

**VIVEKANAND EDUCATION SOCIETY
INSTITUTE OF MANAGEMENT STUDIES & RESEARCH
CHEMBUR, MUMBAI 400074**

ANTI-RAGGING POLICY

Anti-Ragging Committee

With reference to clause (g) of sub-section (I) of section 26 of the university Grants Commission Act, 1956, and AICTE notification vide curricular no. F. No. 37-3/legal/AICTE/2009 dated 25/03/2009 and further updated by notification dated 1st July 2009 on AICTE website, all regulations will be followed strictly in the institute to root out ragging in all its forms, by prohibiting it by law, preventing its occurrence and punishing those who indulge in ragging. The Anti-Ragging committee will consist of representatives of faculty members, parents, students belonging to the fresher category as well as seniors and non-teaching staff. It shall monitor the Anti-ragging activities in the institutions, consider the recommendations of the Anti-Ragging squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

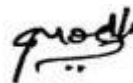
The following will be termed as the act of Ragging :

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teaching, treating or handling with rudeness any other students, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or raise fear of apprehension thereof in fresher's or junior students or asking the students to do any act or perform something which such students will not do 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 junior student.

What is the punishment for the offence ?

Ragging in the college campus is banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately. The punishment may include:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits
3. Debarring from appearing in any test/examination/placement activities or other evaluation process.
4. Withholding results
5. Debarring from representing the institution in any regional, national, or international meet tournament, youth festival etc.
6. Suspension/expulsion from the hostel
7. Cancellation of admission
8. Rustication from the institution for period ranging from 1 to 4 semesters.



9. Expulsion from the institution and consequent debarring from admission to any other institution for specified period.
10. Collective Punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to the collective punishment.

Who can lodge the Complaint?

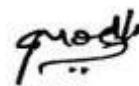
Complaint can be lodged by observer, victim students or any staff member to this committee.

How to lodge a complaint?

The person concerned can personally approach/telephone/write email to any member of the anti-ragging committee and alternatively mail can be send to [shrivas.repak@ves.ac.in/](mailto:shrivas.repak@ves.ac.in) Sandeep.bhardwaj@ves.ac.in. The name of the complaint will be kept **CONFIDENTIAL**.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline **1800-180-5522 (24x7 Toll free)** or email the Anti-Ragging Helpline at helpline@antiragging.in

Note: For any further information or clarification please contact any of the Anti-Ragging committee members:



MEMBERS OF ANTI-RAGGING COMMITTEE (2021-22)

1. Dr. Satish Modh – President
email :: director.vesim@ves.ac.in Mob : 9869021511
2. Dr. Shrinivas Repak – Chairperson
email :: shrinivas.repak@ves.ac.in Mob: 9892231025
3. Mr. Vivek Prabhu – Joint Secretary
email :: vivek.prabhu@ves.ac.in Mob : 7738079887
4. Dr. Sandeep Bhardwaj – Member
email :: sandeep.bhardwaj@ves.ac.in Mob : 8452940880
5. Dr. Seema Sant – Member
email :: drseema.sant@ves.ac.in Mob : 9967353110
6. Dr. Pradip Mitra – Member
email :: pradip.moitra@ves.ac.in Mob : 9099073959
7. Prof. Kavita Kanabar – Member
email :: kavita.kanabar@ves.ac.in Mob : 9619010050
8. Mrs. Geeta Iyer – Member
email :: geeta.iyer@ves.ac.in Mob : 9167774762
9. Mr. Suni Madnani – Member (Hostel – In-charge)
email :: sunil.madnani@ves.ac.in Mob : 9820569938
10. Dr. Ravi Jeswani – Member (SWC)
email :: ravi.jeswani@ves.ac.in Mob : 9833667853
11. Ms. Rajni Thapar – Nodal Officer
email :: rajni.thapar@ves.ac.in Mob : 9769228787.
12. Prof. Swapnil Kshirsagar - Member
email:: swapnil.kshirsagar@ves.ac.in Mob : 9769345484
13. Mr. Pritesh Gharat – Member
Email :: pritesh.gharat@ves.ac.in Mob : 8655509402

Members of Anti-Ragging Squad :

1. Dr. Seema Sant
email :: drseema.sant@ves.ac.in Mob : 9967353110
2. Dr. Pradip Mitra
email :: pradip.moitra@ves.ac.in Mob : 9099073959



ATTENDANCE POLICY OF VESIM

Introduction:

The Attendance committee is a mandatory body in our institute Vivekanand Education Society's School of Management Studies and Research, Chembur, Mumbai. This committee is formed to monitor and manage student's attendance. Mumbai University new ordinance O.6086 relating to the attendance for learners has been introduced as per Appendix and the same has been brought into force with effect from the academic year 2014-15 and thereafter.

Objectives:

An Attendance Committee in VESIM serves important objectives related to monitoring and managing student attendance. The committee is responsible for enforcing the attendance policies set by the institution, this includes ensuring that students adhere to the minimum attendance requirements specified by the Mumbai university ordinance 0.6086 , No. UG/01 of 2014.

The committee promotes a sense of accountability among students regarding their attendance. This encourages students to take ownership of their education and actively engage in the learning process.

Roles and Responsibilities:

The committee comprises the President, Chairperson of the committee, Secretary and members. Members are the faculty members, non-teaching staff like Registrar, Librarian, Program coordinator etc.

There are four meeting conducted every academic year for reviewing the attendance and communicating the status to students time to time.

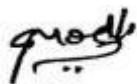
1. Keeping record of attendance of MMS students (all semester wise) in an academic year.
2. Familiarize students and comply with the Attendance Management Policy and its related procedures.
3. Displaying the defaulter's list time to time and meeting with students who are failing to maintain minimum required attendance (75%).

4. Considerations under medical conditions or participation in college sponsored events
5. Issuing letters to parents for defaulter list

Policy:

1. **Minimum Attendance Requirement:** According to the Mumbai university ordinance 0.6086, No. UG/01 of 2014, There is a minimum attendance of 75% (percentage) required for students to be eligible to appear for the End Term examination of respective semester.
2. **Medical consideration:** Attendance policy take into account genuine reasons for absence, such as medical issues. Students are required to provide valid medical certificate or other acceptable proofs. The participation of students in co-curricular and extracurricular activities will be considered as exemption for attendance on producing the required documents against it.
3. **Consequences of Low Attendance:** If a student's attendance falls below the required percentage, they might face consequences such as detaining from the examination, penalty or submitting assignments against it.
 - i. Attendance record will be shared with students on weekly basis
 - ii. The defaulter list will be displayed on monthly basis on notice board / digital display to highlight the defaulter students.
 - iii. Defaulter students will have to meet their respective faculties of the subject every month.

Approved By:



Director, VESIM





Vivekanand Education Society Institute of Management Studies & Research

Vivekanand Education Society Institute of Management Studies & Research
(A* Grade awarded by DTE Govt. of Maharashtra, Affiliated to University of Mumbai & Approved by AICTE)

Vivekanand Education Society Institute of Management Studies and Research
STUDENT DISCIPLINE POLICY

Reference No:	Ref/Pol/DC/02/2020-2021	
Date of Issue:	30 th June 2021	
Discipline Committee Members	Prof. Swapnil Kshirsagar, Secretary Dr. Seema Sant, Member Dr. Satish Billewar, Member Ms. Geeta Iyer, Member Prof. Repak Srinivas, Invited Member Prof. Bhavna Raina, Invited Member Dr. Ravi Jeswani, Invited Member Mr. Sunil Madnani, Invited Member Mr. Vivek Prabhu, Invited Member	Signature: Signature: Signature: Signature: Signature: Signature: Signature: Signature: Signature:
Compiled by:	Dr. Kavita Kanabar, Chairperson	Signature:
Recommended by:	Dr. Pradip Mitra, IAQC Member	Signature:
Checked by:	Dr. Sandeep Bhardwaj, Member & Dean Academics	Signature:
Verified by:	Mr. Vivek Prabhu, I/C Registrar	Signature:
Approved by:	Dr. Satish Modh, Director	Signature:

Vesim Business School
Hashu Advani Memorial Complex, Collector's Colony, Chembur, Mumbai - 400 074, INDIA. Tel.: +91 22 6789 3000
Email : satish.modh@ves.ac.in • Website : www.vesim.ves.ac.in



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Verified by:	Mr. Vivek Prabhu, I/C Registrar	Signature:
Approved by:	Dr. Satish Modh, Director	Signature:



STUDENT DISCIPLINE POLICY

Introduction:

This policy indicates rules of discipline and proper conduct for all the students enrolled with Vivekanand Education Society Institute of Management Studies and Research, for pursuing varied courses. Any breach of discipline and misconduct of the student in campus or outside campus shall fall under purview of this policy.

Objective:

The discipline policy intends to achieve the following objectives:

- To formulate clear rules and regulations and familiarize to the students.
- To maintain uniformity, consistency, and fairness in addressing disciplinary issues.
- To create safe, supportive, and conducive learning environment.
- Aim at high expectations in academic with zero occurrence of indiscipline in the Institute.

Procedural Fairness:

Students have a right to procedural fairness in dealings that involve their interests. This includes disciplinary decisions. The principles of procedural fairness include the right to:

- know what the rules are, and what behaviour is expected of students.
- have decisions determined by a reasonable and unbiased committee members.
- know the allegations that have been made, and to respond to them.
- be heard before a decision is made (but not so as to delay an immediate punishment)

Discipline Rules:

1. Any student of VESIM, if found to be a part of any anti-national actions or any activities that are not in accordance with the laws laid down by the government or are contrary to the prevailing laws of the country or the behaviour is not in accordance with the disciplinary rules and regulations, is liable to be expelled, without any issued notice, by the Director of the Institute.

2. Any statement made by a candidate/student in an application form or any other document with respect to admission, at any time, if found incorrect or false and if any wilful suppression of facts is established, the admission of the said candidate/student would be cancelled immediately. The fees will be forfeited and if deemed necessary, maybe expelled from the institution by the Director. In such matters the decision made by Director of Technical Education, Maharashtra State, Mumbai will be final and mandatory to be followed by all concerned.

3. Code of conduct mentioned in the Admission Prospectus, ARA Admission Brochure, University, DTE and AICTE General code of conduct shall also be applicable to the students, and students need to adhere to it and shall submit the necessary undertakings as per the stated requirements.

4. Institute authorities, **under no circumstances** shall accept any liability of an accident in which a student is involved during his/her stay in the hostel or institute or on educational tour/visit. Students are therefore, cautioned to conduct themselves in a careful manner wherever they are.

5. All students admitted to the institute and hostel are subject to the discipline and control of the institute authorities, Vivekanand Education Society Trust (VES) and the regulatory authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the institute, VES trust and regulatory authorities.

6. Student ragging in the institute/campus:

- Institute strictly forbids and prohibits any form of Ragging in the Institute and in the campus. Nevertheless, if any student is found indulging or being a part of ragging, then the student is liable to be punished according to the laws and rules issued by the regulatory authorities which may include expulsion from the institute.
- Anti-Ragging Committee would be responsible for investigating and finalizing the decision on the matter.

7. Return of Sports items:

- Students have to return all the sports item taken by them, as per the Institute's SWC Policy.

8. Consuming or processing any alcoholic or tobacco related products:

- Any student indulging in any of the above-mentioned activities will be considered as inappropriate behaviour.
- The student would not be allowed to attend any lectures for entire one week.
- The student's parent/guardian would be informed about the same and they would be called to the institute to meet the relevant authorities.

9. Improper behaviour outside the Campus:

- If any student indulges in any inappropriate behaviour, observed outside the campus and if any such behaviour is reported to the institute, then only the institute will take the required disciplinary action against the student as per the severity of the misdemeanour.
- This will also affect the character certificate issued by the institute.
- The student will also be barred from any activities conducted by the Institute related to the placement of the students.

10. Damaging or defacing any property of the institute:

- Students are required to show due regard to the property of the institute.
- Any student found guilty of defacing or damaging property like doors, windows, furniture, equipment, fixtures, books, buildings, vehicles, tampering with fire

extinguishers, littering in the campus, etc. of the institute or hostel or library or IT labs, shall be liable for penal action and expulsion from the institute.

- The charges of the damages would be deducted from the caution money deposited by the student, during his admission in the institute.
- The student has to bear the charges if the repair/replacement charges exceed the deposited caution money.
- The final marksheet and degree certificate would not be issued to the student till the clearance of all the dues.
- The student's parents/guardian would also be informed about the same and called to institute to meet the relevant authorities.

11. Not wearing I-Cards in the Campus/Institute building/Library/IT labs:

- It is mandatory for all students of VESIM to wear their Identity cards while they are present in campus and in the institute.
- All students shall carry their identity cards and shall produce them whenever called for by the authorities.
- Random checking would be done by the Disciplinary Committee Members for implementation of the same and the defaulter students would be initially given verbal warnings.
- After receiving two such incidents of verbal warnings, the student's parents/guardian would be informed and would be called to the institute to meet the relevant authorities.

12. Non-Adherence to the Dress Code:

- Students are required to wear smart casuals for classroom purposes (Half pants, Skirts, Sleeveless T-shirts, Bathroom slippers are not allowed).
- For all formal functions of the Institute, including seminars, workshops and conferences, students are required to dress in formals preferably in Institute blazer, Tie/ Cravat.
- Students should not wear slippers, floaters or other casual footwear in the institute.
- Students should not wear three-fourths, shorts, or caprice in the institute.
- Girls should not wear spaghettis, sleeveless T-shirts, skirts, racerbacks, and halter tops in the institute.
- Initially verbal warning would be given to the students not adhering to the dress code and after receiving two such verbal warnings, the student's parents/guardian would be informed and called to the institute to meet relevant authorities.

13. Inappropriate behaviour with Faculty / Staff Member (Regular/ Contractual) of VESIM:

- The institute has Zero Tolerance policy on inappropriate behaviour with any member of the institute. It also includes all acts of violence resulting in serious injury or police case. It also encompasses any disruptive activity in a classroom or in an event sponsored by the Institute.
- Any student or employee indulging in the same will be immediately suspended from the institute.
- The duration of the suspension would be decided looking at the gravity of situation by the Disciplinary Committee Members. However in case of any deadlock, Director of

the institute would be involved in the matter and his decision would stand as final and binding.

14. Non-Adherence to Language Policy:

- The institute disapproves of and will not tolerate language, which is abusive, derogatory to any group or individual on the basis of sex, religion, national origin, physical handicap, ethnicity or any other classification or the use of foul language.
- Students shall not use abusive, derogatory, or foul language at institute or in campus or at any institute sponsored event.
- Students shall abide by this policy.
- Any person who has a complaint regarding the use of abusive, derogatory, or foul language by students, can bring the matter to the attention of the Discipline Committee, which shall investigate all complaints in this regard and will endeavour to handle these matters expeditiously in a professional manner so as to protect the offended individual.
- Violation of this policy will lead to immediate suspension of the student from the Institute.
- The severity of the punishment would be decided looking at the gravity of situation by the Disciplinary Committee Members. However in case of any deadlock, Director of the institute would be involved in the matter and his decision would stand as final and binding.
- Retaliation against any person who brings to the attention of the Director or Registrar or Discipline Committee, a complaint regarding the use of abusive, derogatory, or foul language or who assists in investigating charges thereof is prohibited. No person shall be adversely affected, discriminated against, or punished for bringing a valid complaint regarding the use of abusive, derogatory, or foul language.

15. Using Cell phone in the Classroom lecture without the permission of the faculty-in-charge:

- The use of mobile phone in the classroom will be dependent on the permission given by the faculty-in-charge.
- In case of unauthorized usage, the mobile phone would be confiscated by the faculty-in-charge. After the completion of the lecture, the respective faculty will return back the phone to the student with verbal warning.
- After two such verbal warnings, the matter would be reported to the Disciplinary Committee, who will take appropriate action by informing the student's parents/guardian and calling them to the institute to meet relevant authorities.

16. Mass- Bunking of Classes/lectures:

- Mass- Bunking of any class or lecture is not allowed in the institute.
- If the students are observed to be mass-bunking the lectures, then the students would not be allowed to attend any lecture in the institute for one week and the student's parents/guardian would be intimated of the same and would be called to the institute to meet relevant authorities.

17. Loitering around the corridors and making noise, especially disturbing other lectures:

- The student/s deemed responsible for disturbance would be asked to do additional project/assignment and submit the same to Chairperson-Discipline Committee.

18. Audio or video recording of classes and colleagues/Institute staff & faculty member without prior permission:

- Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff in the institute/IT labs/Library/Campus, without prior permission.
- The students deemed responsible for disturbance would be asked to do additional project/assignment and submit the same to Chairperson-Discipline Committee.
- The incident would also be informed to the student's parents/guardian and would be called to the institute to meet relevant authorities.

19. Speaking on the mobile phones in Library/IT labs and not maintaining silence in the library/IT labs:

- Strict silence, decorum and discipline must be maintained in the library and IT labs.
- Hence the use of mobile phones in the Library is strictly prohibited. If required, the mobile phones can either be switched off or set to silent ring mode.
- In case, any student does not follow the above-mentioned protocol, the mobile phone would be taken by the librarian.
- After receiving a written apology from the student, the librarian would return the phone back to the student.

20. Group Discussions in library/IT labs:

- Strict silence, decorum and discipline must be maintained in the library and IT labs, so that others are not disturbed.
- Hence the students forming a group, discussing loudly, and making their group presentations in the library or IT labs is strictly not prohibited.
- In case a student does not follow the rule, the students would not be allowed to use the library/IT labs and its facilities for that day. (The students can use either classrooms or garden or lounges or sports room or canteen for their group discussions and making presentations.)

21. Smoking, Consuming Food and Beverages (with the exception of bottled drinking water) is not allowed in the library and IT labs. Usage of audio equipment is prohibited in the Library and IT labs, excepting through earplugs; Photography, filming, videotaping, and audiotaping is not allowed in the Library and IT labs. Using data of Library or IT labs for consultancy or commercial services without suitable permissions is strictly prohibited.

- The students found violating these rules would not be allowed to use the library or IT labs, as the case maybe, for that semester.

22. Unauthorised removal of any material from the Library/Classroom/IT Labs:

- Removal of any material from the library/Classroom/IT labs without permission will be deemed as **THEFT**.
- The responsible student would have to pay for the damage caused.
- The charges of the damages would be deducted from the caution money deposited by the student, during his admission in the institute.
- The student has to bear the charges if the repair/replacement charges exceed the deposited caution money.
- The final marksheet for the ongoing semester would not be issued to the student till the clearance of all the dues.
- The student would also not be allowed to use the library or IT labs, as the case maybe, for that semester.
- Student's parents/guardian would be informed and called to the institute to meet the relevant authorities.

23. Fines or charges of the students are long overdue or outstanding:

- Any student with overdue/outstanding dues would not be allowed to use the library and IT labs for that semester.
- Student's book borrowing rights would be withdrawn and passwords for accessing any electronic services withheld and student would not be given entry in the IT labs, until such time as those fines are paid.
- The final marksheet for the ongoing semester would also not be issued to the student till the clearance of all the dues.
- Student's parents/guardian would be informed and called to the institute to meet the relevant authorities.

24. Entering IT labs and Library without Identity Cards in the IT labs/Library:

- Entry of the students in the IT labs/Library is strictly through Identity Card and will be monitored by the Institute.
- It would be compulsory for all students of VESIM to wear their Identity cards whilst entering the library and IT labs.
- Random checking would be done by the Disciplinary Committee Members to implement the same. Defaulters would be initially given verbal warnings.
- After two such verbal warnings, student's parents/guardian would be informed to ensure that the student does not come to the institute/library/IT lab/Campus without identity card.

25. Usage of VESIM computing facilities for students' Commercial gain/ Hacking, Accessing, Copying, Deleting or Amending or Attempting to change the computer account, information or resources of another user or of a system administrator /Deliberately introducing any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility/Unauthorised access to facilities via Lan or Wi-Fi / Viewing Pornographic material, is STRICTLY PROHIBITED.

- Students are expected to co-operate in ensuring a virus free environment in the computer system.

- If any student found guilty, the student's parents/guardian would be called to the institute and a strict action would be taken by Director, as per the ethical policy of the VES TRUST.

26. Unauthorized filming and photography of any person in the Computer Labs/Campus/Institute/Library, without the necessary permission, is STRICTLY PROHIBITED.

- If any student found guilty, the student's parents/guardian would be called to the institute and a strict action would be taken by Director, as per the ethical policy of the VES TRUST.

27. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

- If any student found guilty, the student's parents/guardian would be called to the institute and a strict action would be taken by Director, as per the ethical policy of the VES TRUST.

28. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

- If any student found guilty, the student's parents/guardian would be called to the institute and a strict action would be taken by Director, as per the ethical policy of the VES TRUST.

29. Social Media Policy:

29.1 Introduction:

- Despite the opportunities presented by social media, there are risks. Social media allows individuals to communicate with a potentially huge audience, and sometimes its informality can encourage us to be less cautious than we would be using other more traditional methods of communication and interaction.
- This policy also covers cyber bullying and misuse of official accounts.
- This policy is for students and provides information on the appropriate use of social media when connected, or linked in some way, to their status as a member of the institute, or when directly or indirectly referencing the institute in any way.

29.2 Scope :

- For the purpose of this policy, the term 'Social Media' is used to describe channels dedicated to community-based input, interactions, content sharing and collaboration. Websites and applications dedicated to forums, microblogging, social networking, social bookmarking, social curation, and wikis are among the different types of social media.

- They currently include, but are not limited to, Facebook (and Messenger), Instagram, WhatsApp, Snapchat, Twitter, LinkedIn, Reddit, Pinterest, and Google+, Google reviews, Quora.
- This policy applies to social media communications made both on public and private forums. While posts added to public forums can be seen by any member of the public from the date of publication, *students are asked to remember that posts added to private forums can also be shared publically by others.* There have been a number of high-profile cases where students across the country have been disciplined after offensive comments, made on private messaging services such as WhatsApp, were captured and subsequently shared. *With this in mind, students should remember that action can be taken by the institute if behaviour failing to meet policy guidelines is identified either publically or privately.*

29.3 .1 Students are **personally responsible** for what they communicate on or through social media and they must adhere to the standards of behaviour set out in this policy.

29.3.2 Use of social media must not infringe on the rights, or privacy, of other students or faculty and staff members of the institute. Students must not make ill-considered comments or judgements about other students, staff, faculty or third parties.

29.3.3 The following non-exhaustive list is considered to be of an unacceptable nature and should never be posted:

- Confidential information (which may include research not yet in the public domain, information about fellow students or staff or personal matters, non-public or not yet approved documents or information).
- Details of complaints/potential complaints and/or legal proceedings/potential legal proceedings involving the Institute, VES Trust and any regulatory authority.
- Personal information about another individual, including contact information, without their express permission.
- Comments posted using fake accounts, made-up names or using another person's name without their consent.
- Inappropriate material, including images, that is, or may be perceived to be threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual, group, or entity .
- Any other posting that constitutes, or may constitute, a criminal offence.
- Anything which may bring the Institute into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff and those connected with the Institute.
- And any other details / information which is the subject matter of Social media policy from time to time.

29.4. Cyber bullying:

29.4.1 The Institute will not accept any form of bullying or harassment by or of members of Institute, students, or stakeholders.

29.4.2 The following non-exhaustive list of examples illustrate the types of behaviour, displayed through social media, which the Institute considers to be forms of cyber bullying:

- Maliciously, negligently, or recklessly spreading rumours, lies or gossip by the way of SMS, Mail etc.,
- Intimidating or aggressive behaviour, as perceived by those viewing the social media.
- Offensive or threatening comments or content, as perceived by those viewing the social media, and also propagation through Social media.
- Posting comments/photos etc. deliberately, negligently, or recklessly mocking an individual with the potential to harass or humiliate them, as perceived by those viewing the social media.
- Posting by Morphing / Animation / Photo editing and impersonality by visible contents and through Audio.

29.4.3 Cyber bullying may also take place via other means of electronic communication such as email, text or instant messaging. Not only posting content on social media accounts according to the above-mentioned guidelines that deem them inappropriate, also **liking or forwarding** circulating such content will also be considered as support and draw the same kind of disciplinary action.

29.5 Use of Official Accounts:

- Some students may contribute to the Institute's official social media activities as part of their role, for example taking over the twitter or Instagram accounts, logging, writing blogs or running an official Twitter account. Students should be aware that while contributing to the Institute's social media activities, they are representing the Institute.
- Misuse of official Institute accounts may lead to suspension and, following a disciplinary committee, may lead to expulsion; students will not be eligible for re-admission to the Institute at any time in the future.

29.6. Breach of any of the above rules related to Social Media Policy, may require the student to remove internet or social media posts. Failure to comply with such a request may result in further disciplinary action.

30. The Parents / Guardians of the students are expected to see that their Wards should adhere the rules & regulations of the Institute.

31. Being a professional institute and with students who are adults (eligible to exercise their adult franchise); we expect a high standard of discipline with emphasis on self-discipline. It would be pragmatic to implement rules and regulations of the institute enforced by Ordinances through self-discipline.

Procedure to handle complaints:

1. Confidentiality would be maintained by the Discipline Committee in its entire process.
2. Any employee/staff member/student can lodge a complaint by sending an email or writing an official letter to:
 - Chairperson of the Discipline Committee
 - Registrar of the Institute
 - Director of the Institute
3. The complaints can be submitted either by writing an official letter or by sending email.
4. Registrar and Director would forward any complaint related to Discipline Committee, directly received by them, to the chairperson of the Discipline Committee.
5. Discipline Committee shall assemble within 48 hours of receiving the complaints, hear all parties concerned in the case and submit its report to the Registrar within 14 days. Wherever Discipline Committee is not able to submit the report within the stipulated period, an extension may be obtained by the Registrar writing after providing sufficient reason for such delay. *However, such delay will not cross maximum four weeks.*
6. The complainant shall be notified of the receipt of the complaint and date of the inquiry by the chairperson, Discipline Committee through a confidential note/email.
7. The Discipline Committee shall have the power to summon any faculty, staff, and student at the institute, as the case may be, to render whatever assistance needed to conduct inquiries on matters pertaining to the case. A strict action would be done against the student/employee who does not so comply. The employee/ student shall be provided with relevant documents or extracts which have been used to frame charges against him/her.
8. The Discipline Committee after finalizing its recommendations shall submit its report to Registrar giving reasons for such findings and the verdict. The Registrar shall submit the report with his comments to Director. Director would be the final authority to decide on the penalty to be imposed on the student/s.

Award of Punishment:

Based upon the submission of written report to the Director through Registrar, award of the punishment shall be conveyed to the students by the Registrar's office.

In case of grave cases of indiscipline, where major punishments have been specified by the Discipline Committee and also approved by the Director, the Registrar office shall call the respective student/s along with their parents/guardians to the institute. Registrar shall inform them in person about the complaint received against the student/s, investigation done by the discipline committee and the final decision taken by the Institute. The letter would also be issued to them by the Registrar's office.

In addition to the above, regarding grave cases of indiscipline where major punishments are contemplated, the accused students would be served a time bound '**Show Cause Notice**' as to why disciplinary action should not be taken against him/her. In this continuation, student's parents or guardians may also be called for the meeting. On the completion of the investigation, punishment may be imposed, or suspension ordered earlier may be revoked (as the case may be) and the same shall be notified by the Registrar Office. The copy of the notification shall be dispatched to the parents (for not so grave cases) and a copy of the same shall be maintained by Chairperson of Discipline Committee and Registrar's office in their respective files.

Right to Appeal:

If the student/employee is aggrieved by the imposition of any of the aforementioned penalties/punishment, he/she may appeal directly to Director. The punished student/employee shall submit their appeal to the Director who may decide the case on one of the following:

1. To accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments stipulated in the policy which commensurate with the gravity of the proved misconduct, Or.
2. To refer the case back to the committee for reconsideration
3. To refer to the specially constitute committee appointed by Director.

The Director Shall be the final authority to take the decisions in such cases and his order shall be final and binding.

However, in any exceptional case if the Director is of the opinion, he may refer/discuss the case with the Registrar and Dean-Academics, for remission/mitigating the awarded punishment.

X----X----X

VESIM
A.Y. 2022 – 2023

2.1.3 Effective Governance Indicators (20)

2.1.3.1 Grievance Redressal Mechanism (5) (5)

The grievances regarding HR linked personal issues can be taken up with the Director who will try to settle the matter after giving hearing to the applicant. All grievances related to other matters should be taken up with the Dean who will address the issue by giving hearing to the applicant. If the applicant is not satisfied with the decision in the matter given by the dean, he may approach to the Director for redressal of grievance. The decision of the Director will be final and binding.

VESIMSR

INSTITUTE LEVEL GRIEVANCE REDRESSAL COMMITTEE

2022 - 2023

[Grievance Redressal Mechanism]

Functions and Procedure

Reference: - 1) Govt. of India Gazette No.: REGD. No. DL 33004/99 dated 25th February 2012
2) AICTE Notification No.: 1-101/DPG/AICTE/Ombudsman/2012 dated 09th July 2012.
3) Mumbai University Circular No.: CONCOL/GC/22/2014 dated 02nd January 2014.

Formation of the Committees and necessary Compliance:

With reference and furtherance to comply in the above referred Circulars / Notification, the **Institute Level Grievance Redressal Committee** comprises of 8 members. We have this Grievance Redressal Committee since 2012.

As per the above Notification / Gazette dated 25th February 2012, the information of the formation of committee has been already submitted to Vice Chancellor, University of Mumbai on 08th February 2013, vide our letter no. VESIMSR/481/2013 dated 08th February 2013, for the information and necessary action at university end.

We have already displayed this detail information / committee (Including member names, their designation, contact no. & email ID) on the notice board and website of the Institute. Every year we have been publishing this **Committee / Information** in the prospectus of the MMS Course.

The Aims and Objectives of the Grievance Redressal Committee: -

The Grievance Redressal Committee (GRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non- academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated academic and non-academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated time.

Objectives:

The Grievance Redressal Committee has been developed to settle the grievances of the Students and other stakeholders within a stipulated period of time for further strengthening the bond of the Students with the Institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience for the academic teaching and learning. The Composition of the Grievance Redressal Committee is as follows: -



Sr. No.	Name of the Committee Member	Designation	Designation in the Committee
1.	Dr. Satish Modh	Director	President
2.	Dr. Kavita Kanabar	Associate Professor	Chair Person
3.	Dr. Shrinivas Repak	Assistant Professor	Member Secretary
4.	Shri. Vivek Prabhu	Registrar	Member
5.	Mrs. Akshata Rane	Dy. Registrar - Administration	Member
6.	Mrs. Geeta Iyer	Librarian	Member
7.	Mrs. Shweta Malap	Controller of Examinations	Member
8.	Dr. Sandeep Bhardwaj	Professor & Dean - Academics	Invitee

Functions of the Committees :

The above committee is a mandatory provision by University and AICTE. Accordingly, this Institute Level Committee is for hearing, settling and redressing of the grievances, if any, of the students, staff and faculty members.

- I) As per the provisions of this Notifications the institute should give hearing and discuss such grievances by the Institute Level Grievance Committee and resolve the grievances. The proceedings in the respect of this are to be maintained by the respective Institute.
- II) In a situation, where no settlement is arrived at or the grievance is not resolved, then, the Principal / Director should forward the same to the Registrar, University of Mumbai along with the entire record of the proceedings and the documents therein (to be annexed along with the report) within 3 weeks. The complainant may also send the papers in advance as an advance copy.

As per the requirement of the above notification, there is already university “**Grievance Redressal Committee**” of Mumbai University which is taking care of the appeal (If the complainant is not satisfied) by the staff and faculty on /against the decisions given by the above **Institute Level Committee**.

Procedure and Stages of the complaint Hearing & Disposals (In the Offline System) :

In order to comply and as per the VES Letter dated 24th February 2012 in this regard there is an **Institute Level Local Committee (Disciplinary Committee)** comparing of Head of the Institute and two senior members from faculty, one or two member from Staff and the Registrar.

Lodging Complaint to Disciplinary Committee:-

Stage - I :- Employee who have some grievance, will fill the form and handover the complaint to the Registrar or the Head of the Institute (Director)

Stage - II :- Grievance will be heard inquired and discussed by the Director and the **Local Disciplinary Committee** members within a week time or maximum in 2 weeks’ time as per the nature of complaint.

Stage - III :- Principal will send the report of the Local Disciplinary Committee to the Secretary of the VES Trust office for the information and records.



Lodging Complaint to the Institute Level Grievance Redressal Committee :-

Stage - IV :- The employee, if not satisfied with the decision of this Local Disciplinary Committee, he / she may register his / her complaint / representation with the **“Institute Level Grievance Redressal Committee”** by addressing the application to the Secretary, Vivekanand Education Society for further actions.

Lodging Complaint Appeal to the University Level Grievance Redressal Committee :-

Stage - V :- In case, if the employee is still not satisfied with the decisions of the **Institute Level Grievance Redressal Committee** then he/she may make an appeal against this decisions to **the Registrar & Member Secretary, Grievances Cell, University of Mumbai, Fort, Mumbai – 400032.**

Role of the Sub Committees / Dispensary Committees in Grievance Redressal System :

Simultaneously following committees are also available / and inforce as per the Mumbai University, UGC, AICTE and Directorate of Technical Education, Maharashtra State directives. The duties and responsibilities and functioning of these committee have been laid down by the regulatory authorities.

- 1) Student Discipline Committee
- 2) Anti Ragging Committee
- 3) Woman Development Cell
- 4) SC - ST Welfare Committee (Advisory Committee)
- 5) Online Caste-based Discrimination Prevention Portal
- 6) Admission Committee
- 7) Local Enquiry Committee (Case to Case)

These committees are also active and functioning independently in their respective areas for the respective issues and playing important role in hearing and addressing the issues and complaints representations of the students, staff and faculty. Reports of the committee shall be submitted to the Director/ Management for the decision and necessary action.

In case if, the complainant is not satisfied on the decisions of these Sub Committees, then also he/she can/shall lodge his/her complaint as above to **“Institute Level Grievance Redressal Committee”**.

Online Grievance Redressal Mechanism :

The Ministry of Human Resource Development (MHRD), Government of India has emphasized that there is a need of structured mechanism for online registration as well as disposal of the grievances of the students/ faculty/ stakeholders in every AICTE approved Institution.

As per this AICTE New Notification No.1-101/DPG/AICTE/Regulation/2017 dated 20th February 2017, AICTE has made this mandatory directive to install and implement the **Online Grievance Redressal Mechanism.**

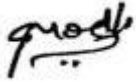
In view of the above, all the Institutions were informed vide AICTE Notification No. 1-101/DPG/AICTE/Regulation/2017 dated 20th February 2017 to urgently put in place the online mechanism.

Compliance :

Accordingly we have purchased and installed the **Edu Grievance Redressal Software** [Online Grievance Redressal System] as per the directives in this notification.

As per this new notification, each AICTE approved Technical Institution should be able to receive and dispose of the grievances **Online**.

Therefore, URL of the Online Grievance Redressal Portal names, contact nos. and email ID's of the members of the Grievance Committee are made available on the website of the Institute to ensure the speedy redressal of the grievances.



Director , VESIM



VESIM POLICY

on

SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL)

Prepared By:

Dr. Bhavna Raina

Dr. Seema Sant



Approved By:

A handwritten signature in blue ink, appearing to read "Satish Modh".

Dr. Satish Modh

(Director – VESIM)

POLICY STATEMENT

VESIM is committed towards maintaining and nurturing a safe and healthy workplace for the members of the institute community. The present policy seeks to ensure an academic work environment free of sexual harassment of any sort and is designed to meet the legal requirements under 'the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' read with *University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015*. The present Policy will only be interpreted in addition to and in light of the Act and UGC Regulations and is required to clarify the ambiguity, if any.

Since the incidents of sexual harassment violate the fundamental rights and freedoms and deny or limit an individual's ability to participate in or benefit from Institute's programmes or activities, VESIM reiterates its commitment to provide non-discriminatory educational and work environment. The Institute by organizing orientation programs, workshops, seminars or conferences is mandated to provide awareness and gender sensitisation. It is the Policy of the Institute to prevent incidents of sexual harassment at workplace, to encourage reporting of the incidents, if any and to provide for prompt redressal for such incidents with the help of equitable and speedy investigation.



1. SCOPE:

The Policy shall apply to all students, faculty, staff or employee of VESIM, or third parties whenever the misconduct occurs, in connection with Institute activity or routine teaching or administrative work or programme organized by VESIM on VESIM Campus or off VESIM Campus and/or related to the conduct, which may have the effect of creating an intimidating or offensive or hostile work environment for one or more member(s) of the Institute community.

2. DEFINITIONS –

1) Following terms may be defined as follows:

- i. 'Complainant' shall mean any person alleging an incident of sexual harassment, or on whose behalf such complaint has been filed;
- ii. 'Internal Complaints Committee' is the Committee constituted by the Competent Authority to look into the incidents of sexual harassment at VESIM Campus
- iii. 'VESIM' refers to Vivekanand Education Society's Institute of Management Studies & Research
- iv. 'VESIM campus' shall be deemed to include the premises of the Institute;
- v. 'VESIM community' shall include students, faculty, staff of the University
- vi. 'Respondent' shall mean any person against whom a complaint of sexual harassment has been filed;
- vii. 'Sexual Harassment' means and includes any unwelcome conduct, verbal, physical, textual, electronic, visual or graphic actor threat of a sexual nature, and shall include
 - a) any physical contact or advance;
 - b) any advances, demands or requests for sexual favour;
 - c) sexually coloured communication that is targeted at a particular person and leads to humiliation or harassment;
 - d) sexually explicit content or gestures;
 - e) showing pornography;
 - f) any single or repeated sexually determined behaviour or conduct that creates intimidating or a hostile work environment;
- viii. 'Third party' refers to any person who is not part of the VESIM community.
- ix. Staff or employee of VESIM shall mean anyone employed by VESIM in any of the offices including full-time, part-time, temporary, contractual or casual staff, researchers, trainees and consultants.



- 1) **Prohibition of Sexual Harassment**– All instances of sexual harassment at workplace are prohibited and shall be dealt as per the Act, UGC Regulations and this Policy.
- 2) **Constitution of the Internal Complaints Committee (ICC)** – The Director shall, by an order in writing, constitute a Committee to be called as Internal Complaints Committee (ICC hereinafter).
 - i. The Committee shall consist of the following members to be nominated by the Director:
 - a) a Presiding Officer/Chairperson who shall be a senior level woman faculty member
 - b) two members out of the faculty members who have legal knowledge or expertise in the subject
 - c) two members out of the staff/non-teaching employees who have knowledge or experience in the subject
 - d) one or two external member(s) familiar with the issues of sexual harassment from governmental/semi-governmental or non-governmental organization
 - e) three student representatives
 - ii. In case, a particular dispute relates to faculty, representatives from non-teaching employees and students will not be the part of ICC during the resolution of complaint or during inquiry proceedings
 - iii. In a dispute relating to non-teaching employees, representatives from students will not be the part of ICC during the resolution of complaint or during inquiry proceedings
 - iv. One member from faculty may be nominated by the Director, if required
 - v. At least half of the members of the ICC shall be women.



- 3) **Who can file the complaint-** Any women either a member of VESIM community or visitor to VESIM may make, in writing (as per the Format given in Annexure-A), a complaint of sexual harassment at workplace to the ICC.

Provided that if the complainant is unable to submit the complaint in writing by herself or himself, the ICC may allow any other person to file a complaint on her behalf if it considers it reasonable and appropriate.

4) Filing of Complaint –

- 1) The complainant shall file a complaint in writing before ICC in the given format at the earliest point of time or within 3 months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incidents. The ICC, for the reasons to be recorded in writing, may extend the time limit not exceeding three months.
- 2) The complaint may be given by hand or by post to the Presiding Officer/Chairperson of ICC
- 3) If complaint has been filed online, hard copy of the same must reach to the office of ICC within 7 working days.
- 4) ICC shall extend all reasonable assistance to the aggrieved person for making the complaint in writing, if required.
- 5) The complaint should be specific and shall include the list of witnesses, if any.
- 6) Before initiating the inquiry, the ICC at the request of the complainant, may take steps to settle the matter between the complainant and the respondent.

5) Inquiry into the complaint –

- 1) On accepting the complaint, the ICC shall send notice to the respondent within 7 working days along with a copy of the complaint.
- 2) The respondent shall reply to the complaint in writing, along with a list of witnesses, if any, within 10 working days from the date of receiving the notice.



- 3) Meanwhile the complainant may be called and heard by ICC and a hand-written statement may be taken on record.
- 4) On receipt of the reply of the respondent, the ICC shall provide a copy of the same to the complainant within 5 working days.
- 5) ICC shall comply with the basic principles of natural justice with regard to both/all the parties to the complaint during the inquiry proceedings.
- 6) ICC may ask any of the parties to the complaint and the witnesses not to bring mobile phones or recorders during the deposition or proceedings, to maintain and ensure confidentiality.
- 7) ICC may try to settle the matter between the parties through conciliation, subject to the request made by the complainant.
- 8) The ICC should take steps to ensure that the complainant and the respondent are not put in a position where they may be face to face, unless it is deemed absolutely necessary and the complainant assents to the same.
- 9) The ICC, if it so requires, may at any time, call upon any person to be a witness, and may ask any questions as it deems necessary to such a witness and record their statements on oath.
- 10) If the complainant or respondent desires to cross-examine any witness(s), ICC may have to facilitate the same and records the statement(s).
- 11) No copy of any of the documents pertaining to either party be handed over to anyone except the parties, to maintain confidentiality required in the proceedings.
- 12) All notes, statements and documents are to be kept strictly confidential. Members shall be given the documents for perusal during the inquiry meetings.
- 13) All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statements of witnesses shall be endorsed and authenticated by the persons concerned as well as by the members of ICC present in that meeting.
- 14) Minutes of the proceedings may preferably be prepared and authenticated on the same day as far as possible or under exceptional circumstances may be



prepared the very next day and got signed by circulation either through hard or soft copy according to the availability of members.

- 15) Written notes may be taken while listening to the parties or the witnesses.
- 16) After the completion of the inquiry, the ICC shall submit a detailed report of its findings, along with reasons to the Competent Authority.
- 17) If the ICC finds the respondent guilty of sexual harassment, it shall recommend the nature of remedial action to be taken against the respondent.
- 18) The ICC shall conclude its proceedings and submit its report to the Competent Authority along with copy of the report to the complainant as well as respondent.
- 19) The ICC, where the respondent is member of the Institute community, shall proceed to take action as per the service rules or the regulations whichever is applicable.
- 20) Due caution must be taken while dealing with the complaints of sexual harassment as this is not like any other type of dispute. Complainants may be embarrassed and distressed, therefore to build confidence, hearings and proceedings during the resolution must be held in a closed place.
- 21) Both the parties while given opportunity of hearing must also give their hand-written statements in their own words before ICC. If any/all of the parties find it difficult to read or write, due assistance may be provided, keeping in mind the confidentiality of the proceedings.
- 22) Care is taken to prevent any disadvantage to or victimization of either the complainant or to the respondent.
- 23) It must be ensured that victim(s) or witness(s) is not victimized or discriminated against while dealing with complaints of sexual harassments.
- 24) The inquiry may be terminated or an ex-parte decision may be given, if complainant or respondent is absent for 3 consecutive hearings, without reason. 15 days written notice may be given to the party, before termination or ex-parte order.
- 25) ICC must ensure that the identity of complainant as well as respondent is kept confidential.



6) **Interim Relief** –During pendency of the inquiry, on a written request made by the complainant, the committee may recommend to the employer to -

- a) Transfer the complainant or the respondent to any other department or section
- b) Grant leave to the aggrieved woman of maximum 3 months
- c) Prevent the respondent from assessing complainant's work performance or to transfer him/her to any other department or section
- d) Grant such other relief as may be appropriate

Once the recommendations of interim relief are implemented, the employer will inform the committee regarding the same

7) **Initiation of Action** –On the receipt of the inquiry report, the Competent Authority shall implement the decision of the ICC.

8) **Appeals** –

- 1) ICC shall have no jurisdiction to entertain any communication from any side, viz. the Complainant, Respondent or any of the witnesses after the submission of the Report. The ICC becomes '*functus officio*' after the submission of its decision on the complaint in hand. The Appeals Committee shall consist of the Vice Chancellor, a senior faculty member and an external member.
- 2) The Appeal may be filed within 90 days of the receipt of the decision of ICC.
- 3) The Appeals Committee may allow an appeal filed after the prescribed period by an order in writing if it is satisfied that there is a reasonable justification for the delay.



9) Confidentiality of Proceedings –

- a) The ICC as well as the Institute shall take appropriate measures to maintain confidentiality of the identity of both the parties.
- b) To ensure confidentiality of proceedings of the complaint, if any member is a witness/related of either party, he/she shall recuse from the inquiry.
- c) The identity of the complainant, respondent, witnesses and proceedings of ICC and its recommendations and the action taken by VESIM shall not be published, communicated or made known to the public, press or media in any manner.
- d) No legal practitioner will be allowed to represent either the complainant or the respondent in proceedings before the ICC.
- e) No decision under this Policy, except the final decision in form of Report of the Inquiry Committee or the Appellate Committee shall be made public.

10) Obligations of University Authorities-

The Institute shall perform the following obligations in order to ensure effective implementation of this Code:

- (1) forward all complaints of sexual harassment to the ICC.
- (2) provide all necessary facilities such as office space, computer, secretarial assistance etc. and other possible assistance to the ICC for smooth conduct of inquiry.
- (3) provide assistance to the complainant in accessing professional counselling and medical services, if required.
- (4) pay appropriate reasonable amount as honorarium along with travel allowance to the external member for attending the ICC meetings
- (5) monitor the timely submissions of the Report(s) by the ICC



11) Considerations while preparing Inquiry Report

While preparing the findings/recommendations, following are considered:

- a) Whether the language used (written or spoken), visual material or physical behavior alleged by the complainant was of sexual nature
- b) Whether the allegations or events follow logically and reasonably from the evidence
- c) Credibility and consistency in the statements of complainant, respondent and witnesses and evidences recorded
- d) Other similar facts etc. for e.g. if there have been any previous accounts of harassment pertaining to the complainant/respondent
- e) Other cases filed before any other agency/department and the result or report, whether having some basis or just to harass or humiliate or for some ulterior motive(s)
- f) Both parties have been given an opportunity of being heard
- g) A copy of the statements was made available to both parties enabling them to make representation against the findings.

12) Punishments for VESIM community members– The ICC may impose any or a combination of the following penalties for sexual harassment which shall be recorded on the permanent academic record of the respondent:

A. In case of students: Depending upon the severity of the violation of code of conduct, one or more than one punishment may be ordered for the erring student, out of the following:

- i. Warning, reprimand, or censure; oral or in writing
- ii. Withholding certain privileges from the students such as access to the library, scholarships, allowances, identity card
- iii. Revocation of hall ticket for any examination
- iv. Suspension from the Institute or restrict entry for a specified period
- v. Expulsion from the Institute or Hostel



- vi. Denial of readmission if serious offence
- vii. Public Apology in writing
- viii. Bar on representing the Institute in any conference, course, competition, academic, cultural, sports or otherwise, exchange program, or any other co-curricular or extra-curricular activities
- ix. Withholding of degree
- x. Mandatory counselling
- xi. Mandatory attendance in a gender-sensitization workshop
- xii. Mandatory performance of community service
- xiii. Disbarment from holding any position of responsibility within the Institute

B. In case of employee: In case the offence is proved against the respondent or it is found that the complaint was either frivolous or vexatious, action may be taken against anyone of them under the service rules or other rules, regulations, guidelines or Policy of VESIM. Some of which are as follows:

- i. May be censured or reprimanded or warned.
- ii. May be asked to give written apology.
- iii. May increment be withheld, or promotion deferred for specified period
- iv. Suspension
- v. Termination
- vi. Or any other appropriate action or disciplinary action as per service rules or any other rules applicable or as per the relevant Act or the UGC Regulations applicable

C. Penalties for Third Parties–

(1) The ICC may impose any or a combination of the following penalties for sexual harassment:

- i. Bar from entering the VESIM campus.
- ii. Withdrawal of certificate or reward for successful completion of or participation in any conference, seminar, program or competition organized by the Institute.
- iii. Warning or Reprimand in writing
- iv. Any other appropriate action as per the VESIM rules applicable

(2) ICC shall inform the Institution or Employer of the Third Party in such cases of the details of the complaint and the penalty imposed.



13) Annual Reports

The ICC shall prepare an Annual Report giving an account of the cases filed, if any and their disposal etc. and forward a copy thereof to the Director of VESIM.

14) False, Frivolous or Vexatious Complaints

Strict disciplinary action shall be taken by the Competent Authority in case if any complaint is proved to be false or found to be lacking seriousness or sound basis or/and intending to harass someone or filed to settle the score unrelated to complaint filed.

In case ICC arrives at a conclusion that the allegation(s) against the respondent has not proved, it may recommend to the Director that no action is required to be taken in this matter.



Annexure-A

Name of the Complainant:

Designation:

Qualification:

Contact Details

(complete postal address, mobile no., landline no., email id):

Name of the Employer:

Designation of the Employer:

Date & Time of Incident alleged:

Brief Details of the incident (s):

Name of the Respondent:

Power Relation with Respondent:

Designation of Respondent:

Employer of Respondent:

First reaction after/during the alleged Incident:

Representation/Complaint before any other agency:

If yes, brief details and copies:

List of Witnesses, if any:

Witnesses Designation, addresses, contact details:

Relationship with the witnesses, if any:

Any previous grievance/incident caused by Respondent:

If yes, give details:

Whether complaint within 3 months of incident:

If not, give reasons:

Complaint: Hand-written _____ Typed _____ Handed over _____
Mailed _____ Posted _____

Give details of mode of filing the complaint:

