



The ICFAI University, Tripura

Students Code of Conduct and Discipline Rules
w.e.f: August 01, 2014

Kamalghat, West Tripura



The ICFAI University, Tripura

Students Code of Conduct and Discipline Rules

PART – I: GENERAL

1. Title of Rules

These Rules shall be called "The ICFAI University, Tripura Students Conduct and Discipline Rules".

2. Date of Commencement

These Rules shall come into force with immediate effect from the date of registration of a student with the University.

3. Application of Rules

These Rules shall apply to all students of the University, even if they were admitted before the date of enforcement of these Rules.

4. Modification of Rules

These rules are subject to modification as may be considered necessary by the Disciplinary Committee.

5. JURISDICTION

The ICFAI University, Tripura is having the authority or jurisdiction over the behavior/conduct of the students and may take disciplinary action against the students in case of violation of rules and .

Jurisdiction is not confined only to the activities occur inside the campus, rather extended to off campus too if a student indulge in any kind of affairs which go against the rules and regulations of the University and detrimental to the reputation of the University.

6. STUDENTS COMMITTEMENT/RESPONSIBILITIES

Each student has to sign an undertaking prepared by the University at the time of admission that

- i. He or she shall be abide by all the University's rule and regulations
- ii. Regular to the class and must obtained the required percentage of attendance
- iii. In case of discontinuation of the study/course, the student must inform the departmental head/ Dean and may be relieved with written consent
- iv. In such case the said student is subject to clear all his or her pending dues or else it may be adjusted with the caution deposit
- v. Not involved in any kind of ragging affair or any anti social activities




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PART – II: GUIDING PRINCIPLES

1. The University seeks an environment that promotes academic achievement, holistic development of students & merit with ethics.
2. The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.
3. The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
4. The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.
5. The University is dedicated to the rational and orderly resolution of conflict.

PART – III: DISCIPLINARY OFFENCES

Disciplinary offences will be taken to include the following:


- I. **Academic Misconduct:** Academic misconduct means and includes use of any unfair means in examination such as copy, cheating, malpractice etc and all these acts shall be interpreted and understood in a wider way.
 - a. **Unruly Conduct**

Any student whose behavior or conduct is not acceptable or which is not harmonious or hampers the teaching environment or movement or any lawful activities of the University's premises shall be considered as unruly and disciplinary action will be taken as required.
 - b. **Discrimination**

The ICFAI University, Tripura follows the Indian Constitution in letter and spirit. Any student individually or in group if behaves anyone directly, indirectly or in any of the other means or passes any derogatory statement on the basis of color, sex, caste and religion than it will amount to gross misconduct and exemplary disciplinary action will be taken against the said student or students.
 - c. **Dress code/Attire**

Students are strictly advised to follow the dress code of the University. Student of the concern department must come to the University in their proper uniform. Uniform includes Shoes, tie and Id card. Failure of it may lead to penalty/punishment. The Departmental Head reserves the right to punish. One day in a week the student may get off to wear the uniform. But that does not mean they are at liberty to wear anything. The civil dress must be decent, must not be sexually explicit, there must not be any message either in letter or in picture which may be derogatory or likely to hurt the religious sentiment of any concern.


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d. False Information

Any student who knowingly provides false or wrong information or incomplete information to the University authority/ office or involve in any type of forge, tampering with official documents or engage in any conspiracy which is detrimental to the interest of the University.

e. Falsely Identify

Any student either falsely identifies or refuses to identify any other person at the request of the authority or authorized official is subject to disciplinary action.

f. Falsification: Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering official University records or documents or conspiring with or inducing others to forge or alter University records or documents; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a University official or an emergency service agency.

g. Scholastic Dishonesty: Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

h. Disruptive Classroom Conduct: Disruptive classroom conduct means engaging in behaviour that substantially or repeatedly interrupts either the instructor's ability to teach or student learning.

i. Refusal to Identify and Comply: Refusal to identify and comply means willfully refusing to or falsely identifying one's self or willfully failing to comply with a proper order or summons when requested by an authorized University official.

j. Attempts to Injure or Defraud: Attempts to injure or defraud means making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University when done with intent to injure, defraud, or misinform.

k. Threatening, Harassing, or Assaultive Conduct: Threatening, harassing, or assaultive conduct means engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person, on or off University premises.

l. Disorderly Conduct: Disorderly conduct means engaging in conduct that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University activities.




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- m. **Illegal or Unauthorized Possession or Use of Weapons:** Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.
- n. **Illegal or Unauthorized Possession or Use of Drugs or Alcohol or any other narcotics materials:** Illegal or unauthorized possession or use of drugs or alcohol means possessing or using drugs or alcohol.
- o. **Unauthorized Use of University Facilities and Services:** Unauthorized use of University facilities and services means wrongfully using University properties **or facilities like access point, wifi equipment, routers, unauthorized uses of heaters etc**; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently-through deceit, unauthorized procedures, bad cheques, or misrepresentation-goods, quarters, services, or funds from University departments or student organizations or individuals acting in their behalf.
- p. **Theft, Property Damage, and Vandalism:** Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property of the University.
- q. **Unauthorized Access:** Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.
- r. **Disruptive behaviour:** Disruptive behaviour means willfully disrupting University events; participating in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University activities or functions.
- s. **Rioting:** Rioting means engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in response to, a University-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.
- t. **Violation of University Rules:** Violation of University rules means engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including University policy on Ragging or Sexual Harassment.

u. **Gambling:** Indulging in gambling in any form on or off University premises.

v. **Ragging**

The ICFAI University, Tripura is a ragging free campus. Ragging in any form is strictly prohibited. The University follows the Prohibition of Ragging Regulations, 2009 issued by UGC.

w. Indulging in one or more of the above, on or off the University premises will constitute indiscipline.

PART – IV: PROCESS

Every student charged with violating the code of conduct has the right to:

1. Being given an opportunity of being heard.
2. Observance of the Principles of Natural Justice.

Whenever a student is charged with an act of indiscipline the following process will be observed:

1. A preliminary investigation will be conducted by the departmental authority.
2. The case will be referred to the **Disciplinary Committee/Registrar** to be decided in case cannot be resolved by the department. who will decide if the violation is of a serious or minor nature.
3. Depending on the nature of violation, the Disciplinary committee may adopt two course of action:
 - a. In case the violation is of a minor nature, the Disciplinary Committee will conduct an enquiry and **submit report to Registrar** to decide on the quantum of punishment / penalty.
 - b. In case the violation is of a serious nature, the Faculty Coordinator/Hostel Warden/Security Officer will refer the matter to the Disciplinary Committee which will take up the enquiry / hearing in the following manner:
 - i. Issue a show cause notice to the student specifying the charges, allow upto four days for response and conduct hearings on an expeditious basis.
 - ii. The student will be required to present in person for the hearings. In case he / she chooses not to appear for the hearings, the hearings will proceed ex-parte.
 - iii. The findings of the Disciplinary Committee will be forwarded to the Registrar for necessary action.

PART – V: PENALTIES

The following penalties shall be imposed in case a student is found in violation of discipline:

The ICFAI University, Tripura reserves the right to award punishment or penalty as per the nature of the case.

However, some common action which the disciplinary committee may take

- i. Issuance of warning letter




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- ii. Suspension: Depending on the nature of offence or act or conduct, student may be suspended for one semester or for a particular period of time.
- iii. Registration Cancellation: Any student who will be found guilty for cheating or copying during examination, his/her registration of that particular subject will be cancelled.
- iv. Fine: As the University is a smoking, alcohol or other prohibited drugs free campus so the violation of it leads to monetary fine in the following manner
 - a. Fine of Rs 500 shall be imposed for the first attempt or even a student is found in possession of cigarette. In case of repetition, the amount will be doubled and parents shall be informed
 - b. Fine of Rs 2000 shall be imposed for gambling in any form, possessing or consuming alcohol/drugs and narcotics in the first instance of violation and parents shall be informed. The amount shall be Rs 5000 in case of repetition and the said student may be rusticated from the University.
 - c. In case of damage of property, the student shall be asked to compensate the loss by way of fine. The fine amount depends on the loss. The concern authority may value the property and accordingly fine amount will be imposed.
- v. Seizing of Property: The University shall seize the property/goods used or in possession in violation of University regulation.
- vi. Withheld of Result or Holding of Degree: Depending on the nature of case, the University shall withheld the result or hold the degree of the student until the dispute gets resolve.
- vii. Rusticate: The University is empowered to rusticate any student who will be found in gross violation of University regulations and in that case that student will not get any further opportunity to en role in future.
- viii. Denied admission to any of the constituents.
- ix. Suspension from the constituent or class for a specified period.
- x. Public Apology.
- xi. Prosecuting for criminal offence.
- xii. Filing FIR with the local police.

Others if Any: Any other appropriate measures may be taken by the University authority other than the above mentioned actions depending on the severity of the indiscipline action.

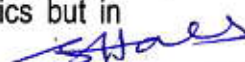
PART – VI : APPEAL

Appeal with regards to any action taken against the accused at any level and / or against the punishment awarded under this policy by the 'Registrar' , shall lie with the Vice Chancellor of the University , which should be filed within a period of two weeks from such an action or award of punishment. The appeal will not be entertained if fail to file within the prescribe period. The decision of the Vice Chancellor shall be final.

PART- VII : STUDENTS PARTICIPATION IN ADMINISTRATION

Students are the important stakeholder of the University, and in this regard their opinion and participation is very much essential not only for academics but in


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administration too. So students who are members in different committee must follow the following guidelines

- i. Be on time to the meeting in proper dress code
- ii. Use parliamentary language and follow proper etiquette
- iii. Respect the other members of the committee

PART-VIII: GRIEVANCE REDRESSAL FORUM

- The aggrieved student or the victim has to submit a written complaint to the proper authority (may be to the HOD, DEAN, REGISTRAR)
- The authority forward the written complaint to the Convener of the Disciplinary Committee without any delay.
- The convener calls all the members of the Disciplinary Committee for a meeting within seven days of receipt of the written complaint
- In the meeting both the aggrieved person/victim/complainant and the wrongdoer/accused/defendant will be called
- The complainant shall first be given with the opportunity to place his/her grievance and after that the accused/the defendant shall be given with the opportunity to be heard
- Both of them may be asked to produce any witness or documents if any in his/her favour
- After hearing both the sides the committee shall take the decision and the same shall be communicated to the concern students
- The decision of the committee shall be held final and both the parties have to accept it and once the dispute resolve, neither of them approach any other forum regarding the same issue
- A report on the entire procedure shall be submitted by the Convener within five days of the decision to the Registrar

Procedure:

In the event of Grievance the student may lodge a Grievance with his/her HOD within 7 working days from its occurrence.

It is the responsibility of HOD to feedback to the students on the outcome of the case within 7 working days upon receipt of Grievance filed.

If a student does not receive a satisfactory answer from his /her HOD the Student may take the Grievance up to Coordinator/Principal of his /her Department.

The Grievance shall remain unsolved; the student may approach the Registrar.

At each level, concerted effort must be made to resolve the matter within period of not more than 7 working days.

If the Grievance is not brought up again within the next 7 days by the student, Such Grievance will then be considered as resolved.

To take action on Grievance as per UGC Guidelines:

Following action to be taken care of in grievance regard as per the guidelines of UGC

1.Speed up the disposal of grievances and take initiatives to reduce the pending grievances.

2.To fix up Notice boards in prominent places giving details of VC/Pro-VC/Registrar/Director/ Nodal Officer including their name , contact and e-mail id and web portal details for facilitating the students and their guardians.




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Grievance related to ragging or any other grievance should be note down in the register placed in the warden office in respective hostel or directly informed to the grievance committee or respective hostel Supervisor. Matters came in front of any hostel warden office or Security officer immediately address and solved by the respective warden and if not able to address then refer the matter to Registrar. Registrar will address the grievances and take the appropriate action on disciplinary ground and in the case of any punishable in respect to academic or punitive action required Registrar shall refer the matter to appropriate body (VC/Pro-VC) to take the appropriate action.

PART- IX: Registering with FRRO/FRO:

All the foreign students having students visa have to register themselves at FRO which is at District S.P office, West Tripura within fourteen days of their arrival in India. In this process the students have to register online in the official web site www.indianfro.gov.in and have to collect unique ID number. They have to visit Registrar office for collecting Form C & Form S from University FRO Nodal Officer along with the copy of Photo,VISA & Passpor tm for necessary registration.

If the student visa expires during the course of their study then such students have to apply for extension of visa at the FRO. International students should also renew their RC and RP at FRO, West Tripura when it expires or if they issued with extension of student visa. They must carry the documents with them when they travel to their native country as this has to produce at the immigration counter in India.

PART-X: Induction/Orientation Program:

1st year students are required to undergo for attending Induction cum Orientation programme during the beginning of their first semester to familiarize themselves about The ICAI University Tripura and its various programme systems, Curriculum, Code of Conduct and statutes and rules.

PART-XI: DO's & DON'T'S

Particular	Do	Don't
Gentle Discipline	Speak well, decent & dignified manner. Accept the good practices of the University & Extend courtesies. Maintain reputation of your University. Keep your campus clean & Use Bins.	Don't criticize or humiliate or hurt or insult anybody either on gender or community basis directly or indirectly. Don't move outside bunking classes during office hours. Don't Through waste heather & thither. Don't litter.
Classroom	Keep your voice soft and body language in a positive & non-aggressive mode. Attend classes actively for peaceful effective learning. Move silently through the corridors without disturbing	Don't try to make disturbance to the class environment. Restrain yourself from groupism or agitations.

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	nearby classes or Labs.	
Dress Code	Do come to the University wearing prescribed Dress Code/Uniform.	Don't wear indecent dresses while coming to University.
Identity Card	Must wear your student photo identity card with lanyard provided by the University. Contact department office if you lost the ID-card.	Don't feel uncomfortable wearing ID-Card, it's your pride.
Interval/Off period	Do co-curricular & extra-curricular activities or attend library, common room or playground during intervals.	Don't make unwanted noise by sitting in the class during intervals. Maintain Peaceful surroundings
Using Common Area	Avoid sitting on the places like parapet walls, footpaths & stairs. Maintain queue while using footpaths & stairs and allow others to pass.	Don't loiter and make crowd in, verandas, footpaths & stairs and in front of Office.
Harmony	Organizing birthday parties and other entertainment programmes or collecting money for any programme other than the notified one lead to unnecessary arguments/scuffle between inmates and disturb decency/decorum of the University. Criticizing or abusing girls or using foul languages is strictly prohibited in the campus.	Don't organize any programmes without permission of the University authority. Maintain harmony. Don't indulged yourself in any agitation/politics/caste or region based activity in the campus.
Grievance Redress	Lodge your complain or seek redress for grievance in writing to HOD/Principal/Registrar or Disciplinary Committee.	Don't take decisions/authority at your own, keep forward and lodge your complaint.
Resources	Save Water & Electricity in the University or in Hostel and please switched of all equipment/lights/fans/computers when not in use.	Don't misuse Water & Electricity in the University or in Hostel/ Laboratory/Workshop/Library etc.
Personal Vehicle	Park your personal vehicle in the stipulated/ provided area allotted by the University at your own custody.	Don't fix any blame to the University for any loss or damage of your personal vehicle.
Personal Belongings	Keep all personal belongings like bike/bag/wallet /mobile /tab /laptop, helmet /watch etc. at	Don't fix liability to the University for the loss of your personal belongings.



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	your safe custody	
Mess & Canteen	Enjoy your food in the mess & canteen and maintain cleanliness, keep the waste in the place earmarked only. Outside food is strictly prohibited in the canteen. Taking food items inside the classroom/Library/Laboratory or in the auditorium is strictly prohibited.	Don't through any plastic/packets/ waste items anywhere except the dustbin.
University Transport	Do register for availing University Transport well in advance before beginning of the semester, Pay the required fees and collect Bus Card. Contact with the person concerned if lost the card or damaged.	Don't board in to the Bus without a valid Bus Card. Unauthorized boarding is punishable and may lead penalty and disciplinary action.
Punctuality	Be punctual for attending classes or practical or boarding busses/ comply with the hostel timing.	Don't make any excuse or unauthorized request at any circumstances.
Attendance	Do record your class attendance and ensure. Less than 75 % or attendance required under any regulatory authority leads to disqualify for sitting in the examination.	Don't miss any classes.
Library	Read the Library Rules carefully and obey the rules. Violation shall lead penalty or disciplinary action.	Don't disobey Library rules.
Laboratory	Read the Laboratory manual and Laboratory users' rule carefully to restrict safety, security and penalty.	Don't damage/misuse any instrument/items/materials of the Laboratory.
Hostel	Read the hostel rules carefully and comply with the rules.	Don't try to violate the rules for smoothly residing in the hostel and to restrict disciplinary action.
SAP	Register yourself to Admission department for Stipendiary Assignment Program (SAP) of the University and know the procedure and instructions carefully.	Don't indulged yourselves in any fraud activity which may lead serious action against allegation and proof in terms of SAP

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ERP	Register yourself with the ERP Software of the University and update all your personal & Academic information for smooth functioning of academic activity.	Don't remain yourself away from using technology based ERP systems for making you updated.
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To,
 The Registrar/Hostel Warden,
 The ICAI University, Tripura,
 Kamalghat, Tripura (West)
 PIN-799210

Subject: **Undertaking on true adherence to Student Conduct & Discipline Rules.**

Respected Sir,

I solemnly declare to have read, properly interpreted and understood the Student Conduct and Discipline Rules including the provisions for Penalty & Appeal and accordingly I undertake to abide by them in true spirit till completion of my program.

Place :

Date :

Full Signature of Student

S/o Sri/Smt. _____

R/o _____

P.O: _____

Police Station _____

District _____

State _____ PIN _____

Counter-signature of guardian



[Handwritten Signature]
 Registrar,
 ICAI University Tripura
 Kamalghat, Tripura (West)

[Handwritten Signature]
 Pro-Vice Chancellor,
 ICAI University, Tripura
 Kamalghat, West Tripura.

Hostel Rules and Regulations


1. General

- A. These rules are intended to provide a safe and conducive environment to the residence students of ICFAI University, Tripura. The students are governed by these rules and regulations and are subject to change without any prior information.
- B. The hostel Warden/ Asstt. Warden is vested with the power to interpret and enforce these rules and regulations, administration and management of the hostel admissions/ re-admissions.
- C. The hostel warden reserves the right to break open rooms in case of any violations of hostels rules, suspected unlawful activities or on the basis of perceived security risk.
- D. If a student is expelled from the University for any Reason, he/she should immediately vacate the hostel after clearing all the dues on the day of expulsion from the university. His/her continuance in the hostel will be treated as unauthorized occupation.
- E. The hostellers with chronic medical problem will be asked to vacate the hostel room immediately, as personal medical care by parent/ guardian will be necessary.
- F. Continuation of stay of a student in the hostel is subject to the discretion of the ICFAI University Tripura.

2. Lodging

- a) Allotment of hostel rooms shall be made by the warden/assistant warden. The hostel rooms will be allotted on twin-sharing basis only.
- iv. The students shall not occupy the hostel rooms without payment of hostel fees and mess bills. Hostel fees and mess bills to be paid on the basis of notice for payment is served by pasting on the hostel notice board. If the payment is not made within a week from the date of notice, student will be asked to vacate the hostel and will not be allowed to have food in the mess.
- v. The students must occupy the rooms allotted to them and should not change/exchange the rooms without prior written permission of the warden /assistant warden. The university authorities reserve the right to shift the students from one room to another or from one hostel building to another for administrative reasons.
- vi. Hostel furniture should not be removed from the rooms. Students are responsible for the care of furniture and fixture in their rooms.


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- vii. All the rooms, walls, doors and windows should be kept clean and tidy. In the event of students defacing the walls/ doors by writing on them, the cost of repairs shall be collected from the student.
- viii. If a member chooses to go on leave from the hostel, he/she has to fill up the prescribed leave application and the same shall be approved by the hostel warden/assistant warden before leaving. The parents will be informed about the same.
- ix. Water is an essential but scarce commodity. All resident students are requested to use water judiciously and preserve it. Leakage etc in the bathrooms should be immediately reported to the authorities.
- x. Cooking in the hostel rooms is not permitted. All the residents of the hostel shall take their food in the allotted mess only. The meal timings are displayed at the entrance of the dining hall. These timings are to be strictly adhered to. It is not obligatory on the part of the kitchen/dining hall staff to serve the meals outside the prescribed timings provided with prior intimation in exceptional cases. In case any inmate fall sick and is undergoing treatment the warden/assistant warden may permit patient diet inside the room.
- xi. Residents are requested to switch off fans and lights and other electrical gadgets whenever they go out of their rooms to save electricity.
- xii. The hostellers are not allowed to keep air coolers, cassette record players, TV or any electrical equipment in their rooms. Unauthorized possession will lead to confiscation of the goods. Students have to watch TV in the common room of the hostel where a TV is provided.
- xiii. Playing a loud music and disturbing the quite atmosphere by any other means is not permitted as it disturbs the fellow hostels mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/ corridors is strictly prohibited.
- xiv. Inmates are advised to play only in the provided area. Neither playing in the rooms, in the corridors or anywhere in the hostel is permitted whatever be the occasion. For this purpose an area is dedicated. All students should celebrate only in that area.
- xv. The students are advised not to keep large amount of cash, or valuables in the room. The student is responsible for the safety of his/her belongings inside the room and campus.
- xvi. Parents/guardians/guests visiting the students are NOT permitted to enter any room allotted to their residents of the hostel without the permission of the warden/assistant warden.
- xvii. Acts of damage to the hostel property like doors/window glasses/bathroom accessories/door mesh/chairs/cots/DG/ cards for TV in the common room and Wi-Fi equipment is strictly forbidden and double the cost of the damages will be recovered from him/her or the group liable for the damage.
- xviii. Inmates are not allowed to enter into the rooms of others after 10.00 pm. They may enter in case of need with permission of hostel warden/assistant warden/supervisor.
- xix. For group or combined study they shall use the reading room.
- xx. Inmates if want to celebrate any festival like Deewali or Holi or arrange any function such as welcome/farewell need to take the written permission from the hostel authority.



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xxi. No inmate is allowed to bring any friend to his or her room even for a temporary period of time.

3. Discipline

a) The resident hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden/Assistant Warden. Use of abusive, vulgar and unparliamentary language against the hostel/mess/security staff is strictly forbidden. Any complaint received in this regard towards students will be dealt with seriously.

b) Collection of donation for any purpose (religious/otherwise) is strictly prohibited.

c) Residents of the hostels are not allowed to put up notices or convene meeting within the hostel premises without the written permission of the warden/assistant warden. Disobedience of this rule will be severely dealt with.

d) The entire university campus premises is a "NO SMOKING" zone and smoking is strictly prohibited in the hostel buildings also.

The Security guards are empowered to check student bags at the main gate and at the entrance of hostel/Academic Block. All the resident students shall accordingly get their bags checked at the main gate to ensure that they are not carrying cigarettes or alcohol bottles or contraband drugs. If they found carrying by the security at the main gate, the students will be penalized by imposing fine for the first time.

e) The hostel rooms are subject to inspection by the university / hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, weapons etc are kept in the room. Possession of any weapons or any instrument/ contrivance, which is likely to cause physical harm to others, is strictly prohibited. Mere possession of weapons or fire arms constitutes a grievous offence that can result in expulsion from the university and the hostel.

f) The residents are required to carry their identity cards issued by the university authorities displayed on them, whenever they move out of the hostel/ campus and within the campus and on demand the security personnel to prove their identity. ICFAI University, Tripura is not responsible for any mishap or incident outside the campus, the students while going out of the campus or while entering the campus are required to swipe their ID cards at the main gate. The main gates will be closed at 8.00 P.M. and NO student will be allowed to enter the campus after that. The students are permitted to avail the facilities of library and IT lab up to 10.00 P.M. Students are not permitted to stay away from the hostel beyond 10.00 p.m. without prior written permission from the warden /assistant warden. Resident students leaving the campus should inform the warden/assistant warden in writing and register

their departure at the Main gate. Students have to remain present in their respective room by 10.00 pm. The students, who are absent /not found in their respective room or at library or IT Lab, after 10.00 P.M. will be liable for appropriate disciplinary action for misconduct as per the hostel regulation.


- g) **The resident students shall be provided with OUT PASS to regulate their movement off the Campus. Each of the resident students shall deposit OUT PASS with Security at Main Gate while going out of the Campus.**
- h) The entry of all males is strictly forbidden inside Girl's hostel except, a university official on duty with valid passes. Likewise Girls are not permitted to enter the Boy's hostels.
- i) Discipline is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common area etc. Every students of the hostel should have the civic responsibility that he or she should not be a cause for inconvenience, annoyance or disturbance to others.
- j) All instructions/ notices displayed on notice boards of hostels/university campus will be deemed to have been read by all residents and excuses for non- compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board everyday to acquaint themselves with latest information passed through Circulars/Orders.
- k) The inmates shall not involve in any sort of religious propaganda.
- l) Inmates who wants to leave hostel permanently need to apply in writing and parents shall be called for the same. In case, parents can not come they have to acknowledge that they are aware about their ward's application regarding leaving the hostel permanently.
- m) Such application will be granted subject to account's clearance.

4. **Ragging**

Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student, which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly do) is strictly forbidden. If anyone is found guilty of ragging he/she will be expelled and also liable for prosecution under the Tripura prohibition of Ragging Act, 1997, by SC Judgment & UGC Regulations which will result in punishment according to the provisions and rules of the said act.




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5. All hostel inmates must report any disciplinary matter or problems concerning them or their roommate /neighbour (s) coming to their notice to the warden/assistant warden directly. In case of any students roommate is absent from the room or is sick /admitted in the hospital or is in any kind of physical /mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the warden/assistant warden.
6. Any hostel inmate found guilty of misconduct or continual breach of the above rules or of gross indiscipline or who is found to be a bad influence on the other resident students, is liable to be expelled forthwith. The decision of the authorities in this regard shall be final and binding on the student, and her/his parent /local guardian will not be permitted to question the authorities on any ground whatsoever.
7. This rules and regulations are not exhaustive. The university authorities are empowered to bring in any new rules and regulations and or modify/amend /change /delete without prior notices as and when the situation warrants.

To,
 The Registrar/Hostel Warden,
 The ICFAI University, Tripura,
 Kamalghat, Tripura (West)
 PIN-799210

Subject: **Undertaking on true adherence to Hostel Rules & Regulations.**

Respected Sir,

I solemnly declare to have read, properly interpreted and understood the Hostel Rules & Regulations including the provisions for Penalty & Appeal and accordingly I undertake to abide by them in true spirit till completion of my program.

Place :

Date :

Full Signature of Student

S/o Sri/Smt. _____

R/o _____

P.O: _____

Police Station _____

District _____

State _____ PIN _____



Pro-Vice Chancellor,
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Counter-signature of guardian



Registrar,
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Laboratory Rules

All the laboratory equipments and materials are the valuable property of the University which helps the students to enrich knowledge & skills in the form of doing practical with the knowledge gathered theoretically for experimentation, research and innovation. All the resources of a laboratory are the assets for whole students community of the University. So students should obey guidelines for effective use of the equipments and should feel responsible for safeguard and preservative/preventive measures for the same.

The following general rules have been framed for smooth functioning of the laboratories.

- i) The students have to enter inside the laboratory in stipulated time table of the practical of respective programme only, accompanied by the concerned Faculty member who will be taking the class. Except permission of the Faculty member, no students will be allowed to enter inside the Laboratory.
1. Students have to take up experiment with the permission of Lab Assistant or faculty member and they need to read the instructions carefully.
2. Students should be held responsible for preserving good condition of the equipments /materials allotted to them in good condition and they have to replace or pay the cost in the event of being lost or damaged.
3. Before handling the electrical/electronic/mechanical/chemical items/equipments/machines or instruments, students should read carefully the instructions displayed in the laboratory and laboratory manual.
4. If any students face any problem or difficulties in operation or during experiment, they should take help of Lab assistant or Faculty member.
5. Consumables to be utilized considering the optimum level.
6. While doing practical in a group, equipment and items to be shared equally among the students.
7. Before leaving the Laboratory students should handover all equipment/ instrument/item to Laboratory Assistant and have to sign in the Register.
8. Wearing aprons/ prescribed Lab Dress is mandatory to attend Lab Classes.
9. Students have to maintain decorum in the Laboratory.

SAFETY PRECAUTIONS

1	Always carefully listen and follow the Teacher's instruction.
2	Do not run in the lab, you could 'bump' in to another people and cause an accident.
3	Know where the emergency stop bottoms are positioned in the lab. If you see an accident at the other side of the lab you can use the emergency stop bottom to run of all electrical power to machines.
4	Always wear an apron as it will protect your cloths and holds lose clothing.
5	Wair covers shoes. Sport shoes are not advisable.
6	When attempting practical work all stools should be put away.
7	When Learning how to use a machine, listen very carefully to all instruction given by the teacher. Ask question, especially if you do not fully understand.
8	Do not use a machine if you have not shown how to operate it safety by the instructor.
9	Always be patient, never be in rush within the labs.




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10	Always use a glove / guard when working on a machine.
11	Keep hand away from moving / rotating machineries.
12	Use hand tools carefully keeping both hand behind the cutting edge.
13	Report any damage to machines / equipments as this could cause an accident.
14	Clean machines and necessary tools after using them.
15	Any injury however small must be immediately reported and first-aid should be taken for the same.

Civil Engineering Laboratory

DO'S

1. Be on Time & enter laboratory with appropriate laboratory uniform and shoes.
2. Keep all your belongings in the book rack or at the place suggested by lab instructor.
3. Maintain silence in the lab.
4. Bring the laboratory manual, observation and record without fail.
5. Learn objective & significance of the practical.
6. Collect the instruments and check for damage if any before carrying out the experiment.
7. Before performing experiment read instrument manual carefully.
8. Always perform the experiment or work precisely as directed by instructor.
9. Make sure that all equipment is clean and returned to its original place after performing experiments.
10. Always tight up the cement bags.
11. Always re-mould the Concrete cube after 24 hours from casting & place the cube in curing tank.
12. Wash your hand before leave the class.

DON'TS

1. Absolutely no running, practical jokes or horseplay is allowed in the laboratories.
2. The use of personal audio or video equipment is prohibited in the laboratory.
3. The performance of unauthorized experiments is strictly forbidden.
4. Do not play with valves, screws and nuts of any apparatus.
5. In the absence of instructor no student shall be allowed to work in the laboratory.
6. Shoes must cover the entire foot. Open toed shoes and sandals are inappropriate footwear in laboratories.
7. Don't use mobile phones during lab hours.
8. Don't eat, chew gum and other things in the lab.
9. Don't switch ON the machine without permission.

Computer Laboratory

Do's

1. Always sit at your assigned computer unless a teacher moves you.

Don'ts

1. Do not eat or drink in the laboratory.
2. Avoid stepping on electrical wires or any other computer cables.

<ol style="list-style-type: none"> 2. Be respectful and responsible and always listen for directions. 3. Use the computer properly to keep it in good working order. 4. Always keep quiet. Be considerate to other lab users. 5. Report any problems with the computer to the person in charge. 6. Shut down the computer properly. 7. Read and understand how to carry out an activity thoroughly before coming to the laboratory. 8. Report fires or accidents to your Faculty member/laboratory assistant immediately. 9. Please follow instructions precisely as instructed by faculty member. 10. Please treat fellow users of the laboratory, and all equipment within the laboratory, with the appropriate level of care and respect. 11. If you need help, ask for it! 	<ol style="list-style-type: none"> 3. Do not insert metal objects such as clips, pins and needles into the computer casings. They may cause fire. 4. Do not click on/open items or applications you aren't asked to. 5. Do not open the system unit casing or monitor casing particularly when the power is turned on. 6. Do not remove anything from the computer laboratory without permission. 7. Do not touch, connect or disconnect any plug or cable without your Faculty member/laboratory assistant's permission. 8. Do not misbehave in the computer laboratory. 9. Do not attempt to repair, open, tamper or interfere with any of the computer, printing, cabling, air conditioning or other equipment in the laboratory. <p>Do not install or download any software or modify or delete any system files on any lab computers without permission</p>
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EEE Laboratory	
<p><u>Do's</u></p> <ul style="list-style-type: none"> • Conduct yourself in a responsible manner at all times in the Laboratory. • A lab coat should be worn during laboratory experiments. • Dress properly during a laboratory activity. Long hair, dangling jewellery and loose or baggy clothing are a hazard in the laboratory. • Observe good housekeeping practices. Replace the materials in proper place after work to keep the lab area tidy. 	<p><u>Don'ts</u></p> <ul style="list-style-type: none"> • Don't talk aloud or crack jokes in lab • Do not wander around the room, distract other students, startle other students or interfere with the laboratory experiments of others. • Do not eat food, drink beverages or chew gum in the laboratory and do not use laboratory glassware as containers for food or beverages. • Smoking is strictly prohibited in lab area. • Do not open any irrelevant internet sites on lab computer • Do not use a flash drive on lab computers. • Do not upload, delete or alter any software on the lab PC.



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ECE Lab Safety Measures

1. Individuals are responsible for their own personal safety and the safety of those around them.
2. Be as neat as possible in the lab. Keep the work area and workbench clear of items not used in the experiment.
3. Always wear shoes in the lab.
4. Always check to see that the power switch is OFF before plugging into the outlet. Also, turn OFF the instrument or equipment before unplugging from the outlet.
5. When unplugging a power cord, pull on the plug, not on the cable.
6. When disassembling a circuit, first remove the source of power.
7. Turn off all test equipment. Return equipment, tools, and test leads to their proper storage area before leaving lab.
8. No ungrounded electrical or electronic apparatus is to be used in the laboratory.
9. Keep food or water away from instruments and circuits.
10. Report any damages to equipment to the laboratory instructor.
11. Use wires of suitable length for their appropriate applications. Long wires or connections can cause clutter on a bench, and very short wires or connections can be too tight and may be easily disconnected.
12. Remove jewellery, metal watches, or other metal accessories while performing any experiment.
13. Tie long hair to the back of the head.
14. Don't operate (power-on) any circuit or equipment before consulting your instructor.
15. Never use uncovered wires, if part of the wire is uncovered never touch it while power on.
16. Organize your circuit set-up and wiring. If possible use different colours for the hot lines or ground lines and plug in the equipment to the proper outlet voltage.
17. Do not move or transfer any instrument without the instructor's permission.
18. Do not play with electronic devices as it may be dangerous if mishandled.
19. Always keep the Multimeter in "switch off" condition when not in use.
20. Don't misuse component or wires.

DO'S AND DON'TS in Mechanical Laboratory

1. Always wear shoes before entering in the lab.
2. Do not touch anything without the permission of instructor/ lab assistant.
3. Read carefully the lab manual before performing experiments.
4. Do not open the casing of the equipment.
5. Switch off the power supply to the experimental setup on completion of the experiment.
6. Maintain clean and orderly laboratories and work area.
7. Be aware of the various experiment controls (start button, stop button, speed control) for each experiments.
8. Do not leave experiments running unattended.
9. Any injuries should be reported immediately for proper care.
10. Boys should tuck in the shirts.
11. Long hair should be protected, let it not be loose specially near rotating machineries.

12. Any other machines/ equipments should not be operated other than the prescribed one for that day.
13. Power supply to your test table should be obtained only through the lab technician/ Instructor.
14. Do not lean and do not be close to the rotating components.
15. Tools, apparatus and gauge sets are to be returned before leaving the laboratory.
16. Headings and detail should be neatly written:
(i) Aim of the Experiment. (ii) Apparatus / Tools / Instruments Required. (iii) Procedure / Theory / Algorithm/ Program. (iv) Model Calculations. (v) Neat Diagram/ Flowcharts. (vi) Specification / Design Details. (vii) Tabulation. (viii) Graph. (ix) Result / Discussions.
17. Before doing the experiment, the student should get the circuit/ program approval by the faculty in charge.
18. Experiment date should be written in the appropriate place.
19. After completing the experiments the answer to the viva voice questions should be neatly written in the workbook.

Lab Safety Do's and Don'ts in Chemistry Lab

General Work Procedure:

- Immediately report any spills, accidents, or injuries to your instructor.
- Never leave experiments while in progress.
- Be careful when handling hot glassware and apparatus in the laboratory. Hot glassware looks just like cold glassware.
- Make sure no flammable solvents are in the surrounding area when lighting a flame.
- Store coats, bags, and other personal items in designated areas.
- Never pour chemical waste into sink drains or wastebaskets.
- Place chemical waste in appropriately labeled waste containers.
- Properly dispose of broken glassware and other sharp objects (e.g., syringe needles) immediately in designated containers.

Do's

- Wear a full-length, long-sleeved laboratory coat or chemical-resistant apron.
- Always wear appropriate eye protection (i.e., chemical splash goggles) in the laboratory.
- Wear disposable gloves, as provided in the laboratory, when handling hazardous materials. Remove the gloves before exiting the laboratory.
- Do Wear Closed-Toed Shoes.
- Do Practice Fire Safety.
- Do Handle Glassware Safely
- Wash your hands before you leave the lab for the day.
- Follow all laboratory instructions carefully.



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- Know the emergency and fire procedures.
- Ask for clarification on any laboratory procedures that are not understood.
- Assume all chemicals are toxic and act accordingly.
- Read the labels on reagent containers for safety precautions and understand the chemicals being used. Have Material Safety Data Sheets available for all chemicals.
- Stopper or cap all reagent bottles when not in use.
- Keep your work area neat, clean, organized, and clear of clutter.
- Know the location of emergency equipment (first aid kit, eyewash, fire extinguisher, fire blanket, spill containers, emergency exits, and nearest telephone).
- Keeping hair and clothing loose are restricted and should be kept well away from flames.
- Turn off the gas source when a Bunsen burner is not in use.
- Use proper ventilation and hoods when instructed to do so.
- Handle hot glassware with appropriate clamps or tongs.
- Report all accidents to your instructor immediately.
- Report to your instructor any condition that seems unsafe.
- Always add acid slowly to water. Never add water to acid.
- Notify your instructor of any symptoms of illness or allergic reactions during laboratory work.
- Clean your lab table and return all cleaned equipment to its proper place.

Don'ts

- Do not remove any equipment or chemicals from the laboratory.
- Don't Eat or Drink in the Lab.
- Do not put pieces of lab equipment in your mouth. It sounds obvious but you'd be surprised.
- Do not work with chemicals until you are sure of their safe handling. This includes some awareness of their flammability, reactivity, toxicity, and disposal.
- Do not use the phone or computer with gloves on your hands.
- Do not do anything in the laboratory that is not understood or that you feel is dangerous.
- Do not touch your face when working with cultures
- Do not taste or ingest any chemicals or plant material.
- Do not handle or consume food or drink in the laboratory.
- Do not pipet anything by mouth.
- Do not put chemicals in a sink or in the trash unless instructed to do so.
- Do not pour chemicals back into dispensing containers.
- Do not leave a test tube stopper in place while heating the test tube.
- Do not drink from laboratory glassware.


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Physics Lab Safety Measures & Guiltiness

- Obtain authorization from the lab In-Charge prior to entering the lab working area.
- Ensure that safety devices are adequate, appropriate and in good working order.
- Wear the appropriate personal protective equipment when conducting work with hazardous materials or procedures.
- Eye protection should be worn when performing tasks with potential to generate flying particles.
- Every student should know the locations and operating procedures of all safety equipment including First AID KIT (s) and Fire extinguisher. Know where the fire alarm and the exits are located.
- Proper handling and disposal of bio-hazardous materials.

Rules & Guidelines for conducting Physics Lab-Work

- Students are not allowed to touch any equipment, chemicals or other materials in the laboratory area until you are instructed by Teacher or Technician.
- Before starting Laboratory work follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask your concern Teacher before proceeding with the activity.
- Before using equipment, labels and instructions must be read carefully. Set up and use the equipment as directed by your Teacher.
- If you do not understand how to use a equipment, ask the Teacher for help.
- Perform only those experiments authorized by your Teacher. Carefully follow all instructions, both written and oral.
- Unauthorized experiments are not allowed in the Laboratory.
- Students are not allowed to work in Laboratory alone or without presence of the Teacher.
- Any failure / break-down of equipment must be reported to the teacher immediately.

DO's IN PHYSICS LABORATORY

1. Follow directions. Come to the lab prepared to perform the experiment. Follow all written and verbal instructions. When in doubt, ask.
2. Be alert and attentive at all times.
3. Report all accidents, injuries or breakage to the instructor immediately. Also, report if any equipment that you suspect is malfunctioning.
4. Use equipment with care for the purpose for which it is intended.
5. Check all electrical circuits before you turn on the power.
6. When working with electrical circuits, be sure that the current is turned off before making adjustments in the circuits.
7. Return all equipments, clean and in good condition, to the designated location at the end of the lab period.
8. Leave your lab area cleaner than you found it.

DON'Ts IN PHYSICS LABORATORY

1. Don't talk aloud or crack jokes in lab.
2. Do not wander around the room, distract other students, startle other students or interfere with the laboratory experiments of others.



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3. Do not perform unauthorized experiments. Get the instructor's permission before you try something original.
4. Do not connect the terminals of a battery or power supply to each other with a wire, such a wire will become dangerously hot.
5. If a thermometer breaks, inform the instructor immediately. Do not touch either the broken glass or the mercury with your bare skin.
6. Do not eat food, drink beverages or chewing gum in the laboratory and do not use laboratory glassware as containers for food or beverages.
7. Do not use mobile phones inside the laboratory.

Library Rules & Regulation

- 1) User should maintain '**COMPLETE SILENCE**' in the Library.
- 2) All members of the ICAFI University shall be allowed admission in the Library after putting a signature on the entry register.
- 3) Any other person with permission of the **VC/Pro-VC/Registrar/Librarian/Assistant Librarian** may enter the Library.
- 4) Faculty/Staffs & the students are requested not to discuss any irrelevant matter with others in the Library.
- 5) Mobile phones should be kept in '**SILENT MODE**' inside the Library.
- 6) All the students & staff members should receive & return the Books personally in the Library.
- 7) Students & staffs are required to stop & clean their transaction Library well in Advanced before leaving the institution for getting their 'No dues Certificate.'
- 8) It is advisable to the issuer to maintain the books in neat & clean condition.
- 9) **Any damage to books in terms of tearing/writing will lead to fine (The fine may be double the amount of MRP of the books/replacement of books with its latest edition.)**
- 10) Attempt at stealing the library belongings shall forfeit the Privileges of admission & facilities of the library for two weeks & issuance for a whole term / semester.
- 11) Users are responsible for any damage caused by them to the Books to any others
- 12) Keep your belongings properly in the property counter.
- 13) Consumption of food is strictly prohibited in the Library.
- 14) Bags, Parcels, outside books are not allowed inside the Library.
- 15) Reading loudly strictly prohibited inside the Library.
- 16) Students are required to approach to the issuing authority for Library transaction (issue, renewal & reserve) only in the respective library hour.
- 17) All users must vacate the Library premises before 30 minutes of closing time of the library to ensure the closing of library on time.
- 18) The library staffs on duty have the right to request to the users to leave the premises if he/ she is found to be violating any of the Library rules.
- 19) On Leaving the Library all users are required to produce for inspection of all books & items taken out of the Library.
- 20) Users are expected to behave properly with library personnel in case of any report of misbehave the Library Committee reserves the right of not permitting

the user to use the library for a distinct period of time as decided fit by the committee or disciplinary action will be taken against the users.

21) "Reference Books , Dissertation & Reports" cannot be issued to the student. They can use these only inside the Library.

24. If any Student found default thrice they will not be allowed to Issue any Book for same semester.

Mess Rules

The University has framed the following rules for smooth functioning of the Mess:

- i) Students (Both Day Scholars, Hostellers), Employees, Resident Boarders, Guest & Parents of the University can have food in the University Mess.
- ii) Hostellers need to pay Mess Fee at the time of Registration of each semester in advance for Six Months through online/DD. If a boarder has not consumed food in the mess for consecutive 3 days with permission, he/she may get concession against certification of attendance by Hostel Supervisor. The rebate amount will be adjusted with next payment. No Refund in cash will be entitled.
- iii) Day Scholars, Employees, Resident boarders are allowed to have food against payment as per the rate fixed by the University .
- iv) All the Users need to maintain strict Discipline and Decorum in the Mess and self service to be followed.
- v) Food will not be served in rooms and nobody is allowed to carry food in hostel rooms.
- vi) Wasting Food is an offence. All the users advised not to waste food, If anyone found, he/she will be fined suitably by the authority.
- vii) Food will be served as per the Manu.
- viii) Users should keep Dish/Bowel/Glass etc after use in the earmarked place only.
- ix) Mess Charges will be reviewed and fixed /changed in every Semester.
- x) Students/Employees/Guest is not permitted to enter inside the kitchen or store room except mess committee members and authorized person of the University.
- xi) Shouting/playing/music/dance/gossiping etc are strictly prohibited in the mess area.
- xii) Writing Suggestion/complaints should be dropped in the Suggestion/Complaint Box or may be submitted to Mess Committee members.
- xiii) Everyone should maintain cleanliness of the Mess Area.



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POLICY PROHIBITING DISCRIMINATION AND SEXUAL HARASSMENT

I. INTRODUCTION

One of the core objectives of the ICFAI University, Tripura (hereinafter referred to as "University") is to ensure gender equality and gender justice through the University interventions and practices. In keeping with this principle, it is important to ensure a climate, free from discrimination and harassment, with a particular focus on prevention of sexual harassment.

Policy of prohibiting Discrimination

This policy prohibits discrimination on the basis of race, sex, sexual orientation, gender identity/expression, religion, caste, age, color, creed, nationality or ethnic origin, physical, mental or sensory disability and marital status. Discriminatory harassment is one form of discrimination. Under this policy, discriminatory harassment is identified as conduct toward a particular individual, individuals, or groups on the basis of a protected status that is significantly severe or pervasive that has the purpose or effect of:

Creating an intimidating, hostile or offensive work or educational environment for the individual or groups; or Unreasonably interfering with the work, academic performance, living environment, personal security, or participation in any University-sponsored activity of the individual or groups.

Policy of prohibiting Sexual Harassment

Sexual harassment of individuals occurring in the place of work or study or in other settings in which they may find themselves in connection with their association with the University is unlawful and will not be tolerated by the University. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unacceptable. To achieve this goal, conduct that is described as "Sexual Harassment" in this policy will not be tolerated and a procedure is provided by which inappropriate conduct will be dealt with, if encountered among employees/students.

The University will also take all the appropriate steps necessary to protect individuals from retaliation. Such Steps include:

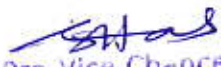
Action to stop retaliatory behavior

Providing required security measures.

Counseling help to Complainant and Accused .

The University takes allegations of sexual harassment seriously, and will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, prompt and appropriate corrective action as is necessary, including disciplinary action, will be taken.


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While this policy sets forth the goal of the University of promoting a study or workplace that is free of sexual harassment, the policy is not designed or intended to limit the authority of the University to discipline or take remedial action for conduct which the University deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definitions

For the purposes of this Policy

1. "University" shall mean the ICFAI University, Tripura.
2. "Academic staff" includes any person or the staff of the University including its constituent units who is appointed to a teaching and/or research post, whether full-time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation, and shall include employees employed on a casual or project basis.
3. "Supporting Staff" includes any person on the staff of the University or its constituents units who is not appointed to a teaching and/or research post, whether full-time, temporary, ad-hoc, part-time, daily wage, honorary or on special duty or deputation, and shall include employees employed on a casual or project basis, as also persons employed through a contractor.
4. "Student" includes any person who is enrolled for any course, whether full time or part time, with University, and includes an undergraduate or postgraduate student, a Research Scholar, a visitor, and a repeater. It also includes a student of another University or college who has been placed or has opted for placement with the University or short-term courses at the University.
5. "Sexual harassment" includes any unwelcome sexually determined behaviour (whether direct or by implication) such as
 - (i) physical contact and advances either physical and non -physical.
 - (ii) Unsolicited telephone calls / e-mails with the intention of sexual harassment.
 - (iii) a demand or request for sexual favors;
 - (iv) sexually colored remarks.
 - (v) showing pornography.
 - (vi) creating a hostile work environment.
 - (vii) any other unwelcome "sexually determined behavior" be it physical, verbal or non-verbal conduct of a sexual nature
 - (viii) creating a "hostile work environment".




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Explanation 1:

Unwelcome "sexually determined behavior" shall include but not be limited to the following instances:

(i) where submission to or rejection of sexual advances, requests or conduct is made either explicitly or implicitly a term or condition of employment, instruction or evaluation or as a basis for decisions, involving participation in campus or academic activity.

(ii) such advances, requests or conduct (whether direct or implied) have the purpose or effect of interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive environment.

Explanation 2:

Creating a "hostile environment" means

(i). Creating a study or workplace where Sexual Harassment may go unheeded, where despite complaints no action is taken, where there is nexus between accused/ aggressor & higher management, and where complainant is placed under fear, disadvantage or threat of victimization.

(ii) It will also mean Retaliation which includes:

marginalizing someone in the study or workplace with regard to his / her roles and responsibilities socially ostracizing

intimidating someone physically, psychologically, emotionally or someone close to or related to the victim spreading canard

(iii) And any other behavior that may commonly be construed as retaliatory

Note: All should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unacceptable and will be actionable.

Explanation 3:

"Sexual Harassment" shall also mean:

(i) Direct or implied requests by any individual for sexual favors in exchange for actual or promised benefits such as favorable reviews, evaluation or instruction, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment

(ii) Other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a environment that is hostile, offensive, intimidating, or humiliating to staff may also constitute sexual harassment.

Explanation 4:


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In addition the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

Unwelcome sexual advances -- whether they involve physical touching or not;

Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

Displaying sexually suggestive objects, pictures, cartoons, displaying body parts;

Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

Inquiries into one's sexual experiences; and,

Discussion of one's sexual activities.

Abuse of authority (Quid Pro Quo) - demand by a person in authority, for sexual favors in exchange for related benefits (e.g. a wage increase, a promotion, training opportunity, a transfer, instruction or evaluation).

The behavior that creates an environment that is intimidating, hostile, or offensive for members of one sex, and thus interferes with a person's ability to function normally.

III. Preventive Action

Consistent with the existing law, the University shall take all reasonable steps to ensure prevention of sexual harassment. Such steps shall include (but not limited to):

1. Circulation of the University's policy on sexual harassment to all persons employed by or in any way acting in connection with the work and/or functioning of the University;
2. Ensuring that sexual harassment as an issue is raised and discussed at the University meetings from time to time;
3. Conduct or cause to carry out in-house gender training on sexual harassment and addressing complaints to First Instance Persons (FIPS) as well as members of the Committee Against Sexual Harassment (CASH).
4. Widely publicize that the sexual harassment is a crime and will not be tolerated.
5. Include statement of policy against sexual harassment in Admission Prospectus or Brochure
6. Prepare and circulate the Annual report of Committee against Sexual Harassment (CASH).




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IV. Committee against Sexual Harassment (CASH)

1. The University shall constitute an Committee Against Sexual Harassment. (CASH) comprising of at least five (5) members of which at least two shall be female members.
2. CASH will play a strong preventive role. In case of any complaint, the CASH will have to appoint a Committee (henceforth referred to as Enquiry Committee) to conduct an enquiry. The Enquiry Committee (EC) shall consist of at least three persons which may include no more than 2 members from the CASH.
3. Each complaint will merit the formation of a new EC. In other words, ECs may be constituted on a case to case basis.
4. All meetings of CASH shall be fixed by the chairperson through mutual consultation among the members, but will be at least once a quarter.

5. The constitution of the Committee will be as follows:

- a) Prof. Biplab Halder (Pro-VC) – Chairman
- b) Dr. A. Ranganath (Registrar) – Convenor
- c) Dr. Priyangshu Rana Borthakur(FST) – Member
- d) Prof. Mousumi Biswas(FMS) – Member
- e) Prof. Zigisha Pujari(FOL) – Member
- f) Prof. Biswajit Chakraborty(FOE) – Member
- g) Mrs. Kaberi De(HR Ex.) - Member

In case of resignation of any member the Vice Chancellor, shall nominate a suitable replacement.


V. Procedure of Dealing with Complaints of Sexual Harassment

If any individual believes that he or she has been subjected to sexual harassment, such person (or FIP who may have assisted the complainant or those who have otherwise observed sexual harassment) shall have the option to file a complaint with CASH. This may be done in writing or orally. Even if it is done verbally initially, it is always preferable to have the complaint in writing.

A complaint may be filed by contacting any one of the members of the CASH. The CASH as well as FIPs will also be available to discuss any concerns staff may have and to provide information about Department/Units policy on sexual harassment and the complaint process.

Informal complaints of sexual harassment may be made to the FIP within the constituent units / centers or directly to the CASH or any of its members as stated above.


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Informal Way of dealing with complaints of Sexual Harassment:

- (i) An informal approach to resolve a complaint of sexual harassment can be through mediation between the parties involved and by providing advice and counseling on a strictly confidential basis. The procedures though less stringent than formal procedures will be conducted in the full spirit of this policy document.
- (ii) The case will be taken up for investigation at an informal level by the FIP or a member of the Enquiry Committee in a confidential manner. The matter will be reviewed and the alleged offender will be approached with the intention of resolving the matter in a confidential manner.
- (iii) If the incident or the case reported does constitute sexual harassment of a higher degree, the member will suggest taking it up for disciplinary action or with the agreement of the complainant, the case can be taken as a formal complaint.
- (iv) Once such complaints are dealt with, the FIP must inform the CASH and the Unit / Center head.
- (v) The choice, whether to deal with the complaint in the informal way or through the formal mechanism (whether the case constitutes sexual harassment of a higher or lower degree), should depend entirely on the complainant.

All formal complaints of sexual harassment have to be referred to the CASH by the FIP.

The investigation into a complaint will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The Enquiry Committee (EC) has to be set up within 2 weeks of receiving the complaint. The CASH is responsible for setting up the EC.

The EC has to investigate and submit report to CASH within 4 weeks. The CASH will have to decide on recommendations and forward it to the Vice Chancellor within 2 weeks of receiving report from EC.

In case of exceptional circumstances, the time limit for investigation may be extended by the CASH. The CASH has to inform Registrar, who will then inform both the complainant and accused.

VI. Process of Inquiry:


Upon receiving a formal complaint, the Committee shall ask the complainant to prepare a detailed statement of incidents if written complaint is sketchy. A statement of allegations will be drawn up by the Committee and sent to the accused.

The accused will be asked to prepare a response to the statement of allegations and submit to the Committee within the given time.

The statements and other evidence obtained in the inquiry process will be considered




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confidential materials.

An officer in the University could be designated to provide advice and assistance to each party if requested by either of them. Similarly, the complainant and the accused will have the right to be represented or accompanied by a member of staff, a friend or a colleague.

The Committee will organize verbal hearings with the complainant and the accused.

Statement of Complainant will be recorded first in the presence of the accused. The accused may cross question the complaint if there is a need to do so in the presence of the Enquiry Committee.

The Committee will take testimonies of other relevant persons and review the evidence whenever necessary. Care should be taken to avoid any retaliation against the witnesses by giving necessary protection.

The Committee will take its decision after carefully reviewing the circumstances, evidence and relevant statements in all fairness.

If the accused, being provided fair opportunity to participate in the inquiry and defend him/her fails to participate in the inquiry, the Committee may conduct the inquiry exparte.

The Committee will ensure confidentiality during the inquiry process.


In the course of investigating any complaint of sexual harassment, the CASH shall ensure that the principles of natural justice are adhered to namely:

(i) Both parties shall be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents before the CASH;

(ii) Upon completion of the investigation, both parties, will be informed of the results of that investigation.

(iii) Documents which form part of the official record shall also be given to the complainant if need be.

The CASH shall be empowered to do all things necessary to ensure a fair hearing of the complaint including all things necessary to ensure that victims or witnesses are neither victimized or discriminated against while dealing with a complaint of sexual harassment. In this regard the CASH shall also have discretion to make appropriate interim recommendations vis-à-vis an accused person pending the outcome of a complaint including suspension, transfer, leave, change of office/ hostel, etc.


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In the event the CASH determines that sexual harassment has occurred, it will make appropriate recommendations for necessary action to be initiated to remove the offensive conduct and, where appropriate, to institute disciplinary action. The complainant's views may be taken into consideration for this purpose.

The penalties listed below (in ascending order) are indicative, and shall not constrain the University authorities from considering others, in accordance with the rules governing the conduct of employees and students in practice at the time.

14.1 Penalties in Case of Academic Staff

Warning, reprimand, or censure.

Withholding of one or more increments for a period not exceeding one year.

Removal from an administrative position at the Centre, and/or University levels.

Disbarment from holding an administrative position at the Centre, and/or University levels.

Suspension from service for a limited period.

Compulsory retirement.

Dismissal from service.

Further, the penalty awarded shall be recorded in his/her Confidential Record.

14.2 Penalties in Case of Supporting Staff

Warning, reprimand, or censure.

Transfer

Withholding of one or more increments for a period not exceeding one year.

Suspension from service for a limited period.

Compulsory retirement.

Dismissal from service.

Further, the penalty awarded shall be recorded in his/her Confidential Record.

14.3 Penalties in Case of University Students

Warning or reprimand.

Transfer to another hostel.

Withdrawal of the right to an official character certificate from University.

Rustication from the University for a period up to two semesters.

Expulsion from the University, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by University.

Withholding of a degree awarded by University.




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Further, the penalty awarded shall be recorded in his/her Personal File.

Any individual who feels aggrieved with the disciplinary action taken may appeal to the Chancellor for a review of the decision. The decision of the Chancellor shall however be final and binding.

VIII. Conclusion

Each constituent/center shall provide all necessary assistance for the purpose of ensuring full, effective and prompt implementation of this policy.

In the event the conduct complained of amounts to a specific offence under the Indian Penal Code or under any other law in existence, the CASH, subject to the wishes of the complainant, shall take appropriate action in making a complaint with the appropriate authority

Each constituent/center will ensure that the CASH and Enquiry Committee retain their autonomy and may work unhindered from any pressure from any quarter.

The proceedings under this policy shall not be stalled or postponed merely because the complainant is proceeding against the accused under any other provision of law.

The provisions of this policy shall not restrict the powers of the Management or the complainant to proceed against the alleged offender for any other misconduct or other legal remedies.

ANTI-RAGGING POLICY

I. Introduction


(1) 'Merit' and 'Ethics' being the core driving values of ICFAI University, towards turning out professionals of high caliber with strong sense of ethical judgments, social integration of student population coming from different parts of the country with most diverse cultural and social back grounds, becomes a matter of prime importance.

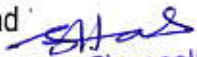
'Ragging' a social menace, as such has no place in academic environment of the University and concerted efforts are required to be in place to prevent its occurrence at any point of time. Hence the need for a balanced 'anti-ragging policy' to be adopted by the University.

(2) Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.

(3) The report of the Raghavan Committee constituted as per directions of the Supreme Court of India has already been adopted by the University Grants Commission.

(4) The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that serious action should be taken against those indulging in "ragging" so that these incidents are not repeated and


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exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Honble Supreme Court on this issue has also been stressed by the Ministry.

(5) Ragging is a criminal offence and lowers the standards of education. The "anti-ragging policy" adopted by the University takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the University Grants Commission, Ministry of HRD (Govt. of India).

Policy of the University

This policy encourages socialization of students to the academic environment of the University, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of Socio academic integration. The 'anti-ragging policy' adopted by the University therefore is aimed at:

- (1) Creation, Development and nurturing a conducive, socio-academic environment within the student population.
- (2) Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the University are welcome and provided support, rather than being harassed and intimidated.
- (3) Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.
- (4) Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.

II. Definitions

For the purpose of this policy

- (1) "University" means The Institute of Chartered Financial Analysts of India University, Tripura.
- (2) 'Student' includes any person who is enrolled for any course, whether full time or part time, with University, and includes an undergraduate or postgraduate student, a Research Scholar, a visitor, and a repeater. It also includes a student of another University or college who has been placed or has opted for placement with the University or short-term courses at the University.
- (3) 'Hostel' - includes the place/(s) where freshers are accommodated through institutional or private arrangements.
- (4) 'Ragging'
 - (i) Any disorderly conduct, whether by words spoken or written or by an act, which has the affect of teasing or handling with rudeness any other students, rowdy or indisciplined activities, which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something, which such students will not do in the



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ordinary course and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of a fresher or a junior student.

Until otherwise specified, elaborated or additions made, the following will be included in acts of "ragging"

a. Any act that prevents disrupts or disturbs the regular academic activity of a student, is included as academic aspects of ragging.

b. Exploiting services of junior students for completing academic tasks assigned to an individual or a group of seniors.

c. Any act of financial extorting or forceful expenditure burden put on junior student/ (s) by senior / (s).

d. Any act of physical abuse, including all varieties, sexual, homo-sexual assault, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

(ii) Ragging has several aspects with among others psychological, social, political, economic, culture and academic dimensions. The Psychological aspects of ragging are seen to cause permanent damage to the victims personality. Such treatment of young and impressionable minds could result in traumatizing them and damaging their personalities beyond repair in the formative years of their lives.

a. Any act or abuse by spoken words, emails, snail-mails, public insult or alike should be considered within the physiological aspects of ragging.

b. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfort of others.

c. Any act that affects the mental health and self confidence of students can be described in terms of the psychological aspects of ragging.

III. Preventive Aspects of Ragging

(A) Systemized Efforts for Socio-Academic Integration Of New Entrants.

1. Address by the Head of the constituents.

Heads of all constituents of the University, during their address/discussions to/with parents/guardians, admission aspirants/ fresh entrants students at the time of counseling meets, new batch induction on registration, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the 'Anti Ragging Policy' of the University. The efforts during such meets be directed towards achieving socio-academic integration of new entrants with the specific merit oriented environment of mutuality and trust of the University.

2. New batch inaugurals.

Each constituent may organize, in a befitting manner, inaugurals of new batches, towards progressive socialization efforts. Head of the Institutes and faculty members, during such inaugurals may provide to the students, the guidelines on behavioral norms.

3. Fresher's Party.


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Seniors, be encouraged to organize, "Welcome Party" for new entrants. For this purpose an organizing committee be constituted, out of senior students of which, a senior faculty member will be the Ex-Officio-Chairman cum Patron. Such a party, by senior students, be organized within first fortnight, of the beginning of academic session. Head of the Institution and faculty members, to the extent possible, should participate in the party.

4. Professional Counselling.

Professional Counsellors attached to the constituents / University should provide counseling to 'fresher' in order to prepare them for the socio-academic life ahead particularly for adjusting to life in hostels.

5. Mentoring Cells.

Each constituent of the University should have a 'Mentoring Cell'- functioning under guidance of a Senior Faculty and in direct supervision of the 'Professional Counsellor'. Such a cell would be manned by senior students. There should be one senior student mentor for a specified group of 10 junior students. Membership to the mentoring cell by senior students would be on voluntary basis by inviting applications and nominating membership on year to year basis.

6. Social, Cultural, Sports Activities.

Each constituent of the University should organize setting up of social cultural and sports committees, under charge of a faculty member. Membership of these committees, will be on a mixed group pattern, with a cross section of senior and junior students. Other students' related areas of activities should also be coordinated through identical pattern of committees.

7. Watch and Ward arrangements.

Each constituent should identify all vulnerable locations, and ensure keeping a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, Cafes, 'khoka', Dhabas etc). Hostel / accommodations, where freshers are accommodated, are required to be carefully guarded if necessary, by posting security personnel and placed in charge of a warden.

8. Migration Certificates, Character Certificates, School Leaving Certificates.

(i) Migration / School leaving certificates and character certificates, issued by the previous institution/university to the admission aspirants to any of the University constituents should be carefully checked for any entry relating to the student's involvement in "ragging" activities at the time of registration for admission.

(ii) Migration certificate issued by the constituents/University to the students should have an entry apart from general conduct and behavior, whether student had participated in and in particular was punished for "ragging".

DECLARATION BY CANDIDATES

I certify that I have gone through the 'Anti Ragging Policy' of The Institute of Chartered Financial Analysts of India University, Tripura (www.iutripura.edu.in), and I agree to sign the declaration regarding the 'Anti Ragging' and also submit the same countersigned by my parents/guardians at the time of admission.



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[Signature]
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c. The candidates accepting the offer of the admission have to sign the following undertaking :

UNDERTAKING-1

I am aware that ragging is banned in The Institute of Chartered Financial Analysts of India University, Tripura and all of its constituents and if I am found guilty of ragging, I will be liable for appropriate punishment, which may include expulsion from the institute / University.

Signature of the candidate

UNDERTAKING-2

I am aware that ragging is banned in the ICFAI University including all of its constituents and if my son/daughter/ward namelyis found guilty of ragging, he/she will be liable for appropriate punishment which may include expulsion from the institute/University.

Signature of the parent/guardian

3. Undertaking from existing students and their parents / guardians.

To ensure undertaking, as indicated above from the students and their parents/guardians, already studying in any constituents of the University. Such an undertaking should be obtained, before commencement of the next academic session/education year, failing which registration should be denied.

4. Printed leaflets for new entrants.

In order to promote and raise confidence and to address natural anxiety among freshers, each new entrant to any of the University constituent, at the time of registration, should be provided a printed leaflet indicating do's and don'ts to prevent them from any likely incident of ragging which should also include a brief on the "Anti-Ragging Policy", of the University. Such leaflet should also contain names, addresses and contact numbers of such persons, to whom, and when, students need to turn for information, help and guidance relating to ragging.

5. Erection of Hoardings/Bill Boards/Banners.

The constituents of the University should erect suitable hoardings/bill boards/ banners in prominent places within the campus to exhort students to prevent, or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of "ragging".


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IV. Monitoring Aspects of Ragging

A. Anti-Ragging Surveys

Anonymous random surveys, across first year students be carried out every fortnight, during first three months, at all the constituents of the University, to verify and check, whether the campus is indeed free from 'ragging'.

B. Monitoring Cell at the University Level

A monitoring cell should be constituted at University level, directly functioning under the 'Registrar' to coordinate with the constituents of the University. The cell should call for reports from the Heads of the constituents in regards to the activities of the 'Anti-Ragging Committees', 'Anti-Ragging Squads', 'Mentoring Cells' and the compliance with instructions on various ragging preventive measures, incidents and the manner in which the same are dealt with. This cell should also keep itself abreast of the decisions of the district/ state level 'Anti-Ragging committees' or 'Monitoring cells'.

V. Procedural and Punitive Aspects of "Ragging"

A. First Instance Persons (FIPs)/Anti Ragging Squads

- i) Each constituents and /or the University should nominate, 'First Information Persons' (FIPs) at beginning of each academic year. These persons should provide first instance intervention in case of any complaint of "ragging".
- ii) FIPs will also need to co-ordinate the preventive aspects of ragging, under guidance of the head of the constituents of the University aiming to create a "ragging free environment".
- iii) FIPs will be responsible for taking steps to ensure that cases of "ragging" within their constituent unit are brought to the notice of the Registrar.
- iv) FIPs are empowered to deal with informal complaints of "ragging" and/or take suo-moto cognizance of any of such an incident.
- v) FIPs will also function as 'Anti-Ragging Squad' and "Anti-Ragging Vigilance Committee" also.

B. Ragging Reporting Procedure

- i) If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, such person (or FIP, who may have assisted the complainants or those, who have otherwise observed / known about "ragging") shall have option to file a complaint with the Registrar. The complaint may be written or oral. Written complaint is preferable.
- ii) FIPS or member/s of the 'Enquiry Committee' will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- iii) All formal/Informal complaints of "ragging" may be made to the FIP within the constituent unit or directly to Registrar as stated above.

C. Enquiry Committee (EC)




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A three member enquiry committee, (of which one will be a female member) to be nominated by the Registrar will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances. The investigations should start maximum within 3 days of reporting the incident and reports finalized by the Enquiry Committee' pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the Registrar of the University maximum within a period of 4 weeks. In exceptional circumstances, The Registrar may grant extension to the time limit under information to the complainant and the accused.

D. Process of Enquiry

The process of enquiry should be such to ensure that principles of natural justice are adhered to. Details of the process would be identical as in the case of 'Policy Prohibiting Discrimination and Sexual Harassment' adopted by the University.

E. Punishment / Penalties for 'ragging'

Based on the report of enquiry submitted by the 'Enquiry Committee', the Registrar of the University will be empowered to impose any of the punishment/(s) listed below or any other kind of punishment, which he may consider to be appropriate.

- i. Withholding scholarships or other benefits.
- ii. Debarring from representation of events.
- iii. Withholding results.
- iv. Expulsion from hostel / mess.
- v. Debarring from examination/s.
- vi. Denied admission to any of the constituents.
- vii. Suspension from the constituent or class for a limited period.
- viii. Fine with public apology.
- ix. Prosecuting for criminal offence.
- x. Filing FIR with the local police.
- xi. Cancellation of admission / expulsion from the constituent / University.
- xii. Collective punishment in case the individual/(s) committing or abetting "ragging" are not identified.

F. Appeal

Appeal with regards to any action taken against the accused at any level and / or against the punishment awarded under this policy by the 'Registrar', shall lie with the Vice Chancellor of the University, which should be filed within a period of two weeks from such an action or award of punishment.

VI. Saving and Repeal Clause

Vice Chancellor of the University will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time. He will also have powers to exercise his discretion with respect to any or all of the clauses of this policy.


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