

# **ANTI RAGGING POLICY**

(For Prohibition, Prevention & Punishment)

## **STUDENT BROCHURE**



**NARAYANA**  
DENTAL COLLEGE AND HOSPITAL

## AWARENESS OF RAGGING

As per the orders of the Hon'ble Supreme Court of India, UGC Regulations and the Andhra Pradesh Prohibition of Ragging Act 1997 as adopted by the State Govt. of Andhra Pradesh.

**Ragging** is considered as a sadistic thrill, and it is a violation of Human Rights.

### INSTRUCTIONS TO FRESHERS

1. You do not have to submit to ragging in any form.
2. You do not have to compromise with your dignity and self-respect.
3. You can report incidents of ragging to the authorities concerned.
4. You can contact any member of the Anti Ragging Squad / Anti Ragging Committee of the College, or the Principal.
5. The college is obliged to permit the use of communication facilities (Landline and Mobile phones) for seeking help.
6. If you are not satisfied with the enquiry conducted by the College, you can lodge a First Information Report (FIR) with the local Police, and can complain with the civil authorities also.
7. The college is in any case required to file FIR if your parents or you are not satisfied with the action taken against those who 'ragged' you.
8. Your complaint can be oral or written, and would be treated by the authorities in strict confidence.
9. Take active part in all institutional activities intended to end ragging on campus.

**RAGGING IS PROHIBITED ON CAMPUS AND OFF CAMPUS  
JOIN HANDS IN MAKING THE COLLEGE CAMPUS FREE FROM RAGGING.**



# ANTI RAGGING POLICY OF NARAYANA DENTAL COLLEGE AND HOSPITAL

Narayana Dental College and Hospital is aware of the ragging menace in the campuses of colleges and follows the UGC Regulations, Court Directives and State Act in letter and spirit to ban any and all sorts of ragging activities in the campus. Accordingly, it has initiated to take stringent action against the perpetrators by strictly enforcing the measures to prohibit, prevent and punishment forragging.

**Ragging**, as defined by the Honorable Supreme Court of India in its landmark judgment in 2001, is

*“Any disorderly conduct whether by word spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.”*

## **As per the Clause - 3, UGC Regulations 2009**

Ragging is an Act of abuse by spoken or written words or e-Mails or Post, Teasing or Treating Rudely with the Fresher to cause Psychological Harm, Public Insult, raise Fear or Threat or Disruption or Physical Injury, Forcing to Entertain or Financial Extortion, asking to perform Lewd Acts, Exploitation of Services, Outrage of Modesty or Sexual Assault, creating Annoyance or Apprehension or Intimidation, showing of power or authority or superiority to derive sadistic thrill or perverted pleasure by Senior Students or any conduct that affects the mental health and self-confidence of a fresher or any other Student.

## **As per the Section 2(e) of A.P. Prohibition of Ragging Act, 1997 as adopted by the State Govt. of Andhra Pradesh.**

“Ragging” means doing an act which causes or is likely to cause insult or annoyance of fear or apprehension or threat or intimidation or outrage of modesty or injury to a student.

The offence of the ragging is not only punishable under Section 4 of Andhra Pradesh Prohibition of Ragging Act 1997 as adopted by the State Govt. of Andhra Pradesh but also under various provisions of the Indian Penal Code (IPC), 1860 ( Act 45 of 1860) and is a Cognizable Offence.

## **RAGGING - A VIOLATION OF HUMAN RIGHTS**

Ragging in any form is not only an offence but it is also a violation of human rights of the victim. The protection of Human rights acts, 1993 defines "Human Rights" as the "the rights relating to life, liberty, equality and dignity of the individual guaranteed by the constitution or embodied in the International Covenants and enforceable by courts in India".



There is a well-established statutory mechanism in India to enforce Human Rights. A victim of ragging can approach the State Human Rights Commission, the State Commission for scheduled castes and scheduled tribes, the state minorities commission and also the State Commission for Women, under the provisions of the Protection of Human Rights Act, 1993. These commissions are empowered to inquire into the complaints, call for information or report from the Government or any or any other authority or organization, and may take any of the following steps upon the completion of an inquiry held namely:

- (1) Where the inquiry discloses, the commission of violation of human rights, or negligence in the prevention of violation of human rights by a public servant, it may recommend to the Government or authority concerned the initiation of proceedings for persecution or such other action as the commission may deem fit it against the concerned person or persons;
- (2) Approach the Supreme Court or the High Court concerned for such directions, orders or writs as that Court may deem necessary; and
- (3) Recommend to the Government or Authority concerned for the grant of such immediate interim relief to the victim or the members of his family as the commission may consider necessary.

### **RAGGING - A VIOLATION OF FUNDAMENTAL DUTIES**

Ragging is an instance of human depravity and a symbol of uncivilized behavior on the part of a person. In order to inculcate a sense of self-discipline to make all the citizens perfect human beings, the Constitution of India has incorporated 11 fundamental Duties imposed on the citizens. Any student who understands and assimilates the importance of the fundamental duties would certainly not indulge in any act of ragging. It shall be the duty of every educational institution to impart the knowledge relating to the fundamental duties to all the students and of every student to discharge such duties. If these duties are effectively discharged by the above-mentioned stakeholders, ragging can be curbed effectively.

### **Rights and duties of Newcomers and their Guardians:**

A fresher should consider Narayana Dental College and Hospital community as his/her family and should maintain cordial relationship with other members of the community particularly with the senior students. He/she, like any other student, enjoys all rights and privileges that are available to any free citizen of this country. It is the duty of the students, therefore, NOT to obey any orders or requests from anyone (apart from the administrators), inside or outside the campus, if he/she feels embarrassed or undignified by complying with such requests. It is the responsibility of the fresher or any other person(s) who is /are aware about such request or order to bring it to the immediate notice of the Dean of Students' Welfare or any member of the ARC, ARS or cells mentioned below. It should be noted that failing to do so is an offence as per the rules of Narayana Dental College and Hospital and Dr. NTR University of Health Sciences, and thus liable to be punished. The confidentiality of such students(s) / guardian(s) will be strictly maintained. The guardian should cooperate with Narayana Dental College and Hospital Authority to seek redress of the grievances of the fresher, if any.


A circular purple stamp of Narayana Dental College and Hospital is visible, with the word 'Principal' written in the center. To the right of the stamp is a handwritten signature in green ink.

### **Rights and duties of the Old (Senior) Students:**

As the newcomers are, in most of the cases, first timers in Narayana Dental College and Hospital, it is the duty of the seniors to guide the fresher properly so that they feel at home. The seniors should remember the days when they left their parents or the homely environment and set foot in this hitherto unknown Campus. It is the modesty, helpfulness, love and cooperation of the seniors that will contribute towards making the newcomers good and responsible members of the college community. It is also the responsibility of the old students to explore the talents in the freshers in the "ice breaking sessions" in college/hostels in presence of ARC and ARS members. Seniors should take active and wholehearted part in making sure that no ragging is taking place anywhere in the campus and should report any such incidents immediately. It is the commitment of the college authority to keep the identity of such students in strict confidence. It is noteworthy that persons involved directly or indirectly in ragging, including the onlookers are liable to be punished under the rules of College and University.

### **SALIENT FEATURES of UGC Regulations - 2009 on Curbing the Menace of Ragging in Higher Educational Institutions:**

**Clause - 3 :** What Constitutes Ragging - Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written to by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b. Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not do 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  

- d. fresher or any other student.
- e. Any act a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- f. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- g. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- h. 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.



- i. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- j. 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.
- k. 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.

**Clause - 7:** Action to be taken by the Head of the Institution: On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

- i. Abetment to ragging.
- ii. Criminal conspiracy to rag.
- iii. Unlawful assembly and rioting while ragging.
- iv. Public nuisance created during ragging.
- v. Violation of decency and morals through ragging.
- vi. Injury to body, causing hurt or grievous hurt.
- vii. Wrongful restraint.
- viii. Wrongful confinement.
- ix. Use of criminal force.
- x. Assault as well as sexual offences or unnatural offences.
- xi. Extortion.
- xii. Criminal trespass.
- xiii. Offences against property.
- xiv. Criminal intimidation.
- xv. Attempt to commit any or all of the above mentioned offences against the victim(s).
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s).
- xvii. Physical or psychological humiliation.
- xviii. All other offences following from the definition of "Ragging".

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

Provided further that the Institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities, and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.



*[Handwritten signature in green ink]*

## **CLAUSE - 9 : Administrative action in the event of ragging :**

9.1 The Institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:

- a) The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty, one or more of the following punishments, namely;
  - i. Suspension from attending classes and academic privileges.
  - ii. Withholding/withdrawing scholarship, fellowship and other benefits.
  - iii. Debarring from appearing in any test, examination or other evaluation process.
  - iv. Withholding results.
  - v. Debarring from representing the institution in any regional or international meet, tournament, youth festival, etc.
  - vi. Suspension/expulsion from the hostel.
  - vii. Cancellation of admission.
  - viii. Rustication from the Institution for a period ranging from one to four semesters.
  - ix. Expulsion from the Institution and consequent debarring from admission to any other institution for a specified period.

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

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

## **Anti-Ragging Initiatives of Narayana Dental College and Hospital:**

Narayana Dental College and Hospital, in strict compliance with UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, Supreme Court directives, 2007 and Andhra Pradesh Prohibition of Ragging Act, 1997 as adopted by the State Govt. of Andhra Pradesh, has decided to frame a Policy to Prohibit and Prevent Ragging Activities in its Campus. It is bound to take a stern view and adopt tough measures on students indulging in any or all forms of ragging.

In the light of above, display of posters and putting up of notices on anti-ragging at all prominent places in and around the college highlighting the need for prevention of ragging and punishments entitled to those indulging in ragging.



Narayana Dental College and Hospital has taken necessary steps for assuring peaceful life on the campus for fresh students and to prioritize the privileges of safeguards and safety of all students in general and the newcomers and girl students specifically. Narayana Dental College and Hospital welcome all the newcomers into its campus with an open and warm heart, and shall endeavor to make their entry and stay into the sacred temple of learning as charming and successful as possible.

Narayana Dental College and Hospital pledges to Prohibit any incident of Ragging and does not hesitate to say 'No' to Ragging, Take Preventive Measures for occurrence of Ragging and establish Zero tolerance to Ragging and Punish those who indulge in Ragging in the Campus as a cognizable offence.

Narayana Dental College and Hospital observes that Ragging is neither a fun nor a pleasure or entertainment and also not a means of familiarization or an introduction with college freshers, but it is a heinous act of Human Abuse and crime, and the same is disseminated to the students.

**The Initiatives of the College to curb the Menace of Ragging are as follows:**

1. Preparing and Distributing of Publicizing Materials such as posters, brochures and circulars against ragging.
2. Display of posters and putting up of notices at all the designated places in the college.
3. Obtaining Affidavits, Undertaking forms from all the Students and their Parents.
4. Sensitizing all the stake holders with the help of media.
5. Organizing Anti – Ragging awareness lectures.
6. Measures for Girls' Security and Appointing Women Teachers as Counselors.
7. Ensuring the campus an Alcohol and Smoking Free Zone.
8. Making Orientation Programmes Mandatory for Every Department.
9. Establishing Mentoring and Counseling Cells at Institutional Level.
10. Seeking a Pledge by all the students to make the campus a 'Ragging Free Zone'.

Vasavi College of Engineering, in compliance with the regulations, directives and act, has decided to constitute an Anti-Ragging Committee at the College Level and Anti-Ragging Squads at the Department Level for overseeing the effective implementation of the provisions for the curbing of any form of ragging in its campus with immediate effect.

**Monitoring mechanism:**

**a) Anti-ragging Committee:**

1. Anti-Ragging Committee is headed by the Head of the Institution, and it consists 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 (Annexure).
2. 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 preventing of ragging in the institution.



*[Handwritten signature]*



### **b) Anti-Ragging Squad:**

1. Anti-Ragging Squad is nominated by the Head of the Institution having representation of faculty and staff members for maintaining vigil, oversight and patrolling functions. It shall remain mobile, alert and active at alltimes.
2. 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 suchplaces.
3. 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 authority 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 berequired.

### **c) MentoringCell:**

In order to promote the objectives of the Regulations for curbing the menace of ragging and also to instill confidence in freshers and students to ensure the practice of human values, rights, and dignity, the college has constituted a Mentoring Cell. It consists of student volunteers as Mentors to students in the lower classes of the succeeding academic year. Each mentor guides six students. The students in the final year classes are Mentors for the students in the third year classes. Students in the third year classes are Mentors for the students in the second year classes, and Students in the second year classes are Mentors for freshers. Apart from the above measures, the college has a student counselor to attend to the student counselling requirements. The College has a student counselor to attend to the student counseling requirements. The College has a proctorial system of allotting twenty students for each faculty member to take care of academic as well as personal problems. Students have a one-period slot designated for this purpose in addition to meeting the proctor as and when needed forguidance.

### **d) Punishments:**

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 as per clause 9 of UGC Regulations as indicated above.



## PLEDGE TO BE ADMINISTERED TO THE STUDENTS

I, ..... a bonafidestudentof..... (course)

at..... Institution) do herebysolemnly

Pledge that

- 1) I shall not indulge in any ragging activities either directly or indirectly, either on the campus or outside thereof.
- 2) I further pledge that I shall treat all my junior students and also other students as my brothers and sisters at alltimes.
- 3) I shall maintain cordial atmosphere on the campus and shall follow strict discipline, I shall report any incidentofraggingtotheauthoritiesconcernedassoonasitcomestomynotice.
- 4) I shall say no to ragging and shall not be a party to ragging either as a participant or as an abettor,and
- 5) I shall do all that is possible to make my Institution a better place for learning, enlightenment and enjoyment.



*[Handwritten signature in green ink]*



**NARAYANA**  
DENTAL COLLEGE AND HOSPITAL

**Date: 25.01.2021**

**CIRCULAR**

This is to inform members of the Anti-ragging committee to attend a meeting by the undersigned on 27.01.2021 at 2.00 pm at the Principals chambers. The members to discuss strategies and preventive measures to continue to make this campus Ragging free.

(Dr. B. Ajay Reginald)  
Principal

Copy to All Members - for favor of information  
IQAC





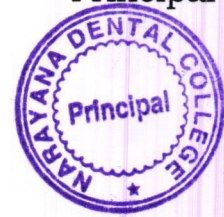
**NARAYANA**  
DENTAL COLLEGE AND HOSPITAL

**Date: 01-02-2021**

**Minutes of the Anti-Ragging Meeting**

1. Congratulations to all faculty for making our campus ragging free
2. To continue to sensitize all students in the forthcoming academic year also
3. To enroll all students to give an undertaking on the Govt. of India web site
4. To ensure the first-year students feel safe, by conducting patrols by the staff as per the rotations
5. To make arrangements to address the students by the Local police officer
6. To prepare and submit documents pertaining to the measures taken by the Institute to the Dental Council of India.

(Dr. B. Ajay Reginald)  
Principal



Copy to All Members - for favor of information  
IQAC



THE NARAYANA GROUP

Date:01.02.2021

**ANTI-RAGGING SQUADS / FLYING SQUADS :**

**DURING DAY TIME FROM 8.00 AM TO 5.00 PM IN BOYS HOSTEL AND CAMPUS**

**Group – I**

Dr. M Rakesh Kumar , Professor , OM & R - 9704014747  
Dr. R.V.Kishore Kumar ,Professor of Oral Surgery - 9848522582 } Monday & Thu

**Group – II**

Dr. B.V.Ramesh Reddy, Prof.of Periodontics - 9849798990  
Dr. V.H.C.Kumar,Prof of Prosthodontics -9985197606 } Tuesday & Fri

**Group – III**

Dr.T.Pavan Kumar ,Prof of Prosthodontics - 9985885844  
Dr. B.Siva Reddy ,Prof of Oral Pathology - 9985841420 } Wednesday & Sat

**ANTI-RAGGING SQUADS / FLYING SQUADS :**

**DURING NIGHT TIME FROM 6.00 PM TO 8.00 PM IN BOYS HOSTEL AND CAMPUS**

Dr. N.Kannan, Professor & HOD of OM & R - 9490471078 } Monday  
Dr. Vijay Kumar Chava, Professor & HOD of Periodontics - 9441978737 } Tuesday  
Dr. P.Srinivasa Rao, Prof & HOD of Prosthodontics - 9246434369 } Wednesday  
Dr. C.Suneel Kumar, Prof of Conservative - 9966313666 } Thursday  
Dr. M.Prasad, Prof & HOD of Orthodontics - 9440976666 } Friday  
Dr.N.Sivakumar, Professor & HOD of Pedodontics - 9441624429 } Saturday  
Dr. K.V.Suneel Kumar, Assoc.Professor of OMR - 9347100413 } Sunday

**ANTI-RAGGING SQUADS / FLYING SQUADS :**

**DURING DAY TIME FROM 8.00 AM TO 5.00 PM IN GIRLS HOSTEL AND CAMPUS**

**Group – I**

Dr. Vandana Raghunath, Professor & HOD of Oral Pathology( WARDEN) - 8886042555  
Dr. K.Divya, Asso.Professor of Conservative Dentistry - 9566053135 } Monday & Thu

**Group – II**


Dr. S.V.S.G. Nirmala, Professor of Pedodontics - 9440206976  
Dr. Rajasree Narayan, Assoc.Professor of Periodontics - 9445405088 } Tuesday & Fri

**Group – III**

Dr. A.Lavanya, Professor & HOD of Conservative Dentistry - 9346567413  
Dr. G.Kiranmayi, Asso.Professor of Conservative Dentistry - 9440932608 } Wednesday & Sat

Toll Free Number:1800-180-5522

Email:helpline@antiragging.in

  
PRINCIPAL  
(Dr. B.AJAY REGINALD)





Committee Members	Names	Designation & Department	email id	Mobile Nos.	Signatures
Chairperson	Dr. Vandana Raghunath	Professor & Head, Dept of Oral & Maxillofacial Pathology & Oral Microbiology	vandanaraghunath@hotmail.com	8886042555	<i>V. Raghunath</i>
Co-Chairperson	Dr. B Swapna Sridevi	Professor, Dept of Oral Medicine & Radiology	beeraka_swapna@yahoo.com	9441788440	<i>Swapna Sridevi</i>
Member	Dr. Kiranmayi	Assoc Professor, Dept of Conservative & Endodontics	govulakiranmayi24@gmail.com	9440932608	<i>Kiranmayi</i>
Member	Dr. Sukrutha B	Asst Professor, Dept of Periodontics	drsukruthareddy9@gmail.com	9581440936	<i>Sukrutha B</i>
Member	Dr. Prathyusha	Asst Professor, Dept of Public Health Dentistry	veguruprathyusha@gmail.com	9494926677	<i>V. Prathyusha</i>
Member	Dr. Saroja	Lecturer, Dept of Prosthodontics	ammamadinnasaroja@gmail.com	9490248427	<i>A. Saroja</i>
UG Student Member	<del>M</del> . P. Sravani	III BDS student	sravani2000.p@gmail.com	6304795443	<i>P. Sravani</i>
PG Student Member	Dr. Aishwarya	I yr Post Graduate student, Dept of Oral & Maxillofacial Pathology & Oral Microbiology	aishwaryar658@gmail.com	9493573717	<i>C.V. Aishwarya</i>

Office order: E/NDCH/2020-21/00-01

**MEETINGS:** Held twice or thrice in a year – Months of Feb / March & July & Aug & ~~Oct~~ / Nov

**OBJECTIVES:**

- To discuss report and resolve matters related to the promotion of general well being of girl students both UG & PG, non-teaching & teaching ladies staff members of Narayana Dental College & Hospital.
- To conduct programs of benefit to the girl child / females / elderly females / orphans in the society by holding lectures & demonstrations on importance of girl child education / sex education / dental education / self defense / sanitation, offering free continuing dental checkups & treatments to the girl children from an adopted Girl's welfare / tribal school and holding donation programs / free distribution of dental kits etc in children / elderly orphanage centers.

**Copy To:**

- IQAC
- Principal's Office



**NARAYANA**  
DENTAL COLLEGE AND HOSPITAL

**SEXUAL HARASSMENT ELIMINATION**  
**COMMITTEE, NDCH**

**Circular**



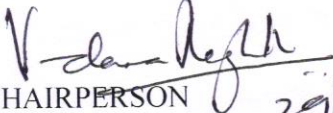
29/10/2020

Circular No.: SHE NDCH/2020-21/OO-02

All the members of the **SHE** committee are requested to attend the meeting to be held on 29/10/2020 at 03.30 pm in the Seminar hall, Dept of Oral Pathology, NDCH.

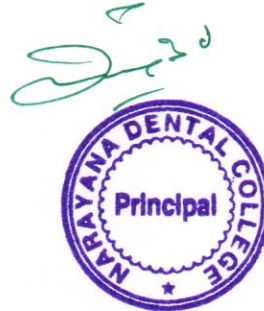
Agenda:

- To discuss regarding sexual harassment issues in the college if any
- Any other matter with the permission of the chair

  
CHAIRPERSON  
SHE Committee  
NDCH  
29/10/20

Copy to:

IQAC



29/OCT/2020

## SHE COMMITTEE MEETING

### Minutes:

Meeting was held to discuss any <sup>sexual</sup> harassment related issues / problems reported during the <sup>with</sup> first term/2020 till date. No such events were reported.

No other matter was put up for discussion further and the meeting was concluded with a vote of thanks.

### Members

Vidana Singh

Dr. Vandana Singh

Seema Sude

Dr. Seema Sude

Pratima

Dr. Pratima

[Signature]

Dr. Lavanya





## Student Grievance Management Policy

### 1. Policy Statement

To address and provide a solution to the aggrieved student at the earliest and in the most amicable manner, which might arise due to dissatisfaction in teaching, learning and or evaluation methods and also any Institutional decisions.

### 2. The objectives of the grievances process will be to settle:

2.1 To provide a procedure and facility that is fair, transparent and reasonable.

2.2 To provide a system of redressal

Eligibility and applicability :- All students currently undergoing the program

### 3. RACI:-

R - Responsible - Individual

A - Accountable - All individuals

C - Consulted - Grievance committee

I - Informed - Principal

4. Scope & Coverage: Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the HOD and or others concerning the Student.

4.1 Grievances for the purpose of this policy will cover individual grievances such as:

Teaching and Learning

E v a l u a t i o n

Facilities in the Library, Hostel

Institutional policy

Interpersonal Conflicts / Issues with the HOD and or others concerning the student

4.2 The grievance arising out of the following will not come under the purview of the grievance procedure:





Rules and regulations of Affiliating University.

Matters relating to state / central / or statutory body policies and procedures

Where the grievance is related to personal issues of the Student

## 5. Stages of Grievance Redressal

The individual can raise grievance according to this procedure:

### 5.1 STAGE-I

5.1.1 The aggrieved Student may take up the grievance in writing with the concerned teacher / HOD, who must try to resolve the grievance at that level within 5 working days.

5.1.2 In case any grievances needs more than 5 working days to resolve, the respective Student should be informed in writing within 5 working days of the receipt of grievance by the HOD.

5.1.3 In case the Student is not satisfied with the redressal of the grievance he/her may submit the grievance, in writing, to the grievance committee within 2 working days from end of stage above.

5.1.4 The grievance committee will record comments on the grievance form within 5 working days after making necessary enquiry and discuss with concern(s)

5.1.5 In case of any delay in resolving the grievance, the grievance committee will inform the aggrieved Student of such a delay with reason from 5 working days of receipt of the grievance and commit to a resolution date not exceeding an extension time of 4 working days.

### 5.2 STAGE - 2

5.2.1 In case the aggrieved Student is not satisfied with the decision communicated to him/her at Stage-I or if she/he fails to receive the reply within the stipulated period, she/he may submit the grievance within a period of 2 working days from the date he/her receives final reply or in stage-I, will have an option to appeal to the Principal with the detailed reasons for the making an appeal, who must give a personal hearing to the grievance and a brief of the same should be documented.



*[Handwritten signature]*



5.2.2 The Principal will examine the grievance in detail including discussions with the aggrieved student, as necessary. The Principal may consult an expert neutral consultant or committee before taking final decision on the grievance.

5.2.3 The Principal will take a decision and communicate the same within 7 working days from the receipt of the appeal and the decision will be final and binding.

## 6. GENERAL CONDITIONS:

6.1 If the grievance is against the Teacher or HOD then Student can skip one level and escalate her/his grievance to next level.

6.2 The concerned shall bring up the grievance immediately within a reasonable period of time not exceeding 3 months.

6.3 Only an aggrieved Student can raise the grievance

6.4 If the grievance arises out of an order given by the Principal / Management, the said order shall be complied with before the student concerned invokes the procedure laid down for redressal of the grievance.

6.5 The grievance committee should maintain the detailed records of all grievances and redressals.



*[Handwritten signature]*