

STUDENT WELFARE POLICY

7.1 RULES FOR GENERAL DISCIPLINE, CONDUCT & BEHAVIOUR OF STUDENTS

Good character and decent behavior from every student is the main emphasis of the Institution. All students should behave with decorum both inside and outside the College and not indulge in any activity which will bring down the image of the institution.

- The college gives utmost priority for discipline and every student is bound to follow the rules and regulations of the college and maintain strict discipline.
- Under disciplinary action, the principal is empowered to fine, suspend or even expel a student from the college in the interest of the institution.
- Every Student shall conduct himself / herself in such a way that causes no disturbance to the working of the classes or to fellow students.
- Consuming alcohol and smoking are strictly prohibited in the college campus.
- No function shall be arranged by students in the college campus without prior permission.
- Writing on walls, pillars, bathrooms and furniture or blackboards is strictly prohibited.
- Eating snacks / taking lunch inside the class rooms or along corridors are not permitted.
- Students are advised to switch off fans and lights when they leave the class rooms.
- Furniture in the class rooms should not be moved or displaced.
- Students are not allowed to attend classes or any college function wearing shorts, dhotis, jeans or T-Shirts.
- No student shall remain in the hostel during class – hours unless he / she is sick and is permitted to be on leave.
- Students have to bring all the necessary items such as hall ticket, admit card, pen, pencil, calculator, scale, rubber, etc., to the test / exam hall.
- Students will have to sit through the entire period scheduled for the internal tests and university examinations.
- All students should be formally and neatly dressed on all working days.
- Student, who indulges in movements which may lead to communal ill feelings or enmity, will be liable to punishment leading to suspension, loss of attendance, refusal of promotion to higher semester or even expulsion from the college as per the decision of the Principal.

- Students should attend classes, submit assignments, records, home work etc. in time. Students coming late shall enter the class only with the permission of the teacher. Late comers will not get attendance for the period. No student shall leave the class before the class is dispersed by the teacher handling the class.
- Students shall move silently when proceeding from one class to another so as not to disturb other classes.
- The Internal Assessment Test (IAT), Unit Test and Model Examinations are to be attended by all the students with sufficient preparation. Re-tests shall not be conducted normally.
- Students must park their vehicles only in the places specified for the same, and should not use the vehicles inside the campus beyond the parking areas.
- Under any circumstances, no student or outsider is permitted to meet a faculty member while he is engaging classes or on invigilation work.
- Students are expected to see the College Notice Board every day.
- Students should always possess their identity cards with them and display the same using the card holder and tag provided.
- Fees should be paid in full before the last date announced by the college, partial part payment will not be allowed. If the fees is not paid before the due date, the student will not be permitted to attend the class and will be marked as absent. Examination fees should be paid before the due date, late payments with a reasonable time delay as decided by the Chairman will only be allowed
- Being co-educational institute students shall maintain good dignity and manners with opposite gender. Any indecent behavior will be viewed seriously and severe action will be taken.
- Students should not litter in the campus.
- Bursting crackers within the college and hostel premises is strictly prohibited.
- Students are required to be regular in their attendance. No student shall abstain himself from classes without obtaining prior sanction for leave from the concerned tutors. A student joining after medical leave should produce Medical certificate from a Registered Medical practitioner.

7.2 INCENTIVES & SCHOLARSHIPS FOR STUDENTS

- The Management is pleased to announce the following incentives and rewards for Students:
 - a. College Topper – Rs.15,000/- Cash award + Certificate.
 - b. Year wise department topper - Rs.10,000/- Cash award + Certificate.
 - c. 100% attendance for the academic year – Rs.2,500/- Cash award + Certificate.
 - d. Innovative project – Rs.3,000/- Cash award+ Certificate.
- All University Rank holders will receive cash awards and medals from the Chairman.

7.3 WOMEN EMPOWERMENT CELL

The Objective of the Women Empowerment Cell is to create awareness among the girls and the women staff, apart from maintaining congenial working environment for all the women employees and students.

- Women issues in higher education.

The Women Development Cell conducts monthly meetings and discusses various issues related to the women in the campus, some of which are given below,

- Creating awareness about women's issues and bringing visibility to gender forms of marginalization.
- To promote gender equality in the campus.
- Prevention and redressal of sexual harassment cases and other acts of gender based violence in the college.
- Legal awareness programmes and Pre-marital counseling sessions
- Film screening and seminars for enhancing the quality of life among young women.
- Focus on combating violence against women.
- Programmes on Sexual and reproductive health and rights.
- Conducting atleast one Guest lecture programme every semester through eminent women personalities.

ANTI-RAGGING POLICY

DEFINITION OF RAGGING

- Any conduct by student/students, whether by word spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any indulging in rowdy or undisciplined activities by any student or students which causes annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment so as to adversely affect the physique or psyche of such fresher or any.
- Any act by senior student that prevents, disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic task assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: Sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively participating in discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or show authority or superiority by a student over any fresher.
- Ragging is a cognizable offence and institution will not hesitate to take stern action.

MEASURES TAKEN BY DSCE

- Educating /uploading the students in the beginning of each academic session about the zero tolerance for ragging. Strictly enforcing the UGC regulations on curbing the Menace of Ragging in Higher Educational Institution, 2009.
- Each students as well as his/her parents/ guardian are mandatorily required to submit separate undertaking in the form of affidavit to effect that they are aware of the prohibition of ragging and the punishment prescribed both under penal laws as well as under these regulations.
- Liaison is maintained with local police guard against the incident of ragging. College constitutes Anti-ragging committee and Anti-Ragging Squads for overseeing the strict implementation of all directives.
- In case any student encounters ragging by any of the students, he/she is immediately required to contact the members of the anti-ragging committee, who will take an immediate corrective action and necessary proceedings, will be initiated against the culprits engaged in ragging activities.

Actions to be taken against students for indulging and abetting in Ragging

- The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to have indulged in ragging will be suspended / debarred from taking admission in any technical institution in India.
- Every single incident of ragging a First Information Report (FIR) shall be filed without exception by the institutional authorities with the local police authorities.
- Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
 - Cancellation of admission
 - Suspension from attending classes
 - Withholding/withdrawing scholarship/fellowship and other benefits

- Debarring from appearing in any test/examination or other evaluation process withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Fine of Rupees 2,50,000/-
- Collective punishment: when the person committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Action taken to curb the Ragging

- The College organizes awareness programme giving wide publicity to the menace of ragging and the consequences which follow in case any student is detected to have been involved in ragging.
- Anti-ragging committees and squads have been formed and are actively functioning in the college.
- The institution reviews and suitably enhances the powers and perquisites of wardens and authorities involved in curbing the menace of ragging.
- The security personnel posted in hostels are under the direct control of the Wardens and assessed by them.
- Anonymous random surveys are conducted across the 1st year students (freshers) during the first three months of the academic year to verify and cross-check whether the campus is free of ragging or not.
- 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 civil authorities. Remedial action shall be initiated and completed within the week of the incident itself.

- The institution usually enhances the student-faculty interaction by involving students in all matters of the institution, except those related to the actual processes of evaluation and of faculty appointments.
- The mobile number of principal as well as the wardens and members of anti ragging committee are displayed prominently at all places inside the campus besides suggestion boxes.