



ST. ALOYSIUS' COLLEGE

AUTONOMOUS
JABALPUR- 482001
MADHYA PRADESH, INDIA

CRITERION-5

STUDENT SUPPORT AND PROGRESSION

Key Indicator – 5.1

Student Support

Metric No.: 5.1.4

Redressal of Student Grievances including Sexual
Harassment and Ragging Cases

Document Name

Other Relevant Document





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR(M.P.)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

INSTITUTIONAL POLICIES

- ✓ Student Grievance Redressal Policy
- ✓ Gender Sensitization Policy
- ✓ Anti-Sexual Harassment Redressal Cell Policy



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Student Grievance Redressal Policy

Introduction

- **Background and Rationale**

Recognizing the importance of student welfare and aiming to foster a harmonious academic environment, St. Aloysius College has instituted the Student Grievance Redressal Policy. This policy is designed to address and resolve student grievances in a fair and timely manner, ensuring the well-being and rights of every student are upheld.

- **Purpose of the Policy**

The primary purpose of this policy is to provide a structured mechanism for students to voice their concerns and grievances, ensuring they are heard and addressed appropriately.

Objectives

- **Ensuring Fair Treatment**

The policy aims to promote cordial student-student and student-teacher relationships, ensuring every student is treated fairly and with respect.

- **Promotion of Open Dialogue**

By creating a safe platform for students to express their concerns, the policy encourages open dialogue and communication between students and the college administration.

- **Timely Resolution of Concerns**

Emphasizing the importance of timely redressal, the policy ensures that grievances are addressed promptly and effectively.

Scope

- **Applicability**

This policy applies to all students of St. Aloysius College, covering a wide range of grievances.

- **Types of Grievances Covered**

The Grievance Redressal Committee addresses grievances related to academic, administrative, cultural, sports, examination, sexual harassment, ragging, library, and other miscellaneous concerns.



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Policy Statements

- **Commitment to Impartiality**

The college is dedicated to addressing grievances with an impartial and unbiased approach, ensuring justice and fairness.

- **Confidentiality Assurance**

All grievances raised will be treated with utmost confidentiality, safeguarding the identity and dignity of the complainant.

Grievance Reporting Mechanism

- **Procedure for Filing a Grievance**

Students can submit their grievances in writing through a suggestion box placed strategically within the college premises. Alternatively, grievances can be filed personally or via email. The suggestion box will be opened periodically, and grievances will be registered, scrutinized, and addressed in scheduled meetings.

- **Time Frame for Reporting**

Grievances should be reported as soon as they arise to ensure timely redressal.

Grievance Review and Resolution

- **Initial Assessment**

Upon receipt, each grievance will be initially assessed by the Grievance Redressal Committee to determine its nature and severity.

- **Investigation Process**

A thorough investigation will be conducted, ensuring a fair and transparent process.

- **Resolution and Feedback**

After the investigation, appropriate actions will be taken, and feedback will be provided to the complainant.

Roles and Responsibilities

- **Student's Role**

Students are encouraged to voice their concerns without fear and to cooperate during the investigation process.



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- **Role of the Grievance Redressal Committee**

The committee is responsible for receiving, assessing, investigating, and resolving grievances. It also ensures that the college environment remains free from any form of harassment or discrimination.

- **Role of Faculty and Staff**

Faculty and staff members are expected to foster a positive environment and assist in the grievance redressal process when required.

Appeal Process

- **Grounds for Appeal**

If a student is dissatisfied with the resolution, they can appeal based on valid grounds.

- **Appeal Procedure**

The appeal should be submitted in writing, stating the reasons for the appeal, and will be reviewed by a higher authority.

Monitoring and Review

- **Periodic Assessment**

The effectiveness of the grievance redressal process will be periodically assessed to ensure its efficiency.

- **Feedback Mechanism**

Feedback from students will be actively sought to continuously improve the grievance redressal process.

Preventive Measures

- **Awareness and Training Sessions**

Regular sessions will be conducted to raise awareness about the policy and train students and staff on related issues.

- **Open Forums and Discussions**

Open forums will be organized to discuss and address common concerns, promoting a transparent and inclusive environment.



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Conclusion

- **Reaffirmation of Commitment**

St. Aloysius College reaffirms its commitment to ensuring the well-being and rights of every student, emphasizing the importance of a harmonious academic environment.

- **Continuous Improvement and Adaptation**

The college is dedicated to continuously improving the grievance redressal process, adapting to the changing needs of the student community.



Gender Sensitization Policy

Introduction

- **Background and Rationale:**

In the evolving societal landscape, integrating women into the mainstream is imperative for holistic societal development. St. Aloysius' College (Autonomous), Jabalpur, recognizing this pivotal role of women, established the Women Cell in 1997. This initiative was a testament to the college's commitment to women empowerment and gender equality.

- **Importance of Gender Sensitization:**

Gender sensitization is not just about acknowledging gender disparities but actively working towards creating an environment where every gender feels valued, respected, and equal. It is about ensuring that the rights of women and girls are protected and promoted.

Objectives

- **Promoting Gender Equality:**

The college is committed to fostering gender equality in every facet of its operations, from academics to administration. The establishment of the Equal Opportunity Centre is a testament to this commitment.

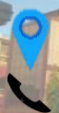
- **Addressing Gender-based Discrimination:**

Discrimination or harassment based on gender is strictly prohibited. The Anti-Sexual Harassment Cell ensures a safe and dignified environment for all, especially women staff and girl students.

Scope

Applicability:

This policy is applicable to all members of the college, irrespective of their role or position.





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- **Coverage of the Policy:**

The policy encompasses various aspects of gender equality, from academic participation to safety and awareness initiatives.

Policy Statements

- **Gender-neutral Environment:**

The college promotes a gender-neutral environment, ensuring equal opportunities and rights for all, irrespective of gender.

- **Anti-discrimination Measures:**

Any act of harassment or exploitation is strictly disallowed, ensuring a favorable atmosphere for all.

Awareness and Training

- **Gender Sensitization Workshops:**

Workshops are organized to raise awareness about gender issues and promote an inclusive mindset.

- **Training Programs for Staff and Students:**

Training sessions are conducted to equip the college community with the knowledge and skills to foster a gender-sensitive environment.

Reporting Mechanism

- **Procedures for Reporting Incidents:**

A clear and transparent procedure is in place for reporting any incidents of gender-based discrimination or harassment.

- **Confidentiality and Protection:**

The college ensures the confidentiality of the complainant and provides necessary protection against any retaliation.





Preventive Measures

- **Safe Campus Initiatives:**

The college has established various cells and committees to ensure the safety and well-being of its female members.

- **Gender-neutral Facilities:**

Infrastructure and facilities are designed to be accessible and comfortable for all genders.

Implementation and Monitoring

- **Role of Gender Sensitization Committee:**

The committee oversees the implementation of the policy, ensuring its effectiveness and relevance.

- **Periodic Review and Feedback:**

Regular reviews are conducted to assess the impact of the policy and gather feedback for continuous improvement.

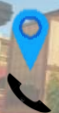
Conclusion

- **Reaffirmation of Commitment:**

St. Aloysius College (Autonomous) reaffirms its commitment to gender equality and the empowerment of women.

- **Vision for an Inclusive Campus Future:**

The college envisions a future where it stands as a beacon of what can be achieved when a community unites with a shared vision of a gender-inclusive and sustainable future. Through this policy and its initiatives, the college aims to contribute significantly to the socio-economic development of society and the nation at large.





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Anti-Sexual Harassment Redressal Cell Policy

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, the Anti-Sexual Harassment Redressal Cell functions as the Internal Complaints Committee (ICC) to deal with the complaints relating to sexual harassment at workplace.

Policy Statement

St Aloysius' College is committed to providing a safe environment for its students and employees free from discrimination on any ground and from harassment on the campus / at work including sexual harassment. St Aloysius' College will operate a zero-tolerance policy for any form of sexual harassment on the campus and in the workplace. All incidents will be treated seriously and all allegations of sexual harassment will be promptly investigated. Any student/person found to have sexually harassed another will face disciplinary action, up to and including dismissal from the course /employment. All complaints of sexual harassment will be treated with respect and in confidence. No one will be victimised for making such a complaint.

Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations / creates an environment, which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve conduct or behaviour /incidents and actions constituting harassment which may be physical, verbal or non-verbal.

Physical conduct

- Unwelcome physical or inappropriate touching
- Physical violence / sexual assault
- The use of threats or rewards to solicit sexual favours





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Verbal conduct

- Comments on appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances / insults
- Repeated and unwanted social invitations for dates or physical intimacy
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone / email etc)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. St Aloysius' College recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the student/ person against whom the conduct is directed. Anyone, including students / employees of St Aloysius' College, stakeholders or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place on the premises or outside, including at social events, educational trips, training sessions or conferences sponsored by St Aloysius' College.





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Complaints procedure

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. When a designated person receives a complaint of sexual harassment, he/ she will:

- Immediately record the date, time and facts of the incident(s)
- Ascertain the views of the victim as regards the outcome
- Ensure that the victim understands the procedures for dealing with the complaint
- Discuss and agree on the course of action : either informal or formal complaint , on the understanding that choosing to resolve the matter informally does not prevent the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- Keep a confidential record of all discussions
- Respect the choice of the victim
- Ensure that the victim knows that they can lodge the complaint outside of the institution through the relevant legal framework

Throughout the complaint procedure, a victim is entitled to be helped by a counsellor / member of the Anti- Sexual Harassment Redressal Cell of St Aloysius ' College because the institution understands the need to support victims in making such complaints.

Informal complaint mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- Give an opportunity to the alleged harasser to respond to the complaint
- Ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution





which is acceptable to the complainant, or refer the matter to a designated mediator within the institution to resolve the matter

- Maintain confidentiality/ ensure that a confidential record is kept
- Follow up after the outcome of the complaint mechanism to ensure that the behavior has stopped
- Ensure that the above is done speedily and within the stipulated number of days of the complaint being made

Formal complaint mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism will be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to the head of the institution to instigate a formal investigation. The head of the institution may deal with the matter himself, refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy

The person (s) carrying out the investigation will:

- Interview the victim and the alleged harasser separately
- Interview other relevant third parties separately
- Decide whether or not the incident(s) of sexual harassment took place
- Produce a report detailing the investigations, findings and recommendations
- If the harassment took place, decide the appropriate remedy for the victim is, in consultation with the victim
- Follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome
- If it cannot determine that the harassment took place, he/she may





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

still make recommendations to ensure proper functioning of the institution / workplace

- Keep a record of all actions taken
- Ensure that the all records concerning the matter are kept confidential
- Ensure that the process is done within the stipulated days of the complaint being made

Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- Verbal or written warning
- Adverse performance evaluation
- Suspension
- Dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial.

Implementation of this policy

St Aloysius' College will ensure that this policy is widely disseminated to students/employees and relevant stakeholders. All new students /employees will be apprised on the content of this policy as part of their induction into the institution.

Monitoring and evaluation

St Aloysius' College recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

The committee members, responsible for dealing with sexual harassment cases will report on the compliance with this policy, including the number of incidents, how they were dealt with and any recommendations made. This will be done on a yearly basis. The institution will evaluate the effectiveness of this policy on the basis of the report and make changes if required.





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Policy Document for Anti Ragging

Objectives:

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging, St. Aloysius College (Autonomous), Jabalpur brings forth these Policy Statements.

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. 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 or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. 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 showing off power, authority or superiority by a student over any fresher or any other student.

Measures for prevention of ragging:

St. Aloysius College has deemed to be mandatory to take the following measures for prevention of ragging:

The application form for admission/enrolment includes a printed affidavit. The affidavit is filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

- a. The application form also contains a printed affidavit, which is signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
- b. Detailed information is provided on Ragging on the College Website
- c. Anti -Ragging guidelines are printed in detail in the College Diary - provided to every Student. The college diary mentioned above also contains a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
- d. Each batch of fresher's is divided into small groups and each such group is assigned to a (mentor) member of staff. Such staff member interacts individually with each member of the group regularly to ascertain the problems/difficulties, if any faced by the fresher's in the Institution and extend necessary help.
- e. In case of fresher's admitted to a Hostel, it is the responsibility of the teacher in-





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. The college ensures that seniors' access to fresher's accommodation is strictly monitored by wardens, Security Guards and Staff.

- f. A detailed input session on Anti-Ragging is given by the College Principal to the Fresher's during the Orientation Program in the beginning of every Academic Session
- g. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, Anti-Ragging notices/posters are prominently displayed on Notice Boards of as well as at vulnerable places.
- h. The Institution has a very extensive system of surveillance (CCTV) cameras in place to monitor/record possible cases of mischief
- i. Mobile Phones and other communication devices are permitted in residential areas including hostels to provide access to the students particularly fresher's, to reach out for help from teachers, parents and Institution authorities.

Monitoring mechanism in the institution:

Anti-ragging Committee: The institution constitutes a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students. It is the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging in the institution.

- a. **Anti-Ragging Squad:** The institution also constitutes a body known as the Anti-Ragging Squad nominated by the Head of the Institution with such representation as may be considered





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad has representation of various members of the campus community and shall have no outside representation.

It is the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and is empowered to inspect such places. It is also the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution 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 by any other person, as the case may be; and the enquiry report along with recommendations is submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall 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 witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required. Teachers will take extensive rounds of the college corridors and grounds - keeping a watchful eye - to prevent incidences of Ragging. A very extensive system of surveillance CCTV cameras is to be in place to monitor/ record possible cases of mischief.

Action to be taken by the Principal or the Head of the Institution:

The Head of the Institution along with other administrative authorities takes adequate measures for prevention of ragging. The Head of the institution is obliged to act immediately in response to the information received on incidents of Ragging.

Actions to be taken against students for indulging and abetting ragging:

- a. 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.
- b. Every single incident of ragging a First Information Report (FIR) will be filed without exception by the institutional authorities with the local police authorities.
- c. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

d. Depending upon the nature and gravity of the offence as established the possible

Punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

- i. Cancellation of admission
- ii. Suspension from attending classes
- iii. Withholding/withdrawing scholarship/fellowship and other benefits. Debarring from appearing in any test/examination/ other evaluation process
- iv. Withholding results
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/expulsion from the hostel
- vii. Rustication from the institution for period ranging from 1 to 4 semesters
- viii. Expulsion from the institution and consequent debarring from admission to any other institution.
- ix. Collective punishment: when the persons 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.

Appeals:

An appeal against the order of punishment by the Anti-Ragging Committee shall lie with the Head of the Institution





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR(M.P.)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

CODE OF CONDUCT

ST. ALOYSIUS COLLEGE (AUTONOMOUS), JABALPUR

Code of Conduct





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Code of Conduct

St. Aloysius College, an institution dedicated not only to academic excellence but also to the cultivation of values and ethics among its community members. This preface introduces our Code of Conduct, a cornerstone document that reflects our commitment to maintaining a respectful, honest, and responsible environment.

At St. Aloysius College, we believe that the foundation of a successful educational environment is built on the principles of integrity, respect, and accountability. Our Code of Conduct is a guide that outlines the expected behaviors and standards for all members of our college community, including students, faculty, staff, and administration.

The purpose of this Code is twofold: to provide a clear understanding of what is expected in terms of conduct and to ensure that our college remains a safe, inclusive, and productive place for learning and personal growth. It encompasses a range of areas, including academic integrity, personal behavior, respect for others, and adherence to college policies and procedures.

This Code is not merely a set of rules but a reflection of our values as an educational institution. It serves as a reminder that each member of our community is responsible for upholding these values and contributing positively to the college's legacy.

We encourage all members of St. Aloysius College to read, understand, and commit to this Code of Conduct. By doing so, we collectively foster an environment where all individuals can thrive academically, professionally, and personally, rooted in the principles of mutual respect and integrity.

Version 2.0



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Index

1. Society GB.....	3
2. Governing Body.....	4
3. Principal under Autonomy Guidelines.....	6
4. Controller of Examinations.....	9
5. Academic Integrity.....	11
6. Head of Department (HOD).....	15
7. Code of Ethics for Teachers.....	17
8. UGC Students' Handbook on Code of Ethics and Conduct along with Standard Procedures.....	19
9. Finance Committee and Office Staff.....	35



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

8. UGC Students' Handbook on Code of Ethics and Conduct along with Standard Procedures

1. Preamble

This Handbook indicates the standard procedures and practices of St. Aloysius (Autonomous) College (hereinafter referred to as the 'College') for all students enrolling with the College for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the College's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the College.

2. Jurisdiction

- a. The College shall have the jurisdiction over the conduct of the students associated /enrolled with the College and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the College campus or in connection with the College related activities and functions.
- b. College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include -
 1. Any violations of the Sexual Harassment Policy of the College against other
 2. Students of the College.
 3. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College;



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

4. Possession or use of weapons, explosives, or destructive devices off campus
5. Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
6. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community. The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct

- a. This Code shall apply to all kinds of conduct of students that occurs on the College premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.
- b. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that a) he/she shall be regular and must complete his/her studies in the College. b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the College subject to written consent of the Deans c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the College on a scholarship, the said grant shall be revoked.
- c. College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- d. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:
 - e. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 - f. Intentionally damaging or destroying College property or property of other students and/or faculty members.
 - g. Any disruptive activity in a class room or in an event sponsored by the College
 - h. Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards
 - i. Participating in activities including-
 - a) Organizing meetings and processions without permission from the College.
 - b) Accepting membership of religious or terrorist groups banned by the
 - c) College/Government of India
 - d) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - e) Unauthorized possession or use of harmful chemicals and banned drugs
 - f) Smoking on the campus of the College
 - g) Possessing, Consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College
 - h) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
 - i) Rash driving on the campus that may cause any inconvenience to others



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- j) Not disclosing a pre-existing health condition, either physical or psychological, to a Medical Officer which may cause hindrance to the academic progress.
- k) Theft or unauthorized access to others resources.
- l) Misbehavior at the time of student body elections or during any activity of the College.
- m) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the College.
- n) Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.
- o) Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- p) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- q) Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.
- r) Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of College property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- s) Damage to, or destruction of, any property of the College, or any property of others on the College premises.
- t) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- u) Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis
- v) person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

4. Breach of Code of Conduct

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- a. Warning- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- b. Restrictions -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- c. Community Service - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- d. Expulsion- Expulsion of a student from the College permanently. Indicating prohibition from entering the College premises or participating in any student related activities or campus residences etc.
- e. Monetary Penalty- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- f. Suspension- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc.
- g. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties.
- h. Ineligibility to reapply for admission to the College for a period of three years
- i. Withholding the grade card or certificate for the courses studied or work carried out.

5. APPEAL

- a. If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:
- b. I accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
- c. Refer the case back to the committee for reconsideration. In any case the Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

6. Academic Integrity

As a premier institution for research and education, the College values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The College believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the College and its research missions, and hence, violations of academic integrity constitutes a serious offence.

6.1 Scope and Purpose

a. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the College and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE: *These examples are only illustrative, NOT exhaustive.*

b. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

c. The principles of academic integrity require that a student,

- Properly acknowledges and cites use of the ideas, results, material or words of others.
- Properly acknowledges all contributors to a given piece of work.
- Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

6.2 Violations of this policy include, but are not limited to:

1. Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- d. Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- e. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

f. Paraphrasing or changing an author's words or style without citation.

2. Cheating includes, but is not limited to:

- a. Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- b. Allowing or facilitating copying, or writing a report or taking examination for someone else.
- c. Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- d. Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- e. Creating sources, or citations that do not exist
- f. Altering previously evaluated and re-submitting the work for re-evaluation
- g. Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

3. **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

4. on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- a. Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b. Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- c. Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- d. Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e. Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f. Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

- a. **Student roles:** Before submitting a thesis (M.Sc. or PhD) to the department, the student is responsible for checking the thesis for



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- b. plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the College, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- c. **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the College's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity
- d. **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the College, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning and/or an "F" course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Department Head. Upon receipt of reports of scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

7. Anti-Ragging

The College has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

The said UGC Regulations shall apply mutatis mutandis to the College and the students are requested kindly to

1. *Ragging constitutes one or more of the following acts:*

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student; indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other students;
- b. 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 or embarrassment so as to adversely affect the physique or psyche of such a student;
- c. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- d. exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- e. any act of financial extortion or forceful expenditure burden put on a student by other students;
- f. any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- g. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
 - h. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or
 - i. showing off power, authority or superiority by a student over any other student.
2. *Anti-Ragging Committee*: The Anti-Ragging Committee, as constituted by the Principal and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by students' affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors and Head of the concerned Department.
3. *Anti-Ragging Squad*: To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee
4. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:
 - a. Suspension from attending classes and academic privileges.
 - b. Withholding/ withdrawing scholarship/ fellowship and other benefits.



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

- c. Debarring from appearing in any test/ examination or other evaluation process.
 - d. Withholding results. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
 - e. Suspension/ expulsion from the hostels and mess.
 - f. Cancellation of admission.
 - g. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
 - h. In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.
 - i. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities. The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and
 - j. circumstances of each incident of ragging and nature and gravity of the incident of ragging.
5. An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to: i) In case of an order of an institution, affiliated to or constituent part, of the College, to the Principal of the College.

8. SEXUAL HARASSMENT

The College's Policy on prevention and prohibition of sexual harassment at workplace, 2019 shall apply mutatis mutandis to the students of the College which can be accessed and reviewed by the students at <http://www.staloyuscollege.ac.in/misc/harassment.htm> Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9. STUDENT GRIEVANCE PROCEDURE

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

10. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the College campus, they have a substantial interest in the governance of the College. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the College and who are going to be enrolled in the College are advised to uphold the policy and inform the College of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.



ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST SUPPORTED & STAR COLLEGE SCHEME BY DBT

Resources

1. https://www.iisc.ac.in/wp-content/uploads/2019/02/SIH_2018.pdf
2. <https://www.iisc.ac.in/about/student-corner/academic-integrity/>
3. National Academy of Sciences article "On being a scientist," http://www.nap.edu/openbook.php?record_id=4917&page=R1
4. <http://www.admin.cam.ac.uk/univ/plagiarism/>
5. <http://www.aresearchguide.com/6plagiar.html>
6. <https://www.indiana.edu/~tedfrick/plagiarism>
7. <http://www.files.chem.vt.edu/chem-ed/ethics/index.html>
8. http://www.ncusd203.org/central/html/where/plagiarism_stoppers.html
9. <http://sja.ucdavis.edu/files/plagiarism.pdf>
10. <http://web.mit.edu/academicintegrity/>
11. <http://www.northwestern.edu/provost/students/integrity/>
12. <http://www.ais.up.ac.za/plagiarism/websources.htm#info>
13. <http://ori.dhhs.gov/>
14. <http://www.scientificvalues.org/cases.html>