

GRIEVANCE REDRESSAL POLICIES

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Registrar
University of Technology
Vatika, Jaipur

DISCIPLINARY CONTROL RULES

University of Technology aims to provide an environment where there are no barriers to student success and progression. If a student's behaviour prevents others from feeling safe, secure, respected and able to learn effectively then this may result in disciplinary action. The purpose of this policy is to ensure that all instances of student misconduct are dealt with fairly and consistently and provide a clear procedure to guide both staff and students.

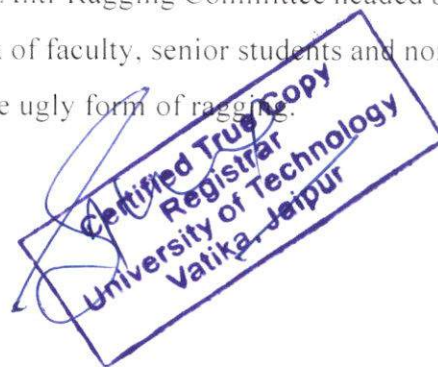
Anti - Ragging Committee

Ragging is prohibited under the PROHIBITION OF RAGGING ACT and it is also punishable under various provisions of the Indian Penal Code, 1860. The Regulators of higher education like UGC and AICTE have also noted promptly by making the necessary Rules and Regulations to curb the menace of ragging in all the educational institutions.

Its body at Institutional level has to establish measures for Prohibiting, Preventing and Punishing Activities of Ragging menace within and outside the campus in accordance with UGC Regulations, Supreme Court Directives and State Act. It is responsible for taking against those found guilty of ragging and or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

Composition of Anti-Ragging Committee

University of Technology has constituted a Committee as the Anti-Ragging Committee headed by the Head of the department/Dean of School, and a diverse mix of faculty, senior students and non-teaching staff to avoid any form of conflict that could take the ugly form of ragging.



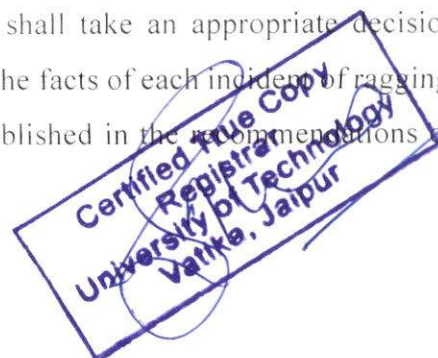
Functions of Anti-Ragging Committee

1. To ensure compliance with the provision of these regulations and any law for the time being in force concerning ragging and to deal and act promptly with the incidents of ragging brought to its notice.
2. To keep tabs on the happening of events related to, in Campus or Off- campus or other designed places in the premises
3. To conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.
4. To monitor and observe in the functions and performance of the Anti-Ragging committee in prevention and curbing or ragging in the institution.
5. To conduct an on the spot enquiry into any incident of ragging referred to it by the Head of the Department/ Dean of The School or any member of the Faculty or any member of the Staff or any student or any parent or guardian or any employee of a service provider or any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clauses (a) of Regulation 9.1 of UGC.
6. Also to monitor the welfare of fresh students outside the campus.
7. To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents of, and having the potential of ragging and shall be empowered to inspect such places.

Administrative Action in the event of Ragging

University shall punish the student found guilty of ragging after following the procedure and in the manner prescribed herein under:

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



2. The Anti-Ragging Committee depending on the nature and gravity of the guilt will follow up the punishment based on the committee's decision.
3. Further University can refer to the Nearest Police station to act according to the UGC Regulations and State Act on curbing the menace of ragging.

Punishments

- As per the Supreme Court judgment on ragging in the Colleges, the following actions will be taken on those students who indulge in ragging Withholding of scholarships, fellowships & results
- Debarring from representation in events and appearing for tests/examinations and also consequent admission to any other institution
- Withdrawing benefits like travel concessions and campus selections
- Suspension or expulsion from hostel or mess and also attending classes
- Cancellation of admission or rustication from the Institution
- Registration of FIR against the accused and Prosecution under the Indian Penal Code, 1860.



Internal Complaints Committee (ICC)

As per the Supreme Court Judgment and guidelines issued in the year 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging in colleges and universities. Keeping the above guidelines in mind the institution has constituted a Committee against Sexual Harassment.

Vision

To provide congenial environment of gender equality and against sexual harassment for the well-being of the staff and students.

Mission

- To promote awareness among students about gender justice and harmonious coexistence through campaigns and other awareness programs.
- To constitute panel / committee for redressal of grievances relating to sexual harassment.

Objectives

- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To work out details for the implementation these policies.
- To prepare a detailed plan of actions, both short and long term
- To organize gender sensitization awareness program.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized

The cell considers sexual harassment to include unwelcome sexually determined behavior whether directly or by implication such as

- A demand or request for sexual favours.



- Sexually coloured remarks.
- Showing of pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following issues also come under the purview of the committee

- Eve-teasing
- Unsavory remarks.
- Jokes causing or likely to cause discomfort or embarrassment.
- Gender-based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body and the like.
- Displaying of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy.



Student Grievance Redressal Committee (SGRC)

Student Grievance Redressal Committee (SGRC) desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The Cell ensures effective solution to the grievances, using a fair approach.

Student Grievance Redressal Committee (SGRC) enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

Objectives

1. To develop an organizational framework to resolve grievances of the students and other stakeholders.
2. To ensure effective solution to the stakeholders' grievances with an impartial and fair approach
 - To investigate the reason of dissatisfaction.
 - To enlighten the students on their duties and responsibilities.

Grievance and Redressal Cell Composition

- Dean
- HOD
- Grievance and Redressal Coordinator
- Member
- Member
- Non-teaching Staff Member
- Students

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Student Grievance Redressal Committee (SGRC)

1. Provides information about the Cell's objectives and mode of operation through the website and handbook.
2. Informs students of the process for registering of grievances in the Induction Programs.
3. Acknowledges and Analyzes the grievances.
4. Seeks a solution through decision-making process
5. Reports the grievances and records how they were redressed.
6. The procedures made known through the Hand-book, given to each student at the beginning of every academic year, and also in the Value Education classes taken by the Class-in Charge teachers.

Procedures

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

- Academic issues pertaining to teaching, learning and evaluation activities.
- Student-teacher, student-student grievances
- Grievances related to library, canteen and IT services.
- Grievances related to sports, cultural
- Grievances related to behavior of stakeholders

1. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion boxes provided in each building, written application or through website .
2. Department level counseling is offered where the matter can be resolved
3. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level.
4. For other grievances that require review shall be redressed by receiving written and signed application.
5. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the



Principal for further action to be taken.

Redressal of Grievances

The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.

All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures.



Powers of the all committees

1. The committee shall have the power to summon witnesses and call for documents or any information from any student
2. If the committee has the reason to believe that a student is capable of furnishing relevant documents of information if it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the committee shall have the power to direct the same in writing to be produced.
4. The committee shall have the power to recommend the action to be taken against any person found guilty
 - a. Sexually harassing the complainant
 - b. Retaliating against/victimizing the complainant or any other person before it and
 - c. Making false charges of sexual harassment against the accused person.

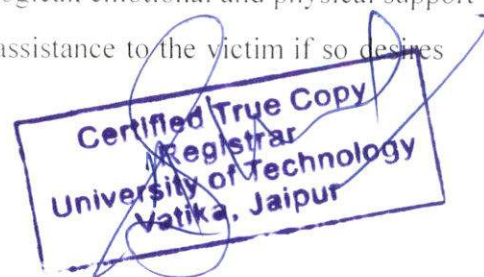
Functions of the committee

Preventive steps.

1. To facilitate a safe environment that is free of sexual harassment
2. To provide behaviors that creates an atmosphere that ensures gender equality and equal opportunities

Remedial steps

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims and take action against the harasser, if necessary
3. To make arrangements for appropriate psychological, emotional and physical support in the form of counseling, security and other assistance to the victim if so desires



Procedure to be followed by the committee

- The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
- The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
- The Committee shall direct the accused students to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
- Each party shall be provided with a copy of the written statement(s) submitted by the other.
- The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
- The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
- Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
- The Committee shall make all Endeavours to complete its proceedings within a period of seven (7) days from the date of receipt of complaint.
- The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the convener, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
- If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests

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of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of: -

- a. Warning
 - b. Written Apology
 - c. Bond of good behavior
 - d. Adverse remarks in the confidential report
 - e. Suspension
 - f. Dismissal
 - g. Any other relevant mechanism
- If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Dean, with reasons and with recommendations of the action to be taken against such person.
 - If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management with reasons and with recommendations of the action to be taken against such person.

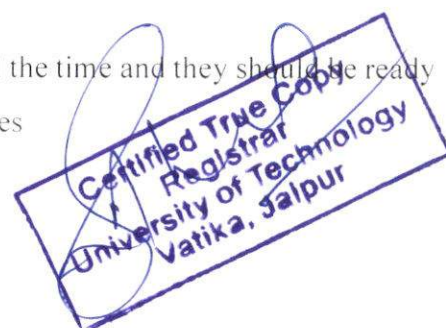


Student Related Issues

Students who join University of Technology shall follow certain disciplinary rules of conduct. The Code of Conduct of the students are made known through the Website, hand book and on various platforms.

It shall be the responsibility of the students

1. To read, become familiar with and adhere to this Code and any amendment brought to this Code.
1. To behave and conduct themselves in the Institution Campus, hostels and premises in dignified and courteous manner and show due respect to the authorities, teachers and employees.
2. The students should behave politely and respectfully. They should abide by the rules and regulations stipulated by the university, from time to time.
3. Attendance is taken every period and also subject-wise. The students are expected to have a minimum of 75% attendance. On medical grounds, on the specific recommendations of the HOD, the Vice Chancellor may condone the deficiency in attendance to the extent of 10%, subject to the submission of medical certificates. The students shall follow the rules of UGC and University of Technology with regard to attendance, examinations and promotions.
4. Attendance is taken in all the classes for all subjects and absentee names are recorded.
5. Students on leave should submit a leave letter to the class In-charge lecturer, duly signed by parent and Principal.
6. Students should be regular, punctual to the classes, attend seminars and other academic activities.
7. The students are expected to safeguard the property of the college.
8. It is the responsibility of the students to take care of their belongings. The college is not responsible for any loss of valuables.
9. The students are expected to carry their Identity Card all the time and they should be ready to produce it at any time, when required by the authorities



10. Any kind of demonstration that restricts the freedom of the members of the college or disrupts any activity in the college is forbidden. Groups of any kind that disturb the harmony is not permitted.
11. The student should make optimum use of the learning resources and other support services available in the institution.
12. Students are expected to wear uniform of the college.
13. Students are not permitted to use mobile phones in the Examination Halls, etc.
14. Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institution and Campus.
15. No one shall get, distribute or circulate unauthorized notices, pamphlets, leaflet, etc. within the Campus. The possession, distribution or exhibition of any item by any means which is obscene, is prohibited within the Campus or on any property owned/ managed by the Institution
16. No student shall collect money, either by force or by request, from anyone on the campus. Rash or negligent driving of vehicles in the Campus premises is prohibited.
17. No student shall enter or leave the classroom when the session is on, without the permission of the teacher.
18. Any case of criminal activity or violation of law and order in the Campus will be reported to the police.
19. Students shall use only the waste bins for dispensing dry and wet waste materials within the Campus including classrooms, hostels, offices and canteen.
20. Any conduct which leads to lowering of the esteem of the Institution is prohibited.

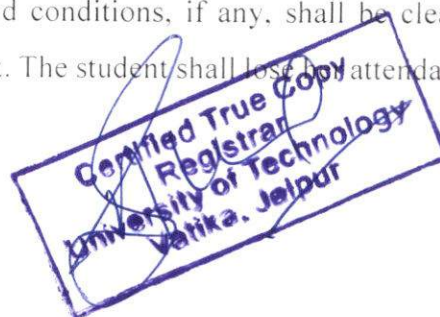


Disciplinary Code:

Any student exhibiting prohibited behavior mentioned in this code shall be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or mal practice in connection with examinations, in the opinion of the authorities will be removed from the rolls Committee Annuity Committee Grievance and Redressal Cell shall make an enquiry and want the report to the Disciplinary committee. . The Dean shall decide the action to be taken.

1. **Minor Sanctions** - Tendering Apology: The student engaged in any prohibited behavior may be asked to tender an apology for her act, undertaking that she shall not indulge in such or any of the prohibited behavior, in future.
2. **Major Sanctions**

Suspension: A student may be suspended from the university for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his attendance for the suspended period.





University of Technology

Grievance Request Application Form

Fill out your registration and after get on action

Student Registration Number *

Student Date of Birth *

XXXXXXXXXXXX

DD / MM / YYYY



Submit Application

University of Technology Student Grievance Form

Important Information

This form is a digital platform for students to identify and apply for grievances, feedback, or queries. This platform ensures a time-to-resolution of grievances.

Process of Grievance Submission

1. **Fill Your ERP ID and Date of Birth:** This is your official University ID and age.
2. **Select Closest Category of Your Grievance:** Leads in routing your grievance to the appropriate department.
3. **Provide Detailed Information of Your Grievance:** A comprehensive description aids in understanding and resolving your issue.
4. **Upload Written/Typed Application (if Any):** Helps in providing additional context and evidence.

The system categorizes your complaint based on the selected department. By providing your Student ID, the complaint gets recorded and a docket will be automatically generated for the concerned executive Appoints. The concerned bureau shall resolve the issues within

Note :

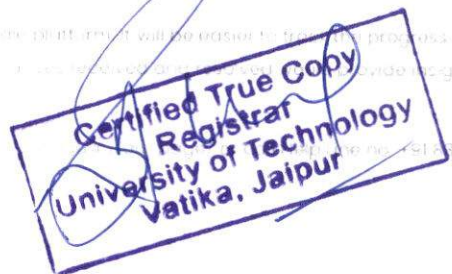
Before Filling up the Form, It is required to go through

Important Web Pages of our Site (हमारी साइट के महत्वपूर्ण वेब पृष्ठ)

1. **Admission Help - Documents and Tutorials** (प्रवेश सहायक - दस्तावेज और ट्यूटोरियल) Admission Help Page
2. **Important Documents and Formats** (महत्वपूर्ण दस्तावेज और प्रारूप) Important Documents and Formats Page
3. **Important Web Links of UOT** (हमारे महत्वपूर्ण वेब लिंक) Important Web Links Page

Students are requested to file down all supporting documents on the platform. It will be easier to track the progress of the complaints, documentation and docketing. If any complaint is not resolved or not closed, you will receive an email to provide insight for preparing the response.

For any queries or doubts, please contact the Registrar, University of Technology, Vatika, Jaipur. The Registrar's Office is located at the main campus of UOT, Vatika, Jaipur. Contact No: 014255 012345 (from ID)



September 26, 2022

STUDENTS GRIEVANCE REDRESSAL COMMITTEE (SGRC)

It is hereby notified to all concern that in compliance with the University Grants Commission (Redressal of Grievance of Students) Regulations, 2019 and AICTE Grievance Redressal Regulations 2019, a University Students Grievance Committee of University of Technology is being constituted to address and resolve student's grievances by the President/Vice Chancellor, University of Technology, Vatika, Jaipur.

The Committee is constituted as under:

Sr. No	Name of Members	Designation in Committee
1	Dr. Rohit Saraswat, Dean Research	Convener
2	Mr. Kamal Kishor Jangid, Controller of Examination	Co-Convener
3	Dr. Reenu Lulu, Professor - School of Commerce and Management	Member
4	Mr. Rajesh Jatoliya, Assistant Professor - School of Agriculture	Member
5	Dean/HoD of the Concern Student Department	Member
6	Warden/Security officer/Sports officer (on need basis)	Invitee
7	Student Representative	Special Invitee

The term and conduction applicable for the above committee would be as follows:-

1. The quoram for the meeting of the UOT- SGRC, including the Convener, but excluding the special invitee, shall be three.
2. In considering the grievances therefore it the UOT- SGRC shall follow principles of natural justice.

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3. The UOT-SGRC shall send its report with recommendation, if any, to the President/ Vice Chancellor along with a copy thereof to the aggrieved student within a period of 15 working days from the receipt of the grievance.


President
Vice Chancellor
University of Technology
Vatika, JAIPUR

Copies of the above are forwarded to:

1. PS to the Chairperson
2. PS to the President/Vice Chancellor
3. Examination Department
4. All Deans/HoD's
5. Concerned Members
6. Notice Board/Web Master


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Ref. No. – UOT/Admin/2023/ 116 – I

September 04, 2023

OFFICE ORDER

Subject: Reconstitution of Internal Complaints Committee (ICC), University of Technology, Jaipur for dealing with the issues of Sexual Harassment.

This is in supersession of the Office Order dated August 29, 2022.

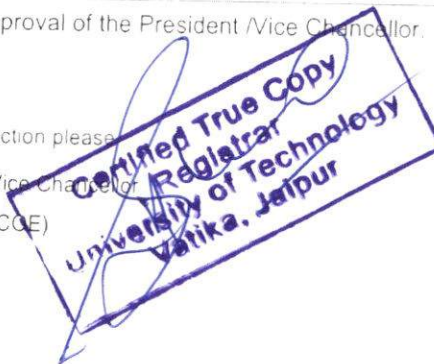
The UGC has notified the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations 2015. As per the Rule 4 of these Regulations, the Internal Complaints Committee (ICC) of University of Technology, Jaipur stands reconstituted as per the below mentioned details:

Sr. No.	Particulars	Committee Members
1	A Presiding Officer: Woman Faculty Member, not below the rank of Professor	Dr. Vandana Thakur
2	Two Faculty Members who are committed to the cause of women or have experience in social work or have legal knowledge	Dr. Reenu Lulu Dr. Mahadeev Kumar Saini
3	Two Non-Teaching Employees, who are committed to the cause of women or have experience in social work or have legal knowledge	Mr. Kamal Kishor Jangir Mrs. Chandra Kala Sharma
4	Three Students. (only if the enquiry involves students): Undergraduate-1 Postgraduate-1 Ph.D.-1 (All these students should be elected through transparent democratic procedure.)	UNDERGRADUATE - Ms. Anjali Meena POSTGRADUATE - Ms. Kiran RESEARCH SCHOLAR - Ms. Manaswi Agrawal
5	One Member from NGO or Association, committed to the cause of women or a person familiar with the issues relating to sexual harassment	Mrs. Anila Sharma Teacher – Deepshikha College of Technical Education

- Office order with the approval of the President /Vice Chancellor.

Copy to: - For information & necessary action please

- P.S to Hon'ble President/Vice Chancellor
- Controller of Examination(COE)
- All Dean/HOD/Facility
- All Committee Members
- Notice Boards
- Web Master – to upload on website



(Signature)
Registrar
University of Technology

NATIONAL RAGGING PREVENTION PROGRAMME

National Anti-Ragging Helpline

24x7 Toll Free

1800-180-5522

helpline@antiragging.in | www.antiragging.in

UGC Monitoring Agency

Centre for Youth (C4Y)

antiragging@c4yindia.org | www.c4yindia.org

Contact Details of the Nodal Officers of Anti-Ragging Committee and Squad

Anti-Ragging Cell(ARC)

Name
Prof.(Dr.) K.S.Rana, Hon'ble President/Vice Chancellor - Convener
Dr. Anoop Sharma, Registrar - Co-Convener
Dr. S.S Yadav, Dean, School of Agriculture, (Dean Student Welfare) - Co-Convener
Dr. Rohit Saraswat, Dean Research, Member
Dr. Mahadev Saini, Dean - School of Yoga, Member
Dr. Jyoti Sharma, Assistant Professor - School of Humanities and Social Sciences, Member
Dr. Reenu Lulu, Professor - School of Commerce and Management, Member
Dr. Uday Narayan Mishra, Associate Professor & Head - School of Education, Member
Mr. Adarsh Shrivastava, Assistant Professor - Department of Pharmacy, Member
Mr. Sitaram Mali, Assistant Professor- School of Humanities and Social Sciences, Member
Mr. Rahul Vijay, Admission officer, Member
Mr. Yash Yadav, Sports officer, Member
Mr.Sita Ram Yadav, Hostel Warden, Member

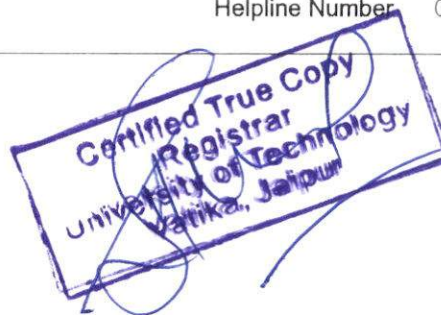


Anti-Ragging Squad (ARS)

Name
Dr. S.S. Yadav, Dean, School of Agriculture - Convener
Dr. Rohit Saraswat- Dean Research, Co-Convener
Dr. Kamal Kishor Jangid, Controller of Examination, Co-Convener
Dr. R.B.Sharma, Professor- School of Agriculture, Member
Dr. G. P. Kushawa, Professor- School of Veterinary Sciences, Member
Dr. Vandana Singh Thakur, Professor & Dean, School of Education, Member
Mr. Rahul Vijay, Admission officer, Member
Mr. Yash Yadav, Sports officer, Member

Nodal Officer:

Name		
Dr. Anoop Sharma, Registrar	Helpline Number	08385012345



RAGGING IS A CRIMINAL OFFENCE AND THE CULPRITS WILL ATTRACT PUNITIVE ACTION AS MENTIONED IN THE UGC REGULATIONS

(www.antiragging.in/assets/pdf/annexure/Annexure-I.pdf)

www.ugc.ac.in