

JK Business School (JKBS), Gurugram



Student's E-Hand Book

2020

This e-hand book contains salient information and, rules and regulations for students and residents of hostels in JK Business School (JKBS), Gurugram

The hand book should be read in conjunction with the rules and regulations, and guidelines on the subject as set out by Maharishi Dayanand University, Rohtak, University Grants Commission and All India Council of Technical Education.

The focus of this hand book is to stream line the process of learning and to inculcate such discipline in the campus which prepares the students for successful induction in the corporate environment.

This book is laid out in two parts. Part I relates to the codes of conduct and regulations for all students of JKBS. Part II relates specifically to the residents of the hostels.

The academic guidelines for both PGDM and UG courses to include details of the industry tie up, pedagogy, evaluation procedure, examinations, clubs and committees, anti-ragging committee and squads etc will be issued separately to both PG & UG students by their respective course conveners.

JKBS STUDENT'S HANDBOOK PART I

CODES OF CONDUCT AND REGULATIONS FOR STUDENTS

Students are advised to go through these carefully and understand them as they are required not just to follow them in letter in spirit but also to give an undertaking that they have read and understood them and will abide by them, on joining the JKBS and at the beginning of the session, every academic year.

General

1. The primary purpose of these codes of conduct and regulations for students is to foster and protect JKBS's core missions of teaching and learning. It also aims to foster the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the JKBS.
2. It needs to be noted at the outset, that the code of conduct in no manner aims to curb the creative and intellectual pursuits of the students at JKBS.

Expectations from Students

3. Students are expected to attend all classes on time and be suitably prepared for them. Just as in any family, we in the JKBS family expect our students to be truthful and honest and not to use profane language or any offensive gestures. While it helps to participate in positive group activities we do not expect any of our students to be involved in any activities involving bullying, intimidating, teasing, ridiculing or harassing others. A respectful behavior is expected from all students including respect for the safety and personal property of others.

Attendance

4. The achievements of students is largely a result of regular attendance and participation in classroom instructions and other academic activities and events. Students are therefore advised to attend all classes, other academic engagements, events etc. Students are also advised to ensure their presence for the internal tests. Similarly attendance by students for all events and activities organized by the management / faculty/ other officials is obligatory and not optional or a matter of choice.
5. Repeated too much students are expected to be present before the stated hour for their academic engagements at the JKBS. The faculty will insist on punctuality and regularity. Attendance will be called for by the faculty members at the beginning of the class. Students who come late will not be awarded attendance and may also be denied entry to the class. Students are not to be in the hostel premises, unless they are physically unwell. Even in that state, they will inform their respective faculty mentors in advance of their absence, either themselves or if not in a physical state to do so, through their class representative / syndicate leader. For no reason other than medical disability, will a student remain in the hostel premises except during the lunch / tea recess. In any other eventuality, they will obtain specific permission to do so from the faculty / faculty mentor.
6. No student shall be permitted to take the trimester examination unless he/she has secured at least 75% of attendance, both in theory and practical classes, up to the end of the academic session of the trimester and satisfactorily completed all related practical / other assignments. It is reiterated that for no reason whatsoever, including compassionate grounds or reasons of ill health, injury, hospitalization, internship etc., even if supported by a medical or other certificate will NOT be acceptable to waive off the absence. In sum, this means that any student with less than 75% attendance till the end of the trimester will NOT be permitted to take the exam in the subject(s) in which he or she has a shortfall.

7. If a student is participating in any academic related activities such as workshops, academic tours / visits/meetings, college functions/ events etc., s/he will contact the concerned faculty in-charge before participating in the same and seek through him the advance permission for the absence, in writing from Dean / Registrar, JKBS. If permitted, such absence will be accounted for and not held against the student. It is the responsibility of the student to intimate such permission to the concerned faculty before the absence from class. Ex post facto absence will however not be granted, except in most exceptional circumstances, on the specific recommendations of the faculty in-charge. In any case, even the ex post facto sanction will not be granted after seven working days of such absence. Thus the onus of ensuring that the timely permission for the absence is obtained and the faculty whose classes are missed rests with the students.

8. The state of attendance will be communicated on a periodic basis to the students and where felt necessary to the parents of such students. If a student is found to be continuously absent from classes without intimation for a period of one month, his/her name will be struck off the rolls.

Dress Code

9. Management students must understand the importance of appropriate attire for any given occasion. Remember what you wear speaks louder than what you do. Students are to wear the JKBS uniform on all Saturdays for the classes. They will also wear the uniform for industrial visits, visits to other Institutions and campus placement interviews and on other days / events, as intimated from time to time. The uniform will be provided to all students joining the Institute at the earliest.

10. On other days students are also expected to wear clean, neat, ironed and presentable clothing. Students of JKBS will follow the following dress code while entering the premises of JKBS academic and administrative block for any purpose to include attending lectures/ practicals/ library/labs and formal functions of the institution and while visiting any other colleges / engagements thereof or for any purpose whatsoever.

(a) Boys

- (i) Trousers with collared shirt (T Shirts of any types are NOT permitted for attending classes or in the administrative Block of JKBS)
- (ii) Decent jeans / trousers.
- (iii) Shoes with matching Socks
- (iv) Well groomed hair.

(b) Girls

- (v) Formal wear dress like Salwar, Kameez, Churidar, Sari, Trouser with formal shirts etc
- (vi) Decent jeans with shirt (T Shirts of any types are NOT permitted for attending classes or in the administrative Block of JKBS)
- (vii) Suitable foot wear
- (viii) Well groomed hair.

11. Students are not expected to wear T-Shirts without collars, tight fitting / dirty / torn / low cut jeans, gothic, shorts, torn trousers touching the floor, half length trousers / long shorts, bath room slippers / floaters chappals etc.

12. Any permissible clothing depicting illegal drugs, alcohol, tobacco products, profane or suggestive language or racial, sexual & vulgar suggestions is also not permitted.

13. In case the dress code is violated, the student concerned may not be permitted to enter the JKBS academic / administrative premises or if he / she has entered, will be asked to leave the class / task being attended. Repeated violation of the same will attract disciplinary action.

Classroom Behaviour

14. Every student has the right to an uninterrupted and safe instructional environment. Students may not indulge in behaviour which interferes with the process of learning. Use of mobile phones in the class, laboratories and the library during working hours is not allowed. Students are not expected to eat / chew or drink beverages during class / other academic activity. Drinking of water is however permitted. No student shall leave the class room without the permission of the faculty taking the class.

15. Students are not expected to remain in class rooms except during the periods of instructions. They may utilize the facility of the student's cafe or the library for this purpose. Students will depart from JKBS academic block after the last class terminates. Those staying back may do so in the library till it remains open.

16. Students will not visit JKBS academic block on holidays / Sundays and after class hours, except when they have an academic assignment, approved by the concerned faculty member. They may however be in the library for their self study / assignments.

Identification

17. All students must be in possession of their identity cards. Any loss should be promptly reported to the Registrar / Dean, JKBS and the issuing authority. The cards must not be mutilated, defaced or rendered ineffective for identification. The card must be returned at the termination of course/ withdrawal from the Institute. Students must necessarily carry their I Cards when ever they move out of JKBS for any purpose whatsoever.

Prohibition of Ragging

18. Ragging within or outside the JKBS is prohibited. Ragging is a non- bailable offence under the law. Ragging includes display of noisy, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher or other students, or forcing a student to do any act which such a student is not willing to do or which causes him/ her shame or embarrassment or danger to his/her life or indulging in eve teasing. In particular it includes:

4 What constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

- a. 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;
- b. 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;
- c. 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;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. 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;
- h. Any act or abuse by spoken words, emails, posts, 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;
- i. 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.

19. Acts which are not to be inflicted on other students include those of whipping, beating, branding, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical or mental activity that is likely to adversely affect the physical or mental health or safety of any student, or that subjects such student to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. It also includes orders to address senior students as Sir / Ma'am, perform mass drills, to copy class or other notes / do academic tasks for the seniors, to do errands and menial jobs for the seniors, ask / answer vulgar questions, look at pornographic pictures / videos etc. It also includes forcing the consumption of alcohol / other beverages forcibly do acts with sexual overtones (including homosexual acts, strip, kiss, other obscenities etc). . The above list is not comprehensive; other types of conduct not listed herein may also endanger students' physical or mental health or safety and needs to be entirely avoided by students. JKBS will consider all reports of ragging and take strict disciplinary or other appropriate actions. Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the JKBS shall be suspended, expelled or rusticated from the Institute and shall also be liable to fine. The punishment for ragging as per law includes rigorous imprisonment. It may also be cancellation of admission, suspension from attending college, withholding / withdrawing scholarship or fellowship, withholding or canceling results etc. Based on the nature of the complaint, suspension may be resorted forthwith on receiving a complaint. The decision on the type and quantum of punishment will be taken by the Director, JKBS. Students and their parents will render affidavits as per Appendices 1 & 2 respectively. In aspects of preventing ragging JKBS will be governed by the provisions of AICTE Notification no. F.No.37-3/Legal/AICTE/2009 dated 01 July 2009 and UGC Guidelines contained in their letter / notification F.1-16/2007(CPP-II) Dated 17th June, 2009. (Reproduced Appendix 4)

20. Students (and all employees) of JKBS are prohibited from any act whatsoever which may be construed to be sexually inappropriate. In the academic, teaching or study environment, sexual harassment is committed: (1) Against a student, trainee or one who is under the care, custody, supervision or advisorship of the offender; (2) Against one whose education, training , apprenticeship or tutorship is entrusted to the offender; (3) When the sexual favor is deemed to be a condition to the giving of passing grade, the granting or honors and scholarships , or the payment of stipend, allowance or other benefits, privileges, or considerations; or (4) When sexual advances result in an intimidating hostile or offensive environment for the student, trainee or apprentice. Any such or related offences will be strictly dealt with as per the provision of the Indian law in force at the time of the commission of the offence.

Substance Abuse- Consumption of Liquor, Prohibited Drugs and Smoking

21. Possessing, consuming, dealing in narcotic and intoxicating drugs / substances is a punishable act under the Indian Penal Code. No student of JKBS will indulge in such activities. Students are also not permitted to consume liquor in the JKBS premises (including hostel rooms) nor enter it when under the influence of liquor.

Violation of these rules will attract stringent disciplinary action. In case of such indulgence, or suspicion thereof, the student will have to undergo a medical examination as per the directions of the Director, JKBS. Students will not smoke in JKBS, including in their hostel rooms.

22. If students are found to be experiencing difficulties with substance abuse, they may be referred to counseling, drug and alcohol rehabilitation programs. Persistent disregard or denial of medical assistance could result in criminal charges and expulsion.

Collection of Funds from Sponsors / others for Events conducted by JKBS / other Activities

23. Students of JKBS will not collect funds from Sponsors / others for events conducted by JKBS / other activities without the specific approval of Director, JKBS, after obtaining the recommendations of the concerned faculty. Students sometimes want to collect goods and finances to help emergency relief drives. Before initiating such drives, Director, JKBS will be intimated about the proposed drives, through the concerned faculty.

Guidelines for Uploading on the Web

24. JKBS photo/filming/recording policies are designed to protect the privacy of students, faculty, and staff. There are also significant security reasons for limiting photography and filming (to include those using cell phones and computer web cams for such purposes) on campus. Further, JKBS wants to assure that staff and students can express themselves freely, work without probing cameras, and move about the rooms in their hostels and campus buildings without concerns about being under the watch of cameras owned by individuals.

- (a) In general, unless invited, non-JKBS photographers, video/motion picture cameras, and media recording equipment are not permitted inside JKBS buildings, including classrooms, laboratories, office buildings, or other facilities without due advance permission of the Director, JKBS.
- (b) Photography/filming/recording of special events, guest speakers, and performers is permitted in designated areas only, i.e., specific auditoriums, arenas, etc as approved by the concerned faculty for the specific academic assignment.
- (c) Student photography is not permitted in classrooms without the permission of the faculty.
- (d) Students are not permitted to upload any pictures or videos which hurt the sensitivity of individuals and JKBS to worldwide web or social net working sites.

Other Important Issues

Submission of Assignments

25. Individual / group assignments will be submitted within the stipulated time frame to the programme office. Assignments submitted beyond the time limit will not be assessed by the faculty.

Conduct during Examination

26. Students are expected to strictly abide by the rules and regulations as specified in the hall ticket issued by the university and the candidate found guilty of not abiding by the same shall not be permitted to take theory, practical and viva examination till appropriate authority clears them for the same. No retest will be conducted for students who are absent during internal exams.

Graffiti / Vandalism (Property and /or equipment)

27. Students shall not deface the property and equipment of JKBS. Students are responsible for textbooks, library books, any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students may be suspended or removed from JKBS.

Tampering with Office Records

28. Interfering or tampering any of the office records of Institute / university is a serious offence and will result in suspension / rustication.

Weapons or Replicas of Weapons

29. Weapons or replicas of weapons are not permitted on JKBS Campus at any time. Besides inviting suspension and expulsion, criminal charges will be filed in every such instance.

Criminal Offences

30. Involvement in any criminal offence under Indian legal system will result in suspension or expulsion from the college.

Trade

31. Engaging in trade / trade related activities within the premises / campus is prohibited.

Two Wheelers / Other Vehicles and Parking

32. Residents are permitted to keep a vehicle in the campus. Vehicles will however strictly be parked in the parking area near the main gate of the Campus and NOT driven to/from the hostel. Parking of two wheelers in the hostel corridors and under porticos is strictly prohibited. If travelling on a two-wheeler, students will wear helmets. Students including pillion riders without helmets will not be permitted to leave/enter the JKBS campus. All vehicles of guests / parents of students will be parked in the designated parking slots of JKBS. Students will however be permitted to keep vehicles on receipt of the specific written permission of their parents. All students will register the details of their vehicles with the Security Supervisor.

Fighting / Criminal Assault / Undesirable Associations

33. Any student involved in or encouraging the involvement of another student in fighting will be suspended. Persistent involvement will result in expulsion from the college. Any associations, formal or informal, and activities or behavior pattern or utterances based on caste, regions, religions, gender etc, which differentiate or group students on such basis will be dealt with severely.

Respect for Authority

34. Students will demonstrate respect for all staff, both teaching and non-teaching, and students. Students are expected to recognize and comply with the authority held by the institution and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, loss of privileges, suspension or expulsion.

Harassment/Threatening

35. Harassment will not be tolerated. Harassment, whether written, verbal, sexual (including homosexuality and pornography), physical, emotional, or racial, is a serious offence and will be treated as such. Similarly

sending of offensive / abusive/ vulgar/ sexually suggestive SMS and MMS messages are strictly prohibited. Any such acts will lead to suspension and/ or punitive action as per the Indian law.

Bullying/ Intimidation

36. No student will participate in or initiate any form of bullying or intimidation. Persistent disregard would result in suspensions, expulsions, and/or criminal charges.

Guests

37. Students are not permitted to invite or host guests in JKBS. The only exceptions to this are the visits by parents / local guardians, who may visit a student. Such visits will be intimated in advance by the students to their faculty mentors and the Dean / Registrar. Students on the rolls of the JKBS, with the specific permission of the Dean may also stay back for the number of days permitted to do so. The charges for parents and students staying and all three meals in the hostel is Rs 600 (Rupees Six hundred) per person per day (12 Noon to 11 am the next day). These charges will be paid in advance to the Accounts Section and Also see Hostel Rules, for other details.

Meeting with Officials

38. Students are permitted to meet the Director / Dean / Registrar in the specific hours designated for the same. As for meeting the Director, they will however seek his appointment for the same in advance intimating the specific purpose for the same, through their faculty mentors. However only in an emergency, they may meet them / call them on the telephone, at any time of the day.

Rules and Regulations Concerning JKBS Resources

39. JKBS has a wide array of resources including among others an excellent library and extensive computing and network facilities. Access to these resources makes time at JKBS a special privilege, and students have both rights and responsibilities regarding their use. To safeguard the integrity of such resources, JKBS relies on its students to use them with care, appropriately, and as authorized; to respect the rights of others who also have access; and to observe the rules granting access to, and use of these resources. Failure to abide by the rules governing their use will result in disciplinary action.

JKBS Knowledge Centre (Library)- Usage, Books and Other Knowledge Resources

40. The library of the JKBS is the store house of knowledge with the books / other knowledge resources therein being its valuable assets. It is therefore essential that all student members have reasonable access to them. Therefore students are expected to follow the rules relating to use and lending of books other knowledge resources. In particular, removal of a book other knowledge resources from the JKBS library without authorization or the mutilation, defacement, or abuse of any library book or library resource will result in disciplinary action.

41. Students are expected to maintain complete silence in the library. When required to talk to the staff, they will do so in muted volume. Use of cell phones, as stated earlier, is not permitted in the library. When entering the library, students will ensure that their cells are set at silent mode. For receiving calls, students will walk out of the library.

Use of Computers and Networks

42. Students who are provided access to JKBS computer facilities and to the campus-wide communication network assume responsibility for their appropriate use. JKBS expects students to be careful, honest, responsible, and civil in the use of computers and networks. Those who use the wifi of the Institute and the internet are expected to abide by the rules for networks. These will not be used to transmit any vulgar, obscene, threatening or anti-national communication.

43. In addition to these rules, certain computer misconduct is prohibited by Indian laws and is, hence subject to penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system or database; falsely obtaining electronic services or data without payment of required charges; intentionally intercepting electronic communications; and obtaining, altering, or destroying others' electronic information. Similarly, serious legal penalties may result from the use of computers of JKBS or their networks to violate copyright laws, as is possible with the use of peer-to-peer file-sharing programs. Moreover, a student may be held responsible for misuse that occurs by allowing a third party access to the student's own computer, account, or network connection. Attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.

44. Students will not attempt to damage or to degrade the performance of JKBS's computers and networks and should not disrupt the work of other users. Students will not attempt to circumvent security systems, or to exploit or probe for security holes in any of JKBS network or systems.

45. While leaving the computer labs, students will clear the computers of files created by them, if required by down loading them to removable storage devices. Such devices will however be scanned for virus, before they are used for uploading or downloading of data.

Electronic Communication

46. JKBS neither sanctions nor censors individual expression of opinion on its systems. The same standards of behavior, however, are expected in the use of electronic mail as in the use of telephones and written and oral communication. Therefore, electronic mail, like telephone messages, must be neither obscene, threatening nor harassing. Use of cell phones during the class is strictly prohibited unless permitted by the faculty for an academic purpose.

Intellectual Property –Electronic and Hand Written

47. All course related assignments are a part of one's academic work and all hand written material should be regarded as literary creations. Attempts to duplicate, use, or distribute software or other data, including the hand written one, without authorization by the owner/ author is prohibited. Further, submitting it to the Faculty with one's own credits amounts to plagiarism. This is not permitted and will not just invite censure but also be noted suitably against the credits to be awarded to the erring students. When using inputs from the internet, they will be duly acknowledged, citing the web links thereof.

Procedure when Ill

48. Students who fall ill and cannot attend the class will immediately intimate the same to the mentor and course conveners by email/SMS. However it may be noted that no leave of absence is granted for sickness, implying that students irrespective of their illness are required to earn 75%. Exception to this requirement of attendance based on medical condition of a student will be only on very exceptional circumstances and not as a rule. Students suffering from any communicable disease such as chicken-pox, measles etc are advised not to attend classes. Students who are residents of the hostel will inform the same to their wardens as well as to their mentors and course convener. Warden will arrange for the requisite medical attention required by the residents of the hostel. It may be noted that students who reside in hostels are not permitted to remain in

their rooms unless they are ill and the same has been intimated to the hostel warden, mentor and course convener.

Covid'19 Protocol

A detailed advisory has been prepared and shared with you all separately. This is to ensure your safety and security in the college and hostel premises. Please go through the protocol separately. Accepting the E-Handbook includes acceptance of rules and regulations mentioned in the Covid'19 Protocol.

Hostel Rules

49. Students availing facilities of the JKBS hostels will strictly follow all rules and regulations, set out separately at PART II of this hand book.

Rules and Regulations for Security / Other Purposes

50. Students are expected to acquaint themselves with and abide by the rules and regulations relating to security, issued separately. Similarly all other rules and regulations of JKBS, as notified from time to time will also be followed by the students.

Reporting of Accidents, Fights, Ragging and other Unusual Incidents

51. All students of JKBS are duty bound to report these at the very earliest to the Dean / Registrar and also Director, JKBS. If such reporting is required to be done after class hours, they will contact them on their cell phones. If they are not able to reach them on the cell phones, any of the faculty members must be intimated using all possible means.

Mass Absence

52. All acts of collective absenteeism will be viewed seriously by the management. Instead students may project well in advance to the concerned faculty / the reason which will keep them away from an academic / other organized activity. In consultation with those concerned, the concerned faculty / official will give a decision on the issue well in time so that such absence is avoided and /or if possible an alternative course is arrived at.

Updating of Contact Information with Faculty Mentors

53. All students shall ensure that their contact information in terms of email id, cell number and contact details of their parents and local guardians, if any, are available with their faculty mentors. Any changes thereto will be updated immediately by the students.

Undertaking by Students

54. As stated herein above, all students are advised to go through these carefully and understand them as they are required not just to follow them in letter in spirit but also to give an undertaking that they have read and understood them and will abide by them, on joining the JKBS and at the beginning of the session, every academic year. The Undertaking is at Appendix 3.

Conclusion

55. These codes of conduct and rules may be amended, added or deleted, based on the directions of AICTE, MDU, Rohtak and the Director, JKBS.

56. Notwithstanding any act of misconduct by students not listed in these codes of conduct or rules, if so considered by Director, JKBS will attract appropriate disciplinary action. In case of any difference of opinion or ambiguity, the final authority in JKBS to take a decision will be the Director, JKBS.

JKBS STUDENT'S HANDBOOK PART II

RULES AND REGULATIONS FOR STUDENT'S HOSTELS

JKBS STUDENT'S HANDBOOK PART II

RULES AND REGULATIONS FOR STUDENT'S HOSTELS

General

1. At the very outset, it needs to be clearly understood by any student seeking hostel accommodation at JKBS that it is allotted on the condition that the student specifically agrees to abide by all the rules and regulations of the hostel, both in letter and spirit. This is to be a sacrosanct and unconditional requirement which JKBS seeks from its hostellers. Those who cannot abide by these rules and regulations should not seek admission to the hostel.

Rules Governing Allocation, Retention and Vacation of Hostel Accommodation

2. Specific rooms are allotted to the students for a period of up to one academic session. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room except with the written permission of the Warden. Residents are required to shift to other rooms as and when informed by hostel authorities. This shifting may be necessitated due to administrative or disciplinary reasons. Students may also be required on disciplinary or administrative grounds to vacate or shift to alternate accommodation at short notice. Students will also forfeit their rooms if they fail to clear all their dues to the hostel by the appointed day. In all such cases, including non payment of hostel dues, they will be asked to vacate the hostel. The JKBS management reserves the right to break open any room which is not vacated, pack up the contents and store it. The items in the room will be listed by Warden / designated officials and kept in the store room. No complaints of breakage or loss in this regard will be entertained. . The JKBS management also reserves the right to break open rooms in case of any suspected unlawful activities or on the basis of security risk, including perceived danger to the life of any resident. If a resident is absent from his room for a long period without prior information or any valid reason, his room will be opened by the Security, in the presence of the Warden. On such occasions, the items in the room will be listed by these officials and kept in the store room.

3. Residents who wish to vacate the hostel must meet the Warden for necessary formalities/advice. Permission of the student's parents and Dean / Registrar, JKBS, along with certain documentation is mandatory for this.

4. No student should stay away from his/her room during the night, between 2200 hrs to 0600 hrs, except with prior written permission of Registrar. Any student, who wishes to leave the campus temporarily or otherwise, should obtain the permission in writing from the Dean / Registrar. Those applying for permission must state the date and time of his/her intended departure and return as well as the contact details to include

the name, address and telephone number of the person with being visited during the absence and also enter the IN /OUT register maintained in every hostel. Night outs will be informed to parents by email.

Unauthorised Use of Hostel Premises by Persons other than the Bona-fide Residents

5. Residents are not permitted to allow their rooms or any other facilities of the hostel to be used by any person who is not a bona-fide resident of the hostel. All residents are advised to extend their fullest co-operation to see that no unauthorised persons enter or stay in the hostel premises. If they happen to find any such person, the matter should be brought to the notice of the Warden / Registrar for further action.

Rules Concerning Community Living

6. Students are advised to avoid singing aloud, shouting, playing music at loud volume or making all types of noises which are likely to distract or disturb other students. Anything which interferes with studies of other residents of the hostel must be avoided at all times. Serious action will be taken on the breach of this rule. Complaints from other residents will be investigated and action taken accordingly.

7. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.

8. Playing any kind of outdoor games inside the hostels/corridors is not permitted.

9. No televisions are permitted to be kept in the hostel rooms by the students. Students have to watch TV provided in the hostel dining hall.

10. The rooms and surroundings must be kept clean. Residents are responsible for the cleanliness of their rooms. The service of the cleaners must be utilized to ensure that the rooms are swept while the residents are in the room. All waste paper and refuse must be placed in receptacle provided for that purpose.

Security of Personal Assets

11. Students are advised not to keep large amount of cash or valuables in the room. Students are responsible for the safety of their belongings inside their rooms. . It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves. All residents must take care of their ATM Debit cards and Credit cards. They must not disclose their PIN to anybody, not even to their best friends.

Prohibition of Cooking and Eating Meals in Rooms

12. Cooking / heating of food in hostel rooms is not permitted. Carrying of food or any item of crockery / cutlery etc from the Student's mess to the rooms or even to any place outside the dining hall of the students

mess is also not permitted. Except when a student is physically unable to proceed to the Student's mess, all students will dine in the Mess.

Substance Abuse

13. Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels and in the JKBS Campus. Students who reside in the hostel of JKBS, undertake that if suspected of substance abuse, they consent their medical check up to confirm / rule out the same, to be carried out on the orders of the management of JKBS.

Partying

14. Partying IS NOT permitted within the in the hostel rooms, its corridors or anywhere in the hostel. Permission for hosting parties in common areas may be sought from the Dean / Registrar, through the Warden and student's marshal. Such parties may be held strictly between the time periods for which the permission has been granted. As a rule, such events will finish by 2145 hrs except when permitted to extend beyond 2145 hrs for which the Director's specific permission will be obtained well in advance, through the Dean / Registrar. Students desirous of celebrating their birthdays or any special days etc, will do so in cafe during tea or lunch breaks. No permission needs to be obtained for the same.

Visitors

15. All visitors including parents/ guardians must be entertained only in the Hostel ante room or student's cafe and during visiting hours only (1000 -1700 hrs only) .They are not permitted to visit the floors / rooms of the stay of the residents. Students expecting visitors to hostels will obtain a Visitor's pass from the office of the Dean / Registrar, in advance, during working hours of his office. In case the visitors arrive unannounced on a holiday / Sunday, this permission will be sought from the hostel Warden.

Damage to School Property

16. Any damage/breakage to hostel property done deliberately or due to neglect / carelessness will be charged to the occupants of the room. This includes driving in of nails, defacing of walls, damage to fixtures and furniture If this is a property of common usage, eg in common areas, toilets, ante room, dining hall etc and it is not possible to fix the blame on individual(s), such damage will be recovered from all students who use that facility. Disciplinary action will also be initiated for wilful damages. Fine will also be levied in addition to disciplinary action.

Reading of Notices

17. All instructions/ notices displayed on notice boards 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 every day, once before classes commence and before dinner time to acquaint themselves with latest information/orders.

Precautions against Fire

18. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire. In case of fire, residents must raise an alarm and inform the hostel Warden.

Ragging & Sexual Misconduct

19. Ragging and sexual misconduct in any form is banned inside and outside the campus. Strict action will be taken against the defaulters. Suspension and or withdrawal from the hostel/ college are one of the actions taken promptly. Punishment for ragging is also laid down under the law. See Part 1 of these instructions for details concerning these issues.

Rule Governing Visitors Hostels

20. The entry of all males except male officials (only on duty) permitted specifically by the Director, is strictly forbidden inside ladies hostel except for parents / other male guests who will be permitted to meet their wards only in the Mess dining room. Likewise ladies are not permitted to enter the gent's hostels except ladies specifically permitted by the Director on official duty. Similarly parents/ lady guests of male students are permitted only in the mess dining room of hostel or cafeteria.

Vehicles and Parking

21. Residents are permitted to keep a vehicle in the campus. Vehicles will however strictly be parked in the parking area near the main gate of the Campus and NOT driven to/from the hostel. Parking of two wheelers in the hostel corridors and under porticos is strictly prohibited. If travelling on a two-wheeler, students will wear helmets. Students including pillion riders without helmets will not be permitted to leave/enter the JKBS campus. All vehicles of guests / parents of students will be parked in the designated parking slots of JKBS. Residents and visitors are not permitted to park their vehicles in slots reserved for the faculty & staff of JKBS.

Maintenance of Rooms, Utilising of Services and Complaints

22. The rooms are distempered and painted and maintained regularly by the management as per the maintenance schedule. Residents are not permitted to re-paint or do any alteration of any nature.

23. All maintenance complaints/requirements will be attended to by the Admin Manager. Complaint(s) must be entered in the register(s) available with the Wardens in their hostels. The complaints will be attended to expeditiously and are monitored by the Admin Manager.

24. Similarly, Suggestion Book and Suggestion box are available in the Student's Mess. Students/members may enter/drop their suggestion regarding quality, quantity and variety of food in these registers/boxes which

are perused by the concerned authorities for remedial action. Valued suggestions of residents are given due consideration.

25. Residents must bring to the notice of the Warden any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round the clock for attending to any defect in the electric system or fittings. Students will turn off all electric appliances such as lights, fans and electric geyser when not in use and also when locking the room. The student leaving the room last will be responsible to ensure this. Defaulters will be fined RS 200 per appliance / as per rules and repeat defaulter will be dealt with as per rules.

26. The electric points provided in each room are to be used for connecting table lamps and cell chargers. Use of any domestic electric appliance etc. is not permitted. Students may not use electric iron in their rooms. Instead they can use the common facility of ironing their clothes in the hostel at the specified place only. Infringement of these rules will be severely dealt with. Any private unauthorised electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated. During summers additional charges for use of AC will be levied beyond certain units authorised by head.

27. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported.

28. The Wardens and the Estate Supervisor are available round-the-clock on telephone, and may be contacted in case of any emergency.

Sickness

29. If a resident falls sick, he/ she or room-mate/friend must immediately inform his/ her room-mate/ any other resident of the hostel and through them or directly to the faculty mentor / any other faculty member of JKBS who will make arrangements to shift/ evacuate the student to the hospital and look after him/ her.

Surprise Checks

30. Warden or any faculty member / others as permitted by the Director or the Dean / Registrar of JKBS may enter any room for verification / violation of hostel rules at any time of the day or night. Similarly surprise checks can also be carried out. Care will be taken by the management to ensure that the privacy of the resident is respected and ensured while carrying out any such visit(s) to the rooms of the residents.

Responsibility of the Residents

31. All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/ neighbour(s)/ other residents coming to their notice to the Warden/ Dean / Registrar. Similarly reporting of breach of hostel rules by other residents will also be reported by any of the resident who observes the same. Reporting of this nature is obligatory and not a matter of choice. In case their room-mate 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 uncivil practices the same must also be immediately brought to the notice of the Dean / Registrar or the Warden.

32. Residents will apprise themselves of these rules and abide by them. Ignorance of these rules for any reason whatsoever will not be acceptable.

Appendix 1

ANTI RAGGING: FORMATS FOR AFFIDAVITS TO BE SUBMITTED BY THE STUDENTS AND THEIR PARENTS

AFFIDAVIT BY THE STUDENT

I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations. 2) I have, in particular, perused clauses 3 & 4 of the Regulations and am aware as to what constitutes ragging. 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. 4) I hereby solemnly aver and undertake that a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations. b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations. 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force. 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ____ day of _____ month of ____ year. _____

Signature of deponent Name:

VERIFICATION Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year). _____

Signature of deponent solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Appendix 2

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of _____, (full name of student with admission/registration/enrolment number) , having been admitted to _____(name of the institution) , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations. 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging. 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. 4) I hereby solemnly aver and undertake that a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations. b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations. 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force. 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled. Declared this ____day of _____ month of _____year. _____

Signature of deponent Name: Address: Telephone/ Mobile No.:

VERIFICATION Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at (place) on this the (day) of (month) , (year) . _____

Signature of deponent Solemnly affirmed and signed in my presence on this the (day) of (month) , (year) after reading the contents of this affidavit. OATH COMMISSIONER

Appendix 3

UNDERTAKING BY THE STUDENT

1. I have read and understood the rules and regulations of the JKBS, Gurgaon and will abide by them. I also understand that in case of any violation of these rules or regulation I am liable to be subjected to disciplinary/ penal action as recommended by the Institute disciplinary committee. The decision of the disciplinary committee once approved by the Director, JKBS will be final.

2. The specific aspects of discipline which I under take to adhere are :-

- (a) Will attend a minimum of 75% of classes in each subject, failing which action can be taken against me as per the JKBS rules.
- (b) I will not get involved in any act of ragging or ragging related indiscipline. In case found guilty of such an offence by the anti ragging committee. I will be liable to be rusticated from the Institute/university as deemed fit by the anti ragging, disciplinary committee. For any offence under the description of 'ragging' I am liable to be handed over to the police in accordance with the Supreme Court Orders on the subject.
- (c) I will pay all Institute dues on time, in case I am not able to pay Institute dues on time, I am liable to be fined in accordance with the Institute rules and as decided by the discipline committee.
- (d) I will not get involved in any act which tarnishes the image of the Institute. This includes any act within or outside the campus or on the internet.
- (e) I will be most respectful to all members of the faculty members. I understand that any act of disrespect to any of the faculty members is liable to attract stringent punishment. I will also respect the Institute staff and will not obstruct them in discharging their legitimate duties.
- (f) I fully understand that I am liable to be expelled from the hostel with 24 hours notice if the Institute authorities find me violating the Institutional and / or hostel norms and on investigation the discipline committee finds me guilty of grave offence disturbing peace/harmony/discipline in the hostel or the campus.
- (g) In case I am found to be consuming any form of liquor/drugs/intoxicant or found drunk/ intoxicated I am liable to be expelled from the hostel or/and Institute.
- (h) I will not drive/ be a pillion rider on two-wheeler without a helmet.
- (i) I will always uphold the prestige and good name of the Institute.

Signature

Name:

Batch: PGDM –

Roll No.

Place: Gurgaon

Date:

Father's Name:..... Cell No.....Email id:.....

Father's current postal address.....

Mother's Name:..... Cell No.....Email id:.....

Mother's current postal address.....

Name of person in Delhi NCR to be contacted in an emergency:..... Cell No.....Email id:.....Postal address.....

APPENDIX 4

UGC LETTER ON PREVENTING RAGGING

UNIVERSITY GRANTS COMMISSION BAHADURSHAH ZAFAR MARG NEW DELHI – 110 002 UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009. (Under Section 26 (1)(g) of the University Grants Commission Act, 1956) (TO BE PUBLISHED IN THE GAZETTE OF INDIA PART III, SECTION-4) F.1-16/2007(CPP-II) Dated 17th June, 2009.

PREAMBLE. In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including 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, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, 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, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation. In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely; 2 1. Title, commencement and applicability.- 1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". 1.2 They shall come into force from the date of their publication in the Official Gazette. 1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such

universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

2. Objectives.- To prohibit 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, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, 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; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it 3 under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. What constitutes Ragging.- Ragging constitutes one or more of any of the following acts: a. 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; b. indulging in rowdy or indisciplined 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; c. 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; d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher; e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students. f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students; g. 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; h. 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 ; i. 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.

4. Definitions.- 1) In these regulations unless the context otherwise requires,- a) "Act" means, the University Grants Commission Act, 1956 (3 of 1956); b) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year. c) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations. d) "Commission" means the University Grants Commission; e) "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils. f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State

Government, for the control and elimination of ragging in institutions within the jurisdiction of the district. g) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred. h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution. i) "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma. 5 j) "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act; k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be. (2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be. 5. Measures for prohibition of ragging at the institution level:- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside, b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. 6 Measures for prevention of ragging at the institution level.- 6.1 An institution shall take the following steps in regard to admission or registration of students; namely, a) Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, 6 and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force. b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full. Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus. Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus. c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations. d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the

prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student. e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward. f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document. g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application. h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them. i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents. j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour. k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents. l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session. m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations. n) The faculties/departments/units of the institution shall have induction arrangements, including those which

anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation. o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available 9 when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year. p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein. 6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely; a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities. b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted o the institution in earlier years. c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be. d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution. 10 e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti -ragging committee;(iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members ; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.(v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the freshers. f) The institution shall set up appropriate committees, including the course-incharge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students. g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents. h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same. i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall

maintain a diary of his/her interaction with the freshers under his/her charge. 11 j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution. k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution. l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution. m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year. n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organisation authorised to do so. o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence. p) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private. 12 q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next. 6.3 Every institution shall constitute the following bodies; namely, a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender. b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. c) Every institution shall also constitute a smaller body to be known as the AntiRagging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation. d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places. e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution 13 or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations

shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required. f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level. g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate. h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of antiragging measures at the level of the institution.

14 6.4 Every institution shall take the following other measures, namely; a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof. b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicised among all students residing in the hostel. c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them. d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions. e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit. f) In order to enable a student or any person to communicate with the AntiRagging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones. g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards 15 and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof. h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the

institution, that he/she would report promptly any case of ragging which comes to his/her notice. i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record. j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required. k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to antiragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach. l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys. m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been 16 punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution. n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice. o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with AntiRagging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by. p) The Vice Chancellor of each University shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

7. Action to be taken by the Head of the institution.- On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely; i. Abetment to ragging; ii. Criminal conspiracy to rag; iii. Unlawful assembly and rioting while ragging; 17 iv. Public nuisance created during ragging; v. Violation of decency and morals through ragging; vi. Injury to body, causing hurt or grievous hurt; vii. Wrongful restraint; viii. Wrongful confinement; ix. Use of criminal force; x. Assault as well as sexual offences or unnatural offences; xi. Extortion; xii. Criminal trespass; xiii. Offences against property; xiv. Criminal intimidation; xv. Attempts to commit any or all of the above mentioned offences against the victim(s); xvi. Threat to commit any or all of the above mentioned offences against the victim(s); xvii. Physical or psychological humiliation; xviii. All other offences following from the definition of "Ragging". Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating

University, if the institution is an affiliated institution. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

8. Duties and Responsibilities of the Commission and the Councils.-

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

18 a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents. b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it. c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause. d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies. e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon. f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely;

19 a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action. b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations. c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures. d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes. e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging. f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year. g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection

of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency 20 responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

9. Administrative action in the event of ragging.-

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:

a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
- 21 ii. in case of an order of a University, to its Chancellor.
- iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

- i. Withdrawal of affiliation/recognition or other privileges conferred.
- ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

- iii. Withholding grants allocated to it by the university, if any
- iv. Withholding any grants channelised through the university to the institution.
- v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary 22 action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential

candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards. v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations. Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

(Dr. R.K. Chauhan) Secretary

To, The Assistant Controller, Publication Division, Govt. of India, Ministry of Urban Development and Poverty Alleviation, Civil Lines Delhi -110 054 23 ANNEXURE I AFFIDAVIT BY THE STUDEN