



Rajgad Dnyanpeeth's

**SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING**

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

**Criterion 5: Student Support and Progression**

**5.1 Student Support**

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.**

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1. Implementation of guidelines of Statutory/regulatory bodies.
2. Organization wide awareness and undertakings on policies with zero tolerance.
3. Mechanisms for submission of online /offline students grievances.
4. Timely Redressal of the grievances through appropriate committees



**Principal**  
Rajgad Dnyanpeeth's  
Shri Chhatrapati Shivajiraje College of Engg.,  
Dhangawadi, Pune-412206



# Rajgad Dnyanpeeth's Shri Chhatrapati Shivajiraje College of Engineering

Approved by AICTE, New Delhi, Recognized by Govt. of Maharashtra and Affiliated to Savitribai Phule  
Pune University, Pune (ID: PU/PN/ENGR/376/2009), DTE CODE: EN6124, AISHE CODE: C-41588



Anant Rao Thopte  
Founder President, Ex. Edu. Minister

Sangram Thopte  
MLA, Executive President

Dr. Bhagyashri Patil  
Hon. Secretary

Dr. S. B. Patil  
Principal

Ref.: RD/SCSCOE/OFFICE/2020-2021/

Date: 25/06/2020

## GRIEVANCE REDRESSAL CELL

(Established as per the rules and regulations addressed by the AICTE regulation, 2012. F  
No 37-3 Lega-112012. Dt. 25/05/2012)

Sr. No	Name	Designation
1	Dr. Sanjay. B. Patil <i>Principal</i>	Chairman
2	*Dr. Smita S. Kale <i>Lawyer</i>	Ombudsman
3	Prof. Digvijay B. Shelcke <i>Teaching Staff Representative</i>	Member Secretary
4	Dr. Sanjaykumar I. Nipanikar <i>Dean Academics</i>	Member
5	Prof. Tanaji M. Dudhane <i>NSS Cordinator</i>	Member
6	Prof. Sumod. K. Pawar <i>Student Welfare Officer</i>	Member
7	*Prof Mrs. Jija G. Kale <i>FE Coordinator</i>	Member
8	Prof. Bhagwan D. Thorat <i>Alumni Association Cordinator</i>	Member
9	Prof. Mangesh B. Bankar <i>Training and Placement Officier</i>	Member
10	Mr. Rahul. S. Khamkar <i>Non Teaching Staff Representative</i>	Member
11	Mr. Gorakhnath D. Jagtap <i>Office Superintendent</i>	Member
12	Pavitrakumar Raghunath Kadale <i>Parent Representative</i>	Member
13	Pranay Pavitrakumar Kadale <i>Student representative</i>	Member



Prof. Dr. S. B. Patil

Principal

Principal

Rajgad Dnyanpeeth's  
Shri Chhatrapati Shivajiraje College of Engg.  
Dhangawadi, Pune-412206



# भारत का राजपत्र

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अखिल भारतीय तकनीकी शिक्षा परिषद्

अधिसूचना

नई दिल्ली, 25 मई, 2012

अखिल भारतीय तकनीकी शिक्षा परिषद् ( शिकायत निवारण के लिए तंत्र की स्थापना )  
विनियम, 2012

फा. सं. 37-3/विधि/2012.—तकनीकी शिक्षा प्रदान करने वाली तकनीकी संस्थाओं द्वारा प्रवेश में पारदर्शिता सुनिश्चित करने तथा अनुचित कार्यों को रोकने के लिए सर्वश्रेष्ठ उपाय करने एवं निर्दोष विद्यार्थियों की शिकायतों के निवारण के लिए तंत्र उपलब्ध करवाने हेतु अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 (1987 का 52) की धारा 23 की उपधारा (1) के अंतर्गत प्रदत्त अपनी शक्तियों का प्रयोग करते हुए अखिल भारतीय तकनीकी शिक्षा परिषद् निम्नलिखित विनियम बनाती है, यथा :-

1. संक्षिप्त नाम, प्रयोज्यता और प्रारंभ :

- (1) इन विनियमों को अखिल भारतीय तकनीकी शिक्षा परिषद् (शिकायत निवारण के लिए तंत्र की स्थापना) विनियम, 2012 कहा जाएगा।
- (2) ये विनियम अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 के अधीन, अखिल भारतीय तकनीकी शिक्षा परिषद् द्वारा मान्यता प्रदान की गई अथवा अनुमोदित की गई सभी संस्थाओं पर लागू होंगे।





- (vii) अनुसूचित जाति, अनुसूचित जनजाति, अन्य पिछड़ा वर्ग, महिला, अत्यसंख्यक अथवा विकलांग श्रेणियों के विद्यार्थियों द्वारा की गई भेदभाव बरते जाने संबंधी शिकायतें ;
- (viii) अभातशिप द्वारा अथवा किसी अन्य प्राधिकरण द्वारा अधिरोपित शर्तों के अंतर्गत किसी संस्था द्वारा किसी विद्यार्थी को छात्रवृत्तियों का भुगतान न किया जाना अथवा भुगतान करने में देरी करना ;
- (ix) शैक्षणिक कैलेंडर में विनिर्दिष्ट समयानुसार परीक्षाओं के आयोजन में देरी करना अथवा परिणाम घोषित करने में देरी करना ;
- (x) संस्था द्वारा प्रदान की जाने वाली अपेक्षित अथवा विद्यार्थियों से वादा की गई सुविधाएं विद्यार्थियों को उपलब्ध नहीं करवाना ।
- (xi) प्रवेश के समय वादा की गई अथवा अपेक्षित गुणवत्ता पूर्ण शिक्षा देने से इंकार करना ;
- (xii) मूल्यांकन का अपारदर्शी अथवा अनुचित तरीका ;
- (xiii) यौन उत्पीड़न सहित, विद्यार्थियों का उत्पीड़न तथा शोषण ; तथा
- (xiv) प्रवेश वापस लेने पर, अभातशिप द्वारा समय-समय पर जारी अनुदेशों के अनुसार, शुल्क की वापसी ।

- छ) "शिकायत निवारण समिति" से अभिप्रेत इन विनियमों के अधीन गठित समिति से है ।
- ज) इन विनियमों के उद्देश्यों से "संस्था" से अभिप्रेत महाविद्यालय अथवा संस्था (जैसा भी मामला हो) से है ।
- झ) "लोकपाल" (आम्बड्समैन) से अभिप्रेत इन विनियमों के खण्ड (3) के उपखण्ड (1) के अधीन नियुक्त लोकपाल (आम्बड्समैन) से है ।
- ञ) "तकनीकी शिक्षा" से अभिप्रेत, अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 की धारा 2(छ) के अंतर्गत परिभाषित शिक्षा कार्यक्रमों से है ।
- ट) "तकनीकी संस्था" से अभिप्रेत अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम 1987 की धारा 2(ज) के अंतर्गत परिभाषित संस्था से है ।
- ठ) "विश्वविद्यालय" से अभिप्रेत किसी केन्द्रीय अधिनियम अथवा राज्य अधिनियम द्वारा या उनके अधीन स्थापित या निगमित विश्वविद्यालय से है और इसके अंतर्गत ऐसी संस्था भी है, जिसे विश्वविद्यालय अनुदान आयोग अधिनियम 1956 की धारा (3) के अधीन मानित विश्वविद्यालय घोषित किया गया हो ।

### 3. शिकायत निवारण तंत्र के अंतर्गत नियुक्ति, कार्यकाल, विमुक्ति तथा सेवा की शर्तें :

1. (i) इन विनियमों के अन्तर्गत विद्यार्थियों की शिकायतों के निवारण हेतु प्रत्येक तकनीकी विश्वविद्यालय लोकपाल (आम्बड्समैन) नियुक्त करेगा ।
- (ii) लोकपाल वह व्यक्ति होगा, जो न्यायधीश (जो जिला न्यायधीश के रैंक से कम का ना हो) रह चुका हो अथवा सेवानिवृत्त प्रोफेसर हो, जिसके पास कम से कम दस वर्ष का अनुभव हो ।





(x) परन्तु हटाने का कोई भी आदेश तब तक पारित नहीं किया जाएगा जब तक लोकपाल को उसके विरुद्ध लगाए गए आरोपों की सूचना देकर तथा उसको सुनवाई का उचित अवसर देकर, ऐसे व्यक्ति द्वारा जो कि उच्च न्यायालय के न्यायाधीश के रैंक से कम ना हो इन आरोपों की जांच न कर ली जाए।

2. तकनीकी संस्था के मामले में, संबद्धक विश्वविद्यालय के कुलपति द्वारा एक शिकायत निवारण समिति गठित की जाएगी, जिसमें संबंधित संस्था (ओं) की अवस्थिति (लोकेशन) को ध्यान में रखते हुए संबंधित तकनीकी संस्था से अथवा तकनीकी संस्थाओं के समूह से पौंच सदस्य होंगे।

#### 4. लोकपाल (आम्बड्समैन) की शक्तियां एवं प्रकार्य :

- (1) लोकपाल निम्न में से किन्ही भी शिकायतों को सुनने के लिए अपनी शक्तियां का प्रयोग करेगा :-
  - (i) किसी विद्यार्थी द्वारा उस संस्था में उपलब्ध सभी शिकायत निवारण उपायों का प्रयुक्त करने के पश्चात्, विद्यार्थी द्वारा विश्वविद्यालय अथवा उससे संबद्धता प्राप्त संस्था अथवा किसी संस्था, जैसा भी मामला हो, के विरुद्ध की गई शिकायत तथा
  - (ii) उस संस्था में विद्यार्थी के रूप में प्रवेश लेने हेतु कोई भी आवेदक।
- (2) उत्तर पुस्तिकाओं के पुनर्मूल्यांकन अथवा पुनःअंकन के लिए दिये गये आवेदनों पर लोकपाल द्वारा तब तक विचार नहीं किया जाएगा, जब तक उनमें परिणामों को ठोस रूप से प्रभावित करने वाली कोई विशिष्ट अनियमितता अथवा भेदभाव बरते जाने संबंधी विशिष्ट कारण न हो।
- (3) भेदभाव संबंधी शिकायतों की सौहार्दपूर्ण सुनवाई के लिए लोकपाल को यह अधिकार होगा कि वह भेदभाव संबंधी किसी शिकायत की सुनवाई के दौरान अनुसूचित जाति, अनुसूचित जनजाति, सामाजिक एवं आर्थिक पिछड़े वर्ग (एस.ई.बी.सी.), अल्पसंख्यक अथवा विकलांग श्रेणी से किसी व्यक्ति को अपनी सहायता के लिए अपने साथ रख सकता है।

#### 5. शिकायत निवारण प्रक्रिया :

- (1) प्रत्येक तकनीकी संस्था लोकपाल के निर्णयानुसार, संस्था के एक उपयुक्त पदासीन कर्मचारी के नेतृत्व में एक रजिस्ट्री स्थापित करेगी। जहाँ पर पीडित विद्यार्थी अथवा व्यक्ति अपनी शिकायत के निवारण हेतु आवेदन कर सकता है।
- (2) स्थापित की गई इस रजिस्ट्री का पता सूचना पट्ट तथा विवरणिका सहित व्यापक तौर पर प्रचारित किया जाएगा तथा संस्था की वेबसाइट पर भी डाला जाएगा।

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6. विश्वविद्यालय तथा संबंधित तकनीकी संस्था अपनी वितरणिका में शिकायत निवारण तंत्र के प्रावधानों लोकपाल तथा विद्यार्थियों के अधिकारों और कर्तव्यों के विषय में प्रमुखता से विस्तृत जानकारी उपलब्ध करवाएगी।

7. अनुपालन न किये जाने के परिणाम :

परिषद् द्वारा ऐसी किसी भी तकनीकी संस्था के संबंध में निम्नलिखित में से कोई एक अथवा अधिक कार्रवाई शुरू की जा सकती है, जो जानबूझकर लोकपाल के आदेशों का अनुपालन नहीं करती अथवा अनुपालन करने में बार-बार असफल रहती है, यथा :

(क) अखिल भारतीय तकनीकी शिक्षा परिषद् (तकनीकी संस्थाओं का अनुमोदन) विनियम, 2010 तथा परिषद् द्वारा इसमें समय-समय पर संशोधित अथवा परिवर्तित किए गए प्रावधानों के अधीन तकनीकी संस्था को प्रदान किए गए अनुमोदन की वापसी अथवा कोई अन्य कार्रवाई अथवा जुर्माना ;

(ख) परिषद् द्वारा प्रदान की गई फिटनेस की घोषणा को वापस लेना अथवा अनुदान प्राप्त करने हेतु पात्रता अथवा परिषद् द्वारा दिए जाने वाली वित्तीय सहायता को वापस लेना ;

(ग) तकनीकी संस्था को आबंटित किए गए किसी अनुदान को रोकना ;

(घ) परिषद् के वित्तीय सहायता प्रदान करने वाले किसी भी सामान्य अथवा विशिष्ट कार्यक्रमों हेतु विचार करने के लिए तकनीकी संस्था को अपात्र घोषित करना ;

(ङ) प्रवेश के लिए संभावित विद्यार्थियों सहित जन साधारण को समाचार पत्रों में प्रमुख रूप से नोटिस प्रकाशित करके अथवा अन्य उपयुक्त संचार माध्यम से तथा परिषद् की वेबसाइट/वेबपोर्टल पर घोषणा करके यह सूचित करना कि तकनीकी संस्था के पास शिकायत निवारण हेतु न्यूनतम मानक उपलब्ध नहीं हैं ;

(च) संबद्धता प्रदान करने वाले विश्वविद्यालय को संस्था की संबद्धता वापस लेने हेतु सिफारिश करना ;

(छ) राज्य अधिनियम के अधीन स्थापित अथवा निगमित तकनीकी विश्वविद्यालय के मामले में संगत राज्य सरकार को उसके द्वारा प्रदान किए गए उक्त विश्वविद्यालय के दर्जे को वापस लेने की सिफारिश करना ;

(ज) परिषद् को प्रदत्त शक्तियों के अंतर्गत, इन विनियमों के प्रावधानों के अनुपालनार्थ, परिषद् तकनीकी संस्था पर उपयुक्त समझी जाने वाली ऐसी ही अन्य कोई कार्रवाई कर सकती है तथा उस विशिष्ट समयावधि के दौरान अभातशिप अधिनियम में दिए गए प्रावधानों के अधीन ऐसे ही अन्य जुर्माने लगा सकती है :

परंतु संस्था को अपनी स्थिति स्पष्ट करने हेतु अनुरोध किये बिना तथा संस्था को सुनवाई का अवसर दिये बिना, अभातशिप द्वारा इस खंड के अंतर्गत कोई कार्रवाई नहीं की जाएगी।

8. ये विनियम, तकनीकी, चिकित्सा शिक्षा संस्थाओं एवं विश्वविद्यालयों में अनुचित कार्यों पर रोक लगाने हेतु अधिनियम के लागू होने पर उपलक्षित रूप में निरक्षित होंगे।

डॉ. के. पी. आई. जैक, सचिव

[विज्ञापन III/4/13/12/असा.]





the Council and offered by the institution and published in such manner as the council may specify;

- f) 'Grievances' may include the following complaints of the aggrieved students namely -
- (i) making admission contrary to merit determined in accordance with the declared admission policy of the institute;
  - (ii) irregularity in the admission process adopted by the institute;
  - (iii) refusing admission in accordance with the declared admission policy of the institute;
  - (iv) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue;
  - (v) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;
  - (vi) breach of the policy for reservation in admission as may be applicable;
  - (vii) complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories;
  - (viii) non payment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority;
  - (ix) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
  - (x) on provision of student amenities as may have been promised or required to be provided by the institution;
  - (xi) denial of quality education as promised at the time of admission or required to be provided;
  - (xii) non transparent or unfair evaluation practices;
  - (xiii) harassment and victimization of students including sexual harassment; and
  - (xiv) refund of fees on withdrawal of admissions as per AICTE instructions from time to time.
- g) 'Grievance Redressal Committee' means a Committee constituted under these Regulations;
- h) "institution" for the purposes of these Regulations, means, college or institution as the case may be;
- i) "Ombudsman" means such Ombudsman appointed under sub-clause (1) of clause (3) of these Regulations;

2057 GI/12-3





from a panel of three names suggested by the search committee consisting of the following members:

- a) Chairman AICTE - Chairman
  - b) One Vice Chancellor from Central Technical Universities by rotation
  - c) Joint Secretary Higher Technical Education, MHRD, Government of India
  - d) Member Secretary AICTE - Convenor
- vii) The Ombudsman shall be a part time officer appointed for a period of three years or till 70 years of age whichever is earlier from the date he resumes the office and may be reappointed for another one term in the same university.
- viii) Ombudsman shall be paid a consolidated fees of Rs. 3000 to 5000 per hearing, in addition to the conveyance
- ix) The Ombudsman may be removed on charges of proven misconduct or misbehavior by the concerned appointing authority:
- x) Provided that no order of removal shall be passed except after an inquiry made in this regard by a person not below the rank of High Court Judge in which such Ombudsman has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

2. In case of Technical Institution, the Vice Chancellor of the affiliating university shall constitute a grievance redressal committee consisting of five members for an individual Technical Institution or a group of Technical Institutions, keeping in view the location of the Technical Institution(s) concerned.

#### 4. **POWERS AND FUNCTIONS OF OMBUDSMAN :**

- (1) The Ombudsman shall exercise its powers to hear any grievance -
- (i) of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
  - (ii) of any applicant for admission as student to such institution.
- (2) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- (3) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Caste, Scheduled Tribe, Socially and economically backward classes (SEBC) minority or disabled category, as amicus curiae, for hearing complaints of alleged discrimination.

2057 67/12-4





6. The University and the Technical Institution concerned shall provide detailed information regarding provisions of grievance redressal mechanism, ombudsman and the duties and rights of students in their prospectus prominently.

### 7. CONSEQUENCES OF NON-COMPLIANCE :

The Council shall in respect of any Technical Institution that willfully contravenes or repeatedly fails to comply with orders of the Ombudsman, may proceed to take one or more of the following actions, namely;

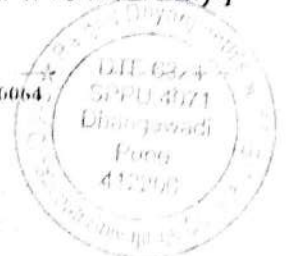
- (a) Withdraw the approval granted to the Technical Institution or any other action or penalty as provided under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulation, 2010 as modified or amended by the Council from time to time;
- (b) withdrawal of 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 Technical institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Council;
- (e) 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/web portal of the Council, declaring that the Technical Institution does not possess the minimum standards for redressal of grievances;
- (f) recommend to the affiliating university for withdrawal of affiliation;
- (g) recommend to the appropriate State Government for withdrawal of status as university in case of a Technical university established or incorporated under a State Act;
- (h) taking such other action within its powers as the Council may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the Technical institution complies with the provisions of these Regulations :

Provided that no action shall be taken by AICTE under this clause unless the technical institution has been asked to explain its position and opportunity of being heard has been provided to it.

8. These regulations shall stand impliedly repealed on coming into force of the Prohibition of Unfair Practices in Technical, Medical Educational Institutions and Universities Act.

Dr. K. P. ISAAC, Member Secy.

[ADVT. Iii/4/131/12/Exty.]





प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

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

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

F.No. 14-4/2012(CPP-II)

7<sup>th</sup> December, 2018

**PUBLIC NOTICE**

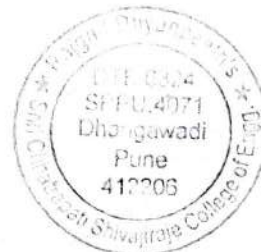
**ON**

**UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018**

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23<sup>rd</sup> March, 2013**. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email [grmhei.2018@gmail.com](mailto:grmhei.2018@gmail.com) on or before **31<sup>st</sup> December, 2018**.

**(Prof. Rajnish Jain)**





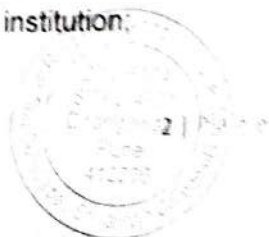
qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

(d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.

(e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;

(f) "grievances" include the following complaints of the aggrieved students, namely:

- i. making admission contrary to merit determined in accordance with the declared admission policy of the institution;
- ii. irregularity in the admission process adopted by the institution;
- iii. refusing admission in accordance with the declared admission policy of the institution;
- iv. non publication of prospectus, (either hard copy / online) as specified in these regulations;
- v. publishing any information in the prospectus, which is false or misleading, and not based on facts;
- vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students 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 in the declared admission policy to be charged by such institution;



(n) "Ombudsperson" means the Ombudsperson appointed under these regulations;

(o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

### **3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:**

i. Every higher educational 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;



publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

#### 4. GRIEVANCE REDRESSAL COMMITTEES (GRC):

##### A. Department Grievance Redressal Committee (DGRC)

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
  - a) Head of the Department / School / Center – Chairperson
  - b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
  - c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

##### B. Institutional Grievance Redressal Committee (IGRC)





- (i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:
  - a) Principal of the college -Chairperson
  - b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

**D. University Grievance Redressal Committee (UGRC)**

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :
  - a) A senior Professor of the university – Chairperson
  - b) Dean, Student Welfare or its equivalent - Member
  - c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.



- (a) Nominee of the Governor of the State or his nominee - Chairperson
- (b) Vice-Chancellor of a University of State to be nominated by the State Government - Member
- (c) Vice-Chancellor of the concerned State University - Member
- (d) Registrar of the concerned State University - Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of University Grants Commission - Chairperson
- (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) - Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

- (c) The Vice Chancellor of the university - Member
- (d) The Registrar of the university - Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.





- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- (x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

**8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:**

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

**9. CONSEQUENCES OF NON-COMPLIANCE:**

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal







अखिल भारतीय तकनीकी शिक्षा परिषद्  
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
(भारत सरकार का एक सांविधिक निकाय) (A STATUTORY BODY OF THE GOVT OF INDIA)

No. 1-10/DP/AICTE/Ombudsman/2012

29<sup>th</sup> Nov., 2012

To

The Regional Officer,  
AICTE - WRO  
2<sup>nd</sup> Floor  
Industrial Assurance Building  
V.N. Road. Opp. Churchgate Rly Station,  
Churchgate Mumbai - 400 020



**Subject:** AICTE Regulation for Establishment of a Grievance Redressal Committee; and appointment of Ombudsman, by the Technological and Affiliating Universities/AICTE approved Institutions.

Sir,

This is with reference to this office letter of even number dated 09.7.2012 wherein a copy of letter addressed to all Registrars of Technological/Affiliating Universities & All Directors/Principals of Technical Institutions on the above subject alongwith the copy of regulation has been forwarded to your office with the request to send a copy of the same to all the Registrars of Technological/Affiliating Universities & Directors/Principals of all AICTE approved institutions for compliance of the same. It is once again requested to send another copy of the letter signed by the Member Secretary addressed to all Registrars of Technological/Affiliating Universities & All Directors/Principals of Technical Institutions. Please make ensure that all Institutions may comply with the above regulation. A compliance report in respect of the above regulation may please be obtained by your office for necessary record please by 26.12.2012 positively.

Thanking you,

26.11.2012

05.12.2012

Yours faithfully,

(Dr. S.K. Goel)  
DD (Vig.)  
Addl. Charge (PG)

- Encl: 1. Letter signed by MS  
2. Regulation  
3. Public Notice copy

Mrs. Ginn





अखिल भारतीय तकनीकी शिक्षा परिषद्  
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(भारत सरकार का एक सांविधिक निकाए) (A STATUTORY BODY OF THE GOVT. OF INDIA)

No. 1-101/DPG/AICTE/Ombudsman/2012

July 9, 2012

To

All Registrars of Technological/Affiliating Universities  
All Directors/Principals of Technical Institutions

**Subject: AICTE Regulation for Establishment of a Grievance Redressal Committee in each technical institution approved by the AICTE; and (2) Appointment of Ombudsman, by the Technological Universities.**

Sir,

In exercise of the powers conferred upon it under clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987), All India Council for Technical Education (AICTE) has framed the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 and has notified those Regulations vide notification F.No. 37-3/Legal/2012 dated 25.05.2012. A copy of the Regulations is enclosed for necessary action at your end and which is also available on the AICTE web portal [www.aicte-india.org](http://www.aicte-india.org)>Bureau>Administration>Rules and Regulations.

These Regulations provide for (1) Establishment of a Grievance Redressal Committee in each technical institution approved by the AICTE; and (2) Appointment of Ombudsman, (as per clause 3 of the above said Regulation) by all the affiliating Technological Universities for the purpose of redressal of grievances of the students, parents and others in respect of all AICTE approved Institutions from the current academic year.

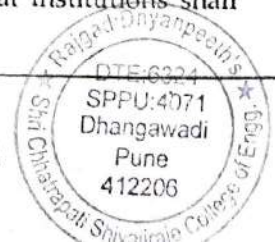
As per Clause 5 of the above Regulation, each technical Institution shall establish a registry, headed by an employee of the concerned Institution to receive the grievance, where an aggrieved student or person shall send their representation for redressal of their grievance.

The procedure as defined in these regulations vide Clause 5 shall be followed strictly by each technical Institution. They shall publish detailed information, including name, addresses etc. regarding constitution of the Grievance Redressal Committee, the OMBUDSMAN and its registry etc., in their website (public domain), prospectus and Notice Boards for wide publicity.

All aggrieved students, their parents & others may thenceforth approach to the Grievance Redressal Committee of the Institution in the first instance; and if they are not satisfied with the decision of the committee, they may send their appeals to the "OMBUDSMAN" directly. The 'OMBUDSMAN' shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt for speedy redress of grievances. On conclusion of the proceeding, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party. All technical Institutions shall comply with the order of the Ombudsman.

77<sup>th</sup> फ्लोर, चन्द्रलोक भवन, जनाश्रम रोड, दिल्ली-110001

7<sup>th</sup> Floor, Chander Lok Building, Janashram Road, New Delhi-110001



Any order of the Ombudsman not complied with by the Institution and any willfull or repeatedly fails to comply with orders of the Ombudsman; AICTE may proceed to take action against such Institutions as per Clause 7 of the above said Regulations.

Accordingly, all AICTE Approved Institutions/Technological Universities shall comply with the above Regulations.

Yours faithfully,



(Dr. K.P. Isaac)  
Member Secretary





**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
NOTIFICATION**

New Delhi, the 25th May, 2012

**All India Council for Technical Education (Establishment of Mechanism for  
Grievance Redressal) Regulations, 2012**

**F. No. 37-3/Legal/2012.**—In order to ensure transparency by Technical institutions imparting technical education, in admissions and with Paramount Objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances, 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), the All India Council for Technical Education makes the following Regulations, namely :

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT :**

- (1) These regulations may be called the All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012.
- (2) They shall apply to every Technical Institution recognized or approved by the All India Council for Technical Education under the All India Council for Technical Education Act, 1987.
- (3) They shall come into force from the date of its publication in the Official Gazette.

**2. DEFINITION :**

- (1) In these regulations unless the context otherwise requires –
  - a) "Act" means the All India Council for Technical Education Act, 1987;
  - b) 'Aggrieved student' means a student who has any complaint in the matters concerned with the grievances as defined under these regulations;
  - c) "College" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;
  - d) "Council" means the All India Council for Technical Education;
  - e) "Declared Admission Policy" means such policy for admission to a course or programme of study as may be approved or recognized by





**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
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The Council and offered by the institution and published in such manner as the Council may specify;

- f) "Grievances" may include the following complaints of the aggrieved students namely -
- (i) making admission contrary to merit determined in accordance with the declared admission policy of the institute;
  - (ii) irregularity in the admission process adopted by the institute;
  - (iii) refusing admission in accordance with the declared admission policy of the institute;
  - (iv) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue;
  - (v) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;
  - (vi) breach of the policy for reservation in admission as may be applicable;
  - (vii) complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories;
  - (viii) non payment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority;
  - (ix) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
  - (x) non provision of student amenities as may have been promised or required to be provided by the institution;
  - (xi) denial of quality education as promised at the time of admission or required to be provided;
  - (xii) non transparent or unfair evaluation practices;
  - (xiii) harassment and victimization of students including sexual harassment; and
  - (xiv) refund of fees on withdrawal of admissions as per AICTE instructions from time to time.
- g) "Grievance Redressal Committee" means a Committee constituted under these Regulations;
- h) "institution" for the purposes of these Regulations, means, college or institution as the case may be;
- i) "Ombudsman" means such Ombudsman appointed under sub-clause (1) of clause (3) of these Regulations,



- j) "Technical education" means programs of education as defined under section 2[g] of the All India Council for Technical Education, Act, 1987;
- k) "Technical Institution" means an Institution as defined under section 2[h] of the All India Council for Technical Education, Act, 1987;
- l) "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.

### 3. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES UNDER REDRESSAL MECHANISM

- 1. i) Each Technical University shall appoint an Ombudsman for redressal of grievances of students under these regulations.
- ii) The Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a Retired Professor who has at least 10 years experience.
- iii) The Ombudsman shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as ombudsman, be in a conflict of interest with the university where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the university.
- iv) The Ombudsman, or any member of his immediate family shall not :
  - a) hold or have held at any point in the past, any post, employment in office of profit in the University,
  - b) have any significant relationship including personal, family, professional or financial, with the university,
  - c) hold any university position, called by whatever name, under the administration or governance structure of the university.
- v) The Ombudsman in a State Technical University shall be appointed by the University on a part time basis from a panel of three names suggested by the search committee consisting of the following members .
  - a) Nominee of the Governor of concerned State - Chairman
  - b) Two Vice Chancellors by rotation from Public Universities of the State concerned
  - c) One Vice Chancellor by rotation from Private Universities of the State concerned
  - d) Secretary (Higher Technical Education) of the State concerned- Convenor
- vi) The Ombudsman in a Central Technical University shall be appointed by the Central Technical University concerned on a part time basis





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from a panel of three names suggested by the search committee consisting of the following members:

- a) Chairman AICTE - Chairman
  - b) One Vice Chancellor from Central Technical Universities by rotation
  - c) Joint Secretary Higher Technical Education, MHRD, Government of India
  - d) Member Secretary AICTE - Convenor
- vii) The Ombudsman shall be a part time officer appointed for a period of three years or till 70 years of age whichever is earlier from the date he resumes the office and may be reappointed for another one term in the same university.
- viii) Ombudsman shall be paid a consolidated fees of Rs. 3000 to 5000 per hearing, in addition to the conveyance
- ix) The Ombudsman may be removed on charges of proven misconduct or misbehavior by the concerned appointing authority:
- x) Provided that no order of removal shall be passed except after an inquiry made in this regard by a person not below the rank of High Court Judge in which such Ombudsman has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

2. In case of Technical Institution, the Vice Chancellor of the affiliating university shall constitute a grievance redressal committee consisting of five members for an individual Technical Institution or a group of Technical Institutions, keeping in view the location of the Technical Institution(s) concerned.

#### 4. POWERS AND FUNCTIONS OF OMBUDSMAN :

- (1) The Ombudsman shall exercise its powers to hear any grievance -
  - (i) of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
  - (ii) of any applicant for admission as student to such institution.
- (2) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- (3) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Caste, Scheduled Tribe, Socially and economically backward classes (SEBC) minority or disabled category, as amicus curiae, for hearing complaints of alleged discrimination.





## 5. PROCEDURE IN REDRESSAL OF GRIEVANCES :

- (1) Each Technical institution shall establish a registry, headed by an employee of the institute of appropriate rank as the Ombudsman may decide, where an aggrieved student or person may make an applicant seeking redressal of grievance.
- (2) The address of the registry so established shall be published widely including on the notice board and prospectus and placed on the website of the institution.
- (3) On receipt of an application by the registry, the employee-in-charge shall inform the Ombudsman and shall immediately provide a copy to the institution for furnishing its reply within seven days.
- (4) The Ombudsman shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved person either in writing or electronically, as may be feasible.
- (5) An aggrieved person may appear either in person or represented by such person as may be authorized to present his case.
- (6) The Ombudsman shall be guided by principles of natural justice while hearing the grievance.
- (7) The Ombudsman shall ensure disposal of every application within one month of receipt for speedy redress of grievance.
- (8) The Technical institution shall be expected to co-operate with the Ombudsman in redress of grievances and failure to do so may be reported by the Ombudsman to AICTE.
- (9) On the conclusion of proceedings, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
- (10) Every order under clause (9), under the signature of the Ombudsman, shall be provided to the aggrieved person and the institution and shall be placed on the website of the Technical institution.
- (11) The Technical institution shall comply with the order of the Ombudsman.
- (12) Any order of the Ombudsman not complied with by the institution shall be reported to the AICTE for appropriate action as deemed fit by the Council.
- (13) A complaint shall be filed by the aggrieved student, his / her parent or with a special permission from the ombudsman, by any other person.
- (14) In case of any false/frivolous complaint, the ombudsman may order appropriate action against the complainant.
- (15) The principles and procedures outlined above shall apply to the working of the Grievance Redressal Committee in the Technical Institute except
  - (a) in case of lack of unanimity, the Grievance Committee shall take decisions by majority;
  - (b) the Grievance Committee shall communicate its decisions within ten days of receipt of complaint.





6. The University and the Technical Institution concerned shall provide detailed information regarding provisions of grievance redressal mechanism, ombudsman and the duties and rights of students in their prospectus prominently.

#### 7. CONSEQUENCES OF NON-COMPLIANCE :

The Council shall in respect of any Technical Institution that willfully contravenes or repeatedly fails to comply with orders of the Ombudsman, may proceed to take one or more of the following actions, namely;

- (a) Withdraw the approval granted to the Technical Institution or any other action or penalty as provided under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulation, 2010 as modified or amended by the Council from time to time;
- (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 Technical institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Council;
- (e) 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/web portal of the Council, declaring that the Technical Institution does not possess the minimum standards for redressal of grievances;
- (f) recommend to the affiliating university for withdrawal of affiliation;
- (g) recommend to the appropriate State Government for withdrawal of status as university in case of a Technical university established or incorporated under a State Act;
- (h) taking such other action within its powers as the Council may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the Technical institution complies with the provisions of these Regulations :

Provided that no action shall be taken by AICTE under this clause unless the technical institution has been asked to explain its position and opportunity of being heard has been provided to it.

8. These regulations shall stand impliedly repealed on coming into force of the Prohibition of Unfair Practices in Technical, Medical Educational Institutions and Universities Act.

Dr. K. P. ISAAC, Member Secy.

[ADVT. III/4/131/12/Exty.]





July 6, 2012, Times of India/Hindu



## ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

7<sup>TH</sup> FLOOR CHANDERLOK BUILDING, JANPATH, NEW DELHI-110 001

Ph. : 011-23724151-57, Website : [www.aicte-india.org](http://www.aicte-india.org)

Advt. No. : PG/07(01)/2012

### PUBLIC NOTICE

In exercise of the powers conferred upon it under clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987), All India Council for Technical Education (AICTE) has framed the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 and has notified those Regulations vide notification F.No. 37-3/Legal/2012 dated 25.05.2012. A copy of the Regulations is available on the AICTE web portal [www.aicte-india.org](http://www.aicte-india.org)>Bureaux>Administration>Rules & Regulations.

These Regulations provide for (1) Establishment of a **Grievance Redressal Committee** in each technical institution approved by the AICTE; and (2) Appointment of **Ombudsman**, by the Technological Universities for the purpose of redressal of grievances of the students, parents and others.

Accordingly, all AICTE approved Institutions/Technological Universities shall comply with the above Regulations. They shall publish detailed information, including name, addresses etc. regarding constitution of the Grievance Redressal Committee, the OMBUDSMAN and its registry etc., in their website (public domain), prospectus and Notice Boards for wide publicity.

All aggrieved students, their parents & others may thenceforth approach to the Grievance Redressal Committee of the Institution in the first instance; and if they are not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN" directly. The 'OMBUDSMAN' shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal.

(Dr. K.P. Isaac)  
Member Secretary



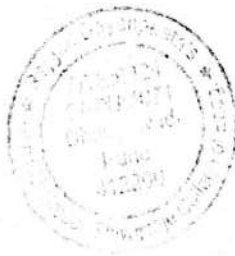
**GRIEVANCE REDRESSAL CELL**

**INTRODUCTION:**

The **Grievance Redressal Cell (GRC)** Committee is formed as per AICTE Regulation for Establishment of Grievance Redressal Committee and Appointment of Ombudsman, by the Technological & Affiliating Universities/AICTE Approved Institutions and as per Letter from AICTE No. 1-101/DPG/AICTE/ombudsman/2012 Dated 9<sup>th</sup> July, 2012. The **Grievance Redressal Cell** at SCSCOE is formed to provide a fair, secure and harmonious work environment. Grievance Redressal Cell listen the grievances in a confidential, unbiased and fair manner.

**OBJECTIVES:**

- To provide consistent, fair and impartial mechanism to resolve grievances of students, parents and employees.
- To initiate responsive and accountable perspective among all the stakeholders to maintain harmonious work environment in the College campus.
- To develop an organisational framework to resolve Grievances of Students and other stakeholders
- To maintain cordial Student – Student relationship, Student- Teacher relationship, Teacher- Teacher relationship.
- To ensure effective solution to the grievances in scheduled time and with complete confidentiality.





## FUNCTIONS:

- To conduct formal hearings on receipt of written grievances from students, parents and staff members and to hold the investigation according to the case.
- The Committee will review all cases formally and act accordingly.
- To investigate grievances to maintain privacy and confidentiality.
- To work out a resolution of the issues to obtain the facts through relevant sources in a fair manner.
- To ensure disposal of every application in a maximum period of one month of the receipt of application.

## TYPES OF GRIEVANCES:

The Grievances may broadly include the following complaints of the aggrieved students

- Academic issues
- Non-Academic issues
- Extra – curricular
- Amenities and Maintenance
- Placement and Internships
- General Administration
- Harassment by colleague students or the teachers etc

## PROCEDURE FOR REDRESSAL OF GRIEVANCES:

- In case of any grievance the student, Parent or Staff member who want to place a grievance shall give written complaint first to the Head of the respective Department to resolve the issue.
- The respective Department unable to solve the grievance or grievant is dissatisfied with the resolution the grievant is free to approach the Grievance Redressal cell.
- If, the grievance is against the respective Head of Department/office, then the grievant may directly submit his/her grievance in writing to the Chairman of Grievance Redressal Cell.



4. The following procedure is followed to solve the grievances by considering the welfare of the students.
1. **FORMAL REGISTRATION:** Any aggrieved student or parent or staff member with a genuine grievance will submit his/her Grievance in writing along with necessary documents to the Chairman of Grievance Redressal Cell.  
In case the person is unwilling to appear in self, grievance may be dropped in writing at letter box/ suggestion box of the Grievance cell.
  2. **ACKNOWLEDGEMENT:** The Grievance Redressal Cell shall acknowledge the receipt of each grievance complainant immediately.
  3. **FORWARDING:** Upon receipt of grievance the Grievance Redressal Cell shall classify, analyse the grievance, and forward the grievance to the respective department/individual requesting them to enquire the grievance and redress within the specified period, not exceeding 7 days from the receipt of grievance complaint.
  4. **FOLLOW UP & MONITORING:** Grievance Redressal Cell shall coordinate, monitor and ensure redressal within the stipulated time. Depending upon the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.
  5. **SCRUITINY:** Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective individual, then it will intimate the same to the grievant. Once the grievant indicates acceptance of the resolution at this level, then the matter is considered as closed.
  6. **CALL FOR HEARING:** If the Grievance Redressal Committee is not satisfied with the resolution provided by the respective department/individual or upon the grievant's written request, the committee shall fix a date for hearing, and intimate the same to the respective department/individual as well as the grievant. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents.
  7. **INVESTIGATION:** If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Committee will have the





right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.

8. **FINAL DECISION:** After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application - pass an order indicating the reasons for such order, as may be deemed fit.
9. **COMMUNICATING THE DECISION:** Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties which shall be binding on both the parties.
10. **CLOSURE OF COMPLAINT:** The complaint shall be considered as disposed off and closed when:
  - a. the grievant has indicated acceptance of the resolution;
  - b. the grievant has not responded within four weeks from the date of receipt of information on resolution

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.



**Prof. Dr. S. B. Patil**

**Principal**

Rajgad Dnyanpeeth's  
Smt. Chhatrapati Shivajiraje College of Engg.  
Dhangawadi, Pune-412206



Rajgad Dnyanpeeth's

# Shri Chhatrapati Shivajiraje College of Engineering

Approved by AICTE, New Delhi, Recognized by Govt. of Maharashtra and Affiliated to Savitribai Phule Pune University, Pune (ID: PU/PN/Engg./176/2009), DTE CODE: FN6124, UISHF CODE: C-41588



Since 1977

Anantrao Thopte  
Founder President, Ex. Edu. MinisterSangram Thopte  
MLA, Executive PresidentDr. Bhagyashri Patil  
Hon. SecretaryDr. S. B. Patil  
Principal

Ref.: RD SCSCOE OFFICE / 2020-2021

Date: 25/06/2020

## ANTI-RAGGING SQUAD AND DISCIPLINE COMMITTEE

(Established as per Regulations 2009 under Section 23 and Section 10 of the AICTE Act, 1987)

Sr. No	Name	Signature
1	Prof. Dr. Sanjay. B. Patil <i>Principal</i>	Chairman
2	*Prof. Priyanka G. Bendre <i>Teaching staff Representative</i>	Member Secretary
3	*Dr. S. S. Kale <i>Psychologist</i>	Counselor
4	Mr. Sachin Patil <i>Police Inspector</i>	Member
5	Mrs. Archana Sanjay Patil <i>NGO Reporter</i>	Member
6	Anil Sunil Bagwe <i>Parents Representative</i>	Member
7	*Prof. Jija G. Kale <i>Teaching staff Representative</i>	Member
8	Prof. Kiran R. Suryavshi <i>Teaching staff Representative</i>	Member
9	Prof. Suryakant Thorbole <i>Teaching staff Representative</i>	Member
10	Prof. Kishor R. Pathak <i>Teaching staff Representative</i>	Member
11	Mr. Kishor Malekar <i>Boys Hostel Rector</i>	Member
12	*Prof. Jyoti J. Bandal <i>Ladies Hostel Rector</i>	Member
13	Mr. Rahul S. Khamkar <i>Non Teaching staff Representative</i>	Member
14	Mr. Gorakhanatha. D. Jagtap <i>Office Superintendent</i>	Member
15	Mr. Jadhav Sonu Ramesh <i>Student Representative</i>	Member
16	Mr. Dudhane Sneha Prakash <i>Student Representative</i>	Member

Prof. Dr. S. B. Patil  
Principal  
Principal  
Rajgad Dnyanpeeth's  
Shri Chhatrapati Shivajiraje College of Engg.  
Dhangawadi, Pune-412206





# भारत का राजपत्र The Gazette of India

असाधारण  
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PART III—Section 4

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अखिल भारतीय तकनीकी शिक्षा परिषद्

अधिसूचना

नई दिल्ली, 17 जुलाई, 2014

अखिल भारतीय तकनीकी शिक्षा परिषद् (तकनीकी शिक्षा प्रदान करने वाली तकनीकी संस्थाओं, मानित विश्वविद्यालयों सहित विश्वविद्यालयों में रैगिंग पर रोकथाम और प्रतिबंध) (प्रथम संशोधन) विनियम, 2009

एफ. सं. 37-3/विधिक/असाधारण/2009.—अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 की धारा 10 (ख), (छ), (त) तथा (थ) के साथ पठित धारा 23 के अंतर्गत प्रदत्त अपनी शक्तियों का प्रयोग करते हुए अखिल भारतीय तकनीकी शिक्षा परिषद्, एतद्वारा अखिल भारतीय तकनीकी शिक्षा परिषद् (तकनीकी शिक्षा प्रदान करने वाली तकनीकी संस्थाओं, मानित विश्वविद्यालयों सहित विश्वविद्यालयों में रैगिंग पर रोकथाम और प्रतिबंध) (प्रथम संशोधन) विनियम, 2009 बनाती है :-

अखिल भारतीय तकनीकी शिक्षा परिषद् (तकनीकी शिक्षा प्रदान करने वाली तकनीकी संस्थाओं, मानित विश्वविद्यालयों सहित विश्वविद्यालयों में रैगिंग पर रोकथाम और प्रतिबंध) विनियम, 2009 के खण्ड (5), उपखण्ड (3), (4), (6) (7), (8), खण्ड (6), उपखण्ड (छ), (झ), खण्ड (7), उपखण्ड (2), खण्ड (9), उपखण्ड (2), खण्ड (10), उपखण्ड (घ) तथा खण्ड (11), उपखण्ड (ख) में दिए गए शब्द "शपथ पत्र" को शब्द "वचन बंध" से प्रतिस्थापित किया जाता है।

डॉ. के. पी. आर्जुन, सदस्य-सचिव

[विज्ञापन-III/4/असा/162/14]



## ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

## NOTIFICATION

New Delhi, the 17th July, 2014

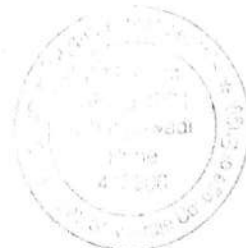
**All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) (1st Amendment) Regulations, 2009**

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 frames the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) (1st Amendment) Regulations, 2009.

The word "Affidavit" wherever appearing under Clause 5, Sub-clause (3),(4),(6), (7), (8), Clause 6, Sub-clause (g), (i), Clause (7), Sub-clause(2), Clause 9, Sub-clause (2), Clause 10, Sub-clause (f), and Clause 11, Sub-clause (b) of 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 would be substituted with the word "Undertaking".

Dr. K. P. ISAAC, Member Secy.

[ADVT. III/4/Exty./162/14]





**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:-**

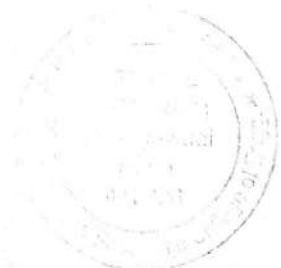
In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by 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.

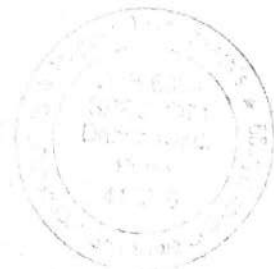


1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/ affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty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



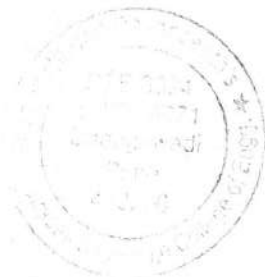
above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.

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 of 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)**





## Objective

Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus. The Anti-Ragging Squad- office bearers will work under the Supervision of Anti Ragging Committee.

The Anti-ragging committee has following objectives.

1. To engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation.
2. Anti-Ragging Committee will be involved in designing strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities.
3. To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher 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; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.



# ANTI-RAGGING POLICY

## 1. INTRODUCTION

- 1.1 'Merit' and 'Ethics' being the core driving values towards turning out professionals of high caliber with strong sense of ethical judgments, social integration of student's population coming from different parts of the country with most diverse cultural and social back grounds, becomes a matter of prime importance. 'Ragging' a social menace, as such has no place in academic environment of the Institute and concerted efforts are required to be in place to prevent its occurrence at any point of time. Hence the need for a balanced 'anti-ragging policy' to be adopted by the Institute.
- 1.2 Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.
- 1.3 The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in "ragging" so that these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon'ble Supreme Court on this issue has also been stressed by the Ministry.
- 1.4 Ragging is a criminal offence and lowers the standards of education. The 'anti-ragging policy' adopted by the Institute takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the Ministry of HRD (Govt. of India).

## 2. ANTI-RAGGING POLICY

- 2.1 This policy encourages socialization of students to the academic environment of the Institute, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of socio-academic integration. The 'anti-ragging policy' adopted by the Institute therefore is aimed at:
  - (a) Creation, development and nurturing a conducive, socio-academic environment within the student population.
  - (b) Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the Institute are welcome and provided support, rather than being harassed and intimidated.
  - (c) Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.
  - (d) Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.





Dr. Dev Swarup

Joint Secretary



PHONE कार्यालय OFF: 011 23231273  
FAX: 011 23231281  
E-mail: dev@ugc.ac.in  
विश्वविद्यालय अनुदान आयोग  
बहादुर शाह जफर मार्ग,  
नई दिल्ली-110 002 (भारत)  
**UNIVERSITY GRANTS COMMISSION**  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-110 002 (INDIA)

No.F.1-1/3/2009(CPP-II)

September, 2009

Registered  
All Universities

10/09/2009

**Subject: UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009.**

Sir,

In continuation to this office letter of even no. dated 7th July, 2009 on the above subject, I am enclosing a copy of the UGC Regulations on curbing the menace of ragging in educational institutions, 2009 published in the Gazette of India dt. 4<sup>th</sup> July, 2009 in (i) English and (ii) Hindi विश्वविद्यालय अनुदान आयोग उच्चतर शिक्षण संस्थानों में रेगिंग निषेध से सम्बन्धित विश्वविद्यालय अनुदान आयोग के अधिनियम, 2009 for your information and necessary action.

The above regulations are mandatory and shall apply to all Universities established or incorporated by or under a Central Act, a Provincial Act or a State/Union Territory Act and all Institutions recognised by or affiliated to such Universities and all Institutions deemed to be Universities under Section (3) of the UGC Act, 1956 with effect from 4<sup>th</sup> July, 2009 i.e. the date of its Publication in the official Gazette.

It is requested that these regulations may please be brought to the notice of the Colleges affiliated to your Universities/Institution.

Yours faithfully,

*Dev Swarup*  
(Dev Swarup)  
Joint Secretary

Encl: As above



Copy to:-

1. All States/ U.Ts Higher. Education Secretaries (List attached).
2. The Secretary, Govt of India/Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi-110001
3. Shri V. Umashankar, Director, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi-110001
4. The Secretary, Association of Indian Universities (AIU), 16, Comrade Inderjit Gupta Marg (Kotla), New Delhi-110002
5. All Professional Councils.
6. P's to Chairman/P's to Vcm/P's to Secretary, UGC, New Delhi
7. JS (Web site) UGC for posting on UGC website.
8. All Regional Offices, UGC.
9. Guard file

*V.K. Jaiswal*  
(V.K. Jaiswal)  
Deputy Secretary  
20.10.200





## ANTI-RAGGING COMMITTEE

### ANTI-RAGGING POLICY

#### 1. INTRODUCTION

1.1 'Merit' and 'Ethics' being the core driving values towards turning out professionals of high caliber with strong sense of ethical judgments, social integration of student's population coming from different parts of the country with most diverse cultural and social back grounds, becomes a matter of prime importance. 'Ragging' a social menace, as such has no place in academic environment of the Institute and concerted efforts are required to be in place to prevent its occurrence at any point of time. Hence the need for a balanced 'anti-ragging policy' to be adopted by the Institute.

1.2 Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.

1.3 The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in "ragging" so that these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon'ble Supreme Court on this issue has also been stressed by the Ministry.

1.4 Ragging is a criminal offence and lowers the standards of education. The 'anti-ragging policy' adopted by the Institute takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the Ministry of HRD (Govt. of India).

#### 2. ANTI-RAGGING POLICY

2.1 This policy encourages socialization of students to the academic environment of the Institute, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of socio-academic integration. The 'anti-ragging policy' adopted by the Institute therefore is aimed at:

(a) Creation, development and nurturing a conducive, socio-academic environment within the student population.

(b) Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the Institute are welcome and provided support, rather than being harassed and intimidated.

(c) Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.

(d) Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.



### 3. DEFINITIONS

3.1 For the purpose of this policy the following are defined as under: -

• **'Institute'** means the Rajiv Gandhi Indian Institute of Management Shillong.

**'Student'** includes any person who is enrolled for any course, whether full time or part time with the Institute. This also includes research associates/scholars or a visitors, and / or a repeaters.

**'Hostel'** includes the place/(s) where students are accommodated through institutional arrangement.

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

- (a) a conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any other student with rudeness;
- (b) indulging in rowdy or undisciplined activities by a student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- (c) asking a student to do any act which the student will not carry out in the ordinary course 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 student(s);
- (d) any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student(s);
- (e) exploiting the services of any 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 student by any other student or a group of 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, social networking posts, e-posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a student(s);
- (i) any act that affects the mental health and self-confidence of a student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by any student or a group of students over any other student(s).





## 4. PREVENTIVE ASPECTS OF RAGGING

### 4.1 Systemized Efforts for Socio-Academic Integration of New Entrants.

(a) **Address by the Competent Authorities of the Institute.**

The Director, Dean Academics, Chairperson Admissions, Chairperson Academic Programmes and other concerned official(s) during their address/discussions to/with parents/guardians, admission aspirants/ fresh entrants/ students at the time of counselling meets, new batch induction on registration, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the 'Anti Ragging Policy' of the Institute. The efforts during such meets be directed towards achieving socio-academic integration of new entrants with the specific merit oriented environment of mutuality and trust of the Institute.

(b) **New batch inaugurals**

The Director and faculty members, during new batch inaugurals may provide to the students, the guidelines on expected behavioural norms wherein a mention to the Anti ragging policy may be made.

(c) **Welcome Party for New Entrants**

Senior students shall be encouraged to organize a "Welcome Party" for new entrants. For the said purpose an organizing committee may be constituted comprising of selected senior students of which, a senior faculty member will be the Ex-Officio-Chairman cum Patron. The Chairperson - Student Affairs and faculty members, to the extent possible, should participate in such a party.

(d) **Mentoring Cells**

'Mentoring Cell' shall function under the guidance of a Senior Faculty and in direct supervision of the 'Chairman, Student Affairs'. Such a cell would be manned by senior students. There should be one senior student mentor for a specified group of 10 junior students. Membership to the 'mentoring cell' by senior students would be on voluntary basis by inviting applications and nominating membership on year to year basis.

The senior student mentor will also monitor 'Psychological Behaviour / behavioural aberration of new students. If any abnormal behaviour or environmental adjustment problem observed, the same shall be reported to the 'Chairman, Student Affairs'.

(e) **Social, Cultural, Sports Activities**

The membership of all student clubs and committees will be coordinated on the lines of this (proposed anti-ragging) policy. The induction process to all students' clubs and committees will be organized in line with the proposed anti - ragging policy.

(f) **Watch and Ward arrangements**

The Institute has identified following vulnerable locations

- (i) Hostel blocks and mess,
- (ii) Vacant class rooms.
- (iii) Auditorium
- (iv) Canteen,
- (v) Playground / Gymnasium



- (vi) Student activity centres,
- (vii) Favourite joints of students in the vicinity.

All concerned are to keep a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, Mess etc.), Hostel / accommodations, where students are accommodated.

These areas are needed to be carefully guarded if required by posting security personnel.

## 4.2 Wide – dissemination of Anti-Ragging Policy

### Prospectus and Admission forms

- (i) All prospectus should contain a specific caution that “ragging is banned in the Institute, and anyone found indulging in ragging, is likely to be punished appropriately which may include expulsion from the institute.”
- (ii) All students of the Institute are required to sign an anti-ragging declaration forms (Annexure I and II) at the time of admission to the institute.

### Erection of Posters

Academic programme office may put up posters in prominent places within the campus to exhort students to prevent, or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of “ragging”. The same needs to be displayed on the website of the institute.

## 5. MONITORING ASPECTS OF RAGGING

### 5.1 Anti-Ragging Surveys

Anonymous random surveys, across first year students be carried out every fortnight, during first three months, at all the constituents of the Institute, to verify and check, whether the campus is indeed free from ‘ragging’.

### 5.2 Anti – Ragging Committee (ARC) at the Institute Level

An Anti – Ragging Committee (ARC) should be constituted at Institute level to monitor the various aspects related to menace of ragging. The members of this committee can be nominated by the Director (of which one has to be necessarily a female member). The ARC may have ‘Dean - Academics’ as chairperson and may also comprise of **Chairperson Student Affairs, Chairperson Academic Programmes and all hostel wardens** as other members in order to carry out the compliance of this policy across the whole institute along with the manner in which the same are dealt with.

## 6. PROCEDURAL AND PUNITIVE ASPECTS OF “RAGGING”

### 6.1 First Information Person (FIP)





- (a) 'First Information Person (FIP)' would be nominated by the Institute at beginning of each academic year. The FIP would provide first instance intervention in case of any complaint of "ragging".
- (b) FIP will also need to co-ordinate the preventive aspects of ragging, under guidance of the **Chairperson ARC** aiming to create a "ragging free environment"
- (c) FIP will be responsible for taking steps to ensure that cases of "ragging" within the institute are brought to the notice of the **Chairperson ARC** as soon as possible.
- (d) FIP is empowered to deal with informal complaints of "ragging" and/or take suo-moto cognizance of any such incident.

## 6.2 Ragging Reporting Procedure

- (a) If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, such person (or FIP, who may have assisted the complainants or those, who have otherwise observed / known about "ragging") shall have option to file a complaint with the **Chairperson ARC**. This may be done in writing or orally. Written complaint is preferable.
- (b) FIP or member/s of the **ARC** will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- (c) All formal/Informal complaints of "ragging" may be made to the FIP within the constituent unit or directly to **Chairperson ARC** as stated above.

## 6.3 ARC as Enquiry Committee

ARC will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances. The investigations should start maximum within three (03) days of reporting the incident and reports finalized by the ARC pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the competent authority maximum within a period of four (04) weeks. In exceptional circumstances, the Chairperson ARC may grant extension to the time limit under information to the complainant and the accused.

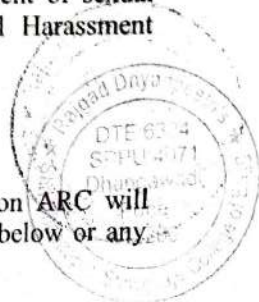
## 6.4 Process of Enquiry

The process of enquiry should be such to ensure that principles of natural justice are adhered to. Details of the process would be identical as in the case of 'Sexual Harassment Policy' adopted by the Institute. If the ragging also includes an element of sexual harassment then in that case both committees i.e. ARC and Sexual Harassment committee will look into the matter independently of each other.

## 6.5 Punishment / Penalties for 'ragging'

Based on the report of enquiry submitted by the ARC, the Chairperson **ARC** will recommend to the competent authority any of the punishment/(s) listed below or any other kind of punishment, which she/he may consider to be appropriate.

- (a) Withholding scholarships or other benefits



- (b) Debarring from representation of events.
- (c) Withholding results
- (d) Expulsion from Institute.
- (e) Debarring from examination/s.
- (f) Suspension from the institute or class for a limited period.
- (g) Fine with public apology
- (h) Prosecuting for criminal offence.
- (i) Filing FIR with the local police
- (j) Cancellation of admission

## 6.6 Appeal

Appeal with regards to any action taken against the accused at any level and / or against the punishment awarded under this policy, shall lie with the Director of the Institute, which should be filed within a period of two weeks from such an action or award of punishment.

## 7. SAVING AND REPEAL CLAUSE

Director of the Institute will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time. She/He will also possess powers to exercise her/his discretion with respect to any or all of the clauses of this policy.

*[Handwritten Signature]*  
Secretary



*[Handwritten Signature]*

**Principal**  
Rajgad Dnyanpeeth's  
Shri Chhatrapati Shivajiraje College of Engg.  
Dhangawadi, Pune-412206





# Functions of Anti-Ragging Committee

1. To uphold and comply with the directions of the Honorable Supreme Court and be vigilant on any acts amounting to ragging;
2. To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
3. To consider the complaints received from the students and conduct enquiry and submit report to the Anti-Ragging Committee along with punishment recommended for the offenders;
4. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
5. Conduct workshops against ragging menace and orient the students;
6. To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
7. To offer services of counseling and create awareness to the students;
8. To take all necessary measures for prevention of Ragging inside the Campus/Hostels.

## 1. The information on ragging can be received in the following manner :

1. Through the notified contact details of the Committee members, and national help-line number on ragging for necessary relief in terms of the provisions of the UGC Regulations.
  2. Through any other member of the Institute.
  3. From any external source.
2. In the event of receipt of information of ragging by any of the officers mentioned at (i) above, he/she will promptly alert/inform the Chairman of the Anti-Ragging Committee of the Institute or any of its members. The activity shall be completed, at the most, within two hours of receipt of this information.
  3. The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot enquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairman of the Institute. The activity shall be completed, at the most, within twenty hours of receipt of information.
  4. The Anti-Ragging Committee of the Institute shall promptly conduct enquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations.





Rajgad Dnyanapeeth's

# Shri Chhatrapati Shivajiraje College of Engineering

Approved by AICTE, New Delhi, Recognized by Govt. of Maharashtra and Affiliated to Savitribai Phule Pune University, Pune (U. PU/PN/Eng./U6/2009), DTE CODE : 1N6124, AISHE CODE : C-41588



Since 1972

Anantnrao Thopte  
Founder President, Ex. Edu. MinisterSangram Thopte  
M.A., Executive PresidentDr. Bhagyashri Patil  
Hon. SecretaryDr. S. B. Patil  
Principal

Ref. : RD/SCSCE/OFFICE/2020-2021/

Date: 25/06/2020

## INTERNAL COMPLAINTS COMMITTEE

(Established as per MS Act No. 14, Dt. 23.04.2013, Wide Notification D.O. No. F 91 - 3/2014(GS) and AICTE Notification (No. F/AICTE/WII/2016/01) dated 10/06/2016) to prevent Sexual Harassment of Women at the Workplace)

Sr. No	Name	Designation
1	*Prof. Rohini S. Nipanikar <i>Teaching staff Representative</i>	Chairman
2	*Prof. Yogita G. Jadhav <i>Teaching staff Representative</i>	Member Secretary
3	*Prof. Bhakti R. Bhatti <i>Teaching staff Representative</i>	Member
4	*Prof. Shital P. Salunkhe <i>Teaching staff Representative</i>	Member
5	*Prof. Priyanka G. Gaware <i>Teaching staff Representative</i>	Member
6	*Mrs. Vaishali D. Dixit <i>Non Teaching staff Representative</i>	Member
7	*Dr. Vijayalaxmi J Pathak <i>Doctor</i>	Member
8	*Adv. Jayashri R. Shinde <i>Advocate</i>	Member
9	Mrs. Archana Sanjay Patil <i>NGO Member</i>	Member
10	Mr. Sachin Patil <i>Police Inspector</i>	Member



Prof. Dr. S. B. Patil

Principal

Principal

Rajgad Dnyanapeeth's

Shri Chhatrapati Shivajiraje College of Engg.  
Dhangawadi, Pune-412206



# WOMEN'S GRIEVANCE REDRESSAL CELL

## 1. Objective of the Women's Grievance Redressal Cell

- 1.1 The Cell will deal with the cases/ complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
- 1.2 The Cell shall process all the individual complaints and take immediate suitable action.
- 1.3 The Cell will provide assistance to the Faculty/ Colleges for taking preventive steps in the matter of gender discrimination and sexual harassment.
- 1.4 The principal will be the Chairman of the Cell and may appoint members of the cell.
- 1.5 The cell may form/ review the guidelines/ policy for redressal of the grievance as required from time to time, which may be accordance with those issued by Supreme Court Government Agencies.



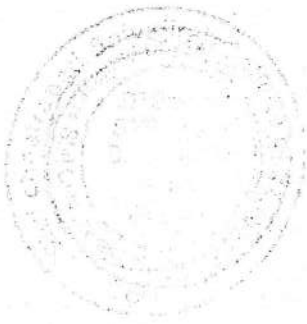
*Kale*  
Chairman  
I.C.C.

RD • Shri chhatrapati Shivaji  
College of Engineering  
Dhargwadi, Pune-412206.



## 2. Grievance Procedure

- 2.1 Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter ir putting the compliant in the principal's office.
- 2.2 The complaint will be afforded full confidentiality at this stage.
- 2.3 After receiving the complaint, the chairman shall convene the meeting of the cell.
- 2.4 The chairman will appoint investigation committee, coordinator will convene the meetings.
- 2.5 The investigation committee shall then decide the course of action to proceed.
- 2.6 The complaint will stand dropped if in accordance to the committee the complaint Has not been able to disclose prima-facie an offence of sexual harassment by complainer/ her representative.
- 2.7 In case the investigation committee decides to proceed with the compliant, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice the alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is just and proper, he will be warned about his behavior and non-occurrence of it. In case the complainer request that the complaint should be proceeded with beyond mere a warning, the same may be proceeded with in the manner prescribed hereafter.



*gale*  
Chairman  
I.O.C.

RD \* Shri Chhatrapati Shivaji  
College of Engineering,  
Dhargwadi, Pune-412206.





### 3. Procedure for investigation

- 3.1 If the complainer wishes to proceed beyond a mere a warning to the accused, the accused shall be given in writing by the investigation committee an opportunity to explain within one week why he should not be, for good and sufficient reasons, be punished for the act of sexual harassment on his part.
- 3.2 If the written explanation of the accused is not found to be satisfactory or if he does not provide any written explanation, the investigation committee will decide whether the offence deserves a minor penalty or a major penalty.
- 3.3 In the event that the investigation committee deciding that the accused be imposed a minor penalty, the said penalty will be recommended by the investigation committee to the chairman of the cell for decision.
- 3.4 If the investigation committee comes to a conclusion that the accused in case if his guilt proved, should be imposed a major penalty, it shall make a recommendation of action. If the accused is an employee, he may be placed under suspension under the provisions of act.
- 3.5 If a person is charged with physical molestation or rape on college / society's premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry. Appropriate actions can be initiated as per the laws of Indian penal code.

### 4. Punishment for sexual harassment

- 4.1 Any member of the institute fraternity (student/employee/outsider related to institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government/ university rules.
- 4.2 A student guilty of sexual harassment shall be liable for any of the following penalties:
- Warning or reprimand.
  - Suspension from university/ college for a period of one month.
  - Debarment from appearing for the examination for a period up to three years.
  - Rustication from the university as the case may be.
  - Any other punishment as defined by the government/ university act.




## 5. Protection against Victimization

The committee noted and approved the policy on Protection against Victimization of the Women's Grievance Redressal Cell as following-

- a. In the event of the complainer being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry if the teacher is found to be guilty, the accused will not act as an examiner for any examination for which the student appears.
- b. In the event the complainer and the accused both being employees, during the pendency of the investigation and enquiry even after such an enquiry if the accused is found to be guilty, the accused shall not write the condition reports of the complainer, if it is otherwise so authorized.

*Kate*  
(Chairman ICC)



  
**Principal**  
Rajgad Dnyanpeeth's  
Shri Chhatrapati Shivajiraje College of Engg.,  
Dhangawadi, Pune-412206







Rajgad Dnyanpeeth's

**Shri Chhatrapati Shivajiraje College of Engineering**  
Dhangwadi, Tal-Bhor, Dist-Pune, 412206

## Internal Complains Comittee

Date: - 06/03/2021

### Minutes of meeting

- 1) **Purpose:** Planning of Women's day celebration
- 2) **Online meeting on zoom platform with following credentials:**

Topic: Womens day celebration

Time: Mar 6, 2021 11:00 AM India

Join Zoom Meeting

<https://us04web.zoom.us/j/76998500310?pwd=UXRIWEY0dUk2T1VOQ1k0WVcrUG8rUT09>

Meeting ID: 769 9850 0310

Passcode: jWK0XL

- 3) The following points have discussed in the meeting.

- i) A webinar will be arranged to celebrate women's day. The guest is finalized for delivering talk on the topic entitled "Uses of Medicinal plants in day to day life."
- ii) The following responsibilities are assigned to the ICC members.

Sr. No.	Name of faculty	Responsibility
1	Prof. Kale J G	Vote of thanks
2	Dr. Jadhav Y G	Introduction of guest
3	Prof. Bandal J B	Poster and advertisement
4	Prof. Salunkhe S. P	ICC email id generation and registration
5	Prof. Manakawade A.	Certificate design preparation

4) Screenshot during the meeting



5) Signatures:

Sr. No.	Name of faculty	Signature
1.	Prof. Kale J. G	
2.	Dr. Jadhav Y. G	
3.	Prof. Bandal J. H	
4.	Prof. Salunkhe S. P	
5.	Prof. Manakawade A.	
6.	Prof. Gaware	
7.	Mrs. Dixit V. D	

Dr. Y. G. Jadhav  
 Secretary  
 (I.C.C).

Prof. Kale  
 Chairman  
 I.C.C.

RD : Shri chhatrapati Shivaji  
 College of Engineering  
 Chhatrapati, Pune-411006.





Rajgad Dnyanpeeth's

**SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING**

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal - Bhor, Dist- Pune (Maharashtra)

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Ref. No. RD/SCSCOE/ ICC /2020-21/02

Date: 12/01//2021

**NOTICE**

All the Ladies staff members of SCSCOE are hereby informed that meeting is scheduled in FE class Room on 12/01/2021 at 12.30 pm regarding planning activity and execution of program on celebration of Makarsankranti.

*J.G. Kale*

Prof. J. G. Kale

Chairman  
Chairman  
I.C.C

Shri Chhatrapati Shivaji  
College of Engineering  
Dhangawadi, Pune-422003.

*S. B. Patil*

Dr. S. B. Patil

Principal

Principal  
Rajgad Dnyanpeeth's  
Shri Chhatrapati Shivaji  
Dhangawadi, Pune-422003.



Department of Institute " Rajgad Dnyanpeeth's,  
Shri Chhatrapati Shivaji Rajee College of Engineering  
Dhargwadi, Pune.

Kind of Meeting: Quarterly.

Cr. No. 02

Ref. No - RD/SCSCOE/IEC/2020-21/02 Date: 12/01/21

Minutes of Meeting:

1. Discussion Regarding time, venue & planning of Makarsankranti celebration.
2. Decided different activities to be conducted during the program.
3. Work responsibilities allotted to <sup>Lectres</sup> Staff members
4. Discussion about ~~monitory~~ execution of program.

Members Present:

1. Prof. J.G. Kale
2. Prof. A.S. Sondkar
3. Prof. S.B. Yadav
4. Prof. P.G. Jadhav
5. Prof. R.S. Nipanikar.
6. Prof. P.S. Chann
7. Prof. S.P. Tule
8. Prof. A.R. Muralidhar
9. Prof. S.K. Bhosale
10. Prof. J.S. Bhandari

Kale

Bhandari

Sondkar

Yadav

Jadhav

Nipanikar

Chann

Tule

Muralidhar

Bhosale







Ref. No. RD/SCSCOE/ ICC /2020-21/03

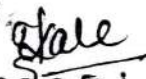
Date: 05/03/2021


### NOTICE

All the INTERNAL COMPLAINTS COMMITTEE members of SCSCOE are hereby informed that online meeting is scheduled on zoom platform on 06/03/2021 at 11 am regarding planning activity and execution of program on celebration of women's day.

Zoom Meetig ID: 76998500310

Password: jWK0XL

  
Prof. J. G. Kale  
Chairman

  
Dr. S. B. Patil  
Principal



2021  
Name of Institute: "Rajgad Dnyanpeeth's,  
Shri Chhatrapati Shivaji Raje College of Engineering,  
Dhanywadi, Pune."

Kind of Meeting: - Quarterly

Sr. No- 03

Ref. No: - RDTE/SCS/COE/ICC/2020-2021/03

Date: - 06/03/2021

Minutes of Meeting: -

Purpose: - Planning of women's day celebration.

E. online meeting on zoom platform with following

(Credential) Meeting ID: - 76998500310

Passcode: - jWKOXL

1. Discussion regarding women's day celebration.

2. Topic of Webinar finalised entitled "uses of medicinal plants in day to day life."

3. The guest is finalised to deliver the talk.

4. Following responsibilities are assigned to ICC

members.

Name of faculty

Responsibility.

1). Prof. Kale J.G.

Vote of Thanks.

2) Dr. Jadhav Y.G.

Introduction of guest

3) Prof. Bandal J.J.

Poster & advertisement.

4. Prof. Salunke S.P.

ICC email ID generation  
& distribution.

5. Prof. Manikawade A



Certificate design preparation



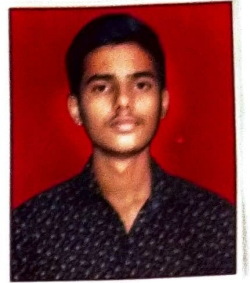
**SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING**

Gat No. 237, Pune Bangalore Highway, Dhangawadi Tal. Bhor, Dist - Pune. Pin code - 412206 Maharashtra, India

(Approved by AICTE-New Delhi &amp; DTE-Mumbai, Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University, Pune)

**ADMISSION FORM**First Year Engineering Direct Second Year Engineering Branch: MechanicalAcademic Year : 2021-22

Quota (Government/AI/J&amp;K/Institute Level/OMS).....

MHT-CET Diploma Marks P+M+C/..... Other JEE 1. Name of Student: Shaikh Nihal Hasan  
(Capital Letters)

(Last Name)

(First Name)

(Middle Name)

2. Name of Parent / Guardian : Shaikh Hasan Chandulal3. Mother Name: Husna Father / Mother Occupation: Worker4. Address for Correspondence: A/T:- khed - Shivapur - Tal- Haveli  
Dist - Pune Pin Code: 4122055. Permanent Address: A/T:- chopadaj - post - waki - Tal - baramati  
Dist - Pune Pin Code: 4126. Candidate Contact No.: 8999503636 Parent Contact No.: 96040937147. Email ID: nihal.17687868@gmail.com Aadhaar No: 8550138987878. Date of Birth: 16-8-2001 Birth Place: 16-8-20019. Gender : male Marital Status: Married / UnMarried10. Candidate Belongs to which category : Yes/No.  
State Details (OPEN/SC/ST/VJ/DT/NT1/NT2/NT3/SBC/OBC/SEBC etc) : open11. Caste: Muslim Religion: Muslim12. Scholarship Scheme for Student : EBC/ Scholarship / Free ship / EBC13. Are you physically handicapped? : Yes/No14. Is your father an Ex-serviceman or Defense service : Yes/No15. Weather the candidate desires to stay in hostel? : Yes/No16. Weather the candidate require transport facility : Yes/No

## DECLARATION AND CONSENT TO BE SIGNED BY THE CANDIDATE

I declare and covenant that,

I have read, understood and I am fully aware of all the Rules of Admission, Cancellations, and Rules for refund etc. for admission under Management Quota/ against vacant seats after CAP Round for the current year and after understanding these Rules, I have filled this form of application for admission for the current academic year.

The information given by me in this application form is true to the best of my knowledge and belief. I have not been debarred from appearing at any examination held by the Government constituted or statutory examination authority in India. I hereby agree to confirmed to any rules acts and laws enforced Government and RD's Shri Chhatrapati Shivajiraje College of Engineering authorized and I hereby undertake that to long as I am a student of the college in will do nothing either inside or outside the college campus which may result in disciplinary action against me under the rules, acts and laws laid down by Government / University, college authorities.

I fully understanding and agree that the principal of the college will have the right to expel and / or cancel admission from the college for any infringement of the rules of conduct and discipline prescribed by the Government /College/University (if any) and the undertaking given above.

I also agree that rules framed from time to time by the University of Pune and Directorate of Technical Education or by any concerned authorities under any concerned statute or the state of Maharashtra relating to refund of fees in case of cancellation of admission by me from the college shall be binding upon me, and I shall not be entitled to any other amount either by way of compensation interest or otherwise.

None of information, which may be available with college relating to me or any of my record, be furnish to any third party.



**Signature of Student**

## DECLARATION TO BE SIGNED BY THE PARENTS/ GUARDIAN

I declare that, the particulars furnished by my son / daughter / ward in this application form are correct to the best of my knowledge and belief. Also I hereby declare that I have read, understood and I am fully aware of rules of admission, cancellation and refund for etc. which Govt. of Maharashtra/University may levy from time to time by due date, and in the event of failure on my part and / or on the part of my son/daughter / ward, the principal of the college may take such action against my son / daughter / ward has he may deem fit. I hereby confirmed that it is obligatory on our part of abide by all the rules of RDTC-SCSCOE. I confirmed all declaration and covenant agree to by my ward as above.

I will sign the requisite agreement bond as prescribed by the Government



**Signature of Parent / Guardian**



# UNDERTAKING

(Regarding the attendance of student be given by the parent/legal Guardian)

I Mr./Ms. Shaikh Nihal Hasan Son / daughter of Mr./Mrs. Shaikh Hasan Chandulal  
studying in Class: - Branch: mechanical Roll No. : -

I hereby declare that.

1. I have been informed that my attendance is below 75% in theory lectures and 100% in practical, I will be detained from appearing for the examination of the semester and will have to repeat the study in case year of study during the next year.
2. I will attend the Class as to satisfy the requirement of attendance as per the Rules and Regulation of Pune University; else will be eligible to be detained.

Place : Dhargwadi

Date : 31-8-2021



Signature of Student



Signature of Parents/ Guardian

**FOR OFFICIAL USE ONLY**

Demand Draft / Cheque	Cash	Net Banking / Cards / NEFT
DD No:	Receipt No.:	Transaction Ref. No.:
DD Date:	Receipt Date:	Transaction Date:
Bank Name:	Amount Rs.:	Bank Name:
Amount Rs.:		Amount Rs.:

  
31/08/2021

Accountant

H.O.D.

OS/ Registrar

Principal

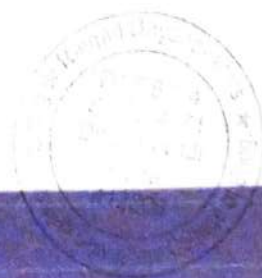
Student Section

**Step by Step  
Guide On**

**How to Fill An  
Online Anti Ragging  
Undertaking**

**on**

**<https://antiragging.in>**





Click here to enter the form.

**ANTI RAGGING**

Home About Us Information Pack Feedback FAQs Useful Links Contact Us

Received 1146 Pending 453 Closed 603 976311 Follow us on [Facebook] [Twitter]

**ABOUT US**

Ragging has related to school, college, university and campus. In order to eradicate it, the Government of India has issued the UGC (Anti-Ragging) Regulations, 2009, which has been implemented in all universities across the country. The Government of India has also issued the UGC (Anti-Ragging) Regulations, 2009, which has been implemented in all universities across the country.

In accordance with the orders, UGC (University Grants Commission), Govt. of India has developed this web portal.

**Latest News:** Chennai Paramedical Student Allegedly Commits Suicide: Accused Senior of Harassment; Amritsar: GMC suspends ten more students for ragging

Click here to download your Anti-Ragging Undertaking

Enter Comment to To Check Status

For this certificate registered on and after 17th April 2010

Submit 30

Find us on Facebook

AntiRagging [Facebook] [Twitter]

Chennai: Paramedical Student Allegedly Commits Suicide: Accused Senior of Harassment: Click the details here <http://goo.gl/2i2xg>

Are you Being Ragged?

Click here to lodge a complaint

Have you registered yourself and have not received your undertaking?

Click here to receive a copy of your undertaking

Click on Next button.

**ANTI RAGGING**

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**ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS**

Next

TO BE FILLED BY A STUDENT

Fields marked with \* are compulsory.

- \* If you do not have an E-mail address please create one before you fill in this form.
- \* If your mother or father or guardian does not have a phone or a mobile phone or email then please give the numbers /email of their friends or relations or neighbors
- \* If you do not have a mobile number, then please give the mobile number of your friend in the college

After filling this form successfully you will receive the Student's Anti Ragging Undertaking and the Parents Anti Ragging Undertaking in your Email. Please print both the Undertaking, sign them yourself, request your parents to read the details and request them to sign their Undertaking and then present both at your college at the time of registration, each year

[Step By Step Guide On How To Fill An Online Anti Ragging Undertaking ?](#)

**National Anti Ragging Help Line (UGC Crisis Hotline)**  
24x7 Toll Free Number\* 1800-180-5522  
(helpline@antiragging.in)



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Total Visitors: 1430158



## Fill the Personal details here:



[Home](#) [About Us](#) [Information Page](#) [Feedback](#) [FAQs](#) [Useful Links](#) [Contact Us](#)

**ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS**

Fields marked with red\* are compulsory.

**Personal Details**

Student's Family Name \*

Student's Middle Name

Student's First Name \*

Gender \*  Male  Female

Nationality \*

Student's Mobile Number\*

Student's Home Mobile number in case of an emergency \*

Landline Number \*

Student's email ID \*

Confirm student's email ID \*

Permanent Address 1 \*

Address 2

City \*

State \*

## Fill the Parent or Guardian details here:

**Parent or Guardian Details**

Parent/Guardian's name \*

Parent/Guardian Address 1 \*

Address 2

City \*

State \*

Residence Phone No \*

Mobile No of Parent/Guardian\*

Parent/Guardian's Email ID \*







You need to check all the checkboxes then click on Submit Button.

The screenshot shows the 'ANTI RAGGING' website's 'UGC REGULATIONS UNDERTAKING' page. It features a header with the logo and a list of four checkboxes for the user to confirm they have read and understood the regulations. A 'Submit' button is located below the checkboxes. At the bottom, there is a blue banner with contact information for the National Anti Ragging Help Line (UGC Crisis Helpline), including a 24x7 toll-free number (1800-180-5522) and an email address (helpline@antiragging.in). The footer contains copyright information, social media links, and a total visitor count.

**ANTI RAGGING**

UGC REGULATIONS UNDERTAKING

- I confirm that I have read UGC's regulations on Ragging (To read click on the link **ABSTRACT OF UGC REGULATIONS ON RAGGING**)
- I confirm that I have read the Judgment of the Hon. Supreme Court on prevention of Ragging (To read click on the link **SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT**)
- I promise that I will not indulge in Ragging or any form of violent behaviour. Further, I tolerate being ragged or subjected to violence.
- I understand that if I am accused of Ragging, the responsibility is on me to prove that I am not guilty.
- I will not remain a spectator to acts of Ragging. I will report the matter immediately to my Principal/Director and/or to the Anti Ragging Help line at 1800 180 5522 or email to [helpline@antiragging.in](mailto:helpline@antiragging.in)

**Submit**

**National Anti Ragging Help Line (UGC Crisis Helpline)**  
**24x7 Toll Free Number\* 1800-180-5522**  
**([helpline@antiragging.in](mailto:helpline@antiragging.in))**

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Thereafter, you need to click on Submit button.

This pop-up confirms that you have on line registered successfully and you have to fill the Confidential Survey also. Click on OK button, this will redirect on Confidential Survey form.

The screenshot shows a confirmation pop-up window with a close button (X) in the top right corner. The text inside the window thanks the user for online registration and requests them to participate in a confidential survey. It assures that the survey is truly confidential and that the user's name will not be conveyed to college authorities. The pop-up includes contact information for the Anti Ragging Cell: helpline@antiragging.in, Toll Free Number - 1800 180 5522, and Email Contact: helpline@antiragging.in. An 'OK' button is located at the bottom right of the pop-up.

The page at <https://antiragging.in> says: X

Thank you for on line registration. Before you receive the undertaking by E-Mail we request you to participate in a confidential survey. The questions will appear in the following screen. We assure you that this survey is truly confidential. No part of what you will say in this survey will be conveyed to your college authorities. Your name will not appear anywhere. Thank you Anti Ragging Cell  
helpline@antiragging.in Toll Free Number - 1800 180 5522  
Email Contact: helpline@antiragging.in

**OK**





This is Confidential Survey. Please select one option for each question.



CONFIDENTIAL SURVEY

TO BE FILLED BY STUDENTS WHO ARE 2ND YEAR OR ABOVE.

Please answer the questions honestly and truthfully because no part of the survey will be made public and certainly no part of the survey will be conveyed to your college. This is absolutely confidential. Your college will only know whether you have participated in the survey or not!

Be brief and concise

- |   |        |           |
|---|--------|-----------|
| 1. Have you ever Ragged?  | Yes    | No        |
| 2. Did you ever ragged any?   | Yes    | No        |
| 3. Do you agree with the idea that Ragging is healthy and should not be stopped?                          | Yes    | No        |
| 4. Is there an Anti Ragging Helpline in your college?   | Yes    | No        |
| 5. What is the phone no. of Helpline for Ragging Helpline?  |        |           |
| 6. How often has the college administration taken sufficient measures to stop Ragging?                    | Yes    | No        |
| 7. Do you believe that health and non violence are essential and should be followed closely?              | Yes    | No        |
| 8. Do you think violence is necessary in situations when non-violent protests do not work?                | Yes    | No        |
| 9. Do you think you must avoid conflict even if it means being bullied?                                   | Yes    | No        |
| 10. Do you agree that Conflict is the source of growth?   | Yes    | No        |
| 11. Can you tolerate your friends to form a group that accepts physical abuse and a death in the college? | Yes    | No        |
| 12. Does ragging happen in your college?  | Always | Sometimes |

Submit

National Anti Ragging Helpline (UGC Crisis Helpline)  
24x7 Toll Free Number - 1800-180-5522  
(helpline@antiragging.in)

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Follow us on



Page No. 1/1

This pop-up confirms that you have successfully submitted the form. Click ok button this will return the homepage of Anti-Ragging web portal (<https://antiragging.in>)

The page at <https://antiragging.in> says

Thank you for participating in online survey. Online Undertaking and survey confirmation will be send to you over email along with a confirmation sms on your mobile number. Thank you Anti Ragging Cell  
helpline@antiragging.in Toll Free Number - 1800 180 5522  
Email Contact: helpline@antiragging.in

OK



**ANNEXURE 1  
AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (full name of student with admission/registrations/enrolment number) \_\_\_\_\_  
s/o d/o Mr./Mrs./Ms. \_\_\_\_\_ (NAME of the institution) \_\_\_\_\_  
have been admitted to \_\_\_\_\_

received a copy of the UGC Regulations on (curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

- a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

**VERIFICATION**

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

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

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**





**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (*full name of parent/guardian*) father/mother/guardian of \_\_\_\_\_ (*full name of student with admission/registration/enrolment number*), having been admitted to \_\_\_\_\_ (*name of the institution*), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

- a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this      day of      month of      year.

\_\_\_\_\_  
Signature of deponent  
Name:  
Address:  
Telephone/ Mobile No.:

**VERIFICATION**

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

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

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the      (*day*) of      (*month*),      (*year*) after reading the contents of this affidavit.

**OATH COMMISSIONER**



**UNIVERSITY GRANTS COMMISSION**

Proforma for monitoring the directions of Hon'ble Supreme Court of India on measures against Ragging in educational institutions

Sr. No.	Name of the institution, city	Action	
1	Whether Anti ragging Squads were Constituted?	Yes/No	
2	Whether Anti ragging Committees were Constituted?	Yes/No	
3	Whether prospectus mention possible actions against Ragging?	Give brief details	
4	Whether names, telephone nos. of authorities to be contacted have been publicized/made available to Freshers	-Do-	
5	Whether students are allowed free access to phone (Cell & Landline) in hostel(s) for timely reporting	-Do-	
6	Whether Seniors counseled	-Do-	
7	Whether Freshers counseled	-Do-	
8	Whether orientation courses for Freshers conducted	-Do-	
9	Anti Ragging Squads	9(a) Date of formation 9(b) No. of members 9(c) No. of raids 9(d) Frequency of raids 9(e) Surprise raids 9(f) Others measures taken by the squad 9(g) No. of cases detected 9(h) Action taken as follow up.	
10	Anti Ragging Committee.	10(a) Date of formation 10(b) No. of members 10(c) No. of raids 10(d) Frequency of raids 10(e) Surprise raids 10(f) Others measures taken by the squad 10(g) No. of cases detected 10(h) Action taken as follow up.	
11	Inquiry(ies) Conducted		
12	Punishment meted out.	12(a) Suspension 12(b) Rustication 12(c) Expulsion	
13	No. of F.I.R.(s) lodged by Institution with details		





**UNIVERSITY GRANTS COMMISSION  
NOTIFICATION**

New Delhi, the 25th December, 2013

No. F. 15-3/2013 (ARC) Pt. III.—In exercise of powers conferred under clause (g) of sub-section (1) of section 26 of the University Grants Commission Act 1956 (3 of 1956), the University Grants Commission hereby makes the following regulations, namely:-

- (1) These regulations may be called the "curbing the Menace of Ragging in Higher Educational Institutions (second Amendment) Regulations, 2013".
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. In UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter referred to as the Principal regulations), in the Annexure-I and II of the regulations, the sentences containing the following shall be deleted:

"Solemnly affirmed and signed in my presence on this (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER"

UPAMANYU BASU, Secy.

[ADVT. III/4/Exty/113/13]

Foot Note: The principal Regulations were published in the Gazette of India, vide notification number 27 dated 04.07.2009.

ANNEXURE-I

**UNDERTAKING BY THE STUDENT**

I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms.           , having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- (2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- (3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- (4) I hereby solemnly aver and undertake that
  - (a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.



- (5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- (6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of deponent

Name:

#### VERIFICATION

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

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

Signature of deponent

Name:

#### ANNEXURE-II

#### UNDERTAKING BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of, (full name of student with admission / registration/enrolment number) \_\_\_\_\_, having been admitted to \_\_\_\_\_ (name of the Institution) \_\_\_\_\_, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations."

- (2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- (3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- (4) I hereby solemnly aver and undertake that
- (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- (5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

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- (6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Telephone/Mobile No.:

#### VERIFICATION

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

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

\_\_\_\_\_  
Signature of deponent

Name:



3

Harassment/Discrimination Complaint Form

Shri Chhatrapati Shivajiraje College of Engineering (SCSCOE), Dhangwadi.

**Directions:**

If you believe that you have been unlawfully harassed/ discriminated against, please fill out this form (giving as much details as possible) and return it to the Internal Complaints Committee (ICC)

By Hand: Prof. J.G.Kale, Presiding Officer, ICC(Head, F.E Engineering) OR  
Prof.A.S.Sondkar (Dept. Computer Engineering)

**PART I**

Name : \_\_\_\_\_  
Date of Complaint :    /    / \_\_\_\_\_  
Department/Section : \_\_\_\_\_  
Designation : \_\_\_\_\_

**Individual(s) who allegedly committed harassment/discrimination:**

- a.) \_\_\_\_\_
- b.) \_\_\_\_\_
- c.) \_\_\_\_\_
- d.) \_\_\_\_\_

1. Describe the nature of your complaint. Include dates and the incident in as much detail as possible.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





2. Your relationship to the individual/s engaging in alleged harassment:

Supervisor /Colleague /Student/ Faculty member

Others (specify if any) \_\_\_\_\_

3. Is there any physical evidence that supports your complaint? If so, please describe or attach a copy.

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4. Have you previously complained about this or related acts of sexual harassment/discrimination to aICC officials or any other Higher Authority? If so, please identify the individual to whom you complained, the date of the complaint and the resolution of your complaint.

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### Part II

5. Why do you believe this incident occurred?

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6. Identify all employees/students/colleagues or others with knowledge of the conduct about which you are complaining:

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### Part III

#### *Acknowledgment*

To investigate your complaint, it will be necessary to interview you, the alleged harasser(s), and any witnesses with knowledge of the allegations or defenses. The ICC will notify all persons involved in the investigation that it is confidential and that unauthorized disclosures of information concerning the investigation could result in disciplinary action, up to and including termination of employment.

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the ICC deems relevant.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature                      Date

-----For ICC Use Only-----

Complaints Received on  
Date : / /

Presiding Officer  
Prof.J.G.Kale







#### 5.1.3.4 Timely Redressal of the grievances through appropriate committees

##### Answer :

Yes. There is timely Redressal of the grievances through appropriate committees like Internal Complaint committee, Anti Ragging committee and Grievance Redressal committee. For the A.Y. 2020-21 due to COVID-19 pandemic, the students' activities were at a standstill. In these times, the grievances received by the students and staff through various and online platforms were addressed by college staff by connecting and guiding them to online mode.

We also have the procedure/mechanism for redressal of online/offline students and staff grievances.