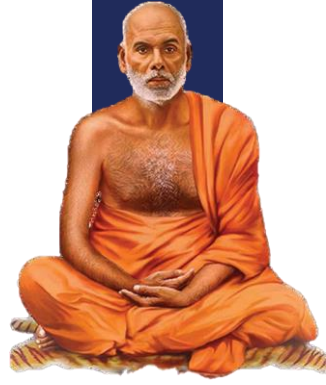




SREE NARAYANA COLLEGE FOR WOMEN
KOLLAM, KERALA- 691 001



POLICY DOCUMENT



POLICY DOCUMENT

Sree Narayana College for women, Kollam, is one of the pioneering centres of higher education in the state of Kerala, India. Affiliated to the University of Kerala, the college is managed by the corporate management of Sree Narayana Trusts, Kollam. At a time when the luminary vision offered by education was considered expensive and unattainable, the founder of the college, Sri. R Sankar (1909-1972), the former Chief Minister of Kerala, embarked on a visionary mission of the establishment of a higher educational institution of national repute, especially catering to the educational requirements of the poor. The college is named after the internationally renowned philosopher, social reformer and mystic poet, Sree Narayana Guru (1856 – 1928), whose preaching on social equality, societal reformation and education brought out a tremendous impact upon the Kerala society, which might have otherwise been doomed with restrictions imposed by the miserable caste system or Chaturvarnya. The college upholds the preaching of Guru, through its motto, “One caste, One Religion, One God for Man”. Since its inception, Sree - Narayana College for women, Kollam has not only spearheaded the uplift of the socially and educationally backward sections of our society but has also created a glorious history of outstanding academic activities, thus making it the leader of the institutions of higher education in the State.

ETHICAL POLICIES

- Conscious of its moral obligation to imbibe and disseminate the revolutionary ideals of Sree Narayana Guru such as ‘One Caste, One Religion, One God’, the college shall always thrive for communal harmony.
- The primary aim shall be to internalize and institutionalize excellence by improving the quality of its services and upgrading the available infrastructural facilities.
- Areas of focus shall include academic excellence, development of skills and character formation based on the philosophy of Sree Narayana Guru.
- The College shall take every necessary step to realize its vision to create an egalitarian society ensuring all round development of students through education irrespective of their caste, class or creed; following the preaching of Sree Narayana Guru: ‘Enlightenment through Education’.
- Achieving excellence in teaching, learning and knowledge generation shall be the prime focus; thereby facilitating social reformation, enlightenment and perseverance of progressive values.
- Efforts shall be taken to augment the subject related competency, skills and employability of students, empowering them to live independently on their own earnings with self-respect and dignity.

- Awareness programs on nationalism and constitutional rights shall be rendered to inculcate in students, the sense of equality, democracy, benevolence, moral uprightness and patriotism.
- Head of the Institution shall behave in such a manner that earn respect by upholding integrity, dignity, decorum and efficiency at all levels and shall supervise all curricular, co-curricular, administrative and financial activities of the institution
- The Institution shall be following the guidelines issued by the Higher Education Department, Government of Kerala, regarding the appointments, duties and responsibilities of Heads of the Department in various departments of Colleges.
- Teachers and the administrative staff shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- UGC Code of Conduct and Kerala University statutes shall be kept as the benchmark in deciding the disciplinary norms to be followed by the teachers.
- Management of the institution shall play a pivotal role in ensuring a disciplined environment in the campus conducive to teaching and learning and shall meticulously engage in the maintenance and augmentation of infrastructural facilities.
- Grievances of any kind; whether sexual harassment or ragging shall be dealt with due seriousness and the offenders shall be liable to punishment as per the legal provisions.
- Head of the institution, teachers, non-teaching staff as well as students shall be obliged to maintain transparency in financial transactions.
- Assistance shall be rendered to Divyangjan students in curricular and co-curricular aspects; their aptitude in various fields shall be identified, and adequate motivation and coaching will be provided to hone their skills.
- Students shall be given awareness regarding the psychological, physical and emotional needs of Divyangjan students to inculcate the qualities of tolerance and inclusivity in them.
- The involvement of Alumni and their consistent participation in the development of the college shall be ensured to increase the possibilities of the college to improve infra-structurally, academically and culturally.

FINANCIAL ASSISTANCE TO TEACHERS FOR PROFESSIONAL DEVELOPMENT

Excellence in profession invariably depends on the extent to which a person is acquainted, trained and outshined regarding the technical knowledge, methodologies and most recent developments in the field. Teachers are no exception but are entrusted with extra responsibility for professional excellence as they are expected to impart new knowledge and skill to the younger generation empowering them to meet the needs of the knowledge

society. Institution acknowledges the fact and puts forward beneficial policies envisaging the need of teachers for professional development.

Scope

Management, Principal and all the teachers shall abide by the policy, and contribute towards the endeavour of the institution to ensure professional excellence and knowledge advancement among the teaching and student community of the College.

Custodian of the Policy

Principal, Sree Narayana College for women, Kollam shall hold the responsibility of implementing the policy, under the auspices and guidance from the Management of the College.

Objectives

- To motivate the teachers towards knowledge enhancement and skill acquisition.
- To encourage the teachers to participate effectively in academic deliberations and research endeavours
- To build up the professional efficiency of the human resource of the Institution.
- To create a favourable environment facilitating enlightening interactions between teachers and students thereby promoting academic exposure and empowerment of the student community.
- To facilitate the generation and dissemination of new scientific knowledge by teachers and students; beneficial to the goodwill, fame and reputation of the institution.

Policy

- Teachers participating in conferences/workshops shall be provided with financial assistance from the Management and Staff association of the Institution.
- Financial assistance shall be granted to teachers on yearly basis subject to the recommendation forwarded by the Principal.
- Teachers aspiring for the grant are expected to submit their request duly stating the details of the conference with substantiating documents prior to the date of the event and participation certificate has to be produced at the college office immediately after the participation.
- Grant shall be distributed at the rate of Rs. 5000/- for attending Conference/ Workshops
- Grant shall be provided to the eligible teacher only once in a year, irrespective of the number of participations in Conference/ Workshops during the concerned period.

- The institution expects the grant receiving teachers to disseminate the newly acquired knowledge among the student community and to promote their academic exposure and participation in research-oriented activities.

DIVYANGJAN INCLUSIVITY

The Persons with Disabilities Act 1995 indicates that differently-abled persons should have access to education at all levels. In accordance with the Higher Education for Persons with Special Needs scheme started by the University Grants Commission during the Ninth Five-Year Plan, the institution endeavours to provide favourable infrastructure to differently-abled students and to create a conducive environment to enrich the higher education experiences of differently-abled persons or Divyangjans. Realising the social benefits of inclusivity, the institution works on facilitating inclusion of students with disabilities and making their learning environment accessible and sensitive to their individualized needs, reinforcing their confidence, dignity and quality of life.

Scope

The policy shall construct a barrier free environment that is conducive to their growth as students and professionals; it will also facilitate an inclusive culture in the campus with reference to students with disabilities, and also promote their living and learning with comfort and dignity.

Custodian of the Policy

The heads of the departments, tutors and teachers shall ensure the implementation of the policy with regard to the curricular and co-curricular experiences of Divyangjan students. The administrative staff and the management shall work towards the improvement of the infrastructural and learning facilities in the college under the guidance of the Principal.

Objectives

- To ensure maintenance of a Divyangjan friendly learning atmosphere in the campus.
- To provide guidance and counselling to differently-abled students.
- To create awareness about the needs of differently-abled persons, and other general issues concerning their learning.
- To assist differently-abled students to gain successful employment in the public as well as private sectors.
- To ensure admission of as many differently-abled students as possible in the institution.

Policy

- Admission of differently-abled students in various courses shall be facilitated and encouraged.

- Guidance and counselling shall be provided to differently abled individuals, to guarantee their academic, psychological and emotional well-being.
- Differently-abled students shall be assisted through career guidance and counselling to gain successful employment in the public as well as private sectors.
- Government and University orders dealing with fee concessions, examination procedures, reservation policies, etc., pertaining to differently-abled students shall be congregated regularly, and timely action would be undertaken to ensure the implementation of the same.
- The educational needs of differently abled students shall be assessed to determine the types of assistive devices to be procured.
- The aptitude of differently-abled students in various fields shall be identified, and adequate motivation and coaching will be provided to hone their skills.
- Students shall be given awareness regarding the psychological, physical and emotional needs of Divyangjan students to inculcate the qualities of tolerance and inclusivity in them.
- Awareness programmes shall be conducted for teachers about the approaches to teaching, evaluation procedures, etc, which they should adopt in the case of differently abled students.
- It shall be ensured that all existing structures as well as future construction projects in the campus are made disabled friendly.
- Special facilities such as ramps, rails and special toilets shall be installed, and other necessary changes shall be made to suit the special needs of differently-abled students.
- Special learning equipment and software (such as screen reading software in the library) shall be installed and used to augment the learning experience of students with special needs.
- Assistance provided by the Institution to the differently abled students shall include Ramps & Railings, Assistance for Learning Resources, Medical Assistance, Human Assistance, Scribe facilities and wheel chair friendly Washrooms. Display boards exhibiting the facilities shall be fixed at prime points for information and enquiry.
- Sensitization and training at various levels for various stakeholders especially peers, teachers and staff shall be ensured in order to better accommodate the needs of differently abled students.

GRIEVANCE REDRESSAL SYSTEM

Grievances of students and staff must be redressed in a time bound manner to achieve an inclusive realisation of Higher Education through peaceful co-existence and team-based

work culture. The Grievance Redressal Cell is constituted annually to curb any form of abuse, intimidation, discrimination, harassment or human rights violation against any student or member of the staff in the campus. In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015, the Internal Complaints Committee has been constituted to enable a fair mechanism to address complaints from students and staff.

Scope

The policy shall be the framework for the implementation of an amiable grievance redressal system in the college, encompassing all students, teachers and non-teaching staff, ensuring confidential and timely enquiry and appropriate action taken in case of any complaint.

Custodian of the Policy

The Grievance Redressal Cell shall work under the Principal to implement the policy, in coordination with tutors and heads of the departments. The Internal Complaints Committee shall work under the procedural guidelines established by the University of Kerala and the University Grants Commission.

Objectives

- To monitor and respond to grievances of students and stakeholders.
- To prohibit any conduct from any person or group, through words or deeds, that shall hurt a student or staff physically, mentally, sexually or emotionally.
- To prevent any form of abuse or harassment towards the marginalised sections, including females, SC/ST category and other social, economic, gender and religious minority groups.
- To curb all forms of sexual violence against women in campus.
- To take prompt and suitable action in the case of any complaint, and to encourage transparency, consistency and fairness in the handling of complaints.
- To resolve problems as close to the source as possible with discussions and appropriate discourses.
- To develop a responsive and accountable attitude towards the stakeholders so that a harmonious atmosphere prevails in the campus.

Policy

- Grievance Redressal cell shall be constituted every year and meetings will be held to deal with the grievances of students and staff.
- The students shall be informed about the committee and they can submit the grievance directly to the Convenor or any member of the committee, or forward it via their tutor, HOD or Principal.

- The victim shall be assured of absolute confidentiality and privacy while the complaint is being enquired upon.
- The cell shall abide by the rules prescribed by the University and the UGC to hold meetings, make enquiries and form decisions regarding a complaint.

ENVIRONMENT PROTECTION AND GREEN PROTOCOL

Humans have played a big role in the drastic change in the earth's climate over the last century, and scientists predict catastrophic problems if climate change goes unchecked. Higher education institutions have a very unique role in environmental protection: they help students become conscientious advocates for the environment, protecting it for themselves and generations to come. The college has constituted an Environment Conservation and Green Protocol Committee that strives to educate and inspire students on environmental issues, equipping them to make informed choices about the impact of their (and others) actions on the environment. The institution contributes to the State Government's Haritha Keralam Mission initiated in 2016, by implementing the Green Protocol and engaging in curricular and non-curricular activities aimed at effective waste management, environment conservation and sustainability.

Scope

The policy shall delineate the environment protection activities of the college, and shall be relevant to all stakeholders- students, teachers, administrative staff, parents, management and local neighbourhood.

Custodian of the Policy

Environment Conservation Committee and Green Protocol Committee shall undertake the responsibility of implementing the policy, and shall coordinate its activities with the various departments, NCC, NSS, clubs and committees, under the leadership of the Principal and assistance of the management.

Objectives

- To ensure sustainable practices in campus, assuring acceptable air, water and soil quality in and around the campus
- To improve cleanliness in and around the campus through eco-friendly waste management system and sanitation scheme.
- To promote the concept of 3 R's- Reduce, Reuse and Recycle- among students, staff and local neighbourhood.
- To instil in students the awareness of the bio-diversity in the neighbourhood and the responsibility to conserve and protect the environment.

Policy

- Environment Friendly Activities

- The 'Star Tree Grove' in the campus, a rare collection of 27 trees that are astrologically assigned to the different star signs, shall be nurtured and conserved with care.
- Organic farming shall be done by the National Service Scheme as a motivation and inspiration to students and the local community to participate in activities designed for sustainability.
- Environment Conservation
 - Recycling and reuse of water shall be encouraged.
 - Rain water harvesting will be implemented, and the recycled water shall be used for laboratory and irrigation purposes.
 - Energy audit will be done annually to evaluate and improve energy consumption status of the institution.
- Green Protocol
 - A systematic waste management system shall be implemented in which wastes are collected, segregated, recycled or disposed suitably, without harm to the environment. Incinerator, biogas plants and waste segregation bins shall be used for the purpose.
 - Separate Bins shall be provided in the campus to segregate and collect food waste and non-biodegradable waste material.
 - Use of reusable food containers instead of paper and plastic will be made mandatory.
 - Use of plastic in any form shall be banned inside the campus.
 - Use of flex banners and plastic decorations during programmes and celebrations shall not be permitted.
 - Water bottle refill stations shall be installed inside the campus to reduce the careless disposal of plastic water bottles.

E-GOVERNANCE POLICY

The Institution has designed an E- Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution. It is aspired to create a conducive environment for ensuring efficiency, transparency and accountability especially with regard to the administration of office and strengthening of student database in departments. Introduction of e-governance shall make the academic and administrative environment, responsive and sensitive to individualized needs, helping the institution to offer better services to students, teachers and community. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support and Examination Processes of the institution.

Scope:

The policy shall create a barrier free environment in the institution in rendering services

related to General Administration, Student Admission, Examination and attendance, Staff Management, Accounts and Finance, Result Analysis& Report and Parent Login facility.

Custodian of the Policy:

Head of the institution, Internal Quality Assurance Cell, Administrative staff and Head of the departments are the custodian of the policy which shall be beneficially utilized in providing administrative and student centric services effectively.

Objectives:

- To promote transparency and accountability in the functioning of the college.
- To create a paperless office environment, in tune with environment conservation and the green initiatives of the institution.
- To provide easy and quick access to information
- To provide simpler and efficient system of governance within and outside the institution.
- To move in pace with the technologically advanced administrative initiatives taken up by the University, Government and UGC.

Policy:

MOU shall be signed with the service providing agency regarding e-governance and after issuing the payment required for initiation of the service, annual maintenance charges shall be paid by the institution on time to ensure uninterrupted services.

The e- governance policy shall focus and cover various areas of operation offered by the software as follows:

- **Student oriented services**
Admission Register and Other Details with Photograph, Identity Card, Detailed Student Reports
- **Enquiry**
Enquiry for admission and follow up
- **Student Talents**
Achievements in sports and extra-curricular activities
- **Certificates**
Issue of Transfer, Course and Conduct Certificates
- **Student Diary**
Student history and categorized &date wise remarks
- **Staff**
Staff register, staff details, department wise list, staff reports

- **Staff Diary**
Categorized & date wise remarks/ reports
- **College Calendar**
General informative calendar, day-to-day activity calendar, academic calendar, reminders and other reports
- **System Administration**
User management access, permissions and restrictions, automatic and manual backup options
- **Attendance**
Staff & student attendance, easy hourly attendance, shortage list, reports on staff and students.
- **College Mobile Attendance App.**
Login for each teacher, login for administrator, import option
- **Tabulation**
Mark entry, progress report with attendance, consolidated reports analysis reports, internal assessment reports with analysis graphs
- **Fees Collection and Billing**
Fees scheduling, reservation, exemption, discounts, student liabilities, caution money, fees collection & billing, University fees & College fees, Fees collection report and defaulters list, due list and other reports
- **SMS Module Provision**
For sending sms to guardian's mobile regarding general information, fees, attendance, performance, diary reports.
- **Parent Login (Web based)**
Personal profile, student diary attendance, result tabulation, email to college, sms from college.

Custodians of the policy are bound to improvise/update/reinstall the software options based on timely needs and requirements.

ALUMNI ENGAGEMENT

Creating an engaged, supportive alumni network is crucial to an institution's success. Good alumni relationships bring many benefits to both the institution and the alumni. Talented alumni are likely to have a wealth of experience and skills to share with current students. Their contribution to the college in terms of intellectual, infrastructural and financial resources can enhance the students' experience and give them a competitive edge in today's job scenario.

Scope

The Alumni Engagement Policy shall be implemented for proper functioning of Alumni associations and for effective alumni engagement. The alumni, heads of the departments, teachers and students are expected to abide by the policy.

Custodian of the Policy

The college Alumni association, FSA shall coordinate the alumni engagement activities, in collaboration with the departments, under the leadership of the Principal and assistance of the management. Heads of the departments shall be in charge of coordinating department alumni associations and their activities.

Objectives

- To promote in Alumni a sustained sense of belonging to the Alma Mater.
- To utilize the rich experiences of old students of the college for the benefit and progress of the present students.
- To provide guidance to the present students in their endeavour for better employment and higher studies.
- To secure valuable advice and assistance from the Alumni in the overall development of the college.
- To form a nexus of socially productive alumni that will help raise the profile of the institution through various kinds of contributions.

Policy

- Alumni groups of various departments shall be kept live in social media, where news and relevant information are shared.
- Strategy-driven events shall be conducted in the institution to increase Alumni engagement, to inspire the students, help in career guidance and counselling, and to bring infrastructural and academic improvement to the college.
- Intellectual resources contributed by the Alumni, in the form of invited talks, seminars, etc., shall be utilised effectively.
- Financial support from Alumni associations shall be utilised for infrastructural development.
- The institution has several alumni who are noted contemporary social, cultural and political personalities. Their involvement shall be ensured to increase the possibilities of the college to improve infra-structurally, academically and culturally.
- Feedback shall be collected regularly from alumni to gather their opinion regarding the curricular and non-curricular aspects, and ensure their consistent participation in the development of the college.

MAINTENANCE AND UTILISATION OF FACILITIES

For a higher education institution to remain competitive and keep up with the fast-paced changes, it is essential to ensure the qualitative growth and maintenance of its facilities. Facilities in the college, consisting of the infrastructure, space and material amenities, constitute a suitable environment for education and research

purposes which is the main objective of an educational institution. Improving and maintaining these facilities in an optimal state, reduces the operating costs and enhances the teaching-learning process.

Scope

The policy shall form the guidelines for the timely management and improvisation of infrastructure of the college. All stakeholders- students, teachers, administrative staff, parents and the management shall comply with the policy for maintaining the teaching-learning environment in optimum quality.

Custodian of the Policy

Various facility maintenance bodies such as Hostel committee, Library Committee, Canteen committee, Health and fitness club, medical assistance committee and Technology monitoring committee together with Parent Teacher Association, Heads of the various departments and the administrative staff shall coordinate the maintenance, purchase and improvement of facility, under the guidelines recommended by the Principal and the management.

Objectives

- To activate an effective scheme for the planning, organizing, decision-making, co-ordination and controlling of the learner centric physical environment of the campus.
- To implement safe and cost-effective use of infrastructural facilities in the campus, guaranteeing the physical and financial wellbeing of the institution.
- Reducing wastage and damage of existing resources, and promoting recycling so as to ensure an orderly and instructionally supportive learning environment.

General Policies

Students should:

- Be cautious while handling chemicals, glassware and equipment in laboratories, and return these to the teacher/ staff in charge after use.
- Take care not to cause any damage to books and periodicals while using the general and department library.
- Keep the rooms and premises of the hostel clean and undamaged.
- Maintain walls, furniture and electrical fixtures in classrooms neat and intact.
- Use the equipment in the health and fitness centre with discretion and care, only during the attendance of the Physical Education teacher or staff.
- Ensure proper cleanliness of toilets after each use; the incinerator near the toilet should be used with care, ask help from teacher/ staff if unsure of the working of the machine.

- Attend programmes conducted in the college Auditorium with the temperament of responsible and law-abiding citizens, keep the surroundings clean and intact.
- Recognise and maintain the formal gravity and academic importance of the Seminar Hall, and attend meetings, seminars and talks without causing any harm to the furniture, technological devices, electrical equipment, and fixtures.
- Use the drinking water facilities provided in the campus neatly without damage to the fixtures, and avoid leakage and wastage of water.
- Regard campus facilities as their learning environment
- Treat all facilities with respect and utmost care
- Consent to any disciplinary action taken in case of her being found guilty of damaging the facilities in the college

Teaching and non-teaching staff should

- Educate students on how to treat facilities properly
- Recognise the fact that facility maintenance supports student learning
- Treat facilities with respect and care
- Help the administration in facility management through proper maintenance of stock inventory and annual stock verification

Parents and Community members should

- Recognise that facilities create conducive learning environment for future citizens
- Respect decision making regarding maintenance of facilities in college
- Consent and contribute to maintenance of facilities, financially or otherwise in the best possible manner, when requested.

Specific Policies for Academic Facilities

Laboratory Facility

- The Principal is the primary custodian who can allocate the charge to respective Head of the Department
- The Head of the Department coordinate the upkeep of instruments and equipment in the laboratories with the assistance of the Lab Assistant. They maintain a stock register for the equipment used in the laboratories which is inspected annually by an internal committee composed of teaching faculty nominated by the Principal.
- The equipment and instruments are maintained by the lab assistant with the advice of Head of Department
- Instruments are calibrated and serviced routinely.

- Periodic reporting on requirements of repairs and maintenance are submitted by the Head of the Department to the Principal

Classroom Facility

- The Head of the Department are assigned the responsibility of the smooth functioning of classrooms.
- The classroom furniture is checked/ repaired regularly.
- The general maintenance problems are reported to the Head of the Department which are to be noted in the complaint register and are rectified within 24 hrs.

ICT Facilities

- The IT policy of the college is meant to support and facilitate all the functions of the college providing Wi-Fi, Cyber security along with licensed software for better performance and flexibility.
- The list of ICT assets is recorded in the central stock register maintained by the Principal.
- Damages or problems with the working of ICT equipment are reported to the Principal and is recorded in the maintenance and repair register and are to be rectified within 48 hrs.
- The cost of damages caused to equipment by wilful negligence and carelessness will be met by the concerned party.
- Annual maintenance of the hardware and software is carried out using general maintenance funds.

Sports Facility

- The Physical Education Faculty looks after the various grounds/courts and sports facilities on campus.
- Periodic reporting on requirements of repairs/maintenance of all things can be submitted by students/faculty in the maintenance request-register.
- Sports equipment is periodically repaired.
- First-aid kits are always available for any emergency in storeroom.

INTERNAL COMPLAINTS COMMITTEE

- The committee shall be constituted comprising of a Convenor (a senior female faculty), at least two female faculty members, two non- teaching employees, a member from an NGO and two student nominees.
- Convenor or any member of ICC shall receive the complaints of sexual harassment, if any, and shall co-ordinate the deliberations thereafter.

- On receipt of a complaint ICC shall conduct enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.
- The inquiry shall be completed within a period of ninety days from the date of the complaint.
- ICC shall then submit the enquiry report to the Principal within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
- If the allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent.
- ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.
- The victim is assured of absolute confidentiality and privacy while the complaint is being enquired upon.
- The committee shall abide by the rules prescribed by the University and the UGC to hold meetings, make enquiries and form decisions regarding a complaint.
- If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the above provisions.

ANTI-RAGGING POLICY

Introduction

Ragging is a serious issue that affects the higher education system in our country. In accordance with the Supreme Court's definition, ragging is considered any behavior that causes physical or psychological harm, fear, or apprehension to junior students. Despite its severe consequences, ragging is still prevalent and often perceived as a means of familiarization. This policy aims to address this issue and ensure a ragging-free campus.

Scope

This policy applies to all students, teachers, administrative staff, parents, and local law enforcement agencies.

Custodian of the Policy

The Anti-Ragging Cell and Anti-Ragging Squad, under the leadership of the Principal, are responsible for implementing this policy. The Convenor and

members will coordinate their activities with the College Discipline Committee, tutors, heads of departments, and student representatives.

Objectives

1. Ensure compliance with UGC Regulations on curbing ragging in higher educational institutions.
2. Publicize directives and actions against ragging to all students.
3. Investigate complaints, conduct inquiries, and recommend punishment for offenders.
4. Offer counselling services and create awareness among students.

Policy

1. The Anti-Ragging Cell and Squad will be constituted annually and hold regular meetings to prevent ragging, create awareness, and take action on reported cases.
2. Adequate publicity will be given to the Cell and Squad through various media.
3. Information on the college's anti-ragging policy will be provided on the website and prospectus.
4. Students and parents must submit an undertaking at admission, acknowledging the prohibition of ragging and the consequences.
5. Students must carry their Identity Cards inside the campus.
6. The Anti-Ragging Squad will conduct unannounced visits to the canteen, hostel, and nearby bus stops.
7. Boards and posters will display the anti-ragging policy, definition of ragging, and consequences.
8. Members' names and contact numbers will be displayed on boards.
9. Students who experience ragging must immediately contact the Anti-Ragging Cell members, who will take corrective action.
10. Mandatory legal action will be initiated against culprits, including being barred from examinations and expulsion.
11. The college will maintain close liaison with local police to take immediate action in ragging incidents.
12. Seminars and talks will be conducted to create awareness about ragging and its consequences.
13. The Anti-Ragging Cell will periodically review the policy's implementation and recommend actions as per UGC regulations.

Punishment for Ragging

Appropriate punishment will be meted out to those found guilty of ragging, including:

- Being barred from examinations
- Expulsion from college
- Mandatory legal action

Conclusion

The college is committed to provide a safe and ragging-free environment for all students. This policy aims to prevent ragging, create awareness, and take strict action against offenders.