

Guidelines of statutory/Regulatory Body

Grievance Redressal Committee



प्रो. राजीव कुमार
सदस्य सचिव

Prof. Rajive Kumar
Member Secretary



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

मानव संसाधन विकास मंत्रालय, भारत सरकार

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली - 110070

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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(A Statutory Body of the Govt. of India)

Ministry of Human Resource Development, Govt. of India

Nelson Mandela Marg, Vasant Kunj, New Delhi-110067

Phone: 011-26131497

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F.No. : 1-101/PGRC/AICTE/Regulation/2019/9530-9537 Dated: /11/2019

Subject: Request to adhere/implement the provisions prescribed under All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019-reg.

Dear Sir/Madam,

In supersession of the All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulation, 2012 dated 25th May, 2012, AICTE has been framed All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 which is published in official Gazette of India on 19.11.2019. The said Regulations are available on AICTE web portal. These Regulations are aimed at addressing and effectively resolving grievances of students of AICTE approved Technical Institutions.

2. These Regulations shall apply to all Technical Institutions recognised or approved by the All India Council for Technical Education as per Section 10(k) of the All India Council for Technical Education Act, 1987.

3. In view of the above, all AICTE approved institutions are hereby requested to adhere/implement the provisions prescribed under these Regulations.

Yours faithfully,

(Prof. Rajive Kumar)
Member Secretary

The Principals/Directors,
AICTE Approved Institutions

Copy to:

The Regional Officers, AICTE



Prof. Rajive Kumar
20/12/19

- (घ) परिषद् के किसी भी सामान्य अथवा विशेष सहायता कार्यक्रम के अन्तर्गत किसी भी सहायता को प्राप्त करने हेतु विचार किए जाने के लिए संस्थान को अयोग्य घोषित करना ;
- (ङ) उपयुक्त भीडिया में पमुखता से प्रदर्शित कर और परिषद् की वेबसाइट पर पोस्ट कर समाविष्ट अभ्यर्थियों सहित जनसामान्य को सूचित करना, तथा इस बात घोषणा करना की संस्थान में शिकायतों के विचारण के लिए न्यूनतम मानक मौजूद नहीं है ;
- (च) विश्वविद्यालय से सम्बद्धता प्राप्त संस्थान अथवा डीटीई से संबद्धता प्राप्त संस्थान के मामले में, संबद्धता को वापस लेने के लिए संबंधित विश्वविद्यालय संस्थान अथवा डीटीई सम्बद्धता संस्थान को सिफारिश करना ;
- (छ) गैर-अनुपालना के लिए संस्थान के विरुद्ध ऐसी अन्य कार्रवाई करना जो आवश्यक और उचित समझी जाए
- बसते कि, इन विनियमों के तहत परिषद् द्वारा कोई कार्रवाई नहीं की जाएगी, जब तक कि संस्थान को अपनी स्थिति स्पष्ट करने के लिए अवसर नहीं दिया गया हो और उसे सुने जाने का अवसर प्रदान नहीं किया गया हो।

प्रो० राजीव कुमार, सदस्य-सचिव
[विज्ञापन-III/4/असा./297/19]

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(REDRESSAL OF GRIEVANCE OF STUDENTS) REGULATIONS, 2019
NOTIFICATION

New Delhi, the 7th November, 2019

F.No. 1-10/PGRC/AICTE/Regulation/2019.—In exercise of the power conferred under clause (1) of Section 23 of the All India Council for Technical Education, Act, 1987 (52 of 1987), and in supersession of the All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulation 2012 dated 25th May, 2012, the All India Council for Technical Education makes the following Regulations, namely:

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- a. These Regulations shall be called as the All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019.
- b. They shall apply to all Technical Institutions recognized or approved by the All India Council for Technical Education as per Section 10(k) of the All India Council for Technical Education Act, 1987.
- c. They shall come into force from the date of their publication in the Official Gazette.

2. OBJECTIVE:

To provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto.

3. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- (a) "Act" means the All India Council for Technical Education Act, 1987;
- (b) "Council" means the All India Council for Technical Education;
- (c) "UGC" means University Grants Commission;
- (d) "Technical Education" means programs of education as defined under section 2(g) of the All India Council for Technical Education, Act, 1987;
- (e) "Technical Institution" means an Institution as defined under section 2(h) of the All India Council for Technical Education, Act, 1987;
- (f) "University" means a university established or incorporated by or under a Central Act or State Act and includes an institution deemed to be university declared as such under section 3 of the UGC Act, 1956.
- (g) "Aggrieved student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these Regulations.
- (h) "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 institution by publication in the prospectus of the institution;

- (i) "Grievance" means and includes, complaint(s) made by an aggrieved student(s) in respect of the following namely:
- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - ii. irregularity in the process under the declared admission policy of the institution;
 - iii. refusal to admit in accordance with the declared admission policy of the institution;
 - iv. non-publication of prospectus by the institution, in accordance with the provisions of these Regulations;
 - v. publication by the institution 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 such institution, 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 institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
 - ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Council;
 - x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Council;
 - xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
 - xii. non-transparent or unfair practices adopted by the institution 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 Council;
 - xiv. complaints of alleged discrimination of students from Scheduled Castes, 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; and
 - 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.
- (j) "Student Grievance Redressal Committee" means a Committee constituted under these Regulations;
- (k) "Ombudsperson" means the Ombudsperson appointed under these Regulations;
- (l) "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to an institution, to the general public (including to those seeking admission in such institution) by such institution or any authority or person authorized by such institution to do so;
- (m) "Region" means a geographical territory, comprising of States, so determined, for the purpose of facilitating enforcement of these Regulations; namely, Central Region comprising Madhya Pradesh, Gujarat and Chhattisgarh; Eastern Region comprising Andaman and Nicobar, Sikkim, Orissa, Jharkhand, Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh, West Bengal; Northern Region comprising Bihar, Uttar Pradesh, Uttarakhand; North West Region comprising Chandigarh, Haryana, Jammu and Kashmir, Ladakh, Delhi, Punjab, Rajasthan, Himachal Pradesh; Southern Region comprising Tamil Nadu, Puducherry; South Central Region comprising Andhra Pradesh, Telangana; South Western Region comprising Karnataka, Lakshadweep, Kerala; and Western Region comprising Goa, Maharashtra, Daman and Diu, Dadra and Nagar Haveli.

- (n) "State" means a State specified in the First Schedule to the Constitution of India and includes a Union territory;
- (o) "Student" means a person enrolled, or seeking admission to be enrolled, in any institution to which these Regulations apply;

4. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:

- (1) Every institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:
- a. the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
 - b. the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
 - c. the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
 - d. the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;
 - e. each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
 - f. rules/regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine;
 - g. the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
 - h. details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/visiting/guest) and teaching experience of every member thereof;
 - i. information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training is to be imparted to the students and in particular the amenities accessible by students on being admitted to the institution;
 - j. all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any Regulation in this behalf made by the relevant statutory regulatory authority; and
 - k. any other information as may be specified by the Council:

Provided that an institution shall publish/upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media.

- (2) Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit, be made out of the publication, distribution or sale of prospectus.

5. STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC):

- (i) A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).
- (ii) Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely:

- a. Principal of the College- Chairperson;
 - b. Three senior members of the teaching faculty to be nominated by the Principal as Members and out of three one member shall be female and other from SC/ST/OBC category;
 - c. A representative from among students of the College to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities- Special Invitee.
- (iii) The term of the members and the special invitee shall be of two years.
 - (iv) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
 - (v) In considering the grievances before it, the SGRC shall follow principles of natural justice.
 - (vi) The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
 - (vii) Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

6. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

- (i) Each affiliating University, Technical University, Private University, Deemed to be University shall appoint Ombudsperson for redressal of grievances of students under the UGC (Redress of Grievances of Students) Regulations, 2019.
- (ii) There shall be one or more part-time functionaries designated as Ombudsperson to hear, and decide on, appeals preferred against the decisions of the SGRCs.
- (iii) For institutions which are offering diploma level course(s) and are affiliated to Board of Technical Education (BTE), the concerned Directorate of Technical Education (DTE) shall appoint an Ombudsperson for redressal of grievances of students.
- (iv) For Institution which are not affiliated to any University and offering Diploma, Post Diploma, Post Graduate Certificate, Post Graduate Diploma Course(s) in Management, Computer Applications & Travel and Tourism, the Council shall appoint an Ombudsperson for redressal of grievances of students.
- (v) The Ombudsperson shall be a Retired District Judge or a retired Vice Chancellor or Professor (who has worked as Dean/HOD and 10 years' experience as Professor at State/Central Universities/Institution of eminence).
- (vi) The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as Ombudsperson, be in a conflict of interest with the Institution where his/her personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the Institution.
- (vii) The Ombudsperson shall be appointed for a period of three years or until he or she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term for the same State or region, as the case may be.
- (viii) For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the Council, and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- (ix) The State Government, in the case of an Ombudsperson of a State, and the Council (for Council appointed Ombudsperson), may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour as defined under these Regulations.
- (x) No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person not below the rank of judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

7. FUNCTIONS OF OMBUDSPERSON:

- i. The Ombudsperson shall hear appeals from an aggrieved student(s), only after the student has availed all other remedies provided under these Regulations.

- ii. While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
- iii. The Ombudsperson may avail assistance of any person, *us amicus curiae*, for hearing complaints of alleged discrimination.
- iv. The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

8. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- (ii) On receipt of an online complaint, the institution 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.
- (iii) The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- (iv) An aggrieved person may appear either in person or authorize a representative to present his/her case.
- (v) Grievances not resolved by the Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these Regulations.
- (vi) Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee, in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the Council, which shall take action in accordance with the provisions of these Regulations.
- (vii) The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons therefore as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- (viii) The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the institution shall place it for general information on its website.
- (ix) The institution shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Council any failure on the part of the institution to comply with the recommendations.
- (x) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

9. INFORMATION REGARDING OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

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

10. CONSEQUENCES OF NON-COMPLIANCE:

The Council shall in respect of any Technical institution, which wilfully contravenes or repeatedly fails to comply with the recommendation of the Ombudsperson or the Student Grievance Redressal Committee, as the case may be, proceed to take one or more of the following actions, namely:

- (a) withdrawal of approval granted to the Technical Institution;
- (b) withdrawal of declaration of fitness or entitlement to receive grants or financial assistance from the Council;
- (c) withholding any grant allocated to the Technical Institution;

- ii. While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
- iii. The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
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- (iii) The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- (iv) An aggrieved person may appear either in person or authorize a representative to present his/her case.
- (v) Grievances not resolved by the Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these Regulations.
- (vi) Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee, in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the Council, which shall take action in accordance with the provisions of these Regulations.
- (vii) The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons therefore as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- (viii) The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the institution shall place it for general information on its website.
- (ix) The institution shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Council any failure on the part of the institution to comply with the recommendations.
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- (a) withdrawal of approval granted to the Technical Institution;
- (b) withdrawal of declaration of fitness or entitlement to receive grants or financial assistance from the Council;
- (c) withholding any grant allocated to the Technical Institution;

- (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Council;
- (e) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of Council, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (f) recommend to the affiliating University for withdrawal of affiliation, in case of a University affiliated institution or DTE affiliated institution;
- (g) such other action as may be deemed necessary and appropriate against an institution for non-compliance:

Provided that no action shall be taken by the Council 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.

Prof. RAJIVE KUMAR, Member Secy.

[ADVT.-III/4/Exty./297/19]



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

ವಿಜಯ ಅಧಿನಿಯಮ ೧೯೯೪ ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

State University of Government of Karnataka Established as per the VTU Act, 1994 "JnanaSangama" Belagavi-590018, Karnataka, India

Dr. B. E. Rangaswamy, Ph.D
REGISTRAR

Phone: (0831) 2498100
Fax: (0831) 2405467

REF: VTU/BGM/Aca/SA/Cirs/2023-24/ ೪೨೨

DATE:
16 MAY 2023

CIRCULAR

Sub: UGC (Redressal of Grievances of Students) Regulations , 2023 - reg..

Ref: UGC, New Delhi's Notification dt: 11-4-2023

With reference to the above, please find enclosed herewith the UGC (Redressal of Grievances of Students) Regulations , 2023.

In this regard, it is directed to take immediate needful action :

1. for mandatory publication of prospectus, its contents and pricing (Clause 4)
2. to constitute Student Grievance Redressal Committees (SGRC) (Clause (5)

These are subject verification during the ensuing LIC visits for the year 2023-24.

For necessary Compliance.

BY ORDER,

Roy 16/03/23 BE
REGISTRAR

To:

- 1 The Principals of all Engineering Colleges(Affiliated, Autonomous, Constituent) under ambit of VTU, Belagavi
- 2 The Chairpersons and Programme Coordinators of VTU Departments

Copy to:

- 1 The Registrar (Evaluation), VTU Belgaum
- 2 The Regional Director(I/C) of VTU Regional Offices for information and needful.
- 3 All the Concerned Special Officers and Case-workers of Academic Section, VTU, Belagavi.
- 4 The Director(I/c), ITISMU, VTU, Belagavi- to upload on VTU website
- 5 The Secretary to VC, VTU Belgaum
- 6 The PS to Registrar, VTU, Belagavi

- च) उपयुक्त मीडिया में प्रमुखता से प्रदर्शित कर और आयोग की वेबसाइट पर पोस्ट कर प्रवेश हेतु संभावित अभ्यर्थियों सहित जनसाधारण को सूचित करना तथा इस बाबत घोषणा करना कि संस्थान में शिकायतों के निवारण के लिए न्यूनतम मानक मौजूद नहीं हैं।
- छ) महाविद्यालय के मामले में, संबद्धता को वापस लेने के लिए संबद्ध विश्वविद्यालय को सिफारिश करना;
- ज) सम विश्वविद्यालय संस्थान के मामले में ऐसी कार्रवाई करना, जो आवश्यक, उचित एवं उपयुक्त हो;
- झ) सम विश्वविद्यालय संस्थान के मामले में सम विश्वविद्यालय संस्थान के रूप में घोषणा को वापस लिए जाने के लिए, यदि आवश्यक हो तो, केंद्र सरकार को सिफारिश करना;
- ञ) राज्य अधिनियम के अंतर्गत स्थापित अथवा निगमित विश्वविद्यालय के मामले में राज्य सरकार को आवश्यक एवं उचित कार्रवाई करने की सिफारिश करना;
- ट) गैर अनुपालना के लिए संस्थान के प्रति ऐसी कार्रवाई करना जो आवश्यक एवं उपयुक्त समझी जाए।

वशर्ते इन विनियमों के अंतर्गत आयोग की ओर से कोई कार्रवाई नहीं की जाएगी, जब तक कि संस्थान को अपनी स्थिति को स्पष्ट करने एवं उसके पक्ष को सुने जाने का अवसर नहीं दिया गया हो:

11. इन विनियमों में उल्लिखित कोई भी शर्त, विश्वविद्यालय अनुदान आयोग (छात्रों की शिकायत निवारण) विनियम, 2019 के प्रावधानों के अंतर्गत नियुक्त किसी पदधारी लोकपाल के कार्यकाल की अवधि के दौरान उसके पद पर बने रहने को प्रतिकूल रूप से प्रभावित नहीं करेगी; कार्यकाल समाप्त होने के पश्चात् लोकपाल की नियुक्ति विश्वविद्यालय अनुदान आयोग (छात्रों की शिकायतों का निवारण) के विनियम, 2023 के अनुरूप की जाएगी।

प्रा. मनिष र. जोशी, सचिव

[विज्ञापन-III/4/असा./13/2023-24]

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 11th April, 2023

University Grants Commission (Redressal of Grievances of Students) Regulations, 2023

F.1-13/2022 (CPP-II).— In exercise of the powers conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2019, the University Grants Commission hereby makes the following regulations, namely -

1. SHORT TITLE, APPLICATION, AND COMMENCEMENT:

- (a) These regulations shall be called as the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.
- (b) They shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.
- (c) They shall come into force from the date of their publication in the Official Gazette.

2. OBJECTIVE

To provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto.

3. DEFINITION:

(1) In these regulations, unless the context otherwise requires-

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.
- (c) "college" means any institution, so defined in clause (b) of sub-section (1) of section 12A of the Act.
- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "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 institution by publication in the prospectus of the institution.
- (f) "grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:
- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - ii. irregularity in the process under the declared admission policy of the institution;
 - iii. refusal to admit in accordance with the declared admission policy of the institution;
 - iv. non-publication of a prospectus by the institution, in accordance with the provisions of these regulations;
 - v. publication by the institution 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 such institution, 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 institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
 - ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
 - x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
 - xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
 - xii. non-transparent or unfair practices adopted by the institution 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, subject to guidelines, if any, issued by the Commission, from time to time;
 - xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minorities 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;
 - xvii. any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the institution, and
 - xviii. any action initiated/taken contrary to the regulations and/or guidelines made issued by the Commission and/or the regulatory body concerned.

- (g) "Institution" means a university as defined in sub-section (f) of Section 2 of the UGC Act, an institution declared as institution deemed to be university under Section 3 of the Act, and a college as defined under section 12A (1) (b) of the University Grants Commission Act, 1956.
- (h) "Ombudsperson" means the Ombudsperson appointed under these regulations;
- (i) "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to an institution, to the general public (including to those seeking admission in such institution) by such institution or any authority or person authorized by such institution to do so;
- (j) "Student" means a person enrolled, or seeking admission to be enrolled, in any institution, to which these regulations apply, through any mode i.e., Formal / Open and Distance Learning (ODL) / Online;
- (k) "Students' Grievance Redressal Committee (SGRC)" means a committee constituted under these regulations, at the level of an institution; and
- (l) "University" means a University so defined in clause (f) of section 2 of the Act or, where the context may be, an institution deemed to be University declared as such under Section 3 thereof.
- (2) Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the same meanings as respectively assigned to them in the Act.

4. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS, AND PRICING:

- (1) Every institution, shall publish and or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:
- the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
 - the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
 - the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
 - the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;
 - each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
 - rules/regulations for imposition and collection of any fines in specified heads or categories, minimum and maximum fines may be imposed;
 - the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
 - details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/visiting/guest) and teaching experience of every member thereof;
 - information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital, or industry wherein the practical training is to be imparted to the students and in particular the amenities accessible by students on being admitted to the institution;
 - all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
 - Any other information as may be specified by the Commission.

Provided that an institution shall publish/upload information referred to in clauses (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication being on the website through advertisements displayed prominently in different newspapers and through other media.

- (2) Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution, or sale of prospectus.

5. STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC):

- (i) A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Students' Grievance Redressal Committee (SGRC).
- (ii) Every Institution shall constitute such number of Students' Grievance Redressal Committees (SGRC), as may be required to consider grievances of the students, with the following composition, namely:
 - a) A Professor - Chairperson
 - b) Four Professors/Senior Faculty Members of the Institution as Members.
 - c) A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities-Special Invitee.
- (iii) Atleast one member or the Chairperson shall be a woman and atleast one member or the Chairperson shall be from SC/ST/OBC category.
- (iv) The term of the chairperson and members shall be for a period of two years.
- (v) The term of the special invitee shall be one year.
- (vi) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- (vii) In considering the grievances before it, the SGRC shall follow principles of natural justice.
- (viii) The SGRC shall send its report with recommendations, if any, to the competent authority of the institution concerned and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint.
- (ix) Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

6. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

- (i) Each University shall appoint Ombudsperson for redressal of grievances of students of the university and colleges/institutions affiliated with the university under these regulations.
- (ii) There shall be one or more part-time functionaries designated as Ombudspersons to hear, and decide on, appeals preferred against the decisions of the SGRCs.
- (iii) The Ombudsperson shall be a retired Vice-Chancellor or a retired Professor (who has worked as Dean/HOD) and has 10 years' experience as a Professor at State/Central Universities/Institutions of National Importance/Deemed to be Universities or a former District Judge.
- (iv) The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his/her tenure as Ombudsperson, be in conflict of interest with the Institution where his/her personal relationship, professional affiliations or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the Institution.
- (v) The Ombudsperson shall be appointed for a period of three years or until he/she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term.
- (vi) For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the respective university and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- (vii) The University may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour.
- (viii) No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person, not below the rank of a retired judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

7. FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations.

- (ii) While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- (iii) The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

8. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- (ii) On receipt of an online complaint, the institution shall refer the complaint to the appropriate Students' Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- (iii) The Students' Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- (iv) An aggrieved student may appear either in person or authorize a representative to present the case.
- (v) Grievances not resolved by the Students' Grievance Redressal Committee within the time period provided in these regulations may be referred to the Ombudsperson by the university.
- (vi) Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), in early redressal of grievances.
- (vii) The Ombudsperson shall, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- (viii) The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.
- (ix) The institution shall comply with the recommendations of the Ombudsperson.
- (x) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

9. INFORMATION REGARDING OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

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

10. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution, which wilfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Students' Grievance Redressal Committee, as the case may be, proceed to take one or more of the following actions till the institution complies with these Regulations to the satisfaction of the Commission, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;

- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) declaring the institution ineligible to offer courses through Online/ODL mode for a specified period;
- (e) withdrawing / withholding / suspending the approval for offering courses through Online/ODL mode;
- (f) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (g) recommend to the affiliating University for withdrawal of affiliation, in case of a college;
- (h) take such action as it may deem necessary, appropriate and fit, in case of an institution deemed to be University;
- (i) recommend to the Central Government, if required, for withdrawal of declaration as institution deemed to be a University, in case of an institution deemed to be University;
- (j) recommend to the State Government to take necessary and appropriate action, in case of a University established or incorporated under a State Act;
- (k) such other action as may be deemed necessary and appropriate against an institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation, unless the institution has been provided an opportunity of being heard to explain its position.

11. Nothing mentioned herein above in these regulations shall affect the continuance in office, during the currency of the term, of an incumbent Ombudsperson appointed under the provisions of the UGC (Redress of Grievances of Students) Regulations, 2019; where after, the appointment of Ombudsperson shall be made as per University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

Prof. MANISH R. JOSHI, Secy.

[ADVT.-III/4/Exty./13/2023-24]

Students Grievance Redressal Committee (SGRC)

Ref: Circular No.VTU/BGM/Aca/SA/Cirs/2023-24/822 dated 16.05.2023

esthabaj.math@hsst.ac.in [Switch account](#)

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Any files that are uploaded will be shared outside of the organization they belong to.

* Indicates required question



Name of the college *

HIRASUGAR INSTITUTE TECHNOLOGY

Whether SGRC has been constituted: Yes/No *

Yes

If yes upload copy of Notification of SGRC: *

 Grievance CellC...

Whether College provided a online link to upload student grievance : Yes/No *

Yes

If yes, provide link

<https://forms.gle/xhDhkaP57Ky9F4Kc7>

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Implementation of Guidelines of Regulatory Bodies



S J P N Trust's

Hirasugar Institute of Technology, Nidasoshi.*Inculcating Values, Promoting Prosperity*Approved by AICTE, Recognized by Govt. of Karnataka and Permanently Affiliated to
Visvesvaraya Technological University - Belagavi.Recognized under 2(f) & 12B of UGC Act, 1956. Accredited at 'A' Grade by
NAAC & Programmes Accredited by NBA: CSE&ECE.Institute
Committees

File.No.I-02

(2022-23)

Ref: HSIT/NDS/acad/2022-23/

Date: 06 -10- 2022

OFFICE ORDER

The following institute level committee is constituted for the academic year 2022-23. The committee shall conduct sufficient number of relevant activities in accordance with institute calendar of events and submit a report to the undersigned. The committees shall conduct regular meetings and record proceedings in the meeting register.

Grievance Redressal Committee

S.No.	Name	Category	Designation	Signature
1	Dr. S.C.Kamate	Principal	Chairman	
2	Dr. R.R. Maggavi	HOD,ECE	Member	
3	Dr. B.V. Madiggond	HOD,EEE	Member	
4	Dr. S.N.Topannavar	HOD,MECH	Member	
5	Prof. S.V.Manajaragi	HOD,CSE	Member	
6	Prof. S.M.Chandrakanth	HOD,CV	Member	
7	Dr. K.B. Manwade	First Year Coordinator.	Member	
8	Prof. K. B. Negalur	Asst. Prof (ST Representative)	Member	
9	Prof. H.R.Zinage	Asst. Prof (Woman Representative)	Member	
10	Mr. Kiran S. Dhange	Student Representative	Member	
11	Miss. N.B. Magadum	Student Representative	Member	
12	Prof. S.S.Thabaj	Asst. Prof	Member Convener	

PRINCIPAL
Hirasugar Institute of Technology
NIDASOSHI.



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Hirasugar Institute of Technology, Nidasoshi.

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NAAC & Programmes Accredited by NBA: CSE&ECE.

Institute
Committees

Grievance
Redressal
Committees

2022-23

Ref: HSIT/NDS/Aca/2022-23/

Date: 06-10-2022

Grievance Redressal Committee

Roles and Responsibilities

I. Objectives

1. To develop an organizational frame work to resolve grievances of the Students and other stake holders.
2. To enlighten the student on their duties and responsibilities to access benefits.
3. To investigate the reason of dissatisfaction and ensure swift and effective solution to the grievances of Students and other stakeholders.

II. Powers of the Committee

1. The grievances committee shall deal with the grievances of Teachers, other Employees and the students.
2. The aggrieved person (Teacher, other Employee or students) of any constituent college may lodge his grievance with the committee at the earliest.
3. The Grievance committee shall hear and settle grievances, as far as may be practical within three months after the grievance is lodged with the committee.

III. Grievance Redressal committee shall receive and redree grievances reported of following issues

1. Academic issues: pertaining to teaching learning activities.
2. Pertaining to harassment between Students- Teacher, Students- Students, and Students- Parent relationships, etc.
3. Internal evaluation and assessment marking.
4. Complaint related to library and it services.
5. Grievances related to hostel, food, water, electricity etc.
6. Grievances related to transport facilities.
7. Grievances related to sports cultural and selection process.
8. Grievances related to women issues and harassment, However they are specifically redressed by women welfare and anti sexual harassment committee.
9. Grievances related to ragging and however the matter is referred to anti ragging committee for appropriate Redressal.



Hirasugar Institute of Technology, Nidasoshi.

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Institute
Committees

Grievance
Redressal
Committees

2022-23

10. Grievances related to University examination.

11. Grievances related to delay in issuance of records and documents.

IV. The grievance shall be redressed depending on the nature of grievances.

1. Department level counseling, college / institutional level counseling where the matter can be resolved through these efforts.
2. Most of the academic / internal evaluation (grievances related to internal assessment) shall be redressed at individual faculty level, HOD or Dean / Principal.
3. For other grievances that required review shall be redressed by receiving written and signed application.
4. As soon as the application is received the Redressal committee shall review the complaint and visit the parties for discussion. The grievances at this level shall be resolved by issuing warning letters, memos and reformulation remedies.
5. The grievance that need detailed Investigation shall be subjected to enquiry by team of Independent members. Enquiry report along with recommendation related to punishment shall be sent to the University grievance cell which in turn communication it to concerned individual.
6. The matters concerning to women harassment and ragging shall be dealt by respective committees as per the laid down procedures.


Convener


PRINCIPAL
Hirasugar Institute of Technology
NIDASOSHI.

Guidelines of statutory/Regulatory Body

**Internal Committee (IC)/Anti-Sexual
Harassment Committee**



Dr. Mamta R. Agarwal,
Advisor-I, P&AP

Phone : 011-26131577 - 78, 80

011-29581000

Website : www.aicte-india.org



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

(मानव संसाधन विकास मंत्रालय, भारत सरकार)

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Govt. of India)

(Ministry of Human Resource Development, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

Email- advpnap@aicte-india.org

F. No. AICTE/P&AP/Misc/2022/

Dated: 01.05.2023

CIRCULAR

To

**All Vice Chancellors of Technical Universities and
All Directors/ Principals of AICTE Approved Institutions,**

Subject: Maintenance of a safe working environment for female employees at the workplace.

Sir/Madam,

As you are aware that the Government of India is committed to promote gender equality and women empowerment across every sector and prevent all forms of violence against women that negatively impact gender equality and human dignity. Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) Act, 2013 gives legal right to female employees, both regular and contractual to voice against any type of sexual harassment at the workplace.

1. All employers are expected to honour the Act and maintain a safe working environment for female employees, while discharging their duties, so that they may carry out their duty with dignity.

2. It is, therefore, requested to take the following actions in order to sensitize the issue related to maintenance of safe working environment as per "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013": -

(i) Constitute an Internal Complaints Committee (ICC) and a Special cell in the institutions under your administrative control to deal with the issue of gender based violence and to conduct gender sensitization programmes.

(ii) To display banners/posters at conspicuous places in the buildings and campuses to create awareness amongst employees about what is sexual harassment and how to prevent it.

(iii) To display names and contact details of the members of the Internal Complaints Committee (ICC) at Notice Boards in the Institutions.

(iv) To upload the (i) "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013"; (ii) Constitution of the Committee; and (iii) details of the Members of the Internal Complaints Committee (ICC) such as name, phone number, address etc., on institute's portal at a prominent place.

(v) To conduct training programmes to sensitize the employees of the Institutions on the issues related to maintenance of a safe working environment.

3. Let's all join hands, create a culture of zero tolerance towards sexual harassment and promote a safe and encouraging workplace for all employees. Actions taken in the matter may kindly be intimated to AICTE.

With regards,

Regards

Mamta

01 May, 23

[Dr. Mamta Rani Agarwal]

Advisor-I (P&AP Bureau)

AICTE Guidelines

6.3.4 Internal Committee (IC)

Responsibilities of the Technical Institution as per Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016)

Every Technical Institution shall Publicly notify the provisions against sexual harassment and ensure their wide- dissemination

a. Include in institution's Website, 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 , {omplaints Committee, complaints procedure and so on

b. Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations

c. Organise regular orientation or training Programmes for the members of the IC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity

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. Every Technical Institution shall constitute an Internal Committee (IC) with an inbuilt mechanism for gender sensitization against sexual harassment. The IC shall have the following composition:

f. A Presiding officer who shall be a woman Faculty member employed at a senior Level (not Institution) at the Educational Institution, nominated by the Executive Authority

g. 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

h, Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/ Diploma Level institution, as the case may be One member from amongst Non-government Organisation or Associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority

i. At least one-half of the total members of the IC shall be women.

j. Persons in senior positions such as Chairman/ Secretary of the Society, Principal/ Director of the Institution, etc. shall not be the members of the ICs in order to ensure autonomy of their functioning



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

("ವಿ ಟಿ ಯು ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)
"ಜ್ಞಾನ ಸಂಗಮ", ಬೆಳಗಾವಿ-೫೯೦೦೧೮, ಕರ್ನಾಟಕ, ಭಾರತ

Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

"Jnana Sangama" Belagavi-590018, Karnataka, India

Phone: (0831) 2498100, Fax: (0831) 2405467, Website: vtu.ac.in

Prof. A.S. Deshpande B.E.,M.Tech., Ph.D.

Phone: (0831) 2405468

REGISTRAR

Fax : (0831) 2405467

Ref. No.VTU/BGM/WC/ICC/2021-22/ 6370/1

Date: 17 MAR 2022

CIRCULAR

- Sub:** Constitution of College Internal Complaints Committee (CICC) w.r.t Prevention, prohibition and redressal of Sexual Harassment – reg..
- Ref:** Visvesvaraya Technological University (Prevention Prohibition and Redressal of sexual harassment of women employees and students) Regulations 2019.

To comply with Visvesvaraya Technological University (Prevention Prohibition and Redressal of sexual harassment of women employees and students) Regulations 2019, the Internal Complaints Committee (ICC) is reconstituted at Women Cell, Visvesvaraya Technological University, Belagavi, as follows:

SI No.	Name	Committee	Mobile Number	Office Number & E-Mail ID
1	Dr. Shubhangi. D.Chikte Professor and Programme Coordinator, Dept. of CSE & ECE, VTU, PG Centre, Kalaburgi	Chairman	9448716838	0831-2498157 vtuicc@vtu.ac.in
2	Dr. Rayangouda. H. Goudar Associate Professor. Dept.of CNE, VTU, Belagavi	Member	8971584906	
3	Smt. Ranjana Nadagoudar Assistant Professor, Dept.of CSE, VTU, Belagavi	Member	8904142106	
4	Smt. Namita Kulkarni Personal Secretary to VC, VTU, Belagavi	Member	9449873461	
5	Mr. Shankarappa. Madiwalar Assistant, Academic Section, VTU, Belagavi	Member	7337856362	
6	Dr Anuradha Patil Professor and Head, Department of Biochemistry JN Medical College, Belgaum	Member	9481738133	
7	Shri. D.S Shinde, Retired District and Session Judge, Belagavi	Member	9448897030	
8	3 Student Members	Members		
9				
10				
11	Smt. Mamatha Mallapur Assistant, DPAR Section, VTU, Belagavi	Member Convenor	8277222113	0831-2498123

In this regard, the Principals/Head of Institutions of (Affiliated, Autonomous, Constituent) VTU colleges are hereby informed to immediately constitute the College Internal Complaints Committee (CICC) in the format as detailed below and also the acceptance from the chairman & all the members in the format enclosed. This should reach the undersigned by e-mail to vtuicc@vtu.ac.in on or before 25th March 2022 and later the hard copy of the same by post.

Composition of CICC shall be:

- a) A Chairman should be a woman faculty member employed at a senior level, not below the rank of Associate Professor and not below the rank of Associate Professor or Reader in case of a college.
- b) At least one-half of the total members of the ICC shall be women.
- c) Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have an experience in social work or have legal knowledge, nominated by the Executive Authority.
- d) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's and research scholar levels respectively, elected/nominated through transparent democratic procedure.
- e) One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

f)

Sl No.	Name and Designation	Position in CICC	Gender	Mobile Number & e-mail ID	Official Number
1		Chairperson (Shall be woman)	F		
2		Faculty Member			
3		Faculty Member			
4		Member (non-teaching employee)			
5		Member (non-teaching employee)			
6		Student			
7		Student			
8		Student			
9		Member from the NGO			

Further it is informed to publicize the VTU ICC & CICC Committee at prominent places of your institution.

Note: Consequence of non-compliance of the same as per Para (12) of the Reference is enclosed.

Encl: 1) VTU Regulations 2019.
2) Acceptance letter format

REGISTRAR

To,

The Principals of all Engineering Colleges (Affiliated, Autonomous, Constituent) under VTU, Belagavi.

Copy to:

1. Hon'ble Vice-Chancellor through the Secretary to VC, VTU, Belagavi.
2. The members of the VTU ICC committee.
3. The Regional Directors of all the regions.
4. The Computer Network Centre, VTU, Belagavi to upload in the VTU website.

CICC -2021-22

LETTER OF ACCEPTANCE

(To be compulsorily submitted by CICC Chairman / Member)

Name	:	
Designation	:	
Department	:	
College / Institute	:	
Address for correspondence	:	
Contact Details (Please specify the STD Code)	:	Off: Res: Mobile: E-mail ID
Accepted / Not Accepted the Assignment (If not accepted, mention the reason)	:	

Date:

Signature of the CICC Chairman / Member

Implementation of Guidelines of Regulatory Bodies



S J P N Trust's

Hirasugar Institute of Technology, Nidasoshi.

Inculcating Values, Promoting Prosperity

Approved by AICTE, Recognized by Govt. of Karnataka and Permanently Affiliated to
Visvesvaraya Technological University - Belagavi.

Recognized under 2(f) & 12B of UGC Act, 1956. Accredited at 'A' Grade by
NAAC & Programmes Accredited by NBA:CSE&ECE.

Institute

Committees

Member list

2022-23

Ref: HSIT/NDS/acad/2022-23/ 512/1

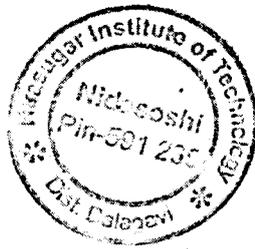
Date: 05-10-2022

OFFICE ORDER

The following institute level committee is constituted for the academic year 2022-23. The committee shall conduct sufficient number of relevant activities in accordance with institute calendar of events and submit a report to the undersigned. The committee shall conduct regular meetings and record proceedings in the meeting register.

Internal Committee (IC) / Anti-Sexual Harassment Committee

S.No.	Name	Category	Designation	Signature
1	Smt. S.S. Malaj	Assistant Professor	Chairperson	
2	Prof. S.D. Hirekodi	Assistant Professor	Member	
3	Shri. S.D. Kotabagi	Advocate (NGO)	Member	
4	Prof. Iranna. N. Kambar	Assistant Professor	Member	
5	Smt. S.S. Kankanawadi	Senior Lab Supervisor	Member	
6	Miss Samrudhi Kulkarni	Girl Student Member	Member	
7	Miss Nakshatra Magdum	Girl Student Member	Member	
8	Miss Soumya Gudasi	Girl Student Member	Member	
9	Smt. S.S. Kamate	Assistant Professor	Member Convener	



Principal
PRINCIPAL
Hirasugar Institute of Technology
NIDASOSHI-591236

	S J P N Trust's Hirasugar Institute of Technology, Nidasoshi. <i>Inculcating Values, Promoting Prosperity</i> Approved by AICTE, New Delhi, Permanently Affiliated to VTU, Belagavi Recognized under 2(f) & 12B of UGC Act, 1956 Accredited at 'A' Grade by NAAC & Programmes Accredited by NBA: CSE & ECE	Institute
		Internal Committee
		Roles & Responsibilities
		2022-23

Ref.: HSIT/NDS/IC/01/2022-23

Date: 05/10/2022

Internal Committee (IC)/Anti Sexual Harassment Committee

Preamble:

Prevention of Sexual Harassment of Women at Workplace or the classroom violates human rights and other laws. It is imperative that one is able to identify sexual harassment conduct and knowing how to respond to it. This is critical both for the individual as well as for Society.

HIT's position:

HIT is committed to upholding the Constitutional mandate to combat sexual harassment of women and ensure that human rights of all those who fall within its jurisdiction are safeguarded. Internal complaints committee was formed in August 2016 to act as a vehicle to address the issue of sexual harassment of women in the institute.

Objectives:

1. To increase knowledge about prevention of sexual harassment of women at workplace.
2. To sensitize all stakeholders to recognize that sexual harassment can cause mental and physical harm to the victim.
3. To promote dialogue about sexual harassment in the academic community.
4. To provide guidelines for addressing sexual harassment.

What is sexual harassment?

* Unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature such as loaded comments, remarks or jokes, letters, phone calls or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature.

* When a person/s uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.

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		Internal Committee
		Roles & Responsibilities
		2022-23

* When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of HIT is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender Identity/ sexual orientation.

When?

* Submission to such conduct is made either explicitly or implicitly a term or condition of teaching / guidance, employment, participation or evaluation of a person's engagement in any Institute's activity.

* Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or of creating an intimidating, hostile or offensive environment.

Sexual harassment:

VERBAL: Unwelcome comments/sexual epithets.

VISUAL: Offensive pictures/photos/cartoons.

PHYSICAL: Unwelcome physical contact. Standing too close/ogling/suggestive gestures.

WRITTEN: Unwelcome personal letters/e-mails.

DUTIES AND RESPONSIBILITIES OF IC (Internal Committee)

1. Creating awareness about ICC among students and staff.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend action to be taken against the harasser, if necessary.
3. To recommend arrangements for appropriate psychological, emotional and physical support (in the form of counseling, security and other assistance) to the victim if s/he so desires.
4. To play a preventive role by making efforts to provide a congenial atmosphere at the institute by arranging periodic programmes and lectures, if required, on prevention of sexual harassment of women at the Institute.
5. To act as Inquiry Authority on a complaint of sexual harassment.
6. To ensure that complainant and witnesses are not victimized or discriminated because of their complaint.
7. Communicate to the harasser that his conduct is offensive and unwelcome.

	<p>S J P N Trust's Hirasugar Institute of Technology, Nidasoshi. <i>Inculcating Values, Promoting Prosperity</i> Approved by AICTE, New Delhi, Permanently Affiliated to VTU, Belagavi Recognized under 2(f) & 12B of UGC Act, 1956 Accredited at 'A' Grade by NAAC & Programmes Accredited by NBA:CSE & ECE</p>	Institute
		Internal Committee
		Roles & Responsibilities
		2022-23

8. Keep records of any verbal or written communication you have with the harasser.
9. It is not necessary that you personally confront the harasser. If you are uncomfortable, seek help of HIT Internal Committee (IC)

When you need help...

- Talk to or email any member of the Internal Committee (IC).
- Complain orally or in writing to any member of the HIT Internal Committee (IC).
- Remember... filing of a complaint WILL NOT adversely affect your career/grades/ academic status.

What happens to a complaint?

- If the aggrieved person wishes to, the IC may take steps to settle the matter between the complaint and the respondent through conciliation.

If settled, the IC will record the settlement and recommend no further action.

Where the aggrieved person does not request conciliation, IC initiates an enquiry.

- IC will complete the enquiry and submit a report to the Principal, HIT within a month.
- The Principal, HIT will initiate action within 10 days of receipt of report.

During the enquiry

- All proceedings will be kept confidential.
- All efforts will be made to ensure that the complainant and witnesses are not discriminated against or penalized by the respondent.

What HIT expects from you

- Behave appropriately.
- Speak up if you come across sexual harassment.

Help HIT provide a safe and respectful environment for all.


 Convenor

Internal Committee
 HIT, Nidasoshi


 Chairperson

Internal Committee
 HIT, Nidasoshi


 5/10/22
PRINCIPAL
 Hirasugar Institute of Technology
 NIDASOSHI-591236

Guidelines of statutory/Regulatory Body

Anti Ragging Committee



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
New Delhi**

NOTIFICATION

Dated 01-07-2009

Sub: Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.

F.No.37-3/Legal/AICTE/2009 – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations:-

1. Short title and commencement:-

- (i) These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.
- (ii) They shall come into force on the date of the notification.

2. Objectives:-

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including 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, or indulging in rowdy or undisciplined 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 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, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.



3. Definitions:-

- (a) **“Act”** means the All India Council for Technical Education Act 1987 (52 of 1987);
- (b) **“Technical Institution”** means an institution of Government, Government Aided and Private (self financing) conducting the courses/programmes in the field of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programmes and areas as notified by the Council from time to time;
- (c) **“University”** means a University defined under clause (f) of section 2 of the University Grants Commission Act, 1956 and includes an institution deemed to be a University under section 3 of that Act.
- (d) **“Academic year”** means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- (e) **“Head of the institution”** means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- (f) **“Fresher”** means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- (g) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be. And
- (h) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

4 **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 undisciplined 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, posts, 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.

5. Measures for prevention of ragging:-

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

- 1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/ affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.

2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt/Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.
3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
5. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral patter of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
6. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
7. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof,including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified/nominated by AICTE.
8. The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.

9. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
10. In case of freshers admitted to a Hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.
11. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
12. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.
13. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
14. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.

15. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
16. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
17. The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.
18. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.
19. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
20. The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.
21. The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education 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 a clear sense of the main aims and objectives of the induction process.
22. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

6. Monitoring mechanism in technical institution, University including Deemed to be University imparting technical education:-

- a) **Anti-ragging Committee:** Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, 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 level as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) **Anti-Ragging Squad:** Every institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

- f) **Mentoring Cell:** Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) **Monitoring Cell on Ragging:-** The State Govt./UT and the affiliating University shall set up a Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.
- h) The Monitoring Cell shall coordinate with the the institutions, universities including deemed to be universities imparting technical education to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.
- i) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statues or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.
7. **Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.**
1. The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on

the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.

2. The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.
3. Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.
4. The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.
8. **Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-**
 1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
 2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
 3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

- (i) Cancellation of admission
- (ii) Suspension from attending classes
- (iii) Withholding/withdrawing scholarship/fellowship and other benefits
- (iv) Debarring from appearing in any test/examination or other evaluation process
- (v) Withholding results
- (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (vii) Suspension/expulsion from the hostel
- (viii) Rustication from the institution for period ranging from 1 to 4 semesters
- (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
- (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.

b) 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 the 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.

5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.

9 **Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging:-**

1. Role of the concerned technical institutions, Universities including Deemed to be Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti ragging measures and to investigate specific instances of ragging and take appropriate action.
2. The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to AICTE annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.
3. All Letters of Approval issued by AICTE such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical institutions, release of grants, letters of approval issued to integrated campus, second shift etc. shall contain a specific clause of prevention of ragging.
4. The AICTE shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;
 - i. No admission/Withdrawal of approval granted under section 10(k) of AICTE Act.
 - ii. Withholding any grant allocated.
 - iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the AICTE.
 - iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the AICTE, declaring that the institution does not possess the minimum academic standards.
 - v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

5. As regards the Universities including Deemed to be Universities imparting technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Govt. of India and the concerned State Govt./UT. The UGC, MHRD Govt. of India, and the State Govt./UT concerned shall initiate immediate action on the recommendations of the Council.
10. **Duties and Responsibilities of the All India Council for technical Education:-**
- a) All India Council for technical Education, or the Central Government or the agency authorized for the purpose shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
 - b) 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.
 - c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
 - d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti-ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
 - f) The All India Council for technical Education, the Central Government or the agency authorized for the purpose 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; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
 - g) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall make available the database

to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non-compliance with these Regulations to the Councils and to such bodies as may be authorized by the All India Council for technical Education/Central Government.

11. The All India Council for technical Education shall take the following regulatory steps, namely:

- a) The All India Council for technical Education shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The All India Council for technical Education shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The All India Council for technical Education 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 All India Council for technical Education, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by National Board of Accreditation or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The All India Council for technical Education shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/Central Government and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- f) The All India Council for technical Education shall institute an Anti-Ragging Cell within the AICTE as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cells and University Level

Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/central Government.

(Member Secretary)



पो. (डॉ.) जसपाल एस. सन्धु

सचिव

Prof. Dr. Jaspal S. Sandhu

MBBS, MS (Ortho), DSM, FAIS, FASM, FAFSM, FFIMS, FAMS

Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग

University Grants Commission

(मानव संसाधन विकास विभाग, भारत सरकार
(Ministry of Human Resource Development, Govt. of India))

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002
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D.O. No. F. 1-15/2009(ARC) pt-III

8th August, 2016

Sub: Curbing the menace of ragging in higher educational institutions.

Dear Sir Madam,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website i.e. www.ugc.ac.in.

Any violation of these regulations will be viewed seriously. If any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, it will attract punitive action against itself by the UGC.

You are requested to step up anti-ragging mechanism by way of adequate publicity through various mediums: constitution of anti-ragging committee and anti ragging squad, setting up of Anti Ragging Cell, installing CCTV cameras at vital points, Anti-Ragging workshops, updating all websites with nodal officers complete details, alarm bells etc. Regular interaction and counseling with the students, identification of trouble-triggers, mention of Anti-ragging warning in the institution's prospectus and information booklets/brochures shall be ensured. Surprise inspection of hostels, students accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measure which would augur well in preventing/quelling ragging and any uncalled for behavior/incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in. For any other information regarding ragging, please visit the UGC website i.e. www.ugc.ac.in & www.antiragging.in and contact UGC monitoring agency i.e. AmanSatyaKachroo Trust on following No. 09871170303, 09818400116 (only in case of emergency).

You are requested to hold the workshops, seminar on eradication of ragging in higher educational institutions and are requested to display Anti Ragging posters at all prominent places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8X6 feet.

You are requested to get your institution accredited by NAAC/NBA and submit the compliance report and implement the special Drive on anti-Ragging prevention programme

TechnoKorea



प्रो. राजीव कुमार
सदस्य सचिव
Prof. Rajive Kumar
Member Secretary



सत्यमेव जयते



अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

शिक्षा मंत्रालय, भारत सरकार

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

दूरभाष : 011-29581399

ई-मेल : ms@aicte-india.org

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A STATUTORY BODY OF THE GOVT. OF INDIA)

Ministry of Education, Govt. of India

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

Phone : 011-29581399

E-mail : ms@aicte-india.org

F. No. 25-AICTE/AR/Antiragging/2023

Date: 11.10.2023

Subject: Steps to be taken for curbing the menace of ragging-reg.

Dear Sir/Madam,

In pursuance to the judgment of the Hon'ble Supreme Court of India to prohibit, prevent and eliminate the scourge of ragging in the AICTE approved technical Institutions, AICTE has framed the Regulations called All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institution, Universities including Deemed to be Universities imparting technical education) Regulations, 2009.

These Regulations are mandatory for all AICTE approved Institutions/Universities and if any Institution/University fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, it will attract punitive action against itself by the AICTE.

The Institutions/Universities approved by AICTE are advised to step up Anti-Ragging mechanism by way of adequate publicity through various mediums such as;

- Constitution of Anti-Ragging Committee (ARC) and Anti-Ragging Squad (ARS)
- Setting up of Anti-Ragging Cell
- Installing CCTV cameras at vital points
- To hold workshops, seminars on eradication of ragging in their Institution
- Update websites of Institutions with the complete address and contact details of Nodal Officers related to Anti-Ragging Committee.
- Regular interaction and counselling with the students
- Identification of trouble-triggers
- Preparation of e-admission booklet or brochure, e-leaflets of Institutions giving detailed guidance to admitted students in case of ragging, instead of print/hard copy.
- A clear mention of Anti-Ragging warning in the Institution's prospectus and information booklets/brochures shall be ensured.
- Surprise inspection of hostels, students accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measure which would augur well in preventing/quelling ragging and any uncalled for behaviour/incident shall be undertaken
- To display Anti-Ragging posters/banners at all conspicuous places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. to create awareness on anti-ragging measures amongst student

- The students and the parents/guardian may also be made aware of anti-ragging helpline number/e-mail/website **(1800-180-5522 (24x7 toll free)/helpline@antiragging.in / www.antiragging.in).**
- The Institutions make it compulsory for each student and every parent to submit an **online Anti-Ragging** undertaking each academic year at either of the two designated websites, namely, **www.antiragging.in & www.amanmovement.org.**

Any violation of AICTE Regulations as cited above or if any Institution/University fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably will attract punitive action under the AICTE act.



(Prof. Rajive Kumar)
Member Secretary

To
The Principal/Directors
of all AICTE approved Technical Institutions/Universities

Copy to:

1. **The Joint Secretary, Anti Ragging Cell, University Grants Commission**
Benito Juarez Marg, South Campus, University of Delhi, New Delhi-110021

Implementation of Guidelines of Regulatory Bodies



S J P N Trust's

Hirasugar Institute of Technology, Nidasoshi.

Inculcating Values, Promoting Prosperity

Approved by AICTE, Recognized by Govt. of Karnataka and Permanently Affiliated to
Visvesvaraya Technological University - Belagavi.

Recognized under 2(f) & 12B of UGC Act, 1956. Accredited at 'A' Grade by
NAAC & Programmes Accredited by NBA: CSE & ECE.

Institute
Committees

File.No.I-02

(2022-23)

Ref: HSIT/NDS/acad/2022-23/515/1

Date: 06-10-2022

OFFICE ORDER

The following institute level committee is constituted for the academic year 2022-23. The committee shall conduct sufficient number of relevant activities in accordance with institute calendar of events and submit a report to the undersigned. The committees shall conduct regular meetings and record proceedings in the meeting register.

2. Anti-Ragging Committee

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Dr. R.R. Maggavi	HOD,ECE	Member	
3	Dr. B.V. Madiggond	HOD,EEE	Member	
4	Dr. S.N. Topannavar	HOD,Mech	Member	
5	Prof. S.V. Manjaragi	HOD,CSE	Member	
6	Prof. S.M. Chandrakanth	HOD,CV	Member	
7	Dr. K.B. Manwade	First Year Coordinator	Member	
8	Prof. S. S. Malaj	Assistant Professor/Chief Warden Girls Hostel	Member	
9	Mr.Pralhad Channagiri	PSI Police Station, Sankeshwar	Member	
10	Mr. Dhanajay Magdum (ME)	Student Representative Boy (FinalYr)	Member	
11	Mr. Kallappa Chikodi (ECE)	Student Representative Boy (FinalYr)	Member	
12	Miss Prerana Rajangane (CSE)	Student Representative Girl (FinalYr)	Member	
13	Miss Swati Biste(ECE)	Student Representative Girl (FinalYr)	Member	
14	Prof. Girish Zulapi	Chief Warden Boys Hostel	Member Convener	

PRINCIPAL
Hirasugar Institute of Technology
NIDASOSHI-591236

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	S J P N Trust's Hirasugar Institute of Technology, Nidasoshi. <i>Inculcating Values, Promoting Prosperity</i> Approved by AICTE, Recognized by Govt. of Karnataka and Permanently Affiliated to Visvesvaraya Technological University - Belagavi. Recognized under 2(f) & 12B of UGC Act, 1956. Accredited at 'A' Grade by NAAC & Programmes Accredited by NBA:CSE,ECE.	Institute committees File No.I-02
		2022-23

Ref: HST/NPS/accad/2022-23/515/1

Date: 06/10/2022

Anti-Ragging Committee Roles and Responsibilities

- Conduct a meeting twice in a semester and maintain the minutes of meetings.
- Surprise visits by the committee members to hostels.
- Maintain affidivates by students and parents.
- Display of posters with a list of committee members and their contact numbers,provisions of law,punishment etc. at hostels,Institute buildings and on departmental notice board.
- The counseling/induction session should be arranged for freshers after admission process is done.
- On receipt of therecommendation 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 authorized by him in this behalf,proceed to file a First Information Report (FIR),within 24 hours of receipt of such information or recommendation,with the poiceand local authorities,under the appropriate penea provisions relating to one or more of the following namely:
 - Abetment to Ragging
 - Criminal conspiracy to rag
 - Unlawful assembly and rioting while ragging
 - Public nuisance created during Ragging
 - Violation of decency and morals through ragging
 - Injury to body
 - Causing hurt or Greivous hurt
 - Wrongful restraint or Wrongful confinement
 - Use of criminal force
 - Assault as well as sexual offences or unnatural offences
 - Extortion
 - Criminal trespass
 - Offences against property
 - Criminal intimidation

Attempts to commit any or all of the above mentioned offences against the victim(s),Physical or Psychological humiliation and other offences following from the definition of "Ragging".


 Convener


PRINCIPAL
 Hirasugar Institute of Technology
 NIDASOSHI-591236