



ST.ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

(An ISO 9001: 2015 Certified Institution)

ANGUCHETTYPALAYAM, PANRUTI – 607 106.

GRIEVANCE REDRESSAL POLICY



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13. GRIEVANCE REDRESSAL POLICY

St. Anne's College of Engineering and Technology (SANCET) aspires to provide a good ambiance for students' development and advancement. Discipline may be taken against a student if their behaviour stops others from feeling safe, secure, respected, and able to learn well. Goals of the policy are to establish a clear process for staff and students to follow and guarantee that all cases of student misconduct are handled fairly and consistently for their safety.

1. Grievances and Redressal Mechanism

The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The cell ensures effective solution to the grievances, using a fair approach.

The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

1.1 Composition of Grievance and Redressal Cell (GRC)

1. Principal
2. Vice-Principal
3. Grievance and Redressal Coordinator
4. Member
5. Member
6. Non-teaching Staff Member
7. Students

1.2 Functions of GRC

1. It provides information about the Cell's objectives and mode of operation through the website.
2. It informs students of the process for registering of grievances in the Induction Programs.
3. It acknowledges and analyses the grievances.
4. It reports the grievances and records how they were redressed.



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5. The procedures made known through the Website link, given to each student at the beginning of every academic year and in the counselling classes taken by the class-in charge teachers and class counsellors.

1.3 Procedures

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

- Academic issues pertaining to teaching, learning and evaluation activities.
- Student-teacher, student-student grievances
- Grievances related to library, canteen and IT services.
- Grievances related to sports, cultural
- Grievances related to behaviour of stakeholders

1. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion boxes provided in each floor of the building.
2. Department level counselling is offered where the matter can be resolved.
3. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ Principal level.
4. For other grievances that require review shall be redressed by receiving written and signed application.
5. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the principal for further action to be taken.

1.4 Redressal of Grievances

The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.

All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures.



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1.5 Analysis of feedback on redressal

- Both formal and informal feedback are collected from students, and utilized in improving student experience in the institution in several ways.
- Student feedback on teachers is collected semester wise and teachers are given a consolidated report of the same. Teachers also collect feedback on classes informally
- The complaints and suggestions are forwarded to the principal for suitable action and many corrective measures will be taken wherever possible.
- Students may drop their feedback, problems or grievances in the general suggestion box and the concerned authorities especially Vice principal aid in resolving the issue.
- College has a separate examination cell, an academic monitoring committee, an admission cell, an anti-drug cell and an anti-ragging cell. The details of the committee members are available on the website.
- A suggestion box is kept to receive grievances, other than web portal.
- Students also meet their counsellors and get their problems addressed, separately first and then together, if required.
- When student feedback was collected on campus services, the complaints appeared to be related to infrastructure constraints and some related to the library, which have been attended to.

A limitation to this mechanism is that the requirement of providing complaints in writing often discourages students from following up. Therefore, the problem is better addressed by mentors, discipline committee convenor and the principal. If serious issues are identified, the concerned teacher or other persons involved are informed to the principal and secretary. The team of counsellors on campus helps and supports our students. Their conversations, issues and feedback are kept anonymous and needful is done to resolve the issues.

2. Internal Compliant Committee

As per the Supreme Court Judgment and guidelines issued in the year 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (AICTE) has issued circulars since 1998 to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging in colleges and universities.



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Keeping the above guidelines in mind, the institution has constituted a committee against Sexual Harassment. The cell considers sexual harassment to include unwelcome sexually determined behaviour whether directly or by implication such as

- A demand or request for sexual favours.
- Sexually coloured remarks.
- Showing of pornography.
- Eve-teasing
- Unsavoury remarks.
- Jokes causing or likely to cause discomfort or embarrassment.
- Gender-based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body and the like.
- Displaying of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

2.1 Procedure is followed as given below

- The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
- The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a day from such direction or such other time period that the committee may decide.
- The Committee shall direct the accused students to prepare and submit a written response to the complaint / allegations within a period of one day from such direction or other time period as the Committee may decide.
- Each party shall be provided with a copy of the written statement(s) submitted by the other.



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- The party against whom the document / witness is produced shall be entitled to challenge/ cross-examine the same.
- The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- As far as practicable, all proceedings of the committee shall take place in the presence of both the parties.
- Minutes of all proceedings of the committee shall be prepared and duly signed by the members of the committee.
- The committee shall make all endeavours to complete its proceedings within a period of seven (2) days from the date of receipt of complaint.
- The committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal, within a period of two (2) days from completion of the proceedings before it. In case the committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the committee's report.
- If, in the course of the proceedings before it, the committee is satisfied that a prima facie case of sexual harassment is made out against the accused student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:
 - Warning
 - Written Apology
 - Bond of good behaviour
 - Adverse remarks in the confidential report
 - Suspension
 - Dismissal
 - Any other relevant mechanism
- If, in the course of the proceedings before it, the committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having



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been offered, the committee shall report the same in writing, to the Principal, with reasons and with recommendations of the action to be taken against such person.

- If, at the culmination of the proceedings before it, the committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

2.2 Disciplinary Code

Any student exhibiting prohibited behaviour mentioned in this code shall be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or malpractice in connection with examinations, in the opinion of the authorities will be removed from the rolls GRC shall make an enquiry and passed the report to the Disciplinary committee. The Principal shall decide the action to be taken further.

2.3 Minor Sanctions

- **Tendering Apology:** The student engaged in any prohibited behaviour may be asked to tender an apology for her/his act, undertaking that she/he shall not indulge in such or any of the prohibited behaviour, in future.

2.4 Major Sanctions

- **Suspension:** A student may be suspended from the Institution for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose her attendance for the suspended period.
- **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the institution. Such a student will not be eligible for readmission in the institution.

3. Anti - Ragging Committee

Ragging is prohibited under the Tamil Nadu Prohibition of Ragging Act, 1997 and it is also punishable under various provisions of the Indian Penal Code, 1860. The regulators of higher education like AICTE have also noted promptly by making the necessary rules and regulations to curb the menace of ragging in all the educational institutions.



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Its body at Institutional level has to establish measures for prohibiting, preventing and punishing activities of ragging menace within and outside the campus in accordance with AICTE regulations, supreme court directives and the Tamil Nadu prohibition of ragging act, 1997. It is responsible for taking against those found guilty of ragging and or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3.1 Composition of Anti-ragging committee

The College has constituted a committee as the Anti-Ragging Committee headed by the Head of the institution, and a diverse mix of faculty, senior students and non-teaching staff to avoid any form of conflict that could take the ugly form of ragging.

3.2 Functions of Anti-ragging committee

1. The cell coordinator and members significantly act to ensure compliance with the provision of these regulations and any law for the time being in force concerning ragging and to deal and act promptly with the incidents of ragging brought to its notice.
2. To keep tabs on the happening of events related to, in campus or off-campus or other designed places in the premises
3. To 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 witness to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.
4. To monitor and observe the functions and performance of the Anti-ragging committee in prevention and curbing or ragging.
5. To conduct an on-the-spot enquiry into any incident 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 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 under clauses (a) of Regulation 9.1 of UGC and regulations of AICTE. Also, to monitor the welfare of fresh students outside the campus.
6. To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents of having the potential of ragging and shall be empowered to inspect such places.



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3.3 Administrative action in the event of ragging

The institution shall punish the student found guilty of ragging after following the procedure and in the manner prescribed herein under:

1. The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Committee.
2. The Anti-Ragging Committee depending on the nature and gravity of the guilt will follow up the punishment based on the committee's decision.
3. Further SANCET can refer to the affiliating university to act according to the AICTE Regulations and the Tamil Nadu prohibition of ragging act, 1997 on curbing the menace of ragging.

3.4 Punishments

As per the Supreme Court judgment on ragging in the Colleges, the following actions will be taken on those students who indulge in ragging

- Withholding of scholarships, fellowships and results
- Debarring from representation in events and appearing for tests/examinations and also consequent admission to any other institution
- Withdrawing benefits like travel concessions and campus selections
- Suspension or expulsion from hostel or mess and also attending classes
- Cancellation of admission or rustication from the Institution
- Registration of FIR against the accused and prosecution under the Indian Penal Code, 1860.



Principal,

**St. Anne's College of Engineering & Technology,
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Secretary,

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IMPLEMENTATION AND GUIDELINES BY AICTE

6.3 Structure of the Committees

6.3.1 Structure of Anti Ragging Committee

Every Institution/ University including Institution 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 term of Level as well as gender.

6.3.2 Grievance Redressal Mechanism

In order to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such institutions, AICTE has notified All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions. Non-compliance of the above Regulations shall call for punitive action.

Student Grievance Redressal Committee (SGRC)

- A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).
- Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely:
 - a. Principal of the College- Chairperson;
 - b. Three senior members of the teaching faculty to be nominated by the Principal as Members and out of three one member shall be female and other from SC/ST/OBC category;
 - c. A representative from among students of the College to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities-Special Invitee.
- The term of the members and the special invitee shall be of two years.
- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.

- In considering the grievances before it, the SGRC shall follow principles of natural justice.
- The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

Appointment, Tenure, Removal and Conditions of Services of Ombudsperson:

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

Functions of Ombudsperson:

- The Ombudsperson shall hear appeals from an aggrieved student(s), only after the student has availed all other remedies provided under these Regulations.
- While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.

- The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

Procedure for Redressal of Grievances by Ombudspersons and Student Grievance Redressal Committees:

- Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- On receipt of an online complaint, the institution shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- An aggrieved person may appear either in person or authorize a representative to present his/her case.
- Grievances not resolved by the Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these Regulations.
- Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee, in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the Council, which shall take action in accordance with the provisions of these Regulations.
- The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons therefore as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the institution shall place it for general information on its website.
- The institution shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Council any failure on the part of the institution to comply with the recommendations.
- The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

Information Regarding Ombudspersons and Student Grievance Redressal Committees:

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

Consequences of Non-Compliance:

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

- withdrawal of approval granted to the Technical Institution;
- withdrawal of declaration of fitness or entitlement to receive grants or financial assistance from the Council;

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

Provided that no action shall be taken by the Council under these Regulations, unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

Prevention and Prohibition of Ragging:

Implementation of the above shall be in line with norms prescribed in **Appendix 12**

Grievance Redressal Cell (GRC) for Faculty/Staff:

Implementation of the above shall be in line with norms prescribed in **Appendix 15**

6.3.3 Committee for SC/ST

Committee shall consist of five members, out of which at least 2 members shall be SC/ST and one member shall be a woman.

6.3.4 Internal Complaint Committee (ICC)

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

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

- a. Include in institution's Web Site, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for Redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on
- b. Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations
- c. Organise regular orientation or training Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity
- d. Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation
- e. Every Technical Institution shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:

- A Presiding Officer who shall be a woman Faculty member employed at a senior Level (not below a Professor in case of a University, and not below an Associate Professor in case of an Institution) at the Educational Institution, nominated by the Executive Authority
- Two Faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority
- Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/Diploma Level Institution, as the case may be One member from amongst Non-government Organisation or Associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority
- At least one-half of the total members of the ICC shall be women.
- Persons in senior positions such as Chairman/ Secretary of the Society, Principal/ Director of the Institution, etc. shall not be the members of the ICCs in order to ensure autonomy of their functioning
- The term of office of the members of the ICC shall be for a period of three years. Institutions may also employ a system whereby one-third of the members of the ICC may change every year
- f. All Technical Institutions approved by AICTE shall upload the Annual Report containing the following details by 30th June of the Calendar Year:
 - Number of complaints of sexual harassment received in the year
 - Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints
 - Number of complaints disposed of during the year
 - Number of cases pending for more than 90 days
 - Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
 - Nature of action taken by the Technical Institution against the perpetrator

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Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

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

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D.O. No.1-15/2009 (ARC) pt.III

28th May, 2018

Dear Sir/Madam,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, the UGC had notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website i.e. www.ugc.ac.in. These Regulations are mandatory for all educational institutions in the country.

As multiple mechanisms are required to ensure a ragging-free campus, here are recommendations and action steps which may be deployed in your esteemed university and all institutions under your ambit.

A. Basic Measures

1. Constitution of anti-ragging committee, anti ragging squad, setting up of Anti Ragging Cell and adequate publicity for these measures through various media are to be undertaken.
2. Mention of Anti-ragging warning in the institution's prospectus and information booklets/brochures shall be ensured.
3. Updating websites of institutions with the complete address of nodal officers related anti ragging committee with contact details.
4. In compliance of the UGC Regulations and the 2nd Amendment in the UGC Regulations regarding submission of undertaking by each student and every parent to submit an online undertaking in every academic year.
5. UGC has notified the 3rd Amendment in UGC Regulations on 29th June, 2016 to expand the definition of ragging by including the following:

3 (i) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

6. Installing CCTV cameras at vital points

B. Counseling and monitoring measures

7. Regular interaction and counseling with the students can detect early signs of ragging and identification of trouble-triggers.
8. Surprise inspection at hostels, students accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measure which would augur well in preventing/quelling ragging and any uncalled for behavior/incident shall be undertaken.

.....contd

C. Creative Dissemination of the idea of ragging-free campus

9. Events like Anti-Ragging workshops, seminars and other creative avenues to spread the idea.
10. Safety and security apps without affecting the privacy of individuals can be creatively deployed.

D. Using other UGC initiated measures

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

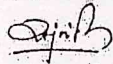
13. The UGC has got developed 4 short films and a documentary film to counsel students on ill effects of ragging. These films are uploaded on UGC website. All Universities/Institutions are requested to show these films regularly to the students during orientation and other programmes. These movies are available on the following link, ugc.ac.in/page/Videos-Regarding-Ragging.aspx.

Any violation of UGC Regulations or if any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, will attract punitive action under the UGC Act.

You are requested to implement the recommendations communicated vide letter dated 15.11.2017 and thereby ensure a ragging-free campus, a fundamental requirement for a supportive and fair institutional climate which is open to change, learning and progress.

With Personal regards,

Yours sincerely,



(Rajnish Jain)

The Vice-Chancellors of all universities.

Copy to:-

- The Publication Officer, UGC New Delhi for uploading on UGC website.



(Rajnish Jain)


समय मंत्र जगते

भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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No. 269]

NEW DELHI, WEDNESDAY, JUNE 29, 2016/ASHADHA 8, 1938

विश्वविद्यालय अनुदान आयोग

अधिसूचना

नई दिल्ली, 29 जून, 2016

सं. फा. 1-15/2009(ए.आर.सी.).—विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (3 का 1956) के अनुच्छेद 26 के उप-अनुच्छेद (1) की धारा (जी) के अन्तर्गत प्रदत्त अधिकारों के निष्पादन हेतु विश्वविद्यालय अनुदान आयोग निम्न विनियमों का सृजन करता है :—

- (1) ये विनियम "उच्च शिक्षा संस्थानों में रैगिंग अपराध निषेध विनियम, 2016 (तृतीय संशोधन)" के नाम से जाने जाएं।
- (2) ये विनियम राजपत्र में प्रकाशन की तिथि से लागू माने जाएं।
2. विश्वविद्यालय अनुदान आयोग के विनियम, "उच्च शिक्षा संस्थानों में रैगिंग अपराध निषेध, 2009" (इसके उपरान्त प्रमुख विनियमों के सन्दर्भ में) के पैरा 3 के उप शीर्षक "रैगिंग कैसे होती है" 3(झ) के बाद निम्नलिखित को जोड़ा जाए :—
 - 3(ज). किसी भी छात्र को (नवीन प्रविष्ट या अन्यथा) लक्षित करके रंग, प्रजाति, धर्म, जाति, जातिमूल, लिंग (उभय लैंगिकों सहित) लैंगिक प्रवृत्ति, बाह्य स्वरूप, राष्ट्रियता, क्षेत्रीयमूल, भाषा वैशिष्ट्य, जन्म, निवास स्थान या आर्थिक पृष्ठभूमि के आधार पर शारीरिक अथवा मानसिक प्रताड़ना (दबंगई एवं बहिष्करण) का कृत्य।

प्रोफेसर जसपाल एस. सन्धू, सचिव (यूजीसी)

[विज्ञापन III/4/असा./149/(113)]

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 29th June, 2016

No. F. 1-15-/2009 (ARC).—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 “Curbing the menace of Ragging in Higher Educational Institutions (third amendment), Regulations, 2016.”
 - (2) They shall come into force on the date of their publications in the Official Gazette.
2. In UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009 (herein-after referred to as the Principal regulations), in Para 3 the following shall be added after 3(i) under heading what constitutes Ragging.—
- 3(j). Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Prof. JASPAL S. SANDHU, Secy. (UGC)

[ADVT. III/4/Exty./149/(113)]

Why should I & How can I use On Line affidavits ?

Why?

1. It is mandatory for every student and his/her parents to submit an anti ragging affidavit at the time of first admission and there after each year at the time of annual registration. These are UGC's regulations.
2. It is the order of the Hon. Supreme Court that contact details of students must be collected from these affidavits and stored electronically at a central location.
3. Uptil now each college collected such information. But it was not stored in any central location. But this year the Ragging Prevention Program developed an ON LINE procedure for downloading anti ragging affidavits. As a result college authorities do not have to collect information separately and compile it. It will save a lot of their time and energy.

How?

4. It is a simple procedure comprising 3 steps
 - Step 1: Log on to www.ANTIRAGGING.in or www.AMANMOVEMENT.org. Click on the button called – On line affidavits.
 - Step 2: Fill in the information as desired and submit the form.
 - Step 3: On successful completion you will receive affidavits, both for Students and Parents, through E mail.
5. If you do not have an E mail address please create one before you log in. If your parents do not have an E Mail/Mobile/ Landline

Phone number please do not panic. You can give those of your friends or relatives. There is absolutely nothing to worry. If you make a mistake while submitting your form you can start a fresh and submit the information again. There is no problem. It is a very easy process.

COMMON GRIEVANCE REDRESSAL COMMITTEE(CGRC)

Common Grievance Redressal Co x +

stannescet.ac.in/activities/cgrc_cell

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ST. ANNE'S
COLLEGE OF ENGINEERING AND TECHNOLOGY
(A unit of the Sisters of St. Anne, Tiruchirappalli)

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Common Grievance Redressal Committee (CGRC)

The Statutory College Grievance Redressal Committee (CGRC) is formed as per Clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987) AICTE. All grievances relating to the Institute shall be addressed by CGRC.

COMMITTEE MEMBERS

S.No.	NAME	Designation
1	Mr. B. Arun kumar, AP/ECE	Co-ordinator
2	Mrs. Z. Asmathunnisa, HoD/CSE	Member
3	Mr. P. Murugan, AP/MECH	Member
4	Mr. J. Ramesh, AP/EEE	Member
5	Dr. G. Abirama Sundari, AP/S&H	Member

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ANTI RAGGING COMMITTEE

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ANTI RAGGING



Anti Ragging Committee


Ragging is strictly banned in our college. If anybody found indulged in such kind of activities, strict action will be taken irrespective of the extent. Ragging is banned by Supreme Court of India. In order to prevent such kind of activity in campus, an anti-ragging committees has been formed and brought into operation even before the start of 1st year classes by the Principal.

Ragging is neither a means of familiarization, nor an introduction with fresher's, but a form of Psychopathic behavior. Ragging is a violation of Human Rights. Respect Humanitarian Values. Ragging is a heinous crime, heavily punishable under law. Ragging may spoil your career forever.

"Causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity

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INTERNAL COMPLAINT CELL

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INTERNAL COMPLAINT CELL CELL

Our College has an Internal Committee Cell (ICC) constituted under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and UGC Guidelines 2016. The Committee investigates complaints of any instance of sexual harassment happening on campus, online sessions as well as co-curricular activities and extra-curricular activities organized by the college. This includes any behaviour whether physical, verbal or non-verbal of a sexual nature, either by fellow students, faculty or non-teaching staff. The complainant can connect with the Internal Committee through many ways. Email the complaint or request for a meeting with the Committee via the telephone operator or approach any of the members while on campus. The complaints will be looked into in a time bound manner without infringing on the privacy of the complainant. The Committee holds two formal meetings in a year along with additional meetings whenever required. It supports workshops for faculty, non-teaching staff and students that spread awareness of personal security and gender justice on campus.

COMMITTEE MEMBERS

S.No.	NAME	Designation
1	Mrs. S. Ramya, AP/S&H	Co-ordinator
2	Mrs. D. Umamaheswari, AP/ECE	Member

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Anti Ragging awareness poster inside the campus



Offline grievance suggestion box inside the campus

