



संदर्भ सं.- आरजीआईपीटी/जायस/प्रशा./329/2025

07 जुलाई 2025

## अधिसूचना

एतद्वारा अधिसूचित किया जाता है कि राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान (आरजीआईपीटी) द्वारा आंतरिक सुरक्षा, सोशल मीडिया के उपयोग, छात्र अनुशासन और शिकायत निवारण पर नीतियां आरजीआईपीटी और उसके परिसरों में लागू किया गया है। इन नीतियों का उद्देश्य सुरक्षित परिसर वातावरण को बढ़ावा देना और आवश्यकतानुसार निवासियों को आवश्यक सहायता प्रदान करना है। निम्नलिखित नीतियाँ इस अधिसूचना के साथ संलग्नक-1 के रूप में संलग्न हैं-

1. सोशल मीडिया दिशा-निर्देशों का उल्लंघन और अनुशासनात्मक कार्रवाई
2. सोशल मीडिया दिशा-निर्देश
3. कैपस सुरक्षा नीति
4. छात्रों के लिए आरजीआईपीटी सुरक्षा प्रोटोकॉल
5. छात्र कदाचार और अनुशासनात्मक नीति
6. आरजीआईपीटी छात्र शिकायत नीति, 2025
7. उच्च शिक्षण संस्थानों में रैगिंग की समस्या को रोकने के लिए यूजीसी विनियम, 2009

आरजीआईपीटी के जायस, बंगलुरु और शिवसागर परिसर के सभी छात्र/छात्राएं, संकाय सदस्यों और कर्मचारियों को इन दिशानिर्देशों का पालन करना आवश्यक है। उपरोक्त नियमों के किसी भी उल्लंघन को गंभीरता से लिया जाएगा और संस्थान में लागू नियमों के अनुरूप कार्रवाई की जाएगी।

यह अधिसूचना उपरोक्त विषयों पर जारी सभी पिछली अधिसूचनाओं को प्रतिस्थापित करेगी। ये दिशानिर्देश तत्काल प्रभाव से लागू होंगे।

यह अधिसूचना सक्षम प्राधिकारी के अनुमोदन से जारी की गई है।

**जितेन्द्र प्रसाद**

(कुलसचिव)

प्रतिलिपि:

1. समस्त छात्र/छात्राएं- आरजीआईआईपीटी जायस, बंगलुरु और शिवसागर परिसर
2. समस्त संकाय सदस्य और गैर-शैक्षणिक कर्मिक- आरजीआईआईपीटी जायस, बंगलुरु और शिवसागर परिसर
3. उप कुलसचिव (शैक्षणिक/ प्रशासन)
4. समस्त सहायक कुलसचिव
5. सचिव - निदेशक

(कुलसचिव)



**राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान**  
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)  
**Rajiv Gandhi Institute of Petroleum Technology**  
(An Institution of National Importance established under an Act of Parliament)  
Jais, Amethi- 229304, UP, India. Website: [www.rgipt.ac.in](http://www.rgipt.ac.in)

Ref: RGIPT/Jais/Admin/~~320~~/2025

July 07, 2025

## NOTIFICATION

It is hereby notified that the Rajiv Gandhi Institute of Petroleum Technology (RGIPT) has formulated and adopted policies on internal security, social media usage, student discipline, and grievance redressal to be implemented at RGIPT and its campuses. These policies aim to foster a safe and secure campus environment and to provide necessary assistance to residents as and when required. Following policies are attached as **Annexure-1** with this notification:

1. Breach of Social Media Guidelines & Disciplinary Actions
2. Social Media Guidelines
3. Campus Security Policy
4. RGIPT Security Protocols for Students
5. Student Misconduct and Disciplinary Policy
6. RGIPT Student Grievance Policy, 2025
7. UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009

All students, faculty, and staff members at the RGIPT campuses in Jais, Bengaluru, and Sivasagar are required to adhere to these guidelines. Any breach of the above rules will be taken seriously and will be dealt with in accordance with the prevailing rules of the Institute.

This notification supersedes all previous notifications issued on the above subjects. The guidelines shall come into force with immediate effect.

This notification is issued with the approval of Competent Authority.

*Bondra*  
(Registrar)

### Copy to:

1. All students- RGI PT Jais, Bengaluru and Sivasagar Campus
2. All Faculty and staff- RGI PT Jais, Bengaluru and Sivasagar Campus
3. Deputy Registrar (Academics/Admin)
4. Assistant Registrars
5. Secretary to the Director

*(Registrar)*

# **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT)**

## **BREACH OF SOCIAL MEDIA GUIDELINES & DISCIPLINARY ACTIONS**

### **INTRODUCTION**

The Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais, Amethi recognises the numerous benefits and opportunities that social media presents. The Institute actively uses social media to disseminate information about academic activities of the Institute to the public, success stories and to communicate research and enhance the Institute's image online. RGIPT also actively encourages students to make effective and appropriate use of social media to build a positive public image for the Institute. Despite the opportunities presented by social media, there are risks. Social media allows individuals to communicate with a potentially huge audience, and sometimes its informality can encourage us to be less cautious than we would be using other more traditional methods of communication and interaction.

### **WHAT IS SOCIAL MEDIA**

Social media in recent times has become synonymous with Social Networking sites. However, very broadly social media can be defined as any web or mobile based platform that enables an individual or agency to communicate interactively and enables exchange of user generated content. Social media includes, but is not limited to:

- I. Virtual worlds/ social networking sites (e.g., Facebook, YouTube, WhatsApp, blogs, wikis, audio/video file sharing, Twitter)
- II. Video and photo sharing websites (e.g., YouTube, Instagram, Flickr)
- III. Blogging sites (e.g., Institute blogs, personal blogs or blogs hosted by media publications, Twitter)
- IV. Forums, discussion boards (e.g., Yahoo Groups, Google+, Google Groups), news article comments and online encyclopaedias” (e.g., Wikipedia)
- V. Other, similar technologies

### **GUIDELINES:**

Please refer to the Social Media Guidelines document available at the websites [www.rgipt.ac.in](http://www.rgipt.ac.in)

### **BREACH OF SOCIAL MEDIA GUIDELINES**

If a student is found to have breached the social media guidelines, then the students would be liable for disciplinary action within the framework of Social Media guidelines or any other rules and regulations of the Institute in vogue.

Any individual suspected of committing a breach of the social media guidelines shall be required to cooperate with any investigation in accordance with the disciplinary procedure. Non-cooperation may lead to further disciplinary action.

Any individual may be required to remove internet or social media posts that are found by the Institute to be in breach of the social media guidelines. Failure to comply with such a request may result in further disciplinary action.

Failure to obey instructions of any Institute disciplinary authority or to comply with written or oral communications from an authorized institute official to appear for a meeting or hearing, would also be tantamount to breach of social media guidelines and it would make the student liable for further disciplinary action.

Engage in any conduct which is unbecoming of a student at the Institute would make the student liable for disciplinary action.

## **PROCEDURE FOR REGISTERING SOCIAL MEDIA RELATED COMPLAINTS**

- i. Any stakeholder of the Institute can lodge a complaint with the Dean- Students' Affairs), if there is any breach of code of conduct while using social media by the students.
- ii. Any reference to the Students Grievance Redressal Committee (SGDC) about in discretion committed by students while using social media can be taken up by the SGDC by treating it as a complaint.
- iii. The SGDC may consider issues *suo-moto*, if necessary and shall hold an enquiry only if there is verifiable evidence of wrongdoing against the student involved, otherwise the complaint shall be treated as closed.

## **SCHEDULE OF PENALTIES**

To obviate any indiscretion by the students while using the social media, some of the various kinds of breaches and penalties proposed to be imposed are tabulated here under. The following list is not exhaustive. The list may be modified from time to time.

Sl. No	Nature of breach	Disciplinary Actions
1	Posting comments/ photos etc. deliberately, negligently or recklessly mocking an individual with the potential to harass or humiliate them, as perceived by those viewing the social media.	Appendix- I
2	Posting content online giving the impression that he/she is speaking on behalf of the Institute or the	Appendix- I

	Department without proper permission from the competent authorities.	
3	Unauthorized recording of audio or video conversations with students, faculty and staff, and posting them online.	Appendix- I
4	Posting inappropriate material, including images/ morphed images (includes by animation, photo editing etc.), that is, or may be perceived to be threatening, harassing, illegal, obscene, indecent, defamatory, discriminatory, or hostile towards any individual, group or entity or any other posting that constitutes, or may constitute, a criminal offence.	Cyber laws as are applicable in the Indian Territory will be applicable to the contents posted online.
5	Posting confidential information (which may include research not yet in the public domain, information about fellow students or staff or personal matters, non-public or not yet approved documents or information like complaints/ potential complaints, legal proceedings/ potential legal proceedings etc).	Appendix- I
6	Posting any (RGIPT owned) content online for any type of financial consideration/ personal benefits directly or indirectly.	Appendix- I
7	Comments posted using fake accounts, made-up names or using another person's name without their consent. (Related to the RGIPT community/system)	Appendix- I
8	Anything which may bring the Institute into disrepute or compromise the safety or reputation of fellow students, alumni, faculty, staff and all others connected with the Institute.	
9	Misuse of official Institute accounts.	Appendix I
10	Maliciously, negligently or recklessly spreading rumours, lies or gossip or SMS, Mail etc. (RGIPT Related)	Appendix I

**NOTE:**

- I. Cyber bullying includes but not limited to the activities mentioned above.
- II. Not only posting content on social media, forwarding or circulating such content will also result in the same kind of disciplinary action.

## APPENDIX- I

### POSSIBLE DISCIPLINARY ACTIONS

The following is a representative list of corrective actions that may be taken depending upon the nature and severity of the social media guidelines breach. The list is not exhaustive and may be modified from time to time.

#### MINOR

- i. **Oral Reprimand:** Advised and cautioned about misconduct orally.
- ii. **Written Reprimand:** Advised and cautioned about misconduct in writing.
- iii. **Written Warning:** A written warning to be issued mentioning that any further violations of the guidelines would render the student(s) liable for a more stringent punishment.

#### MAJOR

##### a. Hostel and Campus Life

**Restrictions/ Suspension of Privilege.** Prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges as mentioned hereunder:

- i. Hostel Privileges
- ii. Use of Lab Facilities
- iii. Use of Library facilities
- iv. Use of Sports Facilities
- v. Membership in Clubs and Other bodies
- vi. Placement Activity
- vii. Internship/academic associations with partner institution
- viii. Holding Position of Responsibility (PoR)

**Fine:** Any violation of the guidelines would attract a minimum fine of Rs. 5000 in addition to the imposition of appropriate disciplinary action. In case of multiple violations, the SGDC can decide on the total fine leviable in addition to the imposition of appropriate punishment.

The complaint may be referred to other authorities including but not limited to Cybercrime branch or other relevant agencies.

## **b. Academic and Research**

**Restrictions/Suspension of Privilege:** Prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges as mentioned hereunder:

- i. Use of Lab facilities
- ii. Use of Library facilities
- iii. Internship/ academic associations with partner institution
- iv. Debarment from sitting in the examination: The student may be barred from sitting in the examination.

**Disciplinary Probation:** A written communication would be sent to the erring student(s) informing him/them any further violations during disciplinary probation may result in suspension. The terms of disciplinary probation shall be determined on case-to-case basis.

**Suspension:** Student will be withdrawn from all courses carried in that semester and forfeit fees. Student shall be refrained from visiting the Institute premises unless approved in writing by the Disciplinary Committee. Suspension may involve course drop, semester drop, rustication for a specified period depending on the severity of the offence(s). The student can be reinstated on receipt of a written request from him/her after completion of the suspension period.

**Expulsion:** Forfeiture of all rights and degrees not actually conferred at the time of the expulsion, forfeiture of right to study and fees. Student can visit the Institute premises only if the permission is issued in writing by Disciplinary Committee.

**Withholding award of degree:** Withholding Award of degree/diploma/ certificate even if all the academic requirements have been satisfactorily completed by the erring student.

The complaint may be referred to other authorities including but not limited to Senate Students' Grievance Redressal Committee, Cybercrime branch or other relevant agencies.

# **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT)**

## **SOCIAL MEDIA GUIDELINES**

### **Scope**

- a. These guidelines are meant for the students, and it provides information on the appropriate use of social media when connected or linked in some way to their status as a student at the Institute, or when directly or indirectly referencing the Institute.
- b. These guidelines apply to all students at the Institute. Individuals are personally accountable for their behaviour and may be held liable for any breaches of these social media guidelines.
- c. These guidelines apply to social media communications made both on public and private forums. While posts added to public forums can be seen by any member of the public from the date of publication. Therefore, students are reminded that posts added to private forums can also be shared publicly by others. There have been instances where offensive comments made on private messaging services such as WhatsApp, were captured and subsequently shared. Students should bear in mind that action can be taken by the Institute, if behaviour failing to meet social media guidelines is identified either publicly or privately.

### **General Guidelines**

1. Due to a plethora of social media tools available to students, any content posted has the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. The students must understand that they should follow these guidelines anytime they post material that could identify them or their relationship to the Institute.
2. Every Bonafide student of RGIPT should be mindful of the fact that information shared on social media becomes public information and hence should not use social media in any way that may compromise their reputation or professional practice at a later stage. Any adverse content posted in the online space that goes against the rules of the Institute, the students' Constitution and does not promote general harmony, could be brought to the attention of the Institute, future employers and/or professional bodies and may be detrimental to studies and/or future career.



3. Any content inappropriately maligning RGIPT, its policies, employees and students should be avoided.
4. No student may claim to speak on behalf of, or represent, the Institute on social media websites without the Institute's prior permission. The student should not declare, imply or indicate that the content of any social media site under their control is representative of the Institute. When posting online there may be circumstances in which the student gives the impression that he/she is speaking on behalf of the Institute or department. Students should add a disclaimer 'The views expressed herein are my personal opinions and are not necessarily those of RGIPT', to make it clear that they are posting in personal capacities.
5. Social media is now a common feature of everyday life, enabling and supporting both students and staff in academic and collaborative opportunities. Any form of harassment, including on social media platforms, is unacceptable and will be treated very seriously by the Institute inviting disciplinary action.
6. Every student should respect individual rights to privacy and have regard for the feelings of others. They must not disclose personal details, including pictures/phone numbers/personal email ids of other students, faculty or staff without their prior permission. Also, students should not unauthorizedly record the audio or video conversations of students, faculties and staff or post them in social media without their prior permission.
7. Students should be mindful of what they post online- social media tools are very public. What they contribute leaves a digital footprint for all to see. The students should not post anything that they wouldn't want friends, enemies, parents, teachers, or a future employer to see.
8. The student(s) must remain mindful of the language they use against others while critiquing or criticizing them on social media.
9. Using social media to post offensive comments, images or other content is a breach of Student's Constitution and will result in disciplinary action and Cyber laws as are applicable in the Indian Territory may be invoked.
10. Civil and criminal laws apply to content posted online. Civil claims that could be brought include actions for defamation, harassment, breach of intellectual property rights, fraudulent misrepresentation or breach of confidence. Criminal offence that could occur online include harassment,

stalking, hate crimes, coercive or controlling behaviour, disclosing intimate images without consent, blackmail, malicious communications and terrorism offences. Cyber laws as are applicable in the Indian Territory will be applicable to the contents posted online.

11. Posting others' content online (photographs, text, videos, music etc.) without prior and proper permission to do so, including specific terms or any license -for example, credit the author and/or link to the license, revealing trade secrets, violations of IPR et al will be viewed adversely and liable for legal action among other things.
12. The Institute is not responsible for and does not hold any ownership of any content posted on social media by its students. Computers, hardware, information technology accounts, and information technology infrastructure may be the property owned and operated by the Institute. However, the law does not grant the students any exemption when it comes to the sites, they access from Institute computers and devices.
13. Some students may contribute to the Institute's official social media activities as part of their role, for example writing blogs or running an official Twitter account or any other social media account. Students should be aware that while contributing to the Institute's social media activities they are representing the Institute.
14. Usage of RGIPT logo without prior written permission while posting any content online is liable for legal action.
15. Students are **personally responsible** for what they communicate on or through social media and they must adhere to the standards of behaviour set out in these social media guidelines. Use of social media must not infringe on the rights, or privacy, of other students, faculty or staff and students must not make ill-considered comments or judgement about other students, faculty, staff or third parties. The following non-exhaustive list is considered to be of an unacceptable nature and should never be posted:
  - 15.1 Confidential information (which may include research not yet in the public domain, information about fellow students or staff or personal matters, non-public or not yet approved documents or information.
  - 15.2 Details of complaints/potential complaints and/or legal proceedings/potential legal proceedings involving the Institute.

- 15.3** Personal information about another individual, including contact information without their express permission.
- 15.4** Comments posted using fake accounts, made-up names or using another person's name without their consent.
- 15.5** Inappropriate material, including images/morphed images, that is or may be perceived to be threatening, harassing, discriminatory, illegal obscene, indecent, defamatory, or hostile towards any individual, group or entity.
- 15.6** Any other posting that constitutes or may constitute a criminal offence.
- 15.7** Anything which may bring the Institute into disrepute or compromise the safety or reputation of fellow students, alumni, faculty, staff and all others connected with the Institute.
- 15.8** And any other details/ information which is the subject matter of social media guidelines from time to time.

### **Cyber bullying**

Cyber bullying includes, but not limited to the activities mentioned hereunder:

- a.** Maliciously, negligently or recklessly spreading rumours, lies or gossip by the way of SMS, whatsapp , telegram or similar such platforms, e-mail etc.,
- b.** Intimidating or aggressive behaviour, as perceived by those viewing the social media;
- c.** Offensive or threatening comments or content, as perceived by those viewing the social media, and also propagation through social media;
- d.** Posting comments/photos etc deliberately, negligently or recklessly mocking an individual with the potential to harass or humiliate them, as perceived by those viewing the social media.
- e.** Posting by Morphing/Animation/Photo editing and impersonality by visible contents and through Audio.

- f. Cyber bullying may also take place via other means of electronic communication such as email, text or instant messaging.

16. Any complaint by the student regarding violation of social media guidelines will be looked into by the Students Grievance Redressal Committee (SGRC) on case-to-case basis and if the complaint is outside the purview of the SGRC then the complainant may be advised to take it up with an appropriate authority by the committee. The SGRC may also take up complaints *suo-moto*.

### **Undertaking**

An Undertaking to be submitted by all the students joining the Institute stating that they have understood what constitutes violation of social media guidelines and that the breach of guidelines would invite disciplinary action by the Institute. The undertaking is to be submitted at the time of joining along with the undertaking on anti-ragging.

### **Appellate Authority**

A student who is aggrieved with the corrective action taken for violation of social media guidelines can appeal to the Director, RGIPT, who shall be the appellate authority. An appeal to the Director, RGIPT lies within 30 days of the corrective action imposed.

**In addition to the above, all the laws relating to cybercrimes/ IT Department directions, Circulars, Notifications etc., and other penal provisions issued from time to time shall also apply.**

# **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT)**

**(An Institute of National Importance)**

Jais, Amethi, Uttar Pradesh

**Website:** [www.rgipt.ac.in](http://www.rgipt.ac.in)



विद्यारत्नम् महद्धनम्

## **CAMPUS SECURITY POLICY**

## **PREAMBLE:**

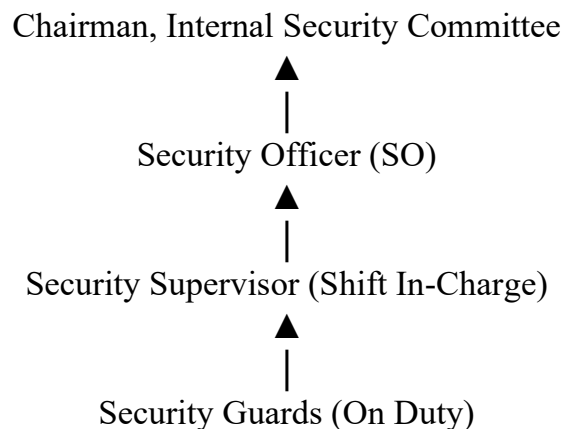
(a) The RGIPT believes that a safe, secure and cohesive learning climate is an inevitable precondition to quality education. It is the prime concern of educational administrators to ensure that students, faculty and staff members are safeguarded against any threats and accidents both man-made and natural. The Institute has formulated guidelines on the ways in which the campus can be transformed into a safe and secure place for learning and staying.

## **ORGANIZATION: STRUCTURE AND FUNCTION**

### **Security Department – Structure, Reporting and Responsibilities**

The Security Department is the operational unit responsible for campus security at the institute. Key personnel include the Chairman of the Internal Security Committee, appointed committee members, the Security Officer, and the Security Supervisor. The team comprises one full-time Security Officer and Security Supervisors.

#### **Reporting Structure:**



#### **Responsibilities:**

The department shall be responsible for:

- Ensuring the safety of faculty, staff, students, and visitors to the campus.
- b. Safety, security, and protection of institute property, including buildings, grounds, equipment, and other assets of the institute, as well as non-institute property located temporarily or permanently on institute grounds.
- c. Preventing and investigating the incident.
- d. Recommend the Competent Authority to take corrective measures to minimize the act of indiscipline on the campus.

## **CHAIRMAN, INTERNAL SECURITY COMMITTEE:**

### **Chairman, Internal Security Committee – Role and Duties**

The Chairman of the Internal Security Committee is responsible for safeguarding the institute's internal safety, security, and integrity. This includes overseeing security policy, managing risk assessments, addressing incidents, ensuring protocol compliance, and coordinating with RGIPT management and security personnel to promote accountability and continuous improvement.

#### **Key Duties:**

- a. Acts as the primary officer responsible for campus security and safety, supported by committee members appointed by the institute.
- b. Assist the respective departments in the investigation of any incident by taking appropriate action with the approval of the Competent Authority.
- c. Serves as the Institute's Security Team Leader and coordinates with the Dean of Students' Affairs and Chairman, Council of Wardens in student-related matters.

## **THE INTERNAL SECURITY COMMITTEE**

### **Internal Security Committee- Composition and Duties**

- a. The Internal Security Committee at RGIPT consists of members appointed by the Competent Authority to uphold campus safety and security. It typically includes the Chairman, Council of Wardens, Wardens (Male and Female), and the Security Officer. The committee collaborates to formulate policies, address security issues, and maintain a secure environment for students, faculty, and staff.

#### **Key Duties:**

- a. Assist the Chairman, Internal Security Committee in executing responsibilities and carry out tasks as assigned by the Competent Authority.
- b. Plan and oversee security arrangements and escalate matters to the Chairman when necessary.

## **SECURITY OFFICER – BASIC DUTIES**

The Security Officer shall be responsible for ensuring the safety of individuals and property and responding to emergencies on campus. Key duties include:

- a. Patrolling campus grounds on foot or in an authorized institute vehicle.
- b. Conducting regular inspections to ensure building and campus security.
- c. Reporting damage, malfunctions, or suspicious activities to the Committee.
- d. Enforcing institute rules and regulations.
- e. Providing security for special events and crowd control as assigned.
- f. Supervising security staff and assisting in maintaining law and order.
- g. Liaising with local police and district authorities on security matters.
- h. Responding to incidents such as natural disasters or fires.
- i. Coordinating with local administration and police as directed by the competent authority.

## **SECURITY PERSONNEL ON DUTY - BASIC DUTIES**

- a. Ensure 24/7 campus security through regular patrols, especially near guest houses, hostels, and residential areas: monitor CCTV cameras continuously.
- b. Lock and unlock buildings as per procedure and manage keys securely.
- c. Control access by monitoring entry/exit points and allowing only authorized individuals.
- d. Promptly report and respond to unusual or emergency situations.
- e. Maintain detailed logs of visitors and incidents during shifts.
- f. Assist with crowd control during events and emergencies.
- g. Protect institutional property and prevent theft or vandalism.
- h. Enforce institute rules and regulations.
- i. Coordinate with authorities or emergency services when needed.
- j. Verify IDs and issue visitor passes following protocols.
- k. Remain alert, professional, and courteous at all times.

## **SECURITY PROTOCOLS AND CONDUCT**

### **1. Identification Requests**

Security Officers are authorized to request identification from any individual on institute property, including employees, students, and visitors. Refusal to comply may result in disciplinary action by the institute.



## **2. Emergency Authority**

In emergencies where no designated authority is present, the senior-most faculty member on the site shall assume temporary responsibility until the appropriate authority arrives.

## **3. Handling Complaints and Conduct**

Security Officers are enforcers—not creators—of institute rules. They must avoid arguments or confrontations, even when issuing citations or reminders. Individuals wishing to contest a security officer's actions should be directed to the Chairman, Internal Security Committee. Officers must remain courteous and professional at all times, refraining from inappropriate behavior or language. As representatives of the institute, they are expected to exemplify proper conduct.

## **SECURITY DEPARTMENT CODE OF CONDUCT AND DUTIES**

Security Officers must uphold the integrity of the Security Department and institute. Public disagreement with the directives of competent authority or institutional policies is strictly prohibited. The Security Officer acts as the liaison between the Security Department and the Chairman, Internal Security Committee.

### **PUBLIC CONDUCT AND RESPONSIBILITIES**

- a. Be visible but unobtrusive.
- b. Remain courteous, patient, and professional, regardless of provocation.
- c. Avoid coarse language, bias, or inappropriate behavior.
- d. Represent the institute with dignity, fairness, and respect.

### **REQUESTS AND COMPLAINTS**

All inquiries, complaints, or reports must be handled courteously and referred to the Chairman, Internal Security Committee before action, following proper procedures.

### **UNIFORM AND APPEARANCE**

Security personnel must wear smart uniforms, name badges, and all assigned accessories while on duty.

## DUTY PROTOCOLS

- a. **Neglect of Duty:** Personal activities that interfere with duty are not permitted.
- b. **Sleeping on Duty:** Guards must remain alert. Violators are subject to disciplinary action.
- c. **Tobacco/Alcohol Use:** Use of tobacco or alcohol while on duty or in uniform is strictly prohibited.
- d. **Enforcement:** Any attempt to bring alcohol or intoxicants onto campus must be reported up the chain of command.
- e. **Political Activity:** No political engagement is allowed while on duty or in uniform.
- f. **Personal Correspondence:** Institute letterhead must not be used for personal communication.
- g. **Misuse of Position:** Officers may not use their role for personal gain or to offer undue privileges.
- h. **Gifts/Rewards:** Acceptance of any form of compensation outside formal institute channels is prohibited.
- i. **Radio Communication:** Use walkie- talkies only for official purposes and follow all communication protocols.
- j. **Visibility:** Security Officer/ Security personnel must remain accessible and visible unless assigned to concealed duties.

## DUTY SCHEDULE AND FITNESS FOR DUTY

### Report for Duty:

- a. Security personnel must report on time, fully prepared, and in proper uniform, physically and mentally fit for duty. They must be equipped and informed to assume responsibilities immediately. Personnel from local areas should not be posted at the main gate or front-facing areas to avoid familiarity with local students. Duty assignments will follow a rotation system, reflected in the duty roster.

### Fitness and Performance:

- a. Security personnel must maintain the required physical and mental fitness.
- b. A physical fitness test—covering blood pressure, running, jumping, exercise, and throwing—will be conducted. Those who fail must improve or face removal from duty.
- c. The institute's medical officer will conduct random health checks.

**Unsatisfactory performance includes:**

- a. Lack of knowledge of laws/rules
- b. Inability or refusal to perform duties
- c. Failure to meet standards or take appropriate action
- d. Absenteeism without leave
- e. Misconduct or repeated rule violations

**REPORTING****Report Submission**

Security Officer must submit all reports on time, following institute protocols. Reports must be complete, factual, and accurate—no false or misleading information is permitted.

**Report Format (for security/safety incidents):**

**Title:** Type of incident

**Date & Time:** When the incident occurred or was noticed

**Location:** Precise spot (building, room, etc.)

**Description:** Brief summary of the event and how it was discovered

**Persons Involved/Witnesses:** Names and contact info

**Affected Property:** Details of any loss/damage (make, quantity, value)

**Immediate Action:** Steps taken (e.g., area secured, higher authority informed)

**CCTV Footage:** Availability and timeframe, submission details

**Police/FIR:** FIR date, time, police contact (if applicable)

**Preventive Measures:** Suggestions to avoid recurrence

**Officer Details:** Name, designation, signature, contact

**Annexures:** Supporting documents (photos, CCTV, FIR, statements, etc.)

**Internal Violations**

If any staff violates or is suspected to violate laws, rules, or directives, a written report must be submitted or handled confidentially to the Chairman, Internal Security Committee for further action.

**Incident Investigations**

All irregular or suspicious incidents must be reported and logged. This includes injuries, damage, suspicious activity, or presence after hours. Security personnel are not to conduct criminal investigations but must document and secure relevant details.

## ISSUANCE AND CONTROL OF KEYS

Key requests must be submitted in writing to the Security Department by the staff concerned. Lost keys must also be reported in writing. Replacements will be issued at the discretion of the Chairman, Internal Security Committee. Key holders are responsible for their keys and must not lend them to others, including students or family members.

## MANDATORY SECURITY REQUIREMENTS

- a. **Identity Cards:** Students must always carry their Institute-issued ID cards and present them to security personnel upon request.
- b. **Gate Passes:** Security Officer will issue time-bound gate passes to daily service personnel (maids, milkman, vendors, etc.), which must be reviewed periodically.
- c. **Temporary Passes:** Visitors must be issued a temporary pass after recording their personal and visit details, including entry/exit time and purpose.
- d. **Vehicle Passes & Driving Rules:** Vehicle passes (2/4-wheeler) will be issued to faculty, staff, and PhD scholars upon submission of vehicle registration, license, and insurance. Unauthorized vehicles used by PhD scholars is subject to disciplinary action (For PhD scholars' prior permission is required for driving vehicles within or outside campus).

***Note:** Speed limit on campus: 20 km/h and No person under 18 years may operate a vehicle on campus*

- e. **Parking:** Vehicles must be parked in designated areas only. Violations may result in disciplinary actions.
- f. **Traffic Control: Security** is responsible for enforcing traffic rules and managing all internal roadways and parking as per institute regulations.

### RGIPT SECURITY PROTOCOLS- FOR STUDENTS

S. No.	Issue	Security Department Role	Protocol/Action Steps	Remarks
1	<b>Entry/Exit from Gates</b>	<ul style="list-style-type: none"> <li>- Monitor and record entry/exit of students</li> <li>- Verify identity using ID cards</li> </ul>	<ol style="list-style-type: none"> <li>1. Maintain a gate register or biometric system.</li> <li>2. Allow exit only with valid student ID.</li> <li>3. For late hours (post 8:00 PM), exit only with the approval of warden.</li> <li>4. Entry after 10:00 PM must be logged and reported to hostel warden.</li> <li>5. Log report shall be sent to Chairman-Council of Wardens in respect of students not returned to the Institute upto 10.00 PM without intimation.</li> </ol>	<ul style="list-style-type: none"> <li>- Emergency contact list to be maintained at gates.</li> </ul>
2	<b>Loss of Personal Belongings in Hostel Premises</b>	<ul style="list-style-type: none"> <li>- Register complaint and assist Chairman- Council of Wardens in investigation</li> </ul>	<ol style="list-style-type: none"> <li>1. Register complaint in Lost &amp; Found register.</li> <li>2. Review CCTV footage if available.</li> <li>3. Inform warden and suggest preventive measures.</li> <li>4. Escort student to file police complaint (if item is valuable) after due approval of the competent authority</li> <li>5. Recover item if found and hand over against signature.</li> </ol>	<ul style="list-style-type: none"> <li>- Regular patrols to prevent theft.</li> <li>- Sensitise students to keep their belongings in lock and key and don't leave anything unattended</li> </ul>
3	<b>Unauthorized Entry / Trespassing</b>	<ul style="list-style-type: none"> <li>- Deny unauthorized access and detain suspect if needed</li> </ul>	<ol style="list-style-type: none"> <li>1. Verify ID of all individuals entering campus.</li> <li>2. Stop and question unidentified persons.</li> <li>3. Inform Chairman Internal Security Committee.</li> <li>4. If required, hand over to local police.</li> <li>5. Record incident in daily report.</li> </ol>	<ul style="list-style-type: none"> <li>- Regular awareness for students to report suspicious activity.</li> </ul>
4	<b>Fighting among students</b>	<ul style="list-style-type: none"> <li>- Intervene, de-escalate and report</li> </ul>	<ol style="list-style-type: none"> <li>1. Separate involved students immediately.</li> <li>2. Inform Chairman Internal Security Committee and Chairman-Council of Wardens.</li> <li>3. Call institute medical aid if needed.</li> <li>4. Submit detailed report to Chairman Internal Security Committee</li> <li>5. Preserve CCTV footage.</li> </ol>	<ul style="list-style-type: none"> <li>- Zero tolerance for violence policy to be enforced.</li> </ul>

S. No.	Issue	Security Department Role	Protocol/Action Steps	Remarks
5	<b>Student Protest / Agitation</b>	- Maintain order and safety of students and property	1. Inform Chairman Internal Security Committee , Director, DoSA, and Admin. 2. Ensure students remain within designated safe areas. 3. Avoid use of force; prioritize dialogue. 4. Record video and maintain written log. 5. Monitor for external influence or unauthorized entry.	- Liaise with local law enforcement if protest escalates.
6	<b>Fire / Natural Calamity</b>	- Ensure evacuation and support emergency response	1. Activate alarm and emergency sirens. 2. Ensure evacuation plan. 3. Call fire department/emergency services. 4. Ensure headcounts with hostel wardens. 5. File incident report.	- Conduct mock drills every 6 months.
7	<b>Emergency Health Situation</b>	- Provide immediate support and coordinate medical aid	1. Call institute ambulance/medical officer. 2. Inform Chairman Internal Security Committee, Hostel Warden/ Chairman Council of Wardens. 3. Accompany student to hospital if required. 4. Maintain emergency contact and medical info.	- First-aid kits to be available in hostels and security posts.
8	<b>Ragging / Harassment Complaints</b>	- Ensure student safety and initiate reporting protocol	1. Separate complainant and accused. 2. Inform Chairman Internal Security Committee, Chairman Council of Wardens and DoSA. 3. Ensure complainant's anonymity and safety. 4. Submit security report with evidence (CCTV, witnesses) if required to Chairman Internal Security Committee	- Awareness campaigns on anti-ragging.
9	<b>Use of Intoxication / Narcotics</b>	Monitor, report, and assist authorities	1. If suspected, inform Chairman Internal Security Committee, Chairman Council of Warden/DoSA immediately. 2. Detain student discreetly, ensure safety. 3. Do not allow escape or destruction of evidence. 4. Document incident thoroughly.	- Awareness and anti-drug campaigns to be supported.
10	<b>Cultural, Sports, Science &amp; Tech Events</b>	Ensure crowd control and event safety	1. Prepare duty roster and deploy guards as per requirement. 2. Screen entry at venues. 3. Monitor crowd and respond to conflicts. 4. Coordinate with event in-charge. 5. Submit event summary report.	- Temporary passes for outside participants must be verified.

## RGIPT SECURITY POLICY – FACULTY, STAFF, FAMILIES & OUTSOURCED PERSONNEL

S. No.	Issue	Security Department Role	Protocol/Action Steps	Remarks
1	<b>Entry/Exit from Gates</b>	- Regulate and monitor movement through all campus gates	1. Issue vehicle and pedestrian passes (annual/temporary). 2. Maintain entry log for visitors. 3. Confirm identity using RGIPT ID or authorization letter if required. 4. Deny access without valid credentials.	- Separate entry rules for faculty/staff vs. vendors/visitors.
2	<b>Thefts in Residential / Work Areas</b>	- Respond promptly, secure the area, assist in investigation	1. Inform Chairman Internal Security Committee, Log complaint and inspect the site. 2. Check and preserve CCTV footage. 3. Assist victims in filing police reports after due approval of competent authority. 4. Maintain record of past incidents to detect patterns.	- Encourage residents to report suspicious activity.
3	<b>Vehicular Traffic Rules</b>	- Enforce speed and parking rules on campus roads	1. Speed limit of 20 km/hr strictly enforced. 2. Issue vehicle stickers after ID verification. 3. Impose warning/fines for repeated violations. 4. No vehicle will be allowed without RGIPT pass.	- Separate parking zones for staff, visitors, and service vehicles.
4	<b>Fire Incidents (Residential / Work Areas)</b>	- Provide first response and initiate emergency protocol	1. Activate fire alarm and inform fire brigade. 2. Evacuate the area as per safety map. 3. Use fire extinguishers by trained staff. 4. Inform Chairman- Internal Security Committee. 5. Submit report with cause and preventive recommendations.	- Conduct fire drills every 6 months in residential zones.
5	<b>Casualties in Residential Area (Injury/Death)</b>	- Assist with emergency response and family coordination	1. Call medical emergency and shift to hospital. 2. Inform Chairman Internal Security Committee and RGIPT administration. 3. In case of death, secure area, notify police, and preserve scene.	- Maintain emergency contact database for all residents.

S. No.	Issue	Security Department Role	Protocol/Action Steps	Remarks
			4. Assist with documentation and formalities. 5. Maintain record and provide report to Director.	
6	<b>Animal Menace (Dogs, Snakes, Monkeys, etc.)</b>	- Contain and report animal-related threats	1. Coordinate with local municipal/pest control. 2. Isolate affected area and restrict movement. 3. Keep first-aid ready for bites. 4. Inform residents and circulate precautions. 5. Record incident and follow-up action taken.	- Install animal repellent measures where feasible.
7	<b>Accidents within Campus (Vehicles / Slips / Falls)</b>	- Provide immediate response and document the event	1. Reach the spot immediately and assess the situation. 2. Call medical aid and provide basic support. 3. Take statements and document cause. 4. Inform Chairman Internal Security Committee, Registrar/concerned department. 5. Preserve evidence and file internal report.	- Regular patrolling of accident-prone areas.
8	<b>Outsourced Staff Verification</b>	- Ensure only verified personnel enter campus	1. Maintain register with contractor's list and IDs. 2. Issue temporary work passes. 3. Do not allow without ID/escort. 4. Conduct random checks. 5. Report suspicious behaviour to Chairman Internal Security Committee and Registrar	- Re-verify contract staff database every 6 months.
9	<b>Visitor Handling (Guests of Staff)</b>	- Allow entry after verification and proper logging	1. Confirm with resident over phone. 2. Record visitor details in logbook. 3. Issue temporary visitor pass. 4. Deny entry if identity not verified. 5. Escort VIPs and vendors if required.	- No overnight stay without prior approval in case of vendors.



## RGIPT SECURITY POLICY FOR REGULAR VENDORS, CONTRACTORS & CASUAL LABOURERS

S. No.	Issue / Scenario	Security Department Role	Protocol / Action Steps	Remarks
1	<b>Entry/Exit at Campus Gates</b>	Verify, allow only authorized personnel	1. Allow entry only with valid gate pass or ID issued by Security Department/ Contractor. 2. Maintain entry and exit register. 3. No entry without proper attire or authorization.	No verbal permissions allowed.
2	<b>Gate Passes (Identity &amp; Items)</b>	Ensure gate pass system is followed strictly	1. All workers must carry vendor/labour ID card. 2. All items leaving campus must be accompanied by a gate pass approved by IWD/ Concerned Department, Residential Owner etc.. 3. Verify items against listed details. 4. Do not allow movement of unauthorized items.	Random checks are encouraged.
3	<b>Age Verification (Child Labour)</b>	Prevent illegal employment practices	1. No person below 16 years allowed to work. 2. Check ID proof at time of issuing pass. 3. Report any underage labour to Chairman Internal Security and Registrar.	Mandatory under child labour laws.
4	<b>Intoxication / Use of Alcohol or Drugs</b>	Monitor and take strict action	1. Random checks in labour residential areas. 2. If found intoxicated, isolate and inform concerned contractor/ IWD 3. If repeated, cancel gate pass and blacklist person. 4. Inform police if substances are illegal.	Signboards to be displayed banning such activities.

S. No.	Issue / Scenario	Security Department Role	Protocol / Action Steps	Remarks
5	<b>Fights / Violence among Labourers</b>	Intervene and report	1. Separate individuals and ensure safety. 2. Inform Chairman Internal Security and IWD and concerned contractor. 3. Get statements and record CCTV if applicable. 4. Escalate to police if physical injury or major fight after due approval of the competent authority.	Maintain discipline in residential and work areas.
6	<b>Violation of Institute Rules / Discipline</b>	Enforce institute norms	1. Issue warning for first minor offense. 2. Inform Chairman Internal Security / IWD/ contractor/employer. 3. For major violations, cancel pass and initiate removal. 4. Maintain a defaulter list at the gate.	Regular briefings to contractors advised.
7	<b>Item Theft / Suspicion of Theft</b>	Prevent and investigate	1. Thoroughly check bags/tools on exit. 2. If theft suspected, detain and inform Chairman Internal Security 3. Verify tools/materials with issued list. 4. Maintain CCTV surveillance near stores and sensitive areas.	Frequent offenders must be blacklisted.
8	<b>Verification of Maids, Milkman, Newspaper Hawkers</b>	Ensure background check and access regulation	1. Allow only after ID and Police Verification submitted to Security Department. 2. Limit access to designated time slots (e.g., 6–10 AM, 5–7 PM). 3. Keep log of daily visits. 4. Report absenteeism or suspicious activity.	Residential area access must be monitored.
9	<b>Cultural, Sports, Science &amp; Tech Events (Support Staff Entry)</b>	Facilitate support role under supervision	1. Verify vendor support list from Event Coordinator. 2. Allow temporary passes with date and time.	Passes to be surrendered post-event.

S. No.	Issue / Scenario	Security Department Role	Protocol / Action Steps	Remarks
			3. Restrict movement to relevant areas only. 4. Escort sensitive equipment if needed.	
10	<b>Labourers Residing Temporarily Inside Campus</b>	Monitor activity, ensure code of conduct	1. Maintain daily attendance and log register. 2. Restrict movement after working hours. 3. Conduct periodic checks with contractor. 4. No outsider allowed in labour zones.	Housing rules must be followed.
11	<b>Emergency Situations (Fire, Accident, Health)</b>	Ensure safety and rapid response	1. Alert emergency services immediately. 2. Evacuate area and inform Chairman Internal Security/ Medical/ IWD/ Concerned Contractor. 3. Provide first aid and hand over to the concerned contractor for onward action. 4. File incident report with witness statements.	Safety briefing for all new workers is recommended.
12	<b>Tools and Equipment Movement</b>	Prevent unauthorized removal or misuse	1. Verify tools list with site supervisor daily. 2. Check outgoing tools against log register. 3. Random tool checks encouraged. 4. Escort heavy or sensitive items.	Equipment without approval must not be allowed out.
13	<b>Outsourced Vendor Vehicle Entry</b>	Check, record, and regulate vehicle movement	1. Verify with work schedule or delivery note. 2. Log vehicle number, driver name, purpose, time in/ out. 3. Check vehicle contents before entry and exit. 4. No overnight parking allowed without prior permission.	Parking zones to be strictly followed.

# **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT)**

## **Students Misconduct and Disciplinary Policy**

### **1. Purpose and Scope**

This policy outlines the standards of student conduct at RGIPT and details the procedures and penalties applicable to acts of misconduct. It applies to all students, regardless of whether the misconduct occurs on-campus, off-campus, or via online platforms, including social media and other modes of communication.

### **2. Definition of Student Misconduct**

#### **A. Misconduct includes, but is not limited to:**

- Disruption of academic or administrative activities.
- Harassment in any form—physical, verbal, psychological, or sexual.
- Use of abusive, threatening, obscene, or defamatory language or behavior.
- Acts of assault, bullying, coercion, or making malicious allegations.
- Possession or use of weapons or hazardous substances.
- Participation in strikes, agitations, or processions disrupting Institute functioning.
- Acts or omissions that damage the Institute's reputation.
- Consumption, possession, sale, or distribution of alcohol, tobacco, narcotics, or similar substances.
- Language or behavior disrespecting individuals or insulting the modesty of women.
- Any form of sexual harassment.
- Involvement in ragging or related activities.
- Theft, fraud, damage to property, unauthorized use of Institute resources, or bribery.
- Publishing or sharing defamatory, misleading, or obscene content online targeting RGIPT stakeholders.
- Unauthorized disclosure of confidential Institute information on public platforms.
- Unauthorized recording and distribution of videos or audios of faculty, staff, or students.
- Impersonation of the Institute, its departments, or officials.
- Violation of hostel regulations or unauthorized movement in and out of campus.
- Breach of security protocols or non-cooperation during inspections.
- Provoking communal, caste-based, or regional disharmony.
- Repeated offenses despite previous disciplinary actions.
- Violation of any Institute policy, guideline, regulation, or applicable law.
- Any act deemed as misconduct by the Director.

**Note:** Ragging in any form is a criminal offense and strictly prohibited, as per the directives of the Hon'ble Supreme Court of India.

#### **B. Composition of Committees:**

- **Students Grievance & Redressal Committee (SGRC)** – As notified by the Institute.
- **Apex Disciplinary Committee** – Constituted by the Director for major policy decisions.

- **Standing Disciplinary Committee** – Appointed by the Director for routine and investigative functions.

### **C. Definitions:**

Terms not defined in this policy but defined in other RGIPT rules or applicable laws shall carry the meaning as provided therein. In the absence of such definitions, standard legal definitions under Indian law shall apply.

## **3. Disciplinary Actions**

Disciplinary measures shall vary based on the severity of the misconduct:

### **A. Minor Misconduct**

- **Oral Reprimand** – Verbal warning.
- **Written Reprimand** – Formal written notice.
- **Written Warning** – Notification of future consequences.
- **Disciplinary Probation** – Conditional continuation of academic privileges.
- **Fine** – ₹1,000 to ₹5,000.

### **B. Major Misconduct**

- **Suspension of Privileges:**
  - Removal from hostel.
  - Disqualification from positions of responsibility.
  - Restricted access to labs, sports, and library.
- **Academic Penalties:**
  - Exclusion from classes, placements, and other academic activities.
  - Withdrawal of scholarships/fellowships.
- **Major Fine:** ₹5,000 to ₹25,000 (may increase with repeated violations).
- **Debarment:** Temporary exclusion from exams.
- **Suspension:** Temporary removal from academic and campus activities.
- **Expulsion:**
  - Permanent removal from the Institute.
  - Forfeiture of fees and pending degrees.
  - Restricted campus access without Committee approval.
- **Withholding/Withdrawal of Degree:** Based on severity of misconduct.

- **Referral to External Authorities:** Institute may refer cases to police or legal bodies without prejudice to internal disciplinary actions. However, multiple penalties may be imposed simultaneously based on the gravity of the misconduct.

#### 4. Authorities Empowered to Impose Disciplinary Actions

Type of Misconduct	Sanctioning Authority	Approving Authority	Appellate Authority
Minor	Standing Disciplinary Committee	Dean, Student Affairs	Director
Major	Standing Disciplinary Committee	Apex Disciplinary Committee	Director

#### 5. Procedure for Imposition of Disciplinary Action

1. **Reporting:** Any report of misconduct shall be referred by the Dean- Students' Affairs to the Standing Disciplinary Committee.
2. **Inquiry:** The Committee shall conduct an inquiry, ensuring adherence to principles of natural justice. Both complainant and respondents will be given an opportunity to be heard and present evidence.
3. **Ex-Parte Proceedings:** If any party delays or misuses the inquiry process, the Committee may proceed ex-parte after recording reasons.
4. **Timeline:** Inquiry should conclude within 15 days; maximum 30 days. In exceptional cases, a 30-day extension may be granted by the Director. Inquiries not concluded within 60 days shall be dropped and the student exonerated.
5. **Reporting:** Within 7 days of conclusion, the Committee shall submit its findings and recommendations to the Approving Authority.
6. **Final Order:** Approving Authority shall issue a reasoned order based on the Committee's report. If an Approving Authority does not accept the recommendation, full justification must be recorded.
7. **Notification:** The Registrar shall notify the final order to both parties.

#### 6. Appeals and Redressal Mechanism

- Both the student and the complainant are entitled to one appeal to the Director, whose decision shall be final and binding.

**Appeal Process:**

1. Submit a written appeal with grounds to the SGRC.
2. SGRC shall review and interact with relevant parties within 10 days.
3. If deemed appropriate, the SGRC shall submit the recommendation to the Apex Disciplinary Committee (ADC) comprising:
  - i. Dean (SA)
  - ii. Dean (AA)
  - iii. Dean (R&D)
  - iv. SGRC Chairperson
  - v. Respective HoD(s)
4. The Dean (SA) convenes the ADC meeting.
5. ADC and SDC recommendations shall be submitted to the Director for approval.
6. The final decision will be notified by the Registrar.

**7. Interpretation**

- a. Any dispute regarding the interpretation of this policy shall be referred to the Director, whose decision shall be final and binding.

# **“RGIPT Students Grievance Policy- 2025”**

## **1. Background:**

- a) This policy has been framed in line with the provisions of the “University Grants Commission Redressal of Grievance of Students Regulations, 2023” of India (hereinafter referred to as the “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.
- b) These regulations shall be called the “Student grievance redressal policy” of RGIPT

## **2. Purpose:**

- a. RGIPT is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system for its students, which is easily accessible and offered to complainants at no charge.
- b. While various committees already exist at RGIPT to address specific student concerns (such as DUGC, DPGC, T&P, Hostel, Council of Wardens, Transport, Exam Committee, Women Cell/ICC, etc.), students often face confusion about where to raise their concerns. This policy provides a centralized and structured platform through which students can file their grievances or queries, and these will then be forwarded to the appropriate committee or authority for resolution.

## **3. Aim:**

The aim of these rules is-

- a) To develop a culture of understanding, addressing and providing quick redress to grievances and take steps to prevent recurrence of such incidents;
- b) To set in place a grievance handling system that is student focused;
- c) To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- d) To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
- e) To ensure that there is a consistent response to grievances.



#### 4. Objective:

- a) To provide opportunities for redressal of certain grievances of students already enrolled in RGIPT.
- b) To maintain harmonious Student-Student and Faculty-Student relationships.
- c) Creating an environment in which students can freely express their grievances without fear of discrimination or victimization.

#### 5. Scope and Applicability:

- a) These Regulations shall cover any kind of grievance that students at the Institute may face during their stint at the Institute.
- b) A 'Student' for the purpose of these regulations shall mean a student enrolled for a full-time programme of the Institute

#### 6. Definitions:

- a) **Grievance:** means a formal complaint that includes any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the Institute that a student thinks, believes, or even feels, is unfair, unjust or inequitable.
- b) **Grievant:** means a student or group of students submitting the grievance.
- c) **Days:** means working days exclusive of Sundays, holidays or vacations as set forth in the academic calendar. In counting, the first day shall be the first full working day following the receipt of the grievance.

#### 7. Types of grievance:

- a) **Academic Related:** Admissions, Conduct of classes, Examination Assessments, Evaluation, Library Facilities, Issuance of Certificates, Add-on courses, Research Related issues, Stipend and other remunerations etc.
- b) **Extension and Extra-Curricular:** Alumni Registration, Award of non-academic credits, Physical Education, Cultural Activities, Sports, etc.
- c) **Amenities & Maintenances:** Wi-Fi/Internet Connectivity, Utility stores, Computer facilities, Drinking Water, Sanitation & Hygiene, Maintenance . Medical Facilities etc.
- d) **Placement & Internships:** On-campus or off-campus interviews, soft skills training, Internships, etc.
- e) **General Administration:** Collection of fees, ID cards, Scholarships Disbursement, Transportation, etc.

- f) Hostel Facilities:** Complaints regarding provisions/ food services, Safety and security of one's belongings, Bullying/harassment of any form.
- g) Mental Health and Wellbeing:** Stress and emotional health related issues.
- h) Discrimination:** Harassment or perceived discrimination based on caste, religion, gender, region, disability, or any other identity.
- i) Digital/Online Abuse:** Cyberbullying, hacking, social media related or online exam-related issues.
- j) Other Related Issues:** Safety and Security Discipline, Misbehaviours, Emergency Services etc.

### **Exclusions:**

The following complaints/grievances shall not be construed by the Grievance Redressal Committee for consideration and disposal:

- a) Decisions of the BOG/Senate of the RGIPT
- b) Complaints involving policy matters in which the grievant has not been affected directly/ indirectly.
- c) Decisions pertaining to matters in violation of the ordinances of RGIPT.
- d) Anonymous and frivolous complaints will not be entertained/processed.
- e) Any complaint which has already been shared via e-mail, on social media platforms or other external channels, before being brought to the Grievance Committee.

## **8. Grievance Submission Process**

Students can submit their grievances through:

- Providing a written (hard copy) application, clearly stating their concerns, and depositing it in the official grievance box located at the hostel office.
- Email ([chair\\_sgrc@rgipt.ac.in](mailto:chair_sgrc@rgipt.ac.in)) communication to designated grievance officers.

## **9. Required Information:**

- Full name and roll number.
- Detailed description of the grievance.
- Any supporting documents or evidence.

## **10. Procedure and Stages in Grievance Handling:**

The following procedure can be followed by the students to seek redressal of grievance of any kind whether academic or non-academic in nature, as specified under clause 7.1 above:

- i. Formal complaint by the aggrieved person shall be submitted by hard copy or on provided email id with relevant documents.
- ii. For minor issues, the SGRC members may attempt to resolve the matter directly by coordinating with the concerned authority or committee. Upon resolution, the SGRC shall update the status to the grievant.
- iii. If deemed necessary, the Student Grievance Redressal Chairman/members shall categorize the grievance and forward it to the appropriate committee convener/co-convener by email.
- iv. If felt necessary, the designated authority may allow an opportunity to the complainant to formally present his/her case along with relevant documents in support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to face interview with the complainant.
- v. Wherever required, the Institute will take preventive or corrective action in a reasonable time and advise the complainant of the same.

## **11. Confidentiality:**

- a) During all stages of the Grievance Handling and Resolution Procedure, the Institute will take all possible steps to ensure that the complainant and the respondent are not victimized or discriminated against.
- b) Implementation of the procedure will be done without prejudice to either party.
- c) At all stages of this procedure, a full explanation (in writing for decisions and) of the actions taken as part of the process will be provided if so, requested by the complainant or the respondent.
- d) While dealing with the issue, all possible confidentiality and privacy will be maintained and all records relating to such complaints will be treated as confidential.
- e) Records concerning grievances handled under this procedure and their outcomes shall be maintained for a period of one year.
- f) There will be no cost to the complainant for utilizing this grievance and appeal process.

## **12. Composition of Students Grievance Redressal Committee (SGRC):**

- i. A separate 'Students Grievance Redressal Committee' (SGRC) shall be constituted at RGIPT, AEI and EIB to consider grievances of the students, with the following composition, namely:
  - a) A Professor- Chairperson
  - b) Two Professors of the Institution as Members.
  - c) Five (3 B.Tech + 1 Ph.D. + 1 MTech/MBA.) representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities-Special Invitee.
- ii. At least one member or the Chairperson shall be a woman.
- iii. The term of the chairperson and members shall be for a period of two years.
- iv. The term of the special invitee shall be one year.
- v. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be two.
- vi. In considering the grievances before it, the SGRC shall follow principles of natural justice.
- vii. The SGRC shall send its report with recommendations, if any, to the Competent Authority of the institution concerned and a copy thereof to the aggrieved student.
- viii. Any student aggrieved by the decision of the Students Grievance Redressal Committee may prefer an appeal to Higher authority of RGIPT within a period of fifteen days from the date of receipt of such decision.

## **13. Timeline for Grievance Redressal:**

The grievance shall be addressed within 10 working days; however, the time required for resolution may vary depending on the complexity of the complaint.

## **14. Amendments:**

This policy will be reviewed periodically to rectify anomalies, if any, and to incorporate feedback received from the stakeholders through impact analysis and deliberations of the Focus Group.

## 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 I Mentor for 6 freshers and I 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 seniors.
- 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 I<sup>st</sup> 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- in-charge, 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 I 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 I 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 channelled 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: