

# NARAYANA COLLEGE OF NURSING

Chinthareddypalem, Nellore – 524 003

Rc. No. NCN/Anti-Ragg./2021-22

Dated: 02.02.2022

## CIRCULAR

Sub: Narayana College of Nursing, Nellore –Formation of Anti-Ragging Committee  
2021-22 - Reg.  
Ref: Indian Nursing Council letter F. No.22-10/2015-INC(AR), dated 29.05.2015.

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As per the unanimous resolution adopted in the meetings of heads of the Narayana College of Nursing and college council members, the following steps have been taken to prevent, report, monitor & follow-up actions of ragging in the campus of Narayana College of Nursing, Nellore.

### i) Anti-Ragging Committee:

	Mobile Numbers
1. Dr. Indira. A, Principal	9490166028
2.Mrs. B. Vanajakumari, Professor (COM)	9490894253
3.Mrs. Anusha J, Asst. Professor (COM)	9652933068
4. Mrs. Viji. A , Professor (OBG)	9444004793
5. Mrs. Shanmugavadivu. P, Professor (PAED)	9738418028

### II)Anti-Ragging Squad:

	Mobile Numbers
1. Mrs. Kannagi. E, Professor & HOD (PAED)	9003202514
2. Mrs. Nathiya. K, Asst. Professor & HOD (PSY)	8220828355
3. Mrs. Merlingolda. V, Assoc. Professor (MSN)	9444203402
4. Mrs. Ushakiran. T , Asst. Professor (OBG)	7097350029
5. Mrs. K. Kantha, Asst. Professor (CHN)	9441633279

### ii)Anti-Ragging Monitoring Committee:

	Mobile Numbers
1. Dr. Indira. A, Principal	9490166028
2. Mrs. Kannagi. E, Professor & HOD (PAED)	9003202514
3. Mrs. Viji. A , Professor (OBG)	9444004793
4. Mrs. Latha. A, Professor (MSN)	9160887339
5. Dr. A. Tamil Selvam, Professor & HOD (PSY)	9840350491
6. Mrs. Gunavathi. K, Warden	7799626242

All the members of the above committee are requested to contact the Principal, Narayana College of Nursing incase of Emergency **Contact. No. 9490166028**

*A. Indira*  
**PRINCIPAL**

To  
All the concerned  
Copy to Caretaker/Warden of the Nursing students Hostel



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003.

# NARAYANA COLLEGE OF NURSING

Chinthareddypalem, Nellore – 524 003

## ANTI-RAGGING HELP LINE

### CONTACT IN EMERGENCY

1. Dr. Indira. A, Principal - 9490166028
2. Mrs. Kannagi. E, Professor & HOD (PAED) - 9003202514
3. Mrs. Viji. A, Professor (OBG) - 9444004793
4. Mrs. B. Vanajakumari, Professor (COM) - 9490894253
5. Ms. N. Anjani Devi, Asst. Professor (MHN) - 7093655848
6. Mrs. Rajani. P, Assoc. Professor (PAED) - 8985209957
7. Mrs. Anusha. J, Asst. Professor (CHN) - 9652933068
8. Mrs. Merlingolda. V, Assoc. Professor (MSN) - 9444203402
9. Mrs. Ushakiran. T , Asst. Professor (OBG) - 7097350029
10. Mrs. Kantha. K, Assoc. Professor (COM) - 9441633279
11. Mrs. Latha. A, Professor & HOD (MSN) - 9160887339
12. Dr. A. Tamil Selvam, Professor & HOD (PSY) - 9840350491
13. Mrs. Gunavathi. K, Warden - 7799626242
14. Mrs. Shanumuga Vadivu. P, Nodal Officer - 9738418028
15. LOCAL POLICE STATION – RURAL - 0861-2331009
16. POLICE CONTROL ROOM - 100

Date: 02.02.2022



*B. Anny*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

*A. Jale*  
PRINCIPAL  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003.

# Student Grievance Management Policy

## OBJECTIVE

Individual Student grievances and complaints which are primarily a manifestation of their dissatisfaction about teaching and learning facilities, Institutional decisions, if not promptly attended to may affect morale and learning environment in the institution.

The objectives of the grievances process will be to settle:

- Grievances of the Students in the shortest possible time
- At the lowest possible institutional management level
- Procedure and facility for appeals so that it is fair, transparent and reasonable.

.ELIGIBILITY&APPLICABILITY :All the Students on regular roll of the institution

RASC

Responsible Approver	:Individual
Support Coordinator	:Principal
	:Grievance Committee
	:Convenor / Grievance Committee



*B. Srinivas*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



## POLICY & PROCEDURE

Scope & Coverage: Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the HOD/others concerning the Student.

### Grievances for the purpose of this policy will cover individual grievances such as:

- Teaching and Learning
- Evaluation
- Facilities in the Library, Hostel
- Institutional Policy
- Interpersonal Conflicts/Issues with the HOD or team members
- Only grievance affecting an individual Student may be raised. There should not be any joint representation.

### The grievance arising out of the following will not come under the purview of the grievance procedure:

- Rules and regulation of Affiliating University.
- Matters relating to state/ central/ INC policies and procedures
- Where the grievance does not relate to a personal issues of the Student

## STAGES OF GRIEVANCE REDRESAL:

The individual can raise grievance according to this procedure:

### **Stage-I**

- (i) The aggrieved Student may take up the grievance in writing with the concerned teacher / HOD, who must try to resolve the grievance at that level within 5 working days.
- (ii) In case any grievances needs more than 5 working days to resolve, the respective Student should be informed in writing within 5 working days of the receipt of grievance by the HOD.
- (iii) In case the Student is not satisfied with the redressal of the grievance he/her may submit the grievance, in writing, to the GRIEVANCE COMMITTEE within 2 working days from end of stage above.

- (iv) The GRIEVANCE COMMITTEE will record comments on the grievance form



*B. Arjun*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



within 5 working days after making necessary enquiries and discuss with concern(s)

(v) In case of any delay in resolving the grievance, the GRIEVANCE COMMITTEE will inform the aggrieved Student of such a delay with reason from 5 working days of receipt of the grievance and commit to a resolution date not exceeding an extension time of 4 working days.

#### **Stage-II:**

(i) In case the aggrieved Student is not satisfied with the decision communicated to him/her at Stage-I or if she/he fails to receive the reply within the stipulated period, she/he may submit the grievance within a period of 2 working days from the date he/her receives final reply or in stage-I will have an option to appeal to principal with the detailed reasons for the appeal who must give a personal hearing to the grievance and a brief of same should be documented.

(ii) The principal will examine the grievance in detail including discussions with the aggrieved Student, as necessary. The principal may consult an expert neutral consultant or committee before taking final decision on the grievance.

(iii) The principal will take a decision and communicate the same within 7 working days from the receipt of the appeal and the decision will be final and binding.

#### **GENERAL CONDITIONS:**

1. If the grievance is against the Teacher or HOD then Student can skip one level and escalate her/his grievance to next level.
2. The concerned shall bring up the grievance immediately within a reasonable period of time not exceeding 3 months.
3. Only an aggrieved Student can raise the grievance
4. If the grievance arises out of an order given by the principal /Management, the said order shall be complied with before the student concerned invokes the procedure laid down for redressal of the grievance.
5. The GRIEVANCE COMMITTEE should maintain the detailed record of grievance and redressal related aspects.



*B. Chary*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003.

# ANTI RAGGING POLICY

(For Prohibition, Prevention & Punishment)



we say  
**NO MORE  
RAGGING.**

RAGGING IS A  
PUNISHABLE  
OFFENCE



ANTI RAGGING HELPLINE

**1800-425-0066**

[narayana\\_nursing@yahoo.co.in](mailto:narayana_nursing@yahoo.co.in)

## STUDENT BROCHURE

**Ragging - A Violation of Human Rights**

**Ragging is strictly prohibited on campus & off campus**



## NARAYANA COLLEGE OF NURSING

(Affiliated to Dr. NTR University of Health Sciences)

Chinthareddypalem, Nellore-524002, A.P



*B. Devi*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



## AWARENESS OF RAGGING

As per the orders of the Hon'ble Supreme Court of India, UGC Regulations and the Andhra Pradesh Prohibition of Ragging Act 1997 as adopted by the State Govt. of Andhra Pradesh. **Ragging** is considered as a sadistic thrill, and it is a violation of Human Rights.

### INSTRUCTIONS TO FRESHERS

1. You do not have to submit to ragging in any form.
2. You do not have to compromise with your dignity and self-respect.
3. You can report incidents of ragging to the authorities concerned.
4. You can contact any member of the Anti Ragging Squad / Anti Ragging Committee of the College, or the Principal.
5. The college is obliged to permit the use of communication facilities (Landline and Mobile phones) for seeking help.
6. If you are not satisfied with the enquiry conducted by the College, you can lodge a First Information Report (FIR) with the local Police, and can complain with the civil authorities also.
7. The college is in any case required to file FIR if your parents or you are not satisfied with the action taken against those who 'ragged' you.
8. Your complaint can be oral or written, and would be treated by the authorities in strict confidence.
9. Take active part in all institutional activities intended to end ragging on campus.

**RAGGING IS PROHIBITED ON CAMPUS AND OFF CAMPUS  
JOIN HANDS IN MAKING THE COLLEGE CAMPUS FREE FROM RAGGING.**



*B. Pranj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



## ANTI RAGGING POLICY OF NARAYANA COLLEGE OF NURSING

Narayana College of nursing is aware of the ragging menace in the campuses of colleges and follows the UGC Regulations, Court Directives and State Act in letter and spirit to ban any and all sorts of ragging activities in the campus. Accordingly, it has initiated to take stringent action against the perpetrators by strictly enforcing the measures to prohibit, prevent and punishment for ragging.

**Ragging**, as defined by the Honourable Supreme Court of India in its landmark judgment in 2001, is

*“Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.”*

### **As per the Clause - 3, UGC Regulations 2009**

Ragging is an Act of abuse by spoken or written words or e-Mails or Post, Teasing or Treating Rudely with the Fresher to cause Psychological Harm, Public Insult, raise Fear or Threat or Disruption or Physical Injury, Forcing to Entertain or Financial Extortion, asking to perform Lewd Acts, Exploitation of Services, Outrage of Modesty or Sexual Assault, creating Annoyance or Apprehension or Intimidation, showing of power or authority or superiority to derive sadistic thrill or perverted pleasure by Senior Students or any conduct that affects the mental health and self confidence of a fresher or any other Student.

### **As per the Section 2(e) of A.P. Prohibition of Ragging Act, 1997 as adopted by the State Govt. of Andhra Pradesh.**

“Ragging” means doing an act which causes or is likely to cause insult or annoyance of fear or apprehension or threat or intimidation or outrage of modesty or injury to a student.

The offence of the ragging is not only punishable under Section 4 of Andhra Pradesh Prohibition of Ragging Act 1997 as adopted by the State Govt. of Andhra Pradesh but also under various provisions of the Indian Penal Code (IPC), 1860 ( Act 45 of 1860) and is a Cognizable Offence.

## **RAGGING - A VIOLATION OF HUMAN RIGHTS**

Ragging in any form is not only an offence but it is also a violation of human rights of the victim. The protection of Human rights acts, 1993 defines "Human Rights" as the "the rights relating to life, liberty, equality and dignity of the individual guaranteed by the constitution or embodied in the International Covenants and enforceable by courts in India".



*B. Chintreddy*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



There is a well established statutory mechanism in India to enforce Human Rights. A victim of ragging can approach the State Human Rights Commission, the State Commission for scheduled castes and scheduled tribes, the state minorities commission and also the State Commission for Women, under the provisions of the Protection of Human Rights Act, 1993. These commissions are empowered to inquire into the complaints, call for information or report from the Government or any or any other authority or organization, and may take any of the following steps upon the completion of an inquiry held namely:

- (1) Where the inquiry discloses, the commission of violation of human rights, or negligence in the prevention of violation of human rights by a public servant, it may recommend to the Government or authority concerned the initiation of proceedings for persecution or such other action as the commission may deem fit it against the concerned person or persons;
- (2) Approach the Supreme Court or the High Court concerned for such directions, orders or writs as that Court may deem necessary; and
- (3) Recommend to the Government or Authority concerned for the grant of such immediate interim relief to the victim or the members of his family as the commission may consider necessary.

### **RAGGING - A VIOLATION OF FUNDAMENTAL DUTIES**

Ragging is an instance of human depravity and a symbol of uncivilized behaviour on the part of a person. In order to inculcate a sense of self-discipline to make all the citizens perfect human beings, the Constitution of India has incorporated 11 fundamental Duties imposed on the citizens. Any student who understands and assimilates the importance of the fundamental duties would certainly not indulge in any act of ragging. It shall be the duty of every educational institution to impart the knowledge relating to the fundamental duties to all the students and of every student to discharge such duties. If these duties are effectively discharged by the above mentioned stakeholders, ragging can be curbed effectively.

#### **Rights and duties of Newcomers and their Guardians:**

A fresher should consider Narayana College of nursing community as his/her family and should maintain cordial relationship with other members of the community particularly with the senior students. He/she, like any other student, enjoys all rights and privileges that are available to any free citizen of this country. It is the duty of the students, therefore, NOT to obey any orders or requests from anyone (apart from the administrators), inside or outside the campus, if he/she feels embarrassed or undignified by complying with such requests. It is the responsibility of the fresher or any other person(s) who is /are aware about such request or order to bring it to the immediate notice of the Dean of Students' Welfare or any member of the ARC, ARS or cells mentioned below. It should be noted that failing to do so is an offence as per the rules of Narayana College of nursing and Dr. NTR University of Health Sciences, and thus liable to be punished. The confidentiality of such students(s) / guardian(s) will be strictly maintained. The guardian should cooperate with Narayana College of nursing Authority to seek redress of the grievances of the fresher, if any.



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003.



### **Rights and duties of the Old (Senior) Students:**

As the newcomers are, in most of the cases, first timers in Narayana College of nursing, it is the duty of the seniors to guide the fresher properly so that they feel at home. The seniors should remember the days when they left their parents or the homely environment and set foot in this hitherto unknown Campus. It is the modesty, helpfulness, love and cooperation of the seniors that will contribute towards making the newcomers good and responsible members of the college community. It is also the responsibility of the old students to explore the talents in the freshers in the "ice breaking sessions" in college/hostels in presence of ARC and ARS members. Seniors should take active and wholehearted part in making sure that no ragging is taking place anywhere in the campus and should report any such incidents immediately. It is the commitment of the college authority to keep the identity of such students in strict confidence. It is noteworthy that persons involved directly or indirectly in ragging, including the onlookers are liable to be punished under the rules of College and University.

### **SALIENT FEATURES of UGC Regulations - 2009 on Curbing the Menace of Ragging in Higher Educational Institutions:**

**Clause - 3 :** 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 to 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 indisciplined 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 do in the ordinary course, 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 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.



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



- h. 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 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.
- j. Any act of Physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

**Clause - 7:** Action to be taken by the Head of the Institution: On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

- i. Abetment to ragging.
- ii. Criminal conspiracy to rag.
- iii. Unlawful assembly and rioting while ragging.
- iv. Public nuisance created during ragging.
- v. Violation of decency and morals through ragging.
- vi. Injury to body, causing hurt or grievous hurt.
- vii. Wrongful restraint.
- viii. Wrongful confinement.
- ix. Use of criminal force.
- x. Assault as well as sexual offences or unnatural offences.
- xi. Extortion.
- xii. Criminal trespass.
- xiii. Offences against property.
- xiv. Criminal intimidation.
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s).
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s).
- xvii. Physical or psychological humiliation.
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the Institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the Institution is an affiliated Institution.

Provided further that the Institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities, and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003.



**CLAUSE - 9 : Administrative action in the event of ragging :**

9.1 The Institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a) The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti -Ragging Squad, award to those found guilty, one or more of the following punishments, namely;
  - i. Suspension from attending classes and academic privileges.
  - ii. Withholding/withdrawing scholarship, fellowship and other benefits.
  - iii. Debarring from appearing in any test, examination or other evaluation process. iv. Withholding results.
  - v. Debarring from representing the institution in any regional or international meet, tournament, youth festival, etc.
  - vi. Suspension/expulsion from the hostel.
  - vii. Cancellation of admission.
  - viii. Rustication from the Institution for a period ranging from one to four semesters.
  - ix. Expulsion from the Institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
  - i. Incase of an order of an Institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University. ii. Incase of an order of a University, to its Chancellor.
  - iii. Incase of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the Institution, as the case may be.

**Anti-Ragging Initiatives of Narayana College of Nursing :**

Narayana College of nursing , in strict compliance with UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, Supreme Court directives, 2007 and Andhra Pradesh Prohibition of Ragging Act, 1997 as adopted by the State Govt. of Andhra Pradesh, has decided to frame a Policy to Prohibit and Prevent Ragging Activities in its Campus. It is bound to take a stern view and adopt tough measures on students indulging in any or all forms of ragging.

In the light of above, display of posters and putting up of notices on anti-ragging at all prominent places in and around the college highlighting the need for prevention of ragging and punishments entitled to those indulging in ragging.



*B. Chary*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



Narayana College of nursing has taken necessary steps for assuring peaceful life on the campus for fresh students and to prioritize the privileges of safeguards and safety of all students in general and the newcomers and girl students specifically. Narayana College of nursing welcome all the newcomers into its campus with an open and warm heart, and shall endeavour to make their entry and stay into the sacred temple of learning as charming and successful as possible.

Narayana College of nursing pledges to Prohibit any incident of Ragging and does not hesitate to say 'No' to Ragging, Take Preventive Measures for occurrence of Ragging and establish Zero tolerance to Ragging and Punish those who indulge in Ragging in the Campus as a cognizable offence.

Narayana College of nursing observes that Ragging is neither a fun nor a pleasure or entertainment and also not a means of familiarization or an introduction with college freshers, but it is a heinous act of Human Abuse and crime, and the same is disseminated to the students.

**The Initiatives of the College to curb the Menace of Ragging are as follows:**

1. Preparing and Distributing of Publicizing Materials such as posters, brochures and circulars against ragging.
2. Display of posters and putting up of notices at all the designated places in the college.
3. Obtaining Affidavits, Undertaking forms from all the Students and their Parents.
4. Sensitizing all the stake holders with the help of media.
5. Organizing Anti – Ragging awareness lectures.
6. Measures for Girls' Security and Appointing Women Teachers as Counselors.
7. Making Orientation Programmes Mandatory for Every Department.
8. Establishing Mentoring and Counseling Cells at Institutional Level.
9. Seeking a Pledge by all the students to make the campus a 'Ragging Free Zone'.

Narayana College of nursing, in compliance with the regulations, directives and act, has decided to constitute an Anti-Ragging Committee at the College Level and Anti-Ragging Squads at the Department Level for overseeing the effective implementation of the provisions for the curbing of any form of ragging in its campus with immediate effect.

**Monitoring mechanism:**

**a) Anti-ragging Committee:**

1. Anti-Ragging Committee is headed by the Head of the Institution, and it consists of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff (Annexure).
2. It shall be 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, and also to monitor and oversee the performance of the Anti-Ragging Squad in preventing of ragging in the institution.



*B. Chinnay*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003.



**b) Anti-Ragging Squad:**

1. Anti-Ragging Squad is nominated by the Head of the Institution having representation of faculty and staff members for maintaining vigil, oversight and patrolling functions. It shall remain mobile, alert and active at all times.
2. It shall be 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 shall be empowered to inspect such places.
3. It shall also be 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 shall be submitted to the authority 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.

**c) Mentoring Cell:**

In order to promote the objectives of the Regulations for curbing the menace of ragging and also to instill confidence in fresher's and students to ensure the practice of human values, rights, and dignity, the college has constituted a Mentoring Cell. It consists of student volunteers as Mentors to students in the lower classes of the succeeding academic year. Each mentor guides six students. The students in the final year classes are Mentors for the students in the third year classes. Students in the third year classes are Mentors for the students in the second year classes, and Students in the second year classes are Mentors for fresher's. Apart from the above measures, the college has a student counselor to attend to the student counselling requirements. The College has a student counselor to attend to the student counseling requirements. The College has a proctorial system of allotting twenty students for each faculty member to take care of academic as well as personal problems. Students have a one-period slot designated for this purpose in addition to meeting the proctor as and when needed for guidance.

**d) Punishments:**

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 as per clause 9 of UGC Regulations as indicated above.



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

**PLEDGE TO BE ADMINISTERED TO THE STUDENTS**

I, ..... a bonafide student of ..... (course)

at ..... Institution) do hereby solemnly

Pledge that

- 1) I shall not indulge in any ragging activities either directly or indirectly, either on the campus or outside thereof.
- 2) I further pledge that I shall treat all my junior students and also other students as my brothers and sisters at all times.
- 3) I shall maintain cordial atmosphere on the campus and shall follow strict discipline, I shall report any incident of ragging to the authorities concerned as soon as it comes to my notice.
- 4) I shall say no to ragging and shall not be a party to ragging either as a participant or as an abettor, and
- 5) I shall do all that is possible to make my Institution a better place for learning, enlightenment and enjoyment.



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003.



**NARAYANA COLLEGE OF NURSING  
CHINTHAREDDYPALEM,NELLORE**

**SEXUAL HARRASSMENT OF WOMEN POLICY**

NARAYANA COLLEGE OF NURSING Rules and Procedures for the Prevention, Prohibition and Punishment of Sexual Harassment of Women at the Workplace.

**1. Short Title**

These Rules and Procedures will be called the Rules and Procedures for the Prevention, Prohibition and Punishment of Sexual Harassment of Women at the Workplace, 2013. These have been formulated to implement NARAYANA COLLEGE OF NURSING POLICY FOR THE PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN, 2013.

**2. Definitions**

a. All the staff includes any person of the Narayana College of nursing who is appointed as teaching and non teaching staff whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall include persons employed on a casual or project basis and also all the students on role.

b. College includes all places of work at the NARAYANA COLLEGE OF NURSING in so far as it is used for NARAYANA COLLEGE OF NURSING activities. It includes all places of work / study and administration, as well as hostel, lanes and canteens, etc. on the NARAYANA COLLEGE OF NURSING campus.

d. Centre / Department includes any centre /Department of NARAYANA COLLEGE OF NURSING .

e. Division includes any division of NARAYANA COLLEGE OF NURSING .



*B. Prasad*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



f. Employee includes a person employed for any work directly, or by or through any agency (including a contractor), with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis, whether the terms of employment are express or implied, and includes any person employed as a temporary, casual, piece-rated or contract worker, probationer, trainee, apprentice and students or by any other name called.

g. Members includes all the employees, staff and Students NARAYANA COLLEGE OF NURSING ., or anyone working in a managerial capacity including persons on the Board of Management, NARAYANA COLLEGE OF NURSING .. It also includes employees, of its affiliated Centres and Partner institutes only to the extent that they are performing NARAYANA COLLEGE OF NURSING.related activities.



*B. Srinivas*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

- h. Outsider includes any person who is not a member of the NARAYANA COLLEGE OF NURSING.. It also includes but is not limited to any private person offering residential, food or any other facilities to members of NARAYANA COLLEGE OF NURSING..
- i. College /School includes any School of Study of NARAYANA COLLEGE OF NURSING.I.  
Sexual harassment: The following shall constitute sexual harassment of women

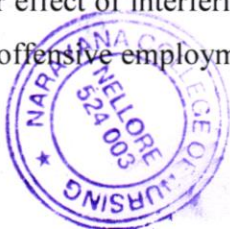
1. When submission to unwelcome sexually determined behaviour such as sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature, are explicitly or implicitly made a term or condition of employment, participation or evaluation of a woman's engagement in any NARAYANA COLLEGE OF NURSING.activity.

2. When unwelcome sexually determined behaviour, including but not limited to, sexual advances, physical and /or verbal or non-verbal or conduct, such as loaded comments, remarks or jokes, letters, phone calls, sms or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and /or effect of interfering with a woman's work or of creating an intimidating, hostile or offensive employment, educational or living environment.

3. When a man uses with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to a woman without her consent or against her will, such conduct will amount to sexual assault.

Explanation (a): It is clarified that it is the reasonable perception of the woman that would be relevant in determining whether any conduct was sexually determined and, if so, whether such conduct was unwelcome or not and that her objection would disadvantage her in connection with her education or employment, including evaluation, grading, recruitment or promotion, or when it creates a hostile working, or living environment.

(b) "Hostile Environment" is said to be created when any act of Sexual Harassment has the purpose or effect of interfering with an individuals work performance or creating an intimidating, hostile or offensive employment, living environment.



*B. Chinn*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



### 3. Scope of the Policy and Rules and Procedures

#### 4. General Duties and Responsibilities of Narayana College of nursing

NARAYANA COLLEGE OF NURSING shall:

- (a) Ensure a safe environment free from Sexual Harassment for women including prevention and deterrence of Sexual Harassment.
- (b) Prepare and prominently display the policy for the prevention and prohibition of Sexual Harassment.
- (c) Maintain a proactive program to educate all members as to the definition of sexual harassment and procedure for redress.
- (d) Undertake workshops and training programs at regular intervals for sensitizing the members.
- (e) Prominently display notices in various places spreading awareness about the issue of "Sexual Harassment at the Workplace" and giving information about the redress mechanism that has been put in place and encouraging women to file their grievances.
- (f) Facilitate initiation of proceedings under this Policy through the institution of Committee against Sexual Harassment for redress of acts of sexual harassment.
- (g) Filing of a complaint shall not adversely affect the complainant's status/job, salary/promotion, grades etc. During the pendency of an enquiry and till the final determination of a complaint of sexual harassment under this Policy the College shall not alter the conditions of service of the Complainant/Supporter/Witness concerned to their prejudice, as a consequence to the filing, participation or holding of an enquiry under this Policy.



*B. Princy*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

**5. THE COMPLAINTS MECHANISM AND THE SCOPE OF ITS FUNCTIONS  
GUIDING PRINCIPLES FOR CONSTITUTION OF COMMITTEES**

i) The Complaints and redress mechanism at Narayana College of nursing has been formulated in accordance with the following principles:

a. In order to ensure that the Committees against Sexual Harassment are gender sensitive and representative, members will be drawn from different categories.

b. To make the Committees representative, each category of College members is given representation in the Committee.

c. The 1997 Supreme Court judgment makes it mandatory for each Committee to have a woman chairperson.

d. Not less than half of the Committee members shall be women.

e. All members of the Committee against Sexual Harassment should be neutral and unbiased.

**6. STATUS:**

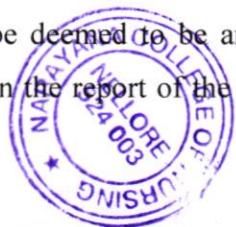
i) To implement NARAYANA COLLEGE OF NURSING's Policy Against Sexual Harassment the following Committee shall be constituted:

- NARAYANA COLLEGE OF NURSING. Committee Against Sexual Harassment

i) The Committee shall have statutory status and be empowered to carry out the mandate of this policy including conducting an enquiry into complaints of sexual harassment.

ii) As clarified by the Supreme Court in Medha Kotwal Lele and ors. Vs UOI and ors.

W.P. (Crl.) No. 173-177/1999, order dt. 26.04.04, the Committee Against Sexual Harassment envisaged and constituted under this Policy will be deemed to be an inquiry authority for the purposes of Narayana College of nursing Rules and the Report of the Committee Against Sexual Harassment shall be deemed to be an inquiry report under the College rules. The disciplinary authority will act on the report of the Committee Against Sexual Harassment in accordance with



Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003.



the Rules.



*B. Anji*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

## 7. COMPOSITION AND METHOD OF CONSTITUTING THE COMPLAINT COMMITTEE AGAINST SEXUAL HARASSMENT

### (i) Committee Against Sexual Harassment at NARAYANA COLLEGE OF NURSING.

It shall be composed of a total of 5 members drawn from the following categories:-

- Two Senior Professors and one will be the Chairman
- Two staff members of which 1 shall be from the "Non teaching staff"
- One from Administration to coordinate the meetings.

### 8. Continuity:

a) To ensure a measure of continuity in the Committee against Sexual harassment, the outgoing Committee against Sexual Harassment shall nominate one person from among them to continue as a member of the said Committee for another term of 2 years.

b) The representation on the Committee of the category to which the member nominated by the Committee to continue belongs shall accordingly be adjusted to ensure that no category of members is over represented.

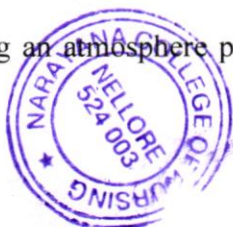
c) In no event shall any member of Committee continue as a member for more than 2 terms i.e 4 years.

## 9. POWER AND DUTIES OF THE COMMITTEE AGAINST SEXUAL HARASSMENT

### A. Preventive

Gender sensitization and Orientation

1. To work towards creating an atmosphere promoting equality, non discrimination and gender justice



*B. Shree*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



2. To promote and facilitate measures to create a work and study environment that is free of sexual harassment of women.
3. To publicize widely the policy against sexual harassment in English and the language of the region where the College is located, especially through the Newsletter, or other appropriate document and display the same on notice boards, website, offices etc.
4. Every recruitment announcement must state: NARAYANA COLLEGE OF NURSING. has a policy against sexual harassment and is committed to providing an environment free from sexual harassment of women at the workplace.



*B. Anj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Ginthareddypalem,  
NELLORE - 524 003

5. To regularly organize and carry out programs for gender sensitization of NARAYANA COLLEGE OF NURSING. members through workshops, seminars, posters, film shows, debates etc. It may enlist the help of specialized NGOs to carry out these programs.

6. All new service /employment/consultancy or any other contract for work with any member of NARAYANA COLLEGE OF NURSING shall include the policy against Sexual Harassment as part of the contract.

7. Those already in service shall be asked to sign this Policy.

8. The Complaints Committee shall take moto notice of grave violations of the basic principles of gender sensitivity and gender justice on the campus.

## **B. REMEDIAL**

### Enquiry

1. To receive and take cognizance of complaints made about sexual harassment of women at the workplace.

2. To conduct enquiries into these complaints, place findings before the concerned disciplinary authority and recommend penalties against the harasser in accordance with the rules and procedures laid down.

3. To ensure the safety of the complainant and witnesses during the pendency of the enquiry and till the final determination of the complaint, by advising the concerned authorities to issue warnings, suspension or any other order, if the harasser harasses or intimidates the complainant or witnesses.

4. To make efforts to ensure that the complainants and the witnesses are not further victimised or discriminated against while it is dealing with the complaint. The committee shall take action against anyone who threatens or intimidates the complainant or members of the committee. This may be in the nature of issuing a restraining order against the defendant or any other person/s.

5. To seek medical, police and legal intervention with the consent of the complainant.



*B. Shree*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



6. To make arrangements for appropriate legal, psychological / emotional and physical support for the complainant if she so desires.

7. In the case of third party/ outsider harassment, with the consent of the aggrieved woman the College shall initiate action by making a complaint with the appropriate authority having jurisdiction over the offence. Further the College and the committee will actively assist and provide available resources to the complainant woman in pursuing the complaint.



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

## 10. Guidelines for all Committees Against Sexual Harassment:

- a. The Chairperson (woman) and members of the committee to be nominated by the principal from the panels recommended.
- b. At least 50% of the members in each of these categories should be women.
- c. The term of each Committee shall be two years. The previous Committee will however continue till the new Committee is constituted.
- d. In the event of the expiry of the term of a Committee Against Sexual Harassment during the pendency of an enquiry then for purposes of that complaint the Committee Against Sexual Harassment will be regarded as a valid Committee, under this Policy and Service Rules, till the submission of the Enquiry Report to the disciplinary authority.
- e. A person shall be disqualified from being appointed, elected, nominated or designated as, or for being continued as, a member of any Committee Against Sexual Harassment if there is any complaint concerning sexual harassment pending against him, or if he has been found guilty of sexual harassment/serious misconduct.
- f. In any complaint where the defendant is the Head of the institution then the said complaint shall be enquired into by the Management Committee.

## 11. Procedure for Registering Complaints

- i. The mechanism for registering complaints should be safe, accessible and sensitive.
- ii. All complaints must be brought by the complainant in person.

The following exceptions will be admitted:

a. In cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the committee will examine whether an enquiry, intervention or some other assistance is needed.

b. In cases of appeals where it is difficult for the complainant to travel in person to the location of the appellate body.

c. In exceptional cases, third party/witness complaints may be entertained. In such cases, the



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddyopalem  
NELLORE - 524 003



committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received the committee shall proceed to enquire into it as per the procedure specified.

iii. If the complainant wishes she can be accompanied by a representative.

iv. Complaints can be lodged directly with any member of the relevant Committee Against Sexual Harassment, or through existing channels for lodging grievances, such as the College authorities, etc. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him.



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

v. A complaint can be directly referred by the principal . However, in such cases, which will be exceptional, the principal will record the reasons for the same.

vi. The complaint may be oral or in writing. If the complaint is oral, it shall be reduced in writing by the Complaints Committee member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be.

vii. All complaints made to any Committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the Committee.

viii. All meetings of the committee will be called by the Chairperson and a notice of at least 2 to 5 working days must be given for the meeting.

ix. Within ten days of the receipt of a complaint, the concerned Committee against Sexual Harassment must determine whether a prima facie case of sexual harassment is made out. It shall carefully consider the complaint and may hear the complainant and the defendant and/or any other relevant person to determine whether an enquiry by the Committee is to be instituted. If the Committee considers it necessary to hear the defendant at this preliminary stage it shall issue a notice to him.

x. In case a prima facie case is established the Committee shall constitute an enquiry committee with at least one member of the complainant's and one of the defendant's category. It shall have at least 50% women.

xi. No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of an Enquiry Committee.

xii. Any committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.



*B. Praveen*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



xiii. If the Committee against Sexual Harassment decides not to conduct an enquiry into a complaint it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing.

**12. Functions of the Enquiry Committee**

a. The Enquiry Committee shall enquire into the complaint of sexual harassment following procedures in conformity with the principles of natural justice and gender sensitivity.



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

b. The Enquiry Committee shall submit a detailed speaking report to the Committee Against Sexual Harassment in which it shall detail the proceedings of the enquiry, the statements of the complainant, the defendant, other witnesses, discuss the evidence, its findings and reasons for the same and its recommendations regarding the nature of disciplinary action, if any.

**13. Procedure to be followed by the Enquiry Committee:**

(1) Procedure

- i. During the enquiry proceedings the complainant and/or their witnesses and the defendant shall be called separately so as to ensure freedom of expression and an atmosphere free of intimidation.
- ii. The complainant will be allowed to be accompanied by one representative during the enquiry.
- iii. The Enquiry Committee shall strive to complete the enquiry in the shortest possible time, not exceeding three months from the date on which the complaint is referred to it. The Enquiry Committee shall be required to provide to the Complaints Committee reasons in writing for any delay in concluding the enquiry beyond a period of 3 months.
- iv. Within one week of the institution of enquiry proceedings by the Complaints Committee, the Enquiry Committee shall prepare a document containing a summary of the complaint such as the location, date and time on which the incident is alleged to have occurred and shall hand over the same to the complainant and the defendant. The defendant shall be given all this information along with a copy of the Rules and Procedures of this Policy. The Enquiry Committee shall also make available to the defendant a true copy of the complaint(s) lodged by the complainant(s).
- v. The Enquiry Committee must inform the defendant in writing about the material particulars of the charges made against him and he should be given a period of 5 days to respond to the charge sheet.
- vi. The Enquiry Committee shall provide reasonable opportunity to the complainant and the defendant for presenting and defending her/his case.
- vii. Within not more than five working days on the receipt of the first intimation of the enquiry,



*B. Princy*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chintamani Indhyalem  
NELLORE - 524 003



the complainant and the defendant shall submit, to the Convener of the Enquiry Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Enquiry Committee to examine.

viii. The complainant and the defendant shall be responsible for presenting their witnesses before the Enquiry Committee. However, if the Enquiry Committee believes that the absence of either of the parties to the disputes is on valid grounds, the Enquiry Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

ix. The Enquiry Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.

x. The Enquiry Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.

xi. The Enquiry Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.

xii. The Enquiry Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.

xiii. The defendant, the complainant, and witnesses shall be intimated at least seventy- two hours in advance in writing of the date, time and venue of the enquiry proceedings.

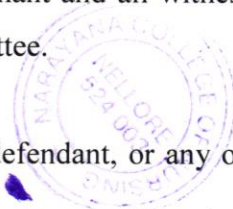
xiv. The Enquiry Committee shall have the right to terminate the enquiry proceedings and to give an ex parte decision on the complaint, should the defendant fail, without valid ground, to present himself for three consecutive hearings convened by the Enquiry Committee.

xv. The venue of the enquiry should take into consideration the convenience and security of the complainant.

xvi. If the complainant, defendant, or witness desire to appear before the Enquiry Committee accompanied by one person of their choice, they shall communicate to the Convener of the Enquiry committee the name of that person. Such a person shall have only observer status and her/his presence during the proceedings shall be restricted to the testimony of the individual she/he is accompanying.

xvii. The identities of the Complainant and all witnesses shall throughout be protected and kept confidential by the Enquiry Committee.

xviii. The complainant(s) and the defendant, or any one person on their behalf shall have the



*B. Chinnji*  
Principal  
NARAYANA COLLEGE  
Chinthareddypalem,  
NELLORE - 524 003



right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the complainant and/or the defendant on her/his behalf shall be only a member of NARAYANA COLLEGE OF NURSING.. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The complainant(s)/defendant should inform the Enquiry committee specifically if they wish to exercise this right. The Enquiry Committee may allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office of the Committee Against Sexual Harassment.



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

xix. The complainant and the defendant shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the Enquiry Committee only. The defendant shall have no right to directly cross examine the complainant or her witnesses

xx. The defendant/complainant may submit to the Enquiry Committee, a written list of questions that he/she desires to pose to the complainant/witness. The Enquiry Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive. Any behaviour, verbal or otherwise, on the part of the defendant or his nominee, that is designed to intimidate or subject the complainant or her witnesses to mental and physical trauma, can lead the Committee to recommend disciplinary action against the defendant.

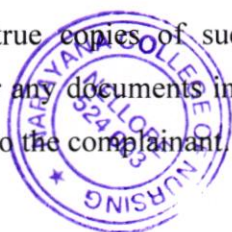
xxi. All proceedings of the Enquiry Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.

xxii. All persons heard by the Enquiry Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

Exception: A complainant has the right to go public about the complaint of sexual harassment if she so desires. If the Complainant goes public before filing the complaint with the Committee Against Sexual Harassment, the same shall not prejudice the Committee members. Once a complaint has been given to the Committee, the complainant should preferably not go public till the enquiry is completed, unless there are compelling reasons for her to do the same.

xxiii. The members of the Enquiry Committee shall maintain confidentiality about the proceedings conducted by them.

xxiv. If the complainant desires to tender any documents by way of evidence, the Enquiry Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Enquiry Committee shall supply true copies of such documents to the complainant.



*B. Chinn*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



xxv. In the event that the Enquiry Committee thinks that supplementary testimony is required, the Convener of the Enquiry Committee shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Enquiry Committee.

xxvi. Nothing precludes the Complaints Committee from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the enquiry proceedings. If a new fact or evidence is brought to the notice of the Committee Against Sexual Harassment after submission of the Enquiry Report to the appropriate disciplinary authority, then in the event of the constitution of the reconvened Enquiry Committee, at least half of the members of the Enquiry Committee shall be those who originally enquired into the said complaint.



*B. Anj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

xxvii. The Enquiry committee shall be sensitive to the covert, private and insidious nature of Sexual Harassment and shall take into account that often the aggrieved woman may not be able to submit/ present direct or corroborative evidence.

xxviii. The Enquiry committee shall not permit any evidence or examination based on the aggrieved woman's character, personal life, conduct, personal and sexual history.

xxix. The Enquiry committee shall take note of the respective socio-economic positions of the parties, their hierarchy in the respective organization / workplace, the employer- employee equations and other power differences while appreciating the evidence.

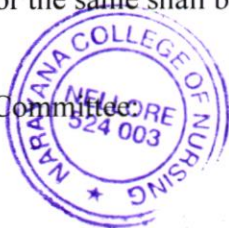
xxx. The Enquiry committee shall, inform the complainant/s, that she may give her evidence in writing provided that she makes herself available for examination by the defendant on the same, unless the alleged victim of Sexual Harassment opts to give her evidence orally.

xxxi. The Enquiry committee shall inform the complainant/s that she may give her answers to questions of a sensitive nature in writing at the enquiry proceedings during cross examination.

xxxii. All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the concerned Committee Against Sexual Harassment and the same shall not be made available pursuant to an application under the Right To Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the Right To Information Act, 2005, as the same is held by the Committee Against Sexual Harassment in a fiduciary relationship and thenon disclosure of the same will not against public interest. To the contrary disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.

2. Enquiry to be completed within 90 days: - The enquiry shall be completed and the Enquiry Report submitted to the Committee Against sexual Harassment within a period of 90 days from the date on which the enquiry is commenced. In the event of any delay in submission of the Enquiry Report the reasons for the same shall be recorded in writing.

14. Findings of the Enquiry Committee



*B. Anji*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003



i)(a) After concluding its enquiry, the Enquiry Committee shall submit a detailed and reasoned written report of its findings to the Chairperson of the relevant Committee Against sexual Harassment. The enquiry report shall specify the details of the charge(s) against the defendant, the statements made and evidence presented in the enquiry and a discussion of the reasons upon which the findings arrived at by the Enquiry Committee.

(b) No observations regarding the work and behavior of either the complainant or defendant shall be made which are not related to the alleged act of sexual harassment. However, the Committee may consider as relevant any earlier complaints of sexual harassment against the defendant.



*B. Arjun*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003

ii) Upon the completion of an enquiry the said Committee may by a detailed and reasoned order pass any of the following orders:

(a) If the Enquiry Committee finds no merit in the complaint, it shall write to the Chairperson of the Committee Against Sexual Harassment giving reasons for its conclusions. The concerned Committee may then dismiss the complaint which was subject of the Inquiry.

(b) If the Enquiry Committee find the complaints proven on a balance or probabilities it shall give a detailed and reasoned finding to that effect.

(c) In the event that the Enquiry Committee finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken taking into consideration the gravity of the offence of which he has been found guilty and the impact on the complainant. It shall also recommend whether after disciplinary action has been taken, the disciplinary authority should publicise the identity of the offender, the misconduct and the disciplinary action taken.

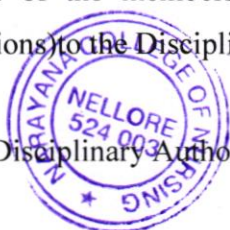
#### 15. Report of the Enquiry Committee

i) The report of the Enquiry Committee shall be deemed to be an inquiry report under the Conduct Rules, or any other rules governing the organisation.

ii) Within 5 working days of the receipt of the report of the Enquiry Committee, the Chairperson of the Committee Against Sexual Harassment shall convene a meeting. Each member of the Committee Against Sexual Harassment shall have the right to access the entire enquiry proceedings, or any part thereof. The Committee Against Sexual Harassment will discuss the Report and recommendations for disciplinary action, if any, by Enquiry Committee. Within two working days of the adoption of the report of the Enquiry Committee, the Chairperson of the Committee Against Sexual Harassment shall forward the Enquiry Report, together with a summary of the opinions of the members of the Committee Against Sexual Harassment (including dissenting opinions) to the Disciplinary Authority..

#### 16. Action to be taken by Disciplinary Authority

i) Upon receipt of the Enquiry Report the disciplinary authority will promptly act on the Enquiry



*B. Princy*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 008



report. If the disciplinary authority disagrees with or wishes to modify the recommendations made by the Committee Against Sexual Harassment it may do so by recording the reasons in writing. The same shall also be communicated in writing to the concerned Committee Against Sexual Harassment.

ii) A copy of the Enquiry Report shall be given by the disciplinary authority to the complainant and the defendant.

iii) The disciplinary authority shall however take disciplinary action only after giving the defendant an opportunity to reply to the findings of the Committee Against Sexual Harassment through an oral or written representation in accordance with the servicerules and principles of natural justice.



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v) No person accused of an act of Sexual Harassment under this policy shall be part of the decision making process referred to in this section.

#### 17. APPEAL:

The complainant and the respondent shall have the right to appeal if they are dissatisfied with the decision of the concerned Committee Against Sexual Harassment or the disciplinary authority.

#### 18. Redressal

i) The Committee can ask for the suspension/ transfer of the alleged harasser from his official position, during the pendency of the enquiry if his presence is likely to interfere with the enquiry.

ii) The victim of sexual harassment will have the option to seek transfer of the perpetrator or their own transfer where applicable.

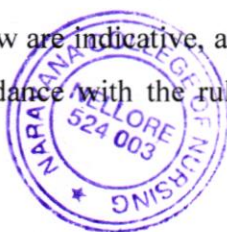
iii) The Head of the institution upon receipt of the enquiry report shall refer the same to the Governing Body or any other appropriate body and institute disciplinary action on the basis of the recommendations of the concerned Committee Against Sexual Harassment.

iv) The disciplinary action will be commensurate with the nature and impact of the sexual harassment.

#### 19. Penalties

1). Any member of the College staff, service provider, resident, found guilty of sexual harassment shall be liable for disciplinary action.

2). The penalties listed below are indicative, and shall not constrain the College authorities from considering others, in accordance with the rules governing the conduct of all members of the College.



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- i. Warning
- ii. Written apology
- iii. Bond of good behaviour
- iv. Adverse remarks in the Confidential Report
- v. Debarring from supervisory duties
- vi. Denial of re-employment
- vii. Stopping of increments/promotion
- viii. Reverting, demotion
- ix. Transfer
- x. Dismissal
- xiv. Withdrawal of residential facilities and prohibition from entry on the campus etc. xv. Any other relevant mechanism.



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In the case of third party harassment/outsider harassment, or harassment by service provider the College authorities may:

- i. Issue a warning, reprimand, or censure
- ii. A letter communicating his misconduct to his place of education, employment or residence.
- iii. Declaration of the campus as out of bounds for him
- iv. Withdrawal of the right to run/manage/work in any commercial enterprise, or to provide services, on the campus.
- v. Any other action as may be necessary.

### 3). Penalty in Case of a Second Offence

A second, or repeated offence, may, on the recommendation of the concerned Committee Against Sexual Harassment, attract an enhanced penalty.

4). Non-adversarial modes of redress and resolution could also be considered in appropriate cases. Examples of this may be verbal warning, verbal apology, promise of good behaviour, counselling etc.

## 20. Monitoring and Review

1. The Committee will send an Annual Report to the Management detailing the work undertaken by them.

## 21. Amendments to the Policy

On the basis of their experience of the working of the policy, the Committee will have the power to make recommendations to the Management about changes in the Policy/ Rules and Procedure.

## 22. Where Sexual Harassment amounts to criminal offence:-

Where the conduct of Sexual Harassment amounts to a specific offence under the Indian Penal Code (45 of 1860) or under any other law; it shall be the duty of the Committee Against Sexual



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Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
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Harassment to immediately inform the complainant of her right to initiate action in accordance with law with the appropriate authority, and to give advice and guidance regarding the same.

Any such action or proceedings initiated shall be in addition to proceedings initiated and /or any action taken under this Policy.



*B. Anuj*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003