



# INDORE INSTITUTE OF LAW

(Affiliated to DAVV & BCI)

---Rank 1<sup>st</sup> PRIVATE LAW COLLEGE IN M.P., C.J. & RAJASTHAN BY---  
INDIA TODAY – OUT LOOK – THE WEEK – THE KNOWLEDGE REVIEW

Gendalal Bam Parisar, Opp. IIM Rau, Pithampur Road (M.P.), 453331  
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## Annual Quality Assurance Report (AQAR)

2022 -23

### Criteria-5

#### *Student Support and Progression*

##### 5.1 Student Support

5.1.5 The institution has transparent mechanism for timely redressal of student's grievances including sexual harassment and ragging cases

*Submitted to*



The National Assessment And Accreditation Council

*Manpreet*  
Prof. (Dr.) Manpreet Kaur Raj  
Dean  
Indore Institute of Law



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5.1.5 The institution has transparent mechanism for timely redressal of student's grievances including Sexual harassment and ragging cases

## INDEX

S. No.	Particulars	Page No.
1	<b>Implementation of Guidelines of Statutory /Regulatory Bodies</b> <ul style="list-style-type: none"><li>➤ Policy of ZERO TOLERANCE</li><li>➤ UGC Regulation on Curbing The Menace of Ragging</li><li>➤ The Gazette of India Ministry of Human Resource Development (UGC) for Anti-Sexual Harassment</li><li>➤ Vishaka Guidelines against Sexual Harassment in the Workplace(DAVV)</li><li>➤ Notification of Affiliated University , DAVV on Curbing The Menace of Ragging</li><li>➤ Notification of Higher Education MP (Govt)for Anti-Ragging</li></ul>	
2	<b>Organization Wide Awareness and Undertakings on Policies</b> <ul style="list-style-type: none"><li>➤ Composition of all the Committee</li><li>➤ Orientation Ceremony</li><li>➤ Visual merchandise</li><li>➤ Notice Board</li><li>➤ Website</li></ul>	
3	<b>Mechanisms for Submission of Online/ Offline Students' Grievances</b> <ul style="list-style-type: none"><li>➤ Complaint And Suggestion Box</li><li>➤ She Box</li><li>➤ Helpline Numbers</li><li>➤ Email ID for Online Complaint</li><li>➤ Website</li></ul>	
4	<b>Timely Redressal of the Grievance through Appropriate Committee</b> <ul style="list-style-type: none"><li>➤ Application</li><li>➤ Notice</li><li>➤ Minutes of the Meeting</li><li>➤ Summary of Annual Report</li></ul>	

*Manpreet*  
Prof. (Dr.) Manpreet Kaur Rajpal  
Dean  
Indore Institute of Law

Director&Dean/Principal/HOD

## **5.4.1**

# **Implementation of Guidelines of Statutory /Regulatory Bodies**

- Policy of ZERO TOLERANCE
- UGC Regulation on Curbing The Menace of Ragging
- The Gazette of India Ministry of Human Resource Development (UGC) for Anti-Sexual Harassment
- Vishaka Guidelines against Sexual Harassment in the Workplace(DAVV)
- Notification of Affiliated University , DAVV on Curbing The Menace of Ragging
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## **POLICY FOR ZERO TOLERANCE**

### **STUDENT & STAFF GRIEVANCE REDRESSAL MECHANISM**

(Academic session 2022-23)

Indore Institute of Law is firm believer of the fact that for all round development of an individual it is very important to realize their primary needs and secure their civil liberties. Indore institute of law has drafted its own ZERO TOLERANCE POLICY for curbing the menace of ragging, harassment and any kind of complaints with consonance of rules and regulations provided by UGC, DAVV, and Higher Education. The Grievance Redressal Mechanism of the institute addresses any grievances related to physical or mental harassment, grievance regarding ragging, sexual harassment complaints regarding class room teaching, class room management, completion of syllabus, teaching methodology, infrastructure maintenance and up-gradation, etc. if and when they arise. The institution strictly follows “ZERO TOLERANCE POLICY” against Ragging, Sexual Harassment.

### **Objectives of Grievance Redressal Mechanism**

The Grievance Redressal Mechanism is prepared to provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of Students and Staff in order to maintain a harmonious educational atmosphere in the institute. The objective of this mechanism is to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied. The institute encourages the Students and the Staff to express their grievances / problems freely and frankly, without any fear of being victimized. The intention of formulating this mechanism is to support, those who have been deprived of the services offered by the College, for which he/she is entitled and also to develop an organisational framework to resolve grievances of students and other stakeholders.

### **Modes of Complaints:**

The institute has provided the easiest way possible to file any grievance of the student. IIL has provided online mode as well as Offline mode to the student.

#### **Online Mode:**

- Institute has an exclusive dedicated column on official site where student can file their grievance then the application is transferred to the dedicated committee according to the issue or ;

Student can submit application to following the committees according to their grievances:

- [Antisexualharassmentcommittee@iconeducation.co.in](mailto:Antisexualharassmentcommittee@iconeducation.co.in)
- [Antiraggingcommittee@iconeducation.co.in](mailto:Antiraggingcommittee@iconeducation.co.in)
- [Grievanceredressalcommittee@iconeducation.co.in](mailto:Grievanceredressalcommittee@iconeducation.co.in)
- [Internalcomplaintcommittee@iconeducation.co.in](mailto:Internalcomplaintcommittee@iconeducation.co.in)

### **Offline Mode:**

The student can file their grievance through helpline number, **She-box** (Gender sensitive issue), Complaint Box, Suggestion Box or they can give application to the Internal Complaint Committee. If the student is not satisfied then she/he can give application to the Principal directly.

### **Grievance Redressal Mechanism**

In this process the Student and Staff Grievance Redressal Committees play pivotal in channelizing the complaints made by students or staff. In redressing the grievance or complaint of any students or staff following committees/cells/societies are also involved taking into consideration the nature of complaint:

#### **1. Anti-Sexual Harassment Committee**

As per the guidelines of UGC, BCI, DAVV (the Affiliating University) and the Supreme Court an Anti-Sexual Harassment Committee has been established by IIL to provide a healthy and congenial atmosphere for the staff and students of the College. The committee has well-developed guidelines and norms for a policy to uphold “Zero Tolerance” towards sexual harassment. The college has entrusted the task of developing principles and procedures for combating sexual harassment to this committee. The committee promotes measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment, matters against molestation and other acts of gender-based violence by organizing awareness programs and campaigns for the benefit of all members of the College.

#### **2. Anti-Ragging Committee :**

Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus.

Anti-Ragging Committee ensures compliance with the provisions of Regulations as well as the provisions of any law for the time being in force concerning ragging. Ensures the compliances of the order of Supreme Court of India and Notifications of University Grants Commission (UGC), Rules and Regulations provided by DAVV and also monitors and oversees the performance of the Anti-Ragging Squad. This committee is amalgamation of institution’s authority with the student’s committee (Chatra Suraksha Samiti) to keep 360° vigilance over the students.

#### **The main objectives of this cell are as follows:**

- To aware the students of dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

- To supervise Anti –Ragging squad, Chatra-Suraksha Samiti and to assist Student Grievance Redressal Committee.

### **3. Anti-Ragging Squad :**

The functions of Anti-Ragging Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc. Main objective is to maintain a ragging free campus. To create awareness about ragging, to ensure a student-friendly environment at all times and to assist Anti Ragging Committee.

### **4. Chatra Suraksha Samiti :**

Chatra Suraksha Samiti in a preventive committee, the cell is exclusively devoted to Empower Female Students as the number of female student is approximately 50% in the institute. Keeping this in mind the Chhatra Suraksha Committee is created incorporating local lady police official along with other members. The committee provides self-defense training to the female students and makes them self-sufficient and strong. The committee via conducting sessions makes the female students aware about GOOD TOUCH BAD TOUCH and spreads awareness about various privileges to female students.

### **5. Internal Complaint Committee**

The committee is made for mentoring complaints of any nature apart from ragging and sexual harassment. The motto of the committee is to resolve any problems arising in the campus relating to Hostel, Mess, any smoking or liquor consumption related problems, etc. This committee take care of all their need and problems faced in institution.

### **6. Student Grievances Redressal Committee**

The Committee attempts to address unpretentious problems and complaints of students of varied nature like internal or viva marks wrongly filled, attendance related issues etc. It assures students that once a complaint is made, it will be treated with sensitivity and confidentiality. For gender sensitization the institution has a setup of “*She-Box*”. Students of the institute are motivated to use the suggestion boxes placed at various places to express constructive suggestions and grievances. They may also approach the members of the cell or any of their other teachers as is comfortable to them. Complaint received via “*She-Box*” is treated with utmost anonymity and the sensitivity of the issue is acknowledged and addressed.

### **7. Hostel Welfare Committee**

The Committee's prominent goal is to maintain law and order in the Hostel premises and mobilize the day-to-day requirement of Hostel, Mess and Cafeteria. This committee looks after the issues arising in hostel related to quality of food, amenities prevailing like hot water, Air conditioner, internet accessibility, hygiene, good, round the clock security, ambulance service, night security and dog squad, camera surveillance etc.

## **8. Conduct Surveillance Committee**

The pioneer aim of the committee is to provide 360-degree security and to maintain Code of Conduct in the campus. As the name suggests, they act as the disciplinary body of the institution for Staff, Administration as well as for Students. The members themselves aid with Teaching and Administrative staff, monitor and regulate the conducts through their elected representatives. They observe the conduct of the students in the campus and report it to the Internal Complaint and Discipline Society to take appropriate actions. This committee is responsible to take cases against Alcohol Consumption in the campus, Drug-Abuse, Using of foul/abusive language, theft and to maintain the decorum of the institute.

## **9. Staff & Student Welfare Committee**

The objective of the Staff & Student Welfare Committee is to keenly listen, communicate and recognize Student/Staff needs based on a foundation of the organization, faith, reason, service and community. The Committee ensures that the student/staff are deeply connected to the range of Institutional issues contributing to the success of organization while supporting and enhancing the growth, welfare, and best interests of staff through productive leadership. The Student Welfare Committee is responsible for developing, reviewing, and evaluating plans and setting directions for student affairs in accordance with the vision, mission and suggest strategic plan of the institute.

## **10. Disciplinary Society**

The primary objectives of the Disciplinary Society lie behind the edge mark it creates among the students that are to maintain discipline and to regulate the conduct of students, conducting events all indoor and outdoor and maintaining the records of the same. The class representatives directly work with the management through assisting their batch coordinators in managing the affairs of their batch. Disciplinary Society is a common body for the students of the law. Other than these Committees/ Societies there are various other ways to raise a grievance, these are as under:

### **1. She Box**

Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized is the major objective of *She-Box*. *She Box* is installed in which the female students, who want to remain anonymous, put in writing their grievances which are gender-sensitive or their suggestions for improvement of the Academics / Administration in the College.

### **2. Complaint & Suggestion Box**

Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized is the major objective of complaint box. Complaint & Suggestion Box is installed in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improvement of the Academics / Administration in the College.

### **3. RTI Officer**

Institutional Public Information Officer is the RTI Officer. The objective behind this institution is to dispense information requested either by the staff or by the students. Any query related to academics, examination, internal, crash course, Transfer Certificate, etc. is dispensed by the Officer in due time. The details of the RTI Officer are provided on the website of the Institution as well on the notice boards available in various blocks of the Institution's campus.

### **4. Mentor-Mentee Program**

The program offers Faculty member as a mentor for students, who under the supervision of the assigned mentor aims at acing academics, alongside boost skills and confidence. Each student has

been allotted a mentor and the mentor has chalked-out responsibilities to take care of all the mentees and to always support them as and when required. In case a student has any grievance, whether relating to academics or in case of need of any personal counseling, he/she can directly contact the mentor. The mentor guides the student and try to solve the problem at the grass root level. If it cannot be done, then the complaint is forwarded to the concerned committee.

#### **5. Peer Scholar Program**

Peer Scholar Program is where a senior student of is assigned as peer to junior students to better-off academic performance and also to provide emotional support at the time of need. In case of any grievance the students can seek help of their respective scholar and it is the duty of the scholar to solve the reported grievance at personal level or to report it to the concerned committee.

#### **6. Camera CCTV:**

The Institution has a key responsibility to ensure the ongoing safety of both their students and teachers while on school premises. Institution has installed CCTV surveillance systems everywhere in campus which are excellent deterrents against incidents occurring during working hours, whether that is bullying, unauthorized access, or criminal activity such as vandalism. Through CCTV the whole campus is covered in the camera. CCTV systems alone ensures the Institution to provide recorded evidence of active vandalism, fights ,thefts or any kind of misconduct , which also helps in scrutinizing students grievance redressal.

#### **7. Helpline Numbers:**

Helpline numbers are provided to the students whoever wants to complaint regarding anything whether it's related to ragging, any kind of harassment, hostel welfare etc. The complaints later are allocated to the concerned committee. The helplines numbers are active for 24 x7 and just one dial away.

- Mrs. Kusum Joshi (+91-9425061587) for Anti Sexual Harassment
- Mrs. Madhuri Modi (+91-9826700688) for Anti Ragging
- Mr. Ambarish Bapat (+91-9826289882) for Student Grievance Redressal
- Dr. Manish Phalke (+91-9827048285) for Internal Complaint

#### **8. Female Psychiatrist:**

Institute provides every possible remedy available to the students; Institute has appointed an excellent trained female psychiatrist Mrs.Rashi Gandhi especially for the counseling of female students who seeks any help regarding mental illness, Gender –Sensitive issues and she gives counseling for the female students who are facing problem in their personal life/college life/career related anxiousness etc. Mrs. Rashi is noted to have empathic and helping approach.

#### **9. Mental and Physical Wellness Committee:**

The Mental Health & Wellness Committee is committed to promote mental health awareness and holistic health from an equitable lens to serve the diverse needs of our student population by providing information, activities, and services to increase emotional, psychological, physical, spiritual and social well-being. The main objective of this committee is to raise awareness and reduce the stigma around mental health through culturally-relevant events, activities, social media campaigns, workshops, and conferences to support personal development, retention, and create a sense of belonging.

#### **10. Counseling Cell:**

The aim of Guidance and Counseling cell is to provide comprehensive guidance programs and services that will equip students with necessary knowledge, attitude and skills to become mature and socially responsible individuals. It aims to promote a just and humane society. The cell nurtures students through different activities and allows students to cross hurdles in the academic

year thereby marching smoothly towards success. Apart from this, it helps the students to overcome class, social, and cultural barriers to complete their college education. The Guidance and Counseling Committee is looked after by a teaching faculty. Apart from the main in charge the other faculty members take up specific roles in the activities conducted. The committee identifies students who require services on priority along with their areas of deficiency and suggests the improvement required. The students once identified, are given academic as well as personal counseling.

**Process:**

1. The student may make a complaint regarding his/her grievance to his/her batch coordinator or to mentor. He/she can also do it via email or through complaint box. These complaint boxes are duly checked by the Student Grievance Redressal Committee.
2. A complaint made to batch coordinator or mentor is forwarded to the Student and Staff Grievance Redressal Committee.
3. The Student Grievance Redressal Committees analyze the nature of the complaint and in case the matter is of their jurisdiction then it follows a proper procedure of investigation and enquiry to speedily resolve the grievance and forward the report to the Principal of the Institute. In case the complaint or the grievance falls out of the jurisdiction of the Student and Staff Grievance Redressal Committees, it forwards it to the concerned committee.
4. The concerned committee takes action, makes a report and sends it to the Principal of the Institute.
5. Finally, the report is undersigned by the Principal of the Institute, taking into consideration the action taken by the committee. The Principal is free to give suggestions on the remedy to be provided to the aggrieved.

**Approved By Chairperson:**

**IQAC**

**Mr. AkshayKanti Bam**

Chairman, Indore Institute of Law

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**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI – 110 002**

**UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN  
HIGHER EDUCATIONAL INSTITUTIONS, 2009.**

(under Section 26 (1)(g) of the University Grants Commission Act, 1956)

*(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART III, SECTION-4)*

**F.1-16/2007(CPP-II)**

**Dated 17<sup>th</sup> June, 2009.**

**PREAMBLE.**

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

**TRUE COPY**

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**Prof. (Dr.) Manpreet Kaur Rajpal**  
Dean  
Indore Institute of Law

## **1. Title, commencement and applicability.-**

1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".

1.2 They shall come into force from the date of their publication in the Official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

## **2. Objectives.-**

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it

under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

**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 or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or 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 in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, 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.

#### 4. Definitions.-

- 1) In these regulations unless the context otherwise requires,-
  - a) "Act" means, the University Grants Commission Act, 1956 (3 of 1956);
  - b) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
  - c) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
  - d) "Commission" means the University Grants Commission;
  - e) "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.
  - f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
  - g) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
  - h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
  - i) "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

j) "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;

k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

(2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

**5. Measures for prohibition of ragging at the institution level:-**

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,
- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

**6 Measures for prevention of ragging at the institution level.-**

6.1 An institution shall take the following steps in regard to admission or registration of students; namely,

- a) Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution,

and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

- b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus.

Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

- c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.

- d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any

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other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

- e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students,

parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

- i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available

when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.

- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities-
- b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted o the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.

- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti -ragging committee;(iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members ; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.(v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.
- f) The institution shall set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

- j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
- k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
- l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.
- m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organisation authorised to do so.
- o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- p) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.

q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

- a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any 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 by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

- f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.
- h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

- 6.4 Every institution shall take the following other measures, namely;
- a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
  - b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicised among all students residing in the hostel.
  - c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
  - d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
  - e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
  - f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
  - g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards

and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

- h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.
- i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.
- k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.
- l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.
- m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been

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punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.

p) The Vice Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

**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 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 authorised 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 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.

#### **8. Duties and Responsibilities of the Commission and the Councils.-**

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

17  
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- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely;

18

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- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.
- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency

responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

**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, national or international meet, tournament, youth festival, etc.
  - vi. Suspension/ expulsion from the hostel.
  - vii. Cancellation of admission.
  - viii. Rustication from the institution for 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.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

- i. Withdrawal of affiliation/recognition or other privileges conferred.
- ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

- iii. Withholding grants allocated to it by the university, if any
- iv. Withholding any grants channelised through the university to the institution.
- v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary

action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.



**(Dr. R.K. Chauhan)**  
Secretary

To,  
**The Assistant Controller,  
Publication Division, Govt. of India,  
Ministry of Urban Development and Poverty Alleviation,  
Civil Lines Delhi -110 054**

22

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**ANNEXURE I**  
**AFFIDAVIT BY THE STUDENT**

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

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

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

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as  
ragging under clause 3 of the Regulations.

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

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

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

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

\_\_\_\_\_  
Signature of deponent  
Name:

**VERIFICATION**

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

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

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

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

OATH COMMISSIONER

23

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

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

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

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

4) I hereby solemnly aver and undertake that

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

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

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

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

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

**VERIFICATION**

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

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

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

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

OATH COMMISSIONER

24

**TRUE COPY**

  
**Prof. (Dr.) Manpreet Kaur Rajpal**  
Dean  
Indore Institute of Law

  
**भारत का राजपत्र**  
**The Gazette of India**

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मानव संसाधन विकास मंत्रालय

(विश्वविद्यालय अनुदान आयोग)

अधिसूचना

नई दिल्ली, 2 मई, 2016

विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम 2015

मि. सं. 91-1/2013 (टी. एफ. जी. एस.—विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) जिसे उक्त अधिनियम के अनुच्छेद 20 के उप-अनुच्छेद (1) से संयुक्त रूप से पढ़ा जाए उस अधिनियम 26 के अनुच्छेद (1) की धारा (जी) द्वारा प्रदत्त अधिकारों के क्रियान्वयन अनुसार विश्वविद्यालय अनुदान आयोग एतद्वारा निम्न विनियम निर्मित कर रहा है, नामतः :-

1. लघु शीर्ष, अनुप्रयोग एवं समारम्भ:- (1) ये विनियम विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम, 2015 कहलाएंगे।  
(2) ये विनियम भारत वर्ष में सभी उच्चतर शैक्षिक संस्थानों पर लागू होंगे।  
(3) सरकारी राजपत्र में उनके प्रकाशन की तिथि से वे लागू माने जाएंगे।
2. परिभाषाएँ:- इन विनियमों में-बशर्ते विषयवस्तु के अन्तर्गत कुछ अन्यथा जरूरी है:-  
(अ) "पीड़ित महिला" से अर्थ है किसी भी आयु वर्ग की एक ऐसी महिला-चाहे वह रोजगार में है या नहीं, किसी कार्य स्थल में कथित तौर से प्रतिवादी द्वारा कोई लैंगिक प्रताड़ना के कार्य का शिकार बनी है;  
(ब) "अधिनियम" से अर्थ है कार्य स्थल में महिलाओं का लैंगिक उत्पीड़न (निराकरण, निषेध एवं समाधान) अधिनियम, 2013 (2013 का 14);  
(स) "परिसर" का अर्थ उस स्थान अथवा भूमि से है जहाँ पर उच्चतर शैक्षिक संस्थान तथा इसकी संबद्ध संस्थागत सुविधाएँ जैसे पुस्तकालय, प्रयोगशालाएँ, लेक्चर हॉल, आवास, हॉल, शौचालय, छात्र केन्द्र, छात्रावास, भोजन कक्षों, स्टेडियम, वाहन पड़ाव स्थल, उपवनों जैसे स्थल तथा अन्य कुछ सुविधाएँ जैसे स्वास्थ्य केन्द्र, कैंटीन, बैंक पटल इत्यादि स्थित हैं तथा जिसमें छात्रों द्वारा उच्चशिक्षा के छात्र के रूप में दौरा किया जाता हो-जिस में वह परिवहन शामिल है जो उन्हें उस संस्थान से आने जाने के लिए, उस संस्थान के अलावा क्षेत्रीय भ्रमण हेतु

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 Dean  
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संस्थान पर, अध्ययनों, अध्ययन भ्रमण, सैर-सपाटे के लिए, लघु-अवधि वाली नियुक्तियों के लिए, शिविरों के लिए उपयोग किए जा रहे स्थानों, सांस्कृतिक समारोहों, खेलकूद आयोजनों एवं ऐसी ही अन्य गतिविधियों जिनमें कोई व्यक्ति एक कर्मचारी अथवा उच्चतर शैक्षिक संस्थान के एक छात्र के रूप में भाग ले रहा है—यह समस्त उस परिसर में सम्मिलित हैं;

- (डी) "आयोग" का अर्थ है विश्वविद्यालय अनुदान आयोग जो विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) के अनुच्छेद 4 के अन्तर्गत स्थापित है;
- (ई) "आवृत्त व्यक्तियों" से अर्थ उन व्यक्तियों से है जो एक सुरक्षित गतिविधि में कार्यरत हैं जैसे कि किसी लैंगिक उत्पीड़न की शिकायत को दायर करना—अथवा वे ऐसे किसी व्यक्ति से धनिष्ठ रूप से सम्बद्ध हैं जो सुरक्षित गतिविधि में कार्यरत हैं तथा ऐसा व्यक्ति एक कर्मचारी हो सकता है अथवा उस पीड़ित व्यक्ति का एक कर्मचारी हो सकता है अथवा एक साथी छात्र अथवा अभिभावक हो सकता है;
- (एफ) "कर्मचारी" का अर्थ, उस व्यक्ति से है जिसे अधिनियम में परिभाषित किया गया है तथा इसमें इन विनियमों की दृष्टि से प्रशिक्षार्थी, शिक्षार्थी अथवा वे अन्य जिस नाम से भी जाने जाते हैं। आन्तरिक अध्ययन में लगे छात्र, स्वयंसेवक, अध्यापन-सहायक शोध-सहायक चाहे वे रोजगार में हैं अथवा नहीं, तथा क्षेत्रीय अध्ययन में, परियोजनाओं लघु-स्तर के भ्रमण अथवा शिविरों में कार्यरत व्यक्तियों से है;
- (जी) "कार्यकारी प्राधिकारी" से अर्थ है उच्चतर शैक्षिक संस्थान के प्रमुख कार्यकारी प्राधिकारी, चाहे जिस नाम से वे जाने जाते हों— तथा जिस संस्थान में उच्चतर शैक्षिक संस्थान का सामान्य प्रशासन सम्मिलित है। सार्वजनिक रूप से निधि प्राप्त संस्थानों के लिए, कार्यकारी प्राधिकारी से अर्थ है अनुशासनात्मक प्राधिकारी जैसा कि केंद्रीय नागरिक सेवायें (वर्गीकरण, नियन्त्रण एवं अपील) नियम तथा इसके समतुल्य नियमों में दर्शाया गया है;
- (एच) "उच्चतर शैक्षिक संस्थान" (एचई.आई.) से अर्थ है—एक विश्वविद्यालय जो अनुच्छेद 2 की धारा (जे) के अन्तर्गत अर्थों के अनुसार है, ऐसा एक महाविद्यालय जो अनुच्छेद 12 (ए) के उप-अनुच्छेद (1) की धारा (बी) के अर्थ के अनुसार है तथा एक ऐसा संस्थान जो मानित विश्वविद्यालय के रूप में विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) के अनुच्छेद 3 के अन्तर्गत है;
- (आई) "आन्तरिक शिकायत समिति" (आई.सी.सी.) (इन्टरनल कम्प्लेन्ट्स कमिटी) से अर्थ है इन विनियमों के विनियम 4 के उप-विनियम (1) के अर्थ के अनुसार उच्चतर शैक्षिक संस्थान द्वारा गठित की जाने वाली आन्तरिक शिकायत समिति से है। यदि पहले से ही समान उद्देश्य वाला कोई निकाय सक्रिय है, (जैसे कि लैंगिक संवेदीकरण समिति जो लैंगिक उत्पीड़न संबंधी विवाद देखेगी (जी.एस.सी.ए.एस.एच.) ऐसे निकाय को आन्तरिक शिकायत समिति (आईसीसी) के रूप में पुनर्गठित किया जाना चाहिए;
- बशर्त, बाद वाले मामले में उच्चतर शैक्षिक संस्थान ऐसा सुनिश्चित करेगा कि इन विनियमों के अन्तर्गत आन्तरिक शिकायत केन्द्र के लिए ऐसे एक निकाय का गठन आवश्यक है। बशर्त कि ऐसा निकाय इन विनियमों के प्रावधानों द्वारा बाध्य होगा;
- (जे) "संरक्षित गतिविधि" में ऐसी एक परम्परा, के प्रति तर्कपूर्ण विरोध शामिल है, जिसके बारे में ऐसा माना जाता है कि अपनी तरफ से अथवा कुछ दूसरे लोगों की तरफ से लैंगिक उत्पीड़न संबंधी कानूनों का उल्लंघन उस परम्परा के माध्यम से किया जा रहा है— जैसे कि लैंगिक उत्पीड़न मामलों की कार्यवाई में भागीदारी करना, किसी भी आन्तरिक जांच पड़ताल में अथवा कथित लैंगिक उत्पीड़न मामलों में सहयोग करना अथवा किसी बाहरी एजेन्सी द्वारा की जा रही जांच पड़ताल में अथवा किसी मुकदमें में बतौर गवाह मौजूद रहना;
- (के) "लैंगिक उत्पीड़न" का अर्थ है—

- (i) ऐसा एक अनचाहा आचरण जिसमें छिपे रूप में लैंगिक भावनाएँ जो प्रत्यक्ष भी हो जाती हैं अथवा जो भावनाएँ अत्यन्त मजबूत होती, नीचतायुक्त होती हैं, अपमानजनक होती हैं अथवा एक प्रतिकूल और धमकी भरा वातावरण पैदा करती हैं अथवा वास्तविक अथवा धमकी भरे परिणामों द्वारा अधीनता की ओर प्रेरित करने वाली होती हैं तथा ऐसी भावनाओं में निम्नलिखित अवांछित काम या व्यवहारों में कोई भी एक या उससे अधिक या ये समस्त व्यवहार शामिल हैं (चाहे सीधे तौर से या छिपे तौर से) नामतः—

(अ) लैंगिक भावना से युक्त कोई भी अप्रिय शारीरिक, मौखिक अथवा गैर मौखिक के अतिरिक्त कोई आचरण

(ब) लैंगिक अनुग्रह या अनुरोध करना

(स) लैंगिकतायुक्त टिप्पणी करना

*Manu*

**Prof. (Dr.) Manpreet Kaur Rajpal**  
Dean  
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- (इ) शारीरिक रूप से संबंध बनाना अथवा पास बने रहने की कोशिश करना  
(ई) अश्लील साहित्य दिखाना
- (ii) निम्न परिस्थितियों में से किसी एक में (अथवा इससे अधिक एक या सभी में) यदि ऐसा पाया जाता है अथवा वह ऐसे किसी बर्ताव के बारे में है या उससे संबंधित है जिसमें व्यापक रूप से या छिपे रूप में लैंगिक संकेत छिपे हैं—
- (अ) छिपे तौर से या प्रत्यक्ष रूप से अधिमान्य व्यवहार देने का वायदा जो लैंगिक समर्थन के एवज में हैं;  
(ब) कार्य के निष्पादन में छिपे रूप से या सीधे तौर से रुकावट डालने की धमकी;  
(स) संबद्ध व्यक्ति के वर्तमान अथवा उसके भविष्य के प्रति छिपे तौर से या सीधे तौर से धमकी देकर;  
(द) एक दहशत भरा हिंसात्मक या द्वेषपूर्ण वातावरण पैदा करके;  
(ई) ऐसा व्यवहार करना जो कि संबद्ध व्यक्ति के स्वास्थ्य उसकी सुरक्षा, प्रतिष्ठा अथवा उसकी शारीरिक दृढ़ता को दुष्प्रभावित करने वाला है;
- (एल) "छात्र" शब्द का अर्थ उस व्यक्ति के लिए है जिसे विधिवत प्रवेश मिला हुआ है, जो नियमित रूप से या दूर शिक्षा विधि से एक उच्च शिक्षा संस्थान में, एक अध्ययन पाठ्यक्रम का अनुसरण कर रहा है जिसमें लघु अवधि प्रशिक्षण पाठ्यक्रम भी शामिल हः
- बशर्ते, ऐसे किसी छात्र के साथ यदि कोई लैंगिक उत्पीड़न की घटना होती है जो उच्च शिक्षा संस्थान परिसर में प्रवेश पाने की प्रक्रिया में है— यद्यपि वह प्रवेश प्राप्त नहीं हुआ है तो इन विनियमों के आधार पर उस छात्र को उच्च शिक्षा संस्थान का छात्र माना जाएगा:
- बशर्ते एक ऐसा छात्र जो किसी उच्चतर शैक्षिक संस्थान में प्रवेश प्राप्त है तथा उस संस्थान में भागीदार है और उस छात्र के प्रति कोई लैंगिक उत्पीड़न होता है तो उसे उस उच्च संस्थान का छात्र माना जाएगा;
- (एम) "किसी तीसरे व्यक्ति द्वारा उत्पीड़न" उस स्थिति को दर्शाता है जब लैंगिक उत्पीड़न की घटना किसी तीसरे व्यक्ति द्वारा या किसी बाहर के आदमी द्वारा की गई हो जो ना तो उस उच्च शैक्षिक संस्थान का कर्मचारी अथवा उसका छात्र है—बल्कि उस संस्थान में एक आगन्तुक है जो अपने अन्य किसी काम या उद्देश्य से आया हुआ है;
- (एन) "उत्पीड़न" का अर्थ है किसी व्यक्ति से नकारात्मक व्यवहार जिसमें छिपे तौर से या सीधे तौर से लैंगिक दुर्भावना की नीयत छिपी होती है;
- (ओ) "कार्यस्थल" का अर्थ है उच्चतर शैक्षिक संस्थान का परिसर जिसमें शामिल हैं:
- (अ) कोई विभाग, संगठन, उपक्रम, प्रतिष्ठान, उद्योग, संस्थान, कार्यालय, शाखा अथवा एकांश जो उपयुक्त उच्चतर शैक्षिक संस्थान द्वारा पूरी तरह अथवा पर्याप्त रूप से उपलब्ध निधि द्वारा सीधे तौर से अथवा अप्रत्यक्ष रूप से स्थापित, स्वामित्व वाले या उससे नियन्त्रित है;
- (ब) ऐसा कोई खेलकूद संस्थान, स्टेडियम, खेल परिसर या प्रतियोगिता या खेलकूद क्षेत्र चाहे वह आवासीय है या नहीं या उसे उच्चतर शैक्षिक संस्थान की प्रशिक्षण, खेलकूद अथवा अन्य गतिविधियों के लिए उपयोग नहीं किया जा रहा है;
- (स) ऐसा कोई स्थान जिसमें कर्मचारी अथवा छात्र अपने रोजगार के दौरान या अध्ययन के दौरान आते रहते हैं तथा जिस गतिविधि में यातायात शामिल है जिसे कार्यकारी प्राधिकारी ने ऐसे भ्रमण के लिए उपलब्ध कराया है जो उस उच्च शैक्षिक संस्थान में अध्ययन के लिए हैं।
3. उच्चतर शैक्षिक संस्थानों के दायित्व—(1) प्रत्येक उच्चतर शैक्षिक संस्थान)
- (अ) कर्मचारियों एवं छात्रों के प्रति लैंगिक उत्पीड़न के निराकरण एवं निषेध संबंधी अपनी नीति एवं विनियमों में उपरोक्त परिभाषाओं की भावना को यथा आवश्यक उपयुक्त रूप में सम्मिलित करें तथा इन विनियमों की आवश्यकता अनुसार अपने अध्यादेशों एवं नियमों को संशोधित करना;
- (ब) लैंगिक उत्पीड़न के विरुद्ध प्रावधानों को अधिसूचित करना तथा उनके विस्तृत प्रचार-प्रसार को सुनिश्चित करना;

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- (स) जैसा कि आयोग की "सक्षम" (परिसरों में महिलाओं की सुरक्षा एवं लैंगिक संवेदीकरण कार्यक्रम) रिपोर्ट में दर्शाया गया है, प्रशिक्षण कार्यक्रम अथवा कार्यशाला, अधिकारियों, कार्यपालकों, संकाय सदस्यों एवं छात्रों के लिए उन्हें सभी को सुग्राही बनाना तथा इस अधिनियम एवं इन विनियमों में स्थापित अधिकारों, पात्रताओं एवं दायित्वों की जानकारी उन्हें सुनिश्चित कराना तथा उनके प्रति उन्हें जागरूक बनाना;
- (द) इस बात को पहचानते हुए कि प्राथमिक रूप से महिला कर्मचारी तथा छात्राओं एवं कुछ छात्र तथा तीसरे लिंग वाले छात्र कई प्रकार के लैंगिक उत्पीड़न, अपमान एवं शोषण के अन्तर्गत संवेदनशील हैं, तदनुसार सभी लिंगों के कर्मचारियों एवं छात्रों के प्रति सुनियोजित समस्त लिंग आधारित हिंसा के विरुद्ध निर्णयात्मक रूप से सक्रिय बनना ;
- (ई) लैंगिक उत्पीड़न के प्रति शून्य स्तर सहन संबंधी नीति की सार्वजनिक प्रतिबद्धता रखना;
- (एफ) सभी स्तरों पर अपने परिसर को, भेदभाव, उत्पीड़न, प्रतिशोध अथवा लैंगिक आक्रमणों से मुक्त बनाने की प्रतिबद्धता की पुनः पुष्टि करना;
- (जी) इस विषय में जागरूकता पैदा करना कि लैंगिक उत्पीड़न में क्या शामिल है— तथा इसके साथ ही हिंसापूर्ण वातावरण उत्पीड़न एवं प्रतिकर उत्पीड़न इन विषयों में जागरूकता पैदा करना;
- (एच) अपनी विवरणिका में सम्मिलित करना और महत्वपूर्ण स्थलों पर, विशिष्ट स्थानों पर या नोटिस बोर्ड पर लैंगिक उत्पीड़न के दण्ड एवं परिणामों को दर्शाया जाना तथा संस्थान के सभी समुदायों के वर्गों को इस तन्त्र की सूचना के प्रति जागरूक करना जो तन्त्र लैंगिक उत्पीड़न संबंधी शिकायतों के समाधान के लिए बनाया गया है तथा इसके बारे में आन्तरिक शिकायत समिति के सदस्यों का विवरण, उनसे संपर्क साधना, शिकायत के बारे में विधि आदि के बारे में बताना यदि कोई मौजूदा निकाय पहले से ही उसी लक्ष्य के साथ सक्रिय है (जैसे कि लैंगिक संवेदीकरण समिति जो लैंगिक उत्पीड़न के विरुद्ध है, ऐसे जेन्डर सेन्सीटाइजेशन कमिटी अगेंस्ट सैक्सुअल हार्समेंट—जी.एस.सी. ए.एस.एच. निकाय को आन्तरिक शिकायत समिति) (इण्टरनल कम्प्लेन्ट्स कमिटी—आई.सी.सी) के समान ही पुनर्गठित करना :
- बशर्त, बाद में दर्शाये गए मामले में उच्चतर शैक्षिक संस्थान सुनिश्चित करेंगे कि इस प्रकार के निकाय का गठन आई.सी.सी. के लिए आवश्यक सिद्धान्तों के आधार पर इन विनियमों के अन्तर्गत किया गया है। ऐसा कोई भी निकाय इन विनियमों के प्रावधानों के द्वारा बाध्य होगा;
- (आई) कर्मचारियों एवं छात्रों को उपलब्ध आश्रय के बारे में बताना, यदि वे लैंगिक उत्पीड़न के शिकार हुए हैं;
- (जे) आन्तरिक शिकायत समिति के सदस्यों द्वारा शिकायतों के निपटान, समाधान अथवा समझौते आदि की प्रक्रिया का संचालन संवेदनशील रूप से करने के लिए, नियमित अभिमुखी अथवा प्रशिक्षण कार्यक्रम संचालित करना;
- (के) कर्मचारियों एवं छात्रों के सभी प्रकार के उत्पीड़न के निराकरण हेतु सक्रिय रूप से गतिशील बनाना चाहें वह उत्पीड़न किसी प्रबल अधिकारी अथवा उच्चतर शैक्षिक संस्थान में स्थित पदानुक्रम संबंधों के आधार पर है। अथवा किसी घनिष्ठ भागीदार की हिंसा संबंधी हो अथवा समकक्षों से अथवा उस उच्चतर शैक्षिक संस्थान की भौगोलिक सीमाओं से बाहर किन्हीं तत्वों के कारण हो;
- (एल) उसके कर्मचारियों एवं छात्रों के प्रति किए गए लैंगिक उत्पीड़न के लिए दोषी जो लोग हैं उन्हें दण्डित करना तथा विधि द्वारा मान्य कानून के अनुसार समस्त कार्यवाही करना तथा परिसर में लैंगिक उत्पीड़न के निराकरण एवं अवरोध हेतु तन्त्रों एवं समाधान प्रणाली को यथास्थिति बनाना;
- (एम) यदि उस दुराचार का षडयंत्रकारी वहाँ का कर्मचारी है तो सेवा नियमों के अन्तर्गत लैंगिक उत्पीड़न को एक दुराचार के रूप में मानना;
- (एन) यदि अपराधकर्ता कोई छात्र है तो लैंगिक उत्पीड़न को अनुशासनात्मक नियमों (जो बहिष्कार एवं बहिष्करण तक हो सकता है) के उल्लंघन के रूप में देखना;
- (ओ) इन विनियमों के प्रकाशन की तिथि से लेकर 60 दिनों की अवधि में इन विनियमों के प्रावधानों का अनुपालन सुनिश्चित किया जाना, जिनमें आन्तरिक शिकायत समिति की नियुक्ति शामिल है;
- (पी) आन्तरिक शिकायत समिति द्वारा की गई रिपोर्टों का समयबद्ध रूप से प्रस्तुतीकरण;
- (व्यू) एक वार्षिक स्थिति रिपोर्ट जिसमें दायर मामलों का, उनके निपटान का विवरण हो, वह तैयार करना तथा इसे आयोग को प्रस्तुत करना;

### 3.2 समर्थन करने वाली गतिविधियाँ—

- (1) जिन नियमों, विनियमों अथवा अन्य इसी प्रकार के माध्यम जिनके द्वारा आन्तरिक शिकायत केन्द्र (आई.सी.सी.) प्रकाश करेगा, उन्हें अद्यतन किया जाएगा तथा उन्हें समय-समय पर संशोधित किया

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जाएगा-क्योंकि न्यायालय के निर्णय एवं अन्य कानून तथा नियमों द्वारा उस कानूनी ढाँचे में लगातार संशोधन होता रहेगा जिनके अनुसार अधिनियम लागू किया जाना है;

- (2) उच्चतर शैक्षिक संस्थानों का कार्यकारी प्राधिकारी द्वारा अधिदेशात्मक रूप से पूरा समर्थन किया जाना चाहिए तथा यह देखा जाना चाहिए कि आई.सी.सी. की सिफारिशों का क्रियान्वयन समयबद्ध रूप से किया जा रहा है कि नहीं। आई.सी.सी. के प्रकार्य के लिए समस्त संभावित संसाधन उपलब्ध कराए जाने चाहिए- जिनमें कार्यालय और भवन अवसंरचना सहित (कम्प्यूटर, फोटो कॉपीयर, श्रव्य दृश्य उपकरणों आदि) स्टाफ (टाइपिस्ट, सालाह एवं कानूनी सेवाओं) सहित पर्याप्त रूप में वित्तीय संसाधन का आबंटन भी हो;
- (3) असुरक्षित/दुर्बल वर्ग विशेष रूप से प्रताड़ना के शिकार बन जाते हैं और उनके द्वारा शिकायत करना और भी ज्यादा कठिन होता है। क्षेत्र, वर्ग, जाति, लैंगिक प्रवृत्ति, अल्पसंख्यक पहचान, एवं पृथक रूप से सामर्थ्य से असुरक्षा सामाजिक रूप से संयोजित हो सकती है। समर्थकारी समितियों को इस प्रकार की असुरक्षितताओं के प्रति अति संवेदनशीलता एवं विशेष जरूरतों के प्रति संवेदनशील होने की आवश्यकता है;
- (4) क्योंकि शोध छात्र और डॉक्टरल छात्र विशेष रूप से आक्रान्त होते हैं, अतः उच्चतर शैक्षिक संस्थानों द्वारा यह सुनिश्चित कराया जाए कि शोध सर्वेक्षण की नैतिकता संबंधी दिशा निर्देश उचित रूप से लागू हो रहे हैं;
- (5) समस्त उच्चतर शैक्षिक संस्थानों द्वारा उनकी लैंगिक उत्पीड़न विरोधी नीति की क्षमता का नियमित रूप से अर्ध वार्षिक पुनरीक्षण किया जाना चाहिए;
- (6) सभी अकादमिक स्टाफ कॉलेजों (जिन्हें अब मानव संसाधन विकास केन्द्रों के रूप में पाया जाता है) (एचआरडीसी) और क्षमता निर्माण के क्षेत्रीय केन्द्रों द्वारा लिंग संबंधी सत्रों को अपने अभिमुखी एवं पुनश्चर्या पाठ्यक्रमों में निगमित करना चाहिए। अन्य सब विषयों से भी इसे प्राथमिकता दी जाए तथा इसे मुख्य धारा के रूप में विशेष रूप से बनाया जाए तथा इसके लिए "यूजीसी सक्षम" रिपोर्ट का उपयोग करें जिसमें, इस बारे में, प्रविधियाँ उपलब्ध कराई जाती हैं;
- (7) उच्चतर शैक्षिक संस्थानों में प्रशासकों के लिए संचालित अभिमुखी पाठ्यक्रमों में आवश्यक रूप से लैंगिक संवेदीकरण तथा लैंगिक उत्पीड़न की समस्याओं पर एक मापदण्ड होना चाहिए। उच्चतर शैक्षिक संस्थान के समस्त विभागों में मौजूद सदस्यों के लिए कार्यशालाएँ नियमित रूप से संचालित की जानी चाहिए;
- (8) समस्त उच्चतर शैक्षिक संस्थानों में परामर्श सेवाओं को संस्थानों के अन्तर्गत रखा जाना चाहिए और इसके लिए सुप्रशिक्षित पूर्णकालिक परामर्शदाता होने चाहिए;
- (9) कई उच्चतर शैक्षिक संस्थान जिनके विशाल परिसर हैं जिनमें प्रकाश संबंधी व्यवस्था बहुत अधूरी है तथा अन्य संस्थानों के लोगों के अनुभव अनुसार वे स्थान असुरक्षित समझे जाते हैं, वहाँ पर्याप्त प्रकाश व्यवस्था अवसंरचना एवं रख-रखाव का एक अनिवार्य अंग है;
- (10) पर्याप्त एवं अच्छी तरह से प्रशिक्षित सुरक्षा स्टाफ आवश्यक रूप से होना चाहिए जिसमें महिला सुरक्षा स्टाफ सदस्य अच्छी संख्या में हों, जिससे संतुलन बना रहे। सुरक्षा स्टाफ नियुक्ति के मामले में लैंगिक संवेदनशीलता प्रशिक्षण को एक शर्त के रूप में माना जाना चाहिए;
- (11) उच्चतर शैक्षिक संस्थान आवश्यक रूप से विश्वसनीय जन यातायात को सुनिश्चित करें- विशेष रूप से उच्चतर शैक्षिक संस्थानों के विस्तृत परिसरों के अन्दर विभिन्न विभागों के मध्य जैसे- छात्रावासों, पुस्तकालयों, प्रयोगशालाओं तथा मुख्यालय और विशेष रूप से वे स्थान जिन तक पहुँच पाना दैनिक शोधकर्ताओं के लिए कठिन है। सुरक्षा की कमी तथा उत्पीड़न बहुत बढ़ जाता है जब कर्मचारी और छात्र सुरक्षित जन यातायात पर निर्भर नहीं रहते हैं। कर्मचारी एवं छात्रों द्वारा पुस्तकालयों और प्रयोगशालाओं में देर रात तक काम करने और शाम के समय अन्य कार्यक्रमों में भाग लेने के लिए उच्चतर शैक्षिक संस्थानों द्वारा भरोसेमंद यातायात का प्रबन्ध किया जाना चाहिए;
- (12) आवासीय उच्चतर शैक्षिक संस्थानों द्वारा महिला छात्रावासों की संरचना को प्राथमिकता दी जाए। महिला छात्रावास, जो सभी प्रकार के उत्पीड़न से थोड़ी बहुत सुरक्षा प्रदान करते हैं, उस उच्च शिक्षा के सभी स्तरों पर, शहरी एवं ग्रामीण क्षेत्रों में बड़ी संख्या में उच्च शिक्षा इच्छुक युवा महिलाओं के लिए अत्यन्त जरूरी है;

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Prof. (Dr.) Manpreet Kaur Rajpal  
Dean  
Indore Institute of Law

- (13) युवा छात्रों की तुलना में छात्रावास में स्थित छात्राओं की सुरक्षा के मामले को भेदभाव पूर्ण नियमों का आधार नहीं बनाया जाना चाहिए। परिसर की सुरक्षा संबंधी नीतियों को महिला कर्मचारी एवं छात्राओं की सुरक्षात्मकता के रूप में नहीं बन जाना चाहिए, जैसे कि आवश्यकता से अधिक सर्वेक्षण या पुलिसिया निगरानी अथवा आने जाने की स्वतंत्रता में कटौती करना— विशेषकर महिला कर्मचारी एवं छात्राओं के लिए;
- (14) सभी उच्चतर शैक्षिक संस्थानों के लिए पर्याप्त स्वास्थ्य सुविधायें होनी अतिवश्यक हैं। महिलाओं के विषय में इस प्रक्रिया में लिंग संवेदी डाक्टर और नर्स तथा इसके साथ ही एक स्त्री रोग विशेषज्ञ की सेवाएँ उपलब्ध होनी चाहिए;
- (15) महाविद्यालयों में महिला विकास प्रकोष्ठ पुनः चालू किये जाने चाहिए एवं उन्हें धन दिया जाना चाहिए और इन्हें लैंगिक उत्पीड़न विरोधी समितियों तथा आन्तरिक शिकायत समिति के प्रकार्यों से पृथक करके स्वशासी रखा जाना चाहिए। उसके साथ ही वे आन्तरिक शिकायत केन्द्रों के परामर्श से अपनी गतिविधियाँ विस्तारित करेंगे जिनमें लैंगिक संवेदीकरण कार्यक्रम शामिल हैं तथा नियमित आधार पर लैंगिक उत्पीड़न विरोधी नीतियाँ परिसरों में प्रचारित प्रसारित करेंगे। "सांस्कृतिक पृष्ठभूमि" एवं "औपचारिक अकादमिक स्थल" इन्हें परस्पर सहभागिता करनी चाहिए ताकि ये कार्यशालाएँ नवोन्मेषी, आकर्षक बनें एवं मशीनी न हों;
- (16) छात्रावासों के वार्डन, अध्यक्ष, प्राचार्यों, कुलपतियों, विधि अधिकारियों एवं अन्य कार्यकारी सदस्यों को नियमों के अथवा अध्यादेशों में संशोधनों द्वारा जबाबदेही के दायरे में यथाआवश्यक रूप से लाना चाहिए;

#### 4. शिकायत समाधान तन्त्रः—

- (1) लैंगिक उत्पीड़न के विरुद्ध प्रत्येक कार्यकारी प्राधिकारी लैंगिक संवेदीकरण के लिए एक आन्तरिक तन्त्र सहित एक आन्तरिक शिकायत समिति (आई.सी.सी.) का गठन करेंगे। आई.सी.सी. की निम्न संरचना होगीः—
- (अ) एक पीठासीन अधिकारी जो एक महिला संकाय सदस्य हो और जो एक वरिष्ठ पद पर (एक विश्वविद्यालय की स्थिति में प्रोफेसर से निम्न न हो तथा किसी महाविद्यालय की स्थिति में सह-प्रोफेसर अथवा रीडर से निम्न न हो) शैक्षिक संस्थान में नियुक्त हो तथा कार्यकारी प्राधिकारी द्वारा नामित हो:
- बशर्तें यदि किसी स्थिति में कोई वरिष्ठ स्तर की महिला कर्मचारी उपलब्ध नहीं है तो पीठासीन अधिकारी को उप-अनुभाग 2(ओ) में दर्शाये कार्यस्थल के अन्य कार्यालय अथवा प्रशासनिक एकांश से उन्हें नामित किया जाएगा:
- "बशर्तें यदि उस कार्यस्थल के अन्य कार्यालयों अथवा प्रशासनिक एकांशों में कोई वरिष्ठ स्तर की महिला कर्मचारी नहीं है तो अध्यक्ष अधिकारी को उसी नियोक्ता के कार्यस्थल से अथवा किसी अन्य विभाग या संगठन में से नामित किया जा सकता है"
- (ब) दो संकाय सदस्य एवं दो गैर-अध्यापनरत कर्मचारी जो अधिमानतः महिलाओं की समस्याओं के लिए प्रतिबद्ध हैं तथा जिन्हें सामाजिक कार्य अथवा कानूनी जानकारी है, उन्हें कार्यकारी प्राधिकारी द्वारा नामित किया जाना चाहिए;
- (स) यदि किसी मामले में छात्र शामिल हैं तो उसमें तीन छात्र हों जिन्हें स्नातक पूर्व, स्नातकोत्तर एवं शोधस्तर पर क्रमशः भर्ती किया जायेगा जिन छात्रों को पारदर्शी लोकतांत्रिक प्रणाली द्वारा चुना गया है;
- (द) गैर सरकारी संगठनों में से किसी एक में से अथवा किसी ऐसी सभा में से जो महिलाओं की समस्याओं के लिए प्रतिबद्ध हैं या एक ऐसा व्यक्ति हो जो लैंगिक उत्पीड़न से जुड़े मामलों का जानकार हो, जो कार्यकारी प्राधिकारी द्वारा नामित हो;
- (2) आन्तरिक शिकायत समिति के कुल सदस्यों में न्यूनतम आधे सदस्य महिलायें होनी चाहिए;
- (3) उच्चतर शैक्षिक संस्थानों में वरिष्ठ प्रशासनिक पदों पर नियुक्त व्यक्ति जैसे कुलपति, पदेन कुलपति, रेक्टर, कुलसचिव, डीन, विभागों के अध्यक्ष आदि आन्तरिक समिति के सदस्य नहीं होंगे ताकि ऐसे केन्द्र के प्रकार्यों की स्वायत्तता सुनिश्चित रहे;

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- (4) आन्तरिक शिकायत समिति के सदस्यों की सदस्यता अवधि तीन वर्ष की होगी। उच्चतर शैक्षिक संस्थान ऐसी एक प्रणाली का उपयोग करें जिसके द्वारा आन्तरिक शिकायत केन्द्र के सदस्यों का एक तिहाई भाग प्रतिवर्ष परिवर्तित होता रहे;
- (5) आन्तरिक समिति की बैठक आयोजित करने के लिए जो सदस्य गैर सरकारी संगठनों अथवा सभाओं से संबद्ध हैं उन्हें कार्यकारी प्राधिकारी द्वारा ऐसे शुल्क अथवा भत्ते का भुगतान किया जाए, जैसा निर्धारित किया गया है;
- (6) जिस स्थिति में आन्तरिक समिति का अध्यक्ष अधिकारी अथवा इसका कोई सदस्य, यदि:-
- (अ) अधिनियम की धारा 16 के प्रावधानों का उल्लंघन करता है, अथवा
- (ब) वह किसी अपराध के लिए दोषी सिद्ध हुआ है अथवा उसके विरुद्ध वर्तमान में लागू किसी कानून के अन्तर्गत किसी अपराध के बारे में कोई पड़ताल लम्बित है, अथवा
- (स) किसी अनुशासनात्मक कार्यवाही के तहत वह दोषी पाया गया है अथवा उसके विरुद्ध कोई अनुशासनात्मक कार्यवाही लम्बित है, अथवा
- (द) उसने अपने पद का दुरुपयोग इस सीमा तक किया है कि कार्यालय में उसकी सेवा में निरन्तरता को जनहित के प्रतिकूल माना जाएगा;
- तो ऐसा अध्यक्ष अधिकारी अथवा सदस्य, यथास्थिति, इस समिति से हटा दिया जाएगा तथा इस प्रकार से होने वाली रिक्ति अथवा ऐसी कोई नैमित्तिक (कैजुअल) रिक्ति को नये नामांकन द्वारा इस धारा के प्रावधानों के अनुसार भरा जाएगा;"

5. आन्तरिक शिकायत समिति (आई.सी.सी.) :- आन्तरिक शिकायत समिति करेगी :-

- (अ) यदि कोई कर्मचारी अथवा छात्र पुलिस के पास कोई शिकायत दर्ज करना चाहता है तो उसे सहायता उपलब्ध कराएगी;
- (ब) विवाद समाधान के हेतु बातचीत संबंधी तन्त्र उपलब्ध कराना ताकि विवादित बातों पर पूर्वानुमान को समीचीन एवं उचित मैत्रीपूर्ण क्रिया द्वारा देखा जा सका जिससे उस शिकायतकर्ता के अधिकारों की हानि न हो तथा जिससे पूरी तरह से दण्डात्मक दृष्टिकोणों की न्यूनतम जरूरत हो जिनसे और अधिक जानकारी, विमुखता अथवा हिंसा न बढ़े;
- (स) उस व्यक्ति की पहचान उजागर किये बिना उस शिकायतकर्ता की सुरक्षा बनाए रखना तथा स्वीकृत अवकाश अथवा उपस्थिति संबंधी अनिवार्यताओं में छूट द्वारा अथवा अन्य किसी विभाग में अथवा किसी सर्वेक्षणकर्ता के पास स्थानान्तरण द्वारा, यथा आवश्यक रूप से उस शिकायत के लम्बित होने की अवधि में अथवा उस अपराधकर्ता के स्थानान्तरण का भी प्रावधान किया जाएगा;
- (द) लैंगिक उत्पीड़न संबंधी शिकायतों के निपटान करते समय सुनिश्चित करें कि पीड़ित व्यक्ति या गवाहों का शोषण ना किया जाए अथवा उनके साथ भेदभाव न किया जाए, तथा
- (ई) किसी भी आवृत्त व्यक्ति के विरुद्ध अथवा प्रतिकूल कार्रवाई पर प्रतिबन्ध को सुनिश्चित करना क्योंकि वह कर्मचारी अथवा छात्र एक संरक्षित गतिविधि में व्यस्त है;
6. शिकायत करने एवं जाँच पड़ताल की प्रक्रिया:- आन्तरिक शिकायत समिति किसी भी शिकायत को दायर करने और उस शिकायत की जाँच करने के लिए इन विनियमों और अधिनियम में निर्धारित प्रणाली का अनुपालन करेगी ताकि वह समयबद्ध रूप से पूरी हो सके। उच्चतर शैक्षिक संस्थान, आन्तरिक शिकायत समिति को सभी आवश्यक सुविधाएँ उपलब्ध कराएगा ताकि जाँच पड़ताल शीघ्रता से संचालित हो सके तथा आवश्यक गोपनीयता भी बनी रहे;
7. लैंगिक उत्पीड़न की शिकायत दायर करने की प्रक्रिया :- किसी भी असन्तुष्ट व्यक्ति के लिए आवश्यक है कि वह घटना होने की तिथि से तीन माह के भीतर लिखित शिकायत आन्तरिक शिकायत समिति को प्रस्तुत करे और यदि लगातार कई घटनाएँ हुई हो तो सबसे बाद की घटना से तीन माह के भीतर उसे प्रस्तुत करें;
- बशर्ते जहाँ ऐसी शिकायत लिखित रूप में नहीं दी जा सकती है, वहाँ अध्यक्ष अधिकारी अथवा आन्तरिक समिति का कोई भी सदस्य, उस व्यक्ति के द्वारा लिखित शिकायत प्रस्तुत करने के लिए समस्त सम्भव सहायता प्रदान करेगा;
- बशर्ते, इसके साथ ही आई.सी.सी. लिखित रूप से प्रस्तुत तर्कों के आधार पर समय सीमा विस्तारित कर सकती है, परन्तु वह तीन माह से अधिक की नहीं होगी, यदि इस बात को आश्वस्त किया गया हो कि परिस्थितियाँ ऐसी थी कि जिनके कारण वह व्यक्ति इस कथित अवधि के दौरान शिकायत दायर करने से वंचित रह गया था;

8. जाँच पड़ताल की प्रक्रिया:-

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Prof. (Dr.) Manpreet Kaur Rajpai  
Dean  
Indore Institute of Law

- (1) शिकायत मिलने पर आन्तरिक शिकायत समिति इसकी एक प्रति को प्रतिवादी को इसके प्राप्त होने से सात दिनों के भीतर भेजेगी;
  - (2) शिकायत की प्रति मिलने के बाद प्रतिवादी अपना उत्तर इस शिकायत के बारे में, समस्त दस्तावेजों की सूची, गवाहों के नामों एवं पत्तों के नामों एवं उनके पत्तों सहित दस दिन की अवधि में दाखिल करेगा;
  - (3) शिकायत प्राप्त होने के 90 दिनों के भीतर ही जाँच पड़ताल पूरी की जानी चाहिए। अनुशंसाओं सहित, यदि वे हों, तो, जाँच पड़ताल रिपोर्ट उस जाँच के पूरा होने के 10 दिनों के भीतर उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी को प्रस्तुत की जानी चाहिए। इस शिकायत से जुड़े दोनों पक्षों के समक्ष इस जाँच के तथ्यों या सिफारिशों की प्रति दी जाएगी;
  - (4) जाँच रिपोर्ट प्राप्त होने के 30 दिनों के भीतर इस समिति की सिफारिशों पर उच्चतर शैक्षिक संस्थान के अध्यक्ष प्राधिकारी कार्यवाही करेंगे, यदि किसी भी पक्ष द्वारा उस अवधि में जाँच के विरुद्ध कोई अपील दायर न की गई हो;
  - (5) दोनों में से किसी भी पक्ष द्वारा आन्तरिक शिकायत समिति द्वारा प्रदान तथ्यों/अनुशंसाओं के विरुद्ध उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी के समक्ष की गई अनुशंसाओं की तिथि से तीसरा दिन की अवधि में अपील दायर की जा सकती है;
  - (6) उच्चतर शैक्षिक संस्थान का कार्यकारी प्राधिकारी यदि आन्तरिक शिकायत समिति की सिफारिशों के अनुसार कार्य नहीं करने का निर्णय लेता है तो वह इसके बारे में लिखित रूप से कारण स्पष्ट करेगा जिन्हें आन्तरिक शिकायत समिति को तथा उस कार्यवाही से जुड़े दोनों पक्षों को भेजा जाएगा। यदि दूसरी ओर वह आन्तरिक शिकायत समिति द्वारा की गई सिफारिशों के अनुसार कार्य करने का निर्णय लेता है तो एक कारण बताओ नोटिस जिसका 10 दिनों के भीतर उत्तर भेजा जाना है— उसे उस पक्ष को भेजा जाएगा जिसके विरुद्ध कार्यवाही की जानी है। उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी उस असन्तुष्ट व्यक्ति का पक्ष सुनने के पश्चात ही आगे की कार्यवाही करेंगे;
  - (7) मामले को निपटाने के उद्देश्य से पीड़ित पक्ष एक सुलह का आग्रह कर सकता है। सुलह का आधार कोई आर्थिक समझौता नहीं होना चाहिए। यदि कोई सुलह का प्रस्ताव रखा जाता है तो यथास्थिति उच्चतर शैक्षिक संस्थान सुलह की प्रक्रिया को आन्तरिक शिकायत समिति के माध्यम से सुलभ कराएगा। किसी भी दण्डात्मक हस्तक्षेप की तुलना में, जहाँ तक संभव होता है, उस पीड़ित पक्ष की पूरी संतुष्टि के लिए उस पारस्परिक विरोध के समाधान को अधिमानता दी जाती है;
  - (8) पीड़ित पक्ष अथवा पीड़ित व्यक्ति अथवा गवाह अथवा अपराधकर्ता की पहचान सार्वजनिक नहीं की जाएगी या विशेष रूप से उस जाँच प्रक्रिया के दौरान इसे सार्वजनिक क्षेत्र में रखा जाएगा;
9. अन्तरिम समाधान:— उच्चतर शैक्षिक संस्थान,
- (अ) यदि आन्तरिक शिकायत केन्द्र सिफारिश करता है तो शिकायतकर्ता अथवा प्रतिवादी को अन्य किसी अनुभाग अथवा विभाग में स्थानान्तरित किया जा सकता है ताकि सम्पर्क अथवा अन्योन्य क्रिया में शामिल जोखिम कम से कम बना रहे;
  - (ब) पीड़ित पक्ष को, सम्पूर्ण स्तर संबंधी एवं अन्य हित लाभों के संरक्षण सहित तीन माह तक का अवकाश स्वीकृत कर दे;
  - (स) शिकायतकर्ता के किसी भी काम अथवा निष्पादन अथवा परीक्षण अथवा परीक्षाओं के संबंध में कोई बात प्रकट न करने के लिए प्रतिवादी को बाध्य कर दें;
  - (द) सुनिश्चित करें कि अपराधकर्ताओं को पीड़ित व्यक्तियों से दूरी बना कर रखनी चाहिए तथा यथा आवश्यक, यदि कोई प्रत्यक्ष धमकी है तो उनका परिसर में प्रवेश प्रतिबंधित कर दें;
  - (ई) लैंगिक उत्पीड़न की किसी शिकायत के परिणाम स्वरूप, शिकायतकर्ता को प्रतिशोध एवं उत्पीड़न से सुरक्षा प्रदान करने के लिए तथा एक अनुकूल वातावरण उपलब्ध कराने के लिए सख्त उपाय किये जाने चाहिए;
10. दण्ड एवं हरजाना:—
- (1) अपराधकर्ता यदि उच्चतर शैक्षिक संस्थान का कर्मचारी है तथा लैंगिक उत्पीड़न का दोषी पाया जाता है तो उसे संस्थान के सेवा नियमों के अनुसार दण्डित किया जाएगा;
  - (2) अपराध की गंभीरता को देखते हुए— यदि प्रतिवादी कोई छात्र है, तो उच्चतर शैक्षिक संस्थान:—
    - (अ) ऐसे छात्र के विशेषाधिकारों को रोक सकता है तो, जैसे—पुस्तकालय, सभागार, आवासीय आगारों, यातायात, छात्रवृत्ति, भत्तों एवं पहचान पत्र आदि तक पहुँच बनाना;

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Prof. (Dr.) Manpreet Kaur Rajpal  
Dean  
Indore Institute of Law

- (व) एक विशेष समय तक परिसर में उसका प्रवेश स्थगित अथवा बाधित करना;
- (स) यदि उस अपराध की ऐसी गंभीरता है तो उस छात्र को संस्थान से निष्कासित किया जा सकता है तथा उसका नाम उस संस्थान की नामावलि से हटाया जा सकता है, इसके साथ ही पुनः प्रवेश की अनुमति उसे नहीं होगी;
- (द) अधिदेशात्मक परामर्श अथवा सामुदायिक सेवाओं जैसे सुधारवादी दण्ड प्रदान करना;
- (3) पीड़ित व्यक्ति मुआवजे का अधिकारी है। आन्तरिक शिकायत समिति द्वारा अनुशंसित तथा कार्यकारी प्राधिकारी द्वारा स्वीकृत मुआवजे के भुगतान के लिए उच्चतर शैक्षिक संस्थान निर्देश जारी करेगा, जिसकी वसूली अपराधकर्ता से की जाएगी। देय मुआवजे का निर्धारण निम्न आधार पर होगा:-
- (अ) पीड़ित व्यक्ति को जितना मानसिक तनाव, कष्ट, व्यथा एवं दुख पहुँचा है;
- (ब) उस लैंगिक उत्पीड़न की घटना के कारण उन्हें अपनी जीविका के सुअवसर की हानि उठानी पड़ी;
- (स) पीड़ित व्यक्ति द्वारा अपने शारीरिक एवं मनोरोग संबंधी आधार के लिए खर्च किए गए चिकित्सा व्यय;
- (द) कथित अपराधकर्ता एवं उस पीड़ित व्यक्ति की आय एवं जीवन स्तर, और
- (ई) ऐसे समस्त भुगतान का एकमुश्त रूप से या किस्तों में किए जाने का औचित्य;

#### 11. झूठी शिकायत के विरुद्ध कार्यवाई:-

इस बात को सुनिश्चित करने के लिए कि लैंगिक उत्पीड़न मामलों में कर्मचारियों एवं छात्रों की सुरक्षा के प्रावधानों का दुरुपयोग न हो, असत्य एवं द्वेष भावना पूर्ण शिकायतों के विरुद्ध प्रावधान किये जाने की आवश्यकता है तथा इन्हें उच्चतर शैक्षिक संस्थानों में प्रचारित प्रसारित किया जाना चाहिए। आन्तरिक शिकायत समिति यदि यह निष्कर्ष निकालती है कि लगाए गए अभियोग असत्य, धे, विद्वेषपूर्ण थे अथवा यह जानते हुए भी कि वह शिकायत असत्य अथवा जाली है अथवा भ्रामक सूचना को उस पड़ताल के दौरान उपलब्ध कराया गया है तो शिकायतकर्ता विनियम (10) के उप विनियम (1) के तहत दण्डित किये जाने के लिए बाध्य होगा यदि शिकायतकर्ता एक कर्मचारी है, तथा यदि वह अपराधकर्ता एक छात्र है तो वह इस विनियम की उप-विनियम (2) के प्रावधानों के अनुसार सजा के लिए बाध्य होगा तथापि किसी भी शिकायत को प्रमाणित करने अथवा उसके लिए पर्याप्त सबूत उपलब्ध न कर पाने का आधार, शिकायतकर्ता के विरुद्ध कार्यवाई करने का कारण नहीं माना जा सकता है। शिकायतकर्ता द्वारा द्वेषपूर्ण उद्देश्य से दायर शिकायत की जाँच पड़ताल द्वारा तय किया जाना चाहिए तथा इस बारे में किसी कार्यवाई की सिफारिश किए जाने से पूर्व इस विषय में निर्धारित प्रणाली के अनुसार जाँच की जानी चाहिए;

#### 12. गैर अनुपालन के परिणाम:-

- (1) ऐसे संस्थान जो जानबूझकर अथवा बारंबार उन दायित्वों तथा कर्तव्यों के अनुपालन में असमर्थ बना रहता है जिन्हें कर्मचारियों एवं छात्रों के प्रति लैंगिक उत्पीड़न के निराकरण, निषेध एवं समाधान हेतु निर्धारित किया गया है, तो इस स्थिति में आयोग विधिवत नोटिस देकर निम्न में से किसी एक अथवा इससे अधिक बिन्दुओं पर कार्यवाई करेगा:-
- (अ) विश्वविद्यालय अनुदान आयोग अधिनियम 1956 की धारा 12(बी) के अन्तर्गत की गई घोषणा जो पात्रता दिये जाने के विषय में है, उसका आहरण किया जाना;
- (ब) आयोग द्वारा अधिनियम 1956 की धारा 2 (एफ) के अन्तर्गत अनुरक्षित सूची में से उस विश्वविद्यालय अथवा महाविद्यालय का नाम हटाना;
- (स) संस्थान को आवंटित किसी भी अनुदान को रोक देना;
- (द) आयोग को किसी भी सामान्य अथवा विशेष सहायता कार्यक्रमों के अन्तर्गत किसी भी सहायता को प्राप्त करने के लिए उस संस्थान को अपात्र घोषित किया जाना;
- (ई) जन साधारण को, एवं रोजगार अथवा प्रवेश के इच्छुक भावी प्रत्याशियों को एक ऐसे नोटिस द्वारा सूचित करना जो समाचार पत्रों में प्रमुख रूप से दर्शाया गया है अथवा उपयुक्त मीडिया में दर्शाया गया है तथा आयोग की वेबसाइट पर प्रदर्शित किया गया है तथा जिस नोटिस में घोषणा की गई है कि वह संस्थान लैंगिक उत्पीड़न के विरुद्ध शून्य सहनशीलता नीति ;मतव जवसमतंदबम चवसपबलद्ध का समर्थन नहीं करता है;
- (एफ) यदि वह एक महाविद्यालय है तो उसके सम्बद्ध विश्वविद्यालय द्वारा उसकी सहसम्बद्धता को आहरित करने की अनुशंसा के लिये कहें;

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- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केन्द्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुशंसा करना;
- (एच) यदि वह किसी राज्य अधिनियम के अन्तर्गत स्थापित अथवा नियमित विश्वविद्यालय है तो उसके इस स्तर को आहरित करने के लिए उपयुक्त राज्य सरकार को सिफारिश करना;
- (आई) जैसे कि विश्वविद्यालय अनुदान आयोग अधिनियम 1956 के अन्तर्गत प्रावधान किया जाना हो तदनुसार अपने अधिकारों के अनुसार यथोचित रूप से ऐसी समयावधि के लिए दण्ड प्रदान कर सकता है जिस समय तक वह संस्थान इन विनियमों में निर्धारित प्रावधानों का अनुपालन नहीं करता है;
- (जे) इन विनियमों के अन्तर्गत आयोग द्वारा उस समय तक कार्रवाई नहीं की जाएगी जब तक कि संस्थान को अपना पक्ष प्रस्तुत करने के लिए प्रदत्त सुअवसर के आधार पर उनकी सुनवाई कर ली गई हो;

[विज्ञापन—III/4/असा./53]

जसपाल एस. संधु, सचिव, यूजीसी

**MINISTRY OF HUMAN RESOURCE DEVELOPMENT**

(University Grants Commission)

**NOTIFICATION**

New Delhi, the 2nd May, 2016

**University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015**

**No. F. 91-1/2013(TFGS).**—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:—


1. **Short title, application and commencement.**—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
  - (2) They shall apply to all higher educational institutions in India.
  - (3) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—In these regulations, unless the context otherwise requires,—
  - (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
  - (b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
  - (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;

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- (d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;
- Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means-
- (i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-
- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks
- (d) physical contact and advances; or
- (e) showing pornography"
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) implied or explicit threat of detrimental treatment in the conduct of work;
- (c) implied or explicit threat about the present or future status of the person concerned;
- (d) creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

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- (l) "student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI;  
 Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;  
 Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;
- (m) "third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;
- (n) "victimisation" means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (o) "workplace" means the campus of a HEI including-
- (a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
  - (b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
  - (c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.'

**3. Responsibilities of the Higher Educational Institution-** (1) Every HEI shall,-

- (a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- (b) publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- (c) organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- (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) publicly commit itself to a zero tolerance policy towards sexual harassment;
- (f) reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (g) create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- (h) include in its 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

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harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;

Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- (j) 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;
- (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;
- (l) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- (o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

3.2 **Supportive measures.**—(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.

(5) All HEIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.

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- (6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.
- (7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.
- (8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.
- (9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.
- (10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.
- (11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.
- (12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.
- (13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
- (14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.
- (15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.
- (16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.
4. **Grievance redressal mechanism.**—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

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- (a) 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 or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(o);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;"

- (b) 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;
- (c) Three students, **if the matter involves students**, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- (d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
- (2) At least one-half of the total members of the ICC shall be women.
- (3) Persons in senior administrative positions in the HEI, such as Vice- Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- (4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one-third of the members of the ICC may change every year.
- (5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.
- (6) Where the Presiding Officer or any member of the Internal Committee:
- (a) contravenes the provisions of section 16 of the Act; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section."

5. **Responsibilities of Internal Complaints Committee (ICC) -** The Internal Complaints Committee shall:

- (a) provide assistance if an employee or a student chooses to file a complaint with the police;

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- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

**6. The process for making complaint and conducting Inquiry** – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

**7. Process of making complaint of sexual harassment** - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing:

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period."

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

**8. Process of conducting Inquiry-** (1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the

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case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

9. **Interim redressal**-The HEI may,

- (a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

10. **Punishment and compensation**- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-

- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
  - (b) suspend or restrict entry into the campus for a specific period;
  - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
  - (d) award reformatory punishments like mandatory counselling and, or, performance of community services.
- (3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
  - (b) the loss of career opportunity due to the incident of sexual harassment;
  - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
  - (d) the income and status of the alleged perpetrator and victim; and
  - (e) the feasibility of such payment in lump sum or in instalments.

11. **Action against frivolous complaint.**—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2)

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of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

**12. Consequences of non-compliance.**—(1) The Commission shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice: -

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956.
  - (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
  - (c) withholding any grant allocated to the institution;
  - (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
  - (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
  - (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
  - (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;
  - (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.
  - (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the Commission 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.

[Advt.-III/4/Exty./53]

JASPAL S. SANDHU, Secy. UGC

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प्रो. (डॉ.) जसपाल एस. सन्धू

सचिव

Prof. Dr. Jaspal S. Sandhu

MBBS, MS (Ortho), DSM, FAIS, FASM, FAFSM, FFIMS, FAMS

Secretary

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

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

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

Ph.: 011-23239337, 23236288,  
Fax : 011-23238858, email : jssandhu.ugc@nic.in

24 JUL 2015

**By Speed Post**

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

17<sup>th</sup> July, 2015

**Sub: Curbing the menace of ragging in Higher Educational Institutions.**

Dear Sir/Madam,

The University Grants Commission has notified Regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. These Regulations are **mandatory** and all institutions are required to take necessary steps for its implementation in toto including the monitoring mechanisms as per provisions in the above Regulations and ensure its strict compliance. Any violation of these Regulations will be viewed seriously. 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, it will attract punitive action against itself by UGC.

2. All Universities/Institutions are requested to step up anti-ragging mechanism by way of adequate publicity through various mediums; Constitution of anti-ragging committee and anti ragging squad, installing CCTV cameras at vital points, alarm bells etc. regular interaction and counseling with the students, identification of trouble-triggers, mention of Anti-ragging warning in the institution's prospectus and information booklets/brochures shall be ensured. Surprise inspection of 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 under taken. The students and the parent/guardian community may also be made aware of the anti-ragging helpline, anti-ragging website, anti-ragging monitoring agency. All Universities/Colleges/Institutions should take necessary steps for its implementation under intimation to the UGC. The Institutions are also requested to take legal action in serious cases, involving local police authorities.

कुलपति कार्यालय
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आ. सं. 1657
दिनांक

29/7/15  
JSC  
कुलपति कार्यालय  
29/7/15  
Manpreet

Contd...2.

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Prof. (Dr.) Manpreet Kaur Raggur  
Dean  
Indore Institute of Law

: 2 :

3. 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](mailto:helpline@antiragging.in). For any other information regarding ragging, please visit the UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) and contact UGC monitoring agency i.e. Aman Satya Kachroo Trust on mobile No. 09871170303, 09818400116 (only in case of emergency).

4. All Institutions are requested to ensure strict compliance of anti-ragging measures and intimate the same to Monitoring Agency under intimation to UGC.

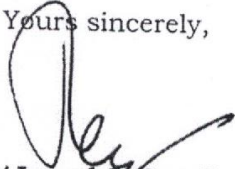
5. You are requested to display Anti Ragging posters as per the enclosed format at all prominent places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8x6 feet.

6. In compliance of the 2<sup>nd</sup> Amendment in UGC Regulations, you are requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at [www.antiragging.in](http://www.antiragging.in) & [www.amanmovement.org](http://www.amanmovement.org)

7. This Circular may also be brought to the notice of colleges affiliated to your esteemed University.

With kind regards,

Yours sincerely,



(Jaspal S. Sandhu)

**The Vice-Chancellor**

Devi Ahilya Vishwavidyalaya  
"Nalanda Parisar" 165  
R.N. Tagore Marg Indore.-452 001  
Madhya Pradesh.

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Prof. (Dr.) Manpreet Kaur Rajput  
Dean  
Indore Institute of Law



SAY NO TO  
**RAGGING**



**RAGGING IS A PUNISHABLE OFFENCE!  
DON'T INDULGE IN RAGGING.**

VISIT UGC WEBSITE  
[www.ugc.ac.in](http://www.ugc.ac.in) &  
[www.antiragging.in](http://www.antiragging.in) TO SEE  
UGC ANTI RAGGING  
REGULATIONS.

**DON'T BE A MUTE SPECTATOR TO RAGGING.  
REPORT RAGGING INCIDENTS IMMEDIATELY.**



WHAT IS RAGGING?

ANY ACT RESULTING IN:

- ✓ MENTAL/PHYSICAL/SEXUAL ABUSE
- ✓ VERBAL ABUSE
- ✓ INDECENT BEHAVIOR
- ✓ CRIMINAL INTIMIDATION/WRONGFUL RESTRAINT
- ✓ UNDERMINING HUMAN DIGNITY
- ✓ FINANCIAL EXPLOITATION/EXTORTION
- ✓ USE OF FORCE

A STUDENT INDULGING IN RAGGING CAN BE:

- ✓ EXPELLED FROM THE INSTITUTION
- ✓ BANNED FROM THE HOSTEL
- ✓ HIS/HER SCHOLARSHIP CAN BE WITHDRAWN
- ✓ DEBARRED FROM EXAMINATIONS
- ✓ DENIED ADMISSION TO ANY INSTITUTION
- ✓ PROSECUTED FOR CRIMINAL ACTION
- ✓ INSTITUTIONS HAVE BEEN ASKED TO FILE THE FIR WITH LOCAL POLICE AGAINST THOSE WHO RAG/ABET RAGGING.

ARE YOU BEING RAGGED?

Immediately call UGC Anti-Ragging Helpline  
1800-180-5522 (24x7 Toll Free)

Or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)

**JOIN HANDS TO MAKE YOUR CAMPUS RAGGING FREE**

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Prof. (Dr.) Manpreet Kaur Rajpal  
Dean  
Indore Institute of Law



प्रो. रजनीश जैन  
सचिव

**Prof. Rajnish Jain**  
Secretary



**विश्वविद्यालय अनुदान आयोग**  
**University Grants Commission**

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
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Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

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

28<sup>th</sup> 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](http://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 2<sup>nd</sup> 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 3<sup>rd</sup> Amendment in UGC Regulations on 29<sup>th</sup> 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.

**Prof. (Dr.) Manpreet Kaur Rajpal**

....., Dean

Indore Institute of Law

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**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**

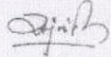
11. Students in distress due to ragging related incidents can call the National Anti-ragging Helpline **1800-180-5522 (24x7 Toll Free)** or e-mail the Anti-Ragging Helpline at [helpline@antiragging.in](mailto:helpline@antiragging.in).
12. For any other information regarding ragging, please visit the UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://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](http://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-Chancellor  
Devi Ahilya Vishwavidyalaya,  
"Nalanda Parisar",  
165, R.N. Tagore Marg,  
Indore.-452 001,  
Madhya Pradesh.**

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**Prof. (Dr.) Manpreet Kaur Rajpal  
Dean  
Indore Institute of Law**

# Notification of Affiliated University, DAVV on Curbing The Menace of Ragging

समस्त पत्र-व्यवहार "कुलसचिव" को ही संबोधित किया जाये  
किरी अधिकारी के व्यक्तिगत नाम से नहीं। पूर्व सन्दर्भ यदि हो  
तो देना आवश्यक है अन्यथा कोई कार्यवाही संभव नहीं होगी।

दूरभाष : 2529540, 25275320  
तार : यूनिवर्सिटी  
फैक्स : 0731-2529540



## देवी अहिल्या विश्वविद्यालय, इंदौर

क्रमांक.संवि/रैगिंगरोकथाम/2015-16/

दिनांक:

विश्वविद्यालय भवन  
इंदौर-252001

प्रति,

- 1/ प्रधानाचार्य/प्रधानाचार्या/निदेशक,  
विश्वविद्यालय से सम्बद्ध समस्त महाविद्यालय,  
जिला-इन्दौर,धार,झाबुआ,खण्डवा,खरगोन,बड़वानी,बुरहानपुर,अलीराजपुर।
- 2/ विभागाध्यक्ष,  
समस्त अध्ययनशालाएँ,  
देवी अहिल्या विश्वविद्यालय,इन्दौर।

विषय:- महाविद्यालयों/अध्ययनशालाओं में "रैगिंग" पर अंकुश लगाने बाबद।  
संदर्भ:- पत्र क्रमांक 402/264/83/आउशि/शाखा-5'अ'/2014,भोपाल,दिनांक 27 मई2015 एवं  
क्रमांक 15241/माअआ/15,भोपाल,दिनांक 16.6.15

महोदय/महोदया,

आयुक्त उच्च शिक्षा विभाग के निर्देशानुसार समस्त महाविद्यालयों/अध्ययनशालाओं को सूचित किया जाता है कि वर्तमान में प्रवेश का कार्य प्रगति पर है तथा कुछ ही समय में प्रथम सेमेस्टर में प्रवेश कार्य पूर्ण हो जाएगा। प्रवेश लेकर महाविद्यालय में आने वाले नए छात्रों के साथ "रैगिंग" जैसी घटनाएं घट सकती हैं। अतः महाविद्यालय/अध्ययनशाला/छात्रावासों के अधिकारियों को ऐसे समय अत्यन्त सजग रहना आवश्यक है। महाविद्यालयों में प्रवेश लेने वाले छात्रों की रैगिंग की घटना को रोकने का प्रयास किया जाना प्रत्येक शिक्षण संस्था की प्राथमिकता है। अतः आपसे निवेदन है कि सत्रारंभ में ही "रैगिंग" रोकने के सघन एवं प्रभावी प्रयास किये जाएं तथा महाविद्यालय परिसरों में जगह-जगह रैगिंग के विरुद्ध चैतावनी का प्रदर्शन भी किया जाये।

प्राचार्य/अध्यक्ष/निदेशक या उनके द्वारा नियुक्त प्राध्यापक परिसर की सूक्ष्म निगरानी भी करेंगे।

मध्यप्रदेश शासन मानव अधिकार से प्राप्त पत्र के पालनार्थ प्राचार्य/विभागाध्यक्ष/निदेशक छात्रों की मीटिंग स्वयं लेकर लेकर छात्रों को रैगिंग जैसे अपराधिक कृत्य से दूर रहने के संबंध में बतायें। सत्रारंभ में ही रैगिंग के विरुद्ध कठोरतम एवं व्यापक कदम उठाया जाना अपेक्षित है।

संलग्न:-म.प्र. एवं मा.अ.आ. से प्राप्त पत्र की छायाप्रति।

भवदीय,

(आर.डी.मुसलगॉवकर)

कुलसचिव

पृष्ठांक.संवि/रैगिंगरोकथाम/2015-16/  
प्रतिलिपि:-

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दिनांक:

1. मान्नीय प्रमुख सचिव, उच्च शिक्षा विभाग, मंत्रालय, म.प्र.शासन, भोपाल
2. मान्नीय आयुक्त उच्च शिक्षा विभाग, 5वीं मंजिल, सतपुड़ा भवन, म.प्र.शासन, भोपाल।
3. श्री विनोद कुमार, सचिव, मानव अधिकार आयोग, म.प्र.शासन
4. अतिरिक्त संचालक इन्दौर संभाग प्रो.जी.के.के.के.के.

Prof. (Dr.) Manpreet Kaur  
Dean  
Indore Institute of Law

माननीय सर्वोच्च न्यायालय द्वारा सिविल अपील क्रमांक 887/2009 में पारित निर्णय दिनांक 8.5.2009 के अनुसार राज्य में संचालित उच्च शिक्षा शैक्षणिक संस्थाओं में रेंजिंग पर अंकुश लगाने हेतु निम्नांकित समितियां गठित की जाती हैं:-

1. जिला स्तरीय समिति

- |  |  |
|--|--|
| 1. जिला कलेक्टर                            | अध्यक्ष  |
| 2. जिला पुलिस अधीक्षक                      | सदस्य  |
| 3. शिक्षण संस्थानों के प्राचार्य/डायरेक्टर | सदस्य  |
| 4. अतिरिक्त जिला दण्डाधिकारी               | सदस्य सचिव   |
| 5. कलेक्टर द्वारा नामित                    | (क) मीडिया का प्रतिनिधि<br>(ख) अशासकीय संस्था जो युवा विकास के लिए कार्यरत हो<br>(ग) विद्यार्थी संगठनों के प्रतिनिधि |

समिति के कर्तव्य:-

1. ग्रीन कालीन अवकाश के समय शिक्षण सत्र प्रारंभ होने के पूर्व ही शैक्षणिक संस्थाओं द्वारा रेंजिंग की रोकथाम के लिये बनाई गई कार्य योजना की समीक्षा करना तथा उसका प्रचार-प्रसार करना।
2. प्रायवेट छात्रावासों का स्थानीय पुलिस/नगर पालिका/नगर निगम कार्यालय में पंजीयन कराना तथा छात्रावासों के संचालन की अनुमति प्रदान करना।
3. जिला/शहर स्तर पर एन्टी रेंजिंग स्क्वाड का गठन करना।
4. प्रायवेट कौन्सिलर ब्लॉकों का पंजीयन एवं उनके आसपास स्थित चाय-पानी की दुकानों, स्वल्पाहासुओं पर सतत निगरानी रखना।

2. विश्वविद्यालय स्तरीय समिति

प्रत्येक विश्वविद्यालय में रेंजिंग पर नियंत्रण संबंधी निम्नानुसार समिति का गठन किया जावगा। इस समिति के निम्नांकित सदस्य होंगे:-

- |  |        |
|--|--------|
| 1. छात्र कल्याण अधिष्ठाता                            | संयोजक |
| 2. अधिष्ठाता महाविद्यालय विकास परिषद                 | सदस्य  |
| 3. प्राध्यापक/रीडर/सहा प्राध्यापक में से 2 प्रतिनिधि | सदस्य  |

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Prof. (Dr.) Manpreet Kaur Rajput  
Dean  
Indore Institute of Law

4. कुलसचिव/उपकुलसचिव/सहा.कुलसचिव

सदस्य

समिति के कर्तव्य :-

1. अपने अधिकार क्षेत्र की शैक्षणिक संस्थाओं से समन्वय करना।
2. संस्था प्रमुखों से रैगिंग संबंधी संस्था स्तर पर गठित समितियों स्कॉड तथा प्रकोष्ठ की गतिविधियों की जानकारी प्राप्त करना।
3. रैगिंग रोकने के तरीकों पर विचार करने के लिए उन्मुखीकरण कार्यक्रमों का आयोजन तथा काउन्सलिंग-सत्रों का संस्थाओं में आयोजन।
4. रैगिंग पर प्रभावी नियंत्रण के लिए विश्वविद्यालय अध्यादेश में व्यवस्था करना।

3. शिक्षण संस्था स्तरीय समिति:-

शैक्षणिक संस्थान रैगिंग पर नियंत्रण रखने हेतु दो समितियां गठित करेगा-

क. रैगिंग निरोधक समिति

अध्यक्ष	प्राचार्य/डायरेक्टर/कार्यालय प्रमुख
सदस्य	जिला प्रशासन द्वारा मनोनीत प्रतिनिधि
सदस्य	पुलिस अधीक्षक द्वारा मनोनीत सदस्य
सदस्य	अध्यक्ष द्वारा मनोनीत मीडिया का प्रतिनिधि
सदस्य	अध्यक्ष द्वारा मनोनीत प्राध्यापक
सदस्य	अशासकीय संस्थान जो युवा वर्ग के विकास के लिये कार्य कर रहे हों, का प्रतिनिधि
सदस्य	पालकगण का प्रतिनिधि
सदस्य	वैरिष्ठ विद्यार्थी (छात्रसंघ अध्यक्ष)
सदस्य	नये प्रवेश प्राप्त विद्यार्थी

समिति के कर्तव्य:-

1. संस्थान में रैगिंग रोकने संबंधी बातावरण निर्मित करने के लिये नीति निर्धारण करना।
2. छात्र छात्राओं की समस्याओं पर विचारोपरांत निर्णय लेना।
3. रैगिंग निरोधक दस्तों को समय-समय पर मार्ग दर्शन देना।

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Dean  
Indore Institute of Law

### रैंगिंग निरीक्षक दस्ता

- |    |   |       |
|----|---|-------|
| 1. | संस्थान प्रमुख द्वारा मनोनीत प्राध्यापक / सहा. प्राध्यापक | सदस्य |
| 2. | संस्थान प्रमुख द्वारा अशैक्षणिक अमले से मनोनीत व्यक्ति    | सदस्य |
| 3. | जिला कलेक्टर का प्रतिनिधि                                 | सदस्य |
| 4. | पुलिस अधीक्षक का प्रतिनिधि                                | सदस्य |

### रैंगिंग निरीक्षक दस्तों के कर्तव्य:-

1. यह स्वयंसेवक रैंगिंग की लोकथाम के लिए सदैव सज्जग रहेगा। सत्र के प्रारंभ से ही हर विद्यार्थियों को संस्था प्रमुख, ऐन्टीरैंगिंग समिति, ऐन्टीरैंगिंग स्कवाड स्थानीय पुलिस स्टेशन तथा स्थानीय प्रशासन के दूरभाष नंबर उपलब्ध कराएगा।
2. सभी विद्यार्थियों / पालकों से यह वचन पत्र लेगा कि वे रैंगिंग में भाग नहीं लेंगे और यदि वे रैंगिंग में भाग लेते हैं तो उनके विरुद्ध की गई कार्यवाही उन्हें मान्य होगी।
3. छात्रावास का समय-समय पर आकस्मिक निरीक्षण करेगा और उन स्थानों पर नियंत्रण रखेगा जहाँ छात्र एकत्रित होते हैं।
4. ऐन्टीरैंगिंग स्कवाड, ऐन्टीरैंगिंग समिति से समय-समय पर मार्गदर्शन भी प्राप्त करेगा।

### जिला प्रशासन को निर्देश

1. सभी निजी छात्रावासों के संचालकों के लिए स्थानीय पुलिस स्टेशन / स्थानीय प्रशासन में पंजीयन करवाना अनिवार्य रहेगा।
2. सभी निजी छात्रावास संचालकों तथा अशासकीय शिक्षण संस्थानों की जिम्मेदारी रहेगी कि वे रैंगिंग संबंधी घटना की रिपोर्ट दर्ज करावें।
3. स्थानीय प्रशासन, निजी छात्रावास संचालकों तथा शिक्षण संस्थानों की यह जिम्मेदारी रहेगी कि वह विद्यार्थियों के आवागमन पर नजर रखें ताकि रैंगिंग की संभावना न रहे। स्टाफ हास्टल प्रभारी, विद्यार्थियों के लिये हर समय उपलब्ध रहना चाहिए। यदि आवश्यक हो तो हास्टल वार्डन को मोबाइल फोन उपलब्ध कराया जावे।

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# DEVI AHILYA VISHWAVIDYALAYA, INDORE

## Vishaka Guidelines against Sexual Harassment in the Workplace



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## **Laws and Procedures: Sexual Harassment in the Workplace**

### **Vishaka Guidelines against Sexual Harassment in the Workplace**

#### **Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384)**

**HAVING REGARD** to the definition of „human rights“ in Section 2 (d) of the Protection of Human Rights Act, 1993,

**TAKING NOTE** of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and that enactment of such legislation will take considerable time,

It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

#### **1. Duty of the Employer or other responsible persons in work places and other institutions**

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.

#### **2. Definition**

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- a) Physical contact and advances;
- b) A demand or request for sexual favours;
- c) Sexually coloured remarks;
- d) Showing pornography;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

#### **3. Preventive Steps**

All employers or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:

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- (a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- (b) The Rules/Regulations of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- (c) As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.
- (d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

#### **4. Criminal Proceedings**

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

#### **5. Disciplinary Action**

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

#### **6. Complaint Mechanism**

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organisation for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.


#### **7. Complaints Committee**

The complaint mechanism, referred to in (6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

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The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

#### **8. Worker's Initiative**

Employees should be allowed to raise issues of sexual harassment at a workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

#### **9. Awareness**

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

#### **10. Third Party Harassment**

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

**11.** The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in Private Sector.

**12.** These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

\*\*\*

Other legal provisions include filing a **criminal case** under sections of the Indian Penal Code (IPC), the Indecent Representation of Women (Prohibition) Act and/or filing a civil suit.

The sections of the **Indian Penal Code** that can be applicable to sexual harassment (which makes it a criminal case):

#### **1. Section 294**

„Whoever, to the annoyance of others, (a) does any obscene act in any public place, or (b) sings, recites and utters any obscene songs, ballads or words, in or near any public space, shall be punished with imprisonment of either description for a term that may extend to three months, or with fine, or with both.“ This provision is included in Chapter XVI entitled „Of Offences Affecting Public Health, Safety, Convenience and Morals“ and is cognisable, bailable and triable by any magistrate.

#### **2. Section 354**

Whoever assaults or uses criminal force on any woman, intending to outrage her modesty or knowing it likely that he will thereby outrage her modesty, shall be punished with imprisonment for a term which may extend to two years, or with fine, or with both.

#### **3. Section 509**

(Word, gesture or act intended to insult the modesty of a woman) This is included in Chapter 22 entitled „Of Criminal Intimidation, Insult and Annoyance“, and is cognisable, bailable and triable by any magistrate. It holds: „Whoever, intending to insult the modesty of

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a woman, utters any word, makes any sound or gesture, or exhibits any object, intending that such word or sound shall be heard, or that such gesture is seen by such woman, or intrudes upon the privacy of such woman, shall be punished with simple imprisonment for a term which may extend to one year, or with fine, or with both."

Under the **Indecent Representation of Women (Prohibition) Act (1987)** if an individual harasses another with books, photographs, paintings, films, pamphlets, packages, etc. containing the "indecent representation of women", they are liable for a minimum sentence of 2 years. Section 7 (Offenses by Companies) further holds companies where there has been "indecent representation of women" (such as the display of pornography) on the premises, guilty of offenses under this act, with a minimum sentence of 2 years.

#### **Civil case**

A civil suit can be filed for damages under tort laws. That is, the basis for filing the case would be mental anguish, physical harassment, loss of income and employment caused by the sexual harassment.

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समस्त पत्र-व्यवहार "कुलसचिव" को ही संबोधित किया जाये  
किसी अधिकारी के व्यक्तिगत नाम से नहीं। पूर्व सन्दर्भ यदि हो  
तो, देना आवश्यक है अन्यथा कोई कार्यवाही संभव नहीं होगी।

दूरभाष : 2529540-2527532  
तार : यूनिक्सिटी  
फैक्स : 0731-2529540



## देवी अहिल्या विश्वविद्यालय, इन्दौर

विश्वविद्यालय भवन  
इन्दौर-452001

दिनांक : 6 JUL 2019

क्रमांक : सं.वि.क./रैगिंगरोकथाम/2019-20/14

प्रति,

- 1/ प्राचार्य/प्राचार्या,  
विश्वविद्यालय से सम्बद्ध समस्त महाविद्यालय,  
जिला इंदौर, धार, झाबुआ, खण्डवा, खरगोन, बड़वानी, बुरहानपुर, अलीराजपुर।
- 2/ समस्त निदेशक/विभागाध्यक्ष/प्रभारी  
देवी अहिल्या विश्वविद्यालय,  
इंदौर (म.प्र.)

विषय :- महाविद्यालयों/अध्ययनशालाओं में "रैगिंग" पर अंकुश लगाने हेतु नियमानुसार समिति का गठन करने बाबत।

महोदय/महोदया,

यू.जी.सी. एवं मध्यप्रदेश उच्च शिक्षा विभाग के निर्देशानुसार समस्त महाविद्यालयों/अध्ययनशालाओं को सूचित किया जाता है कि, महाविद्यालय में आने वाले नये छात्रों के साथ "रैगिंग" जैसी घटनाओं पर पूर्ण अंकुश लगाने हेतु आप अपने शैक्षणिक संस्थान स्तर पर मध्यप्रदेश शासन तथा माननीय सर्वोच्च न्यायालय द्वारा जारी निर्देशानुसार समिति का गठन करें। रैगिंग एक दण्डनीय अपराध है, कृपया उक्त निर्देशों का पालन कड़ाई से करें एवं कृत कार्यवाही से अधिष्ठाता, छात्र कल्याण विभाग को अनिवार्यतः अवगत करावे।

संलग्न : निर्देशों/नियम की छाया-प्रति।

भवदीय,

कुलसचिव

दिनांक : 6 JUL 2019

पृष्ठा.क्रमांक : सं.वि.क./रैगिंगरोकथाम/2019-20/14

प्रतिलिपि :-

- 1 सचिव, मानव संसाधन विकास मंत्रालय, भारत सरकार, बहादुरशाह जफर मार्ग, नई दिल्ली-110002
- 2 माननीय आयुक्त, उच्च शिक्षा विभाग, 5वीं मंजिल, सतपुड़ा भवन म.प्र. शासन, भोपाल।
- 3 अतिरिक्त संचालक, इंदौर संभाग इंदौर, माता जीजाबाई महाविद्यालय, मोती तबेला, इंदौर।
- 4 कुलपति/कुलसचिव, के सचिव/निज सहायक देवी अहिल्या विश्वविद्यालय, इंदौर।

sd-

अधिष्ठाता, छात्र कल्याण

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Notification of Higher Education MP (Govt) for  
Anti-Ragging

कार्यालय आयुक्त, उच्च शिक्षा मध्यप्रदेश,  
सतपुड़ा भवन, भोपाल

2

क्रमांक 527 / 24 / आउशि / अका0प्र0 / 2011

भोपाल, दिनांक- 25-6-11

प्रति,

1. समस्त अतिरिक्त संचालक,  
क्षेत्रीय कार्यालय, उच्च शिक्षा,  
मध्यप्रदेश
2. कुल सचिव,  
समस्त विश्वविद्यालय,  
मध्य प्रदेश
3. प्राचार्य,  
समस्त शासकीय/अशासकीय महाविद्यालय,  
मध्यप्रदेश

विषय:- विश्वविद्यालयों एवं महाविद्यालयों में रैगिंग पर अंकुश लगाने हेतु ।

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माननीय सर्वोच्च न्यायालय द्वारा जारी निर्देश अनुसार शैक्षणिक संस्थाओं में रैगिंग पर अंकुश लगाने हेतु समितियों का गठन किया जाना है । इसके लिये इस कार्यालय के पत्र क्रमांक 145/10/आउशि/अप/ दिनांक 22.2.2010 का अवलोकन करें ।

रैगिंग एक दण्डनीय अपराध है । इस संबंध में विस्तृत विवरण संलग्न हैं । कृपया निर्देशों का पालन कड़ाई से करें एवं की गई कार्यवाही से इस कार्यालय को अवगत करायें ।

(डॉ० कृष्णमोहन निरंजन)  
आयुक्त,  
उच्च शिक्षा, म0प्र0

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Dean  
Indore Institute of Law

# Notification of Higher Education MP (Govt) for Anti-Ragging

कार्यालय आयुक्त उच्च शिक्षा मध्यप्रदेश  
सतपुडा भवन, भोपाल-462004

क्रमांक 89 4 / 237 / आउशि / शाखा-5अ / 2015.

भोपाल, दिनांक 8/10/2015.

1. कुलराजिव,  
समस्त विश्वविद्यालय, मध्यप्रदेश।
2. प्राचार्य,  
समस्त शासकीय / अशासकीय महाविद्यालय,  
मध्यप्रदेश।

विषय प्रदेश में रेगिंग के संबंध में माननीय सर्वोच्च न्यायालय द्वारा पारित आदेश के परिपालन करने संबंधी।

संदर्भ: राद्युक्त राजिव, भारत सरकार, मानव संसाधन विकास मंत्रालय, उच्चतर विभाग, नई दिल्ली के अर्द्धशासकीय पत्र क्रमांक 16-8/2015-11.5, दिनांक 19.8.2015

विभाग द्वारा विश्वविद्यालय एवं महाविद्यालयों में रेगिंग रोकने को लक्ष्य में निर्देश पत्र 402/83/आउशि/शाखा-5अ/2014, दिनांक 27.5.2015 जारी किये गये हैं।

उक्त क्रम में माननीय सर्वोच्च न्यायालय द्वारा पारित आदेश के पालन हेतु भारत सरकार, मानव संसाधन विकास मंत्रालय, उच्चतर विभाग, नई दिल्ली के संदर्भित अर्द्धशासकीय पत्र में दिये गये प्रावधानों का पालन नियमानुसार किया जाना सुनिश्चित करें तथा तत्संबंधी सूचना समस्त को सूचना पत्र पर प्रेषित करें।

संलग्न संलग्नित पत्र।

(आयुक्त, उच्च शिक्षा द्वारा अनुमोदित)

(डॉ. शमा पाण्डेय)  
विशेष कर्तव्यस्थ अधिकारी  
उच्च शिक्षा, मध्यप्रदेश

प्रकाशक: 89 5 / 237 / आउशि / शाखा-5अ / 2015  
प्रतिशिति

भोपाल, दिनांक 8/10/2015

1. समस्त क्षेत्रीय अतिरिक्त संचालक, उच्च शिक्षा, म.प्र. की ओर आवश्यक कार्यवाही हेतु।
2. प्रमोदी आई.टी. सोल, उच्च शिक्षा, सतपुडा भवन, भोपाल की ओर वेबसाइट पर प्रकाशसमर्थ।

(डॉ. मनु)  
विशेष कर्तव्यस्थ अधिकारी  
उच्च शिक्षा, मध्यप्रदेश

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## 5.4.1 Organization Wide Awareness and under takings on policy

- Composition of all committee
- Orientation
- Visual merchandise
- Notice board
- Website



# INDORE INSTITUTE OF LAW

(Affiliated to DAVV & BCI)

—Rank 1<sup>st</sup> PRIVATE LAW COLLEGE IN M.P., C.J. & RAJASTHAN BY—  
INDIA TODAY – OUT LOOK – THE WEEK – THE KNOWLEDGE REVIEW

Gendalal Bam Parisar, Opp. IIM Rau, Pithampur Road (M.P.), 453331  
Email ID- [indoreinstituteoflaw@gmail.com](mailto:indoreinstituteoflaw@gmail.com), Website: [www.indoreinstituteoflaw.org](http://www.indoreinstituteoflaw.org)

Phone no:- 9977091777, 9977019777

## Composition of Committees

The institution strictly follows “ZERO TOLERANCE POLICY” against Ragging, Sexual Harassment. In order to maintain harmonious educational atmosphere the Institute has provided easily responsive, accountable and accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of Students and Staff. The institute has dedicated committees for different grievances and for vigilance which are as follows:

- **Anti-Sexual Harassment Committee**
- **Anti-Ragging Committee**
- **Anti-Ragging Squad**
- **ChhatraSuraksha Committee**
- **Internal Complaint Committee**
- **Student Grievances Redressal Committee**
- **Hostel-Welfare Committee**
- **Conduct Surveillance Committee**

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No. ....

Date: 28/08/2022

The Anti-Sexual Harassment Committees is constituted following the guidelines of UGC and DAVV the Affiliating University. The Committee work to develop guidelines to combat sexual harassments. violence against women and redress the matters in relevant to it. The composition of this committee is as following:

## Anti-Sexual Harassment Committee

Session - 2022-2023

S.N.	Name	DESIGNATION
1	Prof. Dr. Vinod Patidar (Princial, IIL)	Chairman Appointed by the Society
2	Mrs. Bala Karaia (HR, IIL)	Vice Chairman
3	Dr. Kusum Joshi (Head, Academics)	Coordinator
4	Dr. Archana Kadam (Associate Professor, IIL)	Teacher Representative
5	Dr. Mohini Newaskar (Associate Professor, IIL)	Teacher Representative
6	Dr. Neha Chouhan (Associate Professor, IIL)	Teacher Representative
7	Mrs. Shital Shikarwar (Assistant Professor, IIL)	Teacher Representative
8	Ms. Sanjeeta Kaur Rajpal (Assistant Professor, IIL)	Teacher Representative
9	Shubham Sharma (Treasurer, Student Council, IIL)	Student Representative
10	Rishi Kumar Tripathi (Secretary, Student Council, IIL)	Student Representative

  
Director & Dean, Academics

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City Office : 425-426, Orbit Mall, A.B. Road, Indore (M.P.)

Associate Institute :

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No. ....

Date 4/7/2022  
Date : / /

The Anti-Ragging Committee is the committee which handles the cases of Ragging if any, which are directly reported or brought to the notice of the committee by the Anti -Ragging squad or by the students. It is construed as per the UGC and Affiliating University Guidelines. The composition of the committee is as following:

## Anti-Ragging Committee

Session-2022-2023

S.N.	Name	DESIGNATION
1	Dr. Vinod Patidar (Principal, IIL)	Chairman (Appointed by the Society)
2	Mr. Pratush Sinha	SDM, Rau (Local Authority)
3	Mr. Narendra Singh Raghawanshi	TI, Rau (Local Authority)
4	Mr. Rahul Karaiya	Member (Nominated From Media)
5	Dr. Kusum Joshi (Head, Academis)	Member (Nominee of Principal from the Faculty)
6	Mr. Jaidev Mahendra (Assistant Professor, IIL)	Member (Nominee of Principal from the Faculty)
7	Ms.Sonali Bhatnagar (Assistant Professor,IIL)	Member (Nominee of Principal from the Faculty)
8	Mr.Javed Khan (Assistant Professor,IIL)	Member (Nominee of Principal from the Faculty)
9	Mr. Nitin Jasuja (Campus In-Charge, IIL)	Member (Administrative Representative)
10	Ms. Anika Bhargava (Student,IIL)	Student Representative
11	Ms.Shreya Keshari (Student,IIL)	Student Representative
12	Mr.Ajayveer Mishra (Student,IIL)	Student Representative

*Manu ..*

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No. ....

Date : / /

Date 4/7/2022

Anti-Ragging Squad is surveillance squad or patrolling squad of the institution. In case any ragging instance is noticed then it is forwarded to Anti-Ragging Committee for proper disposal of the case. The composition of the squad is as following:

## Anti-Ragging Squad

Session-2022-2023

S.N.	Name	DESIGNATION
1	Dr. Manish Phalke (Head, IQAC)	Member
2	Dr. Kavita Dive (Associate Professor, IIL)	Member
3	Asst.Prof. Shital Shikarwar (Assistant Professor, IIL)	Member
4	Asst.Prof. Shalini S. Menon (Assistant Professor, IIL)	Member
5	Mr. Nitin Jasuja (Campus In-Charge, IIL)	Member
6	Mr. Yogendra Deshmukh (Sports Officer, IIL)	Member

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No. ....

Date : / /

Date 4/7/2022

Chatra Suraksha Samiti is body which basically deals with the safety of girl and educating them regarding the same. The composition of this samiti is as following:

## Chhatra Suraksha Samiti

### Session 2022-2023

S.N.	Name	DESIGNATION
1	Dr.Vinod Patidar (Principal , IIL)	Chairman (Appointed By Society)
2	Dr.Shikha Dubey (Associate Professor , IIL)	Vice-Chairman
3	Dr. Archana Kadam (Associat Professor, IIL)	Member
4	Charu Khandelwal (Student, IIL)	Member
5	Daksha Saraf (Student, IIL)	Member
6	Mrs. Divyanshi Balchandani (St. Rau)	Member (Local Authority Rep)

*Manu*

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No. ....

Date : / /


11/07/2022

Internal Complaint Committee is constituted of complaints related to Faculties and Students both. The composition of this committee is as following:

## Internal Complaint Committee

Session-2022-2023

S.N.	Name	DESIGNATION
1	Prof.(Dr.) Vinod Patidar (Principal, IIL)	Chairman Appointed by the Society
2	Dr. Kusum Joshi (Head,Academics)	Coordinator
3	Dr.Reva Mishra (Associate Professor, IIL)	Assistant Coordinator
4	Dr. Krishna Narayan Mishra (Associate Professor. II.)	Member
5	Mrs. Shital Shikarwar (Assistant Professpr,IIL)	Member
6	Mr. Shekhar Patenkar (Admin Coordinator,IIL)	Member

  
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No. ....

Date : / /

Date: 28/08/2022

Student Grievances Redressed Committee is constitute to solve the internal issues of student related to affiliating University. Academic and internal issues related to internal marks, attendance, students record. The composition of this committee is as following:

## Student Grievances Redressed Committee

Session - 2022-2023

S.N.	Name	DESIGNATION
1	Prof.(Dr.) Vinod Patidar (Principal, IIL)	Chairman Appointed by the Society
2	Dr. Kusum Joshi (Head,Academics)	Coordinator
3	Dr.Manish Phalke (Head, IQAC)	Coordinator
4	Dr. Krishna Narayan Mishra (Associate Professor. II.)	Coordinator
5	Mr.Ambarish Bapat (Assistant Professpr,IIL)	Coordinator
6	Mr. Naveen Dave (Assistant Professpr,IIL)	Coordinator
7	Mr.Shekhar Patankar (Admin Assistant,IIL)	Coordinator

  
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No. ....

Date : / /

Date: 28/08/2022

The Conduct Surveillance committee monitors the conduct all the student, staff and faculties and ensures that they are abiding all the rules and regulation of the Institute. The composition of this committee is as following:

## Conduct Surveillance Committee

Session - 2022-2023

S.N.	Name	DESIGNATION
1	Dr. Shikha Dubey (Associate Professor, IIL)	Member
2	Mr. Ambarish Bapat (Assistant Professor. II.)	Member
3	Mrs. Madhuri Modi (Assistant Professor. II.)	Member
4	Mr. Mangal Singh Rajput (Chief Librarian, IIL.)	Member
5	Mr. Rakesh Yadav (Assistant Professor. II.)	Member
6	Mr. Arun Naik	Member

*Manu ..*

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No. ....

Date : / /

Date 28/08/2022

The Hostel Welfare Committee looks into the Administration of Hostels. The composition of this body is as following:

## Hostel Welfare Committee (Boys & Girls)

Session - 2022-2023

S.N.	Name	DESIGNATION
1	Mr. Kamal Vyas (Executive Director, IIL)	Chairman Management Representative
2	Mrs. Bala Karaia (HR, IIL)	Vice Chairman (Appointed by the Society)
3	Mrs. Jani Parrar	Chief Warden
4	Mrs. Sangeeta Tiwari	Warden
5	Mr. Deepak Verma	Warden
6	Ms. Sonali Bhatnagar (Assistant Professor, IIL)	Faculty Representative
7	Mr. Javed Khan (Assistant Professor, IIL)	Faculty Representative
8	Ms. Anika Bhargav (Student, IIL)	Student Representative
9	Ms. Shreya Keshari (Student, IIL)	Student Representative
10	Mr. Ajay veer Mishra (Student, IIL)	Student Representative
11	Mr. Ujjawal Raja (Student, IIL)	Student Representative

*Mamta ..*

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## ORIENTATION DAY: CREATING WIDE AWARENESS REGARDING ANTI-RAGGING, ANTI-SEXUAL HARRASSMENT AND OTHER COMMITTEES

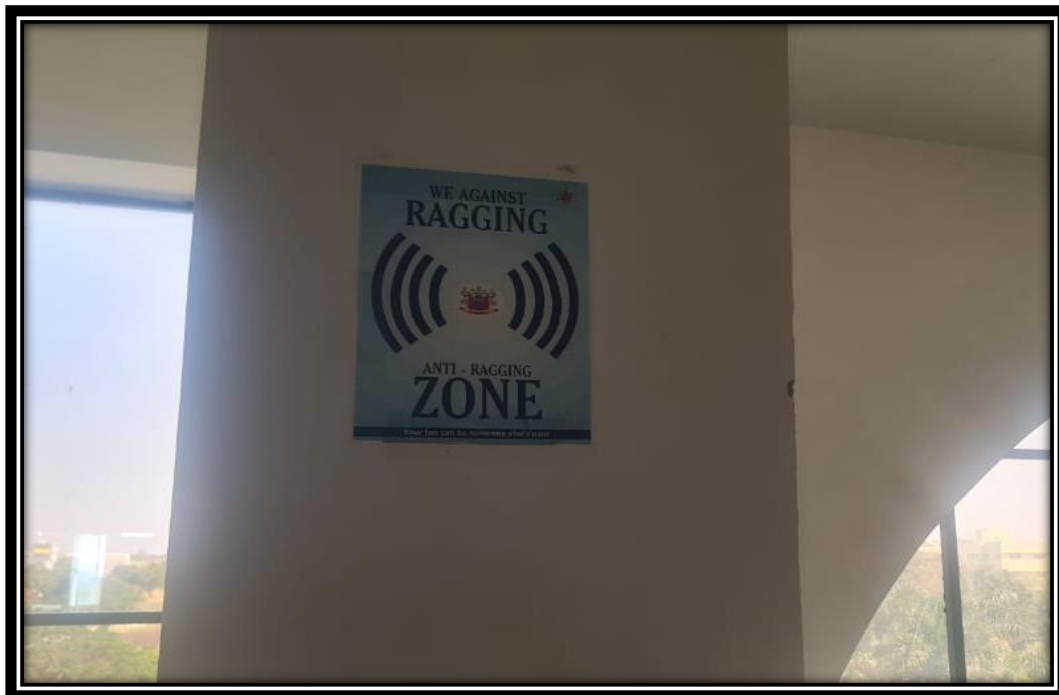
The **Orientation** ceremony begins with **Principal's** address welcoming the new students and brief them about the institutional values. This is followed by administering of **Oath** by the **Students' Council** to the new students. The **Dean** enlightens about the **Mission, Vision and Goals of the institute**. This is followed by the address by **Head of Departments** who introduces the students to the Program opted by the students along with **Program Outcomes and Program Specific Outcomes and Course Outcomes**. HOD also introduces them to batch coordinator, faculty members teaching in the program, Academic Planner & the Prospective Activities and back office coordinator. After this, the batch coordinator also introduces the **Code of Conduct** which is about student's behavior in class room, campus and related to college uniform which is to be followed without fail. Day – III in Orientation Week is dedicated only to introduce students to the following committee:

- a. **Anti-Ragging Committee** – The committee is responsible for maintaining a **ragging free campus** which comprises of **faculty and students** and is on the lookout to prevent incidences of ragging if any. The committee works to maintain a **healthy and friendly atmosphere** among the students i.e. juniors and seniors and is authorized to report any untoward incidence and also suggest penal actions if students found guilty of ragging or in disciplinary acts mounting to ragging.
- b. **Anti-Sexual Harassment Committee** – The committee is responsible for keeping **campus free** from menace of **sexual harassment** instances like **eve teasing, inappropriate touch, and avoiding** any such circumstances. The committee is more devoted to prevent any such instances
- c. **Conduct Surveillance Committee** – The institute has made its own policy of code of conduct which is available on the website. The staff and students are expected to adhere to the prescribed code of conduct and to monitor their code of conduct the Institute has formed a Conduct Surveillance Committee. It is often noticed that the students in classroom are disciplined but once they are out of classroom into the campus it becomes tough to maintain the discipline in terms of actions and behavior. The committee keeps a **close watch on ID cards, Uniform** and points out such instances where **mischievous activities** occur and point out the students responsible for it and forwards the names of such miscreants to the authorities for **correctional measures**.

- d. Anti-Ragging Squad** – Anti Ragging Squad is a combination of faculty and authorities which in **unison patrols** the campus and visits classrooms to aware students about the **menace of ragging** and provides them with information about contact information of the society members in case of any unfavorable situation or activity if any within the campus and in case of grave instances the committee informs the governing body and the Dean.
- e. ChhatraSuraksha Committee** – The cell is exclusively devoted to **Empower Female Students** as the number of female students is approximately **50%** in the institute. Keeping this in mind the ChhatraSurkasha Committee is created incorporating local lady police officials along with other members. The committee provides self defense training to the female students and makes them self sufficient and strong The committees via conducting sessions makes the female students aware about **Good Touch Bad Touch** and spreads awareness about various privileges to female students.
- f. Hostel Welfare Committee** – This committee looks after the issues arising in **hostel** related to **quality of food, amenities prevailing like hot water, Air conditioner, internet accessibility, hygiene, good, round the clock security, ambulance service, night security and dog squad, camera surveillance** etc. The committee comprises of faculty residing in hostel and few student representative ready to work. The Hostel
- g. Welfare committee** is comprises of **One Core Committee&Five sub committees** namely:
- **Core Committee:** it comprises of **2 seniors students, Warden and one member** from each subcommittee and **faculty in charge** who is responsible for monitoring of various sub committees and its working in maintaining proper functioning of various sub committees. It reports to the Dean on a fortnightly basis.
  - **Medical Committee:** The committee provides the basic **medication facilities** to the needy ones. The committee maintains **medical kits at all the floors** of both **girls and boys hostel**. The committee provides **doctor on call** facility to an ill person also they provide full **medically equipped Ambulance** facility to the patient. The institute has a tie up with a hospital which conducts routine health checkups at regular intervals and provides medical assistance to the patients.
  - **Transportation Committee:** The committee looks for the **frequent and proper transportation** of the hostel students outside the campus without any difficulty. **Buses** and **van** facility is provided to the hostel students on Sundays for day outing. The transportation committee also provides commutation facility while returning and coming to college from home town. Along with it **Bicycles** are provided to **hostellers** to go to nearby places.

- **Food Committee:** Food Committee supervises the **canteen food quality** on daily basis and prevents the food from getting wasted. The Committee prepares the food menu of all the meals after discussing with all the hosteller students and core committee. It also manages the **distribution of leftover food** in nearby localities among the needy and **creates compost** from the leftover food waste.
  - **Hygiene Committee:** Hygiene Committee facilitates students by providing **clean and hygienic hostile environment**. The committee looks for the proper **cleaning of the hostelrooms, sanitization of washrooms, and proper disposal of thrash**. The committee periodically conducts the pests control in the premises.
  - **Disciplinary Committee:** The committee maintains the **decorum** in both **girls and boys hostel**. The committee prevents the students from doing any misconduct and they can even conduct surprise checking of the hostel room with **hostel warden and faculty in-charge**. Anyone found guilty is punished accordingly and the details of the misconduct of the same are forwarded to the **parents** as well.
- h. Student Staff Welfare Committee** – The committee looks after the **smooth communication** between students and management. The issues may be related to academics or personal relating to **health, finances, behavior**, etc. In other words they act like a **bridge** between the two parties. The institute provides financial assistance to the employees by giving advance salary and providing interest free loans. They also look after the issues faced by the faculty members related to transportation and other problems if any and bring them to the attention of the management.
- i. Minority Welfare committee** – The committee looks after the **implementation** and **facilities** provided to the **minority students** as per the **government norms** and **college governing body's norms** if any. The committee also facilitates minority students in getting **scholarships and free ships** provided by the institution. It also looks after the problems faced by the students in availing **rebate, scholarship, special privileges** if any and provides a solution if any.
- j. Mental and Physical Welfare committee** – The institute runs a wellness committee which is responsible for looking after the **mental and physical health** of the students. The committee provides basic **medical treatment** like basic medication and first aid kit to the needy. It also provides **transportation** facility to the students in case of emergency or injury serious in nature. Mental health is a growing concern in today's fast paced life style. Committee provides adequate support via its sister concern **Indore Nursing College** which provides **Psychiatrist** to give counseling to the students to keep them **motivated and focused**. The committee promotes and conducts regular physical activity sessions like **Yoga, Zumba, Meditaion** etc.

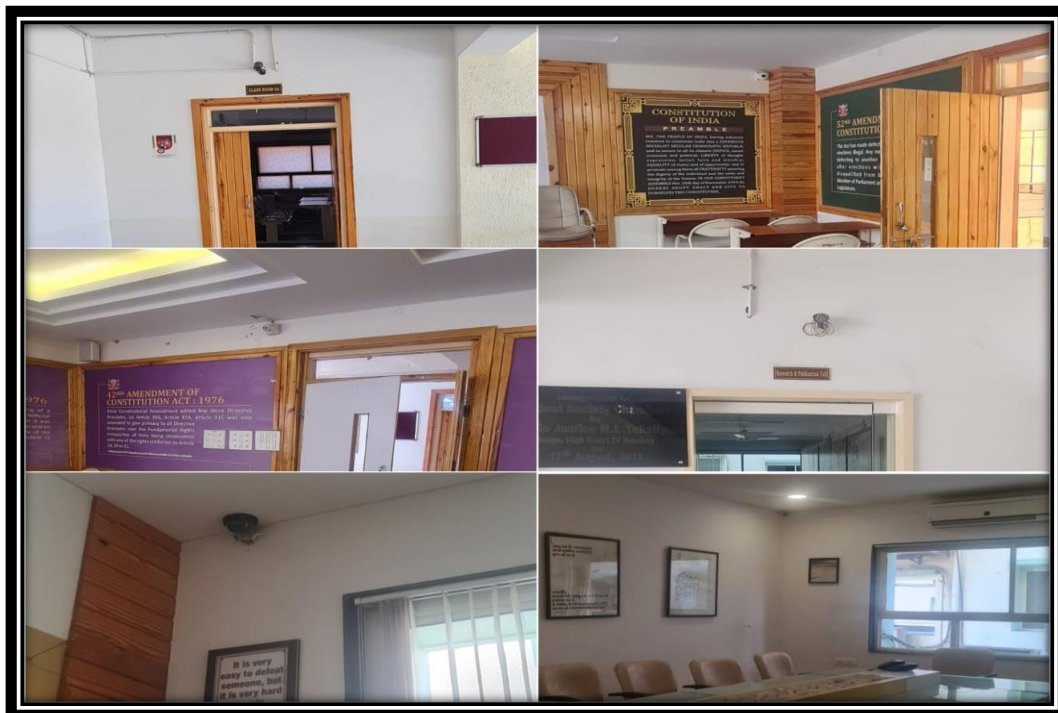
- k. Internal Complaint Committee:** Indore Institute of Law is a coeducational institution providing **equal opportunities** to all **male and female students**, studying together in a congenial atmosphere, however if there are any complaints involving some petty offences which include student creating trouble, creating ruckus, not following discipline despite warnings, etc. the committee looks into the matter and nature of offence and forwards the matter to Higher Authorities for further action.
- l. Students Grievance Redressal Committee:** The objective of the Grievance Redressal Committee is to develop a **responsive and accountable** attitude among all the stakeholders in order to maintain a **harmonious educational atmosphere** in the institute. The due process of Redressal initiates complaints and aims at providing resolution for the same amidst Student Council and the **Student Grievances & Redressal Cell**. In case of any ambiguity or intolerance on the part of the complainant, the committee accelerates the application to the higher authorities.



**III CORRIDORS HAVE VISUALS FOR SPREADING AWARENESS AGAINST THE MENACE OF RAGGING**



**VISUALS FOR SPREADING AWARENESS AGAINST SEXUAL HARRASSMENT**



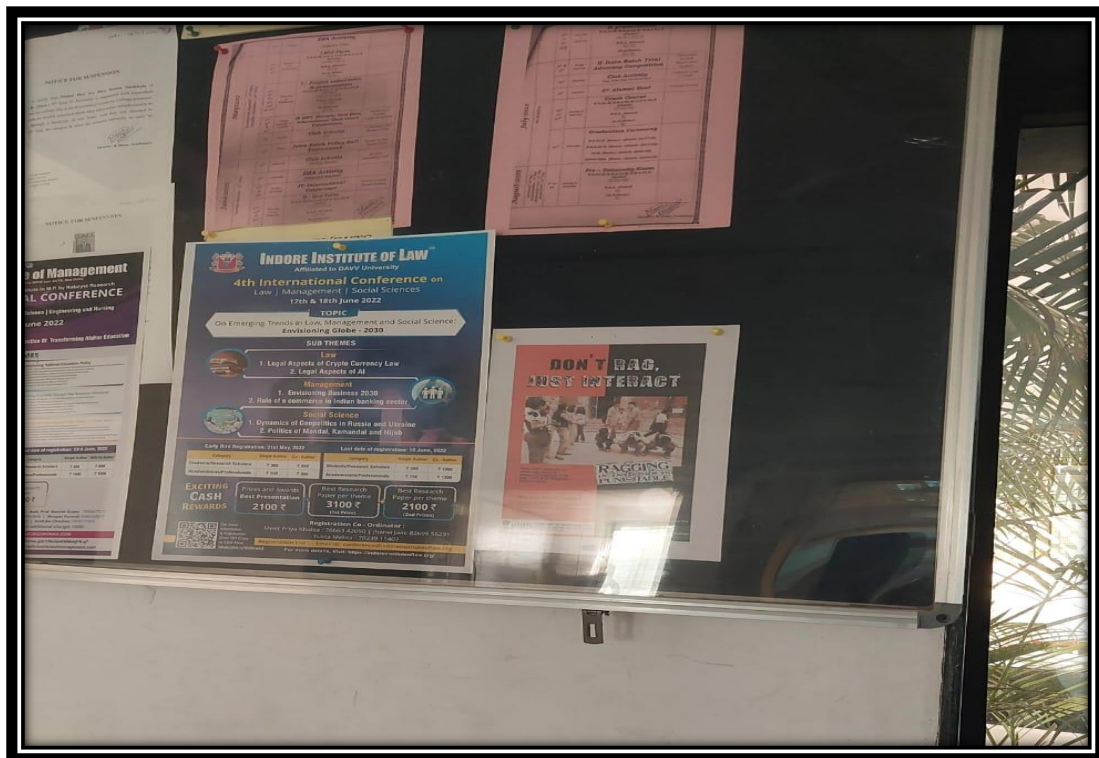
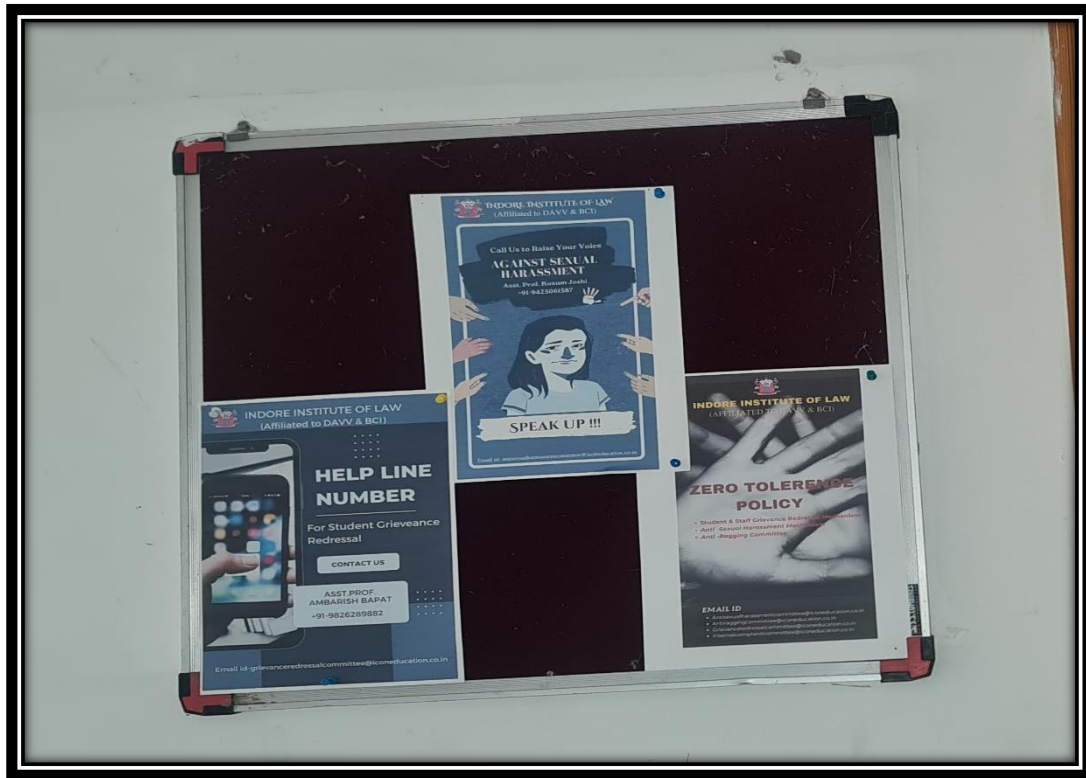
**98 CCTVCAMERAS INSTALLED IN EVERY CORNER OF THE CAMPUS FOR SAFTY AND SECURITY OF THE STUDENTS**



**HELPLINE NUMBER DISPLAYED ON NOTICE-BOARD**



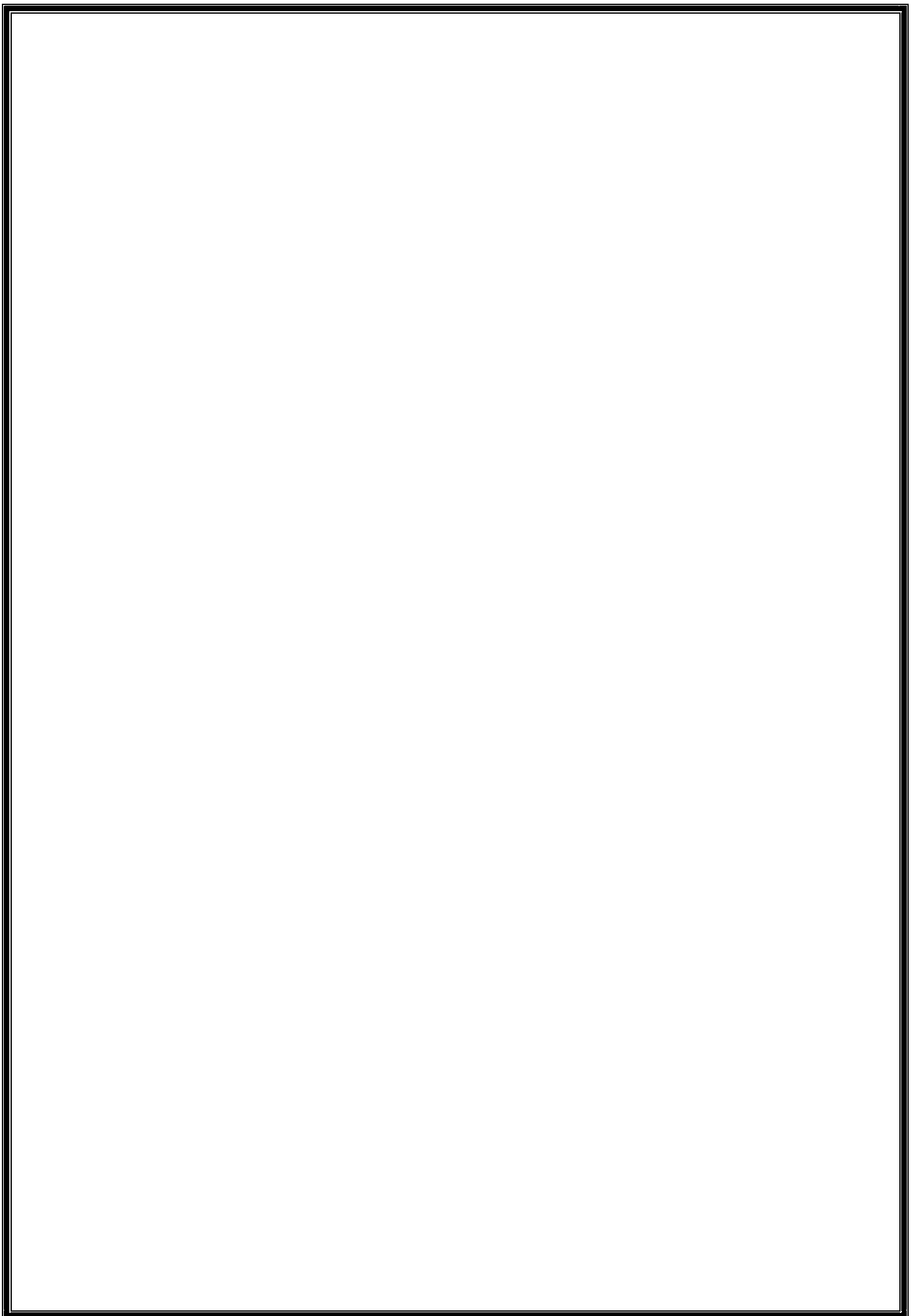
**E-Mail Id's for Online Complaints of Anti-Ragging, Anti-Sexual Harassment and Student Grievance Displayed on Notice Board**



**POSTER DISPLAYED ALL OVER DIFFERENT NOTICE BOARD FOR SPREADING A WARNESS AGAINST RAGGING**

The screenshot displays the official website of the Indore Institute of Law. The browser's address bar shows the URL [indoreinstituteoflaw.org/index.php](http://indoreinstituteoflaw.org/index.php). The website header includes the institute's logo, contact information (Call Us on +91-9977019777), and navigation links for 'Register' and 'Login'. A dropdown menu is open under the 'STUDENT GRIEVANCE' link, listing the following options: POLICY FOR ZERO TOLERANCE, COMPOSITION OF COMMITTEES, ANNUAL REPORT OF STUDENT GRIEVANCE REDRESSAL, and STUDENT GRIEVANCE FORM. The main banner features an aerial view of the campus with the text '1ST RANK PRIVATE LAW COLLEGE IN M.P. & C.S. RAJASTHAN BY DAVV iversity' and '12 States 13000+ Alumni's'. A vertical 'Enquire No.' button is visible on the right side of the banner. The Windows taskbar at the bottom shows the date and time as 5:11 PM on 11/23/2022.

*Online Filing of Grievances Provided on official website of the Institution*





# INDORE INSTITUTE OF LAW

(Affiliated to DAVV & BCI)

—Rank 1<sup>st</sup> PRIVATE LAW COLLEGE IN M.P., C.J. & RAJASTHAN BY—  
INDIA TODAY – OUT LOOK – THE WEEK – THE KNOWLEDGE REVIEW

Gendalal Bam Parisar, Opp. IIM Rau, Pithampur Road (M.P.), 453331  
Email ID- [indoreinstituteoflaw@gmail.com](mailto:indoreinstituteoflaw@gmail.com), Website: [www.indoreinstituteoflaw.org](http://www.indoreinstituteoflaw.org)

Phone no:- 9977091777, 9977019777

## MECHANISMS FOR SUBMISSION OF ONLINE/OFFLINE STUDENT'S GRIEVANCE

Indore Institute of Law provides a clear and transparent framework for addressing grievances of the students. The objective of this mechanism is to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied. The institute encourages the Students and the Staff to express their grievances / problems freely and frankly, without any fear of being victimized. The intention of formulating this mechanism is to support, those who have been deprived of the services offered by the College, for which he/she is entitled and also to develop an organisational framework to resolve grievances of students and other stakeholders. Institute has provided two modes for filing grievance which are:

- Offline Mode
- Online Mode

### Offline Mode:

An aggrieved student can file their grievance through helpline numbers, Call, WhatsApp or they can drop anonymous complaint in Complaint Box, **She-box** (Gender sensitive issue), Suggestion Box or they can give application to any of the concerned committee. If the student is not satisfied then she/he can give application to the Principal directly.

### Online Mode:

- Institute has an exclusive dedicated column on official site where student can file their grievance then the application is transferred to the dedicated committee according to the issue or ;
- Student can mail the application to following committees according to their grievances:
  - [Antisexualharassmentcommittee@iconeducation.co.in](mailto:Antisexualharassmentcommittee@iconeducation.co.in)
  - [Antiraggingcommittee@iconeducation.co.in](mailto:Antiraggingcommittee@iconeducation.co.in)
  - [Grievanceredressalcommittee@iconeducation.co.in](mailto:Grievanceredressalcommittee@iconeducation.co.in)
  - [Internalcomplaintcommittee@iconeducation.co.in](mailto:Internalcomplaintcommittee@iconeducation.co.in)



*Complaint/Suggestion Box installed in the college campus*



*She-Box Installed in Campus*



**INDORE INSTITUTE OF LAW**  
(Affiliated to DAVV & BCI)



## HELP LINE NUMBER

For Student Grievance  
Redressal

**CONTACT US**

ASST.PROF.  
AMBARISH BAPAT  
+91-9826289882

Email id-[grievanceredressalcommittee@iconeducation.co.in](mailto:grievanceredressalcommittee@iconeducation.co.in)



**INDORE INSTITUTE OF LAW**  
(Affiliated to DAVV & BCI)



**CONTACT US**  
**MRS. MADHURI MODI**  
+91-9826700688

Email id- [antiraggingcommittee@iconeducation.co.in](mailto:antiraggingcommittee@iconeducation.co.in)



**INDORE INSTITUTE OF LAW**  
(Affiliated to DAVV & BCI)

Call Us to Raise Your Voice  
**AGAINST SEXUAL  
HARASSMENT**

Asst. Prof. Kusum Joshi  
+91-9425061587



**SPEAK UP !!!**

Email id- [antisexualharassmentcommittee@iconeducation.co.in](mailto:antisexualharassmentcommittee@iconeducation.co.in)



**INDORE INSTITUTE OF LAW**  
(AFFILIATED TO DAVV & BCI)

### INTERNAL COMPLAINT COMMITTEE

Resolve any Problem!!

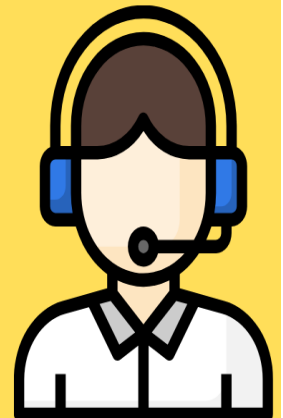
- Hostel
- Mess
- Substance Abuse
- Miscellaneous



**CONTACT US:-**

Dr. Manish Phalke (+91-9827048285)

[internalcomplaintcommittee@iconeducation.co.in](mailto:internalcomplaintcommittee@iconeducation.co.in)



## Helpline Numbers



**INDORE INSTITUTE OF LAW**  
(AFFILIATED TO DAVV & BCI)

# **ZERO TOLERANCE POLICY**

- **Student & Staff Grievance Redressal Mechanism**
- **Anti -Sexual Harassment Mechanism**
- **Anti -Ragging Committee**

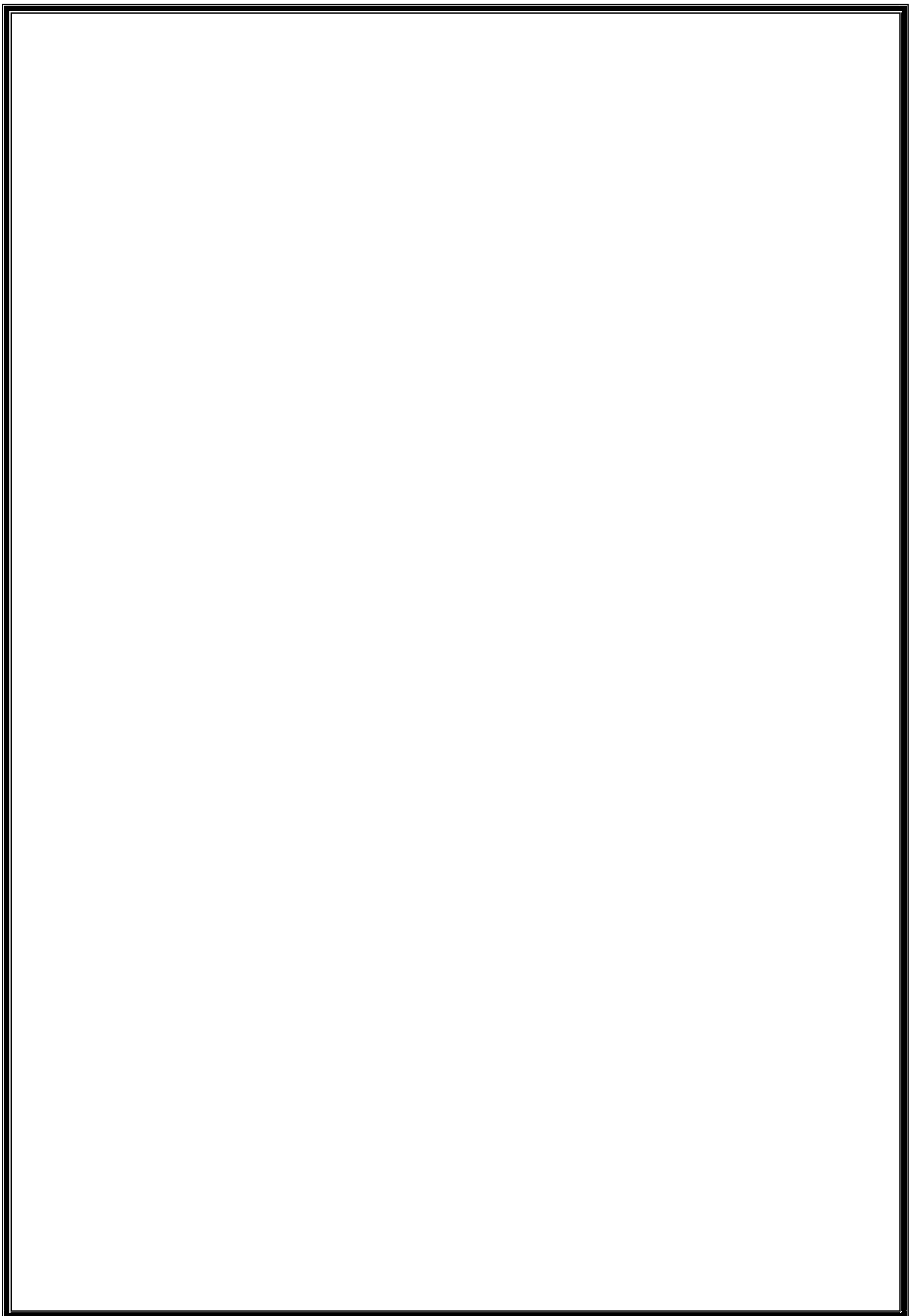
### **EMAIL ID**

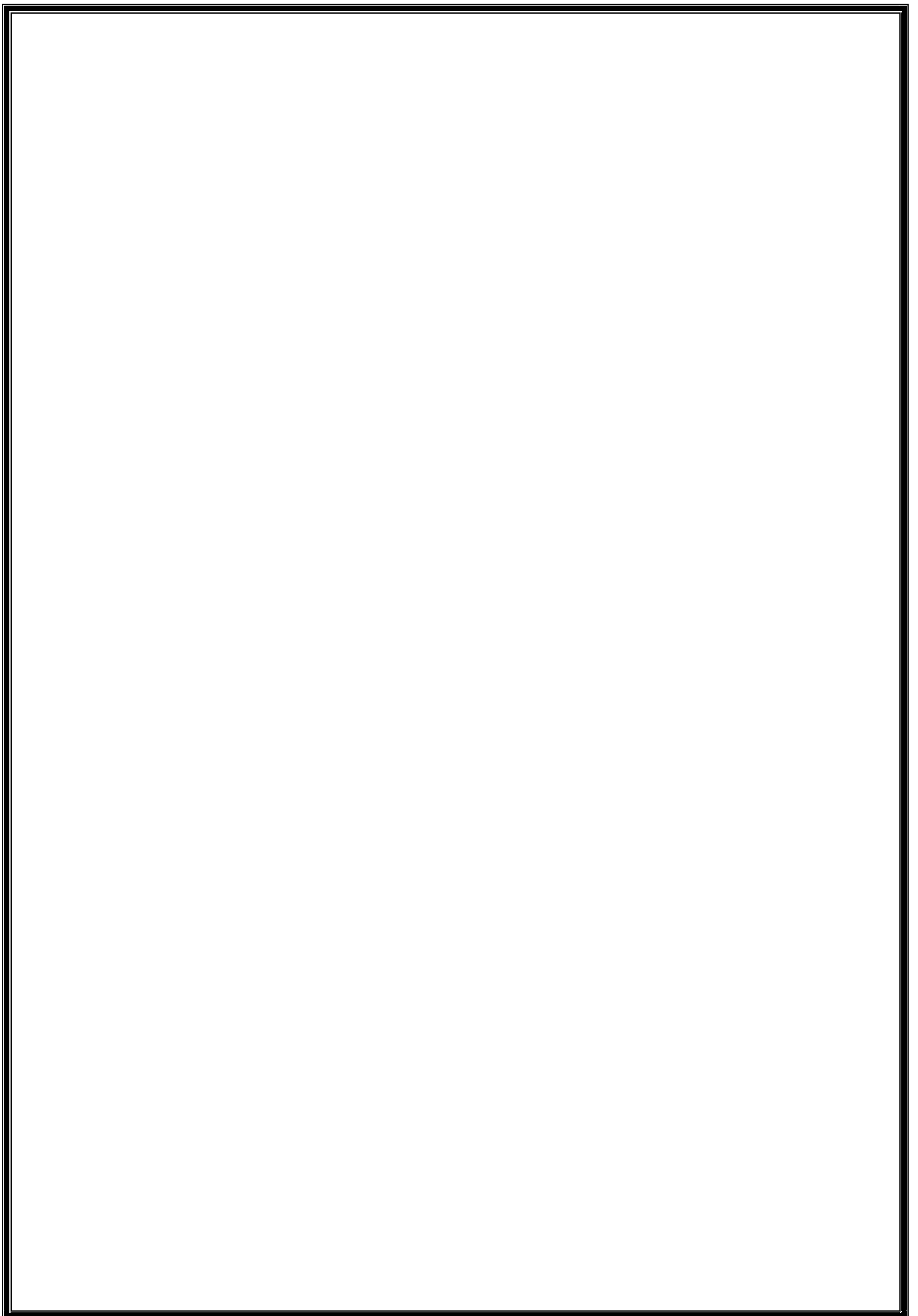
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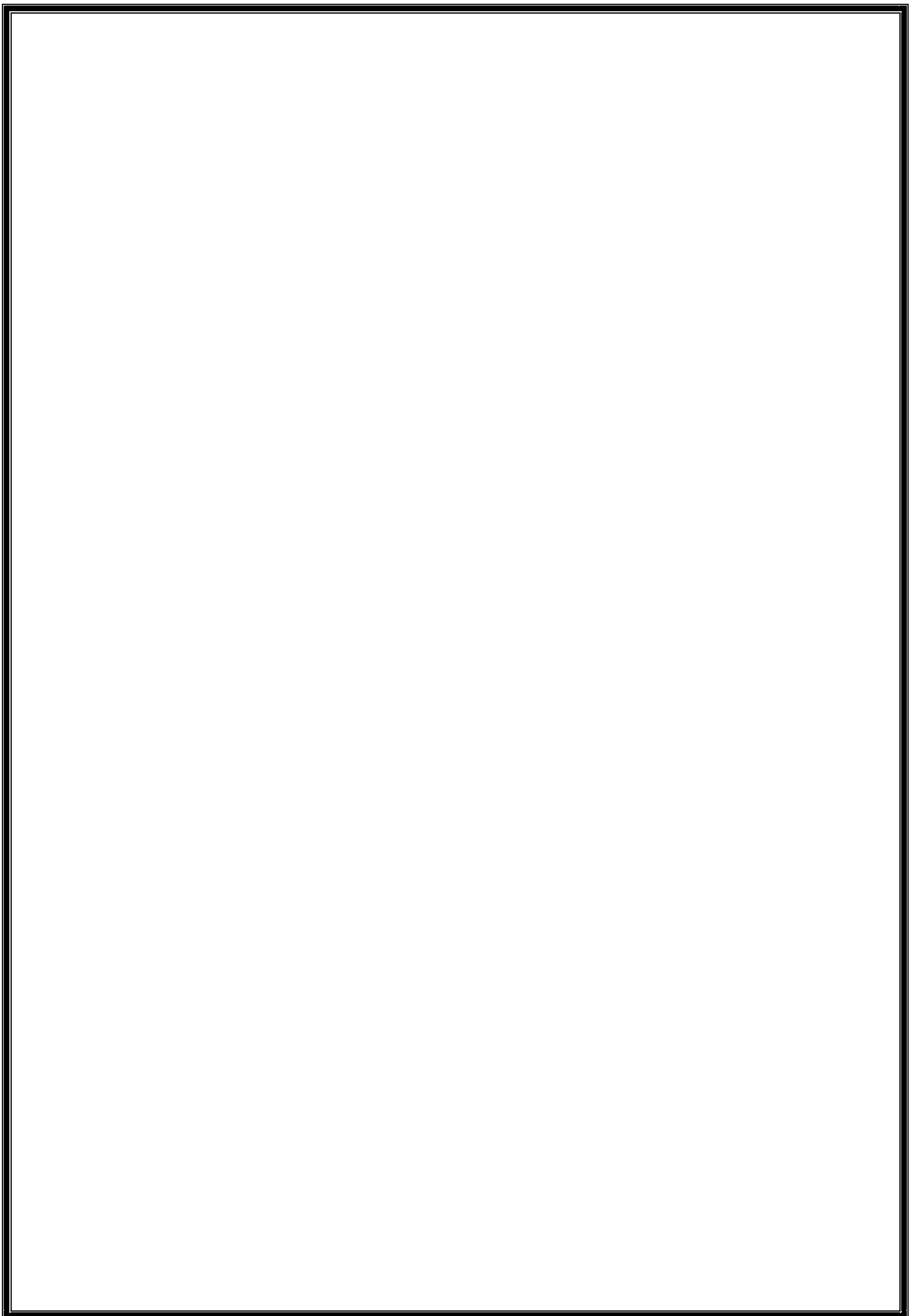
## *E-Mail Id for Online Complaint*

### Link for Students Grievance Redressal

The screenshot displays the website for the Indore Institute of Law. The browser address bar shows the URL [indoreinstituteoflaw.org/index.php](http://indoreinstituteoflaw.org/index.php). The website header includes the institute's name, logo, and contact information: "Call Us on +91-9977019777". A navigation menu lists various sections: HOME, ABOUT US, INFRASTRUCTURE, ADMISSION, ACADEMICS, RECRUITMENT, LIFE AT IIL, NEWS & EVENTS, NIRF 2022, NAAC, and RTI. A dropdown menu for "STUDENT GRIEVANCE" is open, showing the following options: POLICY FOR ZERO TOLERANCE, COMPOSITION OF COMMITTEES, ANNUAL REPORT OF STUDENT GRIEVANCE REDRESSAL, and STUDENT GRIEVANCE FORM. The main banner features an aerial view of the campus with the text "12 States 13000+ Alumni's" and "1<sup>ST</sup> RANK PRIVATE LAW COLLEGE IN M.P. & RAJASTHAN BY". A WhatsApp icon is visible in the bottom left corner of the banner area. The Windows taskbar at the bottom shows the system tray with a search bar, taskbar icons, and system information: 25°C, 5:11 PM, 11/23/2022.









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**ORIENTATION DAY: CREATING WIDE AWARENESS REGARDING ANTI-RAGGING, ANTI-SEXUAL HARRASSMENT AND OTHER COMMITTEES**

The **Orientation** ceremony begins with **Principal's** address welcoming the new students and brief them about the institutional values. This is followed by administering of **Oath** by the **Students' Council** to the new students. The **Dean** enlightens about the **Mission, Vision and Goals of the institute**. This is followed by the address by **Head of Departments** who introduces the students to the Program opted by the students along with **Program Outcomes and Program Specific Outcomes and Course Outcomes**. HOD also introduces them to batch coordinator, faculty members teaching in the program, Academic Planner & the Prospective Activities and back office coordinator. After this, the batch coordinator also introduces the **Code of Conduct** which is about student's behavior in class room, campus and related to college uniform which is to be followed without fail. Day – III in Orientation Week is dedicated only to introduce students to the following committee:

- m. Anti-Ragging Committee** – The committee is responsible for maintaining a **ragging free campus** which comprises of **faculty and students** and is on the lookout to prevent incidences of ragging if any. The committee works to maintain a **healthy and friendly atmosphere** among the students i.e. juniors and seniors and is authorized to report any untoward incidence and also suggest penal actions if students found guilty of ragging or in disciplinary acts amounting to ragging.
- n. Anti-Sexual Harassment Committee** – The committee is responsible for keeping **campus free** from menace of **sexual harassment** instances **like eve teasing, inappropriate touch, and avoiding** any such circumstances. The committee is more devoted to prevent any such instances
- o. Conduct Surveillance Committee** – The institute has made its own policy of code of conduct which is available on the website. The staff and students are expected to adhere to the prescribed code of conduct and to monitor their code of conduct the Institute has formed a Conduct Surveillance Committee. It is often noticed that the students in classroom are disciplined but once they are out of classroom into the campus it becomes tough to maintain the discipline in terms of actions and behavior. The committee keeps a **close watch on ID cards, Uniform** and points out such instances where **mischievous activities** occur and point out the students responsible for it and forwards the names of such miscreants to the authorities for **corrective measures**.
- p. Anti-Ragging Squad** – Anti Ragging Squad is a combination of faculty and authorities which in **unison patrols** the campus and visits classrooms to aware students about the **menace of ragging** and provides them with information about contact information of the society members in case of any unfavorable situation or activity if any within the campus and in case of grave instances the committee informs the governing body and the Dean.
- q. ChhatraSuraksha Committee** – The cell is exclusively devoted to **Empower Female Students** as the number of female students is approximately **50%** in the institute. Keeping this in mind the

ChhatraSurkasha Committee is created incorporating local lady police officials along with other members. The committee provides self defense training to the female students and makes them self sufficient and strong. The committees via conducting sessions makes the female students aware about **Good Touch Bad Touch** and spreads awareness about various privileges to female students.

- r. **Hostel Welfare Committee** – This committee looks after the issues arising in **hostel** related to **quality of food, amenities prevailing like hot water, Air conditioner, internet accessibility, hygiene, good, round the clock security, ambulance service, night security and dog squad, camera surveillance** etc. The committee comprises of faculty residing in hostel and few student representative ready to work. The Hostel
- s. Welfare committee is comprises of **One Core Committee&Five sub committees** namely:
- **Core Committee:** it comprises of **2 seniors students, Warden and one member** from each subcommittee and **faculty in charge** who is responsible for monitoring of various sub committees and its working in maintaining proper functioning of various sub committees. It reports to the Dean on a fortnightly basis.
  - **Medical Committee:** The committee provides the basic **medication facilities** to the needy ones. The committee maintains **medical kits at all the floors** of both **girls and boys hostel**. The committee provides **doctor on call** facility to an ill person also they provide full **medically equipped Ambulance** facility to the patient. The institute has a tie up with a hospital which conducts routine health checkups at regular intervals and provides medical assistance to the patients.
  - **Transportation Committee:** The committee looks for the **frequent and proper transportation** of the hostel students outside the campus without any difficulty. **Buses** and **van** facility is provided to the hostel students on Sundays for day outing. The transportation committee also provides commutation facility while returning and coming to college from home town. Along with it **Bicycles** are provided to **hostellers** to go to nearby places.
  - **Food Committee:** Food Committee supervises the **canteen food quality** on daily basis and prevents the food from getting wasted. The Committee prepares the food menu of all the meals after discussing with all the hosteller students and core committee. It also manages the **distribution of leftover food** in nearby localities among the needy and **creates compost** from the leftover food waste.
  - **Hygiene Committee:** Hygiene Committee facilitates students by providing **clean and hygienic hostile environment**. The committee looks for the proper **cleaning of the hostelrooms, sanitization of washrooms, and proper disposal of thrash**. The committee periodically conducts the pests control in the premises.

- **Disciplinary Committee:** The committee maintains the **decorum** in both **girls and boys hostel**. The committee prevents the students from doing any misconduct and they can even conduct surprise checking of the hostel room with **hostel warden and faculty in-charge**. Anyone found guilty is punished accordingly and the details of the misconduct of the same are forwarded to the **parents** as well.
  
- t. **Student Staff Welfare Committee** – The committee looks after the **smooth communication** between students and management. The issues may be related to academics or personal relating to **health, finances, behavior**, etc. In other words they act like a **bridge** between the two parties. The institute provides financial assistance to the employees by giving advance salary and providing interest free loans. They also look after the issues faced by the faculty members related to transportation and other problems if any and bring them to the attention of the management.
  
- u. **Minority Welfare committee** – The committee looks after the **implementation** and **facilities** provided to the **minority students** as per the **government norms** and **college governing body's norms** if any. The committee also facilitates minority students in getting **scholarships and free ships** provided by the institution. It also looks after the problems faced by the students in availing **rebate, scholarship, special privileges** if any and provides a solution if any.
  
- v. **Mental and Physical Welfare committee** – The institute runs a wellness committee which is responsible for looking after the **mental and physical health** of the students. The committee provides basic **medical treatment** like basic medication and first aid kit to the needy. It also provides **transportation** facility to the students in case of emergency or injury serious in nature. Mental health is a growing concern in today's fast paced life style. Committee provides adequate support via its sister concern **Indore Nursing College** which provides **Psychiatrist** to give counseling to the students to keep them **motivated and focused**. The committee promotes and conducts regular physical activity sessions like **Yoga, Zumba, Meditaion** etc.
  
- w. **Internal Complaint Committee:** Indore Institute of Law is a coeducational institution providing **equal opportunities** to all the **male and female students**, studying together in a congenial atmosphere, however if there are any complaints involving some petty offences which include student creating trouble, creating ruckus, not following discipline despite warnings, etc. the committee looks into the matter and nature of offence and forwards the matter to Higher Authorities for further action.
  
- x. **Students Grievance Redressal Committee:** The objective of the Grievance Redressal Committee is to develop a **responsive and accountable** attitude among all the stakeholders in order to maintain a

**harmonious educational atmosphere** in the institute. The due process of Redressal initiates complaints and aims at providing resolution for the same amidst Student Council and the **Student Grievances & Redressal Cell**. In case of any ambiguity or intolerance on the part of the complainant, the committee accelerates the application to the higher authorities.





### III CORRIDORS HAVE VISUALS FOR SPREADING AWARENESS AGAINST THE MENACE OF RAGGING



## VISUALS FOR SPREADING AWARENESS AGAINST SEXUAL HARRASSMENT



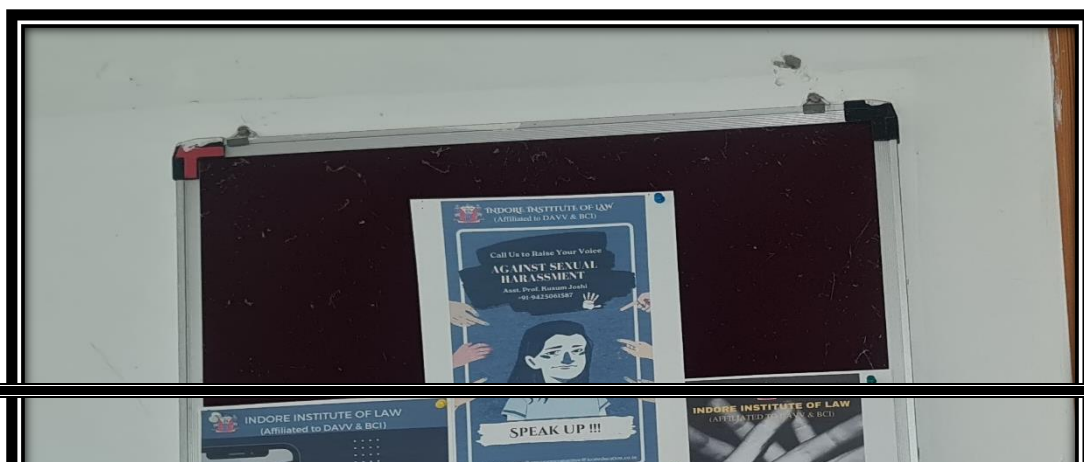
**98 CCTVCAMERAS INSTALLED IN EVERY CORNER OF THE CAMPUS FOR SAFTY AND SECURITY OF THE STUDENTS**

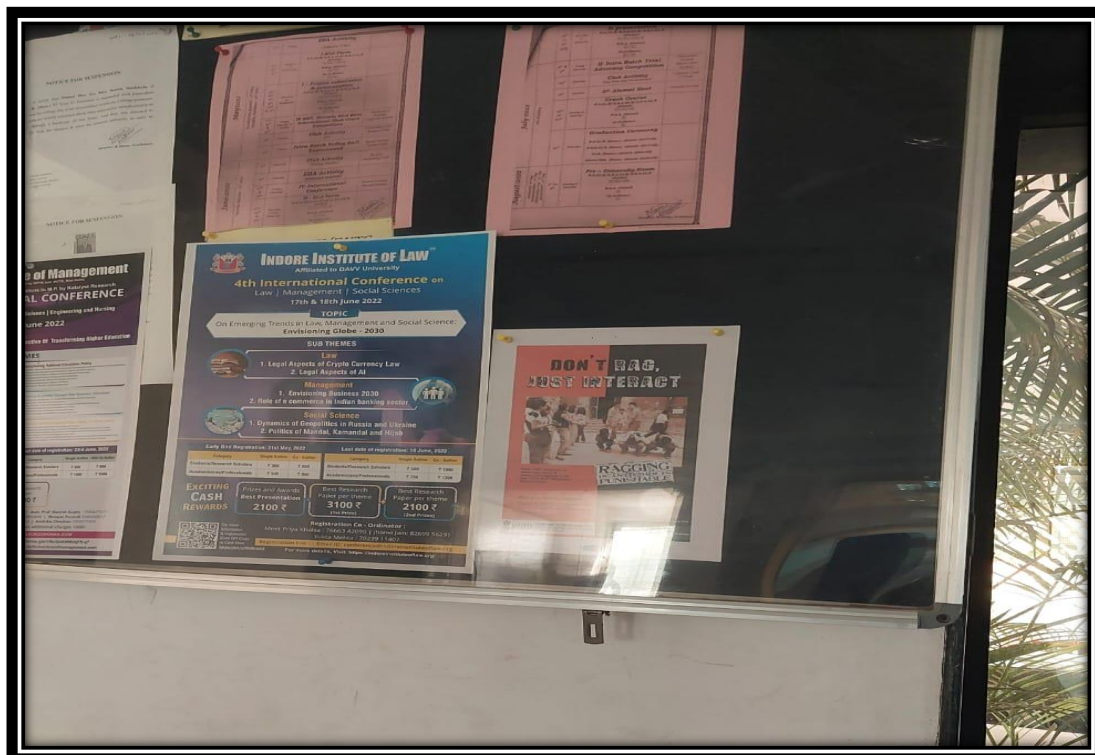


## HELPLINE NUMBER DISPLAYED ON NOTICE-BOARD



## E-Mail Id's for Online Complaints of Anti-Ragging, Anti-Sexual Harassment and Student Grievance Displayed on Notice Board





**POSTER DISPLAYED ALL OVER DIFFERENT NOTICE BOARD FOR SPREDING A WARNESS AGAINST RAGGING**

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*Online Filing of Grievances Provided on official website of the Institution*

**Mechanisms for Submission of Online/ Offline Students' Grievances**



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*Complaint/Suggestion Box installed in the college campus*



*She-Box Installed in Campus*

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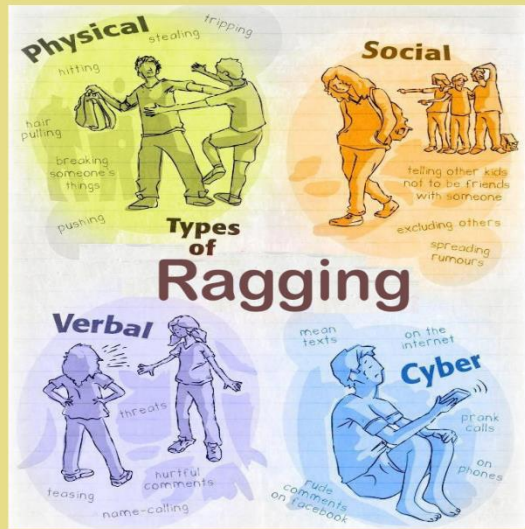
**HELP LINE NUMBER**  
For Student Grievance Redressal

**CONTACT US**

ASST.PROF. AMBARISH BAPAT  
+91-9826289882

Email id- [grievanceredressalcommittee@iconeducation.co.in](mailto:grievanceredressalcommittee@iconeducation.co.in)

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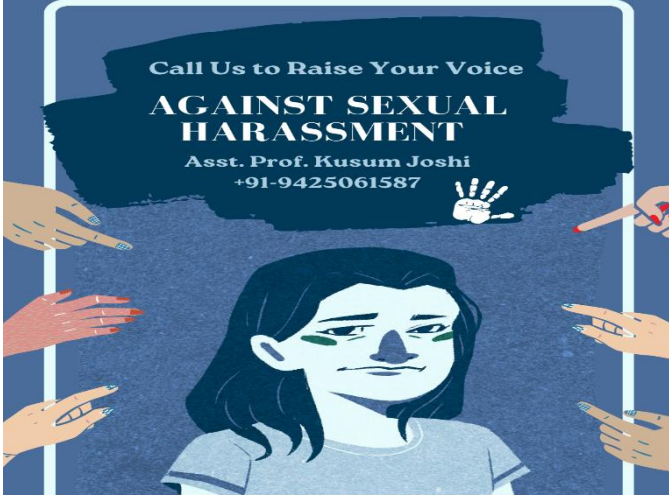
**Types of Ragging**

**CONTACT US**  
MRS. MADHURI MODI  
+91-9826700688

Email id- [antiraggingcommittee@iconeducation.co.in](mailto:antiraggingcommittee@iconeducation.co.in)

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Call Us to Raise Your Voice  
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Asst. Prof. Kusum Joshi  
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**SPEAK UP !!!**

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**INTERNAL COMPLAINT COMMITTEE**

Resolve any Problem!!

- Hostel
- Mess
- Substance Abuse
- Miscellaneous

**24h**



**CONTACT US:-**

📞 Dr. Manish Phalke (+91-9827048285)

✉ [internalcomplaintcommittee@iconeducation.co.in](mailto:internalcomplaintcommittee@iconeducation.co.in)

**Helpline Numbers**



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# **ZERO TOLERANCE POLICY**

- **Student & Staff Grievance Redressal Mechanism**
- **Anti -Sexual Harassment Mechanism**
- **Anti -Ragging Committee**

## **EMAIL ID**

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- [Antiraggingcommittee@iconeducation.co.in](mailto:Antiraggingcommittee@iconeducation.co.in)
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- [Internalcomplaintcommittee@iconeducation.co.in](mailto:Internalcomplaintcommittee@iconeducation.co.in)

*E-Mail Id for Online Complaint*

## Link for Students Grievance Redressal

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**Timely Redressal of the Grievance through  
Appropriate Committee**



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## APPLICATION BY CLASS REPRESENTATIVE REGARDING PHYSICAL FIGHT IN THE CAMPUS

To  
The Principal,  
Indore Institute of Law  
Indore, Madhya Pradesh  
Subject - Regarding the fight between  
and

Respected Sir,  
I am Yash Jain class  
Representative of BALL.B. III<sup>rd</sup> Sem. My  
batch mates Shubham Singh and  
Yash Parakhare were fighting in the college  
campus on such a trivial issue. So  
I am requesting from you to take  
the appropriate disciplinary action  
against both of them.

Thankyou  
Date 13/05/2023

Yours faithfully  
Yash Jain  
Class Representative  
BALL.B. III<sup>rd</sup> Sem.

*Mamta*  
Director & Dean, Academics



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Phone no:- 9977091777, 9977019777

## APPLICATION GIVEN BY CLASS REPRESENTATIVE REGARDING FIGHTING BETWEEN TWO STUDENTS IN THE CAMPUS

### NOTICE

This is to inform you that a meeting of Internal Complaint committee of Indore Institute of Law will be held on 15/05/2023, from 1:00 PM at the Conference Room.

The entire following members are kindly requested to attend the meeting to discuss following agenda respectively.

**Agenda:** Application received by Class Representative Yash Jain that two students were fighting in the college campus on 13/05/23 who were Shubham Singh (3<sup>rd</sup> Sem BA LLB) and Yash Parashar (3<sup>rd</sup> Sem BA LLB).

S.N.	NAME	DESIGNATION
1	Prof. Dr. Vinod Patidar (Principal, IIL)	Chairman Appointed by the Society
2	Dr. Reva Mishra	Coordinator
3	Mrs. Kusum Joshi (HOD IIL)	Coordinator
4	Mrs. Shital Sikarwar (Assist. Prof IIL)	Coordinator
5	Ms. Sangeeta Kaur Rajpal (Assist. Prof IIL)	Coordinator
6	Mr. Shekhar Patankar (Admin Co-ordinator, IIL)	Coordinator

  
Director & Dean, Academics



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## MINUTES OF THE MEETING

**Date:** 15/05/2023

**Time:** 1 PM

**Agenda:**

Application received by class representative that Two students Shubham Singh (3<sup>rd</sup>Sem BA LLB) and YashParashar(3<sup>rd</sup>Sem BA LLB) were found fighting in college campus.

**Discussion-**

The purpose of the meeting is that an application is received by Class Representative YashJain that two students were found fighting, who were Shubham Singh (3<sup>rd</sup>SEM BA LLB) and YashParashar(3<sup>rd</sup>SEM BA LLB) After enquiring the issue from fellow batch-mates and footage received by CCTV, both were found at fault. It was found that they were verbally fighting over personal issues which later transformed into physical fight in heat of the moment.

**Resolution-**

Shubham Singh (3<sup>rd</sup>Sem BA LLB) and YashParashar(3<sup>rd</sup>Sem BA LLB) were found guilty of the wrongdoing. Both the students **were** asked to sit on silver bench for 5 days from 16/05/23 to 20/05/23 from 9:00 am to 5:00 pm, where both must submit their phones to the counter and complete 40 Hrs. of studies daily before leaving the campus also, they shall daily report to the batch coordinator and short viva shall be taken by concerned subject faculty. The students will be given two short breaks during the day which would be 30mins for lunch and 15 min for tea break. The decision shall be final.

**The following members were present: Internal Complaint Committee**

**Session - 2022-2023**

S.N.	NAME	DESIGNATION
1	Prof. Dr. Vinod Patidar (Principal, IIL)	Chairman Appointed by the Society
2	Dr. Reva Mishra	Coordinator
3	Mrs. Kusum Joshi (HOD IIL)	Coordinator
4	Mrs. Shital Sikarwar (Assist. Prof IIL)	Coordinator
5	Ms. Sangeeta Kaur Rajpal (Assist. Prof IIL)	Coordinator
6	Mr. Shekhar Patankar (Admin Coordinator, IIL)	Coordinator

  
Director & Dean, Academics



# INDORE INSTITUTE OF LAW

(Affiliated to DAVV & BCI)

---Rank 1<sup>st</sup> PRIVATE LAW COLLEGE IN M.P., C.J. & RAJASTHAN BY---  
INDIA TODAY – OUT LOOK – THE WEEK – THE KNOWLEDGE REVIEW

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## ANNUAL REPORT

Academic Year 2022-2023

**Convener:Dr.Vinod Patidar, Principal (IIL)**Indore Institute of Law has drafted a zero tolerance policy towards ragging. The college conforms with all the guidelines related to anti-ragging and prevention of ragging, Anti-sexual Harassment and Student Grievance issued by the UGC, BCI, DAVV and has Grievance Policy. The college has constituted different committees which are dedicated to different student's grievances and for proper vigilance. The Annual reports of all the committees falling under "Zero Tolerance Policy" are given below.

### Report of Anti-Ragging Committee

No cases of any student were reported; hence 'NO-ACTION' report has been submitted

- |   |          |
|---|----------|
| • Number of complaints received during the year     | 0 (zero) |
| • Number of complaints disposed off during the year | 0 (zero) |
| • Number of cases pending for more than 90 days     | 0(zero)  |

### Report of Anti-Sexual Harassment Committee

No cases of any student were reported; hence 'NO-ACTION' report has been submitted

- |   |          |
|---|----------|
| • Number of complaints received during the year     | 0 (zero) |
| • Number of complaints disposed off during the year | 0 (zero) |
| • Number of cases pending for more than 90 days     | 0(zero)  |

### Report of Student Redressal Committee

No cases of any student were reported; hence 'NO-ACTION' report has been submitted

- |   |          |
|---|----------|
| • Number of complaints received during the year     | 0 (zero) |
| • Number of complaints disposed off during the year | 0 (zero) |
| • Number of cases pending for more than 90 days     | 0(zero)  |

*Manu ..*  
Director & Dean, Academics

## Report of Internal Complaint Committee

**Due to NO-TOLERANCE POLICY there was 1 case during academic year 2022-2023. The punishments are preventive, deterrent, and reasonable enough so that the student would not repeat their acts.**

1) The application was received by the Yash Jain class representative of BALLB 3<sup>rd</sup> Sem that two students were fighting. Internal Complaint Committee was looking into this matter, CCTV footage was called and the matter was asked by the fellow student. Since, both students were at fault both got punishment of completing 40 hrs of study after depositing their phones and they had to give a short viva to their batch coordinator. Later, both the students apologized to the Principal and to each other for the disturbance which they created by their act.

- Number of complaints received during the year 1 (one)
- Number of complaints disposed of during the year 1 (one)
- Number of cases pending for more than 90 days 0 (zero)

### SUMMARY OF ANNUAL REPORTS OF STUDENT GRIEVANCES

YEAR	NAME OF COMMITTEE	NATURE OF GRIEVANCE	TOTAL GRIEVANCE RECEIVED	AVERAGE NO. OF DAYS FOR REDRESSAL
2022-2023	Internal Complaint	<ul style="list-style-type: none"><li>• Physical Fight</li></ul>	1	<ul style="list-style-type: none"><li>• 3 Days</li></ul>

  
Director & Dean, Academics