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**K.S.RANGASAMY COLLEGE OF TECHNOLOGY**

**(Autonomous)**

Tiruchengode - 637 215, Namakkal, Tamil Nadu

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**COUNCIL FOR STUDENTS' AFFAIRS**

**ANTI-RAGGING POLICY**

*(Prohibition, Prevention & Punishment)*

**ANTI- SEXUAL HARASSMENT POLICY**

*(Prohibition, Prevention & Redressal)*

**COMPLAINTS CUM GRIEVANCE REDRESSAL POLICY**

AUGUST 2021

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## Preamble

As per the guidelines of following statutory/regulatory bodies,

1. Ministry of Education - <https://www.education.gov.in/>
2. All India Council for Technical Education - <https://www.aicte-india.org/>
3. University Grants Commission - <https://www.ugc.ac.in/>
4. Directorate of Technical Education, Tamil Nadu - <http://www.tndte.gov.in/>
5. Anna University, Chennai - <https://www.annauniv.edu/>

K.S.Rangasamy College of Technology constitutes

- (a) Anti-Ragging Cell
- (b) Anti-Sexual Harassment Cell
- (c) Complaints cum Grievance redressal cell

under "Council for Students' Affairs" to redress student grievances including sexual harassment and ragging cases.

## Applicability & scope

This policy extends to all the categories of students and employees of the Institution as well as the employees on contract at the Institute.

## Responsibilities

All individuals must follow the policy and shall coordinate for effective implementation of this policy.

## Dissemination of the policy

This Policy document should be made available in the college website and must be circulated to all staffs, students and to all new joiners.

## Annual Report

The committee shall in each academic year, prepare & submit report to the council with the following details:

- Number of complaints received and disposed of during year
- Number of cases pending
- Submission of reports with no issue raised during the year



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**ANTI-RAGGING POLICY**  
**(Prohibition, Prevention & Punishment)**

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## RAGGING

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

"Any disorderly conduct whether by words, spoken or written, or by an act which has the effect of teasing or handling with rudeness any other student, in rowdy or indiscipline activities which cause or are 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 do 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. The cause of indulging in ragging is deriving sadistic pleasure or showing off power, authority or superiority by the seniors over their juniors or freshers."

### **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".

### **What constitutes Ragging?**

Whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby –

- i) Teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to 6 months or with fine which may extend to one thousand rupees or with both; or
- ii) Assaults or uses criminal force to or criminally intimidates, a student shall be punished with imprisonment for a term which may extend to 1 year or with fine which may extend to two thousand rupees or with both; or

- iii) Wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to 2 years or with fine which may extend to five thousand rupees or with both; or
- iv) Causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to 5 years and with fine which may extend to ten thousand rupees; or
- v) Causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with a fine which may extend to fifty thousand rupees.

### **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. The fundamental Duties are extracted hereunder for ready reference.

#### **Part IV-A (Article 51-A): Fundamental duties**

It shall be the duty of every citizens of India

- a) To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- b) To cherish and follow the noble ideals which inspired our national struggle for freedom;
- c) To uphold and protect the sovereignty, unity and integrity of India;
- d) To defend the country and render national service when called upon to do so;
- e) To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- f) To value and preserve the rich heritage of our composite culture;
- g) To protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
- h) To develop the scientific temper, humanism and the spirit of inquiry and reform;

- i) To safeguard public property and to abjure violence;
- j) To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement, and
- k) Who is a parent or guardian to provide opportunities for education to his child or, as the case may be, ward between the age of six and fourteen years. The Fundamental Duties are defined as the moral obligations for all citizens to help promote a spirit of patriotism and to uphold the unity of India

**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 indiscipline 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 fresher or any other student.
- (d) Any act 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 absence and lewd acts, gestures, causing bodily harm or any other danger to health or person.

- (h) 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.
- (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.
- (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.

**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) Attempts 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.

**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 herein under:

- 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.

#### **Factors enlisted by the Dr. Raghavan Committee on effective prevention of ragging in educational institutions.**

1. Primary responsibility for curbing ragging rests with academic institutions themselves.
2. Ragging adversely impacts the standards of higher education.
3. Incentives should be available to institutions for curbing the menace and there should be disincentives for failure to do so.
4. Enrolment 'in academic pursuits or a campus life should not immunize any adult citizen from penal provisions of the laws of the land.'
5. Ragging needs to be perceived as failure to inculcate human values from the schooling stage.
6. Behavioral patterns among students, particularly potential 'raggers', need to be identified.
7. Measures against ragging must deter its recurrence.

8. Concerted action is required at the level of the school, higher educational institution, district administration, University, State and Central Governments to make any curb effective.
9. Media and the civil society should be involved in this exercise.

#### **Recommendations approved by the Supreme Court**

1. The Punishment to be meted out has to be exemplary and justifiably harsh to act as deterrent against recurrence of such incidents.
2. Every single incident of ragging where the victim or his parent/guardian or the Head of Institution is not satisfied with the Institutional arrangement for action, first information report (FIR) must be filed without exception by the Institutional authorities with the local police authorities. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly with the police, that will not absolve the institutional authority from the requirement of filing the FIR.
3. In the prospectus to be issued for admission by educational institutions, it shall be clearly stipulated that in case of the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the institution.
4. It shall be the collective responsibility of the authorities and functionaries of the concerned institution and their role shall also be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and in case of their failure, action can be taken for example, denial of any grant-in-aid or assistance from the State Governments.
5. Anti-ragging committees and squads shall be forthwith formed by the Institutions and it shall be the job of the committee or the squad, as the case may be, to see that the committee's recommendations, more particularly those noted above, are observed without exception and if it is noticed that there is any deviation, the same shall be forthwith brought to the notice of this court.

6. The committee constituted pursuant to the order of this court shall continue to monitor the functioning of the anti-ragging committees and the squads to be formed. They shall also monitor the implementation of the recommendations to which reference has been made above.

### **Anti-Ragging Initiatives of KSRCT**

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. Ensuring the campus an Alcohol and Smoking Free Zone.
6. Establishing Mentoring and Counseling Cells at Institutional Level.
7. Seeking a Pledge by all the students to make the campus a 'Ragging Free Zone'.

KSRCT, 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.
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.

**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 all times.
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 such places.
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 be required.

**Guidelines for Anti-ragging Committee members**

- Members are directed to prevent the ragging inside and outside the campus. If anything found, members must immediately bring it to the notice of Principal.
- Members must follow and act accordingly to the law of anti-ragging act.
- Members of anti-ragging committee must take appropriate steps to ensure that No ragging in College bus/ hostel.
- Frequent rounds must be planned in the campus, hostel and surroundings.
- Keep close watch on the visitors of non-students/strangers in the college campus.
- Organize meeting with students especially with girls to advise them to regulate their own movements and interactions, especially with strangers or undesirable characters.

- If any type of ragging is occurred, immediately conduct the meeting i.e. either on the same day or next working day and recommend appropriate action to be taken as per the Act of prohibition of Ragging in Educational Institutions (26 of 1997) to the concerned authorities.
- Ensure peaceful and ragging free atmosphere in the college campus.

**c) Mentoring cell**

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. Apart from the above, the college has a student counselor to attend to the student counselling 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 for guidance.

**d) Ragging punishments**

- 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. Details about every incident of ragging with all relevant information will be submitted to the Principal along with their findings and recommendations.
- On receipt of the recommendation of the Anti-Ragging Committee or on receipt of any information concerning any reported incident of ragging, the Principal will determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more specified clauses of the UGC Regulations, for further action.

- Further, the Anti-Ragging Committee of KSRCT will, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad/s, award, to those found guilty, one or more of the following punishments, namely: -
  - Cancellation of admission
  - Suspension from attending classes/Institution
  - Marking Punishment for Ragging in the Transfer Certificate
  - Withholding/withdrawing scholarship/fellowship and other benefits
  - Debarring from appearing in any test/examination or other evaluation process
  - Debarring from attending interviews through Campus Placement
  - Withholding results
  - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.,
  - Suspension/expulsion from College and hostel
  - Rustication from the institution for a period ranging from 1 to 4 semesters
  - Expulsion from the institution and consequent debarring from admission to any other institution
  - 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 ragger.

### Rights and duties of Freshers

A fresher should consider K.S.Rangasamy College of Technology 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 Head of the Institution or any member of the Anti-Ragging Cell, Anti-

Ragging Squad mentioned below. It should be noted that failing to do so is an offence as per the rules KSRCT, and thus liable to be punished. The confidentiality of such students(s) / guardian(s) will be strictly maintained. The guardian should cooperate with KSRCT Authority to seek redress of the grievances of the fresher, if any.

### **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 concerned.
4. You can contact 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 complaint with the civil authorities.
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

### **Rights and duties of the Senior students**

As the newcomers are, in most of the cases, first timers at K.S.Rangasamy College of Technology, 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 Anti-Ragging Cell and Anti-Ragging Squad 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.

### **Anti-Ragging process during admission**

- Telephone numbers of the Anti-Ragging Helpline and members of the Anti-Ragging Committees will be published in the instruction booklet.
- Every student and his/her parents to file an affidavit avowing not to indulge in ragging.
- College prominently displays posters detailing laws and punishment against ragging.
- Anti-ragging squad ensures vigil at odd hours during first few months at hostels, inside institution premises.

### **Anti-Ragging process after admission**

- Printed leaflet to be given to every fresher detailing addresses and telephone numbers of the Anti-Ragging Helpline, Wardens, Head of the institution, anti-ragging squads and committees, and relevant district and police authorities.
- Identity of informants of ragging incidents will be fully protected.
- Faculty members assigned to students makes surprise visits.
- Fresher's to be lodged, as far as may be, in a separate hostel block.
- Head of the institution, at the beginning of each academic year, sends a letter to the parents/guardians of the students informing them about these Regulations.

### **Online Anti-Ragging Affidavit**

As judgment of the Hon'ble Supreme Court of India and in compliance of All India Council for Technical Education Regulation 2009, it is compulsory for each student and his/her parent/Guardian to submit online Anti-Ragging affidavit

**Website:** [www.amanmovement.org](http://www.amanmovement.org) (or) [www.antiragging.in](http://www.antiragging.in)

**PLEDGE TO BE ADMINISTERED**

I, \_\_\_\_\_ a bonafide student of \_\_\_\_\_ (course) at **K.S.RANGASAMY COLLEGE OF TECHNOLOGY** do hereby solemnly

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 all times.
- 3) I shall maintain cordial atmosphere on the campus and shall follow strict discipline, I shall report any incident of ragging to the authorities concerned as soon as it comes to my notice.
- 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.



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**ANTI-SEXUAL HARASSMENT POLICY**  
**(Prohibition, Prevention & Redressal)**

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## Introduction

According to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as:

- Physical contact and advances;
  - Demand or request for sexual favors;
  - Sexually colored remarks;
  - Showing pornography; and
  - Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.
- (Vishaka judgment by Supreme Court)

The following is also sexual harassment and is covered by the committee:

- Eve-teasing, Unsavory remarks,
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts, Gender based insults or sexist remarks,
- Verbal abuse of a sexual nature.
- Giving gifts or leaving objects that are sexually suggestive.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested.
- Touching or brushing against any part of the body and the like,
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,
- Forceable physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy.
- Off-duty, unwelcome conducts of a sexual nature that affects the work environment. A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other Department employee, or a non-employee who has a business relationship with the Department.

## Objectives

- To create a secure physical and social environment which will deter acts of sexual harassment
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms
- To provide an environment free of gender-based discrimination
- To facilitate a safe environment that is free of sexual harassment
- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized.

## Who Can Approach?

The right to approach the Internal Committee lies with:

- Victim
- Victim's family members
- Witness of the Act
- Suo moto by the committee

## How to Approach?

- A complaint can be lodged with any member of the cell
- Written complaint shall be signed / thumb impression by the complainant
- Complaint can be oral or written
- In case of oral complaint, the committee member to whom complaint has been made shall document it and get it signed by the complainant before any proceedings
- Every complaint filed will be kept fully confidential
- Where the complainant is unable to make a complaint on account of physical or mental incapacity or death or otherwise, legal heir or such other person as may be prescribed may make a complaint

### When to Approach?

- The victim should approach the committee within one month of the commission of any act amounting sexual harassment
- The committee has the discretion to condone the delay in filing complaint.

### What to do if you feel you are being sexually harassed?

- **Know your rights** – Sexual harassment is illegal, both the law of the land and UoH prohibit sexual harassment.
- **Speak up** – try telling the person to stop. State clearly and firmly that you want a particular behavior to cease.
- **Get information and support** – If you feel you cannot speak up, ask your friends to help you and bring it to the notice of the College authorities without further loss of time.
- Keep records that might be useful for pursuing the case.

### What not to do?

- **Do not blame yourself.** Sexual harassment is not something one brings on oneself. It is not a consequence of certain ways of dressing or acting. It is a violation of an individual's right to work and live with dignity.
- **Do not ignore it.** Ignoring sexual harassment does not make it go away. The harasser may misinterpret a lack of response as approval of the behavior.
- **Do not delay.** Delay in action increases the probability that unwanted behavior will continue or escalate.
- **Do not hesitate** to ask for help. Speaking may also prevent others from being harmed.

### Composition of the Committee

- The committee consists of ten members headed and nominated by the Head of the Institution.
- Out of ten members, five members are representative of teaching staff and one member each from non-teaching staff and warden respectively.
- Two student representatives

### Powers of the Committee

- The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
- If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
- Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
- Upon production of documents / information called for by it, the Committee shall have the power to make copies of such documents / information or extracts there from; or retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
- The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
- The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

### Responsibilities of the Committee

- Organize awareness programmes and campaigns for the benefit of all members of the College on sexual harassment and gender-based discrimination.
- Receive and redress complaints received from any member of the College (including students, research scholars, staff, hostel residents and outsiders on College premises) alleging sexual harassment by other member(s) of the College.

- The committee has to ensure enough steps are taken to create awareness on the topic.
- Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance;
- Engage the services of a professional or other expert in the course of performing its functions;
- Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential;
- The members to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students.
- Provide information to all students about what constitutes sexual harassment and about their responsibility not to sexually harass the girl students.
- Take all reasonable steps (active and preventive in nature) to prevent the harassment occurring.
- Address any oral/written complaint about: unwelcome sexual advances, unwelcome requests for sexual favors.
- Complaints of sexual harassment should be handled very sensitively for students under the Sexual Harassment Complaints Resolution Procedures.
- Display anti-sexual harassment posters on notice boards in common work areas and Conduct regular awareness raising sessions for all students on sexual harassment issues.

### **Frequency of Meetings**

- Every Year or whenever need arises.

Convener of the Committee shall be responsible to prepare the minutes of the meeting. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself. Within Seven days after the date of the meeting the Convener shall submit the minutes of the meeting.

### Procedure for investigation of Complaints

- (i) Any women employee/female student of the institute shall have the right to lodge a complaint with any of the members of the cell.
- (ii) Such complaints may be oral or in writing.
- (iii) Any complaint in writing shall be shined by the person making the complaint. If the complaint is oral the same shall be documented in writing in detail by the cell member to whom the complaint is made and shall not be acted upon till signed by the complainant. A complaint Register shall be maintained by the Committee members. It should be confidential document.
- (iv) The complainant shall be afforded full confidentiality at this stage.
- (v) In the event of the complaint being made to any member of the cell, immediately upon receipt of the complaint, and within not **more than two working days**, the member of the cell to whom the complaint is made, shall communicate the same to the Chairperson of the Cell. However, if the complainant so desires, her name shall be kept confidential and shall not be divulged except to the Cell.
- (vi) The Chairperson shall convene its meeting immediately with the members of the cell to discuss about the complaint.
- (vii) At the first meeting, which shall be held **within a week** of the receipt of the complaint, the complainant or at her request her representative, shall be heard. The Cell shall then decide whether the complaint deserves to be proceeded with. The complaint shall stand dropped, if according to the Cell, the complainant has not been able to disclose prima facie, an offence of sexual harassment.
- (viii) In case the Cell decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice, the alleged offender shall be called for the meeting of the Cell, heard and if so satisfied that the warning is just and proper, it will be recommended to principal that he may be warned about his behavior. The matter shall then be treated as concluded with recording, to that effect, made

in the complaint register. With acceptance of the recommendation by the Principal, he will be warned about his behavior and necessary note be made into the Service book of the employee/ Record of the student. The Cell should verify compliance of the action taken.

- (ix) However before proceeding with the enquiry, the Cell shall decide whether the delinquent deserves to be placed under suspension or prohibited from entering the premises pending enquiry, keeping in mind the nature and gravity of the misdemeanor complained of. In case the Cell concludes that such an action is necessary, it shall recommend to the Principal accordingly
- (x) The Cell shall accord fair and reasonable opportunity to the delinquent to defend himself and shall ensure observance of the principals of natural justice.
- (xi) If the complainant wishes to proceed with the complaint beyond a mere warning to the delinquent, the delinquent shall be given in writing by the cell an opportunity to explain immediately; why he should not for good and sufficient reasons be treated as guilty of his behavior and be recommended to be punished for the act complained of. If the written explanation of the delinquent is not found to be satisfactory or if he does not provide any written explanation, the Cell shall recommend at the outset whether the offence deserves a minor or a major penalty. In the event of the Cell coming to a decision that the delinquent be imposed a minor penalty, a specific minor penalty shall be recommended by the Cell to the principal who shall then expeditiously act on such recommendation.

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 been offered, the Committee shall report the same in writing, to the Principal/Management, 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

### **Punishments**

The cell may recommend the following penalties on a person found guilty of sexual harassment.

**a. An employee found guilty of sexual harassment shall be liable to receive the following penalties**

*Minor Penalties*

- Warning
- Fine
- Withholding of increments or promotion
- Reduction to a post in the lower pay-scale or to a lower stage of increment in his own pay -scale

*Major Penalties*

- Removal/dismissal from service

**b. A student found guilty of sexual harassment shall be liable to receive the following penalties:**

*Minor Penalties*

- Warning
- Written Apology
- Bond of good behavior
- Debarring entry into a hostel/ campus / off campus
- Suspension for specified period of time

*Major Penalties*

- Debarring from examinations for a specified period of time
- Expulsion from institute

The institute shall decide whether the person against whom a complaint of sexual harassment is made should be placed under suspension and he/she may be prohibited from entering the premises of the institute during the pendency of the matter before the committee.



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**K.S.RANGASAMY COLLEGE OF TECHNOLOGY**  
**(Autonomous)**

Tiruchengode – 637 215, Namakkal, Tamil Nadu

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**COMPLAINTS CUM  
GRIEVANCE REDRESSAL POLICY**

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## Introduction

The Complaints cum Grievance Redressal Committee desires to promote and maintain a conducive and unprejudiced educational environment. The objectives include the following:

- To support, those students/faculty who have been deprived of the services offered by the College, for which he/she is entitled.
- To make officials of the College responsive, accountable and courteous in dealing with the students/faculty.
- To ensure effective solution to the grievances of students/faculty with an impartial and fair approach.

The Committee enables a student/faculty to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the College. 'Complaints cum Grievance Redressal Committee' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias". In all cases, the aggrieved student /faculty was informed of the measures taken and checks in the system were introduced to ensure there was no repetition of the same. The grievance procedure may be initiated by one or more students/faculty who reasonably believe he/she/they have been subject to unjust action or denied rights involving their status or privileges.

## Objectives

- To redress Student & faculty Complaints/Grievances to solve their academic and administrative problems.
- To co-ordinate between students/faculty and Departments/Sections to redress the complaints/grievances.
- To encourage the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- To ensure effective solution to the student's grievances with an impartial and fair approach.

### Grievance Structure

- Grievant(s) (the person(s) who files the complaint).
- Respondent(s) (the individual(s) responsible for the action that has resulted in the grievance).
- The grievance procedure is executed by twelve (12) member Committee (consisting of one Committee Chairman C, faculty members and students who hear the grievance and makes a recommendation) that hears and decides the grievance.
- Convener (the individual selected by committee members to preside over all meetings pertaining to the grievance matter).

### Roles and responsibilities of Grievance Committee Members

- The Committee's role is to determine whether the grievance presents a matter that is within jurisdiction of the grievance Committee, and if so, to hear the grievance.
- The Grievance Committee acts as agent of the Principal of the College. As a result of their delegated authority, members of the Committee must at all times remain neutral to the parties of the grievance.
- To be a fair and impartial decision maker, a Committee Member should keep an open mind and not presume either party to the grievance is right or wrong.
- The Committee is responsible for making written findings of fact and recommendations with regard to the grievance.
- The Committee's authority is only to recommend/suggest actions deemed necessary to correct the situation. These are then forwarded to College Principal for a final decision on the matter.

### Roles and responsibilities of Grievance Committee Convener

- The Grievance Committee Convener is selected by the committee members.
- The Convener convenes and presides over all meetings.
- The Convener exercises control over all stages of the grievance hearing.
- The Convener provides information to Committee Members and participants about the grievance process.
- The Convener makes procedural rulings regarding all stages of the hearing, such as number of witnesses who may be called.

- The Convener is responsible for ensuring the redressal of grievance in a timely manner i.e. **not more than a week or based on the grievance complexity.**
- The Convener is responsible for preparing a written report of the Committee's findings and recommendations, and compiling the official record for delivery to the College Principal.

### **Roles and responsibilities of Respective Participants**

#### **Grievant**

- The grievance process is initiated by a student/faculty/staff who must file a written grievance petition.
- The petition must set forth the exact nature of the grievance, the identity of all parties against whom the grievance is filed, the grounds, and the redress sought.
- No grievance entertained unless the grievance is filed in a timely manner.

#### **Respondent**

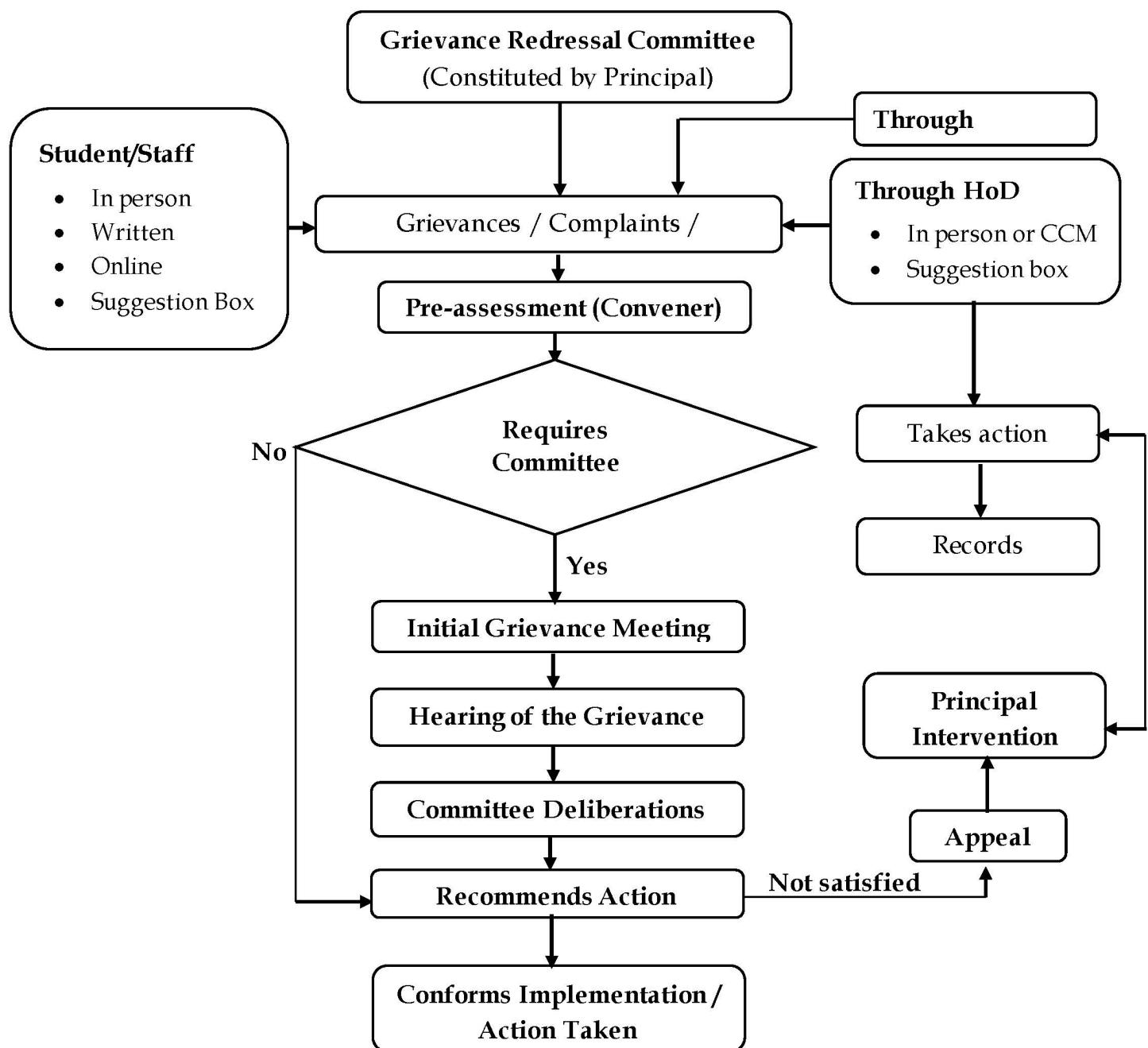
- The respondent is required to answer all committee requests for information in a timely manner.

#### **Exclusions**

- Decisions of the Academic Council / Board of studies and other academic / administrative committees constituted by the college.
- Decisions with regard to award of scholarships / fee concessions / awards / medals.
- Decisions made by college under the Discipline Rules and Misconduct.
- Decisions of the college in admissions of courses.
- Decisions of the competent authority on assessment and examination result.

#### **Suggestion / Complaint Box**

- Students can also use Suggestion box to post their Grievance anonymously.
- Suggestion/Complaint Box are opened on ever Friday.



### Initial Grievance Meeting

- The work of the Committee begins with an initial meeting of Committee members convened by the Committee Convener.
- The Committee Convener will conduct a brief orientation to ensure that the members of the Committee are familiar with the grievance procedures, and that no member has any conflicts of interest.
- The Committee will then review the grievance petition to determine whether the grievance is to go forward or be dismissed.
- The Committee will then render a fair and impartial decision on the matter based solely on the evidence before them.
  - Was the grievance filed in a timely manner?
  - Is the remedy requested by the Grievant appropriate for the act that is alleged?
  - Is any additional information required to decide the grievance?
- “No person shall serve as a member of the Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance.

### Hearing of the Grievance

- The purpose of the Formal Grievance Hearing is to provide the Grievant and Respondent the opportunity to present their respective cases to a Committee that will make findings of fact and recommendations regarding the grievance (If necessary).

### Committee Deliberations

- The Committee deliberations take place in closed session.
- The deliberative phase allows Committee members to discuss all the issues that have been raised during the hearing and the evidence presented by each party in support of their position.
- Conflicting evidence is evaluated and the Committee determines which facts have been proven.
- The facts are then applied to the issues, and the Committee determines what recommendations it should make regarding the grievance.

## Final Decision

- The written report of the Committee's decision must set forth the Committee's findings and recommendations.
- The recommendation addresses what action(s) the Committee has decided should be taken.
- The recommendation must be supported by the facts and the Committee should provide justification.
- A carefully reasoned decision is more likely to be persuasive and upheld.
- The Committee should decide if the matter being grieved was reached for improper or unfair reasons and if policy was violated.
- In cases where the Committee's report is forwarded to the College Principal for final decision, the Grievance procedure provides that the Principal may accept or reject any or all findings and recommendations of the grievance Committee.
- The Principal may also seek clarifying information from the Committee, so be as systematic as possible in your recommendation.

## Appeal process

### If Grievance Redressal Committee denies request for Formal Hearing

- If the Grievance Hearing Committee rejects the request for a Grievance Hearing, the Committee Convener will notify the Grievant in writing of the Committee's decision.
- The notification will contain the appeal rights of the Grievant.
- The Grievant will have fifteen (15) instructional days after receipt of the Grievance Hearing Committee's decision to appeal the decision in written to the college Principal.
- The Principal will meet and review the Grievance Hearing Committee's decision not to hold a Grievance Hearing and make a final decision.
- If the College Principal determines there will not be a Formal Hearing, the process is complete and the matter is resolved; if he determines there will be a Formal Hearing, the Committee will proceed following Formal Hearing Procedures.

**If Unsatisfied with Grievance Redressal Committee's Recommendation**

- If the Grievant or Respondent is dissatisfied with the Grievance Hearing Committee's recommendation regarding the merits of the grievance, a written appeal may be filed to the college Principal.
- The appeal must state the specific basis on which it is being made along with any supportive information. Then, the Principal will review the Grievance Hearing Committee's decision.
- The College Principal will make a final decision on the matter. The Grievant and Respondent will be notified through the Committee Convener about the Principal's decision.
- The College Principal's decision is final. Upon the receipt of the Principal's decision, the process is complete and the matter resolved.