

Criteria 5.1.4

Redressal of student grievances including sexual harassment and ragging cases

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5	Organization wide awareness and undertakings on policies with zero tolerance



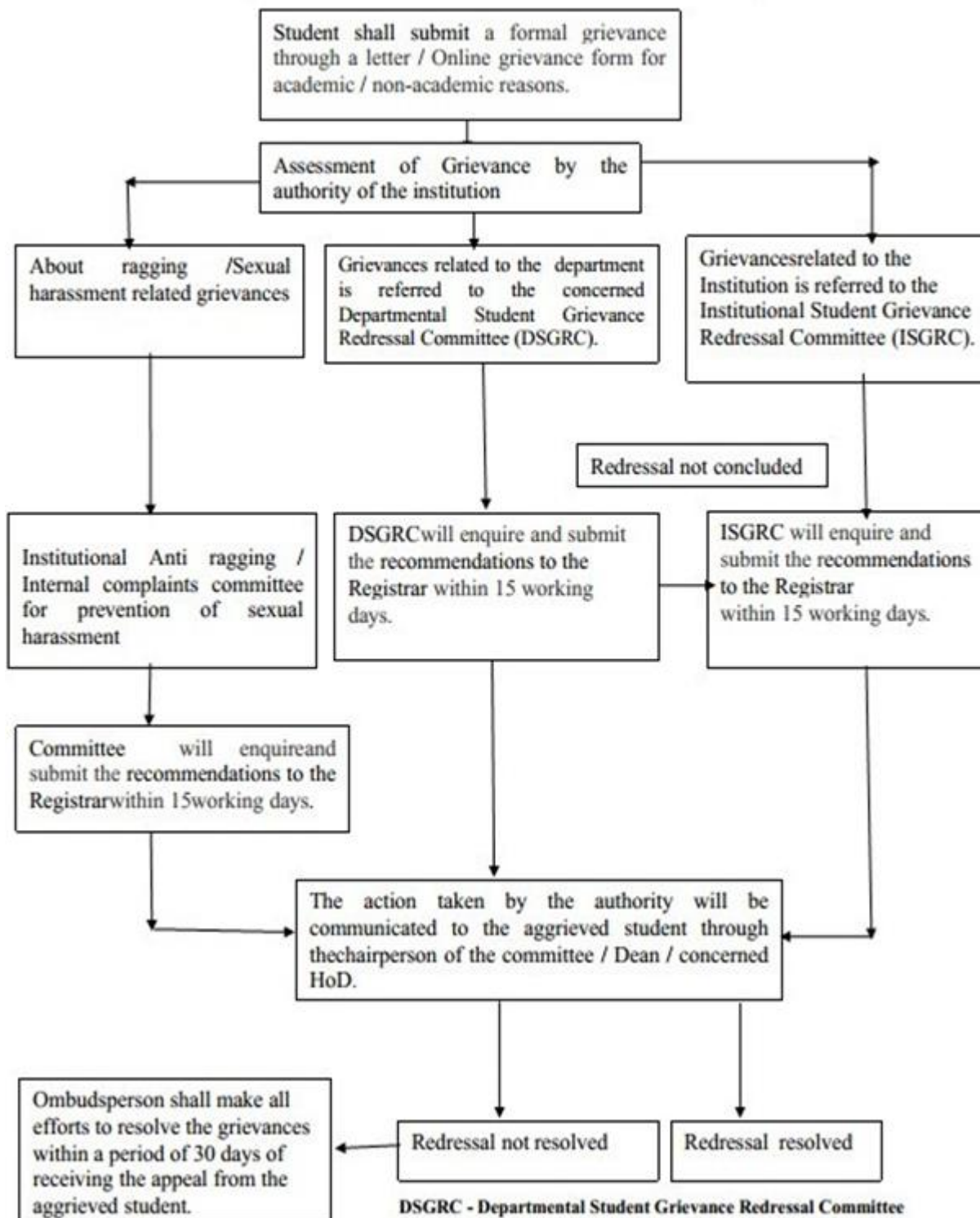
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(Deemed to be University Under Section 3 of UGC Act 1956)
Pollachi Main Road, Eachanari Post,
Coimbatore - 641 021.



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1	5.1.4 Student Grievance Redressal Mechanism Website Link: https://kahedu.edu.in/n/wp-content/uploads/2020/05/Students-grievance-redressal-Mechanism-Final.pdf
2	5.1.4 Student Online Grievance Form Website Link: https://kahedu.edu.in/register-grievance-redressal-complaint/



DSGRC - Departmental Student Grievance Redressal Committee

ISGRC - Institutional Student Grievance Redressal Committee

Student Online Grievance Form

Website Link: <https://kahedu.edu.in/register-grievance-redressal-complaint/>

GRIEVANCE ONLINE FORM

Online Submission Form

* Required

Student Name

Your answer

Roll No. *

Your answer

Programme and Semester

Your answer

Contact No.

Your answer

E-Mail ID *

Your answer

Communication Address

Your answer

Day Scholar / Hosteler *

Choose



Nature of the Grievance *

Other

Data and Time of the Incident

Date

Time

mm/dd/yyyy

: AM

Type Your Complaint Here

Your answer

Complaint Registered Date and Time

Date

Time

mm/dd/yyyy

: AM

Submit



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Institutional Policy on Redressal of Student Grievances Including Sexual Harassment and Ragging Cases

Objective

The purpose of the student grievance policy is to provide unbiased and systematic processes to resolve grievances of students through the disposal of issues legitimately within a short period of the receipt of complaint.

Redressal Committees

Institution has Institutional Student Grievance Redressal Committee (ISGRC) and Departmental Student Grievance Redressal Committee (DSGRC). In addition, institution has institutional anti ragging committee and Institutional internal complaints committee for prevention of sexual harassment as specified by various statutory bodies.

Institutional Student Grievance Redressal Committee (ISGRC)

Composition

1. Chairperson (Pro-Vice Chancellor/Dean/Senior Professor of institution)
2. Dean of students/Dean, Students Affairs – Member
3. One senior academic, other than the Chairperson – Member;
4. Proctor/Senior academic – Member;
5. A representative from among students of the university is nominated by the Vice chancellor based on academic merit/excellence in sports/performance in co curricular activities – Special Invitee.

The composition of Institutional anti ragging committee and Institutional internal complaints committee for prevention of sexual harassment is same as that of ISGRC.'

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Departmental Student Grievance Redressal Committee (DSGRC)

Composition

1. Chairperson (HoD of the concerned department / Dean of the concerned faculty)
 2. Two Professors from outside the department nominated by the Vice Chancellor
 3. A member of the faculty, well-versed with the mechanism of grievance redressal is nominated by the Chairperson
 4. A representative from among students of the university is nominated by the Vice chancellor based on academic merit/excellence in sports/performance in co curricular activities – Special Invitee.
- The term of the members and the special invitee shall be two years.
 - The quorum for the meeting including the Chairperson, but excluding the special invitee shall be three.
 - Committees shall follow principles of natural justice.
 - The committees shall send its report with recommendations, if any, to the Registrar and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

Student shall submit a formal grievance through a letter / Online grievance form for academic / non-academic issues.

A complaint by an aggrieved student relating to a particular Department shall be addressed to the concerned Departmental Student Grievance Redressal Committee (DSGRC).

If the issues are not solved by the chairperson of the DSGRC concerned within 15 working days, they are forwarded to the Institutional Students Grievance Redressal Committee (ISGRC) to resolve the issues depending upon the degree of urgency.



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A complaint by an aggrieved student relating to institution shall be addressed to the Institutional Student Grievance Redressal Committee (ISGRC). The specific grievances relative to the ragging or sexual harassment are referred to the concerned Institutional anti ragging committee and Institutional internal complaints committee for prevention of sexual harassment Committee.


The committee analyzes the gravity of the issue. A proceeding of the enquiry process is prepared after the formal enquiry. Then it forwards the recommendation to the authority for further action. The action taken by the authority is communicated to the aggrieved student through the chairperson of the committee /Dean/ HoD concerned.

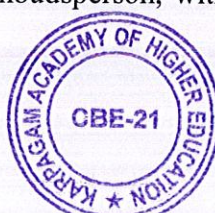
Any issues related to sexual harassment, ragging and discrimination can be brought to the members of the Committee. The issues of ragging and sexual harassment can also be brought to the notice by dropping suggestions in the Suggestion Boxes kept at different places. Any woman complaining of sexual harassment shall prefer a complaint before the authorities at the earliest and in any case within 30 days from the occurrence of the alleged incident.

The complaint shall contain all the material and relevant details concerning the alleged sexual harassment, including the names of the contravener and the complaint shall be addressed to the complaint committee. If the complainant feels that she cannot disclose her identity for any particular reason, the complainant shall address the complaint to the head of the institution and hand over the same in person or in a sealed cover.

Upon receipt of such complaint, the head of the institution shall retain the original complaint and send to the concerned committee a gist of the complaint containing all material & relevant details other than the name of the complainant & other details which might disclose the identity of the complainant.

Grievances not resolved by the Institutional Student Grievance Redressal Committee, Institutional anti ragging committee and Institutional internal complaints committee for prevention of sexual harassment Committee is referred to the Ombudsperson, within the time period of 2 weeks.


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There shall be one or more part-time functionaries designated as Ombudspersons who shall be appointed by the directions of the statutory bodies to hear, and decide on appeals preferred against the decisions of the committee.

The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons there for, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student. The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the institution shall place it for general information on its website. The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).



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Committees for the Academic Year 2019-2020

1. Student Grievance Redressal Committee

1. Dr. K. Devaki, Prof. and Head, Dept. of Biochemistry, (Convenor)
2. Dr. Sridhar Muthusamy, Dept. of Biochemistry (Faculty Member)
3. Dr. G.Kumudha, Dept. of Pharmacy (Faculty Member)
4. Ms. S. Hemalatha, Dept. of S&H (Faculty Member)
5. Dr. S. S. Shantha Kumari, Head, Dept. of Management (Faculty Member)
6. Ar. S. Alan, Dept. of Architecture (Faculty Member)
7. Prof. V. Ramakrishnan, Retd. Principal, Dr. N. G. P College for Education, Coimbatore(Ombudsman)
8. Mr. P.Praveen Kumar, IV B.E. Chemical Engineering (Student Member)
9. Ms. M. Shahaana, IV B.E BME (Student Member)
10. Mr. R. M. Dhinesh Annamalai III B.Arch (Student Member)
11. Ms. Aksharaa Parameswaran IV B.E CSE (Student Member)
12. Mr. P. Sidheswaran II B.Pharm (Student Member)
13. Ms. G. Nivitha, IV B.Pharm (Student Member)
14. Ms. O.S. Vaishnavi, III B.Sc. Biochemistry (Student Member)
15. Ms. L.Pavithra , III B. Com (Student Member)

2. Anti - Ragging Committee

1. Dr.N. V. Balaji,Dean,FASH(Convenor)
2. Dr. G. K. D. Prasanna Venkatesan, Dean, FoE (Faculty Member)
3. Ar. P. Kathiravan, Dean, FoA (Faculty Member)
4. Ms. G. Praveena, Dept. of Pharmacy (Faculty Member)
5. Mr. David Oliver (Parent Member)
6. Ms.T. Mageshwari, III B.Sc. Chemistry (Student Member)
7. Mr. V. Tharanitharan, IV B.E. Automobile Engineering. (Student Member)
8. Ms. T.R. Rithika, V B.Arch. (Student Member)
9. Ms. J. Femila Rani, IV B. Pharm (Student Member)
10. Tahsildar, Madukkarai (Representative of Civil Administration)
11. Sub-Inspector, Madukkarai (Representative of Police Administration)

3. Internal Complaints Committee for prevention of Sexual Harassment

1. Dr. G. Kumudha, Dept. of Pharmacy (Convenor)
2. Dr. K. Devaki, Head, Dept. of Biochemistry (Faculty Member)
3. Dr. K. G. Dharani Dept. of Electronics and Communication Engineering (Faculty Member)
4. Ar. S. Athira, Dept. of Architecture (Faculty Member)
5. Ms. U. Rajeshkumar. IV B.E EEE(Student Member)
6. Ms. S. M. KasthuryRathina, III B. Arch(Student Member)
7. Ms. M. Mudhinadevi, II B.Pharm (Student Member)
8. Ms. Gunavathani B, III B.Sc. Mathematics (Student Member)

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Organization wide awareness of ragging and undertakings on policies with zero tolerance


- An anti-ragging committee is formed to prevent ragging inside and outside the university campus. The names and contact information of the committee members are displayed through posters on the main notice board, hostel notice board and various locations inside the campus. Information brochure about the anti-ragging committee is issued to the first year students at the time of admission. Anti ragging undertaking form is also obtained from student's Parent/Guardian.
- Posters and sign boards on the Act of Anti-Ragging issued by the Supreme Court are displayed in the various locations inside the campus.
- The members of the anti-ragging committee regularly visit and monitor the campus and the hostels of students. CCTV cameras have been installed to provide secure campus
- The Anti-Ragging Committee convenes the meeting on Anti- Ragging after the reopening of the classes. The provisions of Tamil Nadu Prohibition of Ragging Act are given in academic calendar.

Ragging

As per the UGC regulations on curbing the Menace of Ragging in Higher Education Institution, 2009 (Under Section 26(1) (g) of the UGC Act, 1956) and Tamil Nadu Prohibition of Ragging Act 1997, Ragging means display of noisy, disorderly conduct of doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes (a) teasing, abusing of, playing practical jokes on, or causing hurt to such student or (b) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly do. The Act prohibits ragging within or outside any educational institution. Whoever directly or indirectly commits, participates, abets or propagates ragging shall be punished with imprisonment for a term, which may extend to THREE years and shall be liable to a fine, which may extend to Rs. 25,000/—Any student convicted of an offence under this section shall also be

dismissed from the educational institution and such students shall not be admitted in any other educational institution. The decision of the Board of Management shall be final.

Anti ragging undertaking form

**KARPAGAM ACADEMY OF HIGHER EDUCATION**
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RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS
(UGC Communication No.F1-16/2007 (CPP-II), April 2009)


UNDERTAKING BY THE PARENT / GUARDIAN

1. I, P. kalimuthu
F/o. / M/o. / G/o K. Dharshini
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. I assure you that my son / daughter / ward will not indulge in any act of ragging.

3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and / or as per the law in force.

Signed this 22 (Monday) day of July month of 2019 Year


SIGNATURE

Name :	<u>P. kalimuthu</u>
Address :	<u>1623/B, Koorathottam, Reddiyapalayam, Papankulam (PO)</u>
Pin :	<u>642 204</u>
Phone No. :	<u>97</u>
Mobile :	<u>9976060332</u>
E-Mail :	<u>kalimuthuduraigamut @gmail.com</u>

Course :	<u>M.Sc</u>
Subject :	<u>Mathematics</u>
Year :	<u>2019</u>

Web : www.kahedu.edu.in

Details of students registered online (UGC – Anti - Ragging Portal)

UGC (University Grants Commission), Govt. of India has developed web portal to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country. Karpagam Academy of Higher Education students registered their details on online UGC – Anti - Ragging webPortal.

INTERNAL QUALITY ASSURANCE CELL

Name of the Department: Chemistry

Date: 28.9.2018

Class and Section: I B.Sc., Chemistry

Details of students registered online (UGC – Anti - Ragging Portal)

S.No.	Reg.No	NAME	Anti-Ragging Registration No.
1.	18CHU001	ABISHEKKUMAR.A	9025229
2.	18CHU002	CHANDRU.N	9022335
3.	18CHU003	CHANDRU.P	9043221
4.	18CHU004	CHIRANJEEVI.K	9044828
5.	18CHU005	DHATCHINAMOORTHY.M	9021309
6.	18CHU006	DHINAKARAN.K	9042983
7.	18CHU007	DHIVAKAR.A	9020568
8.	18CHU008	DINESH.T	9022096
9.	18CHU009	GOBINATH.E	9022649
10.	18CHU010	GOBINATH.R	9021204
11.	18CHU011	HARIHARAN.K	9044652
12.	18CHU012	JANANLV	9021970
13.	18CHU013	JAWAHAR PANDIAN.P	9022101
14.	18CHU014	JEGADEESHWARAN.P	9020566
15.	18CHU015	KABILAN PANDI.M	9042768
16.	18CHU016	KALKIG	9002672
17.	18CHU017	KARTHICKKANNAN.K	9020785
18.	18CHU018	KAVINKUMAR.L	9113784
19.	18CHU019	KAVYASRIE	9032004
20.	18CHU020	KIRUBA EVANJALINE REBEKHA.K.R	9032158
21.	18CHU021	KRISHNAPRASATH.V	9020410
22.	18CHU023	MAHESHWARAN.A	9047758
23.	18CHU024	MANOJKUMAR.M	9021791
24.	18CHU025	MATHANKUMAR.R	9021024
25.	18CHU026	MOHAMED ASLAM.M	9023031
26.	18CHU027	MOHANASUNDARAM.C	9095297
27.	18CHU028	MUTHU BHARATHIS	9021996
28.	18CHU029	NAGARAJ.A	9022

Anti Ragging Posters and Banners

The names and contact information of the committee members are displayed through anti ragging posters and banners on the main notice board, hostel notice board and various locations inside the campus.



RAGGING CONSTITUTES ONE OR MORE OF ANY OF THE FOLLOWING ACTS:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

RAGGING PUNISHMENT

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be anyone or any combination of the following:

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing scholarship/fellowship and other benefits.
- Debaring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debaring from representing the institution in any Regional, National or International meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel.
- Rustication from the institution for periods varying from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Imprisonment for a term, which may be extended to three years and shall be liable to a Fine ranging between Rs. 25,000/- and Rs. 1 lakh.
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

ANTI RAGGING HELP LINE : 9842291558, 9942170002, 9965065096, 9786660004
ANTI RAGGING EMAIL: info@karpagamuniversity.ac.in