

# **SRI RAMAKRISHNA DEGREE & P.G COLLEGE (AUTONOMOUS): NANDYAL,**

## **Rules & Regulations**

### **1. INTRODUCTION**

The College believes that duty, decorum and discipline are the hallmarks of a good student. Students enrolled at the College must recognize their responsibilities towards the faculty, office staff and fellow student. Failure to maintain appropriate standard of conduct shall attract disciplinary action.

**2. INDISCIPLINE:** One or more of the following would be construed as an act of indiscipline:

- 2.1 Any overt or covert act leading to ragging and/or eve teasing
- 2.2 Disruption of class room activities
- 2.3 Disturbing the studies of other students
- 2.4 Marring the operations of the college or its educational activities
- 2.5 Harming the health or safety of staff or students
- 2.6 Damaging the college property
- 2.7 Possession/consumption/distribution of any intoxicants or illicit drugs or weapons in the campus
- 2.8 Misconduct and/or using unfair means during examination
- 2.9 Production of false information or documents for admission purpose
- 2.10 Production of false information or documents for award of scholarships, prizes, etc.
- 2.11 Failure to return loaned materials or settle debts with the College

### **3. RULES PERTAINING TO DISCIPLINE:**

Students are expected to use only courteous and polite language and behave with decorum with the faculty members, staff and visitors of the College.

- 3.1. Students shall avoid using any insulting, inciting, threatening language while talking with fellow students, especially fresher's and juniors, and should abstain themselves from violence.
- 3.2. Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the College.

- 3.3. The students shall be regular and punctual in attending classes and all activities connected with the College.
- 3.4. Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- 3.5. Students shall observe strict silence in the class irrespective of the presence or absence of the faculty member.
- 3.6. No student is permitted to leave the classroom during class hours.
- 3.7. Students should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
- 3.8. Students are expected to read notices/circulars displayed on the Notice Board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
- 3.9. All vehicles should be parked in the allotted parking place. Violators may be restricted from bringing vehicles within the campus.
- 3.10. While attending College functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- 3.11 Students are forbidden from entering the College office and the staff rooms during unspecified hours.
- 3.12. Students are prohibited from damaging the building or any other property of the College in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- 3.13. Representation of complaints and grievances may be made individually to the Registrar through the concerned Dean.
- 3.14. No meeting/function of any kind shall be held in the College premises without the written permission of the Registrar.
- 3.15. No notice/communication of any kind shall be circulated amongst students or displayed on black boards or on notice board without the written permission of the Registrar.
- 3.16. Indulgence and/or participation in any sort of activity leading to disruption in the normal activity of the College is strictly prohibited.
- 3.17. Students are expected to take up all assignments, tests and examinations of the College seriously and would try to perform the best.
- 3.18. Ragging and Eve Teasing are considered as crime and strictly prohibited and if any student indulges in any form of ragging or Eve-Teasing inside the College premises or outside, he/she may be summarily expelled from the College and/or shall be further subjected to such other criminal proceedings as prescribed by Law.

3.19. The students must compulsorily wear the Student Identity Card inside the College Campus.

3.20. Students shall come clean, tidy and modestly dressed.

3.21. Use of mobile phones within class rooms, laboratories, libraries, workshops or any other programs and events is strictly prohibited.

3.22. Spitting, smoking and throwing bits of paper inside the College campus is prohibited.

#### **4. ATTENDANCE RULES:**

4.1. Students are required to be punctual and attend all classes and be present for the entire duration of the class.

4.2. Attendance will be marked for all sessions including theory, practical, tests and tutorials.

4.3. Relaxation of maximum 25% of the attendance may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of the appropriate authority is mandatory.

4.4. Participation in extra – curricular activities as may be organized and/or recognized by the College shall be considered as full attendance.

4.5. A student whose attendance is less than 75%, for reasons whatsoever, will not be permitted to appear in the End Semester Examination (ESE) and such students shall be treated as debarred students.

4.6. In exceptional cases, upon written appeal by a student to the Head of the Department concerned justifying the cause of shortfall in attendance, the Vice Chancellor, at his discretion and on being satisfied with the justification, may condone absence of a student whose attendance is less than 75%.

4.7. A student intending to take leave is required to take prior written approval from Head of the Department concerned. In situations, where prior approval is unavoidable, the leave application has to be submitted on the date of rejoining prior to joining any class.

4.8. Any student going on leave without any approval for more than 15 days and / or in the event of not joining the classes after expiry of 7 days from the date of expiry of sanctioned leave shall be de registered. Such students shall be required to take re – admission after paying requisite fees, as may be prescribed from time to time. It is however made clear that the grant of re – admission is at the discretion of the College.

## **5. LIBRARY RULES:**

5.1. Entry to library is prohibited without Identity and Library Card.

5.2. Carrying of Reference Materials outside the Library is strictly prohibited.

5.3. Newspapers/Periodicals/Magazines are for reading only within the library only and cannot be carried outside the library.

5.4. Any damage to any Books/Newspapers/Periodicals/Magazines including missing pages, pen or pencil marking, torn pages, other spots etc. should be reported to the Librarian at the time of collecting the same, before leaving the counter failing which the Borrower shall be liable to compensate the loss which may be to the tune of the cost as printed on the Books/Newspapers/Periodicals/Magazines.

5.5. Books issued, if not returned within stipulated date shall attract fine as hereunder:

i. If returned after due date – Rs. 5/- per day per book for first 7 days from the due date and then Rs. 10/- per day per book till return date, both inclusive.

ii. In addition to the above the Librarian may take other penal action including withdrawal of library membership for indefinite or restricted period.

5.6. Loss of Books/Newspapers/Periodicals/Magazines, if informed within due date and time shall have to be compensated by replacement or paying costs as printed on the Books/Newspapers/Periodicals/Magazines. If the same is reported beyond the due date and time, fine as stated hereinabove in addition to the cost has to be paid.

5.7. Reservation of seat is not permitted in Library and books or articles left for any length of time on chairs and tables may be removed by the Library staff.

5.8. No other belongings save and except file and books shall be permitted within the Library. All other belongings shall have to be kept in the space outside the Library.

5.9. The College/Library Staff shall not be responsible for loss of any personal belongings.

5.10. Consumption of foods/drinks within the library is strictly prohibited.

5.11. Use of Mobile Phones and other electronic gadgets within the Library is strictly prohibited.

5.12. Complete silence has to be observed within the Library.

5.13. The Library Staff has the right to request any of the Library Member to leave the premises if he/she is found of violating any rules of the Library.

5.14. Any act of indiscipline in the library shall be ground for withdrawal of library privilege.

## **6. TRANSPORT REGULATIONS**

For the convenience of the students the College has provisions of Transport facility. The norms pertaining to Transport facility are as here under:

6.1. Seats are subject to availability.

6.2. Seats shall be made available on first cum first serve basis. No preference shall be given in this regard under any circumstances.

6.3. Transport fees are payable in advance as per the prescribed schedule of fees. Students whose fees are found to be due shall not be allowed to board the Bus. The Students shall not enter into any altercation with the Bus Attendant and/or Driver in this regard under any circumstances whatsoever. Any dispute in this regard should be reported in the complaint log book to be made available inside the bus. Similarly, the bus driver & the attendant shall report all matters to the Transport in Charge who shall try to resolve it failing which the matter may be referred to the appropriate authority.

6.4. Students using the Transport Facility should reach their designated bus stop at least five minutes before the scheduled arrival of the bus. Calls for delaying/holding the Bus shall not be entertained under any circumstances. Students missing the Bus shall not be allowed to Board any other Bus.

6.5. Students availing the service appreciate that the Bus may get delayed due to mechanical failure or traffic jams/disruptions and the Transport Department shall not be held responsible for delay in pick-up or drop.

6.6. Subject to traffic disruptions, the Bus will follow designated route only. No request for stopping the bus at any other place or diversion of route shall be entertained.

6.7. The Bus has to be boarded from the designated stop and will not stop at any place which cause inconvenience to movement of other vehicles.

6.8. In the event of mechanical failure, all reasonable efforts will be taken by Transport Department for substitute arrangement but the same is not guaranteed. The Students shall in such an event have to make their own arrangements and no claim shall be entertained in this regard.

6.9. Bus service shall not be available on Saturdays, Sundays and on other Days on which the College remains closed.

6.10. After boarding the Bus, the seats have to be taken on first cum first serve basis. No reservation of seats for any other co-passenger shall be allowed.

6.11. The aisle of the bus shall be kept clear for free movement.

6.12. Please use waste bag available inside the bus. Nothing should be thrown outside from the bus.

6.13. Smoking and consumption of any intoxicating drinks/products inside the vehicle is strictly prohibited.

## **7. CONDUCT AT CAFETERIA / FOOD PARK**

Cafeteria / Food Park has been provided by the College for the convenience of the students. It is the responsibility of the students to conduct themselves in a proper manner such that inconvenience is not caused to the operators and/or the other students, staffs and visitors to the food Cafeteria / Food Park. Students are expected to the following norms at Cafeteria / Food Park:

- 7.1. Stand in queue and in an orderly manner at the counter;
  - 7.2. Collect food coupons after making necessary payments and provide reasonable time for preparation and delivery of food ordered;
  - 7.3. Not to occupy the seats after having food to enable the others to have their food comfortably;
  - 7.4. In case of any inconvenience the matter should be immediately reported to the Registrar and the student should not to involve himself/herself into any brawl.
- Violation with the above rules shall be dealt with strictly;

## **8. CONSEQUENCES OF VIOLATION OF RULES:**

In the event of violation of any one or more of the rule stated above, depending upon the nature and gravity of violation, the student concerned may be subjected to one or more of the following punishments:

- 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 and /or Withholding results.
  - V. Debarring from representing the College in any local, state, national or international meet, tournament, youth festival etc.
  - VI. Suspension/expulsion from the hostel (in case offence has been committed by a resident student)
  - VII. Rustication from the College for periods varying from 1 to 4 semesters or equivalent period.
  - VIII. Expulsion from the College.
  - IX. Any other decision as may be found fit and proper by the Disciplinary Committee including imposition of fine.
- 8.1. The decision in this regard shall be taken by the Disciplinary Committee of the College. Students may be required to present himself/herself as and when called for to make oral or written submission. Providing false or incorrect information to the Disciplinary Committee shall attract strictest of penal action.
- 8.2. Any student seeking review of the decision/recommendation of the Disciplinary Committee may appeal before the Vice Chancellor of the College within 7 days of receiving the decision of the Disciplinary Committee;

8.3. Any student seeking review of the decision of the Vice Chancellor may appeal to the Chancellor within 7 days of receiving the decision of the Vice Chancellor. The decision of the Chancellor shall be final and binding.

8.4. The Registrar of the College and/or any Dean / Head of the Department may also pass an interim order in case of any act of indiscipline and report the matter to the Disciplinary Committee for their decision/recommendation and the students shall be bound by all such interim orders till the decision of the Disciplinary Committee with regard to the same.

## **9. REVISION OF RULES AND REGULATIONS:**

9.1. The College reserves the right to revise this rules and regulations from time to time and the students shall not object to the same.

9.2. Revision, if any, shall be displayed on the Notice Board and the students are advised to regularly take note of the information posted in the notice board.

9.3. Ignorance of rules shall at no time be considered as a ground for violation.

## **10. STUDENT SEARCH AND FRISKING:**

To check the entry of prohibited items into the campus, all students entering the campus are physically frisked at the main entrance gate and their belongings are searched for any prohibited items. The search and frisking procedure applies to each entry of a student. Male students are searched by male security guards. Female students are checked by lady security guards within an enclosed space at the Gate. In case a student is found in possession of a prohibited items, the same is recorded in an incident form and a photograph of the student along with substance is taken as evidence for further actions. A detailed report of the incident is forwarded to the Universities' discipline committee for further actions.

## **11. HOSTEL REGULATIONS**

1. APPLICABILITY: This Rules and Regulations shall be applicable to all resident students of the College (hereinafter referred to as Hostilities).

### **2. ALLOTMENT OF HOSTEL ACCOMMODATION**

- The College reserves the right to admit Hostelites at the Hostel. The College may demand from the student a fit certificate from registered Medical Practitioner.
- The accommodation provided is reserved for the concerned Hostelite for the entire academic year and even if a Hostelite vacates the room in the mid of the year, he/she shall be liable to pay the Hostel fees for the entire year.
- Prior to the expiry of the academic year, the Hostelites intending to avail the Hostel Facility for the next academic year is required to apply for the same prior to the commencement of the new academic year.
- The rooms allotted at the time of admission may be changed at the discretion of

the College either during the midst of the year or at the time of new allotment in the ensuing academic year and the Hostelites hereby undertake to shift their belongings to the new room without raising any objection.

- The key of the room is mandatorily required to be deposited with the Hostel Warden while moving out of the Campus and/or at the time of vacation.

### **3. BEHAVIOUR AND DISCIPLINE**

- Hostelites are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel complex.
- Hostelites are required to dress neatly and properly and to follow the Dress Code, if at any point of time declared by the College. Any attire which may be termed as indecent are prohibited.
- Possession and/or distribution and/or consumption of any item which may be deemed to be alcoholic, prohibited drugs, narcotics, tobacco item or any other item of addiction is prohibited.
- Social and/or political gathering of any nature is strictly prohibited.
- Hostelites are not permitted to leave the campus without prior written permission of the concerned Hostel Super/Warden. In the event permission is required to appear for any Examination / Interview / Internship, the application should be accompanied with self-attested copy of the Admit Card / Letter of the said examination.
- Hostelites are prohibited from exchanging / borrowing / lending monies / articles / personal belongings amongst themselves. Any loss due to the above act shall be the sole responsibility of the concerned Hostelite and the College shall in no way be liable/ responsible for the same nor will the College intervene in resolving any dispute arising out of the same.
- Vandalism is a very serious offence. Hostelites found guilty of committing such an offence would be evicted from the hostel.
- In case of any unacceptable behaviour by any room-mate, the other room-mate shall not enter into any altercation and shall report the matter to the Hostel Warden.
- To avoid inconvenience to room-mates the Hostelites are required to switch off the light of their respective rooms on or before midnight.
- The College reserves the right to expel any Hostelite at any time if the Hostelite fails to comply with the rules and regulations as stated herein or as may be informed from time to time.

#### **4. MAINTENANCE AND UPKEEP OF THE HOSTEL**

- Hostelites are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc. clean and tidy at all times.
- All fans, lights and electrical appliances must be switched off when not in use.
- All Taps, Showers and cistern should be closed after use. Hostelites shall prevent misuse of water.
- Cooking, making tea etc. is not allowed in the hostel.
- No furniture, fixtures & fittings shall be removed from the hostel rooms/premises under any circumstance without approval of the authority.
- Any damage to the hostel property must be reported immediately to the Hostel Super/Warden. Hostelites shall be charged for all damages except damages caused by normal wear and tear.
- Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
- The College reserves the right to make spot checks on the hostel rooms without giving any prior notice to the Hostelites.
- Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the officer concerned/warden. However, every effort will be made to respect the privacy and dignity of the Hostelites.
- The College reserves the right to transfer Hostelites to other hostel units with similar facilities and the same shall not be objected to.

#### **5. VISITORS**

- Only parents, close relatives and brothers and sisters of the Hostelites shall be allowed as Visitors.
- Visitors are allowed only into the visitor's area of the hostel during the visiting hours which is between 12 noon and 5 pm on Sundays and Holidays only.
- Visitors must register at the hostel gate and provide all details and documents as requested by Security before entering the hostel complex. Visitors must leave the hostel campus by 5.30 P.M.
- No Hostelite shall allow any person of opposite sex, including any close relative, in his/her room, for any reasons whatsoever. Violation of this rule shall be considered as a gross act of indiscipline and shall lead to expulsion.
- Non Hostelite are prohibited from entering the hostel complex or any hostel room and such person on entering without permission shall be treated as Trespasser and necessary legal action shall be taken against the person for such trespassing.

## **6. GENERAL GUIDELINES**

- Parents/Guardians can address any grievances/complaints only to the Registrar of the College.
- Hostelites may be allowed to leave the campus, once in a week, between 4 pm and 6pm on scheduled day, with written permission of the Hostel Authority, for purchase of personal belongings.
- Hostelites may, upon formal application, at the discretion of the Institute/Hostel Authority, be permitted to leave the campus for contingencies or for any other reason, against gate Pass issued by the Hostel Authority. In the event the Hostelite fails to return within the time mentioned in the Gate Pass he / she shall be liable to disciplinary action as may be deemed fit and proper by the authority.
- The authorities of the Hostel/Institute shall meet the Parents/Guardians only by prior appointment. No hearing shall be given to any person except Parents/Guardians.
- Parents/Guardians are compulsorily required to come to the Hostel/Institute on the notified date and time, as and when called for, for reasons which may include violation of the Rules and Regulations contained herein and/or for breach of discipline by their Ward and/or for any other reason whatsoever.
- Parents/Guardians and/or the Hostelites are required to inform the Hostel/Institute Authorities regarding any existing Medical Problem/Preexisting disease of the Hostelite for proper medical care and supervision.
- Hostelites are required to carry Bed Sheets, Blanket, Towel, Torch, Mugs, Mosquito Net, Medicine & other necessary belongings.
- The Hostel Campus is Plastic Free Zone and the Hostelites shall ensure that non permitted plastics are not used for any reasons whatsoever.

## **7. HOSTEL FEES**

- Hostelites are required to pay their hostel fees for a particular period within the 10th Day of the first month of that period, failing which they shall be liable to pay late fine as may be applicable from the date of default till the date of payment. (Please refer Schedule of Payment for Semester Fee/Hostel Fee/Transport Fee).
- The Hostel/Institute Authorities reserve the right to increase the Hostel fees at any point of time if the situation so warrants.
- The hostel management reserves the right to expel any Hostelite at any time if the Hostelite / Student fails to pay any sums due to the hostel within fifteen days of the due date.

## **8. SAFETY AND SECURITY**

- Hostelites are required to carry their identity card at all times in the compound of the hostel complex as well as the College Campus and produce it on demand by the

hostel authorities and/or the security.

- Hostelites are advised to lock all doors at all times for security reasons.
- The College shall not be held responsible for any loss of private property.

Hostelites are strongly advised to keep their valuable under lock and key at all times.

- Hostelites are not permitted to change rooms or sleep anywhere other than their own rooms.
- Any Hostelite who finds his/her roommate missing for more than 12 hours shall immediately report the same to the Hostel Authority to enable the Institute to take action in the event of untoward incident.
- Possessions, distribution and use of fire-arms, lethal weapons including air gun, contraband Drugs, alcohol, toxic and hazardous material are strictly prohibited in the hostel.
- Keeping electrical appliances such as TV, VCD, heater, iron, oven, etc. in the Hostel Room is strictly prohibited.
- Pets are not allowed in the hostel complex.

## **9. FIRE SAFETY**

9.1. Any material which may cause fire hazard are not permitted in the Hostel and the same includes but is not limited to Candles, Incense sticks, Gasoline, paint thinner, oil lamps.

9.2. Bursting of Crackers in and around the Hostel Complex is strictly prohibited.

9.3. All electrical appliances and gadgets, including lights, fans, and mosquito repellants must be switched off before leaving the room to avoid inadvertent fire.

9.4. In case of any fire the Hostelites should immediately raise alarm and inform the Hostel Authority and alert the Security.

## **10. EMERGENCY**

10.1. In the event of any emergency the Hostelites should immediately inform the Hostel Authority/Institute and/or the Security Guards.

10.2. Sickness of any of the Hostelite must be reported by his/her roommate to the Hostel Authority on immediate basis to enable the Hostel Authority to take necessary action as per the condition of such sick student.

10.3. In the event any Hostelite falls ill during the stay at the Hostel in that event the Hostel/Institute Authorities shall arrange to provide Medical Facility at the nearest available Health Care Center. The Hostelite/Parents and/or Relatives of the Hostelite hereby authorize the Hostel/Institute Authorities to admit the Hostelite to the Hospital/Health care Unit of their choice and hereby give necessary authorizations to administer lifesaving drugs to the Hostelite and/or to perform other Medical Procedures as may be required under available medical advice, till

the time Parents and/or Relatives of the Hostelite attend the Hostelite/reach Hospital. The Hostelite/Parents and/or Guardian of the Hostelite undertake to make immediate payment of the medical expenses as may be incurred for the above purpose. In the event of any bond/declaration is required to be submitted to the medical authorities under emergency medical circumstances the Hostelite/Parents and/or Relatives of the Hostelite hereby authorize the Hostel/Institute Authorities to sign and submit the same on their behalf and further agree that the Hostel/Institute Authorities or anyone acting on behalf of the Hostel/Institute Authorities shall not be held responsible under any adverse situation.

## **11. REVISION OF RULES AND REGULATIONS**

11.1. The College/Hostel Management reserve the right to revise these rules and regulations from time to time and the Hostelites shall not object to the same.

11.2. Revision, if any, shall be displayed on the Hostel Notice Board and the Hostelites advised to regularly take note of the information posted in the notice board.

11.3. Ignorance of rules shall at no time be considered as a ground for violation.

## **12. ANTI RAGGING REGULATIONS**

### **1. Introduction:**

Sri Ramakrishna Degree and PG( College condones ragging in any form and in accordance to the same and also as per the Order passed by the Hon'ble Supreme Court, in Civil Appeal No 887 of 2009 and the recommendations contained therein, and further in compliance with the "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" (which has been reproduced hereinafter), as has been notified by the College Grants Commission, the College hereby further notifies the Anti Ragging Regulations, for the knowledge of all concerned.

### **2. Objective:**

To generate awareness amongst the students on the consequences of indulging and/or abetting any act of ragging and thereby advising them to restrain themselves in one hand and guiding the victim of ragging, if any, on the mode of raising complaint and/or getting relief on the other hand. These regulations has thus been formulated to eliminate ragging in all its forms from by prohibiting the same under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

**3. What Constitutes Ragging:** Any one or more of the following acts tantamount to ragging:

- Any conduct by any student or group of students, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with

rudeness a fresher or any other student;

- Indulging in rowdy or in-disciplined activities by any student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or which may raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student;
- 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;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student;
- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

#### **4. Anti-Ragging Measures:**

Ragging in any form is strictly prohibited by College. Students should desist from doing anything, with or against their will, even if ordered to by the senior students, and in the event of any attempt of ragging the students are advised to take one or more of the following measures:

- Every student who is subjected to ragging and/or has the knowledge of any intended ragging and/or has the knowledge of any act of ragging committed upon any other student is required to record the information / complaint to the Anti-Ragging Committee.

- **Anti-Ragging Squad:** The College has anti-ragging squad who are on vigil at locations prone to ragging, especially at the beginning of the Academic Year, and any matter in relation to intended and/or committed act of ragging may be reported to any of the member of the said squad. For details of the members of the Anti-Ragging Squad, students are advised to refer to the leaflet regarding Anti-Ragging provided along with the admission form. The Anti-Ragging Squad may be reconstituted from time to time and students are advised to follow the notice board for updated list of members of the Anti-Ragging Squad. The Anti-Ragging Squad shall report the matter to the Anti Ragging Committee, along with an enquiry report to be prepared after hearing the victims, the offender(s), witness (if any) and on the basis of information, submission, documents produced by them, for necessary, protective, preventive and/or penal action, as the case may be.
- **Anti-Ragging Committee:** The College has an Anti-Ragging Committee which on the basis of the enquiry report submitted by the Anti-Ragging Squad and depending upon the gravity of the offence shall pass such administrative and or penal orders as stated in the subsequent paragraphs. The Anti-Ragging Committee may be reconstituted from time to time and students are advised to follow the notice board for updated list of members of the Anti-Ragging Committee.

**5. Administrative action in the event of ragging:** The College shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereunder:

- The Anti-Ragging Committee shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:
  - I. Suspension from attending classes and academic privileges.
  - II. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - III. Debarring from appearing in any test/ examination or other evaluation process.
  - IV. Withholding results.
  - V. Debarring from representing the College in any regional, national or international meet, tournament, youth festival, etc.
  - VI. Suspension/ expulsion from the hostel.
  - VII. Cancellation of admission.
  - VIII. Rustication from the College for period ranging from one to four semesters.
  - IX. Expulsion from the College and consequent debarring from admission to any other institution for a specified period.

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

- An appeal against the order of punishment by the Anti-Ragging Committee shall lie with the Chancellor of the College whose decision in the matter shall be final and binding.

**6. Penal action in the event of ragging:** On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Anti-Ragging Committee shall immediately determine if a case under the penal laws is made out and if so, shall proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

- 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 grievous hurt
- Wrongful restraint
- 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)
- Threat to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation
- All other offences following from the definition of “Ragging”

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

Provided further that the College shall not wait for action on the part of the police /local authorities and shall continue with its own enquiry and initiate such administrative action as may be deemed fit and proper by the Anti-Ragging Committee.

