

INSTITUTE OF TECHNOLOGY  
& MANAGEMENT  
GWALIOR • MP • INDIA

"THINK BIG... THINK BEYOND"

**POLICY ENSURING ZERO  
TOLERANCE AGAINST  
INDISCIPLINE AND RAGGING  
GOAL IS SAFE LEARNING  
ENVIRONMENT**



In order to curb the incidents of indiscipline in the campus, institute has framed its own ZERO TOLERANCE policy to handle and dispose such cases. Therefore, a committee comprising of following faculty members was constituted to frame a policy for the same adhering to the instructions of AICTE and other regulatory bodies in this respect:

- Dr. Meenakshi Mazumdar- Director ITM
- Dr. S.S. Chauhan – Dean Academics ITM
- Dr. Manoj Mishra-DSW, ITM
- Dr. Rishi Soni-HOD, CSE/IT
- Dr. Megha Lahane-Coordinator, WEC
- Dr. Preeti Singh- HOD, MBA
- Mr. Nitin Dixit-ADSW

The Committee submitted its final draft (Recommendations) to the Board of Governors and got it approved in the 21st meeting of BOG held on Oct. 24, 2021.

#### **ENSURING FAIRNESS AND TRANSPARENCY: KEY FEATURES OF THE POLICY**

- On the basis of submission of the report by committee/DSW, the Director to take action against the offender for violation of rules and regulations.
- Offenders would be penalized in the categories as stated under:

#### **OFFENCE**

Inappropriate behavior, harassment, or any derogatory form of verbal or non-verbal misconduct against girls students

#### **PUNISHMENT**

##### **First Time**

- Suspension for 6 month
- Undertaking from parents
- Imposition of Financial penalty

##### **Second time**

- Suspension for one year
- Undertaking on a stamp paper of Rs. 100/- along with Imposition of financial penalty. If it happens third time by the same student, he will be rusticated and FIR may also be lodged.



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## CLASH/FIGHT

<p><b>Level-1</b> Normal fight, bullying, slapping</p>	<p><b>First Time</b> Immediate suspension, undertaking from parents and students, warning letter, Imposition of financial penalty and 5% deduction of attendance</p> <p><b>Second Time</b> Immediate suspension undertaking on a stamp paper of Its 100/-, Imposition of financial penalty and 10% deduction of attendance.</p> <p><b>Third Time</b> Imposition of financial penalty and suspension for one semester</p>
<p><b>Level-2</b> Sign of injury/physical assault</p>	<p><b>First Time</b></p> <ul style="list-style-type: none"> <li>• Immediate suspension and undertaking from parents and student</li> <li>• Imposition of financial penalty</li> <li>• 3. 10% deduction of attendance</li> </ul> <p><b>Second Time</b></p> <ul style="list-style-type: none"> <li>• Immediate suspension and undertaking on a Rs.100/- stamp paper</li> <li>• Imposition of financial penalty and 20% deduction of attendance.</li> </ul>
<p><b>Level-3</b> 1. Involvement of outsiders in the campus 2. Using Stick/rod/arms/etc</p>	<p><b>First Time</b></p> <ul style="list-style-type: none"> <li>• Immediate suspension</li> <li>• Undertaking from students and Parents.</li> <li>• Imposition of financial penalty.</li> </ul> <p><b>Second Time</b></p> <ul style="list-style-type: none"> <li>• Immediate Suspension</li> <li>• Rustication for a period of one year</li> <li>• Imposition of financial penalty.</li> <li>• Undertaking on a Rs. 100/- stamp paper</li> </ul> <p><b>Third Time</b></p> <ul style="list-style-type: none"> <li>• Expulsion from the institute. Depending upon situation an FIR may also be lodged.</li> </ul>

## ANY FINANCIAL FRAUD (FAKE RECEIPT/FORGERY ETC)

- Warning letter
- Expulsion from the institute or FIR may also be lodged.
- Undertaking from student and parent on Rs. 100/- non-judicial



## **IMPOSITION OF FINANCIAL PENALTY**

### **On repetition**

- Imposition of financial penalty of double amount of financial irregularity 2. 10% Attendance deduction

## **MISBEHAVIOUR OR THREAT TO ANY TEACHING OR NON-TEACHING STAFF**

### **First Time**

- Immediate suspension
- Undertaking from student and parent
- 10% Attendance deduction

### **Second Time**

- Suspension for 15 days
- Imposition of financial penalty.
- Debarred from appearing in the midterm
- 20% attendance deduction
- Action as per recommendation by discipline committee

## **WILFUL DESTRUCTION OF INSTITUTIONAL PROPERTY /VEHICLES /FACULTY OR STAFF VEHICLES**

### **First Time**

- Immediate suspension
- Undertaking from student and parent
- Cost of repairing

### **Second Time**

- Suspension undertaking or stamp paper
- Cost of repairing
- 10% deduction of attendance
- Imposition of financial penalty.

## **CREATING ILL WILL OR INTOLERANCE ON RELIGIOUS OR COMMUNAL GROUNDS.**

### **Punishment**

#### **First Time**

- Warning/undertaking from student and parents

#### **Second Time**

- Immediate suspension
- Imposition of financial penalty
- Action as per recommendations by discipline committee

## **CAUSING INDISCIPLINE IN ANY MANNER OF THE ACADEMIC FUNCTIONING.**

### **First Time**

- Warning/undertaking from students and parents



### Second Time

- Immediate suspension
- 10% deduction of attendance
- Imposition of financial penalty

### **IN CASE OF DISPUTE OR INDISCIPLINE BY THE STUDENTS THE DECISION OF THE MANAGEMENT/DIRECTOR WILL BE FINAL AND BINDING.**

### Ragging

Ragging often disguised as harmless initiation rituals or bonding exercises can have severe repercussions on students' physical and psychological well-being. At our institute, we recognize the detrimental impact of ragging and are committed to maintaining a zero tolerance policy to eradicate this practice completely.

### Understanding Ragging

Ragging encompasses a wide range of behaviors that aim to humiliate, intimidate, or cause harm to new students. These acts can take various forms, including verbal abuse, physical assault, harassment, social isolation, and even cyber bullying. What might start as a seemingly innocent prank can quickly escalate into a traumatic experience for the victim, affecting their academic performance, mental health, and overall college experience?

### Zero Tolerance Policy

The institute's zero tolerance policy against ragging is grounded in the belief that every student has the right to pursue their education in a safe and respectful environment. This policy applies to all members of the institute community, including students, faculty, and staff, and extends to all institute-related activities, whether on-campus or off-campus.

### Key Components of the Policy

- Clear Definitions and Guidelines: We have established clear definitions of what constitutes ragging, ensuring that there is no ambiguity about prohibited behaviors. These guidelines are communicated extensively to all students during orientation programs and are also available in our student handbook.

### Strict Disciplinary Measures

- Any student found engaging in ragging activities, either as a perpetrator or as a passive participant, faces severe disciplinary actions. These actions may include suspension, expulsion from the institute, and cancellation of scholarships or awards. We emphasize that no leniency will be shown towards such misconduct.

### Preventive Measures

- Prevention is a cornerstone of our approach. We conduct regular awareness interactive sessions (Induction Prog. etc.) that educate students about the negative consequences of ragging. These initiatives also emphasize the importance of fostering a culture of mutual respect and empathy among peers.



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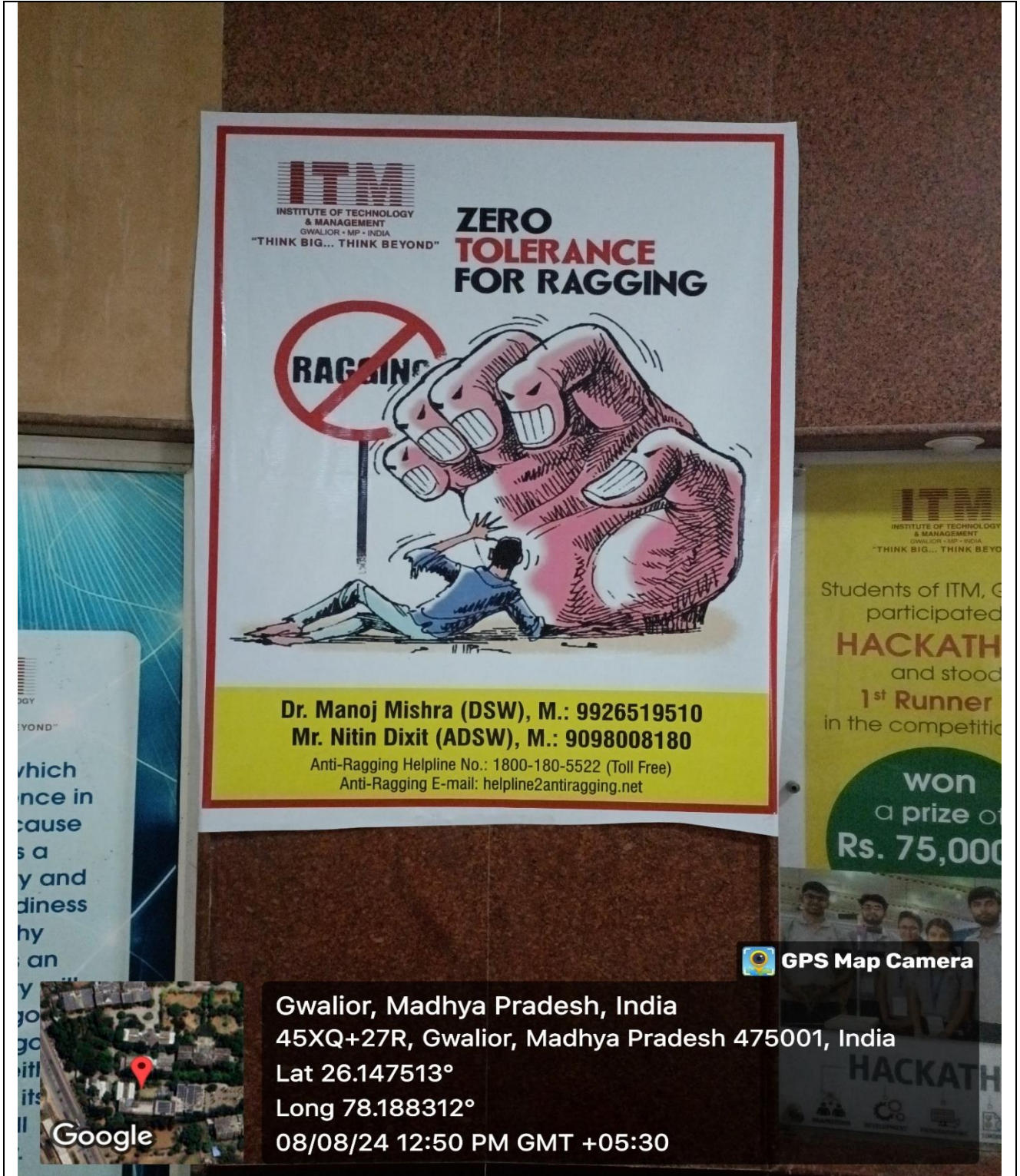
### Support Systems

- Recognizing the potential trauma that victims of ragging may experience, we have established robust support systems within the institute. This includes counseling and support that provide emotional and psychological support to affected students. Legal actions will be pursued against offenders to uphold the integrity of our zero tolerance policy.

### CONCLUSION: Creating a safe Learning Environment

- Our ultimate goal is to create an inclusive and nurturing environment where every student feels valued, respected, and safe. By upholding our zero tolerance policy against ragging, Zero Tolerance Policy ensures that any form of misconduct or violation is met with immediate and strict action, upholding a safe and respectful environment for all.

## Posters/Standees placed in the campus showing initiative taken by Institute for Anti Ragging



## Posters/Standees placed in the campus showing initiative taken by Institute for Anti Ragging





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**ITM, GWALIOR**

**RAGGING**  
is a crime. Reward is jail

**RAGGING CONSTITUTES ANY OF THE FOLLOWING ACTS:**

- Any act which has the effect of teasing, treating or handling with rudeness a fresher
- Asking any student to do any act which such student will not in the ordinary course do
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of a fresher
- Exploiting the services of a fresher for completing the academic tasks assigned to an individual or a group of students
- Any act of physical abuse including all variants
- Any act or abuse by spoken words, emails, post, public insults of a fresher
- Any act that affects the mental health and self-confidence of a fresher
- Showing off power, authority or superiority by a student over any fresher

**COMPLAINT TO BE HANDED OVER TO POLICE FOR SUITABLE LEGAL ACTION**

**Gwalior, Madhya Pradesh, India**  
45WQ+RCJ, Gwalior, Madhya Pradesh 475001, India  
Lat 26.148723°  
Long 78.187647°  
05/06/24 10:37 PM GMT +05:30

GPS Map Camera

Google

## Contact numbers in case of any Emergency



## Posters/Standees placed in the campus showing initiative taken by Institute for Anti Ragging

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**IN CASE OF RAGGING  
FEEL FREE TO CONTACT**

<b>Dr. Manoj Mishra</b> DSW	<b>Chairman</b> Anti Ragging and Discipline Committee	<b>9926519510</b>
<b>Mr. Nitin Dixit</b> DSW	<b>Secretary</b>	<b>9098008180</b>

**MEMBERS**

<b>Dr. Aditya Vidyarthi (IT)</b>	<b>9300144689</b>
	<b>9589891059</b>
<b>Dr. Pradeep Yadav (CS)</b>	<b>9806661163</b>
<b>Mr. Mangesh Tomar (EC)</b>	<b>7999386263</b>
<b>Dr. Prashant Shrivastava (CM)</b>	<b>9413362035</b>
	<b>9425110434</b>
<b>Dr. Megha Lahane (Humanities)</b>	<b>9826346667</b>
<b>Mr. Manoj Bandil (EC)</b>	<b>7987280275</b>
<b>Dr. Ashutosh S Trivedi (CE)</b>	<b>9893947897</b>
<b>Mr. Narendra Verma (ME)</b>	<b>8109707108</b>
<b>Mr. Gaurav Dubey (CS)</b>	<b>7987344458</b>
<b>Ms. Priusha Narwariya (CS)</b>	<b>7415646179</b>
<b>Ms. Rashmi Pandey (CS)</b>	<b>9926230633</b>
<b>Ms. Archana Tomar (CS)</b>	<b>7000576705</b>
<b>Mr. Amit Tiwari (ME)</b>	<b>9522810663</b>
<b>Mr. R K Rajoriya (EC)</b>	<b>7000389982</b>
<b>Mr. Amit Jain (ME)</b>	<b>8770055822</b>
<b>Ms. Rakhi Arora (CS)</b>	<b>7773003917</b>
<b>Mr. Kapil Jain (EC)</b>	<b>9340745650</b>
<b>Mr. Arpit Singh Chauhan (Boys' Hostel Warden)</b>	<b>9691973919</b>
<b>Ms. Anupam Sharma (Girls' Hostel Warden)</b>	<b>8192065896</b>

**dsw@itmgoi.in** - By order

**POCO**  
SHOT ON POCO F1

# Undertaking By Students in Compliance with AICTE Norms

## ANNEXURE I AFFIDAVIT BY THE STUDENT

I, \_\_\_\_\_ (full name of student with admission/registration/enrolment number)  
s/o - d/o Mr./Mrs./Ms \_\_\_\_\_

- 1) having been admitted to \_\_\_\_\_ (name of the institution) have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

Source: - [https://www.aicte-india.org/downloads/Anti\\_Ragging\\_affidavit.pdf](https://www.aicte-india.org/downloads/Anti_Ragging_affidavit.pdf)



6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_

**Signature of Deponent**

**Name**

#### VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) \_\_\_\_\_ on this the (day) \_\_\_\_\_ of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) \_\_\_\_\_ of \_\_\_\_\_ month, \_\_\_\_\_ (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

Source: - [https://www.aicte-india.org/downloads/Anti\\_Ragging\\_affidavit.pdf](https://www.aicte-india.org/downloads/Anti_Ragging_affidavit.pdf)

## Undertaking by Parents in Compliance with AICTE Norms

### ANNEXURE II AFFIDAVIT BY PARENT/GUARDIAN

I, \_\_\_\_\_ Mr./Mrs./Ms.  
(full name of parent/guardian) father / mother/guardian of \_\_\_\_\_  
(full name of student with admission /registration/enrolment number),

- 1) having been admitted to \_\_\_\_\_ (name of the Institution), have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

Source: - [https://www.aicte-india.org/downloads/Anti\\_Ragging\\_affidavit.pdf](https://www.aicte-india.org/downloads/Anti_Ragging_affidavit.pdf)



- 6) I hereby declare that my word has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my word is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_

**Signature of Deponent**

**Name:**

**Address:**

**Telephone/Mobile No:**

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) and \_\_\_\_\_ (year)

**Signature of deponent**

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ month, \_\_\_\_\_ (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

Source: - [https://www.aicte-india.org/downloads/Anti\\_Ragging\\_affidavit.pdf](https://www.aicte-india.org/downloads/Anti_Ragging_affidavit.pdf)