

Sarada Vilas Teachers College
K.M. Puram, Mysore-04

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**4. Institutional guidelines for
students' grievance redressal**
SVTC Guidelines for Students
Grievances Redressal Cell
UGC Guidelines for Students
Grievances Redressal Cell



Sarada Vilas Educational Institutions (R.)
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SARADA VILAS TEACHERS COLLEGE

Sarada Vilas Road, K.M Puram, Mysuru-570004, Karnataka
Permanently Affiliated to University of Mysore, Mysuru, Karnataka State, Grant in Aid College
NAAC Re-Accredited in 2016, "B" Grade, CGPA-2.73/4

5.130 Estd.1963



Email ID: svtemysore@gmail.com
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Guidelines for Students Grievances Redressal Cell

As Suggested by the University Grants Commission, New Delhi, the college has established a Grievance Redressal cell, to provide a mechanism for redressal of student's grievances and ensure the transparency in admission and prevention of unfair practices etc. The function of the cell is to look into the complaints lodged by any student. The grievance cell is also empowered to look into matters of harassment. Anyone with the genuine grievance may approach to the coordinator in person and register the complaint or if the person is unwilling to appear in self, grievances may be dropped in writing at the letter box or the suggestion box of the grievance cell at the college corridor.

The cell deals with all types of grievances, complaints and malpractices including those received from students and faculty.

Objectives

1. Upholding the dignity of the college by ensuring strife free atmosphere in the college through promoting cordial relationship between student and teacher and student and student.
2. Encouraging students to express their grievances with no fear.
3. Advising all staffs to be affectionate to the students and not to behave in a vindictive manner towards any of them for any reason.
4. Ragging in any form is strictly prohibited in and outside the institution. To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality

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5. To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized.
6. To provide an appropriate counseling to the students in the process of resolving the grievance.

Scope

The Grievance cell of Sarada Vilas teachers College deal with the grievances received in written form from the students about any of the following matters

a) Academic Matters:

Related to timely issue of duplicate marks card, Transfer certificate, conduct certificate, Conducting regular classes, completing the syllabus and examination related matters and any other related matters related to academic.

c) Other Matters:

Related to certain misgivings about conditions of sanitations.

Functions of Grievance committee cell

1. The cases will be attended promptly on written grievances from the students. The cell formally will review all cases and will act accordingly as per the management policy.
2. The cell will give report to the authority about the cases attended to and the number of pending cases if any which require direction and guidance from the higher authorities.

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3. The purpose of the Grievance committee is to hear, investigate and to solve a student's complaint, grievance and conflicts.

Procedure for lodging Complaint

1. The student may feel free to put up grievances in writing or in the format and drop it in the suggestion box.
2. The Grievance cell will assure that the grievance will be properly solved in a stipulated time limit provided by the cell.
3. The students can register their compliance through the E-mail.
4. To accept written grievances from students and staff related to the system.
5. To create and implement a mechanism to handle the reported grievances.
6. To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
7. To attend to the grievances based on the authenticity and gravity of the criticisms made.
8. To convene periodical meetings to discuss whether the grievances have been settled.
9. To make a follow-up of these matters at regular intervals till their final disposal.
10. To maintain strict confidentiality, if necessary.
11. The deadlines for filing any kind of grievances are the last day of the concerned semester.

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प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002
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F.No. 14-4/2012(CPP-II)

7th December, 2018

PUBLIC NOTICE

ON

UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23rd March, 2013**. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email grmhei.2018@gmail.com on or before **31st December, 2018**.

(Prof. Rajnish Jain)

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K.M. Puram, Mysore-570 004

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002**

NOTIFICATION

F.No.14-4/2012 (CPP-II)

New Delhi, the __ October, 2018

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any

qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;
- (f) "grievances" include the following complaints of the aggrieved students, namely:
- i. making admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - ii. irregularity in the admission process adopted by the institution;
 - iii. refusing admission in accordance with the declared admission policy of the institution;
 - iv. non publication of prospectus, (either hard copy / online) as specified in these regulations;
 - v. publishing any information in the prospectus, which is false or misleading, and not based on facts;
 - vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
 - vii. demand of money in excess of that specified in the declared admission policy to be charged by such institution;

- viii. breach in reservation policy in admission as may be applicable;
 - ix. nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
 - x. delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
 - xi. on provision of student amenities as may have been promised or required to be provided by the institution;
 - xii. non transparent or unfair evaluation practices;
 - xiii. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
- (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
- (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
- (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
- (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- (l) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
- (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;

(n) "Ombudsperson" means the Ombudsperson appointed under these regulations;

(o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:

i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:

(a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

(b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;

(c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;

(d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

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- (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
- (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular / visiting ----- and teaching experience of every member of its teaching faculty.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.
- (k) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

- ii. Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its

publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

4. GRIEVANCE REDRESSAL COMMITTEES (GRC):

A. Department Grievance Redressal Committee (DGRC)

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
 - a) Head of the Department / School / Center – Chairperson
 - b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
 - c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

B. Institutional Grievance Redressal Committee (IGRC)

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- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
- (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI – Chairperson.
 - (b) Dean of students/Dean, Students Welfare
 - (c) Two senior academicians other than Chairperson.
 - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The IGRC shall follow the principles of natural justice while deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 workings days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii) The IGRC shall provide a copy of the report to the aggrieved person(s).

C. College Grievance Redressal Committee (CGRC)

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- (i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:
 - a) Principal of the college -Chairperson
 - b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

D. University Grievance Redressal Committee (UGRC)

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :
 - a) A senior Professor of the university – Chairperson
 - b) Dean, Student Welfare or its equivalent - Member
 - c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.

(iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.

(v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.

E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

- (i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.
- (ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.
- (iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.
- (iv) The Ombudsperson, or any member of his immediate family shall not -
 - (a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;
 - (b) have any significant relationship, including personal, family, professional or financial, with the university;
 - (c) hold any position in university by whatever name called, in the administration or governance structure of the university.
- (v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of the Governor of the State or his nominee - Chairperson
 - (b) Vice-Chancellor of a University of State to be nominated by the State Government – Member
 - (c) Vice-Chancellor of the concerned State University – Member
 - (d) Registrar of the concerned State University – Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of University Grants Commission – Chairperson
- (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

- (c) The Vice Chancellor of the university – Member
 - (d) The Registrar of the university – Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.

- (ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

6. FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;
- (ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- (iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- (ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.

- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- (x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

9. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal

Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- (g) recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

(Prof. Rajnish Jain)
Secretary

Sarada Vilas Teachers College
K.M. Puram, Mysore-04

5.1.3 QNM DE

**6. Committee for student
grievance redressal, Anti-
Ragging and SPARSH and
Minutes of Meetings**



51-3 (3) Estd.1963

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COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2018-19

Committee for Students Grievance Redressal Cell is constituted for the year 2018-19 under the chairman of the principal of the college and the committee is as following Chief-Convener and the Members.

Name	Designation	Signature
Dr. P. S. Suresh Principal	Chairman	
Dr. S. Suresh Assistant Professor	Chief Convener	
Dr. K.S. Leela Assistant Professor	Member	
Dr. H.N. Vishwanath Assistant Professor	Member	
Ms. Sumitramma Assistant Professor	Member	
Mr. Manjunath H.M. Assistant Professor	Member	
Mrs. Zonia Abhraham Assistant Professor	Member	
Mr. Veeresh M. B.Ed. Student	Member	
Mr. Devanna H S B.Ed. Student	Member	
Ms. Githanjanli B.Ed. Student	Member	
Ms. Sumitra M B.Ed. Student	Member	

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COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2019-20

Committee for Students Grievance Redressal Cell is constituted for the year 2019-20 under the chairman of the principal of the college and the committee is as following Chief-Convener and the Members.

Name	Designation	Signature
Dr. P. S. Suresh Principal	Chairman	
Dr. S. Suresh Assistant Professor	Chief Convener	
Dr. K.S. Leela Assistant Professor	Member	
Dr. H.N. Vishwanath Assistant Professor	Member	
Ms. Sumitramma Assistant Professor	Member	
Mr. Manjunath H.M. Assistant Professor	Member	
Mrs. Zonia Abrahim Assistant Professor	Member	
Ms. Shana K B.Ed. Student	Member	
Ms. Poojashri B.Ed. Student	Member	
Ms. Ranjan G B.Ed. Student	Member	
Sharath B K B.Ed. Student	Member	

Principal
 Sarada Vilas Teachers College,
 K.M. Puram, Mysore-570 004



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SARADA VILAS TEACHERS COLLEGE



Sarada Vilas Road, K.M Puram, Mysuru-570004, Karnataka
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 Website: www.svtemysore.org

Office No: 0821-2332137
 Mob No : 7019807294

Ref. No.:

Date :

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2020-21

Committee for Students Grievance Redressal Cell is constituted for the year 2020-21 under the chairman of the principal of the college and the committee is as following Chief-Convener and the Members.

Name	Designation	Signature
Dr. P. S. Suresh Principal	Chairman	
Dr. S. Suresh Assistant Professor	Chief Convener	
Dr. K.S. Leela Assistant Professor	Member	
Dr. H.N. Vishwanath Assistant Professor	Member	
Ms. Sumitamma Assistant Professor	Member	
Mr. Manjunath H.M. Assistant Professor	Member	
Mrs. Zonia Abhrahim Assistant Professor	Member	
Ms. Ruchitha B G B.Ed. Student	Member	
Mr. Mavana H D B.Ed. Student	Member	
Mr. Shrinivasa G. B.Ed. Student	Member	
Arunkumar H B.Ed. Student	Member	

Principal
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Ref. No.:

Date :

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2021-22

Committee for Students Grievance Redressal Cell is constituted for the year 2021-22 under the chairman of the principal of the college and the committee is as following Chief-Convener and the Members.

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairman	<i>Leela.K.S</i>
Dr. S. Suresh Assistant Professor	Chief Convener	<i>Suresh</i>
Dr. H.N. Vishwanath Assistant Professor	Member	<i>H.N. Vishwanath</i>
Ms. Sumitramma Assistant Professor	Member	<i>Sumitramma</i>
Mr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath H.M.</i>
Mrs. Zonia Abhraham Assistant Professor	Member	<i>Zonia Abhraham</i>
Ms. Anitha N B.Ed. Student	Member	<i>Anitha N</i>
Mr. Shanatraju B B.Ed. Student	Member	<i>Shanatraju B</i>
Ms. Teshwini S B.Ed. Student	Member	<i>Teshwini S</i>
Mr. Shekar T. B.Ed. Student	Member	<i>Shekar T.</i>

Leela.K.S
Principal
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Ref. No.:

Date :

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2022-23

Committee for Students Grievance Redressal Cell is constituted for the year 2022-23 under the chairman of the principal of the college and the committee is as following: Chief-Convener and the Members.

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairman	<i>Leela.K.S</i>
Dr. H.N. Vishwanath Assistant Professor	Chief Convener	<i>H.N. Vishwanath</i>
Ms. Sumitramma Assistant Professor	Member	<i>Sumitramma</i>
Mr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath H.M.</i>
Mrs. Zonia Abhrahim Assistant Professor	Member	<i>Zonia Abhrahim</i>
Mr. Nagaraj B.Ed. Student	Member	<i>Nagaraj</i>
Mr. Girish K R B.Ed. Student	Member	<i>Girish K R</i>
Ms. Nambratha D B.Ed. Student	Member	<i>Nambratha D</i>
Ms. Rajeshwari K N B.Ed. Student	Member	<i>Rajeshwari K N</i>

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Principal
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Ref. No.:

Date :

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2023-24

Committee for Students Grievance Redressal Cell is constituted for the year 2023-24 under the chairman of the principal of the college and the committee is as following Chief-Convener and the Members.

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairman	<i>Leela K.S</i>
Dr. H.N. Vishwanath Assistant Professor	Chief Convener	<i>H.N. Vishwanath</i>
Dr. Sumitramma Assistant Professor	Member	<i>Sumitramma</i>
Dr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath H.M.</i>
Dr. Zonia Abhraham Assistant Professor	Member	<i>Zonia Abhraham</i>
Mrs. Aishwarya M S B.Ed. Student	Member	<i>Aishwarya M S</i>
Mr. Indrajith B.Ed. Student	Member	<i>Indrajith</i>
Mrs. Chandini M B.Ed. Student	Member	<i>Chandini M</i>
Mr. Akash G B.Ed. Student	Member	<i>Akash G</i>

Leela K.S
Principal
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Ref. No.:

Date :

DATE 10/05/2023

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2022-23

MEETING NOTICE

The meeting is scheduled at Principal's chamber today dated 10/05/2023 12:00 PM. I hereby request to attend the meeting and valuable suggestions for the effective functioning of the cell.

Agenda:

1. Issues related to water in washroom and drinking water.
2. Change in the College Timing

Signature:

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairman	<i>Leela.K.S</i>
Ms. Sumitamma Assistant Professor	Chief Convener	<i>Sumitamma</i>
Dr. H.N. Vishwanath Assistant Professor	Member	<i>H.N. Vishwanath</i>
Mr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath H.M.</i>
Mrs. Zonia Abhraham Assistant Professor	Member	<i>Zonia Abhraham</i>
Mr. Nagaraj B.Ed. Student	Member	<i>Nagaraj</i>
Mr. Girish K R B.Ed. Student	Member	<i>Girish K R</i>
Ms. Namratha D B.Ed. Student	Member	<i>Namratha D</i>
Ms. Rajeshwari K N B.Ed. Student	Member	<i>Rajeshwari K N</i>

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Ref. No.:

Date :

DATE: 10/05/2023

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2022-23

Meeting was scheduled at Principal's chamber today dated 10/05/2023 at 12:00PM. All the members of the Cell attended the meeting and the following agenda was discussed and recorded.

PROCEEDINGS

1. Discussion was done to resolve the water issues on drinking water and water usage in Toilets
2. Discussion was made on change of College Timing.

Signature:

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairman	<i>Leela K S</i>
Ms. Sumitamma Assistant Professor	Chief Convener	<i>Sumitamma</i>
Dr. H.N. Vishwanath Assistant Professor	Member	<i>H.N. Vishwanath</i>
Mr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath H.M.</i>
Mrs. Zonia Abhrahim Assistant Professor	Member	<i>Zonia Abhrahim</i>
Mr. Nagaraj B.Ed. Student	Member	<i>N. Nagaraj</i>
Mr. Girish K R B.Ed. Student	Member	<i>Girish K R</i>
Ms. Namratha D B.Ed. Student	Member	<i>Namratha D</i>
Ms. Rajeshwari K N B.Ed. Student	Member	

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Date :

DATE 10/05/2023

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2022-23

Action Taken:

The following agenda was discussed in the meeting held on 10-05-2023 in the presence of all members and action was taken as follows.

1. Issues related to water inn washroom and drinking water are resolved.
2. Change in the timing of the college can be done as it affects many students.

Signature:

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairman	<i>Leela.K.S</i>
Ms. Sumitramma Assistant Professor	Chief Convener	<i>Sumitramma</i>
Dr. H.N. Vishwanath Assistant Professor	Member	<i>H.N. Vishwanath</i>
Mr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath</i>
Mrs. Zonia Abhrahim Assistant Professor	Member	<i>Zonia</i>
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Ms. Rajeshwari K N B.Ed. Student	Member	<i>Rajeshwari</i>

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DATE 19/08/2023

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2022-23

MEETING NOTICE

The meeting is scheduled at Principal's chamber today dated 19/08/2023 1:00PM. I hereby request all the members to attend the meeting this forenoon and to provide valuable suggestions for the effective functioning of the cell.

Agenda:

1. To provide News paper in Girl's waiting room.
2. Provision for providing Sanitary Pads.

Signature:

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairman	<i>Leela.K.S</i>
Ms. Sumitramma Assistant Professor	Chief Convener	<i>Sumitramma</i>
Dr. H.N. Vishwanath Assistant Professor	Member	<i>H.N. Vishwanath</i>
Mr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath H.M.</i>
Mrs. Zonia Abrahim Assistant Professor	Member	<i>Zonia Abrahim</i>
Mr. Nagaraj B.Ed. Student	Member	<i>Nagaraj</i>
Mr. Girish K R B.Ed. Student	Member	<i>Girish K R</i>
Ms. Namratha D B.Ed. Student	Member	<i>Namratha D</i>
Ms. Rajeshwari K N B.Ed. Student	Member	<i>Rajeshwari K N</i>

Leela.K.S
Principal
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DATE: 19/08/2023

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2022-23

PROCEEDINGS

The meeting was scheduled at Principal's chamber today dated 19/08/2023 at 12:00PM.
All the members attended the meeting and the following agenda was discussed and recorded.

1. Providing News Paper in Girl's waiting room.
2. Providing Sanitary Pads for girls in emergency situation.

Signature:

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairman	<i>leela ks</i>
Ms. Sumitamma Assistant Professor	Chief Convener	<i>Sumitamma</i>
Dr. H.N. Vishwanath Assistant Professor	Member	<i>H.N. Vishwanath</i>
Mr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath H.M.</i>
Mrs. Zonia Abrahim Assistant Professor	Member	<i>Zonia Abrahim</i>
Mr. Nagaraj B.Ed. Student	Member	<i>N. Nagaraj</i>
Mr. Girish K R B.Ed. Student	Member	<i>Girish K R</i>
Ms. Namratha D B.Ed. Student	Member	<i>Namratha D</i>
Ms. Rajeshwari K N B.Ed. Student	Member	<i>Rajeshwari K N</i>

leela ks
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DATE: 19/08/2023

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2022-23

Action Taken:

The meeting was scheduled at principal's chamber dated 19/08/2023 at 12:00PM. All the members attended the meeting and the suitable action was taken.

1. It was decided to provide the Newspaper were provided for girls in Girl's waiting room on the very next day of the meeting dated 11/08/2023.
2. It was decided to keep the Sanitary pads were kept in the girls room for emergency usage.

Signature:

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairman	<i>Leela.K.S</i>
Ms. Sumitramma Assistant Professor	Chief Convener	<i>Sumitramma</i>
Dr. H.N. Vishwanath Assistant Professor	Member	<i>H.N. Vishwanath</i>
Mr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath</i>
Mrs. Zonia Abbrahim Assistant Professor	Member	<i>Zonia</i>
Mr. Nagaraj B.Ed. Student	Member	<i>Nagaraj</i>
Mr. Girish K R B.Ed. Student	Member	<i>Girish</i>
Ms. Namratha D B.Ed. Student	Member	<i>Namratha</i>
Ms. Rajeshwari K N B.Ed. Student	Member	<i>Rajeshwari</i>

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Principal
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DATE 7/10/2023

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2022-23

MEETING NOTICE

The meeting is scheduled at Principal's chamber today dated 7/10/2023 at 11:00AM.
 I hereby request all the members to attend the meeting this forenoon and to provide valuable suggestions for the effective functioning of the cell.

Agenda:

1. To issue library reference books over night for the students of I and II Year students.
2. To provide extra hours for students for library reference.

Signature:

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairman	<i>Leela, K.S</i>
Ms. Sumitamma Assistant Professor	Chief Convener	<i>Sumitamma</i>
Dr. H.N. Vishwanath Assistant Professor	Member	<i>H.N. Vishwanath</i>
Mr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath H.M.</i>
Mrs. Zonia Abhrahim Assistant Professor	Member	<i>Zonia Abhrahim</i>
Mr. Nagaraj B.Ed. Student	Member	<i>N. Nagaraj</i>
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Ms. Namratha D B.Ed. Student	Member	<i>Namratha D</i>
Ms. Rajeshwari K N B.Ed. Student	Member	<i>Rajeshwari K N</i>

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DATE: 7/10/2023

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2022-23

PROCEEDINGS

The meeting was scheduled at Principal's chamber today dated 7/10/2023 at 11:00AM.
 All the members attended the meeting and the following agenda was discussed and recorded.

1. It was discussed to issue library reference books overnight for the students of I and II Year students.
2. To provide extra hours for students for library reference.

Signature:

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairman	<i>Leela.K.S</i>
Ms. Sumitamma Assistant Professor	Chief Convener	<i>Sumitamma</i>
Dr. H.N. Vishwanath Assistant Professor	Member	<i>H.N. Vishwanath</i>
Mr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath H.M.</i>
Mrs. Zonia Abhrahim Assistant Professor	Member	<i>Zonia Abhrahim</i>
Mr. Nagaraj B.Ed. Student	Member	<i>K. Nagaraj</i>
Mr. Girish K R B.Ed. Student	Member	<i>Girish K R</i>
Ms. Namratha D B.Ed. Student	Member	<i>Namratha</i>
Ms. Rajeshwari K N B.Ed. Student	Member	<i>Rajeshwari K N</i>

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DATE 7/10/2023

COMMITTEE FOR STUDENTS GRIEVANCE REDRESSAL CELL: 2022-23

Action Taken:

The meeting was scheduled at principal's chamber dated 7/10/2023 at 12:00PM. All the members attended the meeting and the suitable action was taken.

Action Taken Report

1. Dated 8/10/2023 it was decided to provide one library reference book for both year students.
2. It was decided to open the library from 9:30 AM to 5.00 PM

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairman	<i>Leela.K.S</i>
Ms. Sumitamma Assistant Professor	Chief Convener	<i>Sumitamma</i>
Dr. H.N. Vishwanath Assistant Professor	Member	<i>H.N. Vishwanath</i>
Mr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath H.M.</i>
Mrs. Zonia Abhraham Assistant Professor	Member	<i>Zonia Abhraham</i>
Mr. Nagaraj B.Ed. Student	Member	<i>Nagaraj</i>
Mr. Girish K R B.Ed. Student	Member	<i>Girish K R</i>
Ms. Namratha D B.Ed. Student	Member	<i>Namratha D</i>
Ms. Rajeshwari K N B.Ed. Student	Member	<i>Rajeshwari K N</i>

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Website: www.svtemysore.org

Office No: 0821-2332137
Mob No : 7019807294

ANTI-RAGGING COMMITTEE: 2023-24

Anti Ragging Committee is constituted for the year 2023-24 under the chairperson of the principal of the college and the committee is as following Chief-Convener and the Members.

Name	Designation	Signature
Dr. K.S. Leela Principal	Chairperson	<i>Leela.K.S</i>
Dr. H.N. Vishwanath Assistant Professor	Chief Convener	<i>H.N. Vishwanath</i>
Mrs. Smitha Women Police	Member	<i>Smitha</i>
Mrs. Jyothi Member Local Community	Member	<i>Jyothi</i>
Dr. Sumitramma Associate Professor	Member	<i>Sumitramma</i>
Mr. Manjunath H.M. Assistant Professor	Member	<i>Manjunath</i>
Mrs. Zonia Abhrahim Assistant Professor	Member	<i>Zonia</i>
Mr. Paramesh Non-Teaching Group 'C'	Member	<i>Paramesh</i>
Mrs. Kamalakshamma Non-Teaching Group 'D'	Member	<i>Kamalakshamma</i>

Leela.K.S
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

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Sarada Vilas Educational Institutions (R.)
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SARADA VILAS TEACHERS COLLEGE



Sarada Vilas Road, K.M Puram, Mysuru-570004, Karnataka
Permanently Affiliated to University of Mysore, Mysuru, Karnataka State, Grant in Aid College
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Ref. No.:

Date:

ANTI-RAGGING NOTICE

RAGGING IS A PUNISHABLE OFFENCE

As per the verdict of the Hon'ble Supreme Court of India, UGC has formed the **ANTI- RAGGING ACT 2009'**, which prohibits any kind of ragging activities in the campus of Educational Institutions. As per this act, if any student indulges in or supports such activities directly or indirectly, it amounts to punishable offence and they will be liable for criminal prosecution; suitable criminal proceedings will be initiated against such offenders.

The Institution follows "**Zero tolerance**" policy. As per UGC guidelines, "Zero tolerance" means no act of ragging, major or minor, shall go unnoticed. No ragger, male or female, students or non-students, shall go unpunished.

If any student of this institution faces problems such as ragging or harassment of any form, he / she can lodge a complaint to the following designated officers.

Convener: Dr H N Vishwanath
Senior Faculty
Sarada Vilas Teachers College
Krishnamurthy Puram, Mysore-04
Contact No.: 7019807294
E-Mail : vishufocus@gmail.com

Dr H M Manjunath
Assistant Professor
Sarada Vilas Teachers College
Krishnamurthy Puram, Mysore-04
Contact No. : 9986540176
E-Mail: manjunathjasmin@gmail.com

National Anti-Ragging Help Line (UGC Crisis Hotline)
24x7 Toll Free Number: 1800-180-5522 (Helpline@antiragging.in)

JOIN HANDS TO MAKE THE CAMPUS RAGGING FREE

Keela.K.S.
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI - 110 002**

NO. F 1-16/2007 (CPP-II)

April, 2009

**UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER
EDUCATIONAL INSTITUTIONS, 2009**

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 -

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 with immediate effect.
- 1.3. They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

2. Objective:-

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. Definitions:- For the purposes of these Regulations:-

- 3.1. "college" means any institution, whether known as such or by any other name, which provides for a programme of study beyond 12 years of schooling for obtaining qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification.

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- 3.2. "Head of the institution" means the 'Vice-Chancellor' in case of a university/deemed to be university, 'Principal' in case of a college, 'Director' in case of an institute.
- 3.3. "institution" means a higher educational institution (HEI), like a university, a college, an institute, etc. imparting higher education beyond 12 years of schooling leading to a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.
- 3.4. "Ragging" means the following:
Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
- 3.5. "Statutory/Regulatory body" means a body so constituted by a Central/ State Government legislation for setting and 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.
- 3.6. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, an institution deemed to be university under Section 3 of the UGC Act, 1956, or an institution specially empowered by an Act of Parliament to confer or grant degrees.

4. Punishable ingredients of Ragging:-

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;

- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of "Ragging".

5. Measures for prohibition of ragging at the institution level:-

- 5.1 The institution shall strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms in all institutions.
- 5.2 Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc) whether located within the campus or outside and in all means of transportation of students whether public or private.
- 5.3 The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

6 Measures for prevention of ragging at the institution level:-

6.1 Before admissions:-

- 6.1.1 The advertisement for admissions shall clearly mention that ragging is totally banned in the institution, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately (for punishments, ref. section 8 below).
- 6.1.2 The brochure of admission/instruction booklet for candidates shall print in block letters these Regulations in full (including Annexures).
- 6.1.3 The 'Prospectus' and other admission related documents shall incorporate all directions of the Supreme Court and /or the Central or State Governments as applicable, so that the candidates and their parents/ guardians are sensitized in respect of the prohibition and consequences of ragging. If the institution is an affiliating university, it shall make it mandatory for the institutions under it to compulsorily incorporate such information in their 'Prospectus'.
- 6.1.4 The application form for admission/ enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant (English version given in Annexure I, Part I), to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

- 6.1.5 The application form shall also contain a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the parent/ guardian (English version given in Annexure I, Part II), to be signed by the parent/ guardian of the applicant to the effect that he/ she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/ her ward in case the latter is found guilty of ragging and/or abetting ragging.
- 6.1.6 The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/Transfer Certificate/ Migration Certificate/ Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.
- 6.1.7 A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I (both Parts) along with his/ her application for hostel accommodation.
- 6.1.8 At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.
- 6.1.9 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, big posters (preferably multicolored with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
- 6.1.10 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.
- 6.1.11 The institution shall identify, properly illuminate and man all vulnerable locations.
- 6.1.12 The institution shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
- 6.1.13 The institution shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, leaflets, seminars, street plays, etc.
- 6.1.14 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 a clear sense of the main aims and objectives of the induction process.

6.2 On admission:-

- 6.2.1 Every fresh student admitted to the institution shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors.
- 6.2.2 The institution through the leaflet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- 6.2.3 The leaflet mentioned above shall also inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- 6.2.4 The leaflet mentioned above 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.
- 6.2.5 The institution shall also organize joint sensitization programmes of 'freshers' and seniors.
- 6.2.6 Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

6.3 At the end of the academic year:-

- 6.3.1 At the end of every academic year the Vice-Chancellor/ Dean of Students Welfare/ Director/ Principal shall send a letter to the parents/ guardians of the students who are completing the first year informing them about the law regarding ragging and the punishments, and appealing to them to impress upon their wards to desist from indulging in ragging when they come back at the beginning of the next academic session.
- 6.3.2 At the end of every academic year the institution shall form a 'Mentoring Cell' consisting of Mentors for the succeeding academic year. There shall be as many levels or tiers of Mentors as

the number of batches in the institution, at the rate of 1 Mentor for 6 freshers and 1 Mentor of a higher level for 6 Mentors of the lower level.

6.4 Setting up of Committees and their functions:-

- 6.4.1 The Anti-Ragging Committee:- The Anti-Ragging Committee shall be headed by the Head of the institution and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.
- 6.4.2 The Anti-Ragging Squad:- The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.
- 6.4.3 Monitoring Cell on Ragging:- If the institution is an affiliating university, it shall have a Monitoring Cell on Ragging to coordinate with the institutions affiliated to it by calling for reports from the Heads of such institutions regarding the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problems faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of undertakings from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the university authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

6.5 Other measures:-

- 6.5.1 The Annexures mentioned in sub-clauses 6.1.4, 6.1.5 and 6.1.7 of these Regulations shall be furnished at the beginning of each academic year by every student, that is, by freshers as well as seniors.

- 6.5.2 The institution shall arrange for regular and periodic psychological counseling and orientation for students (for freshers separately, as well as jointly with seniors) by professional counselors during the first three months of the new academic year. This shall be done at the institution and department/ course levels. Parents and teachers shall also be involved in such sessions.
- 6.5.3 Apart from placing posters mentioned in sub-clause 6.1.9 above at strategic places, the institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.
- 6.5.4 If the institution has B.Ed. and other Teacher training programmes, these courses shall be mandated to provide for anti-ragging and the relevant human rights appreciation inputs, as well as topics on sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- 6.5.5 Wardens shall be appointed as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline, as well as the softer skills of counseling and communicating with the youth outside the class-room situations. Wardens shall be accessible at all hours and shall be provided with mobile phones. The institution shall review and suitably enhance the powers and perquisites of Wardens and authorities involved in curbing the menace of ragging.
- 6.5.6 The security personnel posted in hostels shall be under the direct control of the Wardens and assessed by them.
- 6.5.7 Private commercially managed lodges and hostels shall be registered with the local police authorities, and this shall be done necessarily on the recommendation of the Head of the institution. Local police, local administration and the institutional authorities shall ensure vigil on incidents that may come within the definition of ragging and shall be responsible for action in the event of ragging in such premises, just as they would be for incidents within the campus. Managements of such private hostels shall be responsible for not reporting cases of ragging in their premises.
- 6.5.8 The Head of the institution shall take immediate action on receipt of the recommendations of the Anti-Ragging Squad. He/ She shall also take action suo motto if the circumstances so warrant.
- 6.5.9 Freshers who do not report the incidents of ragging either as victims or as witnesses shall also be punished suitably.
- 6.5.10 Anonymous random surveys shall be conducted across the 1st year batch of freshers every fortnight during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not. The institution may design its own methodology of conducting such surveys.

- 6.5.11 The burden of proof shall lie on the perpetrator of ragging and not on the victim.
- 6.5.12 The institution shall file an FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities. Remedial action shall be initiated and completed within the one week of the incident itself.
- 6.5.13 The Migration / Transfer Certificate issued to the student by the institution shall have an entry, apart from those relating to general conduct and behaviour, whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others.
- 6.5.14 Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the institution, including faculty, and not merely that of the specific body/ committee constituted for prevention of ragging.
- 6.5.15 The Heads of institutions other than universities shall submit weekly reports to the Vice-chancellor of the university the institution is affiliated to or recognized by, during the first three months of new academic year and thereafter each month on the status of compliance with anti-ragging measures. 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 Chancellor.
- 6.5.16 Access to mobile phones and public phones shall be unrestricted in hostels and campuses, except in class-rooms, seminar halls, library etc. where jammers shall be installed to restrict the use of mobile phones.

6.6 Measures for encouraging healthy interaction between freshers and seniors:-

- 6.6.1 The institution shall set up appropriate committees including the course-in-charge, student advisor, Warden and some senior students to actively monitor, promote and regulate healthy interaction between the freshers and senior students.
- 6.6.2 Freshers' welcome parties shall be organized in each department by the senior students and the faculty together soon after admissions, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.
- 6.6.3 The institution shall enhance the student-faculty interaction by involving the students in all matters of the institution, except those relating to the actual processes of evaluation and of faculty appointments, so that the students shall feel that they are responsible partners in managing the

ANNEXURE I, Part I

UNDERTAKING BY THE CANDIDATE/STUDENT

I, _____
 S/o, D/o, of Mr/Mrs/Ms _____
 have carefully read and fully understood the law prohibiting ragging and the
 directions of the Supreme Court and the Central/State Government in this regard.

2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
3. I hereby undertake that
 - I will not indulge in any behavior or act that may come under the definition of ragging.
 - I will not participate in or abet or propagate ragging in any form.
 - I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.
5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this 2nd day of February month of 2024 year

SIGNATURE OF THE STUDENTS :

1] K-Nagora Tejw A-5
 2] Anitha B Anochraji S
 3] vijay yadav
 4] maheshwari S shalika B
 5. Moutra M Anurag
 6. Sanitha C Kavitakumar B.S
 7 [Signature] Likhitha R.L
 8. Namsatha M Naganjan Keelanki

Supriya A.P
 Bi. Bi. Ayeetha
 Manasa MS
 Bhagya
 Neela
 vandini R
 Nalini B
 [Signature]
 Husen Bagha.
 Neha Khanum B
 Jilani M
 Srik
 Nidra H.R.
 [Signature]
 [Signature]
 D.H.R.



Sarada Vilas Educational Institutions (R.)
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SARADA VILAS TEACHERS COLLEGE

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SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT
(SPARSH) COMMITTEE: 2022-23

Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH) Committee is constituted for the year 2022-23 under the chairperson of the principal of the college and the committee is as following Coordinator and the Members.

Name	Designation
Dr. K.S. Leela Principal	Chairperson
Dr. Zonia Abraham Assistant Professor	Coordinator
Dr. H.N. Vishwanath Assistant Professor	Member
Mrs. Smitha Women Police	Member
Mrs. Jyothi Member Local Community	Member
Dr. Sumthamma Associate Professor	Member
Dr. Manjunath H.M. Assistant Professor	Member
Mr. Paramesh Non-Teaching Group 'C'	Member
Mrs. Kamalakshamma Non-Teaching Group 'D'	Member
Abhirami C V Student	Member
Girish K R Student	Member

Leela K.S
Principal

Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004



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SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARSH)

SPARSH GUIDELINES

Our college strongly believes that any kind of harassment against woman in the college premises is a violation of the fundamental rights of women to equality and we are committed to provide safe and conducive environment for all our woman students.

As per the Sexual Harassment of woman employers and students in the higher institution at (Prevention, Prohibition and Redressal) Act, 2013. Under the Act, the meaning of sexual harassment includes any one or more of the following unwelcome acts or behavior

As per the guidelines of UGC and the Supreme Court a committee has been established by the college to provide a healthy atmosphere among the students of the college. The committee deals with issues relating to redressal for sexual harassment, sexual assault, rape and other related crimes on girl students.

Goal: Sensitization to Prevention of and Redressal for Sexual Harassment and to ensure safe environment for girl students.

Mysore Woman Police Station Number	0821-2441552, womenmys@ksp.gov.in
Women Helpline	1091

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Objectives:

- To organize gender sensitization awareness programme.
- To deal with cases of discrimination and sexual harassment in a time bound manner.
- Aiming at ensuring support services to the victim.
- To develop principles and procedures to combat sexual harassment.
- To deal with cases related to sexual harassment against woman, any discrimination on gender bases.
- To provide the principles and procedures in combating sexual harassment.
- To provide information related to counselling and support services in our campus.
- To promote awareness about sexual harassment through educational initiatives such as drama, special talks which encourages and fosters a respectful and save campus environment.
- To prepare a detailed plan of actions both short and long term.
- To organize program related to Gender sensitization awareness.

Definition

According to the sexual harassment of women in work place (Prevention, Prohibition and redressal Act 2013, Sexual harassment includes anyone or more of the following unwelcome acts or behaviour (Whether directly or by implications) namely.

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Principal
 Sarada Vilas Teachers College,
 K.M. Puram, Mysore-570 004



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- Physical contact and advance
- A demand or request for sexual flavours : or
- Making sexual colored remarks or
- Showing pornography or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Any act falling under the purview of following cases will be considered as an incident of sexual harassment.

Sexual Harassment includes

- Unwelcome of sexual determined behaviour (Whether directly or indirectly)
- Verbal or physical threats.
- Insulting, abusing, embarrassing and passing sexual comments.
- Offensive gestures, use of language, rumours, gossips and jokes.
- Humiliating persistent criticism The following issues are covered by the committee
 - Eve teasing
 - Unsavory remarks
 - Jokes causing or likely to cause awkwardness and embarrassment
 - Gender based insults or sexist remarks
 - Unwelcome sexual overtone in any manner such as over telephone, texts through social media.
 - Forcible physical touch and molestation.

Devi K.S
Principal
 Sarada Vilas Teachers College,
 K.M. Puram, Mysore-570 004



Sarada Vilas Educational Institutions (R.)
ಶಾರದಾ ವಿಲಾಸ ಶಿಕ್ಷಣ ಮಹಾವಿದ್ಯಾಲಯ, ಮೈಸೂರು-04
SARADA VILAS TEACHERS COLLEGE



Estd.1963

Sarada Vilas Road, K.M Puram, Mysuru-570004, Karnataka

Permanently Affiliated to University of Mysore, Mysuru, Karnataka State, Grant in Aid College

NAAC Re-Accredited in 2016, "B" Grade, CGPA-2.73/4

Email ID: svtemysore@gmail.com

Website: www.svtemysore.org

Office No: 0821-2332137

Mob No : 7019807294

VISSION:

To develop a healthy atmosphere where all students are treated equal, where there is no gender disparities, no discrimination based on gender, color, caste, religion etc. The complaints lodged by any of the students, teaching and non-teaching staffs will be treated with dignity and respect and the complaints registered shall be maintained confidential.

Guidelines:

1. The Internal Complaint Committee shall protect students and woman staff from any form of sexual abuse.
2. The committee will take initiative in addressing any complaints from women students and women staff.
3. We will provide a safe and healthy environment for the overall development of the girl student.
4. Talks on gender Sensitization and woman empowerment will be arranged.
5. In case of any incidence the complaint shall be in writing, typed and signed by the victim or the aggrieved lady student, next friend or the co-worker of the aggrieved woman. If unable to write the complaint then shall file a complaint orally and needs a witness duly signed.

If a false complaint is registered and if it is proved to be false the Petitioner will be Punishable.

Deela K.S
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004



Sarada Vilas Educational Institutions (R.)
ಶಾರದಾ ವಿಲಾಸ ಶಿಕ್ಷಣ ಮಹಾವಿದ್ಯಾಲಯ, ಮೈಸೂರು-04
SARADA VILAS TEACHERS COLLEGE



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Permanently Affiliated to University of Mysore, Mysuru, Karnataka State, Grant in Aid College

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Mob No : 7019807294

If the Internal Committee arrives at a conclusion that the allegation against the respondent is malicious/ false or misleading it may recommend to the competent authority to take action against the person who has made the false complaint.

Keela S.S
Principal
Sarada Vilas Teachers College.
K.M. Puram, Mysore-570 004

ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಕಾರ್ಯಸೌಧ,
ಕ್ರಾಫರ್ಡ್ ಭವನ, ಮೈಸೂರು
ದಿನಾಂಕ:05-12-2012

ಸಂಖ್ಯೆ:ಜಎಲ್.5/103(ಎ-2)/2001-02

ಅಧಿಕಾರಪತ್ರ

ವಿಷಯ: ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವಾರ್ಡನ್ ಹೌಸ್, ಸ್ನಾನ ತಡೆಗಟ್ಟುವ ಬಗ್ಗೆ ರಚಿಸಿರುವ ಅಧಿನಿಯಮಕ್ಕೆ ಕಾರ್ಯಾಧಿಕಾರಿಗಳ ಅಂತಿಮಗೊಂಡಿರುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ: ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು, ಶಿಕ್ಷಣ ಇಲಾಖೆ (ಅನುಷ್ಠಾನ ಶಿಕ್ಷಣ), ಬಹುಮಹಡಿ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು ಅವರ ಪತ್ರ ಸಂಖ್ಯೆ:ಇಡಿ.11.ಎಂ.ಎಂ.ಎಸ್/2012, ದಿನಾಂಕ 06-11-2012.

ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು, ಶಿಕ್ಷಣ ಇಲಾಖೆ (ಅನುಷ್ಠಾನ ಶಿಕ್ಷಣ), ಕರ್ನಾಟಕ ಸರ್ಕಾರ, ಬೆಂಗಳೂರು ಇವರು ದಿನಾಂಕ 06-11-2012ರ ತಮ್ಮ ಪತ್ರದಲ್ಲಿ ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವಾರ್ಡನ್ ಹೌಸ್ ಸ್ನಾನ ತಡೆಗಟ್ಟುವ ಬಗ್ಗೆ ರಚಿಸಿರುವ ಅಧಿನಿಯಮಗಳಿಗೆ ದಾಖಲೆ ವಿಲಾಧಿಪತ್ರಿಕೆಗಳು ಕರ್ನಾಟಕ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಗಳ ಕಾಯ್ದೆ 2000 ಪ್ರಕರಣ 41(6)ರನ್ವಯ ದಿನಾಂಕ 18-10-2012ರಂದು ಅನುಮೋದನೆ ನೀಡಿಬಿಟ್ಟಿರುವುದು ತಿಳಿಸಿರುತ್ತಾರೆ. ಈ ವಿಷಯವನ್ನು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಎಲ್ಲಾ ಅಧ್ಯಯನ ವಿಭಾಗಗಳ ಅಧ್ಯಕ್ಷರುಗಳಿಗೆ ನಿರ್ದೇಶಕರುಗಳಿಗೆ, ಬಟವಾಡೆ ಅಧಿಕಾರಿಗಳಿಗೆ ಜಾಗೂ ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಕ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳಿಗೆ ಈ ಮೂಲಕ ತಿಳಿಸಲಾಗಿದೆ.

ಕರಡು ಕುಲಸಚಿವರಿಂದ ಅನುಮೋದಿಸುವ

(Signature)
ಕುಲಸಚಿವರ/ಕರಡು

ಇವರಿಗೆ:

1. ಕುಲಾಧಿಕಾರಿಗಳ ಕಾರ್ಯದರ್ಶಿಗಳು, ರಾಮಭವನ, ಬೆಂಗಳೂರು.
2. ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸರ್ಕಾರ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಕಾರ್ಯದರ್ಶಿಗಳು (ವಿಶ್ವವಿದ್ಯಾನಿಲಯ), ಬಹುಮಹಡಿಗಳ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು.
3. ಅಧ್ಯಕ್ಷರು, ಎಲ್ಲಾ ಸ್ನಾನತಡೆಗಟ್ಟರ ಅಧ್ಯಯನ ವಿಭಾಗ, ಮಾ.ಸಸಗಂಗೋತ್ರಿ, ಮೈಸೂರು.
4. ನಿರ್ದೇಶಕರು, ಸ್ನಾನತಡೆಗಟ್ಟರ ಕೇಂದ್ರ, ವಾಸನ / ಮಂಡ್ಯ.
5. ಸಂಯೋಜಕಾಧಿಕಾರಿಗಳು, ಚಾಮರಾಜನಗರ ಸ್ನಾನತಡೆಗಟ್ಟ ಕೇಂದ್ರ, ಚಾಮರಾಜನಗರ.
6. ಎಲ್ಲಾ ಬಟವಾಡೆ ಅಧಿಕಾರಿಗಳು, ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮೈಸೂರು.
7. ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ದಾಖಲೆ/ಆಡಳಿತಕೋಶಕ್ಕೆ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳಿಗೆ.
8. ಪ್ರಾಂಶುಪಾಲರು, ಮಹಾರಾಜ ಕಾಲೇಜು/ಯುವರಾಜ ಕಾಲೇಜು/ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಸಂಜೆ ಕಾಲೇಜು/ಲಲಿತಕಲೆಗಳ ಕಾಲೇಜು/ದೈವಿಕ ಶಿಕ್ಷಣ ಕಾಲೇಜು ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮೈಸೂರು.
9. ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ), ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮೈಸೂರು.
10. ಹಣಕಾಸು ಅಧಿಕಾರಿಗಳು, ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮೈಸೂರು.
11. ಸರ್ಕಾರಿ ಲೆಕ್ಕಪರಿಶೋಧಕರು, ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮೈಸೂರು.
12. ಕರಡು ಕುಲಸಚಿವರು/ ಸಹಾಯಕ ಕುಲಸಚಿವರು, (ಶೈಕ್ಷಣಿಕ/ಆಡಳಿತ), ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮೈಸೂರು.
13. ಅಧೀಕ್ಷಕರು, (ಸಿಬ್ಬಂದಿ/ಶೈಕ್ಷಣಿಕ/ಆಡಳಿತ/ಪ್ರಾಧಿಕಾರ ವಿಭಾಗ), ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮೈಸೂರು.
14. ನಾಯಕನಿರ್ದೇಶಕರು ಇಟಿ-1/ಇಟಿ-2/ಇಟಿ-3/ಇಟಿ-4/ಇಟಿ-5/ಇಟಿ-7/ಇಟಿ-8 ಮತ್ತು ಇಟಿ-9, ಆಡಳಿತ ಶಾಖೆ, ಮೈವಿವಿ, ಮೈಸೂರು.
15. ಕುಲಪತಿಗಳ/ಕುಲಸಚಿವರ/ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ)/ಹಣಕಾಸು ಅಧಿಕಾರಿಗಳ ಆಪ್ತ ಸಹಾಯಕರು, ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮೈಸೂರು.
16. ಕೆಲವೆರಿ ಪ್ರತಿ, 05.25.8F

(Signature)
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

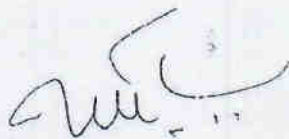
STATUTES FRAMED IN VIEW OF GUIDELINES LAID DOWN BY THE SUPREME COURT IN VISHAKA'S CASE FOR PREVENTION OF SEXUAL HARASSMENT IN WORK PLACES, UNDER SECTION 29 (2) (b) and (t), SECTION 42(1) (a), SECTION 42 (1) (L) AND Sec. 77 (1) and (2) of K.S.U Act. 2000

1. Short Title and Commencement:

- a) These Statutes may be called the "Statutes Governing Sensitization to, Prevention of, and Redressal for Sexual Harassment in the University (SPARSH)."
- b) They shall come into force from the date of assent of the Chancellor.

2. Definitions:

- a) "APEX BODY" means the Apex body of SPARSH (ABS)
- b) "DISCIPLINARY AUTHORITY" in relation to imposition of penalty on an employee or a student of the University means the authority competent under these or other relevant Statutes to impose on the employee or on the student, that penalty.
- c) "EMPLOYEE" means any person appointed to any post in the University and includes any person whose services are temporarily placed at the disposal of the University including those working under 'outsourcing' arrangements.
- d) "EMPLOYER" means the authority empowered to make appointments or the authority which appointed the employee, including those working under 'outsourcing' arrangements.



Vice Chancellor
University of Mysore
Mysore-570 005



7/8/12
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

Kedla. K. S.
Principal

Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

c) "SEXUAL HARASSMENT" includes unwelcome sexually determined behaviour (whether directly or by implication) such as -


- i) Eve-teasing
- ii) Unsavoury gender based remarks
- iii) Gender based jokes causing or likely to cause awkwardness or embarrassment
- iv) Gender based innuendoes and taunts
- v) Gender-based insults or sexist remarks
- vi) Unwelcome sexual overtone in any manner such as obnoxious telephone calls and the like
- vii) Touching or brushing against any part of the body and the like
- viii) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- ix) Forceible physical touch or molestation
- x) Physical confinement against one's will and any other act likely to violate one's privacy
- xi) A demand or request for sexual favours

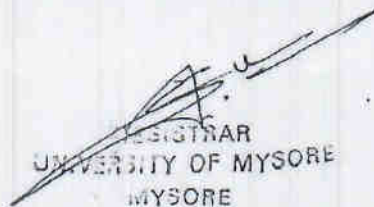
and also includes any act or conduct by a male person in authority which denies or would deny equal opportunity in pursuit of career development or otherwise make the environment at the workplace hostile or intimidating to a woman, only on the ground of sex/gender.

Notwithstanding what is stated above

Where any comment, act or conduct is directed against any woman and such affected party has a reasonable apprehension that;

- It is humiliating and may constitute a health and/ or safety problem or affront to modesty and dignity.


Principal
Sarada Vilas Teachers College
K.M. Puram, Mysore


REGISTRAR
UNIVERSITY OF MYSORE
MYSORE

Leela K.S

Principal

**Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004**

- It is discriminatory, as for instance when the victim has reasonable grounds to believe that the objection by her would disadvantage her in connection with her employment or study, including recruitments or promotion or advancement or when it creates a hostile environment, or

- It would result in adverse consequences if the affected party does not consent to the conduct or raises any objection,

It shall be deemed to be sexual harassment.

f) "STUDENT" means a person who has registered himself / herself as a student of the University for any course/degree/diploma/certificate.

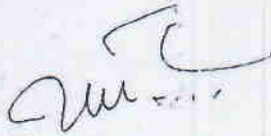
Explanation: Any complaint by or against the student under these Statutes shall not be entertained later than one year after the student obtains his/her degree/diploma/certificate.

g) "UNIVERSITY" means the University of Mysore.

h) "UNIVERSITY COMPLAINTS COMMITTEE (UCC)" means the committee constituted to deal with the complaints of the victims of sexual harassment.

i) "WORKPLACE" in relation to an "Employee" means a building or structure belonging to the University, along with land appurtenant to such building or structure, as well as all other lands belonging to the University including playgrounds etc., used for University purposes and in relation to a student shall include all the above said places as well as such structures and lands appurtenant thereto and belonging to the affiliated colleges/ autonomous colleges / recognized institutions.

Applicability: Notwithstanding anything contained in the Mysore University Employees CCA Statutes and Mysore University Students


Vice Chancellor
University of Mysore
Mysore-570 005


Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

(Disciplinary Control) Ordinances, these Statutes shall apply to the employees and students, in the event of any complaint of sexual harassment in workplaces against them.

3. **Obligations of University:**


a) The University shall, through a notification in each academic year notify the names and contact details of the members of ABS and UCC and they shall be responsible for gender sensitisation and enquiries into complaints of sexual harassment.

b) The University will ensure that the policy is included in the Admission Brochure and circulated at the time of admission. The University will ensure that recruitment announcements to all academic and non-teaching positions include the following statement, as notification of the policy. - "The University has a policy against sexual harassment and is committed to providing an environment free from gender discrimination and harassment".

c) In order to ensure the permanent placement of the policy, the University shall arrange for several copies to be placed on boards for display in prominent places.

d) The University shall provide legal, medical and counselling assistance to those complainants who have to take recourse to the law.

e) The University shall forward to the Government Departments concerned such as the Department of Higher Education, the Department of Women and Child Development, The Karnataka State Commission for Women, the Scheduled Caste and Tribes Commission, the Backward Classes Commission, the Minority Commission etc., the Annual Report


Registrar
University of Mysore
Mysore-570 005


REGISTRAR
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MYSORE


Principal
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together with a written record on the Action upon the decision/recommendations of the UCC.

4. Constituent bodies of SPARSH: SPARSH shall include the Apex Body of SPARSH (ABS) and the University Complaints Committee (UCC).

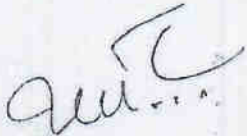
5. Constitution of ABS: The ABS shall consist of the following members who will be nominated by the Syndicate.

- a) Five members representing various faculties/Centres of the University, of which at least three shall be women.
- b) Two students of whom at least one shall be a girl (names to be proposed by Director, Student Welfare).
- c) Two members from the non-teaching staff, of whom at least one shall be a woman.
- d) One woman representative from an NGO concerned with women's issues.
- e) One woman advocate.
 - i) The Chairperson shall be a woman faculty member.
 - ii) At least one member of the ABS shall be a woman belonging to SC/ST.

Explanation: In making nominations to the ABS the Syndicate shall ensure that the nominees possess concern for women's issues.

6. Functions and Powers of ABS:

- a) To emphasize the commitment of the University to provide a workplace free of gender-based discrimination, sexual harassment and other acts of gender-based violence.


The Chairperson
University of Mysore
Mysore-570 005


REGISTRAR
UNIVERSITY OF MYSORE
MYSORE


Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

- b) To promote an environment in the workplace which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.

7. **Constitution of UCC:** The Syndicate shall nominate the members of the UCC from among the members of the ABS. It shall comprise the following:


- a) Two faculty members- one male and one female.
- b) One non-teaching staff.
- c) The woman representative from the NGO concerned with women's issues.
- d) One woman advocate.

-The UCC shall designate one of its women members as Member Secretary.

-The Chairperson shall be a woman member of the faculty, other than the Chairperson of the ABS nominated by the Syndicate.

8. **Functions and Powers of UCC:**

- a) To comply with the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- b) To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- c) To ensure that the provisions of the Statutes are implemented in letter and spirit through proper reporting and redressal of the complaints.


Vice-Chancellor
University of Mysore
Mysore-570 005


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UNIVERSITY OF MYSORE
MYSORE


Principal
Sarada Vilas Teachers College,
M. Puram, Mysore-570 004

- d) To cause wide publicity to be given in respect of filing complaints.
- e) Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims, and recommend penalties and other action to be taken.

9. Term of office of Chairperson and Members of ABS and UCC:

- a) The Chairperson and members shall hold office for a term of three years from the date on which they assume office.
- b) Provided that the Chairperson and members shall not hold office for more than two terms.

10. Vacancy of the Office of Chairperson or members of ABS/UCC:

If the office of the Chairperson or any other member becomes vacant or if either of them remains absent without written intimation for three consecutive meetings or for two months, whichever is greater another member may be appointed to fill the vacancy. The new Chairperson/member shall be nominated by the Vice-Chancellor.

11. Procedures for transaction of business Of ABS:

The ABS shall hold at least four meetings/programmes in an academic year. The procedures to be adopted at the meeting shall be prescribed by the rules of business to be framed by the ABS.

12. Procedure for Filing Complaints with the UCC:

- a) The complaint may be oral or in writing. If it is oral, it shall be recorded in writing by the receiving authority.
- b) Any student, service provider, faculty member or non-teaching staff may lodge a complaint of sexual harassment against a student, service provider, faculty member or non-teaching staff.



Vice Chancellor
University of Mysore
Mysore-570 005



Principal
Sarada Vilas Teachers College
K.M. Puram, Mysore-570 004

Keela K.S
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004


Save that this shall not exclude those rendering services in the University even if they are not employees.

- c) Complaints are to be registered maintaining strict confidentiality.
- d) The affected party may lodge a complaint to anyone of the following;
 - i) The Vice-Chancellor/Registrar/Director of Student Welfare.
 - ii) Principal of the College concerned/Chairperson of the Department concerned.
 - iii) Chairperson or member of the UCC.

On receipt of the complaint the person receiving it shall forward it to the Chairperson of the UCC within 24 hours.

13. Procedure for processing complaints:


- a) UCC shall examine if there are sufficient grounds for conducting a formal enquiry. In the event of the UCC concluding that further enquiry is not necessary the matter will be dropped.
- b) The formal inquiry shall commence within a week of receipt of complaint by the UCC and shall be completed within two months. If the UCC is unable to complete the enquiry within the stipulated time it may seek extension of time from the Vice-Chancellor.
- c) The UCC shall forward a copy of the complaint to the opposite party, directing him to give his version of the case, within a period, of 15 days which may be extended by another 15 days.
- d) Where the opposite party, on receipt of the copy of the complaint, referred to him files a written reply admitting the allegation, made in the complaint, and if such allegation amounts to sexual harassment in the work place, the UCC may record its findings of guilt including its opinion on the gravity of the offence and submit a report to the Vice-Chancellor for appropriate action.


Registrar
University of Mysore
Mysore-570 006


REGISTRAR
UNIVERSITY OF MYSORE
MYSORE

Keda.K.S
Principal
Sarada Vilas Teachers College,
K.M Puram, Mysore-570 004

- e) Where the opposite party omits or fails to take any action to represent his case, within the time given to him, even after due service of the copy of the complaint on him, the UCC shall proceed to record its finding on the basis of oral and documentary evidence, brought to its notice by the complainant.
- f) Where the opposite party denies or disputes the allegation contained in the complaint, the UCC may institute an enquiry.
- g) The UCC shall proceed to conduct the enquiry as follows:
 - i) Permit the parties to call for any document or other material object, mentioning the relevance of the said documents or material objects and take steps to secure those documents or material objects before commencing the recording of oral evidence
 - ii) List of witnesses from both the parties shall also be filed before the UCC for the recording of oral evidence
 - iii) The copies of documents and the list of witnesses filed by parties shall be furnished to the other party
 - iv) Record the oral evidence of the complainant and her witnesses, after giving full opportunity to the opposite party to cross examine them
 - v) Allow the opposite party to examine themselves and/or examine such witnesses whom he desires to examine and give opportunity to the complainant to cross examine them
 - vi) Receive such documentary evidence that may be adduced by the Parties
 - vii) The complainant and/ or opposite party, with the permission of the UCC may choose to produce additional documents/materials and may choose to examine additional witnesses. The UCC either suo-motto or at the instance of the complainant and/ or opposite party may also call for documents, material objects which are relevant and necessary for arriving at a just conclusion of the matter in dispute


Vice-Chancellor
University of Mysore
Mysore-570 005


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UNIVERSITY OF MYSORE
MYSORE


Principal
Sarada Vilas Teachers College,
Durgam, Mysore-570 006

- viii) Allow both parties to present their arguments orally and/ or in writing
- ix) The UCC may also examine the parties and witnesses
- x) The UCC may summon any person and may also verify any vital aspects by making such inspection as may be required
- xi) Consider the evidence adduced and the arguments and arrive at findings and submit a report to the Vice-Chancellor with the recommendation for appropriate action

h) The Vice-Chancellor shall cause a copy of the report to be served on the complainant and the opposite party and consider their representations, if any, and take such action as he/she deems fit. He/she may impose any penalty which he/she is competent to impose on the employee or the student or place the matter before the Syndicate to impose any penalty that could be imposed by it on the employee or the student or direct the head of the college/hostel/institute to take appropriate action.

i) However, if in the opinion of the Vice-Chancellor, the enquiry/report suffers from serious infirmities so as to cause injustice to any of the parties, the Vice-Chancellor may refer the matter back to the University Complaints Committee for further enquiry and the UCC shall thereupon proceed to hold such further enquiry as may be necessary.

14. **Third party harassment:** If the sexual harassment occurs as a result of any act by any third party or outsider, the employer and the person/s in charge of the workplace shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.


Vice-Chancellor
University of Mysore
Mysore-570 005


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MYSORE

Seeta.K.S
Principal
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K.M. Puram, Mysore-570 004

15. Protection for the complainant and witnesses: The employer shall ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the accused or their own transfer.


16. Constitution of complaints committees by Affiliated/ Autonomous Colleges/ Recognized Institutions: Notwithstanding anything contained in the Statutes relating to the granting of affiliation/autonomous status to all such affiliated/autonomous and recognized Institutions, such body shall also constitute a similar Complaints Committee and take action against acts of sexual harassment against women in the work place.

17. Penalties and empowered authorities:

a). In respect of Employees-

Penalties	Empowered authorities
i Censure	Vice-Chancellor
ii Fine not exceeding Rs.10,000/- (Ten thousand only)	Vice-Chancellor
iii Withholding of increments without Cumulative effect	Syndicate
iv Withholding of increments with cumulative effect	Syndicate
v Reduction in rank or pay	Syndicate
vi Compulsory Retirement	Syndicate
vii Removal from service	Syndicate

b). In respect of Students:


Vice-Chancellor
University of Mysore
Mysore - 570 004


Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

Penalties

Empowered authorities

i	Warning	Vice-Chancellor
ii	Fine, not exceeding Rs. 10,000/- (Ten thousand only)	Vice-Chancellor
iii	Debarring from examinations	Syndicate
iv	Rustication from the college or hostel or an institution	Syndicate
v	Cancellation of admission to the Course to which he was admitted	Syndicate


18. Savings: Nothing contained in these Statutes shall prejudice any rights available to the employer/employee / student or prevent any person from seeking any legal remedy under any law in force.

Where such conduct amounts to an offence under the Indian Penal Code or under any law, the employer shall initiate appropriate action in accordance with the law, by making a complaint to the appropriate authority.

19. Repeal: The existing Rule relating to sexual harassment on women employees shall stand repealed.


Vice Chancellor
University of Mysore
Mysore-570 005


Registrar,
University of Mysore
Mysore.


H.R. BHARDWAJ
Chancellor


Principal
Sarada Nilas Teachers College,
K.M. Puram, Mysore-570 004

Sarada Vilas Teachers College
K.M. Puram, Mysore-04

5.1.3 QNM DE

2. Samples of grievance submitted

From
Huligemma
I. B. Ed
SVTC - Mysuru

TO
The Principal
B. Ed. SVTC
Mysuru

Respected madam.

Sub: Requesting for re-test

I am Huligemma. I am studying in I
B. Ed. I am not able to attend the test because of
some health issues. So kindly consideration in
allowing me to make up for the missed test

Thanking you

Date: 18/9/2023
Place Mysuru

Your faithfully
Huligemma

[Huligemma]

Permitted to
take re-test - forwarded to
Keela R.S. Coordinator
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysuru-570 004

Exam

Mahadeva .H.K.

I. B.Ed.

SUTC - Mysore

To

The Principal

B.Ed. SUTC

Mysore

Respected madam.

Sub:- Requesting for Re-test

I am Mahadeva .H.K. I am studying in I. B.Ed, I am not able to attend the test because of some health issues, so kindly consideration in allowing me to make up for the missed test.

Thanking you

Date:- 01/09/2023

Place:- Mysore.

Permitted to
take setest &
forwarded to coordinator
Veela.K.S
Principal

Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

Your faith fully.

Mahadeva.H.K.

From,

Abhirami C.V.

22 Ed II sem
SVTC, Mysore

To

The Principal / Academic Co-ordinator
SVTC, Mysore

Subject: Letter Requesting Re-Test of Second Semester Internal Exams.

Respected Sir / Madam,

As I was out of station during the time of the internal exams due to some personal/health reasons, I request you to kindly grant me permission for the conduct of a re-test in ~~any~~ ^{first} of the ~~second~~ internal examinations of second semester (C1) in any convenient date.

Thanking you in anticipation.

Place : Mysore

Date : 01 September 2023

Yours faithfully,
Abhirami C.V.



Permitted to take
re-test is forwarded to
to Coordinator

Keelank S
Principal

Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

From,
Sreelakshmi R
I B.Ed
SVSC, Mysuru

To,
The Principal
SVSC, Mysuru

Subject : Requesting for re-test of first internal exam of second semester.

Respected Sir / Madam,

I am Sreelakshmi R, Student Ist B.Ed.

I was out of station during the time of ~~second~~ Ist internal examination of second semester. So I kindly request you to grant me permission to write re-test of the first internal examination of second semester (C) on any convenient date.

Thanking you in anticipation

Yours faithfully
Sreelakshmi R

Place : Mysuru

Date : 01/09/2023

Permitted to take
retest & forwarded to Coordinator
Keela. K. S

Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

From,

Ajithkumar.M

P.B.Ed

SVTC MYSORE

To,

The Principal

B.Ed. SVTC MYSORE

Sub: Requesting for re-test.

Respected Madam,

I am AJITHKUMAR.M. I am studying
in B.Ed. I am not able to attend the test
because of some family functions. So I kindly
requesting consideration in allowing me to
make up for the missed test.

Date: 4-9-23

Place: MYSORE

Yours faithfully
Ajithkumar.M



Permitted to take retest
is forwarded to coordinator
Seele.K.S

Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

From,

Sidharth Suman
I B-ed
SVTC Mysur.

To :

The principal
SVTC, Mysur.

Madam,

Sub: Request for Re-Test.

I am sidharth suman, studying in I B-ed. I am not able to attend the test because of some health issues. So kindly consider my request, grant permission for Re-Test.

Thanking you,

Your's faithfully
Sidharth Suman

Date: 1-9-23

Place: Mysur

Permitted to take retest &
forwarded to coordinator
Leda. JKS

Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

From,

Dhanush N
I B.Ed, I Sem
SVTC, Mysore

To,

Principal
SVTC, KM Puram,
Mysore

Respected madam,

Sub:- Requesting for re-test

As per above matter, I have been suffering from viral infection from past 2 weeks. So, I have suggested to take rest for 3-4 days by doctor. So, I have am requesting you to grant me a leave on 3/5/23.

Thanking you,

Yours sincerely

Dhanush N

Permitted to take
rest & forwarded
to Coordinator
Leela. S.S

Principal

Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

Date:- 4/9/23

Place:- Mysore

From,
Rajatha.R.V
I. B.Ed
SVTC - Mysuru.

TO,
The Principal
B.Ed - SVTC
Mysuru

Respected madam.

Sub :- Requesting for Re-test

I am Rajatha.R.V. I am studying in I B.Ed. I am not able to attend the test because of some health issues. So kindly consideration in allowing me to make up for the missed test.

Thanking you

Date : 03/05/2023

Place : Mysuru

Permitted to take retest
& forwarded to coordinator
Veelante.S
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

Yours faithfully,
Rajatha.R.V.

[RAJATHA.R.V]