Policy & Procedures of University Grievance Redressal Cell (Mechanism)



SHRI GURU RAM RAI UNIVERSITY DEHRADUN

Policy and Procedures University Grievance Redressal Cell (UGRC)

1. OBJECTIVES

- To investigate and review complaints or grievances of students, staff and faculty members.
- To create awareness of availability of members for students, staff and faculty members to report grievances.
- To investigate the cause of grievances.
- To resolve the grievance with the help of members depending upon the gravity of the case
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus.
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- 2. UNIVERSITY GRIEVANCES REDRESSAL CELL: UGRC handles the function of remedying of grievances. It is guided by Chairperson of the committee. The committee will consider only formal written application or shared online grievances. The committee will put its best efforts in order to arrive at a right decision / amicable solution expeditiously. Timely circulars issued by the government on redressing specific grievance will also uploaded on the University website The Grievance Redressal Cell consists of the following members (2021-2022):

UNIVERSITY GRIEVANCE REDRESSAL CELL

S.No	Name	School/College	Designation
1	Dr.Anil Kumar Saxena	School of Agricultural Sciences	Chairperson
2	Dr. Divya Negi Ghai	School of Management & Commerce studies	Member Secretary
3	Dr.Mandeep Narang	School of Management & Commerce studies	Member
. 4	Dr.Meenakshi Bisht	School of Computer Application & . Information Technology	Member
5	Dr.Sandeep Chopra	School of Computer Application & Information Technology	Member
6	Prof.(Dr.) Manoj Gahlot	School of Pharmaceutical Sciences	Member
7	Dr. Meenakshi Bhatt	School of Pharmacethical Sciences	Member

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8	Prof.(Dr.) Ashish Kulshestra	School of Humanities and Social Sciences	Member
ġ	Dr. Garima Singh	School of Humanities and Social Sciences	Member
10	Dr.Shobha ·	School of Agricultural Sciences	. Member
11	Dr.Sweta Sahni	School of Basic and Applied Sciences	Member
12	Dr.Pankaj Chmoli	School of Basic and Applied Sciences	Member
13	Dr. Anirban Patra	School of Paramedical Sciences	Member
14	Dr.Neeraj Kumar	School of Paramedical Sciences	Member
15	Mrs. Rakhi Chand	College of Nursing	Member
16	Mrs. Kirti Harjai	College of Nursing	Member
17	Dr. Anand Kumar	School of Education	Member
18	Dr.Balbir Kaur	School of Education	Member

3. Role and Functions of UGRC:

The UGRC shall exercise the following role and perform the following functions, namely

1) On receipt of the written complaint or online complaint / grievance, the Registrar notifies the grievance to the committee members by sending the formal letters or mails for process them further.

2) To attend all applications relating to the grievances. The concerned committee shall investigate the cases directed accordingly.

3) To entertain and consider the grievances of the students/staff. It may hear the students/staff in person by giving opportunities of hearing.

4) To provide with proper advocacy to aggrieved student/staff to express their grievances freely and frankly without any fear of being victimized.

5) To analyze the merits of grievances and conduct formal hearings and investigation as the case may be

6) To protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines.

7) To obtain the facts through relevant sources in a fair and objective manner.

8) To ensure speedy disposal of every grievance application.

9) If the UGRC feels it necessary to verify the grievances personally it may authorize any members of the UGRC or any other authorized persons to visit the concerned establishment and find out the authenticity of the grievances.

10) The UGRC shall not discuss with any sub-judice grievances.

11)'It shall make efforts to settle the disputes amicably.

12) To prepare and submit the recommendations relating to the redressal of grievances to the concerned.

14) To prepare Minutes and Action Taken Report of the meeting of UGRC and submit it to the Hon'ble Vice-Chancellor, SGRR University, Dehradun for his/her information.

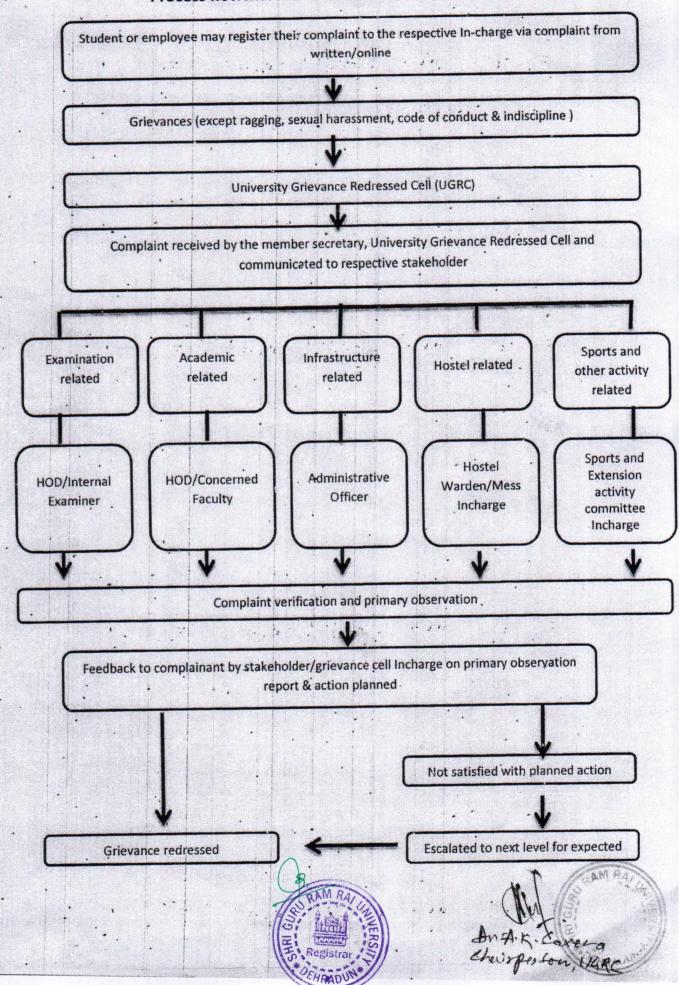
15) To prepare Annual Report regarding working of the UGRC and submit it to the Hon'ble Vice-Chancellor, SGRR University, Dehradun for his/her information.

16) To perform such other duties and discharge such other functions, for the purpose of effectively implementing these rules, as the Hon'ble Vice-Chancellor may direct.



Dr. A. K. Saleson Chairperson UGRC.

Process flowchart for redressal of Grievances





Detailed responsibilities and functioning of University Grievances Redressal Cell (UGRC)

A. Role of the Chairperson of UGRC

- 1) The Chairperson of the UGRC shall preside over the meeting of UGRC.
- 2) In the absence of Chairperson, a person chosen by the present members of UGRC among themselves shall preside over the meeting.
- .3) The Chairperson shall finalize the date of meeting of UGRC in discussion with Member Secretary.

B. Role of the Member Secretary of UGRC

- 1) The Member Secretary shall be the Principal Officer of the UGRC. He/She shall be the custodian of all accounts and records, if any, placed at the disposal of the Cell.
- 2) The Member Secretary shall upload the information of functioning of UGRC on the portal available on the website of SGRR University (www.sgrru.ac.in)
- 3) The Member Secretary shall give wide publicity to University Grievance Redressal Cell (UGRC) among all Schools/Colleges through various means like, Website, Circular, Electronic Gadgets, Social Media, etc.
- 4) The Member Secretary shall prepare Agenda for a meeting of the UGRC in consultation with the Chairperson and shall communicate the Agenda with all necessary documents of the concern to all members prior to the meeting.
- 5) The Member Secretary shall convene meetings of UGRC in consultation with the Chairperson in order to redress the grievances written/registered on portal within 20 days of its receiving.
- 6) He shall also attend the meetings and shall be responsible for maintaining a record of the minutes of the proceedings of the meetings.
- 7) He shall prepare Action Taken Report on the previous meeting of UGRC.
- 8) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of UGRC on the portal available on the website of SGRR University (www.sgrru.ac:in)
- 9) The Member Secretary shall submit the copies of Minutes and Action Taken Report for the information to the Hon'ble Vice-Chancellor, SGRR University.
- 10) The Member Secretary shall prepare Annual Report regarding working of the UGRC and submit it to the Hon'ble Vice-Chancellor, SGRR University.
- 11) The Member Secretary shall discharge such other duties and functions related to grievances of the students as the Chairperson and the Hon'ble Vice-Chancellor assign to him from time to time.

C. Meetings of UGRC

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- 1) The UGRC shall meet regularly as per the need in order to redress the grievances written/registered on portal within 20 days of its receiving. If there are no grievances, the UGRC shall meet once in every semester.
- 2) The Member Secretary will be directed by the Chairperson or Hon'ble Vice-Chancellor to convene a meeting of the UGRC at the place, date and time to be fixed in consultation with him/her/them.
- 3) Every meeting of the UGRC shall be numbered serially.
- 4) The Notice of the meeting shall be issued by the Member Secretary well in advance, in consultation with the Chairperson and shall communicate to all members with its Agenda and necessary documents prior to the meeting through an email.
- 5) However, any non-receipt of notice by the members shall not invalidate the proceedings of the meetings.
- 6) In case of a meeting being called urgently the Notice and Agenda with necessary documents may be distributed to the members during the meeting. The procedure of any such meeting shall be such as the UGRC may determine.
- 7) In case the grievance is against any of the members of the UGRC, the concerned member shall abstain himself from the proceeding on such issue. However, the concerned student shall have choice to approach the Ombudsperson for the Redressal of his/her grievance.

D. Quorum of the Meeting of UGRC

The Quorum for the meeting of UGRC shall be 1/2 (one-half) of the total appointed membership of the committee.

E. Minutes

- 1) The draft Minutes of the meetings shall be prepared by the Member Secretary in consultation with the Chairperson and confirm it from all members within 7 days after the meeting.
- 2) The Minutes shall contain a record of the decisions taken and resolutions passed by the UGRC in the meeting and the discussions of the meeting shall not ordinarily form part of the Minutes.
- 3) The Member Secretary shall submit the confirmed minutes of the meeting of UGRC to Hon'ble Vice-Chancellor, SGRR University:

F. Action Taken Report

- 1) After the confirmation of the minutes, the Member Secretary shall submit Action Taken to Hon'ble Vice-Chancellor, SGRR University.
- G. Attendance of Members
- 1) Member Secretary shall maintain the record of Attendance of each meeting of UGRC.
- 2) Every member shall sign the Attendance Sheet during every meeting.





H. Appearance before UGRC

The complainant student/staff may appear in person. If he/she is incapable to attend / represent his/her grievances, then his/her representative (preferably parents in case of students) other than legal practitioner may be authorized to present his/her case in any proceedings before the UGRC.

I. Nature of Applications to be entertained by the UGRC

- 1) The student/staff shall fill all the information required to submit grievances written/online with supporting documents.
- 2) The grievances with insufficient/incomplete information shall not be entertained by UGRC.

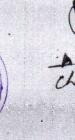
J. Disposal of Applications

- 1) On receipt of an Applications of Grievances of Students/Staff, the Member Secretary shall scrutinize the applications in consultation with Chairperson of the UGRC and prepare the Agenda of Meeting.
- 2) Non-accepted applications shall be communicated to the student/staff in writing by Member Secretary.
- 3) The Member Secretary shall communicate the date, time and venue of the Meeting to the students/staff who have registered their grievances in writing / on the portal before the meeting with the help of Administrative Staff of the Schools/Colleges/Departments.
- 4) The Member Secretary may request the applicant to supply further information as may be necessary and also discuss the grievance personally with the applicant.
- 5) The Member Secretary may request all the parties related to grievance to give clarification in writing with necessary documents and send it to all members through an email along with Agenda.
- 6) The Member Secretary shall present each complaint before the UGRC as per the Agenda with all necessary documents given by the students/staff/faculty during the meeting.
- 7) The UGRC shall redress all the grievances as per the Agenda by giving an opportunity of hearing to all the concerned parties and by following principles of natural justice.
- 8) The Member Secretary shall communicate a copy of Order/Decision/Resolution to all whose grievances were mentioned in the Agenda.

K. Non-Entertainment of Application

- 1) No applications for redressal of grievances shall be entertained, if the UGRC is satisfied that
- a. The applicant has knowingly made false statement or furnished false information as regards to place of residence, educational qualifications, etc.

b. In an application, there is no prima facie case for considering it.



Dr.A.K. Saxe Las Ram RAITING Chairperson, UERC



- c. The Application is frivolous or fictitious.
- d. The matter is sub-judice in any court of law.
- e. If there is gross delay.
- f. Having regard to all the circumstances of the case, it is otherwise not reasonable to consider the application.
- 2) In case of any false or frivolous complaint, the UGRC may recommend appropriate action against the complainant.

L. Processing of Applications

- 1) The Member Secretary shall prepare requisite number of sets of all the applications received online/personally from the students/staff and documents of other party on which complaint has been made and send it to all members of UGRC prior to the meeting through an email and handover its hardcopies to all members of UGRC at the time of meeting.
- 2) The UGRC shall consider the case on the basis of the noting prepared by the Member Secretary.
- 3) The UGRC shall deal with the case on the basis of the Provisions of the Act, Rules, Regulations, Statutes, Ordinances, Circulars and Directions of the University and on the basis of natural justice, equity and good conscience.
- 4) The UGRC shall hear the all the concerned parties related to the complaint in person / individually / collectively whatever the requirement of the case by following principles of natural justice.
- 5) The UGRC shall consider the recommendation of CGRC while taking the decision in case of an appeal of students regarding his/her grievances on the decision of respective CGRC. However, the UGRC shall have the power to review the recommendation of CGRC.
- 6) Efforts shall be made to settle the grievances amicably after hearing all parties.
- 7) Efforts shall be made to settle the grievances within 15 days of its receiving.
- M. Consideration of Applications
- 1) Each member of the UGRC shall study the applications/cases sent to them in advance.
- 2) Applications shall be discussed in the Meeting and further line of action shall be decided.
- 3) The concerned student/s or any other person or teaching and non-teaching staff or official who is concerned with the grievances of the student/s may be called during the meeting of the UGRC whenever necessary and they may be heard in person.
- 4) If the UGRC finds it necessary it may refer any matter to an expert and obtain his / her-opinion.

N. Recommendations for Final Action

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- 1) The Member Secretary shall communicate a copy of Order/Decision/Resolution to all the students/staff whose grievances were mentioned in the Agenda.
- 2) The Chairman and Member Secretary shall see the implementation of Order/Decision/Resolution made during the meeting of UGRC on top priority basis.
- 3) If the UGRC comes to the conclusion that any of the employees/officials is involved in misconduct, they can recommend departmental enquiry against him/her.

O. Pursuing the Matter

- 1) The Chairman and Member Secretary shall keep in touch with the concerned sections/units and see that the decision is implemented immediately.
- 2) After the decision is finally implemented the same shall be incorporated in the Action Taken Report and submit it to all the members of UGRC at the next meeting.
- 3) The Member Secretary shall upload the Decisions/Resolutions/Minutes/Action Taken Report of UGRC on the portal available on the website of SGRR University (www.sgrru.ac.in)
- P. Annual Report The Member Secretary shall prepare Annual Report as per the format given below regarding working of the UGRC and submit it to the Hon'ble Vice-Chancellor, SGRR University.





Quest for Exercise



SHRI GURU RAM RAI UNIVERSITY

(Established under Shri Guru Ram Rai University Act. No. 03 of 2017)

Ref: SGRRU/RO/UC/2022/001

March 25, 2022

UNIVERSITY GRIEVANCE REDRESSAL CELL

SI.	Name of the officer	Name of the school	Designation
1.	Dr. Anil Saxena	School of Agricultural Sciences	Chairperson
2.	Dr. Divya Negi Ghai	School of Management & Commerce Studies	Member Secretary
3.	Mr. Mandeep Narang	School of Management & Commerce Studies	Member
4.	Dr. Meenakshi Bist	School of Computer Application & 1T	Member
5.	Mr. Sandeep Chopra	School of Computer Application & IT	Member
6.	Dr. Manoj Ghalot	School of Pharmaceutical Sciences	Member
7.	Dr. Meenakshi Bhatt	School of Pharmaceutical Sciences	Member
8.	Dr. Ashish Kulsheshtra	School of of Humanities & Social Sciences	Member
Ġ,	Dr. Garima Singh	School of of Humanities & Social Sciences	Member
10.	Dr. Sobha	School of Agricultural & Sciences	Member
11.	Dr. Shweta Sahni	School of Basic Applied Sciences	Member
12.	Dr. Pankaj Chamoli	School of Basic Applied Sciences	Member
13.	Dr. Anirban Patra	School of Paramedical Sciences	Member
14.	Dr. Neeraj Kumar	School of Paramedical Sciences	Member
15.	Mrs. Rakhi Chand	School of Nursing	Member
16.	Mrs. Kriti Harjai	School of Nursing	Member
17.	Dr. Anand Kumar	School of Education	Member
18.	Dr. Balbir Kaur	School of Education	Member





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Guidelines for Internal Complaint Committee



असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III-Section 4

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

ਲ, 171] No. 1711 नई दिल्ली, सोमवार, मई 2, 2016/वैशाख 12, 1938

NEW DELHI, MONDAY, MAY 2, 2016/ VAISAKHA 12, 1938

मानव संसाधन विकास मंत्रालय

(विश्वविद्यालय अनुदान आयोग)

अधिसूचना

नई दिल्ली, 2 मई, 2016

विश्वविद्यालय अनुदान आयोग (उच्च्तर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेघ एवं इसमें सुधार) विनियम 2015

मि. सं. 91—1/2013 (टी. एफ. जी. एस.—विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) जिसे उक्त अधिनियम के अनुच्छेद 20 के उप—अनुच्छेद (1) से संयुक्त रुप से पढ़ा जाए उस अधिनियम 26 के अनुच्छेद (1) की धारा (जी) द्वारा प्रदत्त अधिकारों के क्रियान्वयन अनुसार विश्वविद्यालय अनुदान आयोग एतद्द्वारा निम्न विनियम निर्मित कर रहा है नामत: —

- लघु शीर्ष, अनुप्रयोग एवं समारम्म:— (1) ये विनियम विश्वविद्यालय अनुदान आयोग (उच्च्तर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम, 2015 कहलाएगे।
 - (2) ये विनियम भारत वर्ष में सभी उच्चतर शैक्षिक संस्थानों पर लागू होंगे।
 - (3) सरकारी राजपत्र में उनके प्रकाशन की तिथि से वे लागू माने जाएँगे।
- 2. परिभाषाएँ:- इन विनियमों मं-बशर्ते विषयवस्तु के अन्तर्गत कुछ अन्यथा जरुरी है:-
- (अ) 'पीड़ित महिला' से अर्थ है किसी भी आयु वर्ग की एक ऐसी महिला—चाहे वह रोज़गार में है या नहीं, किसी कार्य स्थल में कथित तौर से प्रतिवादी द्वारा कोई लैंगिक प्रताड़ना के कार्य का शिकार बनी है;
- (ब) "अधिनियम" से अर्थ है कार्य स्थल में महिलाओं का लैंगिक उत्पीड़न (निराकरण, निषंध एवं समाधान) अधिनियम, 2013 (2013 का 14);
- (स) "परिसर" का अर्थ उस स्थान अथवा भूमि से है जहाँ पर उच्चतर शैक्षिक संस्थान तथा इसकी संबद्ध संस्थागत सुविधाएँ जैसे पुस्तकालय, प्रयोगशालाएँ, लेक्चर हॉल, आवास, हॉल, शौचालय, छात्र केन्द्र, छात्रावास, भोजन कक्षों, स्टेडियम, वाहन पड़ाव स्थल, उपवनों जैसे स्थल तथा अन्य कुछ सुविधाएँ जैसे खास्थ्य केन्द्र, कैन्टीन, बैंक पटल इत्यादि स्थित हैं तथा जिसमें छात्रों द्वारा उच्चशिक्षा के छात्र के रूप में दौरा किया जाता हो—जिस में वह परिवहन शामिल है जो उन्हें उस संस्थान से आने जाने के लिए, उस संस्थान के अलावा क्षेत्रीय भ्रमण हेतु

2136 GI/2016





- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केन्द्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुशंसा करना:
- (एच) यदि वह किसी राज्य अधिनियम के अन्तर्गत स्थापित अथवा नियमित विश्वविद्यालय है तो उसके इस स्तर को आहरित करने के लिए उपयुक्त राज्य सरकार को सिफारिश करना;
- (आई) जैसे कि विश्वविद्यालय अनुदान आयोग अधिनियम 1956 के अन्तर्गत प्रावधान किया जाना हो तदनुसार अपने अधिकारों के अनुसार यथोचित रूप से ऐसी समयावधि के लिए दण्ड प्रदान कर सकता है जिस समय तक वह संस्थान इन विनियमों में निर्धारित प्रावधानों का अनुपालन नहीं करता है;
- (जं) इन विनियमों के अन्तर्गत आयोग द्वारा उस समय तक कार्रवाई नहीं की जाएगी जब तक कि संस्थान को अपना पक्ष प्रस्तुत करने के लिए प्रदत्त सुअवसर के आधार पर उनकी सुनवाई कर ली गई हो;

[विज्ञापन—III/4/असा./53] जसपाल एस. संधु, सचिव, यूजीसी

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(University Grants Commission) NOTIFICATION

New Delhi, the 2nd May, 2016

University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015

No. F. 91-1/2013(TFGS).—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:-

- 1. Short title, application and commencement.—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
 - (2) They shall apply to all higher educational institutions in India.
 - (3) They shall come into force on the date of their publication in the Official Gazette.
- 2. Definitions.—In these regulations, unless the context otherwise requires,-
- (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent:
- (b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
- (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;



- (d) Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "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;
- (f) "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:
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;
 - Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means-
 - (i) "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;-
 - (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
 - (b) demand or request for sexual favours;
 - (c) making sexually coloured remarks
 - (d) physical contact and advances; or
 - (e) showing pornography"
 - any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
 - implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
 - implied or explicit threat of detrimental treatment in the conduct of work; (b)
 - implied or explicit threat about the present or future status of the person concerned; (c)
 - (d) creating an intimidating offensive or hostile learning environment;
 - humiliating treatment likely to affect the health, safety dignity or physical integrity of the (e) person concerned;

- (1) "student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI; Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student; Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;
- (m) "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 HEI, but a visitor to the HEI in some other capacity or for some other purpose orreason;
- (n) "victimisation" means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;

(o) "workplace" means the campus of a HEI including-

- (a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
- (b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
- (c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.'
- 3. Responsibilities of the Higher Educational Institution- (1) Every HEI shall,-
- (a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- (b) publicly notify the provisions against sexual harassment and ensuretheir wide dissemination;
- organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- (d) act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- (e) publicly commit itself to a zero tolerance policy towards sexual harassment;
- (f) reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (g) create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- (h) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual



harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC; Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of

these regulations;

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment:
- organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;
- (1) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.
- 3.2 Supportive measures.—(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.
 - (2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.
 - (3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.
 - (4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.
 - (5) All HEIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.

- (6) All Academic Staff Colleges (now known asHuman Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.
- (7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.
- (8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.
- (9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.
- (10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.
- (11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.
- (12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.
- (13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
- (14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.
- (15) The Women's Development Cell in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitizationand remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.
- (16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.
- 4. Grievance redressal mechanism.—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

(a) 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 in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(o);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;"

- (b) 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 Executive Authority;
- (c) 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;
- (d) 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 Executive Authority.
- (2) At least one-half of the total members of the ICC shall be women.
- (3) Persons in senior administrative positions in the HEI, such as Vice-Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- (4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one -third of the members of the ICC may change every year.
- (5) The Member appointed form amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.
- (6) Where the Presiding Officer or any member of the Internal Committee:
 - (a) contravenes the provisions of section 16 of the Act; or
 - (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
 - (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
 - (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section."

- 5. 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;

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- (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 for the transfer of the offender;
 (d) ensure that victims or wireservices.
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and ensure prohibition of retalistion or adversarial content of the content of the
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.
- 6. 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 HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy
- 7. Process of making complaint of sexual harassment 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.

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:

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."

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 in capacity or death.

- 8. Process of conducting Inquiry- (1) 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.
- (2) 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.
- (3) 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 Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- (4) The Executive Authority of the HEI 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.
- (5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.
- (6) If the Executive Authority of the HEI 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 Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.
- (7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the

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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.

- 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.
- Interim redressal-The HEI 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 ICC;
- (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
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their 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.
- 10. Punishment and compensation- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.
- (2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,
 - withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - (b) suspend or restrict entry into the campus for a specific period;
 - expel and strike off name from the rolls of the institution, including denial of readmission, if the
 - (d) award reformative punishments like mandatory counselling and, or, performance of community
- The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of
 - mental trauma, pain, suffering and distress caused to the aggrieved person;
 - the loss of career opportunity due to the incident of sexual harassment; (b)
 - the medical expenses incurred by the victim for physical, psychiatric treatment; (c)
 - the income and status of the alleged perpetrator and victim; and
 - the feasibility of such payment in lump sum or in instalments.
- Action against frivolous complaint.—To ensure that the provisions for the protection of employees 11. and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. 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 subregulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2)

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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.

- 12. Consequences of non-compliance.—(1) The Commission shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, actions after providing due notice: -
- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants
- (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
- (c) withholding any grant allocated to the institution;
- (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
- (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual
- (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
- (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university;
- (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.
- (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

[Advt.-III/4/Exty./53]

JASPAL S. SANDHU, Secy. UGC

Ragging: Prohibition, Prevention and Punishment

The University Grants Commission vide its letter no F.1-16/2007 (CPP-II) dated June 17, 2009 has reiterated the ban on ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging.

Forms of Ragging:

Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc.

Punishment for Participation in/or Abetment of Ragging:

- Cancellation of admission.
- 2. Suspension from attending classes.
- 3. Withholding/withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- 6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
- 7. Suspension/expulsion from the hostel.
- 8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
- Expulsion from the institution and consequent debarring from admission to any other institution.
- 10 Fine up to Rs. 25,000/-

Affidavit by students and parents

Each student and his/her parents/ guardian shall have to furnish an affidavit alongwith the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.



SELF DECLARATION BY PARENTS/GUARDIANS

1. Mr./Mrs./Ms.	W. 18 3		(full name) of
the UGC Regulations	naving been admitted on Curbing the Menac "Regulations"), careful	to <u>(name of the ins</u>	dent with admission/registration/ titution), have received a copy of her Educational Institutions, 2009, derstood the provisions contained
I have, in part constitutes ragging.	ticular, perused claus	e 3 of the Regulat	tions and am aware as to what
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hereby affirm (hat, if found guilty of	ragging, my ward is	liable for punishment according
 I hereby declare nstitution in the country 	that my ward has no on account of being d further affirm that	of been expelled or found guilty of, abet	debarred from admission in any ting or being part of a conspiracy ation is found to be untrue, the
Declared this	day of	month of	year.
		Name:	ather/Mother/Guardian
	25 July 188	Address: Telephone/M	obile No.
	4.40		

Self Declaration by Parents/Guardian

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

Verified at (Place) on this the (day) of (month), (year)

Signature of Father/Mother/Guardian



14.	full name of	ctudent with a	mission/registration/enrolment number	el ela ella
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aware of the per	so, in particular al and administ ing ragging, acti	rative action that is vely or passively,	7 and clause 9.1 of the Regulations and sliable to be taken against me in case or being part of a conspiracy to promote the construction of the co	am found
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			agate through any act of commission of the Regulations.	r omission
5) I hereby clause 9.1 of the against me unde	affirm that, if it e Regulations, it r any penal law	found guilty of ra without prejudice or any law for the	gging, I am liable for punishment ac to any other criminal action that ma- time being in force. lled or debarred from admission in any	y be taken
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			Address:	
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		SELE DECL	APATION	

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

Verified at (place) on this the day of month, (year).



Signature of student

Clause -3 What constitutes Ragging: -

Ragging constitutes one or any of the follows acts:-

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 rudeness a fresher or any other student.

Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

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.

Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

Any act of physical abuse including all variants of its sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

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:

Any act that affects the mental health and self-confidence of a fresher or 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.

Clause -7 Action to be taken by the Head of the institution : -

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the penal laws is made 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 (FIR), 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, namely;

- i Abetment to ragging;
- ii Criminal conspiracy to rag;
- iii Unlawful assembly and rioting while ragging;
- iv Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- vi Injury to body, causing hurt or grievous hurt;
- vii Wrongful restraint;
- viii Wrongful confinement:
- ix Use of criminal force;
- x Assault as well as sexual offences or unnatural offences;
- xi Extortion;
- xii Criminal trespass:
- xiii Offences against property;
- xiv Criminal intimidation;



xv. Attempts to commit any or all of the above mentioned offences against the victim(s);

xvi. Threat to commit any or all of the above mentioned offences against the victim(s);

xvii. Physical or psychological humilliation;

xviii. All other offences following from the definition of "Ragging"

Provided that the Head of institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other 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.

Clause -9 Administrative action in the event of ragging: -

- 9.1 The institution 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 institution 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.
- 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, namely;
- 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.
- Debarring from representing the institution 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 institution for period ranging from one to four semesters.
- ix Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that whether the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice Chancellor of the University.
- ii In case of an order of University, to its Chancellor
- In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.



SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

- 1. PREAMBLE: In view of the directions of the Hon'ble Supreme Court dated 8.05.2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.
- 2. OBJECTIVE: To eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who include in ragging as provided for in these Regulations and the appropriate law in force.
- 3. 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 spoken or written or by an act which has the effect 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 harm 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
- 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 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.
- 4. MEASURES FOR PROHIBITION OF RAGGING: There are a number of such measures at institution level, University Level, District level etc. Some of them that are important for students to know are as follows:
 - No institution shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and

required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.

- All institutions 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.
- Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, 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.
- The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.
- The application for admission, enrolment or registration must be accompanied by an Anti Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian. (Both these Affidavits can be downloaded from the Web)

- Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution 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 authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.
- The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the



Commission, that the institution has complied with the anti-ragging measures.

- Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.
- 5. ADIMINISTRATIVE ACTION IN THE EVENT OF RAGGING: The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:
 - The Anti-Ragging Committee of the institution 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.
 - 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, namely;
 - a) Suspension from attending classes and academic privileges.
 - b) Withholding/withdrawing scholarship/fellowship and other benefits.
 - c) Debarring from appearing in any test/examination or other evaluation process.
 - d) Withholding results.



- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f) Suspension/expulsion from the hostel.
- g) Cancellation of admission.
- h) Rustication from the institution for period ranging from one to four semesters.
 - i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- An appeal against the order of punishment by the Anti-Ragging

 Committee shall lie, (i) in case of an order of an institution, affiliated to

 or constituent part, of a University, to the Vice-Chancellor of the

 University; (ii) in case of an order of a University, to its Chancellor. (iii)

 in case of an institution of national importance created by an Act of

 Parliament, to the Chairman or Chancellor of the institution, as the case

 may be.
- Where in the opinion of the appointing authority, a lapse is attributable to any member of the faulty or staff of the institution, 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 institution, against such member of the faulty or staff. Provided that where such lapse is

attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.



(19)

Quest for

Shri Guru Ram Rai UNIVERSITY

Undertaking by Parents

1	F/o, M/o, G/o	Pursuing course
	of Semester/year, hereby affi	rm and state as under:
1.	The documents and other information submitted by my ward to the University are to knowledge and belief. In the event of any false information of document, admission of my get cancelled and fee deposited will be forfeited.	
2.	I am aware that university has policy of "ZERO TOLERANCE TO RAGGING". In case my war any from of RAGGING, he/she shall be liable for punishment that may even result into expuls University.	
3.	That I have obtained the brochure containing the rules and regulations of the University thoroughly. I undertake and understand that failure of my ward to abide by any of rules and him/her liable for disciplinary action, including rustication by the University authorities decision taken by the University authorities in this regard shall be final for me and my ward.	regulations shall make
4.	I undertake and bind myself to pay on behalf of my son/daughter/ward such fees, charges a may levy from time to time by due date and in the event of failure on my part and / or of authorities may take such action against my ward as he/she may deem fit.	etc. which the University my ward, the University
5,	That my ward shall not indulge in any political activities and influence the University by any which is against the norms of the University.	pressure from outside,
6.	I am aware that as per the University norms 75% attendance of my ward in academics is of to appear in Internal as well as External Examination.	compulsory for him/her
7.	That my ward will not include in indiscipline activity, smoking, consumption of pan masala, and alcoholic beverage and will not keep any weapon with him/her. If found guilty, he/she st disciplinary action by the University authorities.	gutkha, drugs, narcotics nall be strictly dealt with
B.	The address and telephone numbers given by me are correct and in case of any change, I with immediately. In case, any of the contact number or other particulars submitted by me are forward shall be liable for disciplinary action by the University.	ill inform the University und to be incorrect, my
F() .	Name:	
	Address :	
		Photograph of Parent / Guardian
	Phone No. :	
	Mobile No. 3	Signature
7	Father's / Husband's Signature* Mother's Signature* Guard	
	mother o signature Guard	an's Signature*
	*Mandature (as annicable)	



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Shri Guru Ram Rai UNIVERSITY

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	I am aware that university has policy of "ZERO TOLERANCE TO RAGGING." In case I am found involved in any from of RAGGING, I shall be liable for punishment that may even result into expulsion/rustication from the University		
	It is my responsibility to get my registration for Anti Ragging online as per the norms of UGC.		
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	I understand that as per the Univ Examination.	versity norms 75% attendance is compulsory	to appear in Internal as well as Externa
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	That I will neither indulge in any ami peaceful and academic ambience in	algamation and violence of any kind that may	lead to destruction, quarrel, and distance of
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	The second secon		Signature
	国 国际 100 mg	Name:	
	Photograph of	Name : Phone No.	



"Quest for Excellence"



SHRI GURU RAM RAI UNIVERSITY

(Established under Shri Guru Ram Rai University Act No. 03 of 2017)

UNIVERSITY ANTI RAGGING COMMITTEE

SI,	Name of the officer	Name of the school	Designation
1.	EL ALLES OF LAND	Honorable Vice Chancellor	Chairperson
2.	Dr. Suman Vij	School of Management & Commerce Studies	Member
3.	Mr. Pradeep Semwal	School of CA & IT	Member
4.	Dr. Keerti Singh	School Basic & Applied Sciences	Member
5,	Dr. Hitendra Kumar	School of Agricultural & Science	Member
6.	Dr. Preety Tiwari	School of Humanities & Social Science	Member
7.	Dr. SC Panchauri	School of Education	Member
8.	Dr. Sheenam Azad	SGRRIM & HS	Member
9.	Mrs. Sheeba	College of Nursing	Member
10.	Dr. Anir Bhan Patra	School of Paramedical Sciences	Member
11.	Dr. Puneet Ohri	Chief Warden Boys Hostel-MBBS Hostel	Member
12.	Dr. Shashi Munjal	Warden, MBBS Girls Hostel	Member
13.	Ms. Sarita	Warden, Girls Hostel Pathribagh Campus	Member
14.	Mr. Abhijeet Muyal	Student MCA 3 rd Semester	Member
15.	Ms. Alisha Dhiman	Student MHA 3 rd Semester	Member
16.	Dr. Manoj Gahiot	School of Pharmaceutical Science	Member Secretary



Patel Nagar, Dehradun, Uttarakhand-248001

Phone (0135) 2721763, (0)7248889111/222, Fax: 2721762, Visit us at sgrru.in, Email: info@sgrrits.org



Quest for excellence

*Mandatory (as applicable)

Shri Guru Ram Rai UNIVERSITY

Undertaking by Parents

	***************************************	F/o, M/o, G/o	Pursuing cour
**	of	Semeste	r/year, hereby affirm and state as under
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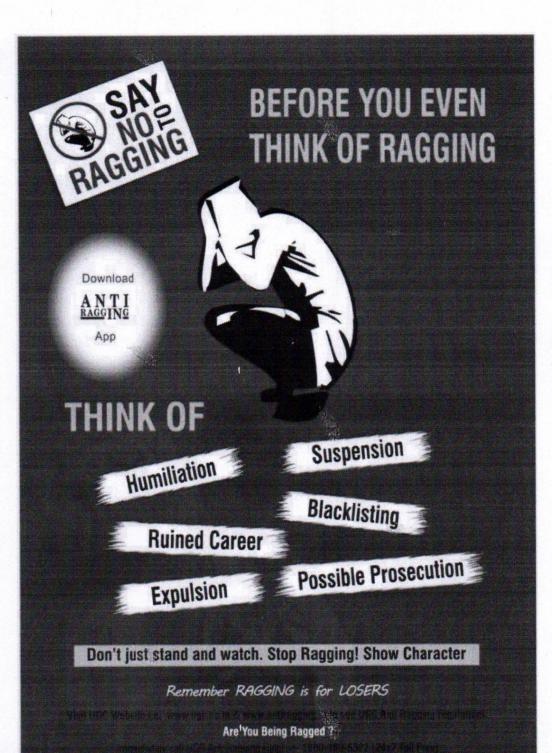
Quest for Excellence

Remarks (For office use only)

Shri Guru Ram Rai UNIVERSITY

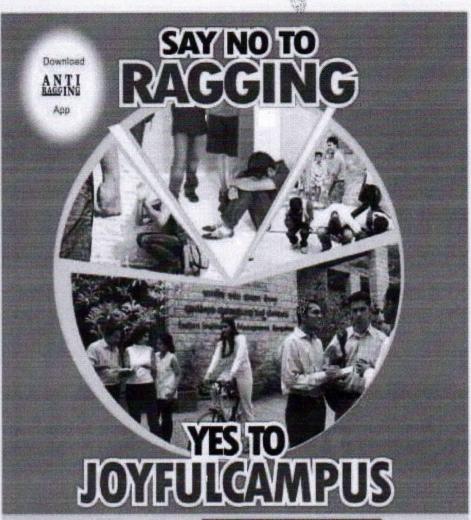
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I understand that as per the University norms 75% attendance is compulsory to appear in Internal as well as Ext. Examination. That I will not involve in cheating or helping others to cheat in examination which may cause disturbance, disrup dislocation, etc. in the smooth functioning of the University and if it is found, I shall be liable for punishment inclue expulsion from the University. That I will not include in indiscipline activity, smoking, consumption of pan masala, gutkha, drugs, narcotics and alco beverage and will not keep any weapon with me. If found guilty, I shall be strictly dealt with disciplinary action by University authorities. That I will neither include in any amalgamation and violence of any kind that may lead to destruction, quarrel, and disturp peaceful and academic ambience in the University. I fully understand that address and telephone numbers given by me are correct and in case of any change, it will recompulsory for me to inform the University. In case, any of the contact number submitted by me is found to be incorrishall be liable for disciplinary action by the University authorities. My admission in the captioned course is provisional as my results are still awaited. I will be submitting my required qualificertificate / Marksheet on or before 30th Sep. 2022 otherwise my admission may be treated as cancelled. Signal Name:	Ŋ		ctivities and influence the Univers	ity by any pressure from outside, which is against	
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dislocation, etc. in the smooth functioning of the University and if it is found, I shall be liable for punishment incluexpulsion from the University. That I will not indulge in indiscipline activity, smoking, consumption of pan masala, gutkha, drugs, narcotics and alcobeverage and will not keep any weapon with me. If found guilty, I shall be strictly dealt with disciplinary action by University authorities. That I will neither indulge in any amalgamation and violence of any kind that may lead to destruction, quarrel, and disturp peaceful and academic ambience in the University. I fully understand that address and telephone numbers given by me are correct and in case of any change, it will recompulsory for me to inform the University. In case, any of the contact number submitted by me is found to be incorreshall be liable for disciplinary action by the University authorities. My admission in the captioned course is provisional as my results are still awaited. I will be submitting my required qualificertificate / Marksheet on or before 30th Sep. 2022 otherwise my admission may be treated as cancelled. Signa Name: Photograph of Student Mobile No.: Mobile No.:	7.		norms 75% attendance is comp	oulsory to appear in Internal as well as External	
beverage and will not keep any weapon with me. If found guilty, I shall be strictly dealt with disciplinary action by University authorities. 7. That I will neither indulge in any amalgamation and violence of any kind that may lead to destruction, quarrel, and disturp peaceful and academic ambience in the University. 7. I fully understand that address and telephone numbers given by me are correct and in case of any change, it will recompulsory for me to inform the University. In case, any of the contact number submitted by me is found to be incorrectly shall be liable for disciplinary action by the University authorities. 7. My admission in the captioned course is provisional as my results are still awaited. I will be submitting my required qualificate. I Marksheet on or before 30th Sep. 2022 otherwise my admission may be treated as cancelled. 7. Signa Name: 8. My Admission of the captioned course is provisional as my results are still awaited. I will be submitting my required qualificate / Marksheet on or before 30th Sep. 2022 otherwise my admission may be treated as cancelled. 8. Signa Name: 9. Mobile No		dislocation, etc. in the smooth function	That I will not involve in cheating or helping others to cheat in examination which may cause disturbance, disruption dislocation, etc. in the smooth functioning of the University and if it is found, I shall be liable for punishment including expulsion from the University.		
Photograph of Student I fully understand that address and telephone numbers given by me are correct and in case of any change, it will recompulsory for me to inform the University. In case, any of the contact number submitted by me is found to be incorrishall be liable for disciplinary action by the University authorities. My admission in the captioned course is provisional as my results are still awaited. I will be submitting my required qualificertificate / Marksheet on or before 30th Sep. 2022 otherwise my admission may be treated as cancelled. Signa Name: Phone No.: Mobile No.:		beverage and will not keep any weapo	ivity, smoking, consumption of part with me. If found guilty, I shall	in masala, gutkha, drugs, narcotics and alcoholic be strictly dealt with disciplinary action by the	
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Certificate / Marksheet on or before 30th Sep. 2022 otherwise my admission may be treated as cancelled. Signa Name: Photograph of Student Mobile No.:	green.	compulsory for me to inform the Univers	sity. In case, any of the contact nu	correct and in case of any change, it will remain mber submitted by me is found to be incorrect. I	
Photograph of Student Name:	2.	My admission in the captioned course is certificate / Marksheet on or before 30th	provisional as my results are still av Sep. 2022 otherwise my admission	vaited. I will be submitting my required qualifying may be treated as cancelled.	
Photograph of Student Name:	*				
Photograph of Student Mobile No. :	Ų			Signature	
Student Mobile No. :			Name	: (
Mobile No. :					
		Student	Mobi	le No. :	
r r					
Remarks of Admission In-charge (For Concession)		Remarks of Admission In-charge (Fo	or Concession)		
				Signature	







DEPARTMENT OF HIGHER EDUCATION MINISTRY OF HUMAN RESOURCE DEVELOPMENT GOVERNMENT OF INDIA



What is Ragging? Any Act Resulting in:

- * Mental/physical/sexual Abuse
- Verbal Abuse
- Indecent Bohaviour
- Criminal Intimidation/wrongful Restroint
- Undermining Human Dignity
- · Financial Explaitation/extertion
- Use Of Force

A STUDENT INDULGING IN RAGGING CAN BE:





DEPARTMENT OF HIGHER EDUCATION MINISTRY OF HUMAN RESQUICE DEVELOPMENT GOVERNMENT OF INDIA



विश्वविद्यालय अनुदान आयोग University Grants Commission quality higher education for all

