



UNIVERSITY WITH A PURPOSE

CODE OF CONDUCT

UPES - CODE OF CONDUCT

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I. Introduction

Welcome to UPES!

The “UPES Principles of Engagement” will acquaint you with UPES’s policies and all information relating to your association with the University.

UPES has laid down certain guidelines for its full-time, part-time and contractual employees to follow while associated with UPES. It is the responsibility of all such employees to read, understand, familiarize and comply with the stated policies pertaining to them.

Please note that this document is for internal circulation only. It contains confidential information and its contents are not to be shared with any person not employed with UPES.

These policies may be revised from time to time as per the growing needs of UPES and any revision made will be duly notified.

If you have any queries regarding these policies, please feel free to reach out to the Human Resources (HR) department for assistance.

We are glad to have you on board and we hope your association with UPES will be challenging and rewarding!

II. Faculty Code of Conduct - Our way of life

a. Objective

- i. The purpose of Code of Conduct is to define the way of life at UPES and articulate high standards of honesty, integrity and ethical behavior expected of all employees, while meeting the requirements of external stakeholders and applicable laws.
- ii. Code of Conduct provides guidelines to the employees to enable them to understand their responsibilities and obligations and provide guidance on expected behavior at the workplace if faced with an ethical dilemma or conflict of interest.

b. Applicability

- i. This policy shall be applicable to all full-time, part-time and contractual employees of UPES, as well as those associated in any other capacity. (Collectively referred to as “employees” for the purpose of Code of Conduct Policy).

c. Guidelines

3.1 Employment and Responsibility of Employees

- 3.1.1. All employees can be transferred / posted to any location in India as per the requirements of the University, communicated from time to time.
- 3.1.2. All employees shall ensure to be aware of and abide by the Codes elucidated in this document.
- 3.1.3. All employees shall be responsible for behaving / acting in ethical manner compliant with the applicable laws, rules & regulation and promote ethical conduct in the University.
- 3.1.4. All employee shall be responsible for reporting any violations of the codes, they observe within the University, to the Local Compliance Officer. For this purpose, Director - HR has been designated as the Local Compliance Officer.

3.2 Responsibility of Functional Heads / School Heads

- 3.2.1. All School Heads/ Functional Heads shall be responsible for driving a culture of integrity, honesty and ethical behavior among other employees and in the University.
- 3.2.2. They are expected to be a role model of behaviors expected of employees and also encourage other employees to abide by UPES’s Way of Life.
- 3.2.3. They should encourage different opinions and address issues of the employees, in a transparent manner, in order to maintain a healthy work environment.

3.3 Codes of Conduct

3.3.1 Honesty and integrity

- a. All employees shall demonstrate highest standards of honesty and integrity in their conduct at all times within the premises of UPES as well as outside of it.
- b. Any unethical behavior or practice by an employee shall be highly unacceptable and non-negotiable.

3.3.2 Focus on Quality

- a. All employees shall devote their time and attention to UPES, its work, its students and other internal & external stakeholders.
- b. All employees shall discharge their duties as entrusted from time-to-time responsibly with full commitment and to the best of their potential.
- c. All employees shall adhere to the quality standards of UPES, as prescribed from time to time, in order to ensure that service of highest quality is provided to our students and other internal and external stakeholders.
- d. All employees shall be accountable for the overall experience of the students and other internal & external stakeholders.
- e. All employees shall ensure that any information collected, produced or obtained in the course of employment with UPES, whether communicated orally or written in paper or electronic format, is accurate, complete and correct to the extent possible.

3.3.3 Respect for All

- a. All employees shall demonstrate respect and trustworthy behavior in all dealings with their student, colleagues as well as other internal and external stakeholders (such as parents of the students, guest speakers, and people from industry, among others).

3.3.4 Team Work

- a. All employees shall uphold the spirit of team work and ensure that the best interest of the University prevails at all times.

3.3.5 Open Door Culture

- a. All employees shall foster an open-door culture at workplace, where all students, employees and other internal stakeholders have access to each other regardless of their position or influence in the University.

3.3.6 Equal Opportunities Employer

- a. UPES is an equal opportunity employer and does not discriminate any person because of his / her gender, caste, religion, age, marital status, nationality, ancestry, ethnicity, geographical origin, sexual orientation, disability or any other trait protected by law, with respect to any terms of employment such as hiring, promotion, transfer, compensation & benefits, career development opportunities, etc.
- b. All employment related decisions shall be based on merit of the person only, and UPES shall not discriminate any person because of his / her personal characteristics / traits.

3.3.7 Workplace Free of harassment

- a. A harassment free workplace is a right of all employees and UPES respects this right.
- b. All employees shall ensure a healthy and safe work environment that is free from harassment of any kind or form.
- c. All employees are prohibited from indulging in harassment of any kind or form - whether physical, verbal, psychological, or sexual in nature. This includes all types of unwelcome, offensive, demeaning and intimidating behaviors against University, students, employees or any other internal and external stakeholders, whether explicit or implicit.
- d. Verbal and / or physical threats against University, students / employees or clients /

employees will not be tolerated.

e. If any employee is found to have resorted to harassment towards any student, employee or any other internal and external stakeholder, strict disciplinary action shall be taken in such case.

f. Additionally, if an employee is harassed by another employee, visitor, vendor, or any other associate while at work, disciplinary action shall be taken as per the guidelines of Code of Conduct policy.

3.3.8 Safety, Health and Environment

a. UPES is committed to provide its employees a safe, healthy and sound working environment

b. Safety at workplace is also every employee's responsibility.

- All employees shall comply with safety norms and codes as prescribed by the University;
- All employees shall also be responsible for guiding their colleagues, students and other internal and external stakeholders at UPES's premises to ensure compliance to the safety norms and codes;
- All employees shall keep a caring and watchful eye on their colleagues, students or any other associate and shall proactively bring it to the notice of the University if they foresee any unsafe or potentially illegal act or action which may have implication(s) on the safety, health and environment at UPES;
- Should a need arise and if required, an employee must act promptly and undertake all possible measures to eliminate any unsafe condition(s) as soon as they become aware of it.

3.3.9 Prohibition of Substance Abuse

- UPES is committed to maintain a productive and safe environment that is free from substance abuse of any kind at its premises.
- For this purpose, UPES's premises shall include all land(s), office(s), building(s), campus(es), guest house(s), vehicle(s) and parking area(s) under the control of UPES. It also includes such other work location(s) as internship location(s), or site(s) / center(s) used or occupied during enrollments and placements, including the vehicle(s) used for travel to or from such location(s) while on UPES duty or assignment(s), internship(s) or otherwise within the scope of employment.
- Substance Abuse includes smoking, use of alcohol, drugs and other controlled substances (except when these substances / drugs are medically prescribed by a licensed health care professional)
- Alcohol is defined as an intoxicating liquid that includes, but is not limited to, wine, beer, and spirits.
- Drugs and other controlled substances are prescribed drugs, as well as illegal inhalants and illegal drugs and / or controlled substances as defined under the applicable law, including but not limited to marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines and

methamphetamines.

- a. All employees are prohibited from substance abuse of any form while performing their duty at UPES's premises. Employees are also prohibited from reporting to work or classes under the influence of alcohol or non- medically prescribed drugs or any other addictive substances.
- b. Unauthorized or unlawful purchase, possession, use, sale, distribution, manufacture of alcohol, drugs and other controlled substances is prohibited at UPES's premises.
- c. Prohibition of substance abuse is also applicable to UPES's employees, students and internal as well as external stakeholders.
- d. Violation of this clause on substance abuse shall lead to disciplinary action(s) in accordance with the rules and regulations of Code of Conduct of UPES.

3.3.10 Workplace Violence

- a. Workplace violence in any form either within premises or outside where University-related activities are carried out, is not acceptable at UPES
- b. Employees should neither indulge in workplace violence nor encourage others towards it.
- c. Demonstrating violence against any person or University's property shall attract strict disciplinary action.
- d. Possession of weapons or dangerous items at workplace or outside while conducting University-related activities is strictly prohibited.

3.3.11 Prohibition on Corruption

- a. Employee's shall not engage in any corrupt practices including:
 - Offer / accept bribes
 - Offer / accept kickbacks
 - Give false incentives to customers / vendors
 - Indulge in theft / fraud
 - Embezzle funds
 - Indulge in personal monetary transactions with students/colleagues and other internal and external stakeholders
 - Indulge in personal level entertainment with students/colleagues and other internal and external stakeholders
 - Falsify University's records and / or academic / personal records of students
 - Solicit Gifts / Advantages
 - Or compromise integrity in any manner whatsoever

3.3.12 Proper Control and Accounting

- a. Compliance with prescribed controls, accounting systems and rules is required at all times. The accounts must accurately reflect and properly describe the transactions recorded.

- b. Appropriate action will be taken for breaching UPES's control and accounting systems & rules.

3.3.13 Protection and proper use of UPES's assets

- a. UPES's assets can be tangible (such as office supplies, office furniture, equipment, computer and communication systems, etc.) and/or intangible (such as intellectual property, software, etc.).
- b. UPES's assets are a property of the University, which are provided to employees to facilitate their working in the University. Improper access, manipulation, alteration or other interference with UPES's assets is prohibited.
- c. All employees are expected to protect these assets and ensure efficient, ethical and judicious usage of the same.
- d. Theft, misuse or destruction of UPES's assets shall be considered as a misconduct and attract disciplinary action.

3.3.14 Intellectual Property

- a. Copyright and all other intellectual & proprietary rights in any document and other materials produced by the employees during the course of their association with UPES (whether or not produced during working hours) shall vest in and belong to UPES from the date of production.
- b. To the extent necessary, the employee shall hereby irrevocably assign all present and future copyright(s) and other right(s) in such document(s) and other materials to UPES immediately upon their creation.
- c. It is the employee's responsibility to obtain copyright on Intellectual Property created by her/him during her/his employment with UPES and assign it to UPES. Unless specifically waived or transferred in writing by the University.
- d. All payments and royalties emanating from the exercise of such rights shall be the property of UPES.
- e. Employees shall ensure that all such documents and other materials produced by her/him will be original and will not infringe upon the rights of any third party.
- f. All property, document(s), paper(s) or other work(s) in employee's possession or control, acquired or prepared by reasons of employee's employment with UPES must be returned on request and, in any event, upon separation of the employee from UPES.

3.3.15 Confidentiality

- a. Any information relating to UPES's dealing(s), procedure(s) / process (es) / practice(s), strategic plan(s), financial record(s), its student(s), client(s) and vendor(s), or any other non-public information that comes to employees' possession or attention by reason of their employment, shall be treated as being confidential, whether or not it is individually identified as confidential. An employee will not, during her/his association with UPES, or after its completion, communicate or divulge to any other person such confidential information related to UPES.
- b. Employees are expected to safeguard such confidential information and discussions should be limited to those who "need to know". Discretion should be used at all stages of handling

such information, whether oral or written. Special attention is drawn towards aspects like filing and photocopying where there is potential loss of such confidentiality.

- c. Employees shall not communicate directly or indirectly any official document or information to any person to whom s/he is not authorized to communicate such document or information.
- d. Any violation of this clause on Confidentiality will attract strict disciplinary action.

3.3.16 Conflicts of Interest and Duty

- a. UPES discourages any act that is not in the best interests of UPES.
- b. “Conflict of Interest” is defined as:
 - When an individual’s personal, economic interest(s) are in conflict with the interest(s) of UPES;
 - A situation that arises when a decision-making authority is seen to have a personal stake in the outcome of the decision itself;
 - The use of one’s position to obtain personal gain or advantage for oneself, members of one’s family or friends;
 - In the best interest of the University, each employee must adhere to the following guidelines:
 - A full-time employee of UPES shall not accept concurrent employment outside the University, with or without remuneration. This encompasses undertaking any consulting assignment, freelancing, directorship, or any position of responsibility, with the exception of those assignments / projects / associations that are approved by UPES. In case an employee intends to undertake any concurrent opportunity outside UPES, a prior approval from the University is required;
 - A full-time employee shall not engage, own, manage, operate consult or be employed with another University or Institution that is substantially similar to or in competition with UPES during their employment with the University, with the exception of those assignments / projects / associations that are approved by the University;
 - Employees must refrain from developing / maintaining personal associations with stakeholders;
 - Completely avoid any other situation that hampers employee’s ability to take decisions in the best interest of the University;
- 1. Each employee must completely and accurately inform UPES of any personal or external interest that may lead to an actual, potential or perceived conflict of interest or duty. The University will take appropriate steps to eliminate or minimize such conflicts of interest at the earliest.
- 2. In addition to this, employees must not exploit for their own personal gain, the opportunities that are discovered through the use of UPES’s property, information or position.
- 3. If UPES’s reputation and good name is jeopardized in any way, due to such Conflict of Interest, strict disciplinary action will be taken.

i. Compliance with laws, regulations, policies and procedures

1. Each employee must:

- a. Comply with the letter and spirit of any applicable law, rule or regulation;
- b. Comply with the policies and procedures of UPES;
- c. Encourage other employees to do the same;
- d. Report any actual/potential/perceived violation any law, regulation and procedures.

ii. National Interest

1. All employees of UPES are expected to conduct their work in the best of national interest and shall not be engaged in any activities that shall put national interest at risk.

3.4 Usage of internet and Email

3.4.1 Employees must adhere to the following guidelines while using internet and email at workplace or other using assets of UPES:

- a. Not send offensive emails and messages to any person(s) / group(s) within or outside the University.
- b. Not import any non-text files including files received as e-mail attachments onto your system without checking for viruses.
- c. Not visit obscene or illegal material or any material that is offensive in any way.
- d. Not download any unauthorized software. All software used by employees to conduct University-related activities must be appropriately licensed.
- e. Not share any report, files, data, source code or any proprietary information or intellectual property of UPES with any unauthorized person(s) / group(s) or any other entity through the internet.
- f. Not use the email system to copy and / or transmit any document(s), software or other information protected by copyright laws.
- g. Not create email congestion by sending trivial messages or personal messages or copying e-mails to those who need not receive them.
- h. Not access gaming or porn sites or any site with sexuality explicit material, gamble or initiate any hacking activity, sniff attack or denial-of-service attack over the internet. These activities are strictly prohibited, and strict action will be taken against the users. In case of any legal action arising thereof, the user will be solely responsible for the same.

3.5 Media Relations

3.5.1 No employee of the University shall discuss about matters related to UPES, answer any questions or provide any personal opinion, whether favorable or adverse, about the University in any article / radio / TV broadcast / to outsiders directly or indirectly. Any violation of this clause will lead to strict disciplinary action.

3.5.2 Only a person, appointed by the University, shall act as a Spokesperson who would interact with the Media / Press on behalf of UPES.

3.5.3 In case any media representative contacts an employee, s/he should be directed to the Registrar or to the Vice-Chancellor.

3.6 Social Media Guidelines

3.6.1 UPES recognizes the importance of Social Media in the current scenario and is committed to support employees' right to interact knowledgeably and responsibly in the social media.

3.6.2 The following guidelines shall be followed by the employees in all their Social Media communications in connection with UPES, to protect the privacy, confidentiality, and interest(s) of UPES, its employee(s), student(s), and other stakeholder(s):

- a. Should be honest about their identity without concealing or falsifying facts
- b. Should not portray themselves as a spokesperson of the University on any matter.
- c. Should not post any information related to UPES on Social Media websites, networking platforms and mobile applications including sensitive information, intellectual property and financial disclosures.
- d. Should not use UPES's logo and trademarks in any post.
- e. Should always use a disclaimer: "the views expressed in this post are my own and do not represent UPES's opinions", whenever s/he posts any content.
- f. Should be respectful towards other person(s) / group(s) in their posts.
- g. Should not post any offensive or potentially offensive content on any social media website.
- h. Should use their good judgment while posting on Social Media as their actions may represent UPES.
- i. Should follow applicable laws in all their social media communication / posts.

3.6.3 Any violation of the above-mentioned guidelines will lead to strict disciplinary action.

3.6.4 In case of any query regarding Social Media Guidelines, employees should approach HR or Legal department.

3.7 Political Contributions and Activities

3.7.1. An employee shall not be an active member of any political party and should not misuse the funds of UPES for any political party / consideration/ cause. If s/he is already an active member of any political party in any capacity, s/he needs to inform HR and also seek approval from the University.

3.7.2. An employee shall not canvass for any political party/wings/association in any form or format and shall not use any direct or indirect political influence in matters pertaining to UPES.

3.8 Distribution of Private Pamphlets / Promotional Material

3.8.1. Distributing or exhibiting within the premises of the establishment and / or its precincts handbills, pamphlets, posters, effigies and such other things or causing to be displayed by means of signs or writing of other visible representation or any matter is not permissible without previous written sanction of the University.

3.9 Professional Conduct

3.9.1. The employees are expected to conduct themselves in a courteous and professional manner

at UPES's premises and outside whenever they are representing UPES.

3.9.2. Employees should always be aware of their personal appearance and grooming.

3.9.3. Employees should be conscious of their language, courtesy, manners, and conduct with other employees. Negative, abusive or obscene language will not be tolerated.

3.9.4. Employees should demonstrate a sense of "professional pride" in their work habits and be an ambassador of UPES at all times.

3.10 Unauthorized Transfer of University's Property

3.10.1. Unauthorized loan or transfer of identity card, equipment or property of UPES to another person is not permissible.

3.11 Acts of Omission and Commission Constituting Misconduct

3.11.1. For this purpose, UPES's premises shall include all land(s), office(s), building(s), campus(es), guest house(s), vehicle(s) and parking area(s) under the control of UPES. It also includes such other work location(s) or site(s) / center(s) used or occupied during enrollments and placements, including the vehicle(s) used for travel to or from such location(s) while on UPES duty or assignment(s) or otherwise within the scope of employment.

3.11.2. The following are sample cases (and not limited to) for the acts of misconducts:

- a. Willful insubordination or disobedience of any reasonable instruction(s) of a superior, whether alone or in combination with other.
- b. Striking work alone or in combination with other employees or inciting them to strike work.
- c. Sleeping on duty.
- d. Refusal to work on any job assigned by the University.
- e. Theft, fraud, forgery, misappropriation, embezzlement or dishonesty in connection with UPES or its property.
- f. Taking or giving bribes or any illegal gratification whatsoever.
- g. Collection or canvassing for collection without the written permission of the University of any money within the premises of UPES, except as sanctioned by any law for the time being in force.
- h. Habitual late attendance and habitual absence without leave sanctioned or without sufficient cause.
- i. Carrying on money-lending with commercial intent or any other commercial activity within the premises of UPES.
- j. Drunkenness, fighting, riotous, disorderly or indecent behavior within the premises of UPES.
- k. Commission of any act leading to indiscipline or unacceptable behavior within the premises of UPES.
- l. Habitual negligence or neglect of work.
- m. Absence from place of work without the permission of the Reporting Manager.
- n. Causing damage to one's own work or to that of other employee or students.

- o. Causing damage to property of any employee, student or any other internal or external stakeholder at UPES.
- p. Theft of property belonging to other employees / students or any other internal or external stakeholder or to UPES.
- q. Shouting of defamatory or disrespectful slogans or distribution or exhibition within the boundaries of the establishment of any newspapers, hand bills, pamphlets or posters without the previous sanction of the University.
- r. Threatening, abusing, assaulting, intimidating or any improper behavior towards any student or employee or any other internal or external stakeholder of UPES.
- s. Gambling within the premises of the establishment.
- t. Unauthorized use or forcibly occupying of UPES's property.
- u. Lending to or borrowing money from employees with commercial intent.
- v. Engaging in trade within the premises of UPES.
- w. Spreading rumors/false information or panic which tends to disrepute UPES or its employees, students or any other internal or external stakeholder of UPES.
- x. Writing of anonymous or pseudonymous letters criticizing the employees of UPES.
- y. Refusal to accept charge sheet, suspension order, or any other lawful order given by a superior.
- z. Misbehavior during the pendency of disciplinary action instituted against him/ her.
- aa. Giving of false personal information, qualifications or previous service etc.
- bb. Possession of any lethal weapon within the premises of UPES.
- cc. Tampering with official records and other documents, either pertaining to himself / herself or to any employee or student or any other internal or external stakeholder of UPES.
- dd. Misuse of loan or salary advance or non-compliance with the provisions of the loan/salary advance policy.
- ee. Commission of any act during association with UPES, leading to indiscipline or unacceptable behavior:
 - On UPES's property or premises;
 - Outside UPES's premises if it directly or indirectly affects the functioning or reputation of UPES, its student(s) or employee(s) or any other internal or external stakeholder of UPES.
- ff. Frequent repetition of acts or omissions liable for fines
- gg. Any act of omission which amounts in loss of the UPES's confidence.
- hh. Unauthorized communication or disclosure of official documents or information pertaining to UPES, its student(s) or employee(s) or any other internal or external stakeholder, to any unauthorized person.
- ii. Incivility to student(s) or employee(s) or any other internal or external stakeholder.

- jj. Violation of norms related to safety and health of student(s) or employee(s) or any other internal or external stakeholder at UPES that exposes the University to any penalty under the applicable law.
- kk. Absence from duty without notice, or without sufficient reason, for a period of 3 days or more.
- ll. Any form of substance abuse within the premises of the UPES
- mm. Any conduct in relation to academic work that is dishonest or unfair and includes, but is not limited to:
 - Plagiarism;
 - Unauthorized collaboration;
 - Misrepresentation of other's research work as own and not giving credence to the researcher;

3.11.3. If any employee is found to have participated in any of these misconducts, disciplinary procedure would be initiated in such cases. The steps followed in the disciplinary procedure and the penalties for proven misconducts are as follows.

3.12 Procedure for Dealing with Cases of Misconduct

3.12.1. Principles of Disciplinary Procedure:

- a. Counseling will be offered, where appropriate, to resolve problems.
- b. No disciplinary action will be taken against any employee until the case has been fully investigated.
- c. At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- d. The level of any formal action will be dependent on the seriousness of the offence, having regard to the need for fairness and natural justice. The procedure is internal to UPES and may or may not allow for any external representation.
- e. The decision taken by the appointed committee will be final and binding

3.12.2. Procedure for handling reported misconducts:

- a. In the spirit of natural justice, the employee against whom the misconduct has been reported, will be given an opportunity to explain his / her case.
- b. Depending on the explanation given by the employee HR shall decide the due course of action depending on the severity of the misconduct and previous record of the concerned employee.
- c. In case of minor misconduct:
 - The employee shall be advised by the Reporting Manager of the conduct expected of him/her in the future and of the possible consequences if the misconduct is repeated.
 - Where necessary a verbal/ written warning may be given by the Reporting Manager. However, a record of a verbal/ written warning needs to be kept on the employee's personnel file held by HR and may be used in future proceedings.

- In case of major misconduct:
- A show-cause notice will be served to the employee against whom the misconduct has been reported.
- If the explanation provided by the employee for the charges leveled in the show cause notice, is not satisfactory, a charge-sheet clearly setting forth the charges against him/her, will be served and an enquiry as stated below will be held.
- The enquiry will be held by an Enquiry Officer appointed by UPES who should necessarily be at a higher grade than the accused.
- During this enquiry, the accused will be given all reasonable opportunities to defend himself / herself against the charges leveled on him / her.
- The accused will be permitted to produce witnesses in his / her defense and cross-examine any other witnesses on whose evidence the charge rests.
- The Enquiry Officer will also sum up the evidence at the conclusion of the Enquiry and submit his / her Report to UPES pronouncing his observations against the charges leveled.
- The said report will be forwarded to the charge-sheeted employee for his/ her comments thereon within a defined timeframe.
- The Vice Chancellor will consider the report of enquiry, the reply of the charge-sheeted employee, if any, and either exonerate the accused or award him / her with a suitable punishment.
- If the accused fails to respond to the show-cause notice by the stipulated time, or if he / she fails to be present at the enquiry or otherwise decides not to co-operate, the case will be preceded with ex- parte without the presence of or the co-operation of the accused.
- If the Vice Chancellor feels that the misconduct committed is a serious one, any action commensurate with the gravity of misconduct can be undertaken as mentioned in subsequent clause.
- If, as a result of enquiry held, or explanation tendered, it is decided not to take any action, the employee will be deemed to have been exonerated of all the charges.

3.13 Disciplinary Actions in case of Misconduct

3.13.1. An employee found guilty of misconduct, any of the following actions commensurate with the offence may be taken:

3.13.2. Minor Actions:

- a. Warning
- b. Fine
- c. Recovery to the full extent of actual amount of loss caused to UPES

3.13.3. Major Actions:

a. Suspension

- An employee can be suspended pending investigation into charges against him / her. He / she will, however, be entitled to full salary for the period of suspension.
- During the period of suspension, the employee may not leave the station, except with the written permission from UPES and will be liable to be called at any time and / or on any day in connection with his / her case.
- UPES has the right to suspend an employee who is accused in a court of law for any criminal offence.

b. Withholding of increments for any specific period with or without cumulative effect.

c. Demotion to a junior post, lower grade, lower pay scale.

d. Discharge or dismissal from service

- The University may dismiss, discharge, or terminate the services of any employee without following the procedure for handling reported misconducts, if the employee has been given the punishment of imprisonment by a court of law.
- If the employee is dismissed as a result of the enquiry or as a result of imprisonment by court of law, the dismissal will have effect from the day on which the order of dismissal is passed by the appointed committee/competent authority.

3.13.4. Reporting Concerns

- a. Each employee must report actual or potential deviation from the guidelines in this document or applicable laws to the School Head / Functional Head or the Vice-Chancellor.
- b. All such reports of deviation shall be treated as being confidential.
- c. Additionally, complete protection shall be provided to the complainant against any possible retaliation by any person.

3.14 Acknowledgement of Code of Conduct

3.14.1 All employees shall acknowledge receipt of this policy or any modification thereto, in the Acknowledgement Form (Annexure 2) and submit it to HR indicating that they have received, read, understood and agreed to comply with the policy.

III. Students Code of Conduct

4 Regulations Governing Maintenance of Discipline among Students, 2009 (as amended in 2010 and following years).

4.1 Regulations Governing Maintenance of Discipline among Students, 2009 (as amended in 2010 and following years).

In exercise of the powers conferred by and in discharge of the duties assigned under sections 30 (h) & 33(2) of the UPES Act; articles 2.2.3(ii) & 6.1 of the First Statutes; clause 10(1) of the First Rules of the University.

4.2 Title & Commencement

These Regulations shall be called “The University of Petroleum and Energy Studies **Regulations**

Governing Maintenance of Discipline among Students, 2009” (as amended in 2010 and following years) Applicability

These Regulations shall apply to all students of the University, whether admitted before the date of notification of these rules or afterwards.

4.3 Definitions

4.3.1 “Chancellor” shall mean the Chancellor of the University

4.3.2 “Vice Chancellor” shall mean the Vice Chancellor of the University (VC)

4.3.3 “Pro-Vice Chancellor” shall mean the Pro-Vice Chancellor of the University (PVC)

4.3.4 Registrar.

4.3.5 “Director” shall mean Director (Head) of the School at the University

4.3.6 “Senior Manager Student welfare” shall mean the Senior Manager Student Welfare of the University

4.3.7 “Associate Proctor” shall mean the Associate Proctor of the University

4.3.8 “School Proctor” shall mean the Proctor of the Constituent School.

4.3.9 “Senior Manager Student Welfare” shall mean the Senior Manager Student Welfare of the University

4.3.10 “Teaching Faculty” shall mean the faculty of the University

4.3.11 “UPES Counselor” shall mean the UPES Counselor of the University

4.3.12 “Senior Students Affairs Officer SG ” shall mean the Senior Students Affairs Officer (SAO) of the University

4.3.13 Sr Sports Officer shall mean the Senior Sports Officer (SSO) of the University

4.3.14 “Student” shall mean a Student registered in the University.

4.3.15 “University” shall mean University of Petroleum and Energy Studies, Dehradun

4.3.16 “Officers” shall mean Officers of the University

4.4 Code of Conduct

The code of conduct for students shall include:

4.4.1 Observance of good conduct and orderly behavior within or outside the Campus.

4.4.2 Emulating healthy traditions of the University and to developing as responsible students of the University.

4.4.3 Giving undivided attention to their academic work and maintaining healthy and congenial academic environment in the University.

5. Acts of Indiscipline and Misconduct

Any act of misconduct committed by a student inside or outside the campus, which is formally reported, shall be construed as violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:

5.1 Misconduct in Classroom

- 5.1.1 Creating disturbance and not maintaining classroom decorum
- 5.1.2 Disobeying instructions of the faculty or officer of the University.
- 5.1.3 Rude behavior with faculty or officer of the University.
- 5.1.4 In attentiveness in the class.
- 5.1.5 Use of mobile phone inside the class
- 5.1.6 Damaging or tampering University property e.g. LCD, Presentation Systems, Screens, Microphones, etc.
- 5.1.7 Attempting “Proxy” in attendance

5.2 Minor Acts of Indiscipline /General Misconduct on the Campus

- 5.2.1 Violating the prescribed dress code (partially or completely) and or not carrying student identity cards issued by the University;
- 5.2.2 Refusing to produce or surrender the identity card as and when directed by any member of the Disciplinary committee, School Proctors or other officers of the University;
- 5.2.3 Use of mobile phones inside the classrooms;
- 5.2.4 Negligence or indifference towards the work assigned;
- 5.2.5 Disobeying the instructions of teachers or other authorities including failure to meet the proctorial board members/ other authorities at the given time without intimation / valid reason;
- 5.2.6 Smoking in the Campus (and within 100 meters outside the campus) – UPES having been declared a “No Smoking Campus”
- 5.2.7 Violation of vehicle usage and traffic rules of the University including misuse of UPES vehicle and buses;
- 5.2.8 Display of affection in public / indecent/ obscene/ abusive behavior affecting the sensitivity of others. This includes other public areas outside campus like villages and vicinity / picnic spots etc.
- 5.2.9 Venturing out in the jungles thus putting own safety at risk due to wild life or unsocial elements.
- 5.2.10 Creating loud noise/ talking in loud voices thus causing/ disturbing the ongoing academic activity.

5.3 Acts amounting to ragging could be

- 5.3.1 Teasing, Embarrassing and Humiliating;
- 5.3.2 Assaulting or using Criminal Force or Criminal intimidation;
- 5.3.3 Wrongfully restraining or confining or causing hurt; Taking “*introduction*” is also an act amounting to ragging;
- 5.3.4 Causing grievous hurt, kidnapping or rape or committing unnatural offence; and
- 5.3.5 Causing death or abetting suicide

5.3.6 Violation of the status, dignity and honor of the fellow students including those belonging to a Scheduled Caste or a Scheduled Tribe, Other Backward Classes or Handicapped / Challenged or any kind of discriminatory behavior on grounds of gender, race, color, religion, region and caste, physical features / appearance etc;

All students will abide by the Regulations on Curbing the Menace of Ragging in the University of Petroleum & Energy Studies, as given in Student Bulletin and displayed on the notice boards and other communications sent by UPES.

- Indulging in acts of violence, threat, intimidation or assault or harassment or extortion or theft towards fellow students, teaching faculty and employees of the University within or outside the Campus;
- Causing or colluding in the unauthorized entry of any person into the campus or in the residential premises where the students are residing or colluding with and involving outside elements to engage in any sort of verbal or physical violence inside or outside the Campus;
- Committing forgery, tampering with or misuse of the University documents or records, identification cards, etc;
- Furnishing false certificate or information to any office or authority under control and jurisdiction of the University;
- Consuming or possessing alcoholic drinks, drugs and intoxicants in the Campus and the residential premises where the University students reside in/or outside the Campus;
- Indulging in acts of gambling in the Campus and the residential premises where the University students are residing;
- Possessing or using any weapon such as knives, *lathis*, iron rods, chains, sticks or any other weapon, explosives and fire arms (licensed or unlicensed) in the Campus and the residential premises where the University students are residing;
- Arousing disturbance through communal, caste or religious feelings or creating disharmony among students within or outside the campus;
- Misconduct or misbehaving of any nature during examinations, as specified in the Examination Regulations of the University;
- Violation of the status, dignity and honor of the fellow students including those belonging to a Scheduled Caste or a Scheduled Tribe, Other Backward Classes or Handicapped / Challenged or any kind of discriminatory behavior on grounds of gender, race, color, religion, region and caste, physical features / appearance etc;
- Holding meetings, organizing functions within the University campus without taking prior permission in writing from the appropriate authority of the University;
- Any attempt or involvement in the hacking of University websites/emails/online attendance or any other system, or any violation acts attracting the cyber laws. This will include misconduct / misuse involving internet/ intranet facilities of the University also;
- Any attempt or involvement in tampering or hacking with ATMs installed at Campus or Off-Campus;
- Any other act which may be considered as violation of discipline by the competent authorities,

including involvement of any nature in any criminal offence inside or outside the Campus;

- Involvement in Dharna, Protests, Agitations, Protest March on or off Campus including colluding with Non-UPES personals in internal matters of the University;
- Defaming / Maligning the name of Office Bearers / University Authorities / the University;
- Instigating / Involvement in Mass Bunks / Boycott of Examination / Assignments
- Verbal threats / Attempt to hurt oneself on or off campus
- Infringing on the property / documents / computers of University officials without prior permission
- Involvement in making audio / video clippings of fellow colleagues / University Officials without their consent.
- Indulging in cyber offence in violation of any law of the land including IT act and provisions of SHPC act 2013 and amplification clauses given in the Social Media Policy in the succeeding Paragraphs 14 and 15.
- A Student who is on discipline probation / suspension from attending classes, when fails to report to the Proctor concerned / designated officer, will have committed a major act of indiscipline.

6. Officers Authorized To Take Disciplinary Actions

6.1 Without prejudice to the powers of the Vice Chancellor/Chancellor under Section 14.6 of the Act, and Article 6.1 of the First Statutes; the following officers are authorized to initiate/take disciplinary action against students indulging in any acts of misbehavior or indiscipline in their respective Campuses, in accordance with the powers vested under aforesaid Regulations:

6.1.1 Registrar

6.1.2 The School Director (School Head).

6.1.3 School Proctors.

6.1.4 Associate Proctor

6.1.5 Assistant Proctor

6.1.6 Senior Student Affairs Officer

6.1.7 Senior Sports Officer

6.1.8 Teaching faculty (for classroom misconduct, and in conjunction with any of the above officers for other acts of indiscipline)

6.1.9 Any other Officer authorized by the Vice Chancellor

6.2 Provided that no major penalties shall be awarded without referring the matter to the Disciplinary Committee of the University and taking concurrence of the Vice Chancellor in each case.

6.3 The report of the Internal Complaints Committee (ICC) dealing with cases of sexual harassment and of the Anti-Ragging Committee (ARC) shall be considered as a report of the Disciplinary Committee under these rules.

6.4 Information about all actions taken by any of the above-mentioned Officers shall be intimated to the Associate Proctor and School Proctors for records.

7. Duties and Functions of the Proctorial Board

7.1 The Proctorial Board shall comprise of The *Registrar (Ex-Officio Chairman)*, School Director (School Heads), the Associate Proctor, Senior Student Affairs Officer and the respective School Proctors. The School Proctors shall be appointed by the *Registrar* from amongst the Teachers /Senior Officers of the University (not below the level of Asst. Professor or equivalent level), with the concurrence of the School Heads and as approved by the Vice Chancellor. They shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as delegated/assigned hereunder.

- 7.1.1 Handle grievances of the students as also support resolution of those as laid down in the Grievance Handling Matrix of the University;
- 7.1.2 Monitor the disciplinary climate prevailing in the student community;
- 7.1.3 Take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
- 7.1.4 Make preliminary enquiries, collect relevant facts about the incidents of indiscipline, and evaluate the evidence collected, if any. The Associate Proctor / Senior Student Affairs Officer shall place the relevant facts and information before the UPES Discipline Committee / for consideration; In case of School DC, School Proctor will carry out these function.
- 7.1.5 Recommend disciplinary proceedings against students, whenever required as also exercise powers of summarily disposing of cases of general misconduct / minor offences, as delegated under the aforesaid provisions; and
- 7.1.6 To suitably deal with media in event of law and order problems

7.2 The School Proctors shall hold Office for a period of One year. They shall also be eligible for re-appointment.

7.3 The Associate Proctor / shall be the Member Secretary of the Proctorial Board. Associate Proctor / Senior Student Affairs Officer will be the member secretary of the Disciplinary Committee of the University whereas Associate proctor can also be the chairperson of the disciplinary committee in absence of the Registrar.

The School Proctors shall be the Member Secretary of their respective School Discipline Committees, and shall convene the meetings of the Committee and issue notices /orders on behalf of their Discipline Committees/Authorities.

7.4 The Associate Proctor /Senior Student Affairs Officer School Proctors shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to initiate/ take immediate disciplinary action as the situation may warrant.

7.5 In event of a perceived threat of grave nature due to student indiscipline, the Associate Proctor / Senior Student Affairs Officer can seek the help of local police for maintaining law and order. However, the police

will only be called with the permission of Vice Chancellor / Chancellor. Requisition for calling police will be vetted by Legal Department and signed by Associate Proctor as Authorized Signatory.

7.6 The Associate Proctor (woman officer), in discharge of her duties, shall report to the Registrar and through her/him to the Vice Chancellor/ Chancellor. The School Proctors shall report to the Registrar and through her/him to the Vice Chancellor. School Proctors will also support and work with their respective School Heads in conjunct with the Registrar. Associate Proctor will also be ex officio member secretary of UPES Internal Complaints Committee (for prevention, prohibition and redressal of women harassment) and women's grievance redressal cell as notified from time to time.

8. Discipline Committees

The Vice Chancellor will be patron of all Disciplinary Committees as follows:

Of the University

- The Registrar- Chairman (Ex-Officio)
 - (School Heads may also be appointed as acting Chairman in the absence of The Registrar All Schools Proctors
 - Associate Proctor - Member Secretary
- (Assistant Proctor / Student Affairs Officer / School Proctor may also function as member secretary when Associate Proctor is not available due to some reason)*

Of the School

- The Director (School Heads) - Chairman
- (The Registrar may also function as acting Chairman in the absence of the School head or his nominee; Two Senior Faculty Members of the School.*
- The School Proctor - Member Secretary
 - The Associate Proctor / Assistant Proctor / Student Affairs Officer
 - The Patron/Chairman of the above Committees may co-opt such other members as the proceedings may warrant.
 - The discipline Committee shall hold tenure of one academic year i.e. from 1st July to 30th June of following year.

9. Powers, Functions and Rules of Business of Discipline Committees

9.1 Powers and Functions

- 9.1.1 The Discipline Committees shall take cognizance of all matters relating to breach of conduct/discipline and acts of misbehavior by the students of the University (as detailed in section 6.0), and shall have the powers to initiate disciplinary proceedings and recommend

appropriate punishment as it may deem appropriate.

9.1.2 The recommendations of the Disciplinary Committee(s) shall be approved by the VC in by the Vice Chancellor/Chancellor for major offences (through the Registrar)

9.1.3 Powers to review any of the disciplinary action taken shall lie with the Vice Chancellor/Chancellor.

9.2 Rules of Business

9.2.1 Faculty Members nominated to the Disciplinary Committee or as School Proctors shall hold office for a period of One year. Any vacancy occurring shall be filled for the residual period of the term. Faculty member will be nominated by the School Head after VCs approval (through the Registrar). The Registrar with concurrence of the VC, will make nomination of faculty / staff member to UPES DC. Associate Proctor will process the nomination file.

9.2.2 School Head may nominate one of the School Director /Associate Dean as Standing Acting Chairman for School DCs for the academic year. Associate Proctor will process the nomination of the School Head with the VC and after his concurrence; shall issue a notification to all concerned.

9.2.3 Three members of the Committee shall constitute a quorum for the meeting.

9.2.4 The Committees shall meet as often as required.

10. Penalties

10.1 Classroom Misconduct

Punishment for classroom misconduct shall be imposed by the respective teacher. Such punishment may include:

- Verbal admonishment
- Written warning
- Assigning him/her additional assignments / tasks
- Change of seat of a student
- Sending a student out of the classroom
- Debarring a student from attending his/her classes up to 5 working days

10.2 General Misconduct

The penalty for general misconduct inside the campus may summarily be imposed by the member of Proctorial Board or any other officer authorized by the VC through recommendation of the Registrar. Such punishment may include:

- Verbal admonishment
- Written warning
- Assigning him/her additional assignments / tasks

- Confiscating student's mobile for a period up to 03 days (only for cases of unauthorized use of mobile)
- Debarring a student from attending all classes up to 03 working days (Registrar / School Director may debar up to 05 working days).
- Penalty for classroom misconduct and General misconduct will be processed through respective School Proctors. It will be implemented only after confirmation by the Registrar. Similarly, Proper record of such punishment awarded will be maintained by the School Proctors/ Associate Proctor. The defaulting student will be given a chance to be heard, before awarding punishment.

(c) Minor / Major Penalties / Disciplinary Probation

The penalties for other minor and major acts of indiscipline or misconduct or for sufficient reasons, shall be imposed on a student as under:

Minor Penalties *	Major Penalties
Fine up to Rs. 5,000	Fine above Rs. 5,000
Recovery of pecuniary loss caused to University property	Debarred from availing services of library upto a period of 03 months. Recovery of pecuniary loss caused to University property including library books
Written warning and information to the parent/guardian	Debarment from classes/hostels
Submission of written Undertaking	Debarring from an examination Withholding scholarship (if entitled to)
Imposing a period of Disciplinary Probation*/ Counseling up to six months	Non-issue of Migration Certificate
Debarring from participation in any non-academic activity	Disqualifying from further studies, or prohibition of further admission or re-admission
Disqualifying from holding any representative position	Rustication from the University.
Suspension up to seven working days from any academic activity	Expulsion from the University.
Debarring from assistance being rendered by the University in summer internship, campus placements with the prior approval from Director/ Dean (AD & I)	Imposing a period of Disciplinary Probation */Counseling exceeding six months
Assignments for social service up to 15 days	Suspension up to a period exceeding seven working days from any academic activity

*** Committing three minor offences will constitute a major act of indiscipline and will attract major penalty.**

Note 2 – A student failing to meet the Proctorial Board member or any other authority as per the instructions given to him / her without intimation / valid reason is liable to be suspended from attending the class till such time he reports to the proctorial board member / authority concerned. The proctorial board member dealing with the case, after obtaining concurrence from the Registrar will initiate the mail to IT / Course Coordinator to block him on the attendance portal. Intimation regarding this action will also be shared with the parents / guardian and a record of the same maintained. Suspension will be revoked when student reports to the proctorial board member concerned.

10.3 Student on Disciplinary Probation

10.3.1 Invocation of Disciplinary Probation

The UPES Disciplinary Committee (DC) might put a student on disciplinary probation for a maximum period of six months on recommendation of the member of the Proctorial Board or as one of the penalty awarded by the DC proceedings. Disciplinary Probation is a severe reprimand awarded to a student for an established act of misconduct for a specified duration.

10.3.2 Implications

Disciplinary Probation puts a student on notice that his or her conduct gives a considerable cause of concern, and his/her conduct is under observation. In addition to the acts of indiscipline already listed, behavior socially unacceptable to UPES fraternity and/or lowering its image will also be covered under the disciplinary probation. Examples of such behavior (but not restricted to these only) are;

- Consuming alcohol in public place.
- Display of affection in the campus/ public place.
- Making noise in the classrooms/ corridors.
- Using abusive language in the campus.
- Deriding UPES or UPES authorities on social media etc.
- Carrying of eatables / coffee etc in the class rooms / corridors.
- Using / found in washrooms that are not meant to be used by the student.
- Misconduct during industrial tours / educational visits or tours / internships / co curricular / extra curricular / sports visits.
- Any other act that qualifies gross misconduct as per the Regulations Governing Maintenance of Discipline among Students listed in the UPES Students Bulletin (as amended from time to time). This will include the acts of indiscipline committed outside the campus.
- Such student is expected to pay a very close attention to his or her conduct, both during and after the probation. During Probation Period:-
- The conduct of the student will be closely monitored by the School Proctor and The Course Coordinator. Parents will be informed; they may also be requested to meet the UPES authority in person.
- The student will be allowed to attend classes and being marked as “Present”.
- The student will not be allowed to participate in any co-curricular, extra-curricular, and cultural event without the written permission of The School Proctor. This includes Industrial Visits.

- The student will not be entitled to hold representative position (e.g. CR/PR / TA etc).
- The student will not be entitled to placement assistance without the written permission of The School Proctor.
- During the period of discipline probation, another established act of indiscipline by the student will make him liable for the penalties as follows;
 1. Major Indiscipline – Rustication/Expulsion
 2. Minor Indiscipline – Extension of period of probation for specified duration.
 3. Act of major/minor indiscipline committed during extended probation will make the student liable for rustication/expulsion. Provided that recommendation of award of penalty of rustication/expulsion will follow the procedure as laid down in the ongoing regulations.
 4. The student may be required to take obligatory behavior modification sessions with the Student Counselors, and report the same to the Proctor.

10.4 Termination of Disciplinary Probation

- 10.4.1 Upon the termination of the period of Disciplinary Probation, the student will apply for revocation of Disciplinary Probation to The Proctor, through the Course Coordinator.
- 10.4.2 The Proctor may consult the Course Coordinator and/or members of faculty to obtain feedback about the student's general conduct inside and outside the classroom/Campus and submit a written recommendation to The Registrar
- 10.4.3 The Registrar will call a meeting of UPES PB where the student will be given an opportunity for representation. His/her, Course Coordinator may also be invited to the meeting.
- 10.4.4 The UPES DC may:
 - Revoke the Disciplinary Probation on termination of probationary period, or;
 - Revoke the Disciplinary Probation subject to specific conditions mandated to the student, or;
 - Extend the period of probation to another maximum period of six months as the case may be after approval from the Vice Chancellor.
 - A student whose conduct is found unsatisfactory after being on discipline probation for one year, will become liable for rustication / expulsion from the UPES.
 - All acts of indiscipline/misconduct during examinations will be dealt with in accordance with the provisions of "UPES Examinations & allied provisions, Regulations, 2003" as amended from time to time.
 - Any student who is involved in a serious criminal offence and against whom an investigation or trial is pending in a Court of Law, may be summarily expelled from the University by the Vice Chancellor on the recommendation of the Registrar without the holding of Discipline Committee proceedings.
 - Provided that the offence in which the student is involved is of a serious nature and the Vice chancellor is of the opinion that his suspension / expulsion is necessitated in the interest of maintaining discipline in the University

- On getting a copy of the FIR from the Police, the offending student will be suspended until case is filed in the Court of Law. This will be followed by his expulsion, on receipt of written communication from Police regarding filing of case in the Court of Law.
- 10.4.5 No major penalties shall be imposed without giving the student a reasonable opportunity of being heard in person and represent his case. The student will not be allowed to engage / hire any outside person or a lawyer for defense of his/her case.
- 10.4.6 Minor penalties as enumerated in Section 10 may be imposed by the Registrar / School Heads / Vice Chancellor on the recommendation of the Disciplinary Committee (s).
- 10.4.7 Any major penalty enumerated in Section 10 may be imposed only after the recommendations of the Discipline Committee(s) are approved by the Vice Chancellor /Chancellor (as the case maybe).

11. Procedures for Enquiry and Punishment

11.1 All cases of indiscipline and misbehavior shall be referred immediately to the School Proctor / Associate Proctor directly or through the School Head / Registrar. After a preliminary enquiry and assessing the nature and seriousness of the act, the School Proctor / Associate Proctor shall: either recommend to the Registrar (Ex officio Chairman of UPES DC), summary dismissal of the case with minor penalty as specified for general/ classroom misconduct, or convening of a the Discipline Committee and place the facts and evidence gathered before it.

11.2 The Registrar, when informed about the incident through Proctorial Board members or directly, will determine, whether the case is to be dealt with summarily by the School Proctor / Associate Proctor/ Assistant Proctor / Student Affairs Officer or a DC is to be convened. Registrar will nominate the proctor for summary disposal /or decide nature / composition of DC to be convened, duly coordinated by the Associate Proctor. Registrar will inform VC in case of all major incidents and proposed nature of DC being convened and act as per the his directions.

11.3 As a guideline; reported incidents of major / serious offences and also which may have occurred off campus or where students or persons of other schools, departments or non UPES persons may be involved or become witness; will generally be dealt by the UPES Disciplinary Committee. However, availability of proctors may also be kept in mind and on no account, should the convening of a DC be delayed. Registrar as Ex Officio Chairman of the Proctorial Board will determine this aspect and inform all concerned directly or through members of PB.

11.4 While deciding on the composition of the Disciplinary Committee to deal with a case it shall be ensured that, the person who may have initially investigated the case (like hostel warden or member of anti-ragging squad) is not called upon as a member of the said Committee. This provision shall also apply to the Anti Ragging Committee Disciplinary Panel and to any other Committees formed under the rules. (However, a student making a complaint to a member of the PB/ ICC/ ARC etc. will not debar such member from sitting as a member)

11.5 All DC proceedings will be put up to the VC through Registrar, after technical scrutiny by the Associate Proctor. Where necessary, vetting from the legal department should be got done in cases of award of major penalty by Associate Proctor / School Proctor / Senior Student Affairs Officer

11.6 Associate Proctor will also keep all the DC proceedings / documents in her custody as confidential document.

11.7 A notice for convening the DC indicating date, time and the venue shall be issued **(within 3 days of the offence)** by the Associate Proctor / School Proctor in consultation with the Chairman of their Disciplinary Committee and the guilty students shall be given an opportunity to appear before the Committee for cross examination and interrogation.

11.8 The Disciplinary Committee shall hold its meeting latest **within 5 days** of the offence and submit recommendations within **next 7 days**. Record of DC meetings and adjournments also mentioning the reasons, shall be kept by the member secretary of the DC.

11.9 During the period of inquiry, the Disciplinary Committee will be empowered to suspend the student if in its judgment it is in the larger interest of the student community or the evidence / safety of witnesses is likely to get affected. (Reasons for suspension will be stated in the DC proceedings). Notwithstanding completion of the proceedings, such suspension will be revoked as soon as feasible. Period of suspension undergone will be considered while awarding the penalty). The proctorial board member dealing with the case, after obtaining concurrence from the Registrar will initiate the mail to IT / Course Coordinator to block him/her on the attendance portal. Intimation regarding this action will also be shared with the parents / guardian and a record of the same maintained.

11.10 If further investigation is required, the Disciplinary Committee may inform the student in writing about the next appearance date and time.

11.11 The Disciplinary Committee is to keep a record of the proceedings and compile a Report containing all facts and evidence that has been placed before it. Such report along with the recommendations and punishment to be imposed is to be given to the Registrar, who would forward the same to the Vice Chancellor for further action (as the case maybe). If the guilty student fails to appear, the Disciplinary committee will have the right to draw its conclusion ex parte and submit the aforesaid documents to the Registrar.

11.12 The final decision, in the form of penalty letters shall be communicated to the convicted student(s) and to their parents by the School Proctors (for School DC) / Associate Proctor (for UPES DC).

11.13 The information about any disciplinary / other official matter will be shared on their official mail ID/ SMS on their mobile number as per SRE records or by post / parents mail ID or/and postal address. It is obligatory on part of the students to provide their update particulars to SRE as also regularly access their official mail ID.

12. Appeal

12.1 A student having been awarded a penalty for any act(s) of indiscipline or misconduct shall have the right to file an appeal (in writing) for review of the decision to the Vice Chancellor/Chancellor **within 10 days of the service of the order.**

12.2 The powers to review the major penalties imposed shall lie with the Vice Chancellor/Chancellor. Powers to review the minor penalties shall be with the Vice Chancellor as the case may be, on *one level above* principle.

12.3 The Vice Chancellor/ Chancellor may either maintain the earlier decision, moderate or escalate the penalty awarded. In exceptional case, it may be referred it back to the Disciplinary Committee for review, if any new submissions have been made by the student in his appeal.

12.4 The decision of the Vice Chancellor / Chancellor following the appeal will be final (as the case may be) and no more appeal(s) shall be entertained thereafter.

13. Policy To Address Odd, Abnormal, Or Deviant Behavior Among Students

Aim

The aim of this policy is to categorize and lay down process and authorization for dealing with reported abnormal and deviant behavior by UPES students.

13.1 Applicability

The foregoing policy shall apply to all the students of the UPES, whether admitted before the date of notification of the policy or afterwards.

- The applicability is extended not only to the information through observation of on Campus behavior, but also to the cases where any university official has been informed about unusual behavior regarding a student observed by others outside the campus.
- It will also extend to other outstation assignments like industrial tours internship, co – curricular, extracurricular and sports activities etc.

The policy will be read as a subset of the Regulations Governing Maintenance of Discipline among Students, 2009 (as amended from time to time) in terms of procedure and authorizations.

13.2 Categorization

The policy covers two broad categories as follows:

- Abnormal Behavior.
- Deviant Behavior.

In some cases, deviant behavior may be consequence of mental imbalance. In such contingency, efforts will be for extending help and rehabilitation.

13.3 Abnormal Behavior

Definition: The term will include any action or behavior that can be associated with psychiatric conditions to cover the following:-

- 13.3.1 Psychiatric disorders like depression, panic attacks, schizophrenia or any other psychotic or other mood related disorders.
- 13.3.2 Delusions, Hallucinations, Phobia as or paranoid episodes etc.

13.4 Symptoms:

- Irritable and aggressive behavior.
- Getting into frequent fights
- Abusing others in public or in normal conversations
- Repeated perceptions and complaints of persecution by others very frequently which are not substantiated.
- Self-harm tendencies.
- Feeling miserable or crying spells without reason (emotions due to humiliation rude words, bullying or hurtful behavior of other person are not included)
- Attention deficit or hyper activity
- Inappropriate display of emotions e.g. grandiosity

- Sudden drop in academic performance, social withdrawal, continuous absences, unpunctuality in classes
- Filling wrong contact details or refusal to provide parents / guardians particulars when asked.
- Perform certain actions repeatedly or obsessively.
- Losing or putting on weight very rapidly (excluding physiological causes).
- Any other behavior resulting in discomfort of self or other tantrum throwing etc.
- Refusal to report or cooperate with counselor when asked to do also.

13.5 Process for Dealing with Cases of Abnormal Behavior

Any authority as defined vide paragraph 26. Student Bulletin 2014-15 (or subsequent versions) can report students observed to be indulging in abnormal behavior.

The report may be given to concerned Course Coordinator, member of UPES Proctorial Board, Registrar office or directly to UPES Counselor or in her absence to the medical officers.

13.5.1 If needed the student will be escorted to the Counselor or medical officer.

13.5.2 After examination by the counselor the student :-

- May be asked to resume classes and report to counselor as per periodicity laid down. Counselor will inform course coordinator telephonically or by mail to ensure compliance with copy to School Proctor and Associate Proctor.
- In extreme cases, where counselor or medical authorities are of the opinion, that student is unfit to stay independently; following action will be carried out.
- Telephonic call to student's parent by the Counselor as also by Course Coordinator.
- Written communication by the School Proctor incorporating the draft forwarded by the counselor, within 24 hours, with copy to SRE for filing in student's dossier.
- Senior Student Affairs Officer will invariably be kept informed and will also help in providing relevant contact information from student's database.
- The School Proctor will keep the school heads informed of student showing abnormal behavior. Similarly, Senior Student Affairs Officer will also maintain database of such students.
- In serious cases, the Counselor will recommend that parents be called to take the student with them for appropriate treatment up to a maximum period of six months. After successful treatment, student may be allowed to re-register on production of fitness certificate from an authorized psychiatrist, as also on recommendation of UPES Counselor
- During the period of absence for treatment, UPES provisions for attendance, examinations, progression to next term and fees shall continue to apply.
- VC will be the final approving authority. The case will be processed through the Proctorial Board, and the Registrar.

13.6 Deviant Behavior

This can be defined as a form of behavior, which does not adhere to widely accepted social or cultural norm. The subsets of deviant behavior are given as follows; invariably there will be need to examine

the background and behavioral trend of such reported cases before categorizing as deviant.

- Threat(s) of self-harm.
- Consumption / possession of banned substance / alcohol, as also misconduct under the influence of these.
- Frequent absence and or unpunctuality in class room attendance.
- Frequent breaking of rules e.g. not wearing helmets, not following dress code, repeated involvement in fights, reporting late in hostels etc.
- Gender insensitivity / related behavior to indulge in eve teasing, humiliation , molestation or sending inappropriate SMS , e-mail , mobile / tele calls and social media messages / photographs
- Indulging in socially / legally unacceptable behavior on and off the campus e.g. rave parties etc. loitering in intoxicated state.
- Ragging

Dealing with Deviant Cases

Not with standing any action that might be initiated by the Police in accordance with law, the following procedure shall be followed by UPES in matters mentioned below:-

- **Self Harm Tendency Cases:** Student who has shown self harm tendencies will be handed over to parents on the recommendation of the Counselor and the Proctorial Board. Parents will be advised to get the student treated. The student can resume his studies thereafter, on production of fitness certificate from a qualified psychiatrist and favorable review by the UPES Counselor. The duration of treatment shall not exceed six months and will be treated as extra ordinary suspension. This will required to be duly approved by the Vice Chancellor. As regards attendance, examinations, and fees existing, UPES rules will apply. On a lapse of six months period or more with no improvement in condition or intimation from the parents / students, the University may decide to remove the student from the rolls.
- **Substance Abuse:** Student who voluntarily discloses his / her addiction will be examined by the Counselor / Doctor. In case of serious condition, procedure outlined for self-harm cases will be followed. Student found in possession or consumption of banned substance will be dealt with as per the disciplinary procedure laid down in the Student Bulletin.
- **Absenteeism:** Student remaining frequently absent / unpunctual in class will be referred to counselor by the course coordinator under the intimation to School Proctor and Associate Proctor.
- The Counselor may treat the case or recommend the student be handed over to the parents as per the procedure laid down above.
- **Gender Insensitivity/ Ragging/ Frequent Breaking of Rules/ Socially Unacceptable Conduct:** Following action will be under taken:-
 - Penalty will be awarded as per appropriate provisions of Student Bulletin.
 - Written communication to parents as also referring, the student to the UPES Counselor.

In cases falling under all the above categories, if a student is referred to report to UPES Counselor by appropriate authority and if he fails to do so without sufficient reason, he / she will be suspended from classes till further orders, by the Registrar on recommendations of members of the Proctorial Board / UPES Counselor.

Handling of Abnormal or Deviant Behavior cases goes beyond the laid down disciplinary procedures, meriting dedicated follow up. Sr Manager Students Welfare and Senior Student Affairs Officer will be responsible to monitor follow ups and maintaining documentation of all such cases as per the SOP for

Bidholi and Kandoli campus respectively. However, wherever disciplinary action is required to be initiated, the existing regulations will apply.

The parents of such defaulting students will be informed by the Course Coordinator and concerned School Proctor.

13.7 Documentation

In all cases of deviant/abnormal behavior, drug overdose/abuse, self-infliction of injury etc, the Registrar office (Sr Manager Students Welfare / Senior Student affairs Officer) shall maintain a detailed record of events and documents, case wise, as under:-

- Details of Initial and subsequent verbal intimation to parent regarding the incident including name of official contacting the parent, name of person spoken to, time, date and telephone no. etc.
- Copy of all written intimations / emails to parent including that asking them to temporarily withdraw the concerned student from Campus along with copy of Courier/Registered AD receipt.
- Copy of finding of University Counselor / Doctor's examination.
- Minutes of Proctorial Board where applicable.
- In serious cases of drug abuse, self-injury etc, copy of statement of relevant persons / students who reported / were witnesses.
- In case of self-infliction of injury/ hospitalization etc. all medical records of University doctor and civil hospital where student is shifted for treatment.
- Copy of FIR and other documents in case cognizance is taken by the police in attempt to suicide /durgs etc. any particular cases.

The University reserves the right to initiate disciplinary proceeding on receipt of complaint about student indulging in deviant behavior from the police in writing /telephonically or verbal.

14. Social Media Policy

The use of social media platforms is becoming common for the university community, students and employees, and these communications tools have the potential to create a significant impact on organizational and professional reputations. The university of Petroleum & Energy Studies has developed a policy to properly portray, promote and protect the institution and to assist UPES entities in creating and managing their social media accounts. The following policy also provides suggestions on how to protect personal and professional reputations while using social media. This policy requires that:

- Officially-recognized UPES social media accounts and web pages be reviewed and approved through an application process.
- Each social media account will have responsible administrators assigned.
- Each officially-approved account must include a disclaimer statement, in the prescribed form, regarding content and opinions contained on the site.
- Inappropriate, offensive, injurious and illegal content may be removed by accounts administrators or at the discretion of University Academic Administrators or Central IT Services.
- Best practices for social media accounts should be considered.

14.2 Application of Policy

This policy will apply to social media accounts created by University employees for the official business purposes of the University, including UPES faculty, groups, departments, programs, entities, etc. It will therefore impact students, faculty, and staff who utilize various social media for communication in conjunction with representing the University. Some examples of the various

communication media included under this policy are Facebook, Twitter, LinkedIn, Flickr, Docstock and You Tube etc.

All officially recognized social media accounts will be publicly listed by the university in a directory on the UPES website. These will be opened from official mail IDs and not from the personal Email IDs.

Students' organizations that wish to create social media accounts that will be officially recognized by the University must be registered through the University's Corporate Communication / Central IT services departments through their departmental Heads.

14.3 Exemptions

This policy will apply only to social media accounts created for the express purpose of officially representing University groups, departments, programmes, entities, etc. and will not apply to private social media accounts. University employees acting in an individual capacity should exercise caution to communicate clearly that they are not acting in a representative capacity, or expressing the views of the University.

14.4 Definitions

Poster or User: A person submitting content to any social media site that is officially recognized by UPES
Social Media: Social media is media designed to be disseminated through social interaction using highly accessible and scalable publishing techniques. Social media uses internet and web-based technologies to transform how people communicate with one another and receive news, information and entertainment. Social media has transformed people from content consumers to content producers. Types of social media include networks like Facebook and YouTube but also include blogs and podcasts.

Social Media Accounts: These are accounts or profiles created in social media outlets such as Facebook, Twitter, YouTube, Flickr, and LinkedIn.

Social Media Best Practices: These consist of widely recognized guidelines, ethical considerations, and conventions for creating successful social media campaigns and accounts.

Social Media Staff: Members of the social media staff are from the corporate communication department of the University. The purpose of these staff is to help UPES create, manage and succeed in using social media outlets to further their academic mission. The Social Media Staff will identify individuals and groups that currently manage social media accounts for UPES entities, advise them on the policy, and encourage those who have not done so to apply for official recognition status. The staff will provide occasional training sessions regarding social media use and its role at UPES.

Social Media Terms and Conditions: The terms and conditions imposed by the social media website in which the user is participating.

University's best interest: To represent the University in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

14.5 Procedures and Responsibilities

Use of Social Media Sites for General Business, Marketing and Communications

- The Vice President for Marketing and Advisor – Corporate Communication will be responsible for administering this policy.
- The Social Media Policy Staff will manage the day-to-day application process, update the UPES website
 - web page, and account directory as needed.

- All social media accounts officially recognized by UPES must have at least two UPES employees as administrators at all times to ensure adherence to this policy.
- Should a UPES employee administrator of an account leave the University for any reason or no longer
 - Wishes to be an account administrator, it is the responsibility of the respective Head of Department to
 - Designate another employee to be an account administrator and remove the former employee's
 - Administrative permissions to the site. Whenever possible, a department should appoint two individuals
 - to act concurrently as account administrators for a social media site representing UPES.
 - If two employees are not available to serve as account administrators, a member of the Social Media Staff may serve in that capacity.
- Employees/students identified as administrators of accounts are responsible for managing and monitoring content of their social media accounts. Administrators are responsible to remove content that may violate the University Acceptable IT Policies or the Terms and Conditions of use.

14.6 Guidelines for Content:

14.6.1 Users are expected to adhere to same standards of conduct online as they would in the workplace. Laws and policies respecting contracting and conflict of interest, as well as applicable policies and guidelines for interacting with students, parents, alumni, media and all other University constituents apply online and in the social media context just as they do in personal interactions. Users are fully responsible for what they post to social media sites.

14.6.2 Use good judgment about content and respect privacy laws. Do not include confidential information about the University, its staff, or its students. Post only content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

14.6.3 Representation of your personal opinions as being endorsed by the University or any of its constituent entities is strictly prohibited. UPES's name or logos will not be used to endorse any opinion, product, private, private business, cause, or political candidate.

14.6.4 By posting content to any social media site, the poster represents that the poster owns or otherwise has all of the rights necessary to lawfully use that content or that the use of the content is permitted by fair use. Posters also agree that they will not knowingly provide misleading or false information, and they will indemnify and hold the University harmless for any claims resulting from the content.

14.6.5 UPES is committed to the protection of academic freedom, and it does not regularly review content posted to social media sites. However, it shall have the right to do so, and, with

14.6.6 Respect to any site maintained in the name of the University, may remove or cause the removal of any content for any lawful reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or defamatory or otherwise injurious or illegal.

14.6.7 When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.

14.6.8 Refrain from using information and conducting activities that may violate University or Government rules and regulations.

14.6.9 If you also maintain your own personal social media accounts, you should avoid creating confusion over whether or not the account is associated with UPES. If you identify yourself as a University student, faculty or staff member online, it should be clear that the views expressed on your site are not those of the University and you are not acting in your capacity as a UPES employee or student. While not a requirement, UPES employees may consider adding the following disclaimer to personal social media accounts. “While I am an employee/student and the University of Petroleum & Energy Studies, comments made on this account are my own and not those of University”.

14.7 Enforcement

14.7.1 User found violating this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal.

14.7.2 Alleged violations will be handled through the University disciplinary procedures applicable to the user.

14.7.3 The University may suspend, block or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability.

14.7.4 The University may also refer suspected violations of applicable laws to appropriate law enforcement agencies.

15. Amplification Note to the Social Media Policy and Code of Conduct for Students

Introduction

At University of Petroleum and Energy Studies, we realize that part of 21st century learning is adapting to changing methods of communication. The importance of faculty members, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. In recognition of this, UPES has developed the following policy to provide direction for the UPES students, staff, alumni and parent community when participating in online social media activities.

Due to the plethora of new social media tools available to students, student’s intellect produce and documents have the potential to reach audiences far beyond the classroom. This translates into the need for a greater level of awareness, responsibility, and accountability for all users. Below are the guidelines for UPES students to follow when using social media.

15.1 Guiding Parameters (Merriam-Webster Online)

Forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

Common examples of such social media forums include Facebook, Linkedin, Twitter, My Space, Youtube, Google+, Whatsapp, WattsChat etc. and the list grows steadily.

15.2 Key Principle

Interacting with each other on-line is no different than interacting face-to-face. We are required to maintain the principles of respect, dignity, prudence, concern for and protection of others, and safety in all interactions. Activities which are inappropriate, unethical, illegal, or which cause undue discomfort for members of the UPES community (including students, employees, parents, or others) should be

judiciously avoided in written communications, and cyberspace.

Students who participate in online interactions must remember that their posts reflect on the entire UPES community and to the world at large, are subject to the same behavioral standards set forth in the Student Code of Conduct as given in the Student Bulletin.

15.3 Code of Conduct

Every type of online interactions, using any electronic media i.e mobile phones, i-pads, and computing devices will be covered under code of conduct laid down herewith.

15.3.1 Be aware of what you post online. Social media venues are very public. What you contribute leaves a permanent digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, or a future employer to see, as you cannot control posted data once it is on the web.

15.3.2 How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

15.3.3 “Common E-Mail Ids” (CEI) – CEIs are email ids whose password is shared by a large number of students/faculty members. There is no mechanism to identify and control the password possession and spread of these mail IDs. Therefore finding out / fixing the ownership of e- mailed material, of the actual person who sends mails using CEIs is impossible.

UPES policies and systems in place do not mandate creation of such CEIs. The creation and operation of CEIs is by individuals, and UPES is not liable for any harm/damage caused to anyone through mail sent using these mail ids.

Therefore students will not create CEIs, and dismantle them if already created. Members of faculty and staff are required not to use CEIs for communication with students. For communication between a member of faculty and students personal/official email IDs is recommended that specifically identifies the student, and faculty. Also, for all academic purposes effective and comprehensive usage of LMS is strictly recommended. Usage / creation of CEIs is an offence covered under the aforesaid regulations.

15.3.4 **As an amplification of cyber laws / IT Policy of UPES**, following acts of omission and commission by students is forbidden. Implicit or explicit indulgence in such acts will constitute violation of / UPES IT Policy and Regulation 5 (c) xxiii of UPES Regulations Governing Maintenance of Discipline Among Students wherein the following would be included as as major acts of in discipline:-

15.3.4.1 Creating or getting created digital video recordings/ photographs of UPES community members either on campus or at off-campus UPES events for online publication or distribution without their consent/ authorization.

15.3.4.2 Using social media sites to publish abusive, disparaging or harassing remarks about UPES students, staff, and faculty members, athletic or academic contest rivals, etc.

15.3.4.3 Using social media for instigating, initiating, and furtherance of student unrest in forms of bunking of classes, collecting students at a location, strike, demonstrations, and slogans against UPES

15.3.4.4 Using inappropriate abusive, loose and degrading language on social media forums.

15.3.4.5 Posting/uploading teaching material – notes, power point presentations, copy of case studies, student advisory, caution letter, penalty letter etc., provided to them by faculty members / University on internet without the authorization from respective faculty members/ UPES authorities.

15.3.4.6 Starting public pages, groups on social networking forums that include Universities Name, and Logo without the permission of UPES authorities.

15.3.4.7 Using the UPES name, logo, uniform, photos or other intellectual property (documents produced by the University or students) when creating independent groups, Fan pages, or on one's own site, without first obtaining permission from the University.

15.3.4.8 In cases of students **anonymously** posting contents on social media, mails, web pages and other online forums, The University reserves the right to technologically investigate using Cyber Law Enforcement Agencies to find out Internet Protocol (IP) addresses of such anonymous users, and fix the responsibility of content posted by them.

15.3.4.9 Failure to abide by this Policy, as with other policies at UPES, will result in disciplinary action as described in the Student Bulletin, or as determined by the University Administration.

15.3.4.10 The use of social media (Facebook, myspace, twitter, etc.) is not permitted during class time unless specifically authorized by the faculty member.

While investigating the cases involving alleged or reported violation of cyber laws/ social media policy, or code of conduct of UPES students, the UPES authority – The Registrar or her/his representative, and the School Proctors are empowered to confiscate the communication device from the student, and examine it. Refusal on part of the student to surrender his/her communication device, or altering its contents before surrendering it will be deemed to be gross violation of code of conduct.

15.4 Privacy

Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the UPES in any way or otherwise create a conflict of interest. Content should be placed thoughtfully and periodically reviewed.

On most sites, privacy settings can be changed at any time to limit access to profiles and search ability, and changes should be made when necessary.

To make it difficult for others to access information about your private life, make certain that your personal social networking profile is set to "private" and that personal information is not available to "friends of friends" or other peripheral contacts.

Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. **Do not share your password with anyone including your friends, teachers and parents.**

Always respect the privacy of others.

15.5 Content

15.5.1 Due to the fact that social media sites are increasingly inter-connected, you should be aware that any content posted on-line may eventually (or immediately) show up on other sites. Not posting inappropriate content in the first place is the only way to completely protect against this possibility.

15.5.2 Follow the UPES code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

15.5.3 Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

15.5.4 Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing someone else's idea(s), be sure to cite your source with the URL. It is good practice to hyperlink to your sources.

15.5.5 Students who choose to post editorial content to websites or other forms of online media including online queries by prospective students or employers must ensure that their submission does not reflect poorly upon the University.

15.5.6 Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.

15.5.7 Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

Students who do not abide by these terms and conditions may lose their access to online tools and be subject to further disciplinary action.

16. Regulations Governing Grievance Redressal Mechanism For Students, 2010

In exercise of the provision under Article 3.3.7(xvi) of the First Statutes of the University

16.1 Short Title & Commencement

16.1.1 These regulations shall be called the "UPES Regulations Governing Grievance Redressal of Students", 2010 (as amended from time to time)

16.1.2 These Regulations shall come in to force with effect from the date of approval by the Board of Management of the University

16.2 Purpose:

University of Petroleum & Energy Studies is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system for its students and their parents / guardians, which is easily accessible and offered to complainants at no charge.

16.3 Aim:

16.3.1 To develop a culture that views grievances as an opportunity to improve the organization and how it works;

16.3.2 To set in place a grievance handling system that is student/employee focused and helps the University to prevent grievances from recurring;

16.3.3 To ensure that any grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;

16.3.4 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;

16.3.5 To ensure that there is a consistent response to grievances.

16.4 Scope And Applicability:

16.4.1 These Regulations shall cover any kind of grievance that students of the University or their parents/guardians may face during their stint in the University.

16.4.2 'Student' for purpose of these regulations shall mean a student enrolled for a full-time programme of the University and shall exclude students enrolled in a part-time or distance learning programme of study.

16.5 Definitions:

16.5.1 'Grievance' is defined as a person's dissatisfaction of the students or their parents / guardians with any aspect of the University's activities and services.

16.5.2 'Person' referred herein shall mean a student on the current rolls of the University or their parents / guardians.

16.5.3 'University' means the University of Petroleum & Energy Studies

Note: In these Regulations where-ever 'he' and 'his' occurs, these shall mean to imply 'he/she' and 'his/her' respectively

16.6 Grievances Of Parents And Guardians Of Students These grievances can be in the nature of:

16.6.1 Any discrimination of their ward in providing access to University's facilities or services

16.6.2 Any action of a teacher, a staff member, or a student of the University causing harassment to their ward

16.6.3 Any demand for fee not covered under University norms

16.6.4 Withholding disbursement of scholarship, if entitled

16.6.5 Unfair involvement of their ward in disciplinary proceedings

16.7 Procedure For Grievance Redressal

16.7.1 Informal resolution of before an Issue becomes a formal grievance

- Students will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions / counseling.
- Aggrieved students should first approach the respective Course Coordinator who will informally try to resolve the problem. Wherever necessary, the Course Coordinator may seek guidance from the appropriate authority for the purpose.

16.7.2 Grievance handling and resolution mechanism

- Aggrieved parents/guardians, are advised to take up their grievance(s) directly with the School Heads / Director Students Affairs through mail. In case their problem remains un-addressed, they may approach the Vice Chancellor.
- Matrix for grievance Redress mechanism for students is given under clause 8 of these regulations.
- The grievance Redress mechanism has three levels of grievance redressal of which Level-III is the Appellate Authority.

Formal grievances shall be submitted via e-mail stating full material facts to the First Level Grievance Handling Authority as specified under clause 8 of these regulations following online grievance

handling system amplified in succeeding paragraphs.

16.7.3 Confidentiality and Record Keeping

16.7.3.1 During all stages of the Grievance Handling and Resolution Procedure, the University will take all possible steps to ensure that the complainant and the respondent are not victimized or discriminated against

16.7.3.2 Implementation of the procedure will be done without prejudice to either party.

16.7.3.3 At all stages of this procedure, a full explanation (through mail) of the actions taken as part of the process will be provided if so requested by the complainant or the respondent.

16.7.3.4 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.

16.7.3.5 Records concerning grievances handled under this procedure and their outcomes shall be maintained by respective GHA for a period of one year.

16.7.3.6 There will be no cost to the complainant for utilizing this grievance and appeals process.

16.8 Matrix For Grievance

Handling Authorities:

(1)	Student Grievances:			
	Nature of Grievances	Level-I Grievance	Level-II Grievance	Appellate
		Handling Authority	Handling authority	Authority
1.	<i>Of Academic nature</i>			
	o Academic quality	Head of Department / Associate Dean	School Director / Assoc. Dean (Academic Planning & Monitoring)	School Head
	o Course material			
	o <i>Class time table</i>			
	o Inadequate learning			
	resources (IT, Library,			
	Labs/equipment, etc.)			
	o Attendance/directed			
	Reading			
	o Internal assessment			
	o Co-curricular activities			
2.	Against Faculty	Head of Department / Associate Dean	School Director / Assoc. Dean(Academic Planning & Monitoring)	School Head
	o Academic delivery &			
	Quality		Monitoring)	
	o Classroom conduct			
	o Regularity &			

	Punctuality			
	o Any discrimination /			
	victimization of			
	students			
3.	Registration /	Head SRE	School Head	Chancellor
	Examination related			
	o Registration / Re-			
	registration			
	o Student records			
	o Mid-semester / End-			
	semester /			
	Supplementary exam			
	scheduling/date sheet			
	o Evaluation of answer			
	books			
	o Grading / results			
	o Re-checking / Re-			
	evaluation			
	o De-barred / Year back			
	cases			
	o Discrepancy in			
	Diplomas / Degrees			
	Identity Card			5
4.	Summer Internship &			
	Placements			
	O Discrimination in	Head of Department	Assoc. Director	Director
	Summer Internship		(Internships)	Career Services
	selection			/School Head
	O Discrimination or	Head of Department	Assoc. Director	Director Career
	non-adherence of		(Placements)	Services
	placement			
	procedures			School Head
	/rules			
5.	Amenities & Services			
	O Common services	Director Admin	Registrar	Vice Chancellor
	(Transportation /			
	Vendors/Food			
	Court,			
	Medical	CMO	Registrar	Vice Chancellor
	Extra-curricular			
	Activities / Sports	Senior Sports Officer	Head SEE	VC
	Student Financial			

	O	Aid	FC	School Head	VC
	O	Travel Concession	FC	School Head	VC
	O	Student uniforms	Director Admin	Registrar	Vice Chancellor
6.		Facilities	Director Admin	Registrar	Vice Chancellor
	O	Quality of Food and			
		Hygiene			
	O	Hostel amenities			
7.		Finance related	Finance Controller	CFO	VC
	O	Fees and Dues			
	O	Fee Concessions			
	O	Scholarships			
	O	Refunds			
8.		Student to Student			
	O	students of same class	Head of Department / Proctorial Board	Director School/ Associate Dean	School Head
	O	Intra-school conflicts	School Proctor	Registrar / School Head	/ VC
	O	Inter-school conflicts	School Heads / Proctorial Board	Registrar	/VC

16.9. Special Provision

In matters affecting large number of students, the Vice Chancellor will have the power to constitute Special Committees to make recommendations and to take action as deemed appropriate.

16.10. Online Grievance Redressal System (OGRS)

These SOPs should be read in conjunction and as an amplification of UPES Regulations Governing Grievance Redressal Mechanism issued under article 3.3.7(xvi) of the first Statutes of the University, by the office of Director (Institutional Affairs).

16.10.1 UPES Regulation laying down Grievance Redressal Mechanism (GRM) as also the various levels of grievance handling authorities was promulgated in previously mentioned paragraphs.

16.10.2 The Registrar supported by his Proctorial Board Team will follow up and monitor the redressal of Grievance as follows;

16.10.3 Respective School Proctors will facilitate expeditious and timely disposal.

16.10.4 Associate Proctor / Student Affairs Officer will maintain database.

16.10.5 The Registrar's office will evaluate the state of GRM system periodically/ when specifically asked for.

16.10.6 The GRM system will function online and it will be designated as Online Grievance Redress System (OGRS). The following procedure can be utilized by the students to seek redress of grievance of any kind whether academic or non- academic in nature;

(a) Stage I;

- I. Students seeking redress applies for online grievance redressal to Grievance Handling Authority (GHA) level 1.
- II. The aggrieved student also marks cc to Course coordinator, School Proctor and Associate Proctor. In case any of these appointments have a comment/ recommendation to offer, these should be sent to level 1 authority for consideration. The level 1 authority will acknowledge receipt of the complaint online and initiate the redressal process within two working days. Level 1 GHA may process the case as deemed fit (through personal interaction or online) and either grant redress or escalate to level 2 GHA, with cc marked for student and appointments mentioned as above.
- III. 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
- IV. Clarification may be sought by written or verbal request or by face-to-face interview with the complainant.
- V. The Authority concerned will then endeavor to resolve the Grievance within next seven days of receiving the formal Grievance and convey the outcome/ action taken to the complainant.
- VI. Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.

(b) Stage II:

- a. If a complainant does not receive any response within the stipulated number of days or is dissatisfied with the outcome of the complaint, he/she may lodge an appeal through mail with the Level-II GHA.
- b. The Level II authority would dispose of the case, within ten working days following the same procedure as followed by the level 1 authority, except that Appellate Authority, could be informed in cases considered important or having policy ramifications.
- c. The aggrieved student will acknowledge receipt of decision online to all concerned, and in person to his/ her course coordinator, who will send an email to this effect to School Proctor and the Associate Proctor.

(c) Stage III:

- i. Student informed of the decision, if dissatisfied will have a right to file an appeal to the Appellate authority as specified in (Annexure-I).
- ii. The concerned Appellate Authority will convey its decision within five working days from receiving the appeal.
- iii. The decision of the Appellate Authority will be final and no further appeal will be entertained under any circumstances.

(d) Special Notes:

- i. In case if a student finds it difficult to follow the procedure, he can seek guidance from the concerned Course Coordinator/ SEE office.

ii. At times, if the online system is temporarily down, the grievance will initially be reported in writing and subsequently fed through online system as soon as it becomes available.

iii. If GHA level and I II are not in station, the officiating incumbent will process the case to ensure adherence to the time stipulation.

iv. In the contingency, when any GHA is, the one against whom the grievance, has been raised, the complaint will be filed to next level of GHA.

v. Where Grievance Redress is sought by the parents/ guardian of the student, the authority receiving the complaint will forward the same, to the appropriate level 1 GHA with cc to the Registrar, School Proctor and Course Coordinator at the earliest. Redress granted, will invariably be communicated to parent / guardian and student.

vi. The School Proctors will need to keep a track and monitor that the Grievance, being processed, is redressed by the appropriate authority within the specified period. In case of delay, School Heads and The Registrar, will be informed online or personally. The latter would then intervene to get the matter resolved.

vii. The School Proctors and the Associate Proctor / Senior Students Officer will maintain the data of cases.

viii. The Registrar's office will include OGRS details in its monthly MIS.

During all stages of the Grievance Handling and Resolution Procedure, the University will take all possible steps to ensure that the complainant and the respondent, are not victimized or discriminated against.

Authorities, while processing the complaint are expected to give the student, a patient hearing and with empathy.

Grievance of emergent / confidential nature may be mailed directly to the Registrar at mail ID studentsupport@upes.ac.in . Depending on the nature, these would be processed as per the matrix above.

17. UPES Policy On Prevention Of Sexual Harassment Against Women - Salient Features

The UPES is committed to provide safe working and academic environment to all girl students and its women employees. Salient aspects of the UPES rules and regulations covering prevention of sexual harassment against women are given in the succeeding paragraphs.

UPES provisions have been framed in accordance with the existing law viz– The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

The UPES **Internal Complaints Committee** (ICC) under the above Act stands constituted. The key members, who can be contacted by any aggrieved person, are as follows;

1. Dr. Deepshikha Bhargava - Presiding Officer
2. Dr. Divya Ahluwalia

3. Dr. Shailey Singhal
4. Dr. Ruchi Tyagi
5. Dr. Sujata Bali
6. Ms. Pronami Bohra
7. Mr. Baij Nath
8. Ms. Shahina Anwarul
9. Mr. Manish Kumar Dubey
10. Ms. Shubharangi Kala (Student representative)
11. Ms. Sujata Paul (NGO representative)

Contact details: Annexure 1E

Objectives of ICC

- Prevent discrimination and sexual harassment against women by promoting gender amity among students and employees.
- Deal with cases in a time bound manner as per provisions contained in the Government Act 2013, referred above.
- It will act to ensure support services to the victim complainant as also cessation of harassment.
- Examine and investigate all complaints of the UPES in accordance with detailed provisions laid down vide the abovementioned law.
- Recommend appropriate punitive action against the guilty party.
- All consultations and proceedings of ICC and identity of the victim will be kept strictly confidential as far as possible. To recommend action against the complainant in case the complaint is found to be false or malicious or evidence tendered is found to be false.
- The aforementioned law has conferred the ICC, with the powers of summoning / enforcing attendance of witness, taking their deposition on oath and production of such documents / evidence as may be required.

Definition

- Sexual harassment means and includes the “unwelcome” sexually determined behavior “whether directly or by implication” and also;
- Demand or request for sexual favors;
- Sexually colored or double meaning or unsavory remarks;
- Showing pornography or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- Other unwelcome physical, verbal or non-verbal conduct of sexual nature.

- Eve teasing, jokes causing or likely to cause awkwardness or embarrassment, innuendos and taunts;
- Gender based insults and taunts;
- Unwelcome sexual overtones in any manner: such as over telephone/ mobile/ social media (Facebook, Twitter, Whatsapps etc (repeated missed calls, obnoxious calls or sms /mms messages/ circulation of pictures / posting of videos. Even keeping of someone else's obscene picture in mobile/ computer / hard copy or any other device is prohibited.
- Physical contact and advances, touching and brushing and brushing against any part of the body, including forcible physical touch or molestation of any kind;
- Physical confinement against one's will or any other act likely to violate one's privacy.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment / discrimination may amount to sexual harassment:-

- i. Implied or explicit promise of preferential treatment in her employment / professional advantage; or
- ii. Implied or explicit threat of detrimental treatment in her employment; or
- iii. Implied or explicit threat about her present or future employment status; or
- iv. Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- v. humiliating treatment likely to affect her health or safety

(Authority - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and UPES Policy against Sexual Harassment, under the Employee Welfare Scheme Version 1.1)

Procedure for Approaching the ICC

Any person feeling aggrieved of such offence by any employee or student of the UPES may complain in writing/ by email to Member secretary, Convener or Chairperson. Confidential mail ID for the purpose is as follows; icc@upes.ac.in

18. UGC Regulations On Curbing The Menace Of Ragging In Higher Educational Institutions, 2009, As Adopted By University Of Petroleum & Engineering Studies (under Section 26 (1) (g) of the University Grants Commission Act, 1956)

18.1 Preamble

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so

as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

18.2 Title, commencement and applicability

18.2.1 These regulations shall be called the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”.

18.2.2 They shall come into force from the date of their publication in the Official Gazette.

18.2.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

18.3 Objectives

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

18.4 What constitutes Ragging:-

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

18.4.1 Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

18.4.2 Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

18.4.3 Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student

18.4.4 Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher

18.4.5 Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

18.4.6 Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

18.4.7 Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

18.4.8 Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;

18.4.9 Any act that affects the mental health and self-confidence of a fresher or any other student; with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

18.4.10 Violation of the status, dignity and honor of the fellow students including those belonging to a Scheduled Caste or a Scheduled Tribe, Other Backward Classes or Handicapped / Challenged or any kind of discriminatory behavior on grounds of race, color, religion, region and caste, physical features / appearance etc;

18.5 Definitions

In these regulations unless the context otherwise requires:-

18.5.1 “Act” means, the University Grants Commission Act, 1956 (3 of 1956);

18.5.2 “Academic year” means the period from the commencement of admission of students in any programme of study in the institution up to the completion of academic requirements for that particular year.

18.5.3 “Anti-Ragging Helpline” means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.

18.5.4 “Commission” means the University Grants Commission;

18.5.5 “Council” means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or coordinating or 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.

18.5.6 “District Level Anti-Ragging Committee” means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.

18.5.7 “Head of the institution” means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.

18.5.8 “Fresher” means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

18.5.9 “Institution” means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

18.5.10 “NAAC” means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;

18.5.11 “State Level Monitoring Cell” means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be. (2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

18.5.12 Words and expressions used and not defined herein but defined in the Act or in the General Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clause Act, 1897, as the case may be.

18.6 Measures for prohibition of ragging at the institution level

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,
- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

18.7 Measures for prevention of ragging at the institution level

18.7.1 An institution shall take the following steps in regard to admission or registration of students; namely,

- a) Every public declaration of intent by any institution, in any electronic, audio- visual or print or any other media, for admission of students to any programme of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus.

Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.

d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.

g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge

or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.

h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

i) The institution shall, 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, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.

j) 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.

k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.

l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.

m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.

n) 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 an aim to promote the objectives of this Regulation.

o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year. Arrival of senior students two to three weeks after the junior students have arrived will be scheduled as a confidence building measure.

p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

18.7.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.

b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted the institution in earlier years.

c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the fresher's about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.

d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations 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.

e) The institution shall, on the arrival of senior students, after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti -ragging committee;(iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members ; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.(v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.

f) The institution shall set up appropriate committees, including the course-in- charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.

g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

h) Each batch of fresher's, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member

of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.

i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.

k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.

l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.

m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.

n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organization authorised to do so.

o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the programme of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.

p) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.

q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

18.7.3 Every institution shall constitute the following bodies; namely,

a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.

b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

c) Every institution shall also constitute a smaller body to be known as the Anti- Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.

e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.

h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti- ragging measures at the level of the institution.

18.7.4 Every institution shall take the following other measures, namely;

a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicized among all students residing in the hostel.

c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.

d) The professional counselors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counseling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.

e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counseling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.

f) In order to enable a student or any person to communicate with the Anti- Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.

g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.

- i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.
- k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti- ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross- check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.
- m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his programme of study in the institution.
- n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
- o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti- Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.
- p) 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 State Level Monitoring Cell.

18.7.5 Action to be taken by the Head of the institution

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information

concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

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);
- Threat 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”.

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

18.8 Duties and Responsibilities of the Commission and the Councils

18.8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti-ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non-compliance with these Regulations to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

18.8.2 The Commission shall take the following regulatory steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.

e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.

f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.

g) The Commission shall institute 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 Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

18.9 Administrative action in the event of ragging:-

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

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

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

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- i. In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;

- ii. In case of an order of a University, to its Chancellor.
- iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

18.9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

- i. Withdrawal of affiliation/recognition or other privileges conferred.
- ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.
Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.
- iii. Withholding grants allocated to it by the university, if any
- iv. Withholding any grants channelized through the university to the institution.
- v. Any other appropriate penalty within the powers of the university.

18.9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

18.9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.

v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

Secretary
University Grant Commission
AMAN SATYA KACHROO TRUST
MONITORING RAGGING PREVENTION PROJECT
FOR
UNIVERSITY GRANTS COMMISSION
ONLINE ANTI RAGGING AFFIDAVITS
Anti-Ragging Help Line: 1800 180 5522
E mail: helpline@antiragging.in

Following the order of the Hon. Court, UGC has made it a mandatory, in its Anti Ragging Regulations published in 2009, that each student must submit an Anti-Ragging Affidavit at the time of first registration and annually thereafter. And these affidavits must be stored electronically by the University/College. For details of the Hon. Supreme Court's order or for UGC regulations on Ragging please visit www.Antiragging.in or on www.Amanmovement.Org.

To simplify the work of students we have developed a simple procedure to download affidavits from the web.

The procedure comprises 3 simple steps.

Step 1 : A student must log on www.Antiragging.in or on www.Amanmovement.Org.

Step 2 : A student must fill the information as requested.

Step 3 : On completion students will receive the affidavits through E mail. He/ She can print them & submit them to his/her respective College/University authorities at the time of admission or annual registration.

Participation in this process will save Students and Parents from a very laborious and difficult process of collecting hard copy affidavits and then getting them retyped and/or digitized. Therefore, we request all the students of the UPES to welcome this initiative, and participate in the On Line Anti Ragging Affidavits.

Thank you very much for your cooperation.

With kind regards,

RAJ KACHROO
Founder Trustee AmanSatyaKachroo Trust.

Monitoring the Project on Ragging Prevention on behalf of UGC.

Anti Ragging Help Line 1800 180 5522

E mail: helpline@antiragging.in

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