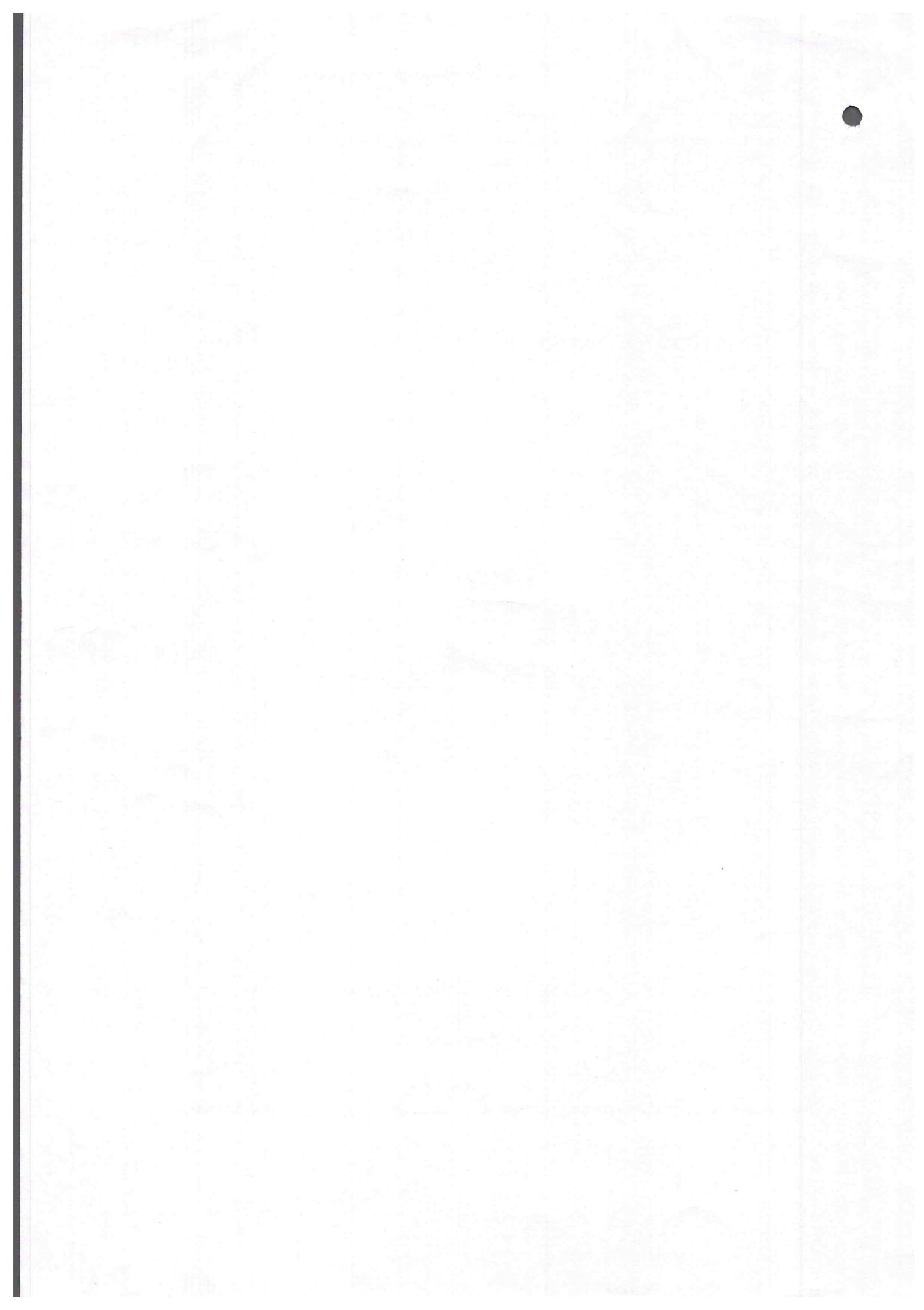


**Bye-Laws of Gandhigram Rural Institute-2011  
(Bodies of Authorities, Committees, Staff and Students)**

**[As per the UGC (Deemed to be Universities) Regulations 2010]**



**The Gandhigram Rural Institute  
Deemed University  
Gandhigram**



## **8. Maintenance of Discipline among the Students**

- 8.1. The authorities shall frame and issue bye-laws from time to time on matters related to disciplinary aspects of students for regulating the conduct of students within the campus and outside.
- 8.2. The authorities shall have powers to impose any one or more of the punishments on the erring students such as fine, suspension, expulsion, etc.,
- 8.3. Students shall abstain from participation in political parties or communal groups.
- 8.4. Students are prohibited from defacing or damaging any building or furniture or any asset or property of the Institute in any way. If done so, the cost of any damage so caused will be recovered from the students collectively, if responsibility for it cannot be fixed on any individual(s).
- 8.5. Students are prohibited from arranging any function or meeting within the Institute, without the specific permission of the appropriate authorities
- 8.6. Students are strictly prohibited from taking out any procession without the official permission of the authorities.
- 8.7. Smoking and consuming alcohol inside the campus is strictly prohibited.
- 8.8. The students indulging in any form of ragging shall be summarily expelled from the Institute without any inquiry.
- 8.9. Use of Cellphones during working hours is banned.
- 8.10. Use of Plastics is discouraged within the campus.
- 8.11. Students coming in powered two wheelers/four wheelers shall register their names with the Dean, Students' Welfare.
- 8.12. Students shall attend the morning assembly and the Friday Evening Interreligious prayer without fail.
- 8.13. Students shall carry their ID cards with them and produce the same on demand.
- 8.14. With regard to the conduct and discipline of the students, the decision of the Disciplinary Committee, as approved by the Vice-Chancellor is final.



## **9. Maintenance of Discipline among the Employees (Conduct, Discipline and Penalties)**

- 9.1 Every employee shall at all times maintain absolute integrity; show devotion to duty; and do nothing which is unbecoming of an employee of the Institute.
- 9.2. An employee who commits a breach of the bye-laws/ regulations of the Institute or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interests of the Institute or in conflict with the instructions, commits a breach of discipline or is guilty of any act of misconduct shall liable to be punished.
- 9.3. The Central Civil Services (Conduct) Rules, 1964 shall apply, *mutatis mutandis*, to employees of the Institute.
- 9.4. Part IV (Suspension), Part V (Penalties and Disciplinary authorities), Part VI (Procedure for Imposing Penalties), Part VII (Appeals) and Part VIII (Revision and Review) of the Central Civil Services (Classification, Control and Appeal) Rules 1965 shall *mutatis mutandis* apply to employees of the Institute.
- 9.5. Powers of the disciplinary authority shall be exercised by the appointing authority and the powers of the Appellate Authority shall be exercised by the next higher authority. For this purpose, the authorities in order of precedence shall be the BoM, the Vice-Chancellor and the Registrar.
- 9.6. In the case of the teachers and staff above the cadre of Assistant Registrar of the Institute, the Vice-chancellor shall be the Disciplinary Authority and the BoM shall be the appellate authority.
- 9.7. In the case of technical and other non-teaching staff of the Institute, the Registrar shall be the disciplinary authority and the Vice-Chancellor shall be the appellate authority.
- 9.8. In respect of Central or State Government Servants borrowed by the Institute, the provisions of Rule 19, 20 and 21 of the CCS (CCA) Rules-1965 shall apply.
- 9.9. The CCS (CCA) Rules of Government of India as and when amended shall apply *mutatis mutandis* to the employees of the Institute.
- 9.10. In case of any grievances the employees shall officially approach the Institute and shall not directly approach the higher agencies/bodies connected with the Institute. If done do, he/she is liable for disciplinary action.



## **15. Composition, Powers and Functions of the Grievance Redressal Committee**

- 15.1 Any employee who is aggrieved by a decision of any authority or officer of the Institute in relation to his or her service conditions, may represent the matter to the Registrar through proper channel within 10 days of receipt of such orders or copy of such resolution received from the Institute / officer. While representing so he/she must clearly state how he is affected by such a decision along with documentary evidence if any, on the matter supporting the representation.
- 15.2. The Registrar upon scrutiny of the representation shall forward the same to the Chairman of Grievance Redressal Committee within 10 days of receipt of the representation.
- 15.3. The Grievance Redressal Committee will submit its recommendation on the representation to the Registrar within 45 days of receipt of such a reference.
- 15.4. The report of the Grievance Redressal Committee may be placed before the next meeting of the BoM whose decision on the matter shall be final.
- 15.5. The Grievance Redressal Committee shall comprise the following members:

| <b>Sl. No</b> | <b>Composition</b>  | <b>Status</b>        |
|---------------|---|----------------------|
| 1             | Chairman<br>(To be nominated by the Vice-Chancellor )   | Chairman             |
| 2             | Dean concerned with the faculty under which the aggrieved employee is working   | Member               |
| 3             | One nominee of the BoM  | Member               |
| 4             | One Professor nominated by the Vice Chancellor from among the Professors of the Institute                               | Member               |
| 5             | A Representative of SC/STs [can be co-opted in case of grievances represented by persons belonging to such communities] | Member               |
| 6             | Two External Members nominated by the Vice-Chancellor   | Member               |
| 7             | Registrar or His/Her nominee  | Non-Member Secretary |

- 15.6. The members of Grievance Redressal Committee, other than the Registrar, shall hold office for a term of two years.
- 15.7. The Committee shall formulate its own procedures to conduct the proceedings in accordance with the bye-laws of the Institute.
- 15.8. The date of meeting shall be fixed by the Registrar in consultation with the Chairman.
- 15.9. In case there is no response within the stipulated period or not satisfied with the recommendations of the Grievance Redressal Committee, he/she may prefer an appeal to the Vice-Chancellor within 30 days' time.
- 15.10. If any interpretation of bye-laws is involved, the Vice-Chancellor shall be the competent authority and his/her decision will be final and binding upon the parties.
- 15.11. Any grievance/complaint relating to sexual harassment will not be covered under these bye-laws, as there is a separate mechanism for addressing such matters.



**22. Creation, Composition and Functions of any committees or body, which is considered necessary for the work of the Institute**

- 22.1. An authority of the Institute may appoint as many standing or Special/Advisory Committees as it may deem fit, and may appoint persons to such Committees who are not members of such authority.
- 22.2. A Committee appointed under the above rule (1) may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing it.
- 22.3. The Institute shall have the following Committees on the date of coming into force of these bye-laws.
  - 22.3.1. Library Committee
  - 22.3.2. Building Committee.
  - 22.3..3. Tournament and Sports Committee
  - 22.3.4. Committee for determining Equivalence/recognizing degrees/diplomas.
  - 22.3.5. Research Advisory Committee (RAC)
  - 22.3.6. Advisory Committee of Centre for study of Social Exclusion and Inclusive Policy.
  - 22.3.7. Standing Committee on SC/STs/ OBC.
  - 22.3.8. Disciplinary Committee
  - 22.3.9. Publication Committee
  - 22.3.10. Committee against sexual harassment of women
  - 22.3.11. Anti Ragging Committee
  - 22.3.12. Such other Committees as constituted by the authorities of the Institute from time to time.





### **22.3.1. Library Committee**

22.3.1.1. The Library shall be managed and administered by a Library Committee under the supervision and control of the Board of Management.

22.2.1.2. The Library Committee will consist of the following members:

|      |   |                                     |
|------|---|-------------------------------------|
| i.   | Vice-Chancellor or his nominee  | Chairman                            |
| ii.  | Five Professors of GRI nominated by the Vice-Chancellor                     | Member                              |
| iii. | One Associate Professor nominated by the Vice-Chancellor                    | Member                              |
| iv.  | One Assistant Professor nominated by the Vice-Chancellor                    | Member                              |
| v.   | Two External Experts in the field of Library Science and Information system | Member                              |
| vi.  | Registrar   | Member<br>(ex-officio)              |
| vii  | Librarian   | Member<br>Secretary<br>(ex-officio) |

22.3.1.3. The members of Library Committee, other than the Registrar and Librarian, shall hold office for a period of two years.

22.3.1.4. One third of total membership in the committee shall form the quorum.

22.3.1.5 Library Committee shall hold two meetings i.e., one meeting in July and another meeting in December during every academic year.

22.3.1.6 The Member secretary shall issue the notice of convening the meeting along with the copy of the Agenda notes to each member at least seven days before the meeting of the committee after obtaining the approval of the Vice-Chancellor.

**22.3.1.7 Library Committee shall perform and exercise the following Functions and Powers:**

- i. exercise general supervision over the Institute's Central Library, namely Dr.G.Ramachandran Library.
- ii. frame Regulations for the management and use of the Library, subject to approval of Academic Council.
- iii. allocate funds to various Departments for buying books/journals (both in soft and hard copies), assess the requirements of the Dr.G.Ramachandran Library and formulate budget to be submitted to the Authorities concerned.
- iv. acquire books and journals and other related materials (both in hard and soft copies) and formulate guidelines for such acquisition and for periodic stock verification, allocation of tasks to library staff, library discipline, user-services, inter-library cooperation and networking.
- v. look after the proper management and use of the Library including the services to be rendered to the readers.
- vi. review the functioning of the Library on annual basis.
- vii. consider any matter referred to it by the authorities of the Institute.
- viii. recommend for appointing a sub-committee for Book-Selection.
- ix. frame and amend any bye-laws prescribed for the use of the Library services by the readers.
- x. ensure scrutiny and approve the indents for books received from various departments/faculties/centres.
- xi. that the Library Identity Cards are distributed to the newly admitted students within thirty days after their admission in the Institute.
- xii. have powers to authorize individuals or institutions from outside to make use of library services on temporary basis.
- xiii. prepare an annual report of the Library System and submit the same to the BoM.



### **22.3.2. Building Committee**

22.3.2.1 The Institute shall have a Building Committee in accordance with the guidelines as prescribed by the UGC from time to time.

22.3.2.2. The Composition of the Building Committee shall be as follows:

|      |  |                     |
|------|--|---------------------|
| i.   | Vice Chancellor  | Chairperson         |
| ii.  | A representative of the CPWD or PWD not below the rank of Executive Engineer   | Member              |
| iii. | An external expert in the filed of construction engineering as nominated by the Planning and Monitoring Board of the Institute | Member              |
| iv.  | A representative of the user Department  | Member              |
| v.   | Two Professors of the Institute nominated by the Vice-Chancellor   | Member              |
| vi.  | Estate Officer   | Member              |
| vii  | Finance Officer  | Member              |
| viii | Registrar  | Member<br>Secretary |

***[Note: The composition of the Building Committee shall be intimated to the University Grants Commission]***

22.3.2.3. The Committee shall meet as and when required and as decided by the Vice- Chancellor.

### **22.3.2.4. The Functions and Powers of the Committee are as follows**

- i) The Building Committee shall be responsible for finalizing the plans and estimates of the various building projects proposed to the Commission.
- ii) The Committee shall ensure the completion of the buildings in accordance with the approved plans and estimates.
- iii) The committee shall ensure proper utilization of the funds received from the University Grants Commission, the Government of India, and from the Institute's own resources.
- iv) The committee shall perform such other functions as prescribed by the UGC/Institute from time to time.



### 22.3.3 Tournament & Sports Committee

22.3.3.1. There shall be a Tournament and Sports Committee for the purpose of developing and organizing sports in the Institute.

22.3.3.2. The Committee shall consist of the following members:

|      |   |                  |
|------|---|------------------|
| i.   | A Dean of a faculty of GRI nominated by the Vice-Chancellor   | Chairman         |
| ii.  | Five HODs nominated by the Vice-Chancellor  | Member           |
| iii. | One Professor nominated by the Vice-Chancellor  | Member           |
| iv.  | One Associate Professor nominated by the Vice-Chancellor  | Member           |
| v.   | One External Expert in the cadre of Professor/Director of Physical Education and Sports from <b>Tamil Nadu Physical Education and Sports University</b> | Member           |
| vi.  | Registrar   | Member           |
| vii. | Director of Physical Education  | Member secretary |

22.3.3.3 The members of the committee, other than the Registrar and Director of Physical Education, shall hold office for a term of two years

22.3.3.4 The Committee shall hold its meetings once in a semester

22.3.3.5. One-third of the total members shall form the *quorum* for a meeting of the Committee.

#### 22.3.3.6. Powers and Functions of Tournament and Sports Committee shall be as follows:

The Tournament and Sports Committee shall:

- publish a sports and tournament calendar every year immediately after the commencement of the academic year for conduct of Inter-University/Inter-Collegiate sports and Tournaments.
- make arrangements for the conduct and supervision of the games, sports and tournaments of the Institute and frame Regulations in this regard.
- lay down plan to conduct coaching camps for Institute's teams prior to their participation in Inter-University/other tournaments.
- conduct trials to select players to represent the Institute in various inter-university/inter-collegiate tournaments.



- v. maintain the play-grounds, gymnasias, etc.
- vi. hold contests, competitions, tournaments, athletic meets etc.
- vii. recommend measures to the BOM for developing sports infrastructural facilities to prove its excellence on the national scenario.
- viii. take steps for the general improvement of Games and Sports in the Institute subject to the approval of BOM.
- ix. prepare budget during each financial year to be submitted to the authorities concerned for meeting all the commitments relating to sports and games in the Institute.
- x. formulate policies and programmes for sports persons of the Institute from time to time.
- xi. recommend to the BOM the concessions/awards for the sports persons admitted to various programmes of study in the Institute
- xii. take necessary steps to maintain discipline among sports persons.
- xiii. ensure that the annual report of activities of sports and tournaments held on/off the campus is submitted to Planning and Monitoring Board of the Institute.
- xiv. perform such other functions, as may be assigned to it by the competent authorities.

#### **22.3.4 Committee for determining Equivalence/Recognizing Degrees/Diplomas**

- 22.3.4.1. There shall be a Committee for determining the Equivalence / Recognizing Degrees or Diplomas
- 22.3.4.2. The composition of the committee shall be decided by the Vice-Chancellor on each occasion.
- 22.3.4.3. The Vice-Chancellor shall have powers to co-opt external experts in the field concerned, if necessary.
- 22.3.4.4. The terms and conditions of members of the Committee shall be as decided by the Vice-Chancellor.



#### **22.3.4.5 Functions of the Committee:**

- i. recognize the degrees or diplomas conducted by other institutions / Universities / Colleges.
- ii. decide equivalence of such examinations/ degrees as may be referred to it from time to time including those of foreign Universities.
- iii. withhold, suspend or cancel recognition to any examination/degree for such reasons and such time as it may deem fit.
- iv. provide equivalence and/or recognition, after thoroughly going through the syllabus, curriculum, system of examinations, etc.,
- v. consider the action taken by the Vice-Chancellor, if any, in granting such recognition/equivalence to any /degree or diploma.
- vi. consider and recommend on the items referred to it by the competent authority.
- vii. Finally recommend its decisions to the Academic Council for its approval. .



### **22.3.5. Research Advisory Committee (RAC)**

22.3.5.1 The Institute shall have a Research Advisory Committee mainly to frame guidelines pertaining to the conduct of Ph.D and Post-Doctoral research programmes offered by it on the lines prescribed by the UGC.

22.3.5.2. The composition of RAC shall be as follows:

|     |   |                      |
|-----|---|----------------------|
| i.  | Vice-Chancellor   | Chairman             |
| ii. | One Professor or One Associate Professor from each faculty with good academic and research standing | Member               |
| iii | Two external experts nominated by the Vice-Chancellor   | Member               |
| iv. | Registrar   | Non-Member Secretary |

22.3.5.3. The term of membership of all the members, other than the Registrar, shall be restricted to two years.

22.3.5.4. All the members of RAC, shall be nominated by the Vice-Chancellor

22.3.5.5. The RAC shall meet at least twice in an academic year, before the scheduled dates of Academic Council meeting.

22.3.5.6 One-third of the members of the Committee shall form the quorum.

#### **22.3.5.7 Functions of RAC:**

- i. frame regulations for the conduct of research in the Institute.
- ii. prescribe suitable guidelines for declaring the permanent teachers to be the research guides of Doctoral/Post Doctoral programmes from time to time.
- iii. prescribe guidelines for fixing the areas of specializations for each department/faculty/Centre.
- iv. lay down guidelines for the conduct of inter-disciplinary research programmes in the departments/faculty.
- v. suggest the priority areas of research in the departments/faculty particularly with reference to the role and responsibility of the Institute taking into account the facilities available in the Institute, the major thrust areas accepted for the concerned department/faculty and expertise of the faculty members.
- vi. consider any matter referred to it by the Academic Council or the Vice-Chancellor and submit its report.
- vii. perform such other functions as may be assigned to it by the Authorities / Academic Council.



**22.3.6. Advisory Committee of Centre for Study of Social Exclusion and Inclusive Policies (CSSEIP):**

- 22.3.6.1. The Institute shall have an advisory committee of the Centre for study of Social Exclusion and Inclusive Policies (CSSEIP) as prescribed by the UGC from time to time.
- 22.3.6.2. The Committee shall ensure effective implementation of policies and programmes to be undertaken by the Centre as mandated by the UGC.
- 22.3.6.3. The Registrar shall convene the meeting of the Committee on the direction of the Vice-Chancellor.
- 22.3.6.4. The Advisory Committee shall have the following members:

|      |   |          |
|------|---|----------|
| i.   | The Vice-Chancellor   | Chairman |
| ii.  | One nominee of the UGC  | Member   |
| iii. | Two teachers of GRI nominated by the Vice-Chancellor.                                     | Member   |
| iv.  | Two eminent educationists/social Scientists nominated by the Vice-Chancellor from outside | Member   |
| v.   | One Social Worker nominated by the Vice-Chancellor  | Member   |
| vi.  | Professor – cum- Director of CSSE&IP  | Member   |

**22.3.6.5 Powers and Functions of the Committee:**

- i. The Advisory Committee shall meet twice in an academic year
- ii. advise the Centre on academic matters.
- iii. formulate policies and plans for the Centre from time to time.
- iv. review the functioning of the Centre in terms of UGC/Institutes' mandates prescribed for it.
- v. ensure submission of Appraisal Reports detailing the performance and activities undertaken by the Centre to the UGC duly signed by the Officials of the Institute immediately after the commencement of an academic year.
- vi. perform such other functions as prescribed by the Academic Council of the Institute from time to time.



### **22.3.7. Standing Committee on SC/STs/OBC**

22.3.7.1 The Institute shall have a Standing Committee on Scheduled Castes (SC) /Scheduled Tribes (ST) / Other Backward Castes (OBCs) as prescribed by the UGC from time to time.

22.3.7.2. The Committee shall meet twice a year.

22.3.7.3. The Committee shall have the following members:

|      |   |                  |
|------|---|------------------|
| i.   | Vice-chancellor   | Chairman         |
| ii.  | Three Heads of departments nominated by the Vice-Chancellor                 | Member           |
| iii. | One Professor nominated by the Vice-Chancellor from the Institute           | Member           |
| iv.  | One Associate Professor nominated by the Vice-Chancellor from the Institute | Member           |
| v.   | One Assistant Professor nominated by the Vice-Chancellor from the Institute | Member           |
| vi.  | Liaison Officer of SC/STs   | Member           |
| vii  | Registrar   | Member Secretary |

***Note: Some of the members nominated to the committee shall belong to SC/ST/OBC categories and women faculty.***

### **22.3.7.4. Powers and functions of the Committee shall be as follows:**

- i. Take necessary steps to effectively implement the reservation policy for the SC/ST/OBCs in the Institute.
- ii. Review the position of reservation in the Institute and to solve the problems, if any.
- iii. Deal with representations received from SC/ST/OBCs regarding their admission, recruitment, promotion and other similar matters in the Institute.



- iv. Ensure the maintenance of cadre wise roster system for SC/ST/OBCs
- v. Ensure the availability of data regarding the implementation of the reservation policies in the Institute.
- vi. Monitor the allotment of quarters to the staff members belonging to SC/ST/OBCs categories.
- vii. Monitor the effective implementation of UGC sponsored schemes for SC/ST/OBCs students.
- viii. Monitor the allotment of rooms in the hostels to the students belonging to SC/ST/OBCs categories.
- ix. Take steps to prepare reports and digests periodically for onward transmission to the UGC and such other authorities as may be required.
- x. Undertake any other work assigned to it from time to time by the authorities concerned to promote higher education among these communities suffering economic, social and education deprivations.



### 22.3.8 Disciplinary Committee

22.3.8.1. There shall be a Disciplinary Committee having responsibility for adjudicating alleged violations of the code of conduct and bye-laws and incidences of indiscipline as per the **Annexure – II** reported among the students of the Institute

22.3.8.2 The Committee shall have the following members:

|      |  |                       |
|------|--|-----------------------|
| i.   | The Dean, Students' Welfare  | Chairman and Convener |
| ii.  | Two professors nominated by the Vice-Chancellor  | Member                |
| iii. | A woman teacher nominated by the Vice-Chancellor   | Member                |
| iv.  | A teacher belonging to SC or ST or Minorities , as the case may be as nominated by the Vice-Chancellor | Member                |
| v.   | The Hostel Wardens (Men and Women)   | Member                |

22.3.8.3. The tenure of the members, except the Dean, Students' Welfare, will be for a period of two years.

22.3.8.4. The Committee shall meet as and when required.

22.3.8.5. The Committee shall have powers to summon the persons against whom allegations of misconduct or the act of indiscipline was reported.

22.3.8.6. The Chairman shall have powers vested in him/her regarding the procedures to be adopted in regulating the conduct of disciplinary proceedings.

22.3.8.7. The Controller of Examinations shall be invited, if necessary, to the meeting of Disciplinary Committee by the Chairman.

22.3.8.8. The Committee shall submit its report to the Vice-Chancellor for necessary action.

**22.3.8.9 Functions of Discipline Committee shall be as follows:**

- i. consider the complaints regarding the incidence of indiscipline referred to it by the authorities or officers concerned.
- ii. determine the nature of act(s) of indiscipline and misconduct committed by students as listed in the annexure to these bye-laws.
- iii. determine the nature of punishments/penalties to be imposed.
- iv. ensure the effective implementation of anti-ragging measures as prescribed by the UGC/MHRD-Government of India.
- v. recommend the measures for regulating the conduct among students to the competent authorities from time to time.



### 22.3.9. Publication Committee

22.3.9.1 There shall be a Publication Committee and the composition of such committee shall be as follows:

|      |   |                        |
|------|---|------------------------|
| i.   | A Dean nominated by the Vice-Chancellor from among the Deans of faculties                     | Chairman               |
| ii.  | One Professor nominated by the Vice-Chancellor  | Member                 |
| iii. | One Associate Professor nominated by the Vice-Chancellor                                      | Member                 |
| iv.  | One external expert in the field of publication nominated by the Vice-Chancellor from outside | Member                 |
| v.   | Publication Officer   | Member                 |
| vi.  | Registrar   | Non - Member Secretary |

22.3.9.2 The members of the Publication Committee shall hold office, except the Registrar and Publication Officer, for a term of two years.

22.3.9.3. The Dean nominated by the Vice-Chancellor shall hold office for a term of two years or till the end of his/her tenure as Dean of Faculty, whichever is earlier.

22.3.9.4.. The Registrar shall issue to each member a Notice convening the meeting and copy of the Agenda at least seven days before each meeting of the committee in consultation with the Chairman and with the approval of the Vice-Chancellor.

22.3.9.5. The Committee shall meet at least once a year and as often as directed by the Vice-Chancellor.

22.3.9.6. One-third of the total number of members shall form the quorum for a meeting of the Committee.

**22.3.9.7. Powers and Functions of the Committee shall be:**

- i. recommend to the BoM the allocation of publication grants of the Institute.
- ii. undertake printing and publication of:
  - (a) Institutes' Research and Extension Journal
  - (b) Annual reports, Prospectus, application forms, calendar, rule books and guidelines of different nature, handbooks, convocation materials, AQAR, and such of the research work which is done under the auspices of the Faculties.
  - (c) Any other work, literary or scientific, considered suitable for publication by the Committee.
- iii. arrange for the Peer Review of the material to be published by the external subject experts out of the panel of five experts suggested by the author of the material
- iv. fix the prices of the published materials.
- v. maintain copyright register.
- vi. decide the number of copies to be printed by the Institute.
- vii. undertake sale of publications on behalf of the Institute
- viii. Such other functions assigned to it by the competent authorities or the Vice-Chancellor from time to time.



## **22.3.10 COMMITTEE AGAINST SEXUAL HARASSMENT**

### **22.3.10.1 Preamble**

With regard to the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, advising the institutions to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. It has further advised the universities to be proactive by developing a conducive atmosphere on the campus, where the status of woman is respected and they are treated with. Keeping the above guidelines in view the Institute constituted a Committee Against Sexual Harassment

### **22. 3. 10. 2 Composition**

The Committee consists of the following members :

1. One woman from among the Professors of the Institute nominated by the Vice-Chancellor – Chairman.
2. Director of Women's studies Centre of the Institute – Member Secretary
3. Two teachers nominated by the Vice-Chancellor – Member
4. One non-teaching staff nominated by the Registrar – Member
5. Two persons nominated by the VC from outside the Institute and who have made contributions to gender issues. One of these may preferably have a legal background - Member

***Note: At least 50% of the members shall be women.***

### **22.3.10.3 Objectives**

The objectives of the Committee are:

- i. To prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees;
- ii. To make recommendations to the Director for changes/elaborations in the Rules • for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and



prosecution of acts of discrimination and sexual harassment against women, by the students and the employees;

iii. To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;

iv. Recommend appropriate punitive action against the guilty party to the Vice-chancellor

#### **22.3.10. 4 Powers & Duties of the Committee**

##### **a. Preventive:**

- i. To create and ensure a safe environment that is free of sexual harassment.
- ii. To create an atmosphere promoting equality and gender justice.
- iii. To publicise the policy widely, especially through prospectuses, notice boards etc.
- iv. To publicise the names and phone numbers of members of the
- v. committees.
- vi. To plan and carry out programmes for gender sensitization.

##### **b. Remedial:**

- i. The mechanism for registering complaints should be safe, accessible and sensitive.
- ii. To take cognizance of complaints about sexual harassment as mentioned in the *Annexure-III*, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- iii. To recommend to the concerned authorities follow-up action and monitor the same.
- iv. To advise the disciplinary authority concerned to issue warnings duly following the procedures or take the help of the law to stop the harasser, if the complainant consents.
- vii. To seek medical, police and legal intervention with the consent of the complainant with the approval of the competent authority.
- viii. To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim if s/he so desires.



#### **22.3.10. 5. Procedures for Registering Complaints & Enquiry**

1. All complaints must be submitted to the Registrar by the complainant in person.
2. It will be incumbent on the part of Registrar to forward a complaint received to the committee immediately.
3. If the complainant wishes s/he can be accompanied by a representative.
4. All complaints made must be received and recorded.
5. Meetings of the committee will be called by the Member Secretary in consultation with the Chairperson and a notice of at least 3 to 5 working days must be given.
6. The committee is bound to maintain confidentiality during the time of the enquiry.
7. After the report has been finalized, confidentiality should be maintained, if the complainant so desires, by withholding the complainant name and other particulars that would identify her.
8. Quorum for all committee meetings will be one-third of the total membership, and must include at least one member from the complainant's category as well as, one of the two members nominated from outside the Institute.
9. The Committee will, within ten days of the receipt of a complaint, establish a prima facie case of sexual harassment on the basis of both the definition of sexual harassment and its jurisdiction. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing.
10. During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry.
11. The entire process of enquiry should be completed within one month.
12. The report of the Committee in the case of staff of the Institute will be placed before the Board of Management (BoM) for taking decision on the recommendations made.



13. The report of the Committee pertaining to students will be dealt by the Disciplinary Committee for appropriate action.
14. In the case of staff, the disciplinary action could be initiated duly following the procedures and in the light of Supreme Court Judgment and appropriate rules as prescribed by the Government of India in the reported cases of sexual harassment.
15. In case of students, disciplinary action could be in the form as mentioned hereunder:
  - i. Warning
  - ii. Written apology
  - iii. Bond of good behavior
  - iv. Debarring entry into a hostel/ campus for a specific period
  - v. Suspension for a specific period of time
  - vi. Withholding results
  - vii. Debarring from exams
  - viii. Expulsion
  - x. Denial of further admission in the future
  - xi. Any other relevant punishment as deemed fit by the Disciplinary Committee.

**Note:**

- i. . Once a complaint has been given to the Committee, the complainant should preferably not go public or press till the enquiry is completed.
- ii. Filing of a grievance/complaint against the staff shall not adversely affect their status/job, salary/promotion, grades etc.
- iii. Any committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
- iv. The committee should have names and easy access to groups and/or individuals who can assist by providing legal, medical and/or psychological help to the victims.
- v. In the case of third party harassment/outsider harassment, the Institute's authorities shall initiate action by making a complaint with the appropriate authority.
- vi. Non-adversarial modes of redressal and resolution could also be considered in appropriate cases (Eg., verbal warning, verbal apology, promise of good behavior etc.)



### **22.3.11. Anti Ragging Committee**

#### **22.3.11.1. Preamble**

The Institute shall have the Anti-Ragging Committee for the Purpose of implementing various provisions contained in the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions 2009.

#### **22.3.11.2. Composition**

The anti Ragging Committee shall have the following composition

|  |          |
|--|----------|
| Dean of Student's Welfare  | Chairman |
| A representative of civil and Police Administration                            | Member   |
| A representative from local media  | Member   |
| A representative from NGO  | Member   |
| Two faculty member of the Institute (one Professor and One Associate professor | Member   |
| One non-teaching staff of the Institute  | Member   |
| Two parent representatives   | Member   |

**Note: all the nominations will be made by the Vice-Chancellor and wherever possible women members must be involved.**

#### **22.3.11.3. Functions**

The Committee shall perform the following functions:

- i. Ensure compliance of the provisions of the UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions (**See Annexure – IV**)
- ii. Monitor and oversee the performance of the Anti-Ragging squad in prevention of ragging in the Institute.





### **11.23. Leave Rules Applicable to Teachers**

- 11.23.1. Leave cannot be claimed as a matter of right and when the exigencies or services so demand, leave of any kind may be refused or revoked by the leave sanctioning authority.
- 11.23.2. Leave should always be applied on prescribed Proforma and reach the competent authority to grant leave, well in time.
- 11.23.3. Leave should always be applied for and sanctioned before it is availed except in case of emergency and for satisfactory reasons.



11.23.4. The following kinds of leave would be admissible to permanent Teaching Staff of the Institute: (*See Annexure-I for details*)

- a) **Leave treated as duty**, viz., Casual Leave, Special Casual Leave and Duty Leave.
- b) **Leave earned by duty**, viz., Earned Leave, Half Pay Leave
- c) **Leave not earned by duty**, viz., Extra Ordinary Leave and Leave not due.
- d) **Leave for academic pursuits**, viz. Study Leave and Sabbatical Leave/Academic Leave.
- e) **Leave not debited to leave account**, viz., Maternity Leave, Paternity Leave and Quarantine Leave.

11.23.5. The Board of Management may grant any other kinds of leave in exceptional cases, for reasons to be recorded subject to such terms and conditions as it may deem fit to impose.

11.23.6. The provisions of CCS (Leave) Rules, 1972 and amendments made there under from time to time by the Government of India shall be applicable to the Institute in case of certain specific issues to be dealt with in regulating the conditions of service of teachers in this regard.

11.23.7. The teachers who are performing duties during the summer vacation after getting due approval from the authorities of the Institute shall become eligible for adequate compensation as prescribed by the CCS (Leave) rules, 1972 and amendments made there under.

11.23.8. The provisions of CCS (Leave) rules, 1972 and amendments there under from time to time by the GOI shall be applicable to the teachers serving in the non-vacation departments of the Institute.

#### **11.24. Leave Year**

For the purpose of this rule, the term 'year' shall mean an academic year (July- June) spreading over from the commencement of the academic session to the end of the academic session, which consists of two semesters.



#### **11.25. Maximum Period of Absence from Duty on Leave**

- 11.25.1 No teacher shall be granted leave of any kind for a continuous period exceeding three years. However a teacher appointed as Vice-Chancellor or any other important appointment to the posts in the Government Sector/Autonomous Bodies funded by the Government/UGC shall be granted extra ordinary leave for a maximum period of Five Years.
- 11.25.2. Where a teacher does not resume duty after remaining on leave for a continuous period of three years or where a teacher remains absent from duty, after the expiry of his continuous leave of three years except due to (i) Foreign Service (ii) suspension and (iii) the approval of BOM on exceptional circumstances, he deemed to have vacated his position from the Institute from the date of his unauthorized absence.

#### **11.26. Increment during Leave**

If the increment of pay falls during any leave, other than casual leave, special casual leave, duty leave or sabbatical/study leave, the effect of increase of pay shall be given from the date the teacher resumes duty without prejudice to the normal date of his increment, except in those cases where the leave period is also taken into account for sanctioning the increment.

#### **11.27. Conversion of One Kind of Leave to Another**

At the request of the teacher concerned, the Institute may convert retrospectively any kind of leave, including extra-ordinary leave, into a leave of different kind which was admissible to him at the time the leave was originally taken; but he/she cannot claim such conversion as a matter of right. If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered, as the case may be.

#### **11.28. Resignation**

A teacher may, at any time, terminate his/her position by giving three months' notice in writing to the Board of Management. However the BOM can waive the requirement of notice on valid grounds at its discretion.







### **11.29. Age of Superannuation and Retirement Benefits**

- 11.29.1 Every teacher, confirmed in the service of the Institute, shall retire from such service on the afternoon of the last date of the month in which he/she attains the age of 65 years or if the date of attaining 65 years\* falls on the first day of the month, the teacher shall retire on the afternoon of the last day of the preceeding month.
- 11.29.2. On superannuation, the teachers shall be entitled for Gratuity/Retirement benefits, leave encashment, etc. prescribed by the Government of India from time to time.

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\* Subject to the modification according to the directions issued by the MHRD/UGC from time to time.



## Annexure-I

## LEAVE ADMISSIBLE TO TEACHING STAFF

| Type of Leave                    | No. of days entitled  | Purpose   | Remarks  |
|----------------------------------|---|---|--|
| Casual Leave                     | 8 Days  | As per the CCS (Leave)Bye-laws, 1972                              | -  |
| Special Casual Leave             | 10 Days   | Examinations related work/ Inspection of academic institutions    | -  |
| Special Casual Leave             | 6 Days  | To undergo sterilization operation under family welfare programme | -  |
| Special Casual Leave             | 14 Days   | To undergo non-puerperal sterilization                            | For female teachers  |
| Duty Leave                       | Maximum of 30 days per academic year                                      | As per the UGC Regulations  | -  |
| Earned Leave                     | 1/30 <sup>th</sup> of actual service including Vacation                   | As per the CCS (Leave)Bye-laws, 1972                              | Normally 12 days in an academic year. In addition, 1/3 <sup>rd</sup> of the period of vacation during which duty is performed. |
| Half Pay Leave                   | 20 days for each completed year of service                                | For private affairs /academic purposes.                           | HPL may be granted on the basis of medical certificate for private affairs   |
| Commuted Leave                   | This leave is limited to a maximum of 240 days during the entire service. | As per the CCS (Leave)Bye-laws, 1972                              | Twice the amount of commuted leave debited against the HPL due.  |
| Extra Ordinary Leave             | As per the CCS (Leave)Bye-laws, 1972                                      | As per the CCS (Leave)Bye-laws, 1972                              |  |
| Leave not due.                   | Not exceeding 360 days during the entire period of service.               | As per the CCS (Leave)Bye-laws, 1972                              | Sanctioned at the discretion of the Vice-Chancellor  |
| Study Leave                      | As per the UGC Regulations  | As per the UGC Regulations  | -  |
| Sabbatical Leave/ Academic Leave | Duration not to exceed 1 year at a time and 2 years in the entire career. | As per the UGC Regulations  | -  |
| Maternity Leave                  | 180 days  | As per the UGC Regulations/ CCS (Leave)Bye-laws, 1972             | Sanctioned to female teachers. It can be availed of twice in the entire career.  |
| Paternity Leave                  | 15 days   | As per the UGC Regulations/ CCS (Leave)Bye-laws, 1972             | Granted to male teachers and such leave shall be granted only up to two children.  |
| Quarantine Leave                 | As pre the CCS (Leave)Bye-laws, 1972                                      | As per the CCS (Leave)Bye-laws, 1972                              | -  |
| Adoption Leave                   | As per the bye-laws of the Government of India                            | As per the bye-laws of the Government of India                    | -  |

*Note: The above Leave Bye-laws adopted as prescribed in the UGC's Regulations, 2010.*







**a) Acts of Indiscipline and Misconduct**

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the Institute, such as

- i. Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the Institute, including any attempt to prevent any member of the Institute or its staff from carrying on his or her work; and any act reasonably likely to cause such disruption;
- ii. Damaging or defacing Institute property or the property of members of the Institute or any other property inside or outside the Institute campus;
- iii. Engaging in any attempt of wrongful confinement of teachers, offices, employees and students of the Institute or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the Institute;
- iv. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act calculated to further the same.
- v. Ragging in the following forms:

**a) Ragging includes** Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy and indisplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehension or fear in a fresher or asking the students to do any act or perform something which cause him/her shame or embarrassment or danger to his/her life.

**b) Forms of Ragging** to address senior as 'Sir' perform mass drills; copy class notes for the seniors; serve various errands; do menial jobs for the seniors, ask/answer vulgar questions; force to look at pornographic pictures, force to drink alcohol, scalding tea, etc., to do acts which lead to physical injury, mental torture or death; strip kiss or do other obscenities.

- vi. Eveteasing or disrespectful behaviour to women or girl students.
- vii. An assault upon, or intimidation of, or Insulting behaviour towards a teacher, officer, employee or student or any other person.
- viii. Causing or colluding in the unauthorized entry of any person into the campus or the unauthorized occupation of any portion of the Institute premises, including hostels or halls of residence, by any person



- ix. Getting enrolled in more than one course of study simultaneously in violation of the Institute bye-laws.
- x. Committing forgery, tampering with or misuse of the Institute documents or records, identification cards, etc.
- xi. Furnishing false certificate or false information to any office under the control and jurisdiction of the Institute.
- xii. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the Institute premises.
- xiii. Indulging in acts of gambling in the Institute premises
- xiv. Possessing or using any weapons such as knives, lathis, iron chains, iron rods, sticks, explosives and fire arms in the Institute premises.
- xv. Arousing communal, caste or regional feelings or creating disharmony among students.
- xvi. Not disclosing one's identity when asked to do so by an employee or officer of the Institute who is authorized to ask for identity.
- xvii. Tearing of pages, defacing, burning and destroying of books of any library.
- xviii. Unauthorised occupation of hostel rooms or unauthorized acquisition or use of Institute furniture in one's hostel room or elsewhere.
- xix. Accommodating guests or other persons in hostels without permission of the Warden.
- xx. Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the Institute.
- xxi. Any act of moral turpitude.
- xxii. Any offence under law.
- xxiii. Committing any of the offences specified in the examination bye-laws.
- xxiv. Violation of the Traffic Bye-laws as notified.
- xxv. Improper behaviour while on tour or excursion or during VPP.
- xxvi. Pasting of posters or distributing pamphlets, handbills, etc. of objectionable nature or writing on walls and disfiguring buildings and
- xxvii. Any other act which may be considered by the Vice-Chancellor or the Disciplinary Committee to be an act of violation of discipline.



**(b) Nature of Penalties**

- i. Written warning and information to the guardian
- ii. Fine upto Rs.500/- which may be extended upto Rs.2500/-
- iii. Suspension from the Class/Department/Hostel/Mess/Library/ or availing of any other facility
- iv. Suspension or cancellation of Scholarships, Fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency
- v. Recover or pecuniary loss caused to the Institute property
- vi. Debarring from participation in Sports/NSS and other such activities.
- vii. Disqualifying from holding any representative position in the Class/Hostel/Mess/Sports/Clubs and in similar other bodies.
- viii. Hostel shift and Hall shift.
- ix. Sent out from the Institute.
- x. Expulsion from the Department/Faculty/Hostel/Mess/Library/Club for a specified period.
- xi. Debarring from the examination(s)
- xii. Expulsion from the Institute for a specified period.
- xiii. Disqualifying from further studies, or prohibition of further admission or re-admission.



### Annexure-III

**( as per the Supreme court Judgment)**

“Sexual harassment” includes any unwelcome sexually determined behavior, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favors, sexually-colored remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Explanation: “Sexual harassment” shall include, but will not be confined to, the following:

a. When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to services or opportunities at the Institute.

b. When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of

Pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating an intimidating, hostile, or offensive environment.

c. When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.

d. When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

e. Eve-teasing, Unsavory remarks, Jokes causing or likely to cause awkwardness or embarrassment, Innuendos and taunts, Sexist remarks, Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls and the like), Touching or brushing against any part of the body and the like, Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings, Forcible physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy.