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GRIEVANCE REDRESSAL POLICY, ANTI RAGGING, ANTI EVE TEASING AND ANTI DRUG POLICY MANUAL

Sponsored By

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MONITORING AND ADMINISTRATION

1) Student Grievance and redressal policy

- ✓ Sexual Harassment Committee
- ✓ Disciplinary committee
- ✓ Internal Complaints Committee
- ✓ Student Council

2) Anti Ragging policy

- ✓ Institute Regulations on curbing the menace of Ragging
- ✓ Punishable Ingredients of Ragging
- ✓ Helpline
- ✓ Introduction to Anti Ragging Committee
- ✓ Anti Ragging Squad
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Grievance redressal Policy, Anti Ragging, Anti eve teasing and Anti-drug Policy

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SERENE CAMPUS

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1. Grievance Redressal Policy:

The Grievance and Redressal Policy develop an organizational framework to resolve grievances of the students and other stakeholders. This policy attends to the grievances and complaints registered by anyone with regard to the activities of the Institution. This Policy ensures effective solution to the grievances, using a fair approach. The grievances shall be redressed depending on the nature of the grievance. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level. 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.

1.1 Student Grievances and Redressal Committee:

As soon as the application is received, the Redressal Committee shall review the complaint and invites both the parties for discussion. All the grievances concerning to women harassment and ragging shall be dealt by the respective committees. To resolve the problem, Department level counselling is offered.

The Composition for Grievances and Redressal committee:

S.NO	Member	Number
1	Chairman-GRC	01
2	Nominated official from Affiliated University(JNTUH)	01
3	No of HOD's	13
4	Male faculty	05
5	Female faculty	02

1.2 Prevention of Sexual Harassment:

In order to provide congenial environment of gender equality and against sexual harassment for the well being of the staff and students. The cell considers sexual harassment to include unwelcome sexually determined behaviour whether directly or by implication such as a demand or request for sexual favours.

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.UGC advising all Universities 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.

The Composition for Prevention of Sexual Harassment committee:

S.NO	Member	Number
1	Chairman-POSH	01
2	Female faculty	03

1.3 Disciplinary Committee:

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. Generally disciplinary action could be initiated in terms of Warning, Written Apology, Adverse remarks in the confidential report, Suspension, Dismissal, Any other relevant mechanism.

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. Disciplinary Committee committee shall make an enquiry and shares the report to the Principal. The Principal shall decide the action to be taken.

The composition for Disciplinary Committee:

S.NO	Member	Number
1	Disciplinary Committee Coordinator	01
2	Number of HOD's	04
3	Male faculty	23
4	Female faculty	04
5	Transport Manager	01
6	Technical Staff	02
7	Administrative Staff	02
8	Security Officer	01

1.4 Internal complaints committee:

Both formal and informal feedback are collected from students, and utilized in improving student experience in the institution in several ways. Student feedback on teachers is collected semester wise and teachers are given a consolidated report of the same. Teachers also collect feedback on classes informally Services which included seeking suggestions. The complaints and suggestions are forwarded to the Principal for suitable action and many corrective measures will be taken wherever possible.

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 college authorities, This habit avoids many problems. Students may drop their feedback, problems or grievances in the general suggestion box and the concerned authority's aid in resolving the issue.

Students can express their grievance in writing to the members who convene a meeting to address the issue. Students also meet their mentors and counsellors and get their problems addressed. The requirement of providing complaints in writing often discourages students from following up. Therefore the problem is better addressed by mentors, discipline committee convenor and senior faculty. 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.

The composition for internal complaints committee:

S.NO	Member	Number
1	Chairman, ICC	01
4	Male faculty	02
5	Female faculty	03
6	Technical Staff	01
7	Administrative Staff	01
8	Senior Male Students	01
9	Senior Female Students	02

1.5 Students Council:

The Student Council is run by students and faculty as advising members. The establishment of a student council is a vital and integral part of the student community. As a result, students participate in the development of the institute and are encouraged to develop their personality in a healthy environment. The student council is the voice of the student body as well as the planner of events that contribute to school spirit and community welfare. Through them, students can express their ideas, interests, and concerns to the institute as a whole.

The general objectives are:

- a) To enhance communication between students, management and staff.
- b) To create an environment conducive to educational and personal development.
- c) To support the management and staff in the development of the Institute.
- d) To promote the interests of students among the institute administration and staff.

The composition for Students Council:

S.NO	Member	Number
1	Faculty Advisor	01
2	Faculty Coordinator	01
3	Student Coordinator	01
4	Number of Senior Male students	08
5	Number of Senior Female students	08

2. ANTI - RAGGING POLICY

2.1 Regulations on Curbing the Menace of Ragging

Ragging is a criminal offence as per the Supreme Court verdict. Ragging is an offence under The Telangana Prohibition of Ragging Act, 1997(Act No.27 of 1997) which is an extension of A.P. Prohibition of Ragging Act (Act 26/1997),G.O.Ms. No.67, Hr.Edn.(EC-2) Dept.dt. 31-08-2002 Order of High Court, dt: 02-12-2005 in W.P.No 23345/2005, Which define ragging as: "Causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule from doing any lawful act. By intimidating, wrongfully restraining, wrongfully confining, or injuring him/her or by using criminal force on him/her or by holding out to him/her any threat of intimidation, wrongful confinement, injury or the use of criminal force."

In conformity with the directives of the Government of A.P, the affiliating university and the A.P Police,” Ragging in all its forms is totally banned in this institution including in its departments, constituent units, all its premises (academic, residential, sports, kiosks, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action including but not limited to criminal proceedings and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or on the independent finding of the Anti Ragging Squad. The Institution is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009."

2.2 Punishable Ingredients of Ragging:

- a) Abetment / instigation to ragging
- b) Criminal conspiracy to rag
- c) Unlawful assembly and rioting while ragging
- d) Public nuisance created during ragging
- e) Violation of decency and morals through ragging
- f) Injury to body, causing hurt / mental trauma or grievous hurt
- g) Wrongful restraint
- h) Wrongful confinement

- i) Use of criminal force
- j) Assault as well as sexual offences or unnatural offences
- k) Extortion
- l) Criminal trespass
- m) Offences against property
- n) Criminal intimidation
- o) Attempt to commit any or all of the above mentioned offences against the victim
- p) Physical or psychological humiliation
- q) Any act / abuse by spoken words, e-mails, snail mails, blogs, public insults etc.
- r) Any act that prevents, disrupts or disturbs the regular academic activity of a student
- s) All other offences following from the definition of "Ragging".

2.3 Helpline:

Principal: 9391008138, 040-23041516

Administrative Officer: 9490469050

Vice Principal: 04023546646

Anti Ragging Committee Chairman: 9440345392

Local Police: 100

In the case of any ragging incident, the students may immediately call and bring it to the notice of the above persons for necessary help, guidance and actions. The Freshers / Junior students are hereby instructed that they should move in groups within the academic areas / campus, should not respond to the calls from seniors, should not participate in any kind of "Freshers' party" anywhere inside/outside the campus without obtaining prior permission from the principal, desist from doing anything against their will even if ordered by the seniors and that, they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.

2.4 Committees

a) The Institution Level Anti Ragging Committee

Complying with the directives of the Hon'ble Supreme Court of India UGC Regulation the above Anti-ragging committee is formed for overseeing the implementation of the provisions of the Anti-ragging Verdict. This committee comprising of teaching Faculty, administrators and women representatives will monitor the measures taken by the Institute for prevention of ragging, will look into the specific instances of ragging and complaints of ragging; and suggest appropriate action / punishment against individuals who indulge in ragging.

The composition for Anti Ragging Committee:

S.NO	Member	Number
1	Chairman-ARC	01
2	Physical Director	01
3	Male faculty	21
4	Female faculty	12
5	Technical Staff	08
6	Administrative Staff	05
7	Local Police Staff	01
8	Local Journalist	01
9	Students Parent	01
10	Institute Security Officer	01
11	Sr Male Students	26
12	Sr Female Students	25

b) The Institution Level Anti Ragging Squad:

Complying with the directives of the Hon'ble Supreme Court of India, the following Anti-ragging Squad is formed for overseeing the implementation of the recommendations of the Anti-ragging Verdict. It will be mobile, alert and active at all times and is empowered to periodically inspect places of potential ragging. It will make surprise raids on hostels and other hot spots. The squad shall investigate incidents of ragging, make recommendations to the Institution level Anti-ragging committee and shall work under the overall guidance of the said committee. The squad will visit various potential locations and hostels, both inside and outside the campus.

The squad will visit regularly on all days (on rotational basis), will continuously monitor the situation and report to the anti-ragging committee from time to time. A vehicle will be made available to the visiting squad. This squad comprising teaching faculty / supporting staff, administrators and women representatives (various sections of the campus community) will have vigil, oversight and patrolling functions.

The composition for Anti Ragging Squad:

S.NO	Member	Number
1	Coordinator-ARS	01
2	Male Faculty	08
3	Female Faculty	08
4	Technical Staff	05
5	Administrative Staff	03
6	Male Hostel Warden	01
7	Female Hostel Warden	01
8	Senior Boy Student	03
9	Senior Girl Student	02

2.5 Preventive Aspects of Ragging

2.5.1 Addressing by the Heads of the Departments:

Heads of all the Departments of the Institute, during their address/discussions with parents/guardians, admission aspirants/ fresh entrants students at the time of counseling meets, new batch induction on registration, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while brief up about ‘Anti Ragging Policy’ of the Institute. The efforts during such meets be directed towards achieving socio-academic integration of new entrants with the specific merit oriented environment of mutuality and trust of the Institute.

2.5.2 New Batch inaugurals:

Each constituent may organize, in a befitting manner, inaugurals of new batches, towards progressive socialization efforts. Head of the Departments and faculty members, during such inaugurals may provide to the students, the guidelines on behavioral norms.

2.5.3 Fresher’s Party:

Seniors, be encouraged to organize, “Welcome Party” for new entrants. For this purpose an organizing committee be constituted, out of senior students of which, a senior faculty member will be the Ex-Officio-Chairman cum Patron. Such a party, by senior students, be organized within first fortnight, of the beginning of academic session. Head of the Institution, HOD’S and faculty members, to the extent possible, should participate in such a party.

2.5.4 Professional Counselling:

Professional counsellors attached to the Institute should provide counseling to ‘fresher’ in order to prepare them for the socio-academic life ahead particularly for adjusting to life away from home in the institution in hostels.

2.5.5 Mentoring Students:

Mentoring students by assigned faculty on a weekly basis improves the academic performance and overall improvement of students.. Twenty students should be assigned to every faculty at the beginning of an Academic Year. The faculty mentor will monitor their mentee students of Academic progress, Attendance, Discipline, involvement of student in training programs, Preparation strategies for Higher Studies and Placements.

Institute also started Alumni-Student Mentoring Sessions and inviting alumni to nominate themselves to become Mentor for current students. This includes live interaction webinars from alumni on topics related to Career, Placements, Entrepreneurship, Higher Studies.

2.5.6 Social, Cultural and Sports Activities:

The Institute constitutes of social cultural and sports committees, under the supervision of a faculty member. Membership of these committees will be on a mixed group pattern, with a cross section of senior and junior students including both boys and girls. Other students' related areas of activities should also be coordinated through identical pattern of committees.

2.5.7 Vigilance Arrangements:

The Institute should identify all vulnerable locations, and ensure keeping a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating (Canteens, Cafes, Dhabas etc). Hostel / other premises, where freshers are accommodated, are required to be carefully guarded if necessary, by posting security personnel placed under charge of a warden.

2.5.8 Migration Certificates, Character Certificates, School Leaving Certificates

- i) Migration/ School leaving certificates and Character certificates, issued by the Previous Institution/University to the admission aspirants to their Department of the Institute should be carefully checked for any entry relating to The student's involvement in "ragging or other anti social activities" at the time of Registration for admission.
- ii) Migration certificate issued by the Institute to the students should have an entry apart from general conduct and behaviour, whether student had participated in and in particular was punished for "ragging" or any such activity.

2.5.9 Admission Advertisements:

All admission related advertisements of the Institute should indicate that "Ragging is banned in the Institution.

2.5.10 Prospectus and Admission Forms:

- a) All prospectuses should contain a specific caution that “ragging is strictly banned in the Institute, and any one found indulging in ragging, be punished as per the rules which may include Rustication from the institute.” While providing a gist of the “Anti- Ragging Policy” of the Institute, and also the likely punishments for indulging in such activities, in the prospectus for admission to any of the Departments of the Institution, number of cases of “ragging” in the previous academic year/session, the punishment awarded to the guilty should also be mentioned.
- b) Students seeking admission to any course of the Institute should sign the specific declarations both by the student and parent seeking admission. The admission of such a student, who will not submit such a declaration, should summarily be rejected.

2.5.11 Printed leaflets for new entrants:

In order to promote and raise confidence and to address natural anxiety among freshers, each new entrant to the institute (VNRVJIET), at the time of registration, should be provided with a printed leaflet indicating do’s and don’ts to prevent them from any likely incident of Ragging which should also include a brief on the “Anti-Ragging Policy”, of the Institute. Such leaflet should also contain names, addresses and contact numbers of such persons, to whom, and when, students need to turn for Information, Help and Guidance relating to Ragging.

2.5.12 Erection of Hoardings/Bill Boards/Banners:

The Institute should erect suitable Hoardings/Bill Boards/ banners in prominent places within the Campus to exhort students to prevent, or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of “Ragging”.

2.6 Monitoring Aspects of Ragging

2.6.1 Anti-Ragging Surveys

Anonymous random surveys, across first year students be carried out every fortnight, during first three months, at all the Departments of the Institute, to verify and check, whether the campus is indeed free from ‘ragging’.

2.6.2 Monitoring Cell at the Institution Level

A monitoring cell should be constituted at the Institution level, directly functioning under the ‘Principal’ to coordinate with all the Departments of the Institute. The cell should call for reports from the Heads of the Departments in regards to the activities of the ‘Anti-Ragging Committees’, ‘Anti-Ragging Squads, ‘Mentoring Cells’ and the compliance with instructions on various ragging preventive measures, incidents and the manner in which the same are dealt with.

2.7 Procedural and Punitive Aspects of Ragging:

2.7.1 First Instance or Informative Persons (FIPs)/Anti Ragging Squads:

- a) Each Department and /or the Institute should nominate, 'First Information Persons' (FIPs) at the beginning of each academic year. These persons should provide first instant intervention in case of any complaint of "ragging".
- b) FIPs will also need to co-ordinate the preventive aspects of ragging, under the guidance of the Head of the Institution aiming to create a "Ragging Free Environment"
- c) FIPs will be responsible for taking steps to ensure that cases of "ragging" within their departments are brought to the notice of the Principal.
- d) FIPs are empowered to deal with informal complaints of "ragging" and/or take suo-moto cognizance of any of such incident and take necessary action.
- e) FIPs will also function as 'Anti-Ragging Squad' and "Anti-Ragging Vigilance Committee".

2.7.2 Ragging Reporting Procedure:

- a) If any individual believes that he or she has been subjected to 'ragging' or has the knowledge of any such incident, such person (or FIP, who may have assisted the complainants or those, who have otherwise observed / known about "ragging") shall have option to file a complaint with the Principal. This may be done in writing or orally. Written complaint is preferable.
- b) FIPS or member/s of the 'Enquiry Committee' will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- c) All formal/Informal complaints of "ragging" may be made to the FIP within the departments or directly to the Principal as stated above.

2.7.3 Enquiry Committee:

A three member enquiry committee, (of which one shall be a female member) to be nominated by the Principal will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances. The investigations should start within 1 day of reporting the incident and reports finalized by the 'Enquiry Committee' pinpointing the involvement of the accused along with recommendations relating to the punishment shall be submitted to the Principal of the Institute maximum within a period of 3 days maximum.

2.7.4 Process of Enquiry:

The process of enquiry should be such to ensure that principles of natural justice are adhered to details of the process would be identical as in the case of 'Policy Prohibiting discrimination, Eve Teasing and Sexual Harassment' adopted by the Institute.

2.7.5 Punishments against Ragging:

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the Institution, the Principal of the Institute will be empowered to impose any of the punishment/(s) listed below or any other kind of punishment, which He/She may consider to be appropriate.

- 1) Withholding Scholarships or other Benefits.
- 2) Debarring from representing the Institution.
- 3) Withholding Results.
- 4) Expulsion from hostel / Mess.
- 5) Debarring from examinations.
- 6) Debarring from appearing in any test/examination or other evaluation process.
- 7) Suspension from the class for a limited period.
- 8) Fine with apology.
- 9) Prosecuting for criminal offence.
- 10) Filing FIR with the local police.
- 11) Cancellation of admission / expulsion from the Institute.
- 12) Collective punishment in case the individual/(s) committing ragging".
- 13) Rustication from the institution for a period, ranging from 1 to 3 years.
- 14) According to Act 26 of 1997, Based on the Nature of the Ragging, Punishment in terms of Fines will be varied which is mentioned in Below Table:

S.NO	Nature of Ra2gging	Punishment
1	Teasing, embarrassing and humiliating.	Imprisonment up to 6 months or fine up to Rs.1,000/- or both
2	Assaulting or using criminal force or criminal intimidation	Imprisonment up to 1 year or fine up to Rs.2,000/- or both.
3	Wrongful restraining or confining or causing hurt	Imprisonment up to 2 years or fine up to Rs.5,000/- or both.
4	Causing grievous hurt, kidnapping or rape or committing natural offence.	Imprisonment up to 5 years and fine up to Rs.10,000/-
5	Causing death or abetting suicide	Imprisonment up to 10 years or fine up to Rs.50,000/-

2.7.6 Appeal

Any Appeal with regards to any action taken against the accused at any level and / or against the punishment awarded under this policy by the 'anti ragging committee', shall lie with the Principal of the Institute, which should be filed within a period of one week from such an action or award of punishment.

2.8 Saving and Repeal Clause:

Principal of the institution will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time. He will also possess powers to exercise his discretion with respect to any or all of the clauses of this policy.

3. ANTI EVE TEASING POLICY

3.1 Introduction:

Eve teasing is a euphemism used in India for public sexual harassment, street harassment or molestation of women by men, with Eve being a reference to the biblical Eve.

Considered a problem related to delinquency in youth it is a form of sexual aggression that ranges in severity from sexually suggestive remarks, brushing in public places, catcalls, to outright groping. Sometimes it is referred to with a coy suggestion of innocent fun, making it appear innocuous with no resulting liability on the part of the perpetrator. Eve-teasing refers to the temptress nature of Eve, placing responsibility on the woman as a tease, as though the aggressive response of the males was normal rather than criminal. Eve-teasing has been a notoriously difficult crime to prove, as perpetrators often devise ingenious ways to attack women and usually occur in public places, streets, and public transport.

3.2 Legal Redress:

According to Section 298 (A) and (B) of the Indian Penal Code (IPC), which sentences a man found guilty (in 'eve-teasing') of making a girl or woman the target of obscene gestures, remarks, songs or recitation for a maximum tenure of three months. Section 292 of the IPC clearly spells out that showing pornographic or obscene pictures, books or slips to a woman or girl draws a fine of Rs.2,000 with two years of rigorous imprisonment for first offenders. In case of repeated offence, when and if proved, the offender will be slapped with a fine of Rs.5,000 with five years imprisonment. Under Section 509 of the IPC, obscene gestures, indecent body language and acidic comments directed at any woman or girl carries a penalty of rigorous imprisonment for one year or a fine or both.

In addition to above legal measures even the Institute can take punitive measures against eve teasing as stated in anti ragging policy of the Institution(As per 2.1). The institute has taken remedial measures, both judicial and law enforcement, to curb the menace and efforts were made to sensitize the local police about the issue, and the police were given authority to round up eve teasers. The deployment of plain-clothed female police officers for the purpose has been particularly effective. The institute is determined to set up Women's Helpline and special anti-eve-teasing cells at department level by the Principal to curb the menace of 'eve-teasing' in college premises ,institute related events like tour, industrial units visit at outside and busses.

3.3 The Composition for Anti Eve Teasing Committee:

S.NO	Member	Number
1	Chairman-Anti Eve Teasing Committee	01
2	HOD's	03
3	Female faculty	09
4	Male faculty	01
5	Senior Boy Student	01
6	Senior Girl Student	01

3.4 Duties and Responsibilities of Anti- Eve Teasing Committee:

The Chairman of this Committee chairs all the meetings regarding the disciplinary actions against those who involved in Eve Teasing. He/She may also suggest the list of the members to include in the Committee. He/She prepares guidelines to take up the disciplinary cases .The Committee should meet at least once in a semester or as and when any issue to be discussed. He/She has to maintain the minutes of the meetings and communicate the minutes to the Principal after completing the meetings. It is authorized to form sub-committees for the specific issue involving the disciplinary cases. The disciplinary action to be taken as suggested by the Committee has to be communicated to the Principal and to the Management.

4. ANTI DRUG POLICY

According to antidrug policy of India, Under the NDPS Act, it is illegal for a person to produce/manufacture/cultivate, possess, sell, purchase, transport, store, and/or consume any narcotic drug or psychotropic substance. Under one of the provisions of the act, the Narcotics Control Bureau was set up with effect from March 1986.

4.1 Purpose and Scope

This policy is adopted in order to comply with UGC statutory directives.

4.2 Definitions

- a) Workplace – VNRVJIET owned or controlled property or the site for performance of work.
- b) Controlled Substance (Drug) – cocaine, marijuana, opiates, amphetamines and any other substance designated a “controlled substance”.
- c) Criminal Drug Statute – A criminal statute involving the manufacture, distribution, dispensations, use, or possession of any controlled substance.
- d) Conviction – A finding of guilt (including judicial acceptance of a plea of nolo contendere) or imposition of sentence, or both, by a judicial body determining violations of Federal or non-federal criminal drug statutes.
- e) Project Director– The individual having administrative supervision over a project.
- f) Employee – Shall include VNRVJIET Faculty, Administrative and Professional staff.
- g) Students—Shall include all students of UG, PG & Ph.D.

4.3 Policy

4.3.1 Anti- drug abuse Policy:

In support of anti-drug abuse legislation, it is the policy of VNRVJIET to establish and maintain appropriate compliance by:

- a) Publishing and distribution to all employees a written statement regarding this controlled substance prohibition in the workplace, with descriptions of disciplinary actions which may be taken against employees for violations of such prohibition.
- b) Establishing a drug-free awareness program.
- c) Notifying the contraction or granting agency within 10 days of receiving notice of an employee’s criminal drug statute conviction for a violation occurring in the workplace.

- d) Imposing appropriate administrative disciplinary action on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted or who has otherwise violated this policy.
- e) Making a good-faith continuous effort to maintain a drug-free workplace through the implementation of the requirements set forth in the Drug-Free Workplace Act.

4.3.2 Procedures:

- a) A copy of the written statement in 4.3.1 (a) regarding the controlled substance prohibition in and on VNRVJIET property, shall be disseminated to all current employees, students posted in each department of the Institute (VNRVJIET) and given to each new employee and new students.
- b) The Chairman of the Committee will have the responsibility of explaining this policy to employees.
- c) An employee and student shall notify the Chairman of the Committee/ Principal, of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

4.3.3 Suspensions and Disciplinary Actions

- a) An employee and student found at any time to have violated the drug-free workplace policy may be disciplined by VNRVJIET even when the violation has not resulted in a criminal conviction. Employees or students may also be temporarily suspended if such is deemed necessary to protect the best interest and safety of the Institute, its components, and participants. As an alternative to disciplinary action, the Institute may require satisfactory participation in a drug abuse assistance or rehabilitation program as a condition to continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
- b) In determining whether a violation of the Drug-Free Workplace Policy as occurred and the disciplinary action to be imposed by the institute disciplinary committee a result of each violation, relevant provisions of the rules and regulations shall be followed in so far as faculty, staff and students are concerned.
- c) One of the actions set forth above discipline or (satisfactory participation in a drug abuse assistance/rehabilitation program) shall be taken within thirty days of receiving notice of a conviction as provided.

- d) Failure of an employee or student to report his/her criminal drug statute conviction for a violation in the workplace within five days of the conviction is ground for dismissal of that employees/ rusticated students.
- e) For staff employees, appropriate and established leave policies will be followed for the purposes of such treatment and rehabilitation. For student, drug rehabilitation leave will be determined on an individual basis.
- f) Where necessary because of conviction and incarceration, decisions relative to suspension or dismissal or the granting of leave for treatment will be determined individually.

4.4 Counselling and Rehabilitation Sources:

The office of Student Affairs may contact for preliminary counsel and advice regarding chemical dependency problems and referral to approved chemical dependence treatment agencies.

4.5 Composition for Institute Drug-Free Workplace Maintenance Committee:

S.NO	Member	Number
1	Chairman	01
2	Physical Director	01
3	Male faculty	21
4	Female faculty	12
5	Technical Staff	08
6	Administrative Staff	05
7	Local Police Staff	01
8	Local Journalist	01
9	Students Parent	01
10	Institute Security Officer	01
11	Sr Male Students	26
12	Sr Female Students	25

4.6 Duties and Responsibilities:

The Chairman of this Committee chairs all the meetings regarding the disciplinary actions against anti drug free work place policy. He/She may also suggest the list of the members to include in the Committee. He/She prepares procedures to take up the disciplinary action. The Committee should meet at least once in a semester or as and when any issue to be discussed.

He/She has to maintain the minutes of the meetings and communicate the minutes to the Principal after completing the meetings. It is authorized to form sub-committees for the specific issue involving the disciplinary cases regarding anti drug free work place policy. The disciplinary action to be taken as suggested by the Committee has to be communicated to the Principal and to the Management.