi) failure by the University to provide student amenities as set out in the prospectus, or is required to be extended by the University under any provisions of law for the time being in force.
- (xii) non-transparent or unfair practices adopted by the University for the evaluation of students.
- (xiii) delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission.
- (xiv) complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories.
- (xv) denial of quality education as promised at the time of admission or required to be provided.
- (xvi) harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.
- (f) "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to the University, to the general public (including to those seeking admission in the University) by the University or any authority or person authorized by such institution to do so.
- (g) "Region" means a geographical territory, comprising of States, so determined, for the purpose of facilitating enforcement of these regulations; namely, South-Eastern Region comprising Andhra Pradesh, Telengana, Puducherry, Andaman and Nicobar, and Tamil Nadu; South-Western Region comprising Kerala, Karnataka, and Lakshadweep; Western Region comprising Maharashtra, Gujarat, Goa, Dadar and Nagar Haveli, Daman and Diu; Central Region comprising Chhattisgarh, Madhya Pradesh and Rajasthan; Northern Region comprising Jammu and Kashmir, Delhi, Himachal Pradesh, Punjab, Haryana, Uttar Pradesh, Uttarakhand and Chandigarh; North-Eastern Region comprising Assam, Meghalaya, Mizoram, Manipur, Tripura, Arunachal Pradesh, Sikkim and Nagaland; and Eastern Region comprising West Bengal, Bihar, Jharkhand and Odisha.
- (h) "Student" means a person enrolled, or seeking admission to be enrolled, in the University.

#### 4. Student Grievance Redressal Committees

##### Faculty/Departmental Student Grievance Redressal Committee

- (a) A complaint by an aggrieved student relating to a Faculty/Department of the University shall be addressed to the Faculty/Departmental Student Grievance Redressal Committee to be constituted at the level of the Faculty/Department, as the case may be, and with the following composition :
  - (i) Dean of the Faculty/Head of the Department, by whatever designation known as Chairperson

  
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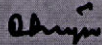
  
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- (b) On receipt of an online complaint, the University shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- (c) The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the aggrieved student.
- (d) An aggrieved student may appear either in person or authorize a representative to present the case.
- (e) Grievances not resolved by the University Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these regulations.
- (f) The University shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), as the case may be, in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the Commission, which shall take action in accordance with the provisions of these regulations.
- (g) The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons there for, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- (h) The University, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the University shall place it for general information on its website.
- (i) The University shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Commission any failure on the part of the University to comply with the recommendations.
- (j) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

**6. INFORMATION REGARDING OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES**

The University shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Student Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.

  
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# **ONLINE GRIEVANCE/ COMPLAINT REPORTING**

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## RAISING GRIEVANCE/COMPLAINT

General Sexual Harassment Ragging

Cast Based Discrimination Minority Community International Students

Examination

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