

Shri R.K. Parikh Arts and Science College, Petlad-388450

Est: 1946

(Managed by Petlad Education Trust)

Accredited by NAAC: Grade - B+

**Affiliated to Sardar Patel University,
Vallabh Vidyanagar-388120**

Code of Conduct

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CHAPTER-1

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar determined and declared by the college. Academic calendar will be displayed on college website.
- Students are required to remain present in the classes as well as laboratories as per the timetable declared by college.
- Any student will not be allowed in the mid-semester or end-semester examination, if students don't fulfil the minimum presence required as per the rules and regulations of Government and University.
- It is advisable to students that he/she should be established and maintain good association with their mentors.
- Any act of indiscipline or misbehaviour by any student will attract punishment.
- Damage to property of college and/ or campus due to negligence/lack of care would be attract punishment and compensation for loss caused, determined by authorities.
- Students shall only use the waste bins for disposing waste materials in classrooms, laboratories and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in specified places for Girls and Boys in parking area only. Any student found breaking the rule will be punished.
- No person other than parents shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in any anti-national, anti-social, anti-institutional, communal, immoral or political expressions and activities within the Campus.
 - ✓ Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits or picnic shall be accompanied by the faculty members after obtaining necessary written undertaking from the Parents/ Guardian of the students.
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.
 - ✓ Without specific permission of the authorities, students shall not

bring outsiders to the College or hostels.

- Any case of breach of law or criminal activity within the College Campus will be reported to the police.

1.2 I-CARD

- Every student must carry with him/ her college I-card everyday while attending lectures, practical and appearing for various examinations. The student should take his/ her Identity Card and Library Card for Home Lending facility from the library.
- I-Card will be available within stipulated time after he/ she produces his/ her documents mentioned through written notice.
- The student should collect his / her I- Card within 15 days from the date of admission.
- The student should carry identity card regularly and it should be produced when demanded by the authorized persons of the college.
- If student has lost library card or I-card, it should be reported immediately to the Mentor/ HOD and the librarian along with a written application.

1.3 HUMAN VALUES

- Be honest in all academic activities and with all the stakeholders of the college.
- Be attentive, fair and cooperative to your colleagues, teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.

1.4 DRESS CODE

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a proper sartorial.
- Students are expected to wear proper formal dress while on college campus.

1.5 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the examination hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' own risk. No college authorities will be responsible of such loss.

1.6 RAGGING

Following is the ANTI RAGGING POLICY of the College:

UGC Regulations as per the Directives of the Supreme Court:

Ragging constitutes one or more of any of the following acts as per the UGC act:

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, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfort 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.

PUNISHMENTS:

Action to be taken against students indulging and abetting in ragging as per the Directions of Hon'ble Supreme court of India and UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, which is appended as **Annexure (1)**

Depending upon the nature and gravity of the offence as established, the possible punishments as per UGC Section 9 for those found guilty of ragging at the institution level, shall be any one or any combination of the following:

1. Suspension from attending classes
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
7. Cancellation of admission
8. Rustication from the institution for period ranging from 1 to 4 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution
10. Fine ranging between Rs. 25,000/- and Rs. 1,00,000/-
11. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
12. An FIR filed without any exception with local police station.

1.7 ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
 - ✓ The student coming late, without satisfactory and valid reason/s, shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid-semester, end-semester examination conducted by the college and/or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- Students Travel Concession as per the rules and regulations of Indian Railways and Gujarat State Road Transport Corporation will be allowed only for eligible students after furnish the required documents, such concession passes can be used by students in consonance with the rules and regulations of issuing authorities.
- The student should complete all the Practical's and Term-work such as Journals, Assignments, quizzes, Projects etc.

1.8 EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by, block-junior supervisor, senior supervisor, examination coordinator, Principal or flying squad of university, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating/ copy/ writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an examination hall: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipment's brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students must follow the rules and regulations as well as ordinances framed time to time by university.

1.9 GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/ Reading Room.

1.10 CODE OF CONDUCT FOR PROJECT

- Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

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CHAPTER-2

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

2.1 DISCIPLINE

- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff must be punctual, sincere and regular in their approach.
- All the staff Members should follow the rules and regulations of the College as well as Petlad Education Trust, affiliating university and Government of Gujarat as prevalent from time to time.
- All staff of the College are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- Staff must attend all functions of the college as per the instructions of conveners and Head of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - ✓ Gender/ sexuality/ age/ marital status.
 - ✓ pregnancy or likelihood of pregnancy
 - ✓ physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The staff member should show no partiality to any segment / individual student.

2.2 LEAVES

- Staff shall get benefits of leaves and vacations as per Rules of Petlad Education Trust, Sardar Patel University and Government of Gujarat.

CHAPTER-3

CODE OF CONDUCT FOR TEACHING-STAFF

3.1 DISCIPLINE

- The Faculty Member should report to the college at least 15 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ College.

3.2 LEAVES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ laboratory/ supervision etc. In case of emergency, the Head of the respective Department or the next senior faculty must be informed with appropriate alternate arrangements suggested.

3.3 CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file-approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act/ adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the departments or student counsellor and inform him/ her about the habitual absentees, slow learner student, objectionable behaviour etc.
- Every Faculty Member should maintain academic record book.

3.3.1 CLASSROOM TEACHING

- The staff should engage the full 60 minutes lecture and should not leave the class early.
- The staff should use “Information Communication Technology (ICT)” for

effective delivery of lectures.

- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - ✓ engaging students in their learning
 - ✓ working to achieve high level outcomes for all students
 - ✓ maintaining records to manage, monitor, assess and improve student learning
 - ✓ using research and student achievement data to inform professional practice
 - ✓ engaging in reflective practice and developing their professional knowledge and teaching skills
 - ✓ supporting the personal and professional development of others
 - ✓ providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
 - ✓ assisting in developing and mentoring less experienced staff members
 - ✓ accepting responsibility for their own professional learning and development

3.3.2 LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

3.3.3 TEST/ASSIGNMENTS/MID-TERM/MOCK

- In problem-oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Test, preliminary examination, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

3.3.4 SELF-APPRAISAL

- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after necessary prior permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International/ Indian Journals, Magazines and Periodicals.
- Faculty Members should also author and co-author textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular and co-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.
- The Faculty Member should follow the UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018 and its amendments take place time to time. The UGC regulations-2018 are appended as Annexure (2).

CHAPTER-4

CODE OF CONDUCT FOR SUPPORTING STAFF

4.1 ADMINISTRATIVE STAFF

- Staff should take additional responsibilities if required as assigned by Principal.
- All administrative staff should report the college fifteen minutes before the college time.

4.2 ACCOUNTANT

- Accountant should prepare, examine, and analyse accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should maintain proper books of accounts, and assign entries to proper accounts.
- Accountant should report to the principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the college authorities as and when needed.
- Accountant should provide all necessary accounting documents and financial statements for quarterly/yearly account audits to Chartered Accountants and/or auditor appointed by Government to review audit periodically.

4.3 STUDENT SECTION

- Student section should
 - ✓ Ensure the eligibility of the students and prepare related documents to submit them to university within stipulated time limit.
 - ✓ Ensure the student documents verification by university within stipulated time limit.
 - ✓ Ensure timely submission of provisional eligibility certificate and/or final eligibility certificate/s, examination forms to university
 - ✓ Ensure caste certificate/caste validity from concern divisional office
 - ✓ Provide all necessary student data to prepare various committee reports

4.4 LAB ASSISTANT

- Laboratory assistant should help the Laboratory in-charge to carry out the Laboratory related work.
- Laboratory assistant should maintain attendance register
- Laboratory assistant should keep the setup ready before conduct of the practical.
- Laboratory assistant should ensure the cleanliness of laboratories.

4.5 LABORATORY ATTENDANT

- Laboratory attendant should help the Laboratory assistant to carry out the Laboratory related responsibilities.

4.6 SENIOR CLERK

- Senior Clerk should maintain college level/ department level all document files.
- Senior Clerk should maintain all financial documents/ files in absence of accountant.

4.7 PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

CHAPTER-5

CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

- The teaching and departmental work load of all the staff should be fixed and distributed by the Head of the department.
- The Head of the department should ensure that the work load of the teacher as per resolution of Government of Gujarat.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the principal.
- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices, if possible.
- The Head of the Department should arrange periodical meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International/ Indian Journals/ Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.

CHAPTER-6

6.1 ROLE OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

- In addition to College Principal, Internal Quality Assurance Cell (IQAC) Coordinator is also directly responsible for development of quality culture in the institution through activities supported by Internal Quality Assurance Cell.
- The duties and responsibilities of IQAC are as follows:
 - ✓ Development of quality benchmarks/parameters for various academic and administrative activities of the College and carry out the gap analysis for the College,
 - ✓ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to Cos, POs, PSOs etc.,
 - ✓ Monitor the action taken by departments on feedback response from students, parents and other stakeholders on quality-related institutional processes,
 - ✓ Dissemination of information on various quality parameters of higher education,
 - ✓ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles,
 - ✓ Documentation of the various programmers/activities leading to quality improvement,
 - ✓ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices,
 - ✓ Development and maintenance of institutional database, through software like MIS, for the purpose of maintaining/enhancing the institutional quality,
 - ✓ Development of Quality Culture in the institution,
 - ✓ Preparation of the Annual Quality Assurance Report (AQAR) and online and/or offline submit to NAAC.

6.2 CODE OF CONDUCT FOR IQAC COORDINATOR

- The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members.
- The coordinator of the IQAC may be a senior person with expertise in quality aspects.
- She/he may be a full-time functionary or, to start with, She/He may be a senior academic/administrator entrusted with the IQAC as an additional responsibility.

- The following are the roles and responsibilities carried by coordinator IQAC:
 - ✓ To coordinate the dissemination of information on various quality parameters of higher education
 - ✓ To coordinate the documentation of the various programmes/ activities leading to quality improvement
 - ✓ To coordinate the quality-related activities of the institution
 - ✓ To coordinate the timely and efficient execution of the decisions of IQAC committee

CHAPTER-7

CODE OF CONDUCT FOR PRINCIPAL

- The principal should oversee and monitor the administration of the academic
- programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The principal should plan the budgetary provisions and go through the financial audited statements of the College.
- The principal has authority to take all the necessary actions as and when required to maintain discipline in the College.
- The principal should form various college level committees which are necessary for the development of the College.
- The principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The principal should encourage Faculty Members to author text books and publish research papers in reputed International/ Indian Journals/Magazines and Periodicals.
- The principal should provide leadership, direction and co-ordination within the College.
- The principal should periodically review this Code of Conduct,
 - ✓ As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - ✓ Meets or exceeds College standards and any weaknesses
 - ✓ Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The principal is responsible for the development of academic programmes of the College.
- The principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The principal should ensure that directions issued by the management are noticed to all staff members.
- The principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The principal should ensure that the long-term and short-term development plans of the College in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.

- The principal should forward API report for CAS of concerned staff members of the College and submit it to the Management.
- The principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

CHAPTER-8

PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the College.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the College.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.
- Every Staff should treat all students with love and affection and be just and impartial to all irrespective of caste, class, status, religion etc.
- Every staff should strict to a responsible pattern of conduct and character expected of them by the community.
- Every staff should seek to make professional growth continuous through work, study and research.
- The staff should respect the right and dignity of the students his/ her opinion.
- Teacher should complete the syllabus in time.
- Teachers should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the teaching learning process is effective and successful.
- The staff must always wear their identity card while inside the college premises.

UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

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

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 with immediate effect.
- 1.3. They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

2. **Objective:-**To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. Definitions:- For the purposes of these Regulations:-

- 3.1. "college" means any institution, whether known as such or by any other name, which provides for a programme of study beyond 12 years of schooling for obtaining qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification.
 - 3.2. "Head of the institution" means the 'Vice-Chancellor' in case of a university/deemed to be university, 'Principal' in case of a college, 'Director' in case of an institute.
 - 3.3. "institution" means a higher educational institution (HEI), like a university, a college, an institute, etc. imparting higher education beyond 12 years of schooling leading to a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.
 - 3.4. "Ragging" means the following:
Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or

psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

- 3.5. "Statutory/Regulatory body" means a body so constituted by a Central/ State Government legislation for setting and 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.
- 3.6. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, an institution deemed to be university under Section 3 of the UGC Act, 1956, or an institution specially empowered by an Act of Parliament to confer or grant degrees.

4. Punishable ingredients of Ragging:-

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of "Ragging".

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

- 5.1 The institution shall strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted,

considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms in all institutions.

5.2 Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc) whether located within the campus or outside and in all means of transportation of students whether public or private.

5.3 The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

6 Measures for prevention of ragging at the institution level: -

6.1 Before admissions: -

- 6.1.1 The advertisement for admissions shall clearly mention that ragging is totally banned in the institution, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately (for punishments, see section 8 below).
- 6.1.2 The brochure of admission/instruction booklet for candidates shall print in block letters these Regulations in full (including Annexures).
- 6.1.3 The 'Prospectus' and other admission related documents shall incorporate all directions of the Supreme Court and /or the Central or State Governments as applicable, so that the candidates and their parents/ guardians are sensitized in respect of the prohibition and consequences of ragging. If the institution is an affiliating university, it shall make it mandatory for the institutions under it to compulsorily incorporate such information in their 'Prospectus'.
- 6.1.4 The application form for admission/ enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant (English version given in Annexure I, Part I), to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
- 6.1.5 The application form shall also contain a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the parent/ guardian (English version given in Annexure I, Part II), to be signed by the parent/ guardian of the applicant to the effect that he/ she is

also aware of the law in this regard and agrees to abide by the punishment meted out to his/ her ward in case the latter is found guilty of ragging and/or abetting ragging.

6.1.6 The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/Transfer Certificate/ Migration Certificate/ Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.

6.1.7 A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I (both Parts) along with his/ her application for hostel accommodation.

6.1.8 At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.

6.1.9 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, big posters (preferably multicolored with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.

6.1.10 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.

6.1.11 The institution shall identify, properly illuminate and man all vulnerable locations.

6.1.12 The institution shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.

6.1.13 The institution shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, leaflets, seminars, street plays, etc.

6.1.14 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 a clear sense of the main aims and objectives of the induction process.

6.2 On admission:-

- 6.2.1 Every fresh student admitted to the institution shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors.
- 6.2.2 The institution through the leaflet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- 6.2.3 The leaflet mentioned above shall also inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- 6.2.4 The leaflet mentioned above 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.
- 6.2.5 The institution shall also organize joint sensitization programmes of 'freshers' and seniors.
- 6.2.6 Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

6.3 At the end of the academic year:-

- 6.3.1 At the end of every academic year the Vice-Chancellor/ Dean of Students Welfare/ Director/ Principal shall send a letter to the parents/ guardians of the students who are completing the first year informing them about the law regarding ragging and the punishments, and appealing to them to impress

upon their wards to desist from indulging in ragging when they come back at the beginning of the next academic session.

- 6.3.2 At the end of every academic year the institution shall form a 'Mentoring Cell' consisting of Mentors for the succeeding academic year. There shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of 1 Mentor for 6 freshers and 1 Mentor of a higher level for 6 Mentors of the lower level.

6.4 Setting up of Committees and their functions: -

- 6.4.1 The Anti-Ragging Committee: - The Anti-Ragging Committee shall be headed by the Head of the institution and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.
- 6.4.2 The Anti-Ragging Squad:- The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.
- 6.4.3 Monitoring Cell on Ragging:- If the institution is an affiliating university, it shall have a Monitoring Cell on Ragging to coordinate with the institutions affiliated to it by calling for reports from the Heads of such institutions regarding the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problems faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of undertakings from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the university authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

6.5 Other measures:-

- 6.5.1 The Annexures mentioned in sub-clauses 6.1.4, 6.1.5 and 6.1.7 of these Regulations shall be furnished at the beginning of each academic year by every student, that is, by freshers as well as semors.
- 6.5.2 The institution shall arrange for regular and periodic psychological counseling and orientation for students (for freshers separately, as well as jointly with seniors) by professional counselors during the first three months of the new academic year. This shall be done at the institution and department/ course levels. Parents and teachers shall also be involved in such sessions.
- 6.5.3 Apart from placing posters mentioned in sub-clause 6.1.9 above at strategic places, the institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.
- 6.5.4 If the institution has B.Ed. and other Teacher training programmes, these courses shall be mandated to provide for anti-ragging and the relevant human rights appreciation inputs, as well as topics on 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.
- 6.5.5 Wardens shall be appointed as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline, as well as the softer skills of counseling and communicating with the youth outside the class-room situations. Wardens shall be accessible at all hours and shall be provided with mobile phones. The institution shall review and suitably enhance the powers and perquisites of Wardens and authorities involved in curbing the menace of ragging.
- 6.5.6 The security personnel posted in hostels shall be under the direct control of the Wardens and assessed by them.
- 6.5.7 Private commercially managed lodges and hostels shall be registered with the local police authorities, and this shall be done necessarily on the recommendation of the Head of the institution. Local police, local administration and the institutional authorities shall ensure vigil on incidents that may come within the definition of ragging and shall be responsible for action in the event of ragging in such premises, just as they would be for

incidents within the campus. Managements of such private hostels shall be responsible for not reporting cases of ragging in their premises.

6.5.8 The Head of the institution shall take immediate action on receipt of the recommendations of the Anti-Ragging Squad. He/ She shall also take action suo motto if the circumstances so warrant.

6.5.9 Freshers who do not report the incidents of ragging either as victims or as witnesses shall also be punished suitably.

6.5.10 Anonymous random surveys shall be conducted across the 1st year batch of freshers every fortnight during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not. The institution may design its own methodology of conducting such surveys.

6.5.11 The burden of proof shall lie on the perpetrator of ragging and not on the victim.

6.5.12 The institution shall file an FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities. Remedial action shall be initiated and completed within the one week of the incident itself

6.5.13 The Migration / Transfer Certificate issued to the student by the institution shall have an entry, apart from those relating to general conduct and behaviour, whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others.

6.5.14 Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the institution, including faculty, and not merely that of the specific body/ committee constituted for prevention of ragging.

6.5.15 The Heads of institutions other than universities shall submit weekly reports to the Vice-chancellor of the university the institution is affiliated to or recognized by, during the first three months of new academic year and thereafter each month on the status of compliance with anti-ragging measures. 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 Chancellor.

6.5.16 Access to mobile phones and public phones shall be unrestricted in hostels and campuses, except in class-rooms, seminar halls, library etc. where jammers shall be installed to restrict the use of mobile phones.

6.6 Measures for encouraging healthy interaction between fresher's and seniors: -

- 6.6.1 The institution shall set up appropriate committees including the course-incharge, student advisor, Warden and some senior students to actively monitor, promote and regulate healthy interaction between the freshers and senior students.
- 6.6.2 Freshers' welcome parties shall be organized in each department by the senior students and the faculty together soon after admissions, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.
- 6.6.3 The institution shall enhance the student-faculty interaction by involving the students in all matters of the institution, except those relating to the actual processes of evaluation and of faculty appointments, so that the students shall feel that they are responsible partners in managing the affairs of the institution and consequently the credit due to the institution for good work/performance is due to them as well.

7. Measures at the UGC/ Statutory/ Regulatory body level:-

7.1 Regulatory measures:-

- 7.1.1 The UGC and other Statutory /Regulatory bodies shall make it mandatory for the institutions to compulsorily incorporate in their 'Prospectus' the directions of the Supreme Court and/or the Central or State Governments with regard to prohibition and consequences of ragging, and that non-compliance with the directives against ragging in any manner whatsoever shall be considered as lowering of academic standards by the erring institution making it liable for appropriate action.
- 7.1.2 The UGC (including NAAC and UGC Expert Committees visiting institutions for various purposes) and similar Committees of other Statutory/Regulatory bodies shall cross-verify that the institutions strictly comply with the requirement of getting the undertakings from the students and their parents/ guardians as envisaged under these Regulations.
- 7.1.3 The UGC and other funding bodies shall make it one of the conditions in the Utilization Certificate for sanctioning any financial assistance or aid to the

institution under any of the general or special schemes that the institution has strictly complied with the anti-ragging measures and has a blemish-less record in terms of there being no incidents of ragging during the period pertaining to

the Utilization Certificate.

7.1.4 The NAAC and other accrediting bodies shall factor in any incident of ragging in the institution while assessing the institution in different grades.

7.2 Incentives for curbing ragging: -

7.2.1 The UGC shall consider providing special/ additional annual financial grants in aid to those eligible institutions which report a blemish-less record in terms of there being no incidents of ragging.

7.2.2 The UGC shall also consider instituting another category of financial awards or incentives for those eligible institutions which take stringent action against those responsible for incidents of ragging.

7.2.3 The UGC shall lay down the necessary incentive for the post of Warden in order to attract the right type of eligible candidates, and motivate the incumbents.

7.3 Monitoring mechanism to ensure compliance: -

Apart from the monitoring mechanism built in under different sub-clauses of these Regulations, there shall also be the following monitoring mechanism:

7.3.1 The UGC shall constitute an Inter-Council Committee for prevention of Ragging consisting of representatives of the AICTE, the IITs, the NITs, the IIMs, the MCI, the DCI, the NCI, the ICAR and such other bodies which have to deal with higher education to coordinate and monitor the anti-ragging movement across the country and to make certain policy decisions. The said Committee shall meet at least twice a year in the normal course.

7.3.2 The UGC shall also have 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 and university level Committees for effective implementation of anti-ragging measures.

8 Punishments:-

8.1 At the institution level:-

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- 8.1.1 Suspension from attending classes and academic privileges
- 8.1.2 Withholding/ withdrawing scholarship/ fellowship and other benefits
- 8.1.3 Debarring from appearing in any test/ examination or other evaluation process
- 8.1.4 Withholding results
- 8.1.5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- 8.1.6 Suspension/ expulsion from the hostel
- 8.1.7 Cancellation of admission
- 8.1.8 Rustication from the institution for period ranging from 1 to 4 semesters
- 8.1.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- 8.1.10 Fine ranging between Rupees 25,000/- and Rupees 1 lakh
- 8.1.11 Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

8.2 At the university level in respect of institutions under it:-

If an institution under a university (being constituent of, affiliated to or recognized by it) fails to comply with any of the provisions of these Regulations and fails to curb ragging effectively, the university may impose any one or any combination of the following penalties on it:

- 8.2.1 Withdrawal of affiliation/ recognition or other privileges conferred on it
- 8.2.2 Prohibiting such institution from presenting any students then undergoing any programme of study therein for the award of any degree/diploma of the university
- 8.2.3 Withholding grants allocated to it by the university, if any
- 8.2.4 Withholding any grants channelised through the university to the institution
- 8.2.5 Any other appropriate penalty within the powers of the university.

8.3 At the appointing authority level:-

The authorities of the institution, particularly the Head of the institution, shall be responsible to ensure that no incident of ragging takes place in the institution. In case any incident of ragging takes place, the Head shall take prompt and appropriate action against the person(s) whose dereliction of duty lead to the incident. The authority designated to appoint the Head shall, in its turn, take prompt and appropriate action against the Head.

8.4 At the UGC/Statutory/Regulatory body level:-

If an institution fails to curb ragging, the UGC/Statutory/Regulatory body concerned may impose any one or any combination of the following penalties on it:

8.4.1 Delisting the institution from section 12B of the UGC Act or any similar provision in the Act of the Statutory/Regulatory body concerned
8.4.2 Withholding any grants allocated to it

8.4.3 Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the UGC/Statutory/Regulatory body concerned

8.4.4 Declaring that the institution does not have the minimum academic standards and warning the potential candidates for admission accordingly through public notice and posting on the UGC Website/ Website of the Statutory/Regulatory body concerned.

8.4.5 Taking such other action within its powers as it may deem fit and impose such other penalties as provided till such time as the institution achieves the objective of curbing ragging.

8.4.6 Collaborating with one another to work out other possible deterrents.

ANNEXURE I, Part I

UNDERTAKING BY THE CANDIDATE/STUDENT

1. I, S/o. O/o. of Mr./Mrs./Ms.

..... have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard.

2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.

3. I hereby undertake that

- I will not indulge in any behavior or act that may come under the definition of ragging,
- I will not participate in or abet or propagate ragging in any form,
- I will not hurt anyone physically or psychologically or cause any other harm.

4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this _____ day of _____ month of _____
Year _____

Signature

Name:

Address:

ANNEXURE I, Part II

UNDERTAKING BY PARENT/GUARDIAN

1. I, F/o. M/o. G/o

have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. I assure you that my son/ daughter/ ward will not indulge in any act of ragging.

3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

Signed this ----- day of _____ month of _____ Year

Signature

Name:

Address: