

Rules and Regulations of BGS SARC

1. Students are admitted to the college on the understanding that they undertake to abide by the general rules and regulations of the college. These are framed, not to restrict their freedom, but to enable them to make best possible use of all the facilities, academic and cultural, offered by the college.
2. General discipline is to be maintained during class hours, assemblies and activities. Campus property is to be respected and campus kept clean.
3. Students are advised to consult the college notice board every day.
4. No books, pamphlets or papers will be circulated by the students nor tickets for any program sold within the premises without the permission of the Principal.
5. No money shall be raised for any purpose whatsoever, or gifts made to staff members or others without the permission of the Principal.
6. No student is allowed to leave a lecture hall without the lecturer's permission or until the class is dismissed.
7. Student must cultivate the use of library. They are expected to spend their free time in the reading room referring book in the library section.
8. **Ragging is a cognizable offence and those who indulge in it or even encourage it will be handed over to the police, as per G.O.Ed 122 URC 96 dated 16.01.1997.**
9. **Consumption of Tobacco, and or any of its products within the range of 100 m. in and around the college campus is a punishable offence as per law.**
10. Campus must be kept clean at all times. Littering and defacing the walls or desks, damaging college property etc. are offences. Every class under the guidance of the class leader will be the responsible for the cleanliness of the room allotted to it.
11. Every student is required to carry his/her identity card to the college. The card should be shown to any members of the staff or college official whenever required.
12. **Dress code: While the college does not prescribe a formal code, it does expect all students to keep in mind basic norms of decency with regard to dress habits.**
13. Boys and girls are expected to conduct themselves with dignity and maturity in their inter-relationships; they must observe norms of decency and propriety.
14. The college takes note of serious misbehaviour, insubordination, habitual tardiness, irregular work habits, inattention in class, late coming and obscenity which are punishable by temporary or permanent dismissal. Minor offences are punishable by a fine or loss of attendance.
15. Students requiring leave must apply for the same. Leave may be granted for genuine reasons only. A note justifying unforeseen leave, duly signed by the parent or guardian or warden must be produced before entering class. Medical Certificate is mandatory when a student is absent for more than 3 days due to illness.
16. A student who is absent for 7 days at a stretch without informing the Principal of the reason of his/her absence is liable to have his/her name struck off the rolls. Those below the required level of attendance will not be permitted for examinations. A student who falls short of **75% attendance in any month** will be required to meet the Principal with his/her parents. **Students who have shortage of attendance will not be sent to the Final Examinations.**
17. There will be regular tests and examinations. Attendance at all tests and exams is compulsory. Student will not be permitted to attend classes till they justify their

absence from the test and exams. They will have to bring their parents and meet the Principal.

18. Marks of every test/exam will be either sent by SMS or through the parents in person
19. 1stYear student, who is caught for malpractice during exams will not be promoted to 2nd year, 2nd year student will not be allowed to appear for 3rd year and 3rd year student will not be allowed to appear for Final Exam.
20. Personal belongings, books, umbrellas should have a mark of identification of its owner. All lost or found property should be brought to the college office.
21. Industrial visits and educational tours may be organized with the prior permission of the Principal. Students need to get written permission from their parents to take part in such events.
22. **Use of cellular/mobile phones in the college campus is prohibited. If students are found using the same for any purposed in the campus, their cellular/mobile phones will be confiscated.**
23. The college is not responsible for the misconduct of its students outside its premises. However, it will take strict note of serious misconduct of its students that may cause damage to the college reputation. If found guilty, the misconduct shall be punishable according to the gravity of the offence.
24. Any political agitation directed against the authority of the Government will not be allowed. Participation in such activity or any other public movement without the permission of the college authorities will be considered illegal.
25. The students are advised not to come with costly ornaments, nor to bring money in excess to their requirements to-the campus.

GRIEVANCE REDRESSAL

1. BGS SARC has constituted a Grievance Redressal Cell with five members to probe into the students' grievances. It redresses the grievances at individual and class level and grievances of common interest. Complaints dropped in the 'Suggestion Box' by students and other oral and written complaints are also redressed.
2. The departmental level grievances are attended by the concerned class mentors along with the Head of the Departments.
3. Unresolved grievances at the departmental and association levels are referred to the Grievance Redressal Cell of the institution. The students can approach the Grievance Redressal Cell of the institution with their complaints of common interest too. They can drop their complaints in the suggestion box or directly communicate them to the Principal.
4. Depending on the seriousness of the problem, the issues are settled by the Cell or by the Principal in consultation with the other members of the management, parents and faculty. The collective efforts of the management, department heads,

class mentors, coordinators of clubs and associations and the Grievance Redressal Cell resolve the complaints promptly and efficiently.

SAY NO TO RAGGING

What is Ragging?

Any act resulting in:

- Mental / Physical / Sexual Abuse
- Verbal Abuse
- Indecent Behaviour.
- Criminal intimidation/ Wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation / Extortion
- Use of Force
- Ragging is a punishable offence!
- Don't indulge in Ragging.
- Don't be a mute spectator to Ragging
- Report Ragging incidents immediately

Visit UGC Website: www.ugc.ac.in & www.antiragging.in to see UGC antiragging regulations

A Student indulging in Ragging can be:

- Expelled from the institution
- Banned from the Hostel
- His/ Her scholarship can be withdrawn
- Debarred from examinations
- Denied admission to any institution.
- Prosecuted for criminal Action
- Institutions have been asked to file the FIR with Local Police against those who Rag/ Abet Ragging.

Are you Being Ragged?

Immediately call UGC Anti- Ragging Helpline 1800-180-5522 (24x7 Toll Free)

Or send an e-mail to helpline@antiragging.in

JOIN HANDS TO MAKE YOUR CAMPUS RAGGING FREE

SEXUAL HARASSMENT PREVENTION COMMITTEE BGS SARC

According to the Supreme Court guideline Sexual Harassment can be defined as “Unwelcome” Secondary determined behaviour (whether directly or by implication) as

- Physical contact and advances
- Demand of request for sexual
- Sexually coloured remarks
- Showing pornography and
- Other unwelcome physical verbal or non-verbal conduct of sexual Nature (Vishaka Judgement by Supreme court)

The following is also sexual harassment and is covered by the committee:

- Eve-teasing
- Unsavoury remarks,
- Jokes causing or likely to cause awkwardness or embarrassment.
- Innuendos and taunts
- Gender based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious Telephone Calls) and the like,
- Touching or brushing against any part of the body and the like,
- Displaying pornographic or other offensive or derogatory pictures, cartoons, Pamphlets or sayings.
- Forcible physical touch or Molestation and physical confinement against one's will not other act likely to violate one's privacy.

Penalties:

1) Any member of the BGS SARC & BGS Hostel & its constituents, non-teaching staff, Student, Service, Provider and Resident found guilty of sexual Harassment Shall be liable for disciplinary Action.

2) The penalties listed below are indicative, and shall not constrain the BGS SARC & BGS Hostel & its constituent Authorities from considering others, In Accordance with the Rules governing the conduct of all members of the BGS SARC & BGS Hostel.

A. In the Case of Academic / Administrative/ Technical/ Non-teaching Staff management, disciplinary action could be in the form of one or more of the following

- i. Warning**
- ii. Written Apology**
- iii. Bond of Good Behaviour**
- iv. Gender sensitization**
- v. Adverse Remarks in the confidential Report**
- vi. Debarring of Membership of statutory Bodies**
- vii. Denial of Re-employment**
- viii. Stopping of increments/ Promotion**
- ix. Reverting Demotion**
- x. Transfer**
- xi. With drawl of Residential facilities and Prohibition from entry on the campus etc.**
- xii. Any other relevant Mechanism.**

B. In Case of Students, Disciplinary Action could be in the form of:

- i. Warning**
- ii. Written Apology**
- iii. Bond of Good Behaviour**
- iv. Gender sensitization**
- v. Counselling**
- vi. Debarring entry into a Hostel/ Campus**
- vii. Withholding Results**
- viii. Debarring from exams**
- ix. Debarring from contesting elections.**
- x. Debarring from holding post**
- xi. Expulsion**
- xii. Denial of Admission**
- xiii. Declaring the Harasser as “Persona Non Grata” for a stipulated period of time**
- xiv. Any other Relevant Mechanism**

(Note: The Reasons for the Action have to be provided in writing, Action will be taken against person (s) who try to pressurize the complainant in any way)

**Grievances to be addressed to BGS SARC Office-08156263114
Director Student Welfare, BGS Institutions: 08156 263113**