



## POLICY AGAINST RAGGING

### 1. Introduction:

'Right Philosophy', 'Right Knowledge' and 'Right Conduct' are the three ethos constituting the core values at Pravara Rural Education Society, Pravaranagar. In its objective to be an ultimate destination for world-class education, the society shall prepare and train professionals in the modern era of 21st century with a sense of strong ethical consideration, sound judgment and work culture in global environment. Society believes in social integration in the campus. 'Ragging' is considered as a social menace, jinx and an abuse of human rights in the academic environment of the society. Ragging is a criminal offence too and lowers the standards of education. Hence the Pravara Rural Education Society adopts a comprehensive 'Anti-Ragging Policy' with regard to its concerted efforts to overcome the problem and make the campus absolutely ragging free.

The 'Anti-Ragging Policy' adopted by the Pravara Rural Education Society takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India instructions /guidelines issued by the University Grants Commission, Ministry of Human Resource Development (Government of India), State Government and other regulatory authorities such as the AICTE and affiliating bodies.

### 2. The Objectives:

- i. Creating, developing and nourishing conducive academic environment within the student community by their social integration.
- ii. Generating and maintaining a high level of confidence within new entrants and their parents/guardians that new entrants to the institute are not going to be harassed and intimidated and will get all support and learning pleasant environment at the campus.
- iii. 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.
- iv. Prescribing preventive measures for any violation of the "Anti-Ragging Policy" way of disciplinary action.

### 3. Definitions

For the purpose of this policy :

- a) 'Pravara Rural Education Society covers all constituent colleges/centres established by it within the campus or outside the campus.
- b) 'Student' includes any person who is enrolled for any course, in any of the institute of PRES whether full time or part time.
- c) 'Hostel' includes the place(s) where students are accommodated through institutional or private arrangements.
- d) 'Ragging'
  - i. Any disorderly conduct, whether by words spoken or written or by an act, which



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has the effect of teasing or handling with rudeness any other students, rowdy or indiscipline activities, which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something, which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of a fresher or a junior student.

- ii. Until otherwise specified, the following would constitute the act of ragging:
  - a) Any act that prevents disrupts or disturbs the regular academic activity of a student.
  - b) Exploiting services of junior students for completing academic tasks assigned to an individual or a group of seniors.
  - c) Any act of financial extorting or forceful expenditure burden put on junior student/ (s) by senior / (s)
  - d) Any act of physical abuse including all varieties, sexual, homo-sexual assault, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- iii. Ragging has several aspects viz. psychological, social, political, economic, culture and academic dimensions. The Psychological aspects of ragging as listed below 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.
  - a) Any act or abuse by spoken words, emails, public insult or alike should be considered within the physiological aspects of ragging.
  - b) This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfort of others.
  - c) Any act that affects the mental health and self confidence of students described in terms of the psychological aspects of ragging.



**4. Preventive measures of Ragging :**

**i. Address by the Director/Principal/Head of the Colleges:**

Directors/Principals/Heads of colleges, during their address/discussion before parents/guardians, admission aspirants/fresh entrant students at the time of counseling meets, new batch induction on registration, batch inaugurations and other such occasions, should 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 Pravara Rural Education Society. The efforts during such meets should be directed towards achieving socio-academic integration of new entrants.

**ii. Fresher's Welcome/Party:**

Each college may organize inaugurations of new batches towards progressive socialization efforts. Head of the Institute and faculty members, during such

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inaugurals may provide to the students, the guidelines on behavioral norms.

iii. **Social, Cultural and Sports Activities:**

To ensure a better socio cultural mix, social integration is very important between all batches. Hence each college of the society shall 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 Institutes, on the other hand it would help improve the interaction between students of different batches.

5. **Anti Ragging Committees:**

Each college of the Pravara Rural Education Society shall have an Anti ragging committee functioning under the guidance of a Senior Faculty and in direct supervision of the Director/Principal/Head of the Institute'.

The Committee shall ensure strict vigilance on activities of senior students and shall also be available to the students for any counseling needs either individually or collectively.

The Committee in particular will try to analyze the behavioral pattern among the senior students and shall try to identify the potential ragers. They should also provide counseling to 'freshers' in order to prepare them for the socio-academic life ahead particularly for adjusting to life in hostels.

Each college should ensure a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, Cafes, etc). Hostel/accommodations, where freshers are accommodated, are required to be carefully guarded if necessary, by posting security personnel and placed in charge of a warden.

6. **Frequency of Meeting :**

The committee shall meet at least once in a month or as many times as necessary in the first month of the academic year.

7. **Quorum :**

The Quorum shall be fifty percent of which presence of Chairman is mandatory.

8. **Tenure :**


The Committee shall have tenure of one year.




9. **Proper Checking of Migration Certificates, Character Certificates and School**

**Leaving Certificates :**

Migration certificates, school leaving certificates and character certificates, issued by the previous institution/university to the admission aspirants to any of the University College/Course shall be carefully verified for any adverse entry relating to the student's

  
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involvement in 'ragging' related activities at the time of registration for admission. Such students shall be denied admission in the college.

#### Prospectus and Admission Forms:

- a) It shall be mentioned in the prospectus and admission forms that ragging is banned in all constituents of the college, and anyone found indulging in ragging, shall be punished appropriately which may include expulsion from the College. While providing a gist of the 'Anti\_Ragging Policy' of the Pravara Rural Education Society, and also the likely punishments for indulging in such activities, the prospectus for admission to any College of the society shall also mention the number of cases of 'ragging' in the previous academic year/session and the punishment awarded to the guilty. The same shall be made available on the college website.
- b) A specific declaration to be signed by the student seeking admission would be obtained at the time of admission to any course of the college. Admission form without such declaration is liable to be rejected. Declaration form is given in the attached Annexure 'A'.

#### 10. Undertaking from Existing Students and their Parents/Guardians:

An undertaking given in Annexure-A; shall also be taken from the existing students and their parents/guardians. Such an undertaking should be obtained, before commencement of the next academic session, failing which registration would be denied to the defaulting student.

#### 11. Display of Boards/Banners in College Premises

Each college of the society shall display suitable boards/banners in front of the college as also the entrance of the college and prominent places within the campus of the college to insist students to prevent, or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of 'ragging'.

The names in case of the college/institute shall include the name and mobile number of:

- i. Registrar
- ii. Directors/Principals/Head of the college
- iii. Dean Student Welfare
- iv. Head of department /Section Incharges
- v. Chief Rector/Asst. Rectors
- vi. Hostel Warden(s)





#### 12. Preventive and Monitoring aspects of Ragging :

**MENTORING** - Mentoring shall be done as per the policy guidelines covering junior as well as senior students highlighting the effects and consequences of ragging.

#### 13. Disciplinary Aspects of 'RAGGING' :

- i. Principal shall coordinate the preventive aspects of ragging, of the college aiming to create a 'ragging free environment'

  
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- ii. Principal shall be responsible for taking steps to ensure that cases of 'ragging' within their college are brought to the notice of the Management, while simultaneously informing the Head of the Department.
- iii. In case of ragging in Hostels the student shall have the option of either complaining to the Principal of the concerned college or the Registrar and also the Hostel Rector/warden.

#### 14. Ragging Reporting Procedure :

- i. If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, shall have the option to file a complaint with the Registrar or Principal at the college. This may be done in writing or orally. However, written complaint is preferable.
- ii. All Committee' members will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- iii. All formal/Informal complaints of 'ragging' may be made to the Principal within the college or directly to Registrar as stated above.
- iv. Immediately, the police shall be informed and FIR lodged against the person involved. The Principal of the college shall be the sole authority to file the FIR with the due approval of the Management.

#### 15. Enquiry Committee :

All cases related to ragging involving students of a particular college only, shall be investigated by the college level committee. The investigations should start within three days of reporting the incident and reports finalized by the 'Enquiry Committee' shall be submitted to the Principal of the college within a period of two weeks. In exceptional circumstances, the Principal may grant extension to the time limit under information to the complainant and the accused.

#### 16. Punishment/Penalties for 'ragging' :

Based on the findings of the enquiry, the 'Enquiry Committee', shall recommend to the Principal of the college to impose any of the punishment/(s) listed below or any other kind of punishment, which they may consider to be appropriate:

- i) Withholding of scholarships or other benefits
- ii) Debarring from representation in events
- iii) Withholding of result
- iv) Debar from hostel/mess
- v) Debarring from appearing in examination/s
- vi) Denying admission to any of the colleges
- vii) Suspension from the college or class for a limited period
- viii) Fine with public apology
- ix) Prosecuting for criminal offences
- x) Filing FIR with the local police
- xi) Cancellation of admission/expulsion from the colleges



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**17. Appeal :**

Appeal with regards to any action taken against the accused at any level and/or against the punishment awarded under this policy, shall lie with the Principal of college, which should be filed within a period of two weeks from the award of punishment.

**18. Saving and withdraw Clause :**

Principal of the college will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time.



  
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Annexure A

UNDER TAKING BY STUDENT SEEKING ADMISSION IN PRAVARA RURAL  
EDUCATION SOCIETY, PRAVARANAGAR

Name of the student \_\_\_\_\_ Name of the  
Parent/guardian \_\_\_\_\_ Course \_\_\_\_\_  
Enrolment No. \_\_\_\_\_ College \_\_\_\_\_ Admission year \_\_\_\_\_

I \_\_\_\_\_ s/d of \_\_\_\_\_  
do hereby undertake

1. That I will not be involved in any ragging during my stay in the College.
2. That I will follow all rules and regulations established by the Pravara Rural Education Society.
3. I will not involve myself in any activity which may cause mental or physical harassment to any student in the campus.
4. That I will not use any word written or spoken, email which may cause public insult or humiliation to another student.
5. I will remain disciplined at all times whether inside or outside the campus and would also continue to motivate junior students to be disciplined at all times.

I also undertake that if I am found indulging/involved in any activity which constitutes the act of ragging as defined in the Anti Ragging Policy of the Pravara Rural Education Society, which includes rustication from college, withholding of scholarship or other benefits, debarring from representation in events, expulsion from hostel, debarring from appearing in examination(s) and any other punishment that the enquiry committee may recommend and handing over the case to law enforcing authority.

Further, I have also read the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, carefully and fully understood the provisions contained in the said Regulations (available on the University as well as UGC Website).

Date: \_\_\_\_\_

Signature of the student



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### UNDERTAKING BY THE PARENT/GUARDIAN OF THE STUDENT

I \_\_\_\_\_ hereby undertake that if my ward \_\_\_\_\_  
who is my \_\_\_\_\_ found indulging in ragging or any  
indecent activity which is not permitted as per the rules and regulations of the  
Society, as applicable from time to time, the institute may take any action as deemed fit.

Date: \_\_\_\_\_

Signature of the Guardian



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## POLICY ON ATROCITIES AGAINST WOMEN

### 1) Introduction :

Atrocity against women is a technical term used collectively to refer violent acts exclusively committed against women. This type of violence targets a specific group with the victim's gender as a prime motive. Women are considered to be the decent half of the society. Sometimes they fall victim to atrocities and the criminal instincts of people at working places or in educational institutions. Therefore, the administration of the institute has a greater role in achieving security and safety of working women.

In 1997, the Supreme Court recognized and addressed the issue of sexual harassment at the workplace. Through this policy document it is extended to students as well.

According to the Supreme Court order, sexual harassment is any unwelcome behaviors such as:

- a) Physical contact and advances.
- b) Demand or request for sexual favors.
- c) Sexually colored remarks.
- d) Display of pornography.
- e) Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.

Examples:

- a. Denial of payment or official approval in the absence of sexual favors.
- b. Pornographic pictures/messages displayed on desks or sent by email.
- c. Remarks made about personal appearance and dress.
- d. Colored jokes shared that make others present feel uncomfortable.

### 2) Objectives :

- a) To look into the complaints received from the women about the atrocity against them.
- b) To achieve social security and safety of women in the institution.
- c) To make the women aware of the legal provisions/ acts regarding the atrocity against them so as to enable them to deal with the atrocities inflicted to them.
- d) To seek solution to the problem being faced by the victim.
- e) To report the cases of atrocity against women to the concerned department of the Government.
- f) To initiate training programmes for self defence.

### 3) Cell at Institute level against atrocity against women and harassment of women :

The structure of the cell to consider cases of atrocities against women in the institute shall be constituted as below, each institution may constitute cell depending on number of lady staff present.

- a) Chairman - Senior most lady teacher of the college /institute.
- b) Members - Four lady staff members out of which one is from non-teaching staff and Rector of ladies hostel.
- c) Member Secretary - One lady member.



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- 4) **Frequency of meeting of cell:** Once in a three months/as deemed fit by institution and as and when a complaint regarding atrocity against women is received by the head of the institution or chairman of the cell.
- 5) **Quorum for meeting:** The quorum shall be three.
- 6) **Tenure of the cell:** The Committee shall have tenure of one year.
- 7) **Functions of cell:** The function of the cell shall be as under:
  - a) To deal with the cases of atrocity against women in the institute.
  - b) To provide a neutral, confidential and supportive environment for women and members of the institute including students.
  - c) To ensure the fair and timely resolution of sexual harassment complaints.
  - d) To provide information regarding counseling and support services on the campus of institute.
  - e) To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
  - f) To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.
  - g) To inform the campus community of their right to a respectful work and learning environment so as to create a campus that is free of sexual harassment. Thus simple respect for all on the campus' should be the focus of the cell.
  - h) To report the cases of the harassment to the Principal with recommendations for further actions.
- 8) **The Cell shall achieve these goals through:**
  - a) **Dissemination of Information:**

The dissemination of information shall be carried out through production, distribution and circulation of printed materials, posters and handouts.
  - b) **Awareness Workshops:**

The cell shall organize awareness workshop about sexual harassment for faculty, non-teaching staff and students. The aim is to develop nonthreatening and non-intimidating atmosphere of mutual learning.
  - c) **Counselling :**

Confidential counselling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue. Therefore the cell shall carry out effective counselling of the victims through an expert.
- 9) **Functioning of the Cell:** The written complaint may be submitted signed or otherwise to the cell in a complaint box maintained for the purpose.
  - a) The cell will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
  - b) The members of the Cell will discuss the complaint within a week.



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- c) If the case falls outside the purview of the Cell, the complainant will be informed about the same by the appropriate authority within a week.
- d) If the case comes under the purview of the Cell, an enquiry committee will be set up immediately. The Committee will submit a report and recommend the nature of action to be taken by the appropriate authority within a week.
- e) All proceeding of the cell should be kept confidential.



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## POLICY ON GRIEVANCE REDRESSAL

### Preamble:


A Grievance is any discontent or dissatisfaction, whether expressed or not, whether valid or not, arising out of anything connected with the Institute that a student or an employee thinks, believes, or even feels, is unfair, unjust or inequitable.

### 1) Objective:

- a) Linking with a well defined Disciplinary System to make it acceptable to all.
- b) All actions should be prompt for better redressal of Grievance.
- c) To make the redressal process fair, impartial, consistent, with prior warnings and commensurate with gravity of misconduct.
- d) Aim should be on prevention of misconduct rather than controlling through punitive measures.
- e) The objective of the policy is to provide a mechanism for speedily redress the grievance and complaints of the students and employees to their satisfaction in accordance with the applicable rules and regulations of the institute.
- f) Every College / Institute shall constitute grievance redressal committee in the beginning of every academic year specifying names of the members of the committee with a tenure of three years.



  
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#### 4) Understanding the Grievance: (Students):

- a) **Open Door Policy:** Students informally drop in the HOD's room and talk informally over their grievance. They may even present the grievance through the official contact numbers of the said officers.
- b) **Suggestion Boxes:** Students/employees can drop their anonymous complaints.
- c) **Opinion Surveys:** Through mentor and other feedback schemes, the opinion surveys may be conducted for better understanding.
- d) **E-mails:** Through separate e-mails to HOD, Registrar, Principal or to the Top Management directly.

#### 5) Grievance Redressal Procedure:

- i. An aggrieved employee shall first present his/her grievance verbally or in writing to the concerned head of the department. The HOD is required to furnish the answer within 48 hrs of the presentation of grievance.
- ii. If the student is not satisfied with the answer, he/she can approach to the "Disciplinary and Grievance Redressal Committee" which shall evaluate the case and make its recommendations to Principal within seven days of presentation of the case. The student would be communicated the recommendation within 3 days.
- iii. If the committee fails to take the decision within the stipulated time or the student is not satisfied with the decision, he/she can an appeal for revision to management. Management is supposed to communicate its decision within seven days of student's revised appeal.
- iv. If the student is unsatisfied with the management's decision, student's council or management may refer to University of Pune/ affiliating board or Directorate of Technical Education, Mumbai All India Council for Technical Education, New Delhi

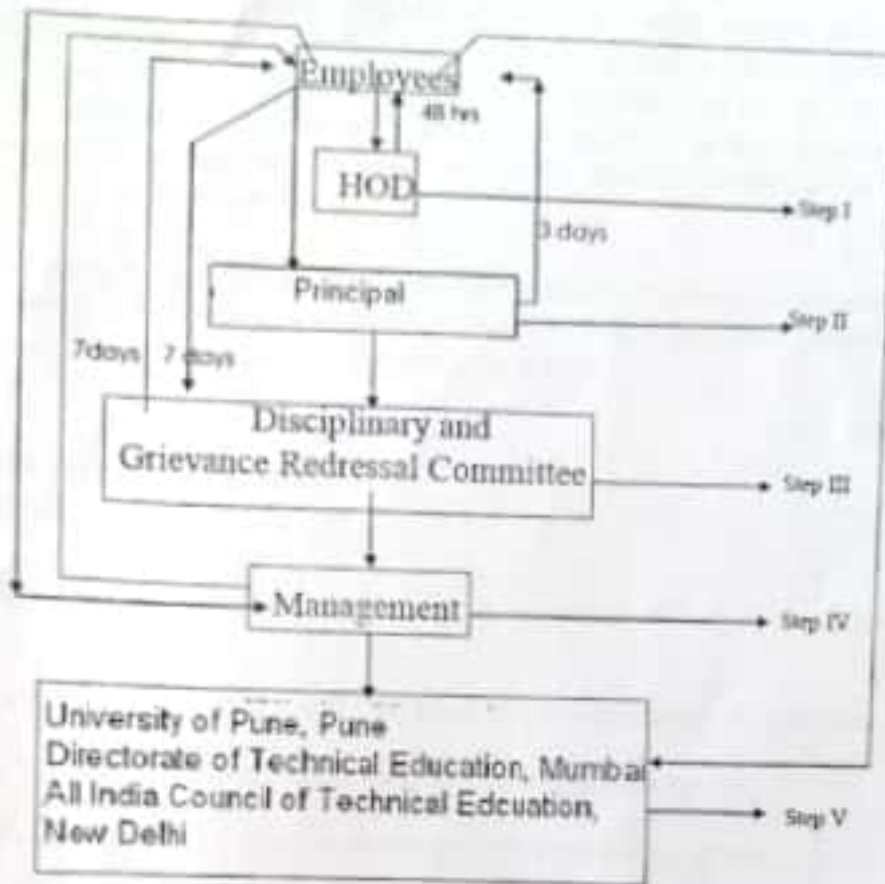


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6) Grievance Flowchart( For Faculty and Administration):



7) Understanding the Grievance (for employees):

- a) **Open Door Policy:** Employees informally drop in the, Principal's room and talk informally over their grievance. They may even present the grievance through the official contact numbers of the Principal.
- b) **Suggestion Boxes:** Employees can drop their anonymous complaints.
- c) **E-mails:** Through separate e-mails to HOD, Registrar, Principal or to the Top Management directly.

8) Grievance Redressal Procedure (for employees):

- i) An aggrieved employee shall first present his/her grievance verbally or in writing to the concerned head of the department. The HOD is required to furnish the answer within 48 hrs of the presentation of grievance.
- ii) If the employee is not satisfied with the answer, he/she can approach to the "Disciplinary and Grievance Redressal Committee" which shall evaluate the case and

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- make its recommendations to Principal within seven days of presentation of the case. The employee would be communicated the recommendation preferably within 3 days.
- iii) If the committee fails to take the decision within the stipulated time or the employee is not satisfied with the decision, he/she can an appeal for revision to management. Management is supposed to communicate its decision within seven days of employee's revised appeal
- iv) If the employee is unsatisfied with the management's decision, he/she may refer to University of Pune, Pune and/or Directorate of Technical Education, Mumbai and/or All India Council for Technical Education, New Delhi.

9) **Grievance Redressal Committee :**  
**Procedure :**

There shall be a Grievance Redressal Committee constituted at every college / institute.

**Frequency of Meeting** : Within 02 days from the date of receipt of Complaint.

**Quorum of Meeting** : Atleast 04 members, Principal is mandatory.

**Tenure of Committee** : The Committee shall have tenure of one year.



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