

- (4) Before admission, each student has to pay hostel admission fee, hostel deposit, establishment and other charges, which may be revised from time to time.

## CHAPTER V

### ANTI-RAGGING MEASURES AND PROHIBITION OF SEXUAL HARASSMENT

**30. Anti-ragging measures:** (1) Ragging in any form is strictly prohibited in all premises of the Institute, within the premises of the Regional Centres as well as on public transport.

- (2) The Head of the Regional Centres or the Head of the Department of the Institute or Warden of the Institute hostel or hall of residence, as the case may be, shall take immediate action on any information of the occurrence of ragging and submit a report of the incident to the Director.
- (3) If the authority of the Institute or Warden of hostel or hall is satisfied that, for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, she or he may advise the Director accordingly.
- (4) When the Director is satisfied that it is not expedient to hold such an enquiry, she or he may take a decision based on the available facts and circumstances and her or his decision shall be final.
- (5) On the receipt of a report or a determination by the relevant authority disclosing the occurrence of ragging incidents, the Director shall direct or order rustication of a student or students for a specific period.
- (6) The action against those found guilty of the offence of ragging, depending on the severity of the offence, may be given any of the following punishments, or any combination of them, namely:
- (i) direct that any student or students be expelled; or
  - (ii) any student or students be not, for a stated period, admitted to a Programme of study in the Institute / Regional Centre(s); or
  - (iii) the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
- (7) In case any students who have obtained degrees of the Institute are found guilty of ragging, appropriate action for withdrawal of degrees conferred by the Institute shall be taken.
- (8) For the purpose of this Ordinance, abetment to ragging, whether by way of any act, practice or incitement of ragging, shall also amount to ragging.

**31. Prohibition of sexual harassment:-** There shall be no harassment of women members whether student, or employee within the Institute or in any place away from Institute, if such place has a relevance or any bearing on the relationship on the management of the Institute.

**32. Preventive measures of sexual harassment:-** The Director or the appropriate authority of the institute shall, take every step to initiate action to identify spots or places and spheres of activity which are prone to harassment whether between students, or between students and employees (teaching and non-teaching staff) of the Institute or between themselves or between persons in charge of management and employee and shall make adequate arrangements with the view to prevent sexual harassment.

**33. Constitution of Grievance Cell :-** (1) The Director shall, for the purpose of implementing the discipline, constitute a Grievance Cell which shall consist of the following namely:-

- (i) a Woman Professor or Senior most Woman Reader in the Institute who shall be the Chairperson;
  - (ii) one male member of the employee on the teaching side;
  - (iii) one male member of the employee on non-teaching side;
  - (iv) one female student;
  - (v) one female representative of non-governmental organization actively engaged in the welfare of women or in the field of Education;
  - (vi) one female member from Non-Teaching side; and
  - (vii) Registrar shall be the Member Secretary
- (2) The members specified in clauses (ii), (iii), (iv), (v) and (vi) of sub-ordinance (1) shall be nominated by the Director in consultation with the Chairperson.
  - (3) The term of office for the members shall be for two years and the members are eligible for re-nomination.
  - (4) Any casual vacancy in the Grievance Cell shall be filled up by the Director in consultation with the Chairperson from the concerned category.

**34. Enquiry by the Grievance Cell:-** (1) Any person aggrieved of sexual harassment shall prefer a complaint before the Grievance Cell at the earliest point of time and in any case within fifteen days from the occurrence of the alleged sexual harassment.

- (2) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the name of the harasser(s) and the complaint shall be addressed to the Chairperson of the Grievance Cell.
- (3) Where the complainant prefers not to disclose his or her identity, the complaint, shall be addressed to the Director handed over in person, or sent in a sealed cover and upon receipt of any such complaint, the Director shall retain the original complaint and send a gist of the complaint containing all material and relevant details other than the name of the complainant and other details which might disclose the identity of the complainant to the Grievance Cell.
- (4) The Grievance Cell upon receipt of any complaint or gist of complaint under sub-ordinance(3) may in case of a complaint addressed to the Grievance Cell and shall in the case of gist of complaint received from the Director, cause an enquiry to be made discreetly.
- (5) Where the Grievance Cell is satisfied that the complaint is justified it shall report the matter to the Director who shall institute disciplinary action under the relevant rules.
- (6) The following mode shall be followed for imposing penalty, namely:-
  - i) Warning,
  - ii) Serious warning,
  - iii) Suspension for specified period,
  - iv) Expulsion from the Institute for a specified period,
  - v) Lodging a complaint with Police for appropriate criminal action.

- (7) The Director shall give wide publicity regarding the arrangement made under the sub-ordinance (3) and the establishment of the Grievance Cell shall permanently affix copies thereof in the notice board:

Provided that nothing in this ordinance shall preclude the Director from lodging a complaint directly to the police in respect of any act amounting to an offence under the Law.

[F. No. 15-22/2015-RGNIYD]

GAURAV AGARWAL, Director (Youth Affairs)