



SHREE DEVI INSTITUTE OF TECHNOLOGY

A UNIT OF SHREE DEVI EDUCATION TRUST(R)

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Recognised by Govt. of Karnataka)



Criterion 5–Student Support and Progression

Key Indicator – 5.1 Student Support

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies*
- 2. Organisation wide awareness and undertakings on policies with zero tolerance*
- 3. Mechanisms for submission of online/offline students' grievances*
- 4. Timely redressal of the grievances through appropriate committees*

AIRPORT ROAD, KENJAR, MANGALORE, KARNATAKA-574142

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Statutory Regulations of SDIT

Sl. No.	Name	View Document
01	Anti-Ragging Policy	VIEW
02	Annexure Affidavit from student	VIEW
03	Grievances Redressal Policy	VIEW
03	Mentor Mentee Policy	VIEW
04	Internal Complaint Committee Policy	VIEW

Statutory Regulations of UGC

Sl. No.	Name	View Document
01	UGC Guidelines for Internal Complaint Committee	VIEW
02	UGC Guidelines for Anti Ragging Cell	VIEW
03	UGC Guidelines for Grievance-Redressal System	VIEW
04	UGC Guidelines for Prevention, Prohibition and Redressal of Sexual harassment of Women Employees and students in Higher Educational Institutions	VIEW

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Anti-Ragging Policy



Shree Devi Institute of Technology

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03/08/2018

ANTI RAGGING POLICY

Preamble

Shree Devi Institute of Technology maintains a strong stance against ragging, discriminatory behavior, and any actions that may cause discomfort to fellow students. Ragging is unequivocally prohibited and is considered a criminal offense under the Karnataka Educational Act of 1983 and as per the directives of the Honorable Supreme Court of India. The institution strictly adheres to the regulations outlined by UGC Regulations 2009 on Curbing the Menace of ragging in Higher Educational Institutions (HEI) set forth by the UGC. These measures are in place to prevent any instances of ragging within the campus, its vicinity and the hostels.

1.1 Objectives

- Establishing a secure, nurturing and healthy environment to foster the comprehensive development of each individual.
- Instilling values of respect and dignity for all members of the community.
- Ensuring unobstructed access to higher education and facilitating the pursuit of career aspirations.
- Applicability: This policy and its associated guidelines extend to all students who are enrolled in academic programs at Shree Devi Institute of Technology.

1.2 Scope

The policy and guidelines are applicable to all the students enrolled for the academic programmes at Shree Devi Institute of Technology.

1.3 Anti-ragging Committee

A dedicated Anti-ragging Committee will be established by the institute to oversee the adherence to UGC and Government directives for eradicating ragging. The committee's composition shall comprise:

- i) Director
- ii) Principal
- iii) HOD
- iv) Faculty coordinator
- v) Faculty Members
- vi) Hostel warden
- vii) Student Representatives



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1.4 Roles and Responsibilities

- 1.4.1 Disseminate information regarding ragging and its consequences through various orientation and sensitization programs.
- 1.4.2 Establish an anti-ragging squad responsible for monitoring the campus, hostels, cafeteria, and surrounding areas.
- 1.4.3 Implement proactive measures to prevent ragging incidents.
- 1.4.4 Publicize the consequences of ragging through circulars and the Institute's Code of Conduct that are uploaded in the Institute's website.
- 1.4.5 Address complaints related to ragging and associated inconveniences.

1.5 Definitions

- 1.5.1 **Ragging:** Any form of physical or mental abuse, including acts of bullying, exclusion, or harassment, directed at a fellow student (whether a fresher or not) based on factors such as color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence, or economic background.
- 1.5.2 **Zero Tolerance:** All acts of ragging, whether major or minor, will be taken seriously, and those involved will face appropriate consequences.
- 1.5.3 **Complainant:** A student enrolled in the institution, or a parent/guardian of the aggrieved party.
- 1.5.4 **Code of Conduct:** A Code of Conduct should be signed by the students during admission and any sort of defiance of the same will attract punishment, as per the regulations. The Code of Conduct will be countersigned by the parent of the respective student and the Director of the Institute in a Rs 20 stamp paper bond (Annexure VII)

1.6 Complaint Process

- 1.6.1 Any written complaint should be submitted to any member of the Anti-ragging Committee or the Institute's Management authorities.
- 1.6.2 Complaints can also be registered online through the college's official website quick link-Discrimination Complaint
- 1.6.3 The Anti-ragging Committee will conduct an impartial and thorough investigation and present its findings to the Director within seven working days.
- 1.6.4 If upon investigation, any student or alumni is found responsible for ragging, appropriate action will be determined by the Director in coordination with the Committee members.



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1.7 Penalties for Acts of Ragging

If the student is found guilty of ragging, he/she is liable for punishment according to clause of the Regulations, without prejudice to any other criminal action that may be taken against the student ward under any penal law or any law for the time being in force. Penalties for involvement in ragging or aiding in ragging shall include:

- Forfeiture of scholarship
- Disqualification from taking examinations
- Eviction from hostel premises
- Expulsion from the institution
- Initiation of criminal proceedings

Dr. K E Prakash

Director
Director

SHREE DEVI INSTITUTE OF TECHNOLOGY
MANGALORE



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Annexure – I\ II

Joint Affidavit of the Student



കേരളം കേരള KERALA

CD 691661

ANNEXURE

AFFIDAVIT BY THE STUDENT

I, Mr./Mrs./Ms..... Arjun M.V. (Full name of student with admission /registration/ enrolment number) S/o-D/o. Mr./Ms/ Mrs. Mami V.
 Father/mother of Mr./Ms. Arjun M.V.
 (full name of the student with admission/registration/enrolment number)

- 1) Having been admitted to Shree Devi Institute of Technology, Kenjar, Mangalore have received a copy of the AICTE regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I, have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or a betting ragging, actively or passively, or being part of a conspiracy to promote ragging.

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 15 JAN 2021





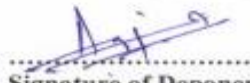
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4. I hereby solemnly aver and undertake that
- I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that my word has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case of declaration is found to be untrue, I am aware that my admission my word is liable to be cancelled.

Declared this 28th day of month of January year 2021.



Signature of Deponent (student)

Name: Arjun V

Telephone No /Mobile : 9128775472

VERIFICATION

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

Verified at Mangalore (place) on this the 28th (day) of January (month) and 2021 (year)



Signature of deponent

Solemnly affirmed and signed in my presence on this the 28th (day) of month January and 2021 (year) after reading the contents of this affidavit.



OATH COMMISSIONER

Errors/Corrections Etc. N/L

NOTARIAL REG. NO. 613
28-1-2021

M. Rajagopal Hegde
B.Com., LL.B.
Advocate & Notary Public
Rajal Chambers, Kodubal
Near P. V. S. CIRCLE
MANGALORE - 576 003.
KARNATAKA, INDIA



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Grievances Redressal Policy



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03/08/2018

GRIEVANCES REDRESSAL POLICY

To address the grievances of the students, parents and others, as per All India Council for Technical Education (AICTE) regulations, 2012 under clause 1 of section 23 of the AICTE Act, 1987 regarding the establishment of Mechanism for Grievance Redressal in Technical Institutions, Grievance Redressal Committee (GRC) is formed in the college. The objective of GRC is to develop a harmonious educational environment in the Institute.

The Student Grievance Redressal Committee is a part of the College. The Committee's duties include investigating complaints from any student and determining their viability. Investigating allegations of harassment is another authority granted to the Grievance Redressal Committee. Anybody can personally address the members of the Grievance Redressal Committee with a legitimate grievance. Grievances may be submitted in writing if the individual refuses to appear in person. Grievances can also be emailed to the principal or the officer overseeing the Students' Grievance Redressal Committee.

Goals:

The Grievance Redressal Committee's goal is to foster an attitude of responsiveness and accountability among all parties involved in order to preserve the Institute's peaceful learning environment. In order to address the issues that the college's students have raised, a Grievance Redressal Committee has been established with the following goals in mind:

- Preserving the honor of the college by making sure there is no conflict inside the campus by encouraging friendly relationships between students and teachers, among other things.
- Encouraging students to openly and honestly discuss their complaints and issues without worrying about becoming victims.
- Recommendation or grievance record: A register has been erected in front of the administrative block where students who wish to remain anonymous can record their complaints and recommendations for enhancing the college's academic program and administrative structure.
- Counseling college students to behave with the utmost restraint and patience whenever a conflict arises and to respect each other's rights and dignity.
- Counseling every student to abstain from instigating other students, instructors, or college administration
- Counseling all staff members to treat students with affection and refrain from acting





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vindictively toward any of them for any cause.

- Both inside and outside the university, ragging in any form is completely forbidden. Any violation of the disciplinary and ragging rules needs to be immediately reported to the Principal.

Scope:

The Committee addresses written grievances from students regarding any of the following issues:

Academic: Including issues with timely issuance of duplicate mark sheets, conduct certificates, transfer certificates, and other exam-related issues.

Financial matters: Including payments and dues for different library and hostel items.

Other Matters: Concerning certain reservations regarding food preparation, hygienic conditions, transportation accessibility, etc.

Functions:

When the students file the written grievance, the cases are handled right away.

The Committee formally convenes to examine all cases and generates statistical reports detailing the number of cases received, handled, and if any pending cases that call for further action from higher authorities.

Procedure:

- The setting of the Grievance Redressal Committee for students will be published.
- Students are allowed to express a grievance using the attached form and drop it in boxes positioned in noticeable areas.
- The cases that have been forwarded, along with the required paperwork, will be handled by the GRC.
- Only issues that the various departments have not been able to resolve will be addressed by the GRC.
- Grievances about fees and other financial related matters will be addressed only when the necessary supporting financial records such as demand drafts are included.
- The Committee is informed to effectively contribute in resolving the grievances as soon as possible.

A registry to register the compliant is established and kept in the Principal office under the Supervision of the Principal. On receipt of the Compliant, the staff in-charge of the registry will submit the same to the Member Secretary of the "Grievance Redressal Committee". The Committee will meet, with an Information to the complainant on their day of Convenience. An aggrieved Student or Parent may appear in person to present his/her case.



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The institute has the following committees to deal with specific matters in order to maintain good order, discipline and harmonious environment on campus.

The designated bodies are:

- (i) **Internal Complaint Committee:** The main role of the committee is to address the complaints from Students and Staff.
- (ii) **Anti Ragging Committee:** The role of the committee is to monitor, prevent and deter Ragging incidents in the Institution.
- (iii) **Anti-Sexual Harassment Cell:** The role of this cell is to prevent sexual harassment in the campus, and is empowered to deal with cases concerning sexual harassment of women staff and students.

Dr. K E Prakash

Director

Director
SHREE DEVI INSTITUTE OF TECHNOLOGY
MANGALORE



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Mentor-Mentee Policy



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02/08/2018

MENTOR-MENTEE POLICY

1. Preamble

Mentoring is a valuable strategy to provide students with the emotional and academic support that is needed to achieve the goal of the Institution. A large number of students are from other cities and states and to cope-up with both emotional issues and enable them to excel in academics, a Mentor-Mentee System is developed for all students of the Institute. Mentoring programme is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the faculties and students. All the faculties (Mentors) are assigned 30 number of students each (Mentees). The mentors can play an important role in nurturing students' aspirations, helping them to prepare themselves and motivate them to make successful transitions in their career.

This programme is conducted for individual student. The personal level interviews with the students are conducted periodically i.e. a stipulated hour is assigned for mentoring within the timetable. All mentors keep a confidential data sheet about their student records, which represents a report of mentoring done by the teachers. Mentors discuss various issues including class room lectures, participation in co-curricular and extra-curricular activities, academic difficulty faced if any and career development. Students shall be assigned to Mentors right from their first year during the induction program. The mentoring programme is monitored by a committee consisting of the Director/Principal and a group of experienced faculties.

2. Applicability

The provisions of the Guidelines for Mentor and Mentee will be applicable w.e.f the date of its approval by the Academic Council and Board of Management of the Institute. These guidelines will be applicable to all the students enrolled in the programme of the Institute.

3. Objectives

- To help students understand the challenges and opportunities present in the Institute and develop a smooth transition to campus life.
- To counsel academically underperforming students and play a crucial role in assisting students facing academic, extracurricular and personal challenges.
- To proactively try to identify problems of the general students and to bring them to the notice of the concerned authorities.
- Ensuring regularity and punctuality of students through counselling sessions.



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4. Responsibilities of Mentor

The mentor will perform the following functions:

- Introduce and discuss the concept of mentor-mentee system with the assigned mentees.
- Maintain the necessary details through the Student Progress Tracker – A guide to Mentorship
- Assist the mentors to monitor the student's attendance, academic progress and achievements beyond curriculum activities.
- Continuously monitor, counsel, guide and motivate the students in all academic matters.
- Assist students in solving problems and when necessary, refer them to the concerned authority or resource person for appropriate solution.
- Advise students regarding choice of electives, project, internship programmes etc.
- Interact with the mentees to find out the cause for the low performance/indifferent behavior.
- Contact parents/guardians to inform the progress of the student, whenever required.
- Maintain a record of progress made by the identified underperforming student and take remedial actions when required through Student Progress Tracker.
- Guide the students in taking up extra academic and professional activities for value addition.
- Providing motivation to the mentees in their career development/professional guidance.

5. Responsibilities of Mentees

- Attend the meetings regularly as informed during the schedule by the mentor.
- Provide the right information regarding the academic and non-academic activities.
- Keep informed regarding their individual activities and performance
- Repose confidence in Mentor and seek his/her guidance whenever required.

6. Responsibilities of Director /Principal

- Periodic meets with all mentor at least once a month to review proper implementation of the system.
- Initiate administrative action on a student when necessary.

7. Outcomes

- Encourages cooperation and cohesiveness for the mentees.
- Contributes to the general stability and overall development of the institution by developing a bond between teacher as mentor and mentees.
- Enables the faculty to develop their additional skills.
- Initiates the leadership among the faculties and students.
- Helps to identify the personal interests of the students and to motivate them in particular area.



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- Encourages the underperforming students to perform well by the special care shown towards them.

8. Definitions

- Harassment:** Any unwelcome conduct, verbal or physical, based on gender, race, religion, caste, sexual orientation, disability, or any other protected characteristic, that creates a hostile or intimidating environment.
- Complainant:** An individual who files a complaint alleging harassment.
- Respondent:** An individual against whom a complaint is filed.

9. Complaint Process

- Complaints may be filed in writing or can be dropped in the suggestion box situated in the college premises or verbally to any member of the ICC or the institution's designated authority.
- The ICC shall conduct a thorough and impartial investigation and provide a report of findings within ten working days.
- Based on the findings, the ICC shall recommend appropriate actions and sanctions, which may include counseling, warnings, suspension, termination, or legal action.

10. Confidentiality

All proceedings related to the complaint shall be kept confidential. Information shall only be disclosed on a need-to-know basis.

11. Protection against Retaliation

Any form of retaliation against the complainant, witnesses, or individuals involved in the investigation process is strictly prohibited and will be subject to disciplinary action.

12. Support and Assistance

The institution shall provide necessary support and assistance to the complainant, including access to counseling services and legal advice if needed.

Dr. K E Prakash

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Internal Complaint Policy



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02/08/2018

INTERNAL COMPLAINT COMMITTEE POLICY

1. Preamble

Shree Devi Institute of Technology is committed to providing a safe and inclusive environment for all members of its community. Harassment, discrimination, or any form of misconduct will not be tolerated. This policy is in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

2. Objectives

- Ensuring a safe and respectful environment for all members of the Institution.
- Promoting awareness and prevention of harassment and discrimination.
- Providing a structured process for addressing complaints and grievances related to harassment.

3. Scope

This policy applies to all individuals associated with Shree Devi Institute of Technology including students, faculty, staff and visitors.

4. Internal Complaint Committee (ICC)

A dedicated Internal Complaint Committee shall be constituted to address complaints related to harassment. The committee shall comprise:

1. Director
2. Principal
3. Student Council Advisor
4. Faculty Coordinator
5. Hostel warden
6. Student Representatives

5. Roles and Responsibilities

- Disseminate information about the policy and procedures through workshops and awareness programs.
- Receive, register and address complaints in a confidential manner.
- Conduct fair and impartial investigations into complaints.
- Recommend appropriate actions and sanctions in cases of substantiated complaints.
- Maintain records of all complaints, investigations and actions taken.





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