
INSTITUTE FOR MANPOWER PLANNING AND CAREER TRAINING

IMPACT School of Architecture

ACADEMIC RULES & REGULATIONS

**Applicable to all Programs of ISA, Under
Visveswaraya Technological University**

EFFECTIVE FROM 2013 ONWARDS

COMMENCEMENT

1. The regulations listed under this head are common for all programmes offered by the college and are amended based on the Guidelines of **Viveswaraya Technological University**, and Karnataka State Universities Act, AICTE and UGC. These regulations shall be effective from academic year 2013-14.
2. The regulations are subject to amendments made by the College with the approval of the management of the college from time to time.
3. The regulations are available on the website of the College (www.isab.in). The student and parent(s) must read these documents so that they are well aware of the Regulations, Policies and Rules of the College. The students are required to comply with all the Regulations, Policies and Rules issued by the College from time to time. A person seeking admission to any Program of the College shall be deemed to have read, understood and accepted the Academic Regulations and the concerned Program Regulations and Curriculum.



1. ADMINISTRATIVE POLICY

1.1 Statement:

The policy aims at providing comprehensive framework of regulations governing the general administration thereby enhancing consistency in the interpretation and application of all the policies. The policy navigates and monitors the development, approval, communication, and maintenance of different policies and ensures to reach organizational goals and expectations.

1.2 Scope:

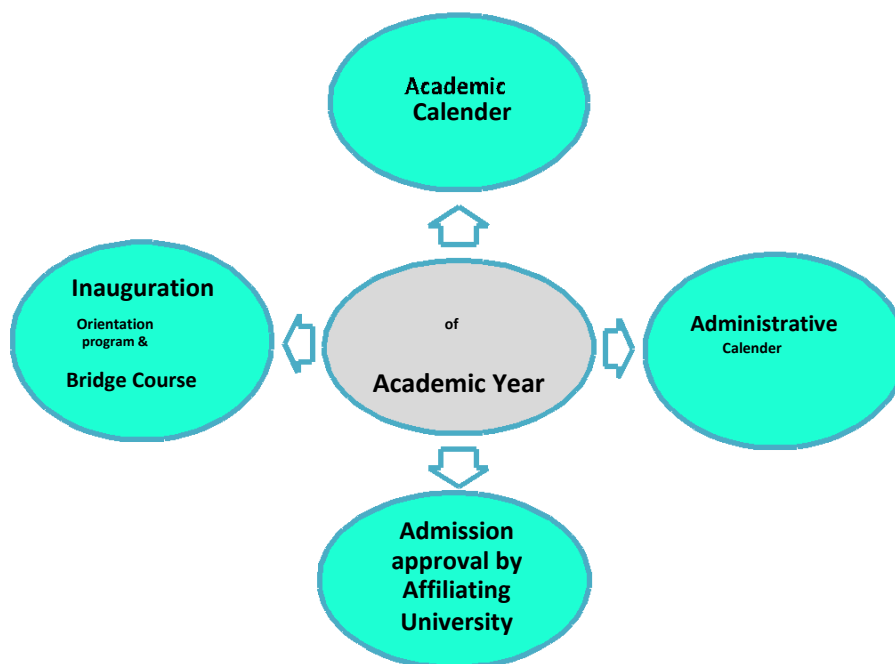
This policy and its components, applies to all the students, faculty, non-teaching staff, administrative staff and all other stakeholders associated with the institution.

1.3 Objectives:

- ✚ To set out clear organizational standards for the development, implementation and distribution of college policies
- ✚ To ensure consistency and an understanding of the colleges' administrative, operational, financial, and human resource goals, priorities and objectives.
- ✚ To aid those in administrative positions to consistently achieve fair and equitable decisions
- ✚ To monitor and ensure all the policies are effectively implemented.

Regulator for college:

- ✚ The college shall release the calendar of events at the beginning of the academic year



1.4 Regulator for students:

Every student shall observe discipline, decorum and proudly contribute to the academic ambience and prestige of the College. Students must treat each other with dignity and spirit of friendship and brotherhood to create and nurture harmonious student community. Every student must respect the faculty members and every staff member of the College. For the well-being of the student community, any violation of discipline and Code of Conduct will be strictly dealt with, including expulsion from the College.

1.4.1 College Timing:

- ✚ The timing of the college shall be from 8:30 am to 4.00 pm on all working days with a lunch break between 12.30 – 1.30 pm. The timings are subject to administrative changes.
- ✚ Student shall be in the campus at the prescribed time and shall attend regular theory classes, practical sessions, remedial classes if necessary and shall come early or stay back beyond working hours if practical session extends
- ✚ Late entry to the college shall not be entertained.

1.4.2 Identity Cards (ID Cards):

- ✚ Students shall wear ID cards at all time within the campus and shall provide to the staff and security when demanded.
- ✚ Student shall not be allowed to enter the campus without ID card
- ✚ Duplicate ID cards shall be issued only in extraordinary circumstances, on formal application establishing the loss of the original and on payment of Rs 500.
- ✚ Student shall surrender ID card when leaving the campus while collecting deposited original documents
- ✚ Student shall not be permitted to enter library and borrow books without ID card

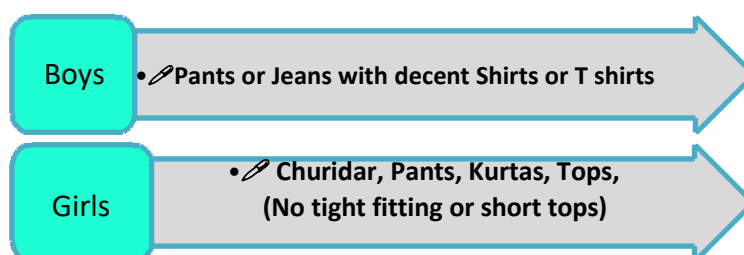
1.4.3 Dress Code:

The college shall expect the students to keep in mind the basic norms of modesty and decency with regards to dress. Uniform symbolizes unity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it shall be taken as a source of pride and responsibility, not liability. Parents are to see that the uniform and hairstyle of their wards are in tune with modesty and dignity. The following dress code shall be followed

Uniform: TWO DAYS:

✚ As per Institution rules

Formals/Informals: OTHER DAYS



- ✎ Pyjama/Kurta, Ethnic wear, Shorts, Track Pants – for Boys
- ✎ Capris, Gowns, Ripped Jeans, Ghaghara or any other Ethnic Wears – for girls
- ✎ Colouring of hair and unconventional haircuts are strictly prohibited
- ✎ Sporting of beard is strictly prohibited.

- ✚ Any student violating the dress code will not be allowed to sit in the class.
- ✚ Any member of the teaching or non-teaching faculty may report a student for violation of the dress code, and appropriate action will be taken.

1.4.4 Attendance and Leave:

Students are expected to attend classes every day. However, if there are genuine reasons like ill-health, students can avail leave by informing the Class Co-ordinator/HOD.

- ✚ The College mandates 85% attendance in each paper to promote teaching and learning outcome.
- ✚ The University Grants Commission (UGC) and the VTU has mandated a minimum of 85% attendance in each paper to be eligible to write the End Semester Examination (ESE). College shall strictly adhere to the norm as demanded by the University. The student fulfilling the eligibility criteria laid by the affiliating university is eligible to pay examination fee. If the student fails to fulfil the eligibility criteria then he/she shall be detained and accordingly the student shall have to repeat the semester (Readmission) after seeking the permission of the Registrar, **Viveswaraya Technological University**.
- ✚ The student by mere paying examination fee shall not have right to appear for End Semester Examination (ESE). Student shall comply with the criteria laid down in

Evaluation Policy to take-up Internal/End Semester Examination.

- ✚ Students having < 40% shall not be permitted to write First Internal examination. In exceptional cases penalty for shortage of attendance shall be imposed (Rs. 500 for each subject).
- ✚ Students having < 70% shall not be permitted to write Second Internal examination. In exceptional cases penalty for shortage of attendance shall be imposed (Rs. 500 for each subject). Further, students not satisfying the above criteria shall be required to submit written answers for 5 years question papers for award of minimum Internal Assessment Marks.
- ✚ Students with < 75% shall not be permitted to write End semester examination.
- ✚ Students bringing in Political group activists into the college premises, Political pressure or letters from Political groups, making videos of the college processes providing incorrect/false information about the college to the media and acts of similar nature regarding attendance will be summarily rusticated from the college immediately. Student if absent for one period in a day, he/she shall be marked absent for that period only.
- ✚ Attendance is available for students/parents by request with the faculty members through proper channel. Every student shall be provided with a unique password at the beginning of the academic year to access information, including attendance. Parents can make use of this facility to know about their wards attendance
- ✚ Students shall check the attendance regularly, and if any discrepancy is found, the same shall be brought to the notice of the class co-ordinator/ HOD in writing within two working days. It is mandatory for students to attend the internal test. College shall not be conducting retest.
- ✚ Students absent on medical grounds, shall produce a bonafide medical certificate.
- ✚ If a student is absent continuously for three classes in a subject/paper, he/she shall submit admit-slip duly signed by HOD to attend classes failing which attendance shall not be given.
- ✚ Prolonged or serious illness, hospitalization or advised rest for long period shall be reported to the Class Coordinator/HOD within a week. The letter duly signed by parent/guardian along with prescription, medical certificate shall be submitted to the Class Coordinator/HOD on the day of reporting to college. Student shall make up the attendance by attending classes regularly after reporting to college. Only genuine cases with regular attendance and good performance in previous semester shall be considered for attendance at the end of the semester
- ✚ Absence due to regular sickness like fever, cold/cough, vomiting, diarrhoea or due to family function etc., shall not be considered for attendance as these couple of days absence is covered in the 25% relaxation provided in the attendance while fixing eligibility criteria. Hence, student shall attend classes regularly to make up the attendance.
- ✚ Attendance shall not be given to students for attending classes of Certificate Courses enrolled for after college hours.
- ✚ Attendance shall not be given to students who have taken up job while studying.

1.4.5 Payment of fees:

- ✚ Fee shall be remitted in the admission office at the beginning of every academic year
- ✚ Fee for the entire duration of the course (all **five** years for UG programs and 2 years for PG programs) shall be levied on the students discontinuing the course of study in the mid stream of academic year/semester at the college.
- ✚ Uniform, ID card, Campus Management System fee shall be paid at the admission counter in beginning of the academic year
- ✚ Every eligible student in each semester shall pay the Examination fees (amount prescribed by the affiliating University) after obtaining the No Due Certificate within the stipulated time
- ✚ The college under any circumstances shall not entertain late payment of examination fee.
- ✚ Student shall maintain the Receipts issued by the office safely and produce them on demand. Duplicate Fee Receipt shall not issued at any circumstances.
- ✚ Students shall check the receipt issued and mistakes if any shall be rectified immediately. Complaints made later shall not be entertained
- ✚ Every student shall remit the convocation fee (amount prescribed by the affiliating University) within the stipulated time as per notification.
- ✚ All the dues (breakage, common breakage, alumni association fee etc.), general shall be paid at the admission fee counter.

1.4.6 Cleanliness:

- ✚ Student shall maintain cleanliness in classrooms, verandas and in college premises.
- ✚ Student shall avoid leaning against walls and door-ways.
- ✚ Students shall desist from disfiguring the classrooms, the furniture, compound walls and buildings or any part of the college campus by pasting poster's, fixing nails or writing on them.
- ✚ Littering, defacing the walls or desks, damaging College property etc. are offences. Every class under the guidance of the class leader shall be responsible for the cleanliness of the room allotted to it
- ✚ Students shall refrain from sticking chewing gum on the walls or college furniture
- ✚ Strict actions will be initiated against those who destruct or cause to destruct, disfigure the properties of the college.

1.4.7 Use of Electronic Gadgets:

- ✚ As per the UGC specifications students are not permitted to carry Mobile phones, laptops, iPads, PSP's, cameras or any other electronic gadgets to the classrooms.
- ✚ Any student found using gadgets inside the classroom shall be confiscated and shall not be returned.
- ✚ Video recording using mobile phones, smart phones, iPad or handycam within the campus without the permission of Principal shall be dealt seriously and may lead upto rustication of the student.
- ✚ Parents are to note that any request for returning the gadget shall not be entertained.

1.4.8 Celebrations:

- ✚ The college at any cost shall not entertain Birthday celebration or any other celebrations inside the classrooms.
- ✚ Prior permission of the Principal is compulsory to conduct any programmes inside the college of in the auditorium. Auditorium shall be booked in advance.

1.4.9 Parking in college premises:

- ✚ Students are expected to park their vehicles in the allotted slot only between 8:30 am to 5:00 pm
- ✚ Students shall part the vehicle at their own risk and College shall not be responsible for any kind of damage to the vehicle.
- ✚ Students are expected to pay the parking charges to the guard in the beginning of every month.

1.4.10 Internet policy:

- ✚ Students shall not engage in cyber bullying by posting email, blogs, video footage, images, photographs on social networking sites, chat rooms, you tube, sms, mms which are violent, aggressive or threatening, vulgar or obscene.

- ✚ Students shall restrict themselves from sending or posting information that is defamatory to the institution and to the members of the school fraternity.
- ✚ Students are to refrain from introducing software onto the network of the institution and/ or jeopardizing the security of the organization's electronic communications systems.
- ✚ Students shall abide by the Internet usage policy. Any violation of this policy, severe disciplinary action shall be taken which may result in suspension or expulsion from the college.

1.4.11 Anti -bullying policy:

- ✚ There shall not be any discrimination against any community or category of students of the college
- ✚ All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behaviour that is respectful and civil
- ✚ Stringent action will be taken against the erring students/ officials/ faculty members.

1.4.12 General Policy:

- ✚ Student shall wear ID card while in campus
- ✚ Students shall be seated in their respective classrooms before 8 AM for morning session on all working days.
- ✚ Students shall rise when the faculty enters the class, and remain standing until they are instructed to sit down.
- ✚ Students are advised to check the college notice board everyday for any updates.
- ✚ Students shall observe punctuality. Permitting entry into the classroom if he/she is late is at the discretion of the faculty
- ✚ Students shall not loiter and maintain silence in the corridors during class hours.
- ✚ Student is not allowed to leave the lecture hall without the permission of the faculty or until the class is dismissed.
- ✚ Students are liable to disciplinary action (even dismissal) if found smoking in the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.
- ✚ The laws of the country forbid ragging. Students found ragging others will be handed over to the police. They will not be allowed to continue studies in the College.
- ✚ Students are forbidden to bring fire crackers, cake and Holi colours to the campus. Also forbidden to play Holi in the vicinity of the college campus
- ✚ Insubordination, habitual inattentiveness, neglect of work, indecent language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal
- ✚ Boys and girls are expected to conduct themselves with dignity and maturity. In their inter- relationships, they shall observe norms of decency and propriety
- ✚ The campus shall be kept clean at all times. Littering, defacing the walls or desks,

damaging College property etc. are offences. Every class under the guidance of the class leader shall be responsible for the cleanliness of the room allotted to it.

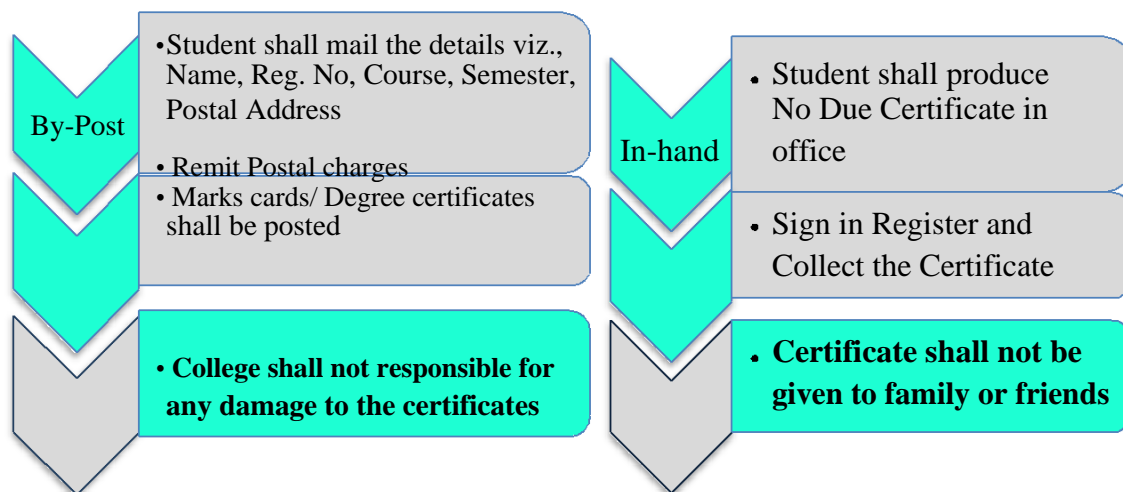
- ✚ College shall take note of any serious misconduct of its students outside the campus, though the College it does not fall under its purview
- ✚ Posters and notices shall not be put up without the permission of the Principal. If permission is granted, all posters and notices shall be placed on the boards kept for the purpose in different blocks and not stuck on the walls of the college.
- ✚ Vehicle Parking shall be allowed on all working days from 8 a.m to 4.30 p.m. Students are required to leave their two wheelers in the designated areas. However the college shall not be responsible for the parked vehicle, including helmet,, other accessories and theft of petrol.
- ✚ Practices for all programmes should be held either prior to the classes or after classes with the permission of the cultural Co-ordinator/HOD.
- ✚ Outsiders are not permitted to attend college functions. Strict action will be taken on those who bring outsiders into the campus
- ✚ Money shall not be collected from fellow students for any purpose without the prior permission of the Principal.
- ✚ Students are not allowed to organize picnics or class socials. The College reserves the right to initiate action against the class or group of students, who violate this rule
- ✚ Use of mobile phones in the College premises is prohibited. Students are informed not to use mobiles within the college campus. Once confiscated, mobile phones will not be returned to the students without the assurance of the Parents. Possession of mobile phones or similar electronic devices during examination is considered as a serious malpractice.
- ✚ College does not hold any responsibility for the student's personal belongings during the course including the examination period.
- ✚ Students creating chaos forming groups, shouting slogans against college in the campus, involved in activities against the college and particularly against the image of the college such as bringing Political groups into the college premises, making videos of the college processes providing incorrect/false information about the college to the media and acts of similar nature will be summarily rusticated from the college immediately.

1.4.13 Certificate collection:

- ✚ Original academic documents (10th, 12th/degree marks cards etc..) shall be collected only after the final year End Semester Examination and after the payment of all dues to the college.
- ✚ Original academic documents shall be returned after the completion of the course of study.
- ✚ Original academic documents shall be returned and Markscards/Degree certificates shall be issued only to the student

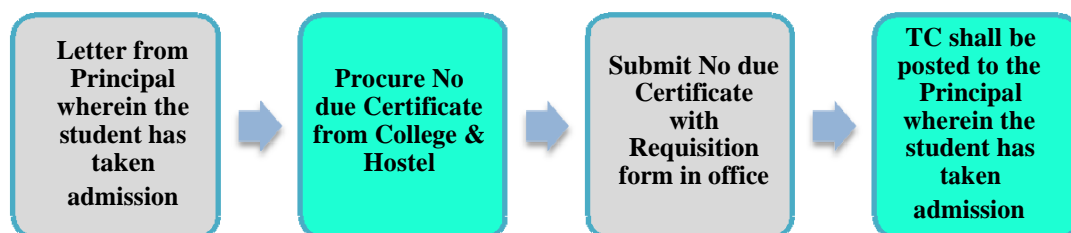
- ✚ Parents/guardians/friends/relatives shall not be entertained to receive the original documents or marks cards or certificates
- ✚ Original academic documents deposited and other marks cards/degree certificates shall be claimed within a year after leaving the college. The college office shall not be held responsible for any damage or loss to the certificates left unclaimed by the student. Ordinarily a notice of 72 hours is necessary for issue of certificates.

1.4.14 Collection of MarksCards/Degree Certificate:

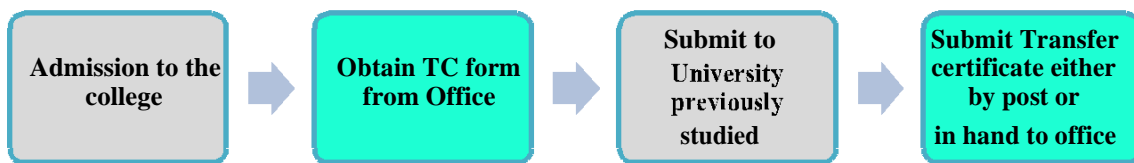


1.4.15 Procedure to procure certificates from college

1.4.15.1 Transfer Certificate (Issuance)



1.4.15.2 Transfer Certificate (Procurement)

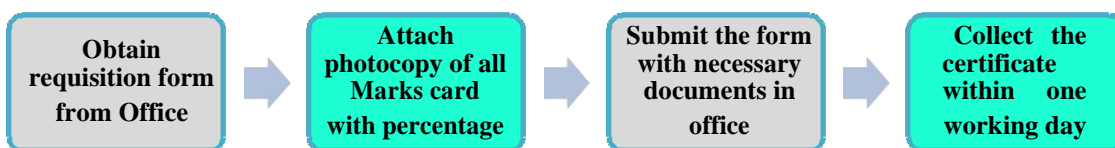


1.4.15.3 Bonafide/Study/Conduct Certificate



Note: Conduct certificate shall be issued only on recommendation of the HOD. It is the responsibility of the students to earn a good conduct certificate. It is not issued as a matter of right.

1.4.15.4 Provisional Degree Certificate



Note: PDC shall be issued only after the receipt of all markscards and shall not be issued based on result sheet

1.4.16 Requirements to procure certificates from University (Subject to modification, depending on University notifications on the matter)

Sl. No.	Certificates / Marks Cards	Covering letter	Application		Marks Cards/Degree Certificate/Result	No Due certificate	DD	University Circular/Notification	Affidavit with Notary attestation		FIR Copy	Letter from Campus/College	Result Sheet	A form Investigational/Absent statement
				Photo										
1	Migration Certificate						
2	Provisional Degree Certificate – Counter Signature from University				
3	Name correction or any marks correction in marks card				
4	Correction in Degree Certificate				
5	Convocation Certificate				
6	Convocation Certificate – Tatkal				
7	Duplicate Degree Certificate				
8	Duplicate Marks card						

9	Medium of Instruction Certificate (English)	✍	✍	✍	✍	-	✍	-	-	-	-	-	-
10	Rank Certificate	✍	✍	✍	✍	-	✍	-	-	-	-	-	-
11	Consolidated Marks Cards	✍	✍	✍	✍	-	✍	-	-	-	-	-	-
12	Revaluation	✍	✍	-	-	-	✍	-	-	-	-	-	-
14	Official Transcript	✍	✍	✍	✍	-	✍	-	-	-	-	-	-
15	Verification of marks cards & Degree certificate Verification	✍	✍	✍	✍	-	✍	-	-	-	✍	-	-
16	Not Processed Result	✍	-	-	-	-	-	-	-	-	✍	✍	✍
17	Improvement (Only PG)	✍	-	-	✍	-	-	✍	-	-	✍	-	-
18	Fails in Aggregate (Within 50%)	✍	-	-	✍	-	-	-	-	-	✍	-	-

1.4.17 Procedure to apply for scholarship

1.4.17.1 SC/ST Scholarship

- ✚ Student shall Upload details in web portal of Social Welfare Department.
- ✚ Submit the uploaded form to office along with photocopy of all Marks Cards, Income Certificate and Caste Certificate
- ✚ College shall forward the form with relevant documents to Social Welfare Department (SWD)
- ✚ Disbursement of scholarship in the form of cheque after receiving from SWD provided student owes No Dues to college.

1.4.17.2 Post Metric Scholarship (For OBC - 2A, 2B, 3A, 3B)

- ✚ Student shall Upload details in web portal of Department of Minority Welfare and Department of Backward Classes.
- ✚ Submit the uploaded form to office along with photocopy of all Marks Cards, Income and Caste Certificate
- ✚ College shall forward the form with relevant documents to Department of Minority Welfare and Department of Backward Classes.
- ✚ Disbursement of scholarship cheque after receiving provided student owes No Dues to college.

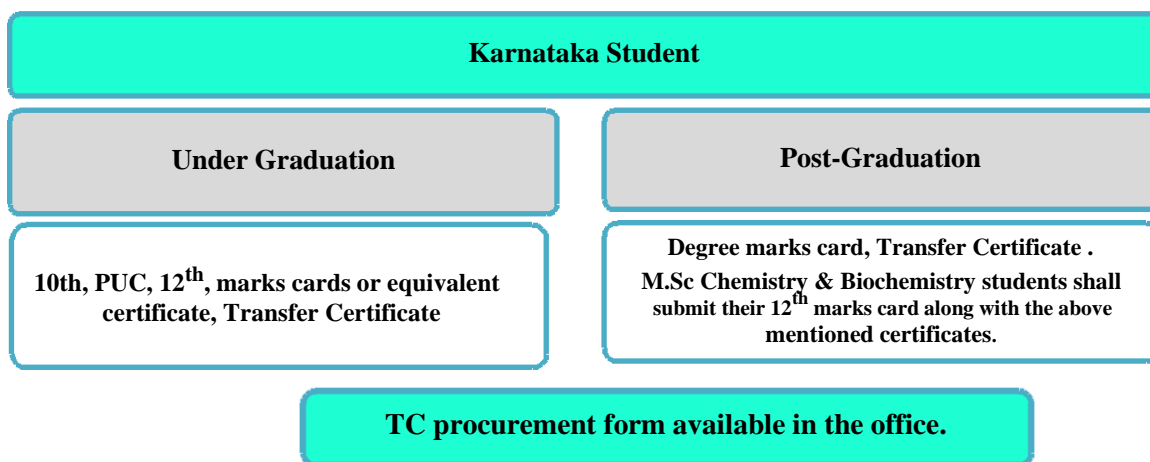
1.4.17.3 Defence/Ex-Servicemen Scholarship

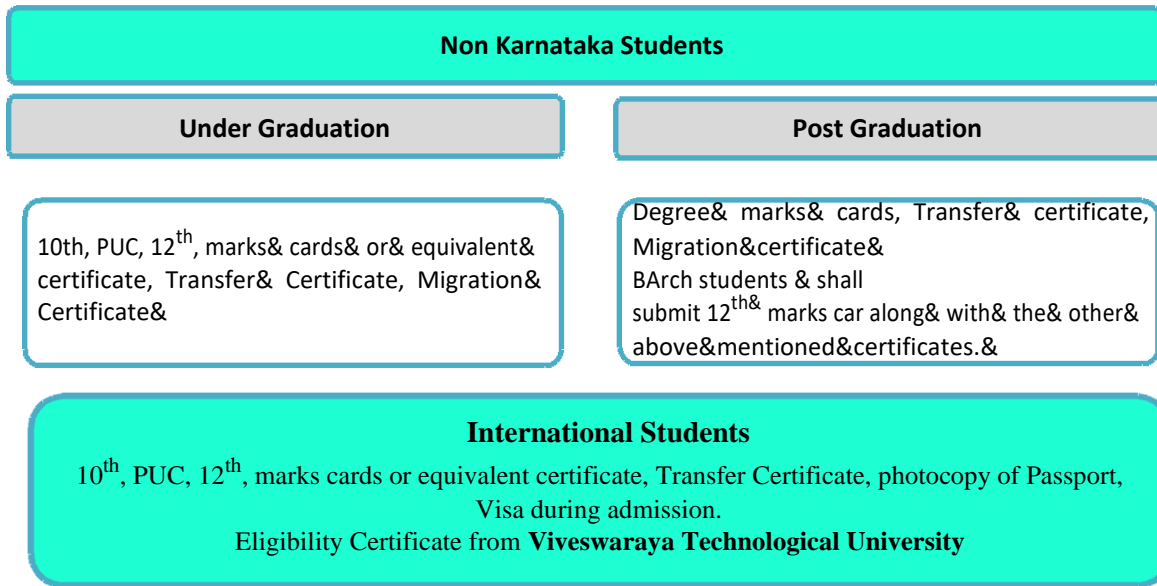
- ✚ Student shall submit the duly filled in application form including the Defence form with all necessary documents
- ✚ Recommendation/ Forwardal by Principal

1.4.17.4 ICCR Scholarship

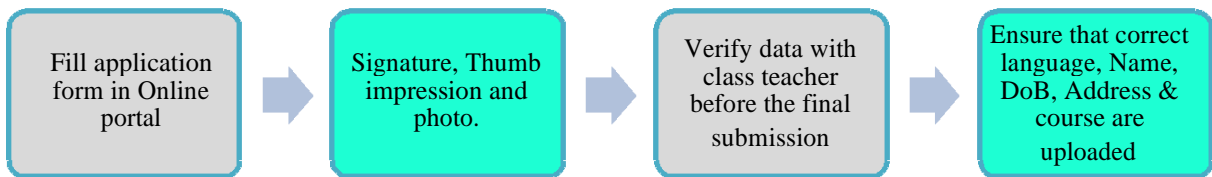
- ✚ College shall enroll students with ICCR scholarship. However, the students shall abide by the regulations laid down by ICCR, New Delhi to avail merit scholarship

1.4.18 Submission of Documents

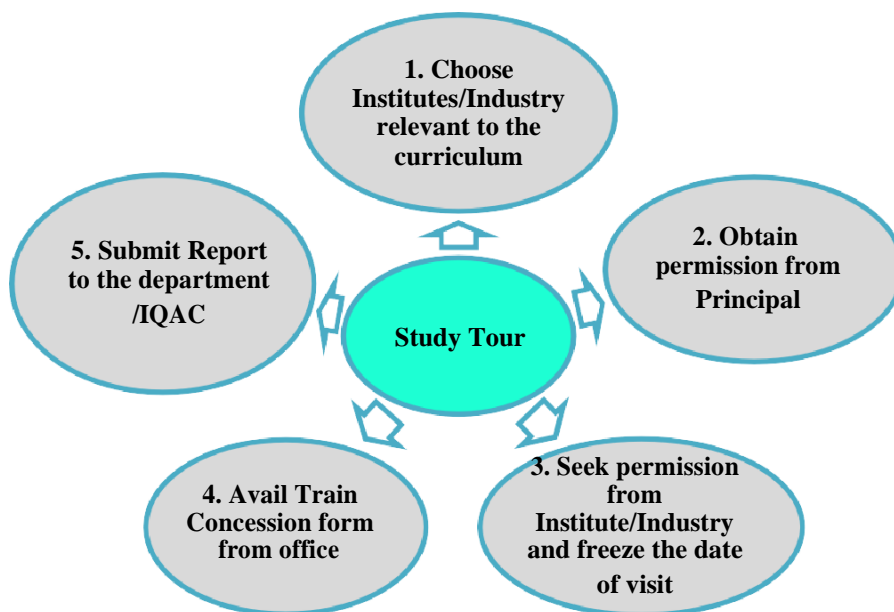




1.4.18.1 Uploading Procedures:



1.4.19 Concession for Study tour:



Note: Train Concession form shall not be overwritten/striking off/cancelled at any circumstances failing which Penalty shall be levied on the concerned department

2. ADMISSION POLICY

2.1 Statement:

The Principle is to establish transparent admission process in order to have systematic enrolment practices, to ensure effective admission criteria and procedures for student selection. The policy envisions building a knowledge society thereby participating in nation's march in creating intellectual pool.

2.2 Scope:

This policy and its components, applies to all the students, staff, parents/guardians, concerned administrators and all other stakeholders associated with the institution.

2.3 Objectives:

- ✚ To ensure equal opportunities to all the category of students
- ✚ To guide aspirants to choose suitable stream through counselling by academicians
- ✚ To reach out every corner of the country through networking facility
- ✚ To provide simple, hassle free enrolment process

2.4 Regulations:

- ✚ Admission is granted to all applicants who meet the minimum educational qualification and entrance requirements. However the cut-off percentage is at the discretion of the management.
- ✚ All programmes shall state any specific entry requirements for applicants clearly in the documents made available to them.
- ✚ Applicants shall be legal Indians/ foreign national who have valid passport and study permit.
- ✚ All programmes are offered subject to intake sanctioned by the affiliating University.
- ✚ Applicants are entitled to visit the College and view locations of study and relevant facilities before enrolment
- ✚ By accepting the offer of admission, the applicant agrees to abide by the Code of Conduct and by the rules and regulations of the College.
- ✚ An admission offer made and accepted cannot be withdrawn without the applicant's consent except in the case of cancellation of the course/programme or where relevant information supplied by the applicant is found to be incorrect; the admission cancellation can be done by fulfilling the formalities laid by the management.
- ✚ The College is committed to transparent admission practices to positively promote equality, fairness and widening participation.
- ✚ The College does not discriminate on the basis of race, colour, ethnic/national origin, gender, sexual orientation, age, religious or political beliefs, disability or any other category where discrimination cannot be reasonably justified.

- ✚ The College shall constitute Admission Committee and ensure regular briefing and training to staff involved in admissions to counsel the applicants to make fair and sound judgments and have sufficient resources to carry out their responsibilities effectively.

2.5 Completion of enrolment process:

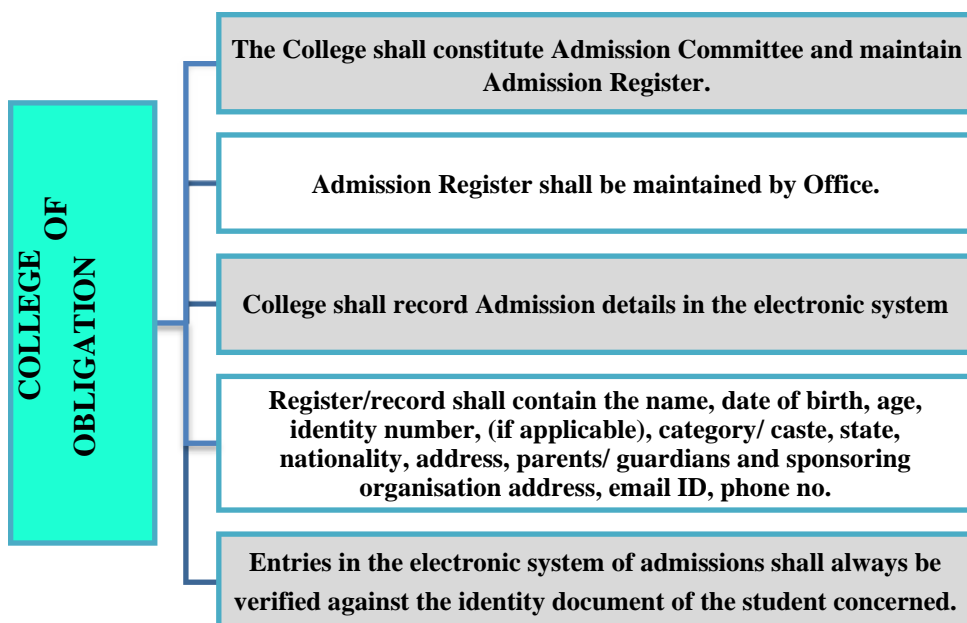
- ✚ Fees required to be paid in full except in a case, which is deemed by the college to be an exceptional circumstance.
- ✚ All information and supporting documents should be submitted
- ✚ Student shall sign the applicable undertakings
- ✚ Affiliating University is the final authority for approval of the candidate and has the right to deny approval if necessary documents are not furnished in time.

NOTE: False or inaccurate information by the applicant may render the applicant's application null and void.

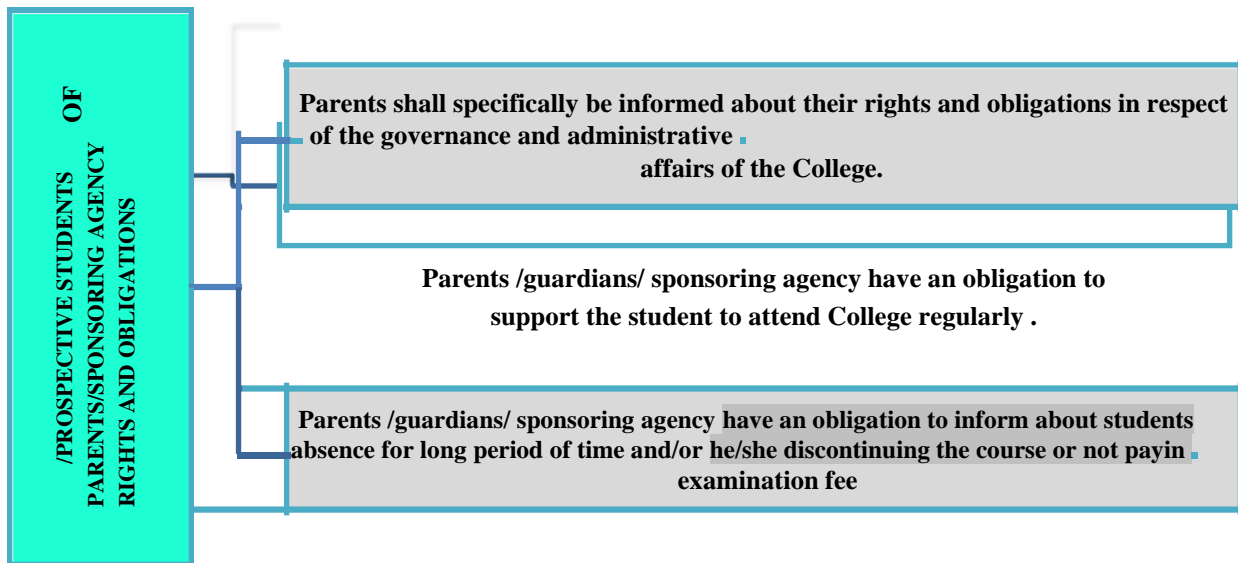
2.6 Enrolment Criteria For Re-Admission

- ✚ Re-admission is subject to the applicant satisfying all the minimum requirements of the programme concerned. The College reserves the right to refuse re-admission of a student who fails to meet requirements or who deliberately fails to write examinations.
- ✚ A student may be denied admission where they have a track record of constantly failing to comply with the Code of Conduct.
- ✚ A prospective student who incites disruption and violence on the College premises may not be permitted to register at the College.

2.7 Obligation Of College



2.8 Rights And Obligations Of Parents/Sponsoring Agency /Prospective Students:



3. TEACHING &LEARNING POLICY

3.1 Statement:

The college strives to empower faculty to achieve excellence through cutting edge academic practices by encouraging them to develop a deep understanding of learning patterns to effectively apply and adopt teaching strategies to meet their own goals and students' needs. Teaching and learning shall be planned, delivered and monitored in accordance with the values and principles to ensure quality throughout the process.

3.2 Scope:

This policy and its components, applies to all the students, staff, concerned Administrators, and all other stakeholders associated with the institution.

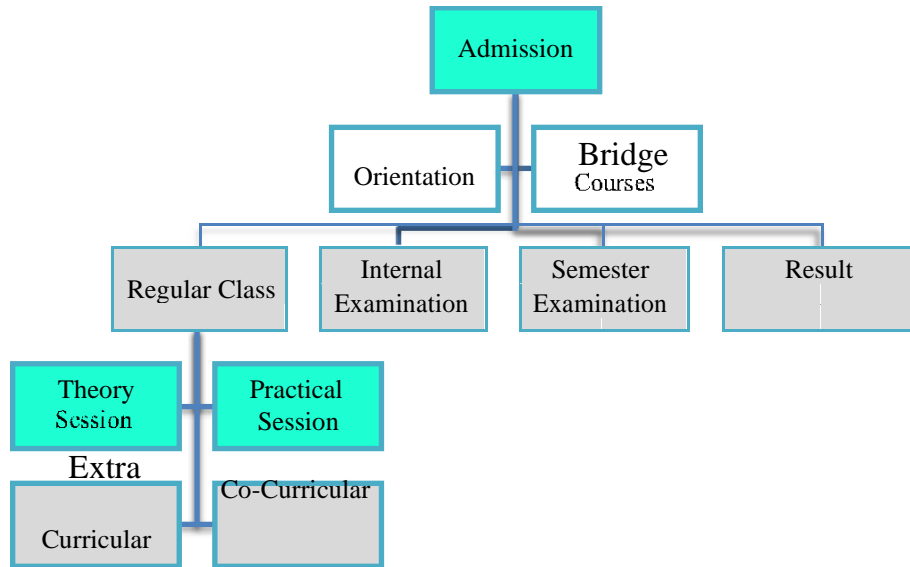
3.3 Objectives:

- ✚ Preparing students for life in a global society by realizing their potential through a transformational learning experience.
- ✚ Enabling students from all backgrounds and abilities to reach their maximum potential-academically and as individuals.
- ✚ Encourage independent thinking and learning skills through innovative tools and techniques.
- ✚ Continuous Upgradation of Curriculum planning to ensure quality teaching and learning
- ✚ Maximize student attainment and achievement.

3.4 Regulations:

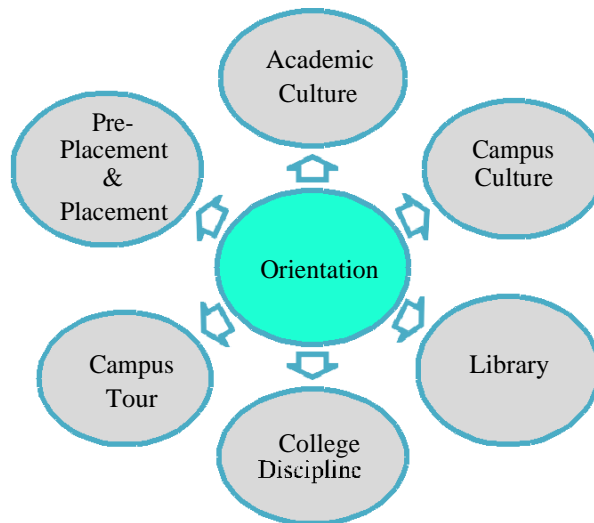
- ✚ Teaching and learning shall be professional, positive, engaging and rewarding partnership between students and teachers
- ✚ Teachers shall be encouraged to be reflective, assessing their own performance and development needs, and to work together to share best practice and support each other's development.
- ✚ Teachers shall ensure that the learning objectives are met at every stages as to reflect on the student's progress towards achieving their goals and share responsibility for their learning outcomes
- ✚ Teachers shall develop the adequate skills, confidence and motivation in students and open cultural boundaries with an unbiased approach.
- ✚ Teacher and student shall be provided with the opportunities, resources and support they need to fulfill their academic potential
- ✚ Faculty shall receive training, guidance and support, enabling them to contribute towards quality education

3.5 Process:



3.5.1 Orientation program:

The college shall conduct orientation programs for Undergraduate and Postgraduate students at the beginning of the course.



3.5.2 Academic calendar:

The Academic Calendar shall be released in the beginning of every semester that should include complete information on the various curricular, co-curricular and extracurricular activities.

9. ANTI-HARASSMENT POLICY

10.1. Statement:

Workplace harassment has direct impact on productivity and reputation of the institution and hence zero-tolerance policy is in place.

10.2 Scope:

This policy and its components, applies to all the students, staff, parents/guardians, entities and all other stakeholders associated with the institution.

10.3 Objectives:

Ensure safety and dignity at work/study place for the staff, students and other stakeholders.

Educate on different types of harassment, measures to avoid such an act.

Formulate the procedure to take appropriate action in case of harassment

10.4 Harassment Definition:

Harassment is an unwanted action, can take the form of a number of different behaviours including persistent derogatory comments, actions, jokes or suggestions, which are unwanted by the recipient and create an intimidating environment. Other forms of harassment may include:

- ✚ Physical contact, sexual or otherwise
- ✚ Verbal or physical threats, Offensive language, gossip or slander
- ✚ Embracing behaviour/comments, Posters, graffiti, obscene gestures
- ✚ Abuse of internal e-mail systems, the internet or intranet
- ✚ Pestering, spying and stalking, demeaning/persistent undermining of confidence, competence and self esteem
- ✚ Failing to acknowledge the rights or needs of people with different views or practices
- ✚ Isolation or exclusion from normal work or study place, Undignified treatment of people with disabilities or on the grounds of gender, age, sexual orientation or race
- ✚ Request for sexual favours
- ✚ Express/implied threat of dismissal/loss of promotion on racial grounds or for refusal of sexual favours.

Sexual harassment is deemed as illegal act by the supreme court of India. Sexual harassment is a clear violation of woman's right to gender equality as guaranteed under Articles 14 and 15, her right to live with dignity under Article 21 and her right to work with dignity in a safe environment under Article 19 (1) (g) of the Constitution of India.

10.5 Regulations:

- ✚ Policy regulations and notices shall be prominently displayed in various places for the prevention and prohibition of Harassment. Proactive program shall be organized to educate all members as to the definition of harassment and procedures for redressal.
- ✚ Anti-harassment committee shall be constituted with set of provisions to handle any complaint by the staff, students and stakeholders.
- ✚ Workshops and training programmes shall be organized at regular intervals for sensitizing the members.
- ✚ Redressal mechanism shall be put in place and women shall be encouraged to file their grievances.
- ✚ Shall ensure Zero-tolerance for the harassment/victimisation
- ✚ Swift and timely action shall be taken against the complaint with proper enquiry/ investigation
- ✚ Behaviour shall not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.
- ✚ The false allegation shall be treated as offence.
- ✚ The appropriate measures including termination of service or expulsion in case of student shall be executed if individual found guilty of committed harassment.

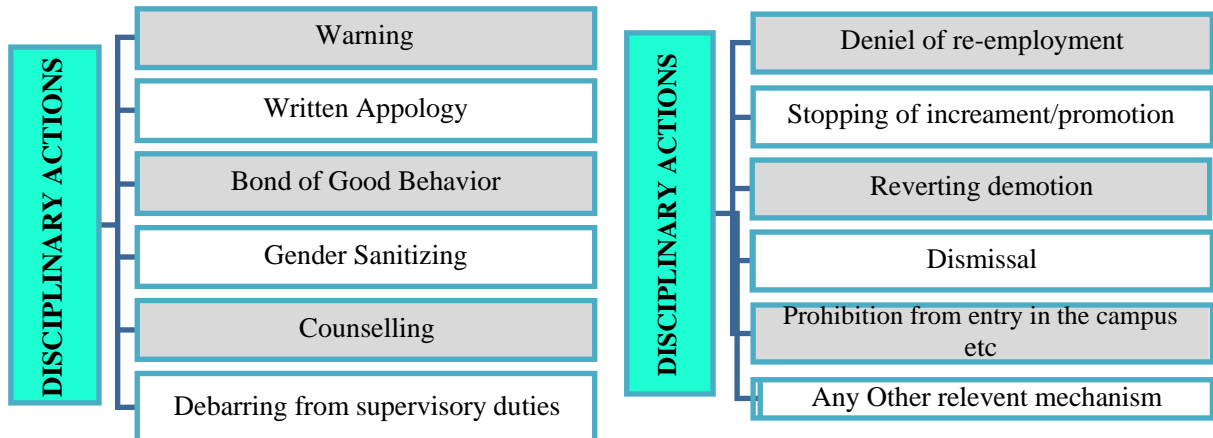
10.6 Process:

- ✚ A formal/informal complaint can be raised to the immediate next authority in case of any of the harassment including the above said kind.
- ✚ Faculty, HOD's and Principal have a specific responsibility within their own capacity and shall be accountable for taking early action on potential or actual harassment. Once they are aware of such situations, the continuation shall not be tolerated.
- ✚ In case of the complaint, validity of the complaint is investigated by the anti-

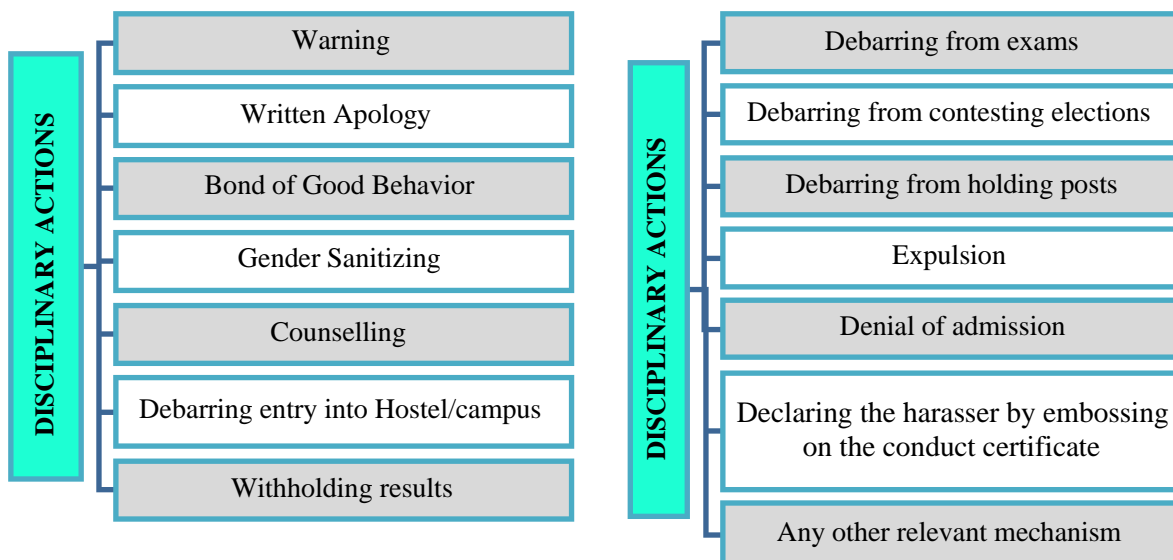
harassment committee to take suitable disciplinary action if found guilty to ensure the proper justice.

- ✚ The findings of the investigation shall be debated and the guilty is fixed.
- ✚ Recommendations shall be made to the Principal for appropriate action based on the seriousness, which can include

In the case of academic/administrative/technical/ non-teaching staff:

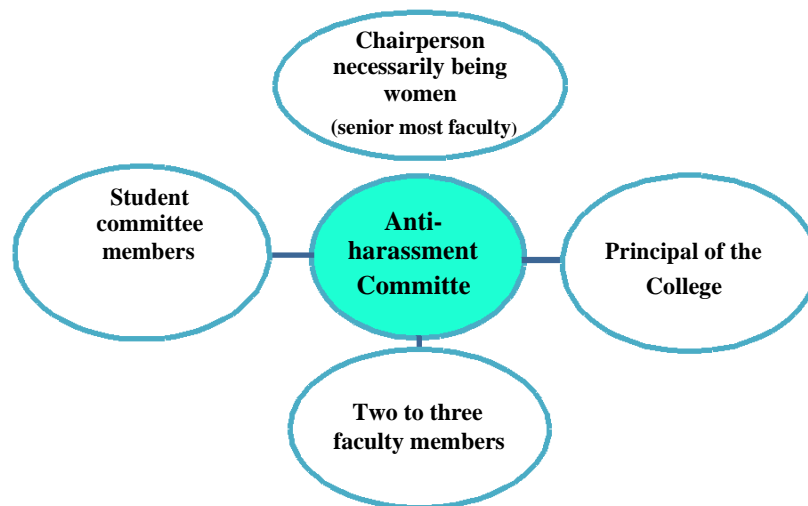


In case of students, disciplinary action could be in the form of:

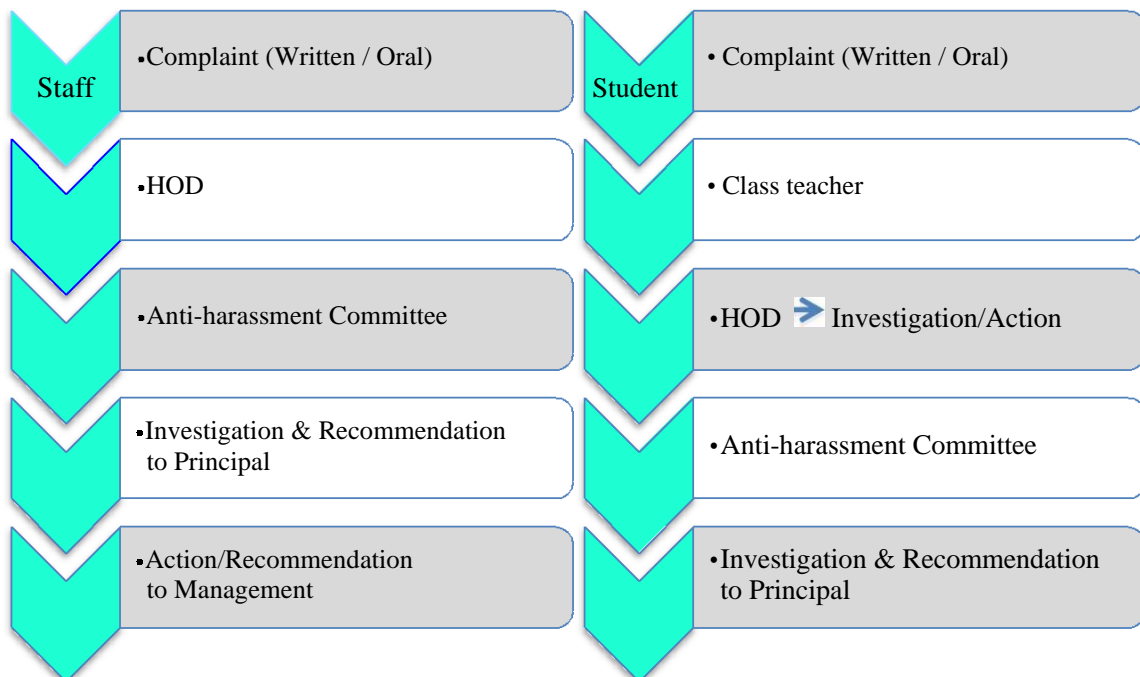


10.7 Redressal Mechanism of Anti-harassment committee:

Anti-harassment committee shall comprise of following members



Student - The complaint received shall be investigated at HOD level and suitable action may be taken. If required may be taken up to Committee.



10. ANTI-RAGGING POLICY

11.1. Statement:

The ragging is a criminal offence and UGC has framed regulations, on curbing the threat of ragging in higher educational institution, in order to prohibit, prevent and eliminate the scourge of ragging. The regulations have been notified vide **No. F. 1-16/2009 (CPP-II) dated 21.10.2009** and **F.No.37-3/Legal/AICTE/2009** – In exercise of the powers conferred under **Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987**.

The policy aims at implementation including the monitoring mechanism as per provisions provided in the above regulation and ensure its strict compliance.

11.2 Scope:

This policy and its components, apply to all the students, staff, parents/guardians, entities and all other stakeholders associated with the institution.

11.3 Objectives:

This policy encourages socialization of students to the academic environment of the college, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of Socio academic integration. Therefore, the 'anti-ragging policy' shall adopt:

- ✚ Creation, development and nurturing of a conducive, socio-academic environment within the student population.
- ✚ Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the college are welcomed and provided support, rather than being harassed and intimidated.
- ✚ Prescribing preventive measures for any violation of the "Anti-Ragging Policy" by way of strict disciplinary actions.

11.4 Regulations:

Anti-ragging Committee shall be constituted with a diverse mix of membership in terms of level as well as gender comprising of Principal as Chairman and representatives of faculty members, non-teaching staff and warden. Anti-Ragging Committee shall ensure compliance with the provisions of these Regulations as well as any law for the time being in force concerning ragging.

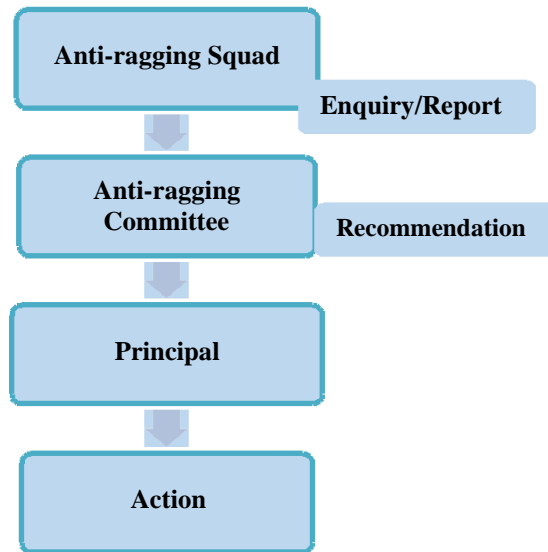
- ✚ Anti-Ragging Squad shall be nominated by the Principal provided that the Squad shall have representation of various members of the campus community and shall have no outside representation for maintaining oversight and patrolling functions
- ✚ Anti-Ragging Squad shall remain mobile, alert, active at all times and make surprise visits in the campus and other places susceptible to incidents and having the potential for ragging in the campus and nearby proximities during college working hours as preventive measure to ensure such incident do not occur
- ✚ Anti-Ragging policy including the statement that ragging is totally banned and anyone found guilty of ragging and/or supporting ragging is likely to be punished shall be

prominently displayed in various places in the campus

- ✚ The application form for admission has an affidavit, that shall 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 that he/she, if found guilty of the offence of ragging and/or supporting ragging, is liable to be punished appropriately.
- ✚ A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or supporting ragging. Orientation program shall be conducted during the inauguration of the UG course wherein information pertaining to Anti-Ragging Committee members, their telephone numbers and Help line numbers shall be provided.
- ✚ Security and Physical Education Directors shall be instructed to be vigilant and highly alert in premises, especially at the susceptible places.
- ✚ Mobile Phones and other communication devices shall be permitted in hostels to provide access to the students particularly fresher, to reach out for help from teachers, parents and Institution authorities
- ✚ Awareness program shall be organized to senior students to educate them that Ragging is an offence and also about the law governing Anti-Ragging
- ✚ Undertaking shall be obtained from the senior student and the student shall be made to submit online undertaking form.

11.5 Redressal Mechanism

- ✚ Anti-Ragging Squad shall be empowered to conduct an on-the-spot enquiry into any incidents of ragging observed by it or referred to it by the HOD /member of the faculty/ staff/student/parent /guardian/employee of a service provider/stake holder , as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.
- ✚ Anti-Ragging Squad shall conduct an enquiry observing a fair and transparent procedure by giving adequate opportunity to the victim and the accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging.
- ✚ If complaint received is through external source, the Anti-Ragging Committee shall address the same and the report shall be submitted.
- ✚ Principal shall be empowered to impose any of the punishment/(s) listed below or any other kind of punishment, which he/she may consider to be appropriate based on the report of enquiry submitted by the 'Anti Ragging Committee',



- ACTIONS**
- Expulsion from the college/hostel
 - Suspension from class for a limited period
 - Debarring from representation of events/ examination/s
 - Fine with public apology
 - Procecuting for criminal offence
 - Filing FIR with the local Police
 - Embossment on Marks Cards/Degree Certificates/ Passport
 - Collective punishment in case the individual/(s) committing or abetting "ragging" is not identified.

Interpretation

Any question as to the interpretation of these rules and regulations shall be decided by the College, whose decision shall be final and binding on the student in the matter. The College shall also have the power to issue clarifications to remove any doubt, difficulty or anomaly, which may arise in regard to the implementation of these regulations.

:: NOTE ::

These rules and regulations may be altered/changed from time to time by the academic council. Failure to read and understand the rules is not an excuse.