	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/DARS-GARC/01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR Discipline &amp; Anti Ragging Squad and Grievance &amp; Appeal Redressal Centre (DARS &amp; GARC)</b>	<b>Date</b>	6/04/2023
		<b>Page</b>	01 of 02

1. **PURPOSE:**

- a) To maintain discipline and to prohibit any conduct by a student or group of students whether by words spoken or written or by an act which has the effect of teasing, disturbing, harassing, or mentally torturing in particularly a fresher or any other student or faculty or staff.
- b) Collecting and addressing grievances and appeals from students and staff.

2. **SCOPE:** The committee would work for the Students and Staff members of AIKTC.

3. **RESPONSIBILITY:** Director, Deans, HODs, Controller DARS-GARC and coordinators.

4. **DEFINITION:**

**Discipline** is the quality of being able to behave and work in a controlled way which involves obeying rules or standards, failing which shall attract punishment.

**Ragging:** means causing, inducing, compelling, and/or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity, violates his/her dignity, or exposes him/her to ridicule, or to forebear from doing any lawful act, by intimidating, threatening, wrongfully restraining, wrongfully confining, or injuring him/her, or by using criminal force to him/her.

**Grievance:** Unfair treatment

5. **ABBREVIATIONS:** AIKTC: Anjuman-I-Islam's Kalsekar Technical Campus,

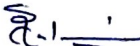
**DARS:** Discipline and Anti Ragging Squad

**GARC:** Grievance and Appeal Redressal Cell

6. **PROCEDURE**


6.1. **DARS: Discipline and Anti Ragging Squad**

- 6.1.1. DARS team will be formed as per the guidelines of the statutory bodies.
- 6.1.2. DARS team shall identify places to put posters on Anti-ragging awareness. It will have a procedure to report any kind of ragging.
- 6.1.3. Issues related to Discipline and anti-ragging shall be documented properly.
- 6.1.4. For dealing the cases there will be a meeting between the respective Dean, HoD with the DARS team.
- 6.1.5. Proper action will be taken hearing all sides and keeping natural justice in consideration.
- 6.1.6. The finding and action will be informed to Director for approval.



Centre Controller

  
Director

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	<b>No.</b>	AIKTC/SOP/ DARS- GARC /01
		<b>Rev.</b>	00
	<b>STANDARD OPERATING PROCEDURE FOR Discipline &amp; Anti Ragging Squad and Grievance &amp; Appeal Redressal Centre (DARS &amp; GARC)</b>	<b>Date</b>	6/04/2023
		<b>Page</b>	02 of 02

## 6.2 GARC: Grievance and Appeal Redressal Cell

- 6.2.1 The committee for grievance and appeal redressal shall be formed as per the statutory body's instructions.
- 6.2.2 On receipt of complaint / grievance (through letter, complaint box/ google form/ e-mail), Grievance Committee shall segregate the complaint, discuss with the committee coordinator.
- 6.2.3 Complaints shall be considered by this committee and resolved accordingly.
- 6.2.4 The departmental coordinator shall investigate the cases and discuss with the controller and resolved in the meeting with controller GARC.
- 6.2.5 If required, a hearing with the complainant or clarification from the concerned may be taken.
- 6.2.6 The complainant and departmental head shall be informed about the action taken by the committee.
- 6.2.7 If the complaint / grievance is found invalid, the complainant and the person against whom the complaint is made, will be informed accordingly.

## 7. TARGET

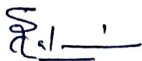
To promote healthy and satisfactory environment in the students and staff members of AIKTC.

## 8. REFERENCES:

- 8.1. ALL INDIA COUNCIL FOR TECHNICAL EDUCATION guidelines
- 8.2. UGC regulations on curbing the menace of ragging in higher educational institutions, 2009. (under section 26 (1)(g) of the university grants commission act, 1956) (to be published in the gazette of India part iii, section 4)

## 9. RECORDS

- 9.1. Minutes of Meetings
- 9.2. Notices/Circulars
- 9.3. Reporting documents related to indiscipline and grievances.
- 9.4. Action taken Reports



Centre Controller



Director