

ANTI RAGGING COMMITTEE

antiragging@tagoredch.in

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 undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from college, 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.

Purpose

In deference of the preamble of Anti-Ragging Policy, the college encourages socialization of fresher students in the academic environment of the college. At the same time, it discourages and prevents any negative act, e.g., devious or diabolic or brutal or any other untoward action or behavior on the part of senior students which goes against the basic philosophy of socio- academic integration. The 'anti-ragging policy' adopted by the college therefore is aimed at:

1. Creating, developing and nourishing conducive academic environment within the student community by their social integration.
2. Generating and maintaining a high level of confidence within new entrants and their parents/guardians that new entrants to the college are not going to be harassed and intimidated and will get all support and learning congenial environment at the campus.
3. Keeping in place an integrated system to discourage and prevent any negative acts like alcoholism, drugs abuse and ragging in what so ever be the manner by the seniors, which disrupts socio-academic integration of new entrants.
4. Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary action.

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

1. 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;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. 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;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

7. 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;
8. 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 ;
9. 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.
10. Ragging has several aspects viz. psychological, social, political, economic, culture and academic dimensions. The Psychological aspects of ragging are seen to cause permanent damage to the victim's personality. Such treatment of young and impressionable minds could result in traumatizing them and damaging their personalities beyond repair in the formative years of their lives.
11. Any act or abuse by spoken words, texts, emails, public insult or alike should be considered within the physiological aspects of ragging.
12. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfort of others.
13. Any act that affects the mental health and self confidence of students can be described in terms of the psychological aspects of ragging.

Anti Ragging measures

The departments, and 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, condone any incident of ragging in any form; and 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.

Action would be taken in accordance with the Regulations advised by the UGC, against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

1. Every fresh student admitted to the institution would 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.
2. Address by the Chairperson/Principal of the college, during their address to parents/guardians, at new batch induction, batch inaugurals and other such occasions, would invariably assure the students and parents about full protection and support against any attempt of ragging by seniors while briefly explaining the 'Anti Ragging Policy' of the college. The efforts during such meets would be directed towards achieving socio-academic integration of new entrants.
3. The institution would explain to the fresher's, 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.
4. The Principal would advice the fresher's 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.
5. A leaflet containing a calendar of events and activities laid down by the institution to facilitate and complement familiarization of fresher's with the academic environment of the institution.

6. The institution will 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 fresher's, junior students and senior students.
7. Fresher's or any other student(s), whether being victims, or witnesses, in any incident of ragging, would be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence.
8. Each batch of fresher's, 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 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.
9. It shall be the responsibility of the member of the faculty assigned to the group of fresher's, 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 fresher's under his/her charge.
10. A round the clock vigil against ragging in the hostel premises, would be done in order to prevent ragging in the hostels after the classes are over.
11. It shall be the responsibility of the parents/guardians of fresher's to promptly bring any instance of ragging to the notice of the Head of the Institution.
12. Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits for the ant ragging, at the time of admission or registration, as the case may be, during each academic year.
13. 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.
14. Social, Cultural and Sports Activities. To ensure a better socio-cultural mix, social integration is very important between all batches. The college has set up social, cultural, and sports committees, under the charge of a faculty member. Membership of these committees will be on a mixed group pattern, with a cross- section of senior and junior students. While on one hand this would help develop the extra- curricular activities in the college, on the other hand it would help improve the interaction between students of different batches.
15. 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 next academic session.

OTHER MEASURES TAKEN FOR PREVENTION OF RAGGING

College has complaint cum suggestion boxes in the entrance of the college, First Year Class room, near Principals Office and also in Hostel which will be opened by the Head of the Institution on a daily basis for the first three months after admission and thereafter at regular intervals for any complaint/suggestion received.

1. Boards are displayed in prominent positions about what constitutes ragging, ill effects of ragging and punishments meted out for ragging. Contact persons and their phone numbers are prominently displayed.
2. CCTV are placed in classrooms, corridors, labs and common rooms to deter students from ragging.
3. Each hostel will have a full-time Warden, 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 counseling 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.

4. The Warden shall be accessible at all hours and be available on telephone and other modes of communication.
5. The institution will 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.
6. The professional counselors shall, at the time of admission, counsel fresher's and/or any other student(s) desiring counseling, 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 counseling sessions.
7. The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counseling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
8. In order to enable a student or any person to communicate with the Anti Ragging Helpline, unrestricted access to mobile phones and public phones in hostels and campuses are provided, 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.
9. 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.
10. The institution would 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.
11. Teachers are advised on 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 counseling approach.

PUNISHMENT AND PENALTIES FOR RAGGING

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

a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/ expulsion from the hostel. vii. Cancellation of admission.
7. Rustication from the institution for period ranging from one to four semesters.
8. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
9. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

COMPLAINTS ABOUT RAGGING

- If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, shall file a complaint with the Principal or any staff of the college.
- This may be done in writing, mail or orally. However, written complaint is preferable
- Complaint may be lodged by the victim or any witness or bystander because in most cases the victims are too scared to complain.
- If the informant would like to remain anonymous the secrecy would be maintained.
- Victim's secrecy if needed will also be maintained.

ENQUIRY ON COMPLAINTS

- All complaints will be forwarded to the committee for enquiry.
- Committee will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances.
- The investigations will start within three days of reporting the incident and reports finalized by the 'Enquiry Committee' pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the Principal within a period of two weeks.
- Since delay in taking action can frustrate the complainant so the authorities are prima-facie satisfied about the errant act of any student, they can in appropriate cases pending final decision suspend the student from the college and the hostel if any after giving reasonable opportunity of being heard.
- The committee will first hear the complainants and record his or her allegations. The complainant can also produce corroborative material for proof of evidence. If the complainant does not want to depose due to embarrassment a male or female staff (as the case may be) may be asked to record their statement
- There after the person against whom the complaint was raised is given an opportunity to give an explanation and recorded.
- The enquiry is then conducted and concluded
- The report submitted by the enquiry committee is the basis for recommendations of punishment by the higher authorities.

ANTI RAGGING COMMITTEE

SL.NO	NAME OF THE MEMBER	DESIGNATION	CONTACT NUMBER
1	Dr. Chitraa R Chandran	Convener	9840425789
2	Dr. Venkatakrisnanan	Member Secretary	9841109234
3	Dr. S. Balagopal	Member	9444039411
4	Dr. Pradeep	Member	9840778878
5	Dr Ashokan	Member	9976388886

6	Mr. Selvakumar	Non teaching- Member	9789444478
7	Mr. Veylayutham	Public Representative Member	9941323064
8	Mr. Mano Bharathi	Media Representative Member	9444471470
9	Mr. Selvamani	NGO Member	9840328138
10	Mr. Sundar	Parent Representative	
11	Mr. B. Karthik	Day scholar	9500935785
12	Mr. Amarnath	Boys Hostel Student	7904231821
13	Mr.P. Goutam	Dayscholar	8939835359
14	Mr. Harshavarthan	Day scholar	9840793311
15	Ms. M. Sneha	First Year	6369069330
16	Ms. D. Ashwini	Second Year	9789042155
17	Mr. Manikandan	Management Representative	9444843333

ANTI RAGGING SQUAD

SL.NO	NAME OF THE MEMBER	DESIGNATION	CONTACT NUMBER
COLLEGE			
1	Dr. Vandhana James		9840648846
2	Dr. Parthasaradhi		9704586804
3	Dr. B. Anand		9489062672
4	Dr. Pravina Fernando		9444067836
HOSTEL			
5	Dr. Delfin Lovelina		9894525536
6	Dr Nobin Mathew		9941789873
7	Dr. Rathinavel Pandian		9788045975
8	Dr. Abinaya		9292588525

PUBLIC PLACE			
9	Dr. Jai Santhosh Manikandan.V		9841998625
10	Dr. Sunil Chandy Varghese		9840648845
11	Dr. Gayathri		8148392494
12	Dr. Anitha		9841022969

STUDENTS GRIEVANCES COMMITTEE

studentaffairs@tagoredch.in

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Cell.

Objective:The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems , general drawbacks and limitations freely and frankly, without any fear of being victimized.
- To support, those students who have been deprived of the services for which he/she is entitled.
- To make teaching and supporting staff responsive, accountable, courteous in dealing with the students.
- To ensure effective solution to the student grievances with an impartial and fair approach.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- The Cell is vested with the authority to settle any type of grievances raised by the students of the college.
- Get suggestions from the students for improvement
- Give the students the sense of participation in problem solving.
- Clear misunderstandings and false notions.
- Restructure policies in light of grievances.

Scope :The cell will deal with Grievances received in writing from the students about any of the following matters:-

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

Exclusions

- The Students Grievances Redressal Cell shall not entertain the following issue:-
- Decision of Executive Council, Academic Council, Board of Studies and other Administrative or Academic Committees.
- Decision taken by the Academic council with regard to disciplinary matter and conduct.
- Decision by the competent authority on assessment and examination results.
- Decisions of the Management about admission in any courses offered by the Institute.
- The decision taken by the Principal on the deliberation of the Students Grievances Redressal Committee shall be final and binding on the applicants.

Functions :

- The cases will be attended promptly within a week to 10 days, on receipt of written grievances from the students
- The cell formally will review all cases and will act accordingly as per the Management policy
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- To coordinate between Students' sand Department to redress the grievances.
- There are Transport and Hostel committees working under this committee.

Approach to student grievance resolution emphasizes:

- Fairness and impartiality
- The handling of grievances informally where possible
- The principles of natural justice and procedural fairness
- Effective, reciprocal communication and feedback

Procedure for lodging complaint :

- The students may feel free to put up a grievance in writing/ and drop it in boxes. The suggestion boxes will be opened every Monday.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

Appellate Authority

The Chairman of the CT Group of institution will be Appellate Authority.

Mail ID- studentaffairs@tagoredch.in and transport@tagoredch.in

STUDENT GRIEVANCES CELL

SL.NO	NAME OF THE MEMBER	DESIGNATION	CONTACT NO
1	Dr. C.J. Venkatakrishanan	Convener	9841109234
2	Dr. Makesh Raj	Member Secretary	9791071687
3	Dr. Job Jacob Anison	Member	9444778918

4	Dr. N. Balaji	Member	9941348601
5	Dr. Jacob Mathew Philip	Member	9840588335
6	Dr. Virundambal	Member-Girls Hostel Warden	9791376098
7	Dr. R. Rajesh	Member	9840084384
8	Mr. Senthilnathan	Non Teaching-Member	9994118074
9	Mr. Lavi	Member- Boys Hostel warden	8531865585
STUDENTS MEMBERS			
10	Mr. Bhaargav	First year	7550194184
11	Mr. J. Harish	Second year	9655396201
12	Ms. Pooja Dharshini	Third Year	7358135566
13	Mr. Anudeep Reddy	CRRI	9444231971
14	Mr. G. Manoj	CRRI	9600646991
15	Mr. Syed Sajjada Hamed	Boys hostel representative	8870407294
16	Ms. Sherin Baby	Girls hostel representative	9488002765
17	Ms. Asvitha	Bus students representative	9843578112

GENDER HARASSMENT COMMITTEE

genderharrassment@tagoredch.in

What is Gender Harassment

Sexual Harassment includes such unwelcome sexually determined behaviour, as physical contacts and advances, sexually coloured remarks, showing pornography and sexual demands whether by words, gestures or actions. Such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the complainant has reasonable grounds to believe that his or her objection would disadvantage them in connection with employment, including recruiting or promotion or when it creates a hostile working environment.

Sexual harassment is emotionally abusive and creates an unhealthy, unproductive atmosphere at the workplace. Sexual harassment cases can be classified into two categories - quid pro quo and creation of a hostile working and studying environment:

(a) Under the quid pro quo (meaning this for that) form of harassment, a person or authority, usually the superior of the victim, demands sexual favours for getting or keeping a job benefit and threatens to fire the employee if the conditions are not met.

(b) A hostile work or student environment arises when a co-worker, co-student, teacher or supervisor creates a work environment through verbal or physical conduct that interferes with another co-worker's job performance or creates the workplace atmosphere which is intimidating, hostile, offensive or humiliating and experienced as an attack on personal dignity. For example an employee tells offensive jokes. No person shall indulge or caused to be indulged under instructions from superior in sexual harassment of co-workers.

Gender Harassment policy

Objectives of the Policy Sexual Harassment policy of Tagore Dental College & Hospital has been framed keeping the following objectives in view:-

1. To fulfil the directives of the Hon'ble Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work places.
2. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the college.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of complaints and their follow-up procedures.
4. To promote a social and psychological environment this will raise awareness about sexual harassment in its various forms.
5. To generate public opinion against sexual harassment and all forms of gender-based violence.
6. To make the commitment to ensure an environment without gender bias or gender based discrimination in the college campus. Whereas Sexual Harassment infringes the Fundamental right of a woman to gender equality and her right to life and live with dignity, which includes a right to a safe environment free from Sexual Harassment.

To adopt Sexual harassment policy at Tagore Dental College & Hospital will mean:

1. Commitment of the college to eradicate and prevent Sexual Harassment and to express absolute prohibition sexual harassment of female employees and students at work place and campus.
2. To make the college campus and work place free of sexual harassment for woman. The rules seek to create and maintain an academic and work environment free of sexual harassment for female students and employees in the campus.
3. Define sexual harassment both as quid pro quo and hostile work environment and an explanation of the conduct and the penalties for substantiated sexual harassment conduct.
4. A detailed outline of how and whom to complain in case of sexual harassment and grievance procedures to be used.
5. Clear understanding and strict rules regarding harassment by third party like, clients, visitors, patients, attendants, relatives etc.

6. Express commitment to keep all sexual harassment complaints and procedures confidential & time bound.

7. Clear statement that anyone found guilty of sexual harassment after investigation will be subject to immediate and appropriate disciplinary action.

8. Anti retaliation policy providing for protection against retaliation to complainants, witnesses, complaint committee members & other employees involved in prevention & complaint resolution.

9. To develop various promotional materials, organizing seminars and workshops.

10. Steps the authorities can take to prevent sexual harassment.

11. A policy/ procedure designed to deal with complaints of Sexual Harassment as one of the strategies to deal with the problem.

AIMS & OBJECTIVES

- To prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees;
- To make recommendations to the Principal for changes/elaborations in the rules for students in the prospectus and the bye-laws, to make them gender just and lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees;
- To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of harassment;
- To recommend appropriate punitive action against the guilty party to the principal.

ROLE & RESPONSIBILITIES

- To maintain a workplace and learning environment free of sexual harassment and intimidation thereby ensuring safety for all employees and students.
- To handle, review and address all complaints received in a fair and timely manner.
- To assist and provide all necessary facilities for the complainant.
- To develop relevant information, communication and training materials for gender sensitization.
- To remove gender disparity and protect the fundamental rights of all employees and students.

WHAT CONSTITUTES GENDER HARASSMENT

For the purpose of this policy "Sexual Harassment" shall include, but will not be confined to the following:

- Unwelcome sexual advances, requests for sexual favours, and/ or verbal or physical conduct of a sexual nature made, either explicitly or implicitly, in return for a term or condition of teaching/ guidance, employment, participation or evaluation of a person's engagement in any college activity;
- When unwelcome sexual advances and/or verbal, non-verbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or through e-mail or any other communication mediums, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment;
- Forcible physical touch or molestation; Eve teasing, innuendos and taunts, physical confinement against one's will and any other act to impinge upon one's privacy;

- Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of education or career development, or otherwise making the environment at the Institute hostile or intimidating to a person belonging to the other sex;
- Any such conduct committed by a third party or outsider in relation to a student, teacher or non-teaching employee, or vice versa during the course of a person's engagement with the institution.
- Stopping a vehicle and asking a female who is a stranger, if she wants a lift in the vehicle.
- Speaking to woman who is strangers and touching woman from passing vehicle.
- Cruising in vehicle looking for females to harass.
- Stopping and asking woman for directions with a view to harass her.
- Pursuing and stalking former girl friends.
- Gossiping and spreading information about a woman's private life.
- Ridiculing a woman on the basis of her colour, ethnicity, dress or physical appearance

COMPLAINTS ON GENDER HARASSMENT

- Any woman complaining of sexual harassment shall prefer a complaint before the following authorities at the earliest point of time and in any case within 30 days from the occurrence of the alleged incident.
- The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and the complaint shall be addressed to the complaint committee.
- If the complainant feels that she cannot disclose her identity for any particular reason, the complainant shall address the complaint to the head of the institution / Principal and hand over the same in person or in a sealed cover.
- Upon receipt of such complaint, the head of the institution shall retain the original complaint with him and send to the complaint committee a gist of the complaint containing all material & relevant details other than the name of the complainant & other details which might disclose the identity of the complainant.
- Oral Complaints should be reproduced in Writing. It shall be duty of the Authority/ person before whom an oral complaint is made to reduce the said complaint in writing and read out the complaint to the complainant in the language requested by the complainant and obtain the signature of the complainant.

ENQUIRIES ON GENDER HARASSMENT

- Informal method of resolving complaints shall be the part of complaint mechanism to provide platform to resolve the complaint or to stop the harassing behaviour before the complaint escalate into full blown formal complaint.
- After a complaint of Sexual Harassment has been made, the aggrieved woman may request the Internal Complaints Committee to resolve the matter by conciliating between the parties before the commencement of the enquiry proceedings.
- Authorized members of subcommittee, from within the committee or otherwise appointed, shall try to resolve the complaint informally first without the committee intervention, before the complaint goes to the formal channels of complaints committee.
- Any settlement brought about by such Dispute Resolution must be mutually acceptable to both the aggrieved woman and defendant.
- Where any settlement between the aggrieved woman and defendant is reached, the Internal Complaints Committee will record the Dispute Resolution process and the settlement reached; and will send it to the Principal, who shall implement the terms of the settlement, to the extent required therein. A copy of the same will be furnished to the aggrieved woman and the defendant.
- Notwithstanding the settlement reached in the dispute resolution process, the aggrieved woman shall have the right to withdraw from any dispute resolution process undertaken or to challenge any settlement on the ground that her consent for the settlement was obtained by force, fraud, coercion or undue influence or on the ground that the terms of settlement have been breached within a week.

- Any Dispute Resolution carried out by the Internal Complaints Committee shall be completed within a period of two weeks from the date of the receipt of the complaint.
- Where no mutually agreeable settlement can be reached during such above-mentioned Dispute Resolution process, the Internal Complaints Committee shall proceed to conduct the enquiry as per the procedure prescribed

GENDER HARASSMENT COMMITTEE

SL.N	NAME OF THE MEMBER	DESIGNATION	CONTACT NUMBER	E-MAIL ID
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STUDENT GRIEVANCE COMMITTEE REPORT

The student grievance committee has periodical meetings and addresses to the grievances reported by the students. Few incidents in boys hostel were reported and appropriate actions were taken by the committee members. However, there were no serious grievances from the students.

ANTIRAGGING COMMITTEE REPORT

There is an efficient anti ragging committee in the college. There are vigilant squads who keep monitoring the students in the campus and in college buses. There are no reports of ragging in any form.

GENDER HARASSMENT REPORT

The gender harassment committee periodically held meetings and discuss about the awareness of gender harassment among students and faculty. There are no incidence of gender harassment complaint