



**HON.SHRI.ANNASAHEB DANGE AYURVED MEDICAL
COLLEGE & POST GRADUATE RESEARCH CENTER ,
ASHTA, DIST SANGLI**

Students Code of Conduct

STUDENT'S CONDUCTS AND COLLEGE POLICIES

STATEMENT OF CULTURE

- We, the students of ADAMC are cultured by our respect for this institution, our peers, the surrounding and our behaviour.
- We are abide to reach our highest levels education through academic honesty
- We strongly believe in the integrity of an individual and are informed individuals seeking positive change in a global context.
- We claim the strength in our institute through our personal convictions.
- We believe in vision, missions of our institute and have a faith to achieve goals by our integration.
- We follow the rules and conducts for us while engaged in learning.

INTRODUCTION

A.D.A.M.C. is an educational institute where students are expected to be active and involved learners while learning process. They are expected to follow their responsibility, honesty, civility, non-violence, respect for the rights, opinions and beliefs of others, service to the college, college ethics and beyond. When students are admitted in the institute it is assumed they are responsible individuals who, through personal freedom and independence, will grow and develop both academically and personally. As the institute has programmes related to Ayurveda, the science of life, it's always be an expectation from the students that they will first be the humans, then be the doctors, then be the professionals. To safeguard the rights, opportunities, and welfare of students, faculty, staff and guests of the college, all students are responsible for the regulations and policies executed by the college. Students are expected to treat other members of the community with courtesy, to respect their rights and needs, to maintain the highest standards of honesty and integrity in all aspects of their lives, and to contribute to the college. To carry out its educational mission, and to provide an atmosphere conducive to the building of community and personal growth, the college requires a community free from physical and emotional violence, threats, intimidation; protective of free inquiry and expression; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to the rational and orderly approach to the resolution of

human problems.

The following student regulations and college policies have been established as a guide to individual conduct and to protect the rights, opportunities, and welfare of students, faculty, staff, and guests of the college. All students are expected to be familiar with them. Student enrolment and/or continued attendance at institute are a privilege, not a right. Revocation of this privilege is intended to protect the campus community and is not a substitute for the penalties.

STUDENT'S DISCIPLINE AND CONDUCT

ON-CAMPUS BEHAVIOR

A student is expected to conduct themselves with due regard for the rights and sensibilities of other members of the college. A student may not behave in a manner that denies or interferes with another member's expression of convictions, right to academic freedom, or the performance of the duties or functions of others. The following acts are strictly prohibited. Their commission will result in immediate investigation by the designated representative and disciplinary action, if needed. Individuals violating these student regulations and policies may face disciplinary action such as, but not limited to probation, suspension, or expulsion

1. Violence of any type, including behaviour that is harmful to ones or is harmful to another member of the college.
2. Sexual assault, which includes forced or coerced sexual contact; or the threat thereof against any member or guest of the college.
3. Sexual, personal, physical, emotional or psychological harassment, or the threat thereof,
4. Phone harassment which includes prank calls, threatening, obscene or otherwise harassing use of the phone.
5. Theft of or deliberate damage to college property or the property of any member or guest of the college. Items belonging to others that are found in a student's possession may be confiscated.
6. Disorderly conduct which includes behaviour that fails to treat other members of the community with courtesy or respect for their rights and needs, or failure to maintain the highest standards of honesty and integrity in all aspects of their lives.
7. Indecent or obscene conduct.
8. Possession and/or use of dangerous weapons which include, but are not limited to firearms,

pellet and BB guns, ammunition, knives, chemicals, explosives, fireworks, laser pointers, swords, paintball guns (without approval) and other objects or substances used as a weapon or in a dangerous manner. Persons in possession of a concealed carry permit are encouraged to speak with campus security.

9. Illegal possession and/or use and sale of any form of narcotics, barbiturate drugs, hallucinogenic drugs, marijuana, alcohol, cocaine, Ketamine and other dangerous drugs classified as illegal by local, state, or federal statutes.

11. Intentional misuse of fire alarms or other safety equipment.

12. Unauthorized entry or use of campus equipment or facilities and possession of and/or use of unauthorized keys/key cards.

13. Knowingly giving entry to campus buildings or rooms to unauthorized persons.

14. Furnishing false information or furnishing false academic or co-curricular credentials; intentionally making a false report of an emergency; forging, altering, misusing, or transferring to another person college identification, records, or documents. Acts of personal dishonesty – knowingly lying, cheating, non-academic acts of plagiarism, providing false or misleading information.

15. Institute does not permit the unauthorized use of the college seal or logos, or official reference to the college, or the use of the college name in a manner that might imply official approval, authorization, or sponsorship of an activity or publication. This prohibition extends to references to college students, whether officially recognized or not. This policy includes, but is not limited to, public performances or statements, electronically distributed statements, printed matter, Internet Web pages, souvenirs.

16. Wilful obstruction of the normal processes essential to the function of the college.

17. College is committed to maintaining a living, learning, and working environment free from alcohol abuse, or its unlawful use, because these uses are detrimental to students' health, safety, and academic success. As an educational institution, we place a great deal of responsibility and trust in students to make decision about drinking alcohol that are in their best interest academically and socially.

Repeated violations of the above regulations and policies will be considered when disciplinary action is taken, and may lead to more serious penalties. Collusion in disobeying any of the college's Regulations and Policies will be treated as the commission of the act.

- **OFF-CAMPUS BEHAVIOR**

A student is expected to obey all rules while on campus or off. Although a student off campus conduct ordinarily will not affect their college status, there may be occasions in which off-campus conduct is as destructive to the college or of such a nature as to indicate to the institute that college disciplinary action must be taken. Even if civil/criminal action is pending, the college may take action if this appears to best serve the interests of the college and the students.

COLLEGE POLICIES

- **ACADEMIC HONESTY POLICY**

1. Statement of Policy

In an academic institution, few offenses against college are as serious as academic Dishonesty. Such behavior is a direct attack upon the concept of learning and inquiry and casts doubts upon all measures of achievement. Institute insists that only those who are committed to principles of honesty may study at the college.

2. Acts of Academic Dishonesty

Cheating is an act of deception by which a student misrepresents that they have mastered information on an academic exercise that they have not mastered. For example, intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise is considered cheating.

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Plagiarism is the representation of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing their name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

Unauthorized audio or video recording of classes is prohibited. A student seeking to record any class must receive permission from the instructor before the recording takes place. If permission

is granted for recording, all students in the class must be informed that the class is being recorded. Any recording is for the personal academic use of the individual student only, though the faculty member or the college may require the student to share the recording.

Other acts that will not be tolerated include the theft and/or mutilation of any library material; willfully providing college officials with false, misleading or incomplete information; and forgery or unauthorized falsification of grades, college records, or documents. Collusion in any act of academic dishonesty will be treated as a commission of the act.

3. Action Taken by teachers

a) When an act of academic dishonesty appears to have occurred within the academic process, the individual teacher in whose class the violation took place shall discuss the apparent violation with the student as soon as possible and shall give the student an opportunity to explain their action.

b) If the matter is not resolved after the teacher's discussion with the student, the teacher may consult with the dean or principal. The teacher may refer the matter to the academic in-charge for further investigation and review, in which case the teacher shall state in writing the factual basis for their belief that a violation of the academic honesty policy has occurred.

c) In cases where academic dishonesty is determined by the academic in-charge, the academic in-charge may impose one or more of the following sanctions:

- i. an oral reprimand;
- ii. a written reprimand presented only to the student;
- iii. an assignment to repeat the work, to be graded on its merits;
- iv. a lower or failing grade on the test, project, or paper in question;
- v. a lower grade in the course;
- vi. a failing grade in the course.

The teacher shall then report the incident and sanction to the dean or principal. The decision of the teacher will be noted and filed in.

d) Individual teacher always retain the right to evaluate the student's work in the course.

4. Action Taken by the coordinator

a) The coordinator shall meet with every student accused of academic dishonesty.

The coordinator may determine whether a sanction should be imposed beyond the sanction(s) imposed by the teacher after an investigation, review of any written or oral evidence, and discussion with the student, the faculty member, and any non-faculty complainant;

or, the coordinator may refer the matter directly to the discipline committee for a formal hearing.

b) The coordinator may impose any of the following sanctions:

- i. a written reprimand presented only to the student; a written reprimand with a copy sent to the teacher; or a written reprimand;
- ii. placement on disciplinary probation;
- iii. removal of the student from the course;
- iv. suspension or dismissal from the college.

- **MEDICAL ASSISTANCE AND SECURITY POLICY**

All members of the campus community are encouraged to immediately seek medical or security assistance for students whose health and well-being may be at risk

Taking responsibility for helping a student in need will always be viewed positively.

- **SOCIAL GATHERINGS**

For any social gathering, there must be at least one person responsible for the gathering, the facility and the guests. In a planned gathering, it is often the person planning who is responsible for the event.

Host Responsibilities:

1. **Registration of social events**

- a. Social gatherings must be registered if they have the potential to impact the other stakeholders of the institute.
- b. The office must be provided with the names of all hosts (students responsible for the event) at least 48 hours prior to the event.
- c. If the event is a large gathering of students, such as a social in a special interest house, the office must be provided with a security list and IDs must be checked at the door.
- d. All large social events must be approved by the office if any of the following is true about the event:
 - i. It is advertised (the Terrarium, posters, public announcements, written, verbal or Facebook invitations constitute some of the usual forms of advertising);

- ii. It is funded (entirely or partially) by money obtained from the Student Activity Fee;
- iii. It occurs in a public area

- **ANTI DISCRIMINATION POLICY**

It is the policy of college, in administration of its educational policies and programs, financial aid program, employment policies, or other college-administered activities, not to discriminate against students, applicants for admission, or employees on the basis of sex, race, color, religion, national origin, ancestry, age, sexual orientation, or physical or mental disabilities unrelated to institutional jobs, programs, or activities..

- **ANTI-HATE ACTS AND BIAS INCIDENT POLICY**

Overview

The aim of this policy is to provide a means by which students, faculty, and staff members who experience hate or bias (both defined below) may have their concerns heard and receive support, conflicts may be mediated, and, when called for, effective community responses forged.

This policy recognizes that thought and expression in the context of, and in service to, our learning mission is protected, while offering a mechanism for responding to the hatred and bias that work against it. These freedoms necessarily entail a potential for encountering ideas and speech that one finds controversial and even objectionable, insulting, or offensive. Acts of hate and bias – whether or not intended -- threaten to undermine individuals' or groups' engagement in the free exchange of ideas. Providing clear means by which suspected hate acts and bias incidents can be reported aligns with College's commitment to freedom of thought and expression as central to our academic freedom and to our teaching and learning mission.

College strongly encourages anyone – student, faculty, or staff --, who is subject to, or witnesses, any hate or bias incident occurring on campus, at college-sponsored events, or during activities occurring off campus involving students, faculty, staff, or their guests to respond immediately, when possible, and to report the incident. After receiving the report, responders will gather information and devise appropriate strategies for communicating with, educating, and mediating between, the involved parties, and when applicable, communicate with the larger campus community. Any acts suspected of violating existing college policies will be referred to the appropriate disciplinary bodies. Any retaliation against a person who reports an alleged hate act

or bias incident or against a person who has been found responsible for such an incident is strictly prohibited and subject to disciplinary action. A knowingly false accusation of a hate act or bias incident may also be subject to disciplinary action. Fact-finding regarding a reported hate act or bias incident does not itself constitute harassment.

- **CLASS ATTENDANCE POLICY**

Attendance at classes is required and is considered an essential component for each course.

Failure to attend classes may affect the final grade. If at any point before the add deadline a student has missed more than half of the scheduled class sessions, academic incharge may, in consultation with the academic co-ordinator, drop a student from a course. The academic incharge shall submit a drop card to the Office, signed by

both the academic incharge and academic co-ordinator. Office shall notify the student about the incharge -initiated drop. If the student does not plan to attend a class they should follow regular drop procedures unless they have received written notice that they have been officially dropped from a

class. Each incharge should report to the Office any excessive number of absences which, in the opinion of the incharge, affect the student's work. Negligence in attendance indicates that the student is not attempting to fulfill course requirements. Continued indifference to attendance obligations may result in suspension of a student from the college.

When a student has an emergency (death in the family, severe illness or other compelling circumstance), the student should notify the Office who shall inform various administrative offices and the student's academic incharge and academic co-ordinator about the absence. However, all absences, including emergencies, are evaluated by the incharge. It is the student's responsibility to notify the incharge in advance whenever possible about an absence.

In all cases, the student is responsible for course work missed. Excused absences for religious holidays must be arranged in advance with individual academic council faculty members. Faculty members are encouraged to be sensitive to students' religious preferences, and will, if at all possible, accommodate student requests for an excused absence. Academic council faculty members will also make every effort not to schedule exams or events on religious holidays when a student's desire to observe that holiday has been expressed. However, the final decision to schedule an exam or quiz rests with the faculty member.

- **COLLABORATIVE RESEARCH POLICY**

we encourage collaboration in research, other scholarly endeavors, and artistic activity that joins the interests, energy, and talents of two or more faculty (or staff) members or faculty and students. We view such collaboration as an important educational activity for students and a valued part of their scholarly development.

Because of the importance of such activity, and its evaluation by others through publication and public presentation, we expect that certain ground rules will be followed in collaborative research.

1. Collaborative research involving faculty members at institute should involve a full understanding about authorship, order of authorship, and all mutual obligations and responsibilities as the collaboration begins. Responsibility for achieving such understanding is left to the faculty members involved.

2. While collaborative research between faculty and students is to be fully encouraged and supported, it differs from collaboration involving only faculty because of inherent differences in authority and power. Therefore, it requires certain specifications as to what the college expects:

- a. Understandings about responsibility, authorship, and other elements of collaboration is to be reached by those faculty and students involved in a project as it begins. Such discussions are regarded as part of the professional education of students.

- b. Whenever a student makes an important contribution to the design of a collaborative research project or to the interpretation of its results, that student should receive a significant acknowledgment including, when appropriate, joint authorship. Whenever their labor is primarily responsible for the success of the project, such credit should be similarly given.

- c. In those instances when student contributions are more diffuse, e.g., when each member of a class makes a contribution to a project by interviewing or performing a similar effort, any publication or paper should include an acknowledgment of that contribution, either individually (especially if numbers are small) or collectively.

- d. In those instances when a student collaborator feels that they are not receiving the rights specified by this policy, the student should discuss the situation with their faculty collaborator. If that discussion does not resolve the issue, the student should approach the chair of the department or the provost if the department chair is the faculty collaborator in question, to see if

the issue can be resolved to everyone's mutual satisfaction. If this is not possible, the matter will be referred to the Faculty Status and Performance Committee for arbitration. The decision of the committee will be final.

3. Authorship should be credited only to those who are directly involved in the research, are familiar with its execution and results, and are accountable for its conclusions.

4. Students from other institutions, who work in research and other collaborative projects directed by a faculty member from college are to be included in this policy.

NOTE: An ADAMC college student working on research projects elsewhere cannot be so protected.

- **COMMERCIAL SOLICITATION POLICY**

As a general rule, the college prohibits the use of campus grounds or buildings by non-college personnel for the purpose of commercial solicitation of students or sales of any type. All individuals or organizations seeking exceptions must apply for the appropriate permit at the office of the director/principal for Administration.

- **COMPUTER USE POLICY:**

POLICY ON ETHICAL USE OF COMPUTING AND INFORMATION RESOURCES AND PRIVILEGES

Access to computing facilities and associated resources is provided as a privilege to students of the college. The college provides these resources to support its educational mission. It is expected that users will obey all rules and regulations pertaining to the appropriate use of these facilities. This involves using the facilities in a manner that is consistent with all college policies, with policies of other networks (e.g., WISNET, Internet), and state laws. Every user is responsible for helping to ensure that these resources are used appropriately; this includes prompt reporting of instances where it is believed an abuse has occurred. If users are in doubt as to whether a particular proposed use is appropriate, they should check with Information Services and Resources before the proposed use is undertaken. Misuse of computing facilities (whether or not they are directly college owned) will constitute just cause for disciplinary action by institute in addition to any legal enforcement.

The following are guidelines for the appropriate use of computing facilities:

1. Use facilities and services only for the purposes for which you are authorized.

Violations include:

- using another person's account or attempting to capture/guess other users' passwords;
- circumventing normal resource limits, log on procedures, and security regulations;
- trying to obscure your true identity as the sender of electronic mail or the user of other networked services that request identification;
- using college computing resources for unauthorized commercial purposes;
- using the college's computing resources to harass, intimidate, or threaten other users.

2. Respect the privacy of other users. Files, tapes, disks, email, information, programs, and data owned by individual users should be considered private, whether or not the information is accessible by other users. Tampering with email, interfering with or intercepting its delivery, and using email for criminal purposes may be felony offenses.

3. Respect the rights of others to make use of these resources.

Violations include:

- placing obscene or harassing material in areas that can be/are publicly accessed;
- sending/forwarding chain letters or deliberately flooding a user with automatically generated mail;
- unauthorized attempts to modify or remove computer equipment;
- attempting to degrade or disrupt system security or performance;
- damaging or vandalizing college computing facilities, equipment, software, or computer files.

4. Respect appropriate copyright laws, licenses, confidentiality, and trade secret agreements. Much of the software and data that resides on the college's computer facilities is protected by copyright laws and license agreements and may not be copied from, into, or by using campus computing facilities, except as permitted by law or by license from the owner of the copyright. The number of copies and distribution of the copies may not be done in such a way that the number of simultaneous users exceeds the number allowed.

5. Obey established guidelines for any networks or systems used inside or outside the college. Accessing computers, software, data or information, or networks without proper authorization, regardless of whether any damage is done or whether the computer, software, data, information,

or network in question is owned by the college, will be treated as an abuse of your college computing privileges.

Violating guidelines of non-college networks or systems, even if using non-college resources, may be grounds for revocation or suspension of college computing privileges.

6. In addition to the rules outlined above, system administrators must take reasonable and appropriate steps to see that all license agreements are faithfully executed on all systems, networks, and servers for which they have responsibility. They must take reasonable precautions to guard against corruption of data or software, damage to hardware or facilities of the college, and illegal copying of college software. They must implement college policies as related to these computer systems and must treat information about and information stored by the system's users as confidential.

- Anyone authorized to add or delete files from a hard drive of a college computer that is regularly available to more than one individual is acting as a system administrator. System administrators are those who perform functions on college computer equipment including, but not limited to, installing hardware and software, managing a computer or network, and keeping a computer operational.

- In the normal course of working with the college's networks and computers, the staff responsible for maintaining those systems may come across and see information stored on college-owned equipment, as well as on personal equipment that is connected to the college network. Unless there are suspected violations of law or college policy, the staff shall respect the privacy of the individual.

Procedures when Abuse/misuse is suspected

When there is an indication that misuse has occurred, the alleged offense is to be reported immediately to the Chief Information Officer and to the appropriate member of senior staff. If there is a reason to believe a person's safety is at risk, Security will also be notified. Information Services and Resources and the appropriate senior staff member shall investigate the incident and may restrict a user's computing privileges.

If an emergency entry is urgently needed to preserve the integrity of facilities or to preserve public health and safety, Information Services and Resources staff may access files or computer components on, or attached to, the college network without the consent of the user.

When an alleged offense is reported, Information Services and Resources may make copies of the alleged offender's files to preserve evidence. In order to preserve privacy staff may access or read any copied files without authorization from the appropriate senior administrator.

Some instances in which computer resources are used inappropriately may lead to disciplinary action in two different venues (e.g., computer-assisted plagiarism, such as copying a computer file and using it as a model or submitting it as your own work without attribution, could result in disciplinary action. Disciplinary action may include loss of computing privileges and other sanctions up to and including non-reappointment, discharge, and/or dismissal. Alleged student misuses will be handled according to the college's judicial system procedures. Alleged faculty misuses will be handled according to the college's procedures for evaluation, termination or non-renewal. If the alleged misuse by a member of the faculty or staff involves harassment, it will be handled according to the procedures in the policy on personal harassment. Abusers of the college are computing resources may also be liable for civil or criminal prosecution.

- **ALUMNI AND RELATED POLICY:**

The college has an active alumni association working since 2015. Alumni contribute in a good way in college activities. Alumni act as experts; speak persons at workshops, training programs, interactive sessions and encouragement lectures. They assist in placement of students after completion of the course. Alumnus also works for judging various competitive activities of the institute. Alumni contribute funds liberally for various activities arranged by institute. The fund is raised liberally and will be utilized for various institutional activities. One alumni meet is arranged annually since the formation of alumni association.

Goal of Alumni:

- Consistent contribution into the intellectual and academic facilities provided by the institute through alumni association.
- To elevate the academic fame of the institute through alumni association

Aims and objectives of alumni association:

1. To implement various ventures through alumni association leading to indissoluble relationship between alumni and institute.
2. To arrange the events for the development of institute via alumni association. .

3. To organize career guidance camps, lectures, professional guidance camps, employment guidance talks and lectures for the students of institute.
4. To arrange expert lectures on personality development and other academic awakenings for the students of the institute.
5. To render assemblage of the alumni of the institute for their professional growth and development.
6. To glorify the outstanding performers of the institute by offering them prizes.

- **HARASSMENT POLICY (PERSONAL)**

1. Statement

Institute seeks to maintain the campus as a place of work and study for faculty, staff, and students that fosters an atmosphere conducive to the building of community and personal growth. Personal harassment of students or employees subverts this goal of the college and is against college policy.

2. Definition

Personal harassment (“Harassment”) is verbal or physical conduct, including actions motivated by bias that denigrates or shows hostility or aversion toward an individual. Harassment may include behavior that targets an individual because of race, color, religion, sex, perceived, or actual sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, marital or family status, military or veteran status, citizenship or any other characteristic protected by law. Harassment also includes any kind of nonverbal, verbal, or physical conduct involving either intimidation or promise of reward where:

- a) such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or demeaning education or employment environment; or
- b) Submission to such conduct is made either explicitly or implicitly a term or condition of an Individual’s employment or academic advancement; or
- c) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting that individual.

While harassment may be indicated by frequent or repetitive acts, it is possible that one severe act could constitute a violation of the harassment policy. Incidents or harassment can occur

whether or not the act or actions were intended to harass; the effect of the conduct will determine whether harassment occurred. The effect of the conduct in question will be evaluated from the perspective of a reasonable person in the alleged victim's position.

Any retaliation against a person who reports alleged harassment, or against a witness or other participant in an investigation, is strictly prohibited and will be considered a violation of this policy. It is also a violation of this policy to make a false accusation of harassment or knowingly provide false information pertaining to a harassment complaint.

An administrative investigation of assault, misconduct, or harassment does not itself constitute harassment.

3. Reporting Options

a. Students

Students who believe they have been the subject of harassment should notify one of the following persons:

1. Coordinator of the prevention of sexual harassment committee.
2. The members of prevention of sexual harassment committee
3. The dean or principal
4. Office of the ADAMC

Individuals who feel threatened or have concerns about their safety because of harassment should call campus security. If you believe you are in immediate danger, contact the police.

4. Procedures

Individuals who believe they have been harassed by another member of the college community should follow the procedures stated below:

Prevention of Personal and Sexual Harassment Committee

The prevention of Personal and Sexual Harassment Committee shall consist of two faculty members elected by the faculty, one coordinator from the faculty, one administrative staff member appointed by the principal, and one support staff member appointed by the principal. These members of the committee will serve one year, staggered terms. The principal of the institute shall have all of the rights of a member of the committee. A chair will be selected by and from within the committee.

Informal Complaints

College faculty, staff or students who believes that they have been a victim of harassment by a current faculty or staff member may speak informally with the principal who will offer preliminary consultation and may draw upon other support and counseling services to assist the complainant. Once an initial complaint has been filed, principal will make a determination about whether to continue the investigation. With the consent of both parties, principal may attempt to mediate the complaint. If the complainant does not agree with the resolution of an informal complaint, the individual has the opportunity to file a formal complaint. Principal will keep records of informal complaints and their dispositions. Such records will remain confidential to the extent possible consistent with adequate investigation and appropriate corrective action.

d) Formal Complaints

College faculty, staff and students may file a formal complaint if they believe they have been the victim of harassment by a current faculty or staff member. This formal option is initiated when the complainant identifies the person against whom the complaint is made and lodging a signed, written complaint. Once a formal complaint has been filed, the committee may continue its investigation and resolution even if the complainant wishes to withdraw the complaint. A formal complaint may be filed with any member of the committee or with the principal. A copy of the complaint will be circulated to each of the committee members. The college may at any time take action necessary to protect the safety of the complainant or any other persons.

Upon receipt of the complaint, the committee will begin an investigation. The principal will undertake the investigation, and present a report to the committee members. The committee will make its decision by gathering any further information it deems necessary, which may include review of documents and/or meetings with the complainant, the accused or the witnesses. During the investigation, the committee will provide a copy of the complaint to the accused, and such other information as the committee deems appropriate, and notify him/her of his/her rights. The investigation and determination by the committee typically is conducted within forty-five (45) working days.

Depending on the complexity of facts, the number of witnesses, witness availability, and other factors, the committee may extend this period.

Once the investigation is concluded, the committee may:

- i. determine that no case of substance exists and decide to take no further action on the complaint;

- ii. attempt mediation or recommend mediation by an individual who is not a member of the committee;
- iii. develop a written recommendation for further action that will be forwarded to two senior staff members, one being the senior supervisor of the accused. In the case of a complaint by or against a senior staff member, the committee's report will be forwarded to the chairman of the Sanstha. In the case of a complaint by or against the principal, the report will be sent to the chair of the board of trustees.

Recommended actions may include, but are not limited to an oral or written reprimand, a written warning, dismissal of non-tenured employees, or a hearing for the termination for cause of a tenured faculty member. Action on the committee's recommendation will be taken by the individuals to whom the recommendation was forwarded. They will reach a decision and communicate it in writing to the accused, the complainant, and the chair of the committee. The complainant or accused may appeal the decision to the principal, or, if the accused is the principal, to the board of trustees. Normally, the chairman or board of trustees will make a determination on any appeal within thirty (30) working days. Depending on the complexity of the matter and other factors, this time period may be extended. The decision of the chairman or the board of trustees is final.

During the committee's investigation, the accused has the following rights:

- a) To be informed in writing of the specific charges and a time to appear before the committee.
- b) To be informed of the rights here listed.
- c) To know the name of their accuser(s).
- d) To present and/or request relevant evidence.
- e) To make an oral statement.

Records of formal complaints will be maintained by the college. All such records shall remain confidential to the extent possible consistent with adequate investigation and appropriate corrective action.

5. Confidentiality

Confidentiality will be maintained to the extent consistent with adequate investigation and appropriate corrective action. All parties will be advised of the need to maintain confidentiality regarding the information discussed.

6. Reporting

At the end of each academic year, the committee shall report the number of informal and formal complaints it received and their disposition to the vice president for further operations.

- **WOMEN'S GRIEVANCE REDRESSAL COMMITTEE:**

Overview

In 2013, after a span of 16 years, India finally enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the 'Act') for prevention of sexual harassment against women at the workplaces. The Central Government vide notification SO 3606 (E) appointed 9 December 2013 as the date on which the provisions of the Act came into force and on the same day, the Central Government made the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 ("Rules"). It is an act to provide protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for matters connected there with or incidental there to.

Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- Physical contact and advances
- A demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Objective:

- The Act is enacted by the Indian Parliament to provide protection against sexual harassment of women at workplace and prevention and redressal of complaints of sexual harassment. Sexual harassment is termed as a violation of the fundamental rights of a woman to equality under Articles 14 and 15 of the Constitution of India and right to life and to live with dignity under Article 21 of the Constitution of India. Sexual harassment is also considered a violation of a right to practice any profession or to carry on any

occupation, trade or business which includes a right to a safe environment free from sexual harassment.

- Women's Grievance Redressal Cell is a growing community of women in Trident Academy of Technology, whose purpose is to learn, educate and collaborate on ideas that have the power to effect meaningful and positive change while fighting the odds they face. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is therefore, punishable.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013

In exercise of the powers conferred by section 29 of the sexual Harassment of Women (Prevention, Prohibition and Redressal) Act 2013(14 of 2013), the Central Government hereby makes the rules.

Following these rules Women's GRC made this structure given below:

Structure:

➤ A committee of senior members would be constituted by the management to consider and redress Complaints of Sexual Harassment. This Committee will be known as **“Internal Complaints Committee” (ICC)**.

- One member from the top of the Management.
- One member from the top of the Administration(Male).
- One Legal Advisor as a member.
- One Social worker as a member.
- One member from the level of Professor(Female).
- One faculty member from each department.
- One member from non teaching group.
- One member from student committee.

Rule-

1. Any woman student/employee who feels and is being sexually harassed directly or indirectly may submit a written complaint of the alleged incident to any member of the ICC Committee, as per the format with her signature preferably within 7 days of occurrence of incident and not

later than 90 days.

2. The committee will meet at least twice in year to resolve the grievances depending on the seriousness of the complaint.
3. To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.

Objective of the Women's Grievance Redressal Committee

- The Cell will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
- The Cell shall process all the individual complaints and take immediate suitable action.
- The Cell will provide assistance to the Faculty/Colleges for taking preventive steps in the matter of gender discrimination and sexual harassment.
- The Principal will be the Chairman of the Cell and may appoint members of the cell.
- The Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.

Grievance Procedure

1. Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the Principal's office.
2. The complaint will be afforded full confidentiality at this stage.
3. After receiving the complaint, the chairman shall convene the meeting of the cell.
4. The chairman will appoint investigation committee, Coordinator will convene the meetings.
5. The investigation committee shall then decide the course of action to proceed.
6. The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment by complainer /her representative.

7. In case the investigation committee decides to proceed with the complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice then alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is just and proper, he will be warned about his behavior and non-occurrence of it. In case the complainer requests that the complaint should be proceeded with beyond mere a warning, the same may be proceeded with in the manner prescribed hereafter.

8. ICC will submit report once in 6 months, noting all the grievances addressed and action taken.

• **STAFF/EMPLOYEE GRIEVANCES COMMITTEE:**

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK DIRECTION NO. 05 / 2012:

DIRECTION TO PROVIDE FOR THE PROCEDURE TO DEAL WITH THE GRIEVANCES OF TEACHERS INCLUDING PRINCIPAL / DEAN AND OTHER NON TEACHING EMPLOYEES OF THE UNIVERSITY, AFFILIATED COLLEGES, RECOGNISED INSTITUTIONS UNIVERSITY, COLLEGES AND INSTITUTIONS.

Whereas, the Maharashtra University of Health Sciences Act, 1998 i.e.

Maharashtra Act No. X of 1999 has come into force with effect from 3rd June 1998;

AND

Whereas, section 53 of Maharashtra University of Health Sciences Act, 1998 provides for the constitution of the Grievances Committee and its powers to entertain and consider the Grievances or complaint within its jurisdiction;

AND

Whereas, it is expedient to provide by direction for the procedure to be adopted by the Grievances Committee for hearing and settling the Grievances of teachers including principals and non-teaching employees of the University / affiliated Colleges / recognized Institutions;

AND

Whereas, the draft Statute in this regard has been submitted to the Hon. Chancellor office for further necessary action and there is urgency in the matter of prescribing afresh procedure to deal

with the grievances of teachers including Principals / Deans and non-teaching employees of the University / affiliated Colleges / recognized Institutions;

AND

Now, therefore, I Prof. Dr. Arun V. Jamkar, Vice-Chancellor of Maharashtra

University of Health Sciences, Nashik in exercise of the powers vested to me under section 16(8) of Maharashtra University of Health Sciences Act, 1998, do hereby issue the following Direction:

1. (i) This Direction may be called as “Direction providing for the procedure to deal with the Grievances of teachers including principals / Deans and other non-teaching employees of the University, Affiliated Colleges, Recognised Institutions”.

(ii) This Direction shall be deemed to have come into force on 01st July, 2012.

(iii) The previous Direction No.1/2004 is hereby repealed. Notwithstanding such repeal, anything done or any action taken under or in pursuance of the provision of the said Direction, shall continue to have effect and deemed to be done or taken under the relevant corresponding provision of the instant Direction.

2. In this Direction, unless the context otherwise requires;

(i) “Act” means the Maharashtra University of Health Sciences Act, 1998.

(ii) “Appellant” means a teacher including principal / Dean and non-teaching employees of the University / affiliated Colleges / Conducted Colleges / recognized Institutions, whose application is registered for consideration by the Grievances Committee.

(iii) Central Councils means Councils of Health Sciences as defined in section 2(8) of the Act.

(iv) “College” means a College as defined in section 2(11) of the Act.

(v) “Conducted College” means a conducted college as defined in section 2(12) of the Act.

(vi) “Department” means a department as defined in section 2(13) of the Act.

(vii) “Director” means a Director as defined in section 2(14) of the Act.

(viii) “Grievances Committee” means the grievances committee duly constituted as per section 53(3) of the Act.

(ix) “Management Council” means the Management Council, duly constituted as per section 26(1) of the Act.

(x) “Management” means the Management as defined in section 2(21) of the Act.

(xi) “Non-teaching Employee” means the non-teaching employee as defined in section 2 (27) of the Standard Code.

(xii) “Pro-Vice Chancellor” means the Pro-Vice Chancellor appointed as per section 15(1) of the Act.

(xiii) “Principal or Dean” means a Principal or Dean as defined in section 2(26) of the Act.

(xiv) “Registrar” means the Registrar appointed so, as per section 18(1) of the Act.

(xv) “Recognized institution” means the recognized institution as defined in section 2(27) of the Act.

(xvi) “Standard Code” means the “Standard Code (Terms and Conditions of Service of Non-teaching employees) Rules, 1984” prescribed by the Govt. of Maharashtra with effect from 1st may, 1984 onwards or a separate code prepared by the Maharashtra Govt. for the University.

(xvii) “Teacher” means a Teacher as defined in section 2(35) of the Act.

(xviii) “University” means the University as defined in section 2(36) of the Act.

(xix) “University Grants Commission” means University Grants Commission as defined section 2(38) of the Act.

(xx) “University Teacher” means the University teacher as defined in section 2(40) of the Act.

3. There shall be a Grievances Committee constituted to hear and settle the grievances of teachers including Deans / Principal, non teaching employees of the University / conducted or affiliated colleges / the recognized institutions.

4. The Grievances Committee shall entertain the complaints or grievances only from individuals. It shall not entertain collective complaints or grievances application.

5. The Grievances Committee shall not entertain grievance applications of such aggrieved applicants (complainant) who have already approached any competent Court or Authority for the redressal of the same grievances or whose case about the redressal of the same grievance(s) is pending in any competent Court or Authority.

6. The Grievances Committee shall deal with grievances / complaints which relates with the service conditions of the applicant.

7. The Grievances Committee shall not deal with grievance applications of aggrieved persons belonging to any affiliated college or recognized institution managed and maintained by the State Government, Central Government or Local Authority.

8. An aggrieved applicant (complainant) shall submit nine copies of grievances appeal (**One in original and eight attested photocopies**) pertaining to his grievances in the prescribed form (**Annexure – A**) to the Registrar.

9. Such application shall be accompanied with a non-refundable fee of Rs. 1,000/- (Rupees One Thousand) payable through a demand draft drawn on a nationalized bank in favor of the Registrar of the University payable at Nashik. The amount of this fee shall be subject to revision from time to time by the University.

10. Such application shall also be accompanied with the aggrieved applicant's affidavit to the effect that he / she has not approached any Competent Court or Authority for the redressal of the same grievance(s) and that none of his / her case(s) about the redressal of the same grievance(s) is pending with any Competent Court or Authority.

11. An appeal shall be made by the applicant (complainant) within 90 days from the date of occurrence of the cause of action. Provided that, the committee may entertain an appeal made to it after the expiry of the said period of 90 days, if it satisfied that the appellant had sufficient cause for not preferring the appeal within that period.

12. The aggrieved applicant (complainant) shall attach attested photocopies of all relevant documents to each copy of his grievance application, which he deems necessary to support his grievance.

13. The aggrieved applicant (complainant) shall also submit a copy of such application to each "non-complainant" and shall produce the proof thereof while submitting the nine copies of the application to the Registrar of the University.

Provided that, in case the "non-complainant" refuses to accept the copy of the grievance application, the concerned aggrieved applicant shall send the same to him / her by registered post with due acknowledgement and send the postal receipt or the acknowledgement thereof to the Registrar as a proof of having sent the copy to the said non-complainant.

14. The Registrar, after careful scrutiny of the Grievance Application received by the University, shall inform the deficiencies, if any, to the applicant (complainant) for its compliance. After necessary compliance by the applicant (complainant) all such grievance applications shall be registered in a separate register to be maintained by the University, wherein each grievance application shall be given a "Grievance Appeal Number."

15. The Registrar shall return those grievance applications along with the accompanied DDs, if any, to the respective applicant (complainant) if on scrutiny it is found that the grievance is not related to service conditions of the applicants.

16. It shall be the responsibility of every non-complainant to send his / her written say on the grievance application to the Registrar of the University within **fifteen** days from the date of receipt of the same from the aggrieved applicant.

17. Every non-complainant shall also send a copy of his / her written say to the aggrieved applicant within **fifteen** days from the date of receipt of the copy of the grievance application from the aggrieved applicant.

18. Failure to send his / her written say as mentioned above within the stipulated time limit shall be treated as a failure of his / her duties and responsibilities and breach of Code of Conduct of the Management prescribed by the relevant Statutes.

19. Every non-complainant failing to send his / her written say as stipulated above shall have to pay a fine of Rs. 1000/- to the University before submitting his / her written say or before making his / her oral submission before the Grievances Committee.

20. The Registrar may ask comments from the concerned Section of the University and call the In-charge of the concerned Section for hearing in any Grievance appeal regarding the issue(s) which is related with the University and the said comments / submission(s) shall be consider by the Grievances Committee for the purpose of preparation of its report of Observation and Recommendation.

21. The In-Charge of the Establishment Section of the University or the Officer nominated by the University shall represent the University in the Grievance Appeal filed by the employee of the University.

22. The Grievance application shall not be entertained by the Grievances Committee wherein the State Government or any Authority of the State Government is arrayed as non-complainant in the grievance application. The Grievance application may be entertained by the Grievances Committee by deleting the State Government or any Authority of the State Government as Non-complainant.

23. All registered grievance appeals shall be included in the agenda for the meeting of the Grievances Committee so far as may be practicable within 60 days from the date of their registration by the University.

24. Three sitting members of the committee (including Chairperson and Member-Secretary) shall constitute quorum for the meeting. If there is no quorum, the meeting shall be adjourned by the Chairperson to a specific time on the same day or on a later day and no quorum shall be necessary for such adjourned meeting.

25. The Chairperson of the committee shall decide the procedure to be followed by the committee for the disposal of its business and shall decide the date, time and venue of the meeting in consultation with the Registrar cum Member-Secretary of the Committee.

26. The Registrar of the University shall direct both the parties [i.e. appellant / complainant and non-complainant(s)] to remain present before the Grievances Committee. If both the parties are absent without any valid reason(s), the grievance appeal shall stand dismissed. If one of the parties remains absent, the Grievances Committee shall take the *ex-parte* decision and submit its report to the Management Council.

27. The Grievances Committee shall submit its report of observation(s) and recommendation(s) to the Management Council for taking appropriate decision thereon, if the grievance is not settled amicably during the course of hearing.

28. After conclusive hearing of the appeal, the report of observation(s) and recommendation(s) of the Grievances Committee in the prescribed form

(Annexure-B) shall be prepared by the Committee through its Member Secretary in due course of time and the said report shall be signed by the Chairperson and Member Secretary of the Committee only.

29. The Registrar shall forward copy of the report of the Grievances Committee to the appellant / complainant and non-complainant(s) through registered post to provide them an opportunity to submit their written say on the report, if any, for consideration before the Management Council. If appellant / complainant or non-complainant(s) or both failed to submit their written say in the prescribed period then it shall be presumed that they have no say and shall have accepted the report of the Grievances Committee. The report of the Grievances Committee along with the written say, if any, received from the appellant / complainant or non-complainant(s) or both, as far as possible, shall be placed before the ensuing regular Meeting of the Management Council which shall consider the same and shall take decision in respect of the grievance appeal.

30. The Management Council's decision on the Grievances Committee's report shall be final and binding on both the parties. No appeal shall lie against the same in any Court or Authority. The grievance appeal once dismissed shall not be entertained again.

31. No review application in respect of any grievance appeal shall be entertained by the Grievances Committee / Management Council or any other Authority of the University.

32. Every complainant and non – complainant shall personally remain present, as directed by the Registrar, before the Grievances Committee at his / her own cost.

Provided that, the hearing of any particular appeal may be adjourned, if either party to that appeal has submitted application for adjournment through post, fax or e-mail to the University, before two clear days of the scheduled meeting, stating the specific reason for adjournment. No subsequent adjournment shall be granted, in any circumstances. If either party remains absent for hearing without submitting adjournment application or the Committee is not satisfied with the reason(s) mentioned in the adjournment application, the Committee may prepare its report of observation and recommendation considering the documents available on record in that particular appeal.

33. No legal practitioner shall be entitled to appear on behalf of any party in any proceedings before the Grievances Committee.

34. The non-complainant(s) shall make available to the Grievances Committee all relevant documents / records / papers etc. pertaining to the grievance appeal, as and when they are required / asked for. The Registrar shall intimate to the appellant / complainant and non-complainant(s) the date and time fixed for hearing or personal appearance before the Grievances Committee at least 10 days in advance of the date of the scheduled meeting of the Grievances Committee.

35. The Grievances Committee shall hear and settle a grievance as far as practicable within six months from the date of registration of the grievance application by submitting its conclusive report of findings, observations and recommendations to the Management Council.

36. The Registrar shall communicate the decision taken by the Management Council to the complainant as well as to the non-complainant as the case may be, as soon as the same is made available to him.

37. The non-complainants shall comply with the Management Council's decision within 30 days from the date of its receipt and send the compliance report of the same to the Registrar of the University immediately and not later than another 30 days.

38. Every non-complainant failing to comply with the Management Council's decision within the stipulated time mentioned therein shall have to pay the penalty of Rs. 5000/- to the University and yet shall have to comply with the decision in another two weeks.

39. Failure to comply with the Management Council's decision to pay the penalties shall invite a penal action as suggested by the Management Council against such offence for **non-compliance** of the University order / directive.

PRIVACY OF ACCESS TO STUDENT EDUCATIONAL RECORDS POLICY

GENERAL POLICY

College recognizes that the protection of the rights of persons requires adherence to clearly formulated institutional policies governing the maintenance of student records. As provided more fully below, the privacy and confidentiality of all student records shall be preserved. Faculty and staff of the college are bound to respect the rights of a student's good reputation and privacy by holding in confidence information they acquire in the course of their work.

Definitions

- A student is any person who attends or has attended the college.
- Education records are any records (in handwriting, print, tapes, film, computer, or other medium) maintained by Beloit College or an agent of the college which is directly related to a student except:
 1. A personal record kept by a faculty or staff member, if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record, and is not used for purposes other than a memory or reference tool.
 2. Records created and maintained by the College Office, if the record is maintained solely for law enforcement purposes and is revealed only to law enforcement agencies of the same jurisdiction.
 3. An employment record of an individual whose employment is not contingent on the fact that they are a student provided the record is used only in relation to the individual's employment.

4. Records made or maintained by the hospital of ADAMC, if the records are used only for treatment of a student and made available only to those persons providing the treatment.

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5. Alumni records which contain information about a student after they are no longer in attendance at the college and which do not relate to the person as a student.

Types, Locations, and Custodians of Education Records

1. Official academic records are maintained in the Office of ADAMC. They include admission applications and associated documentation; the completed forms of registration for each semester in residence; the records of internal assessment and marks received in courses at this college and records from the other state level authorities of student's concern; and other documents directly relating to academic progress and status.

Relevant records in the student folder, such as student's applications, transcripts from another institution, and test score reported, are shared with faculty and staff members serving as a student's academic advisor. Student folders are transferred to the Alumni record three (3) years after graduation or withdrawal; these records include admission applications and associated documentation, as well as other official correspondence.

2. Disciplinary records are maintained under the authority of the Office of ADAMC. They include information about the investigation, adjudication and imposition of sanctions by the college against a student for breach of the college's written policies.

3. Financial records are maintained by the Accounting Office of ADAMC. Financial aid application records, including tax forms, and work-study authorizations are maintained by the Office,.

4. The student records related to their career guidance and placement are maintained at training and placement cell of the ADAMC.

Disclosure of Education Records in an Emergency

The privacy of all records may be broken at a time of emergency defined in terms of the following considerations:

1. The seriousness of the threat to health or safety of the student and others.
2. The need for access to the record in meeting the emergency.

3. Whether the person requesting the records is in a position to deal with the emergency.
4. The extent to which time is of the essence in dealing with the emergency.

Student Access to Records

Students wishing to have access to their educational record information should contact the administrative officials.

Except as described above, access to a student's official academic record, disciplinary record, and financial aid record is guaranteed to their self only to reasonable regulation as to time, place, and supervision.

A student may inspect and review their education records upon written request to the appropriate record custodian within the college. The request should identify as precisely as possible the record or records they wish to inspect.

No documents or files may be altered or removed once a request has been filed.

The record custodian or a designated college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

- **SEXUAL ASSAULT AND MISCONDUCT POLICIES**

Students who have been sexually assaulted, have witnessed a sexual assault or have information about a sexual assault are urged to report the information to the sexual College

Policy Summary

Sexual assault and sexual misconduct, including non-consensual intercourse and non-consensual sexual contact seriously infringe on the rights of others, violate the standards of acceptable behavior at College and may be illegal. College expects all members of the college and their guests to conduct themselves in a responsible manner, showing respect for others and for the institute at large. College is subject to, abides by, and supports the M.U.H.S. Nashik and other state level ordinances regarding criminal sexual assault and sexual contact. Students, who have been sexually assaulted, have witnessed a sexual assault or have information about a sexual assault, are urged to report the information to the College sexual harassment prevention

committee and Security of ADAMC. College will do all that is reasonably possible to offer safety, privacy, sensitivity, and support to persons reporting sexual assault and sexual misconduct, as well as offer educational programming to decrease the risk of sexual assault and sexual misconduct on campus. The college urges students to learn about the steps that can be taken to prevent sexual assault and sexual misconduct.

Examples of Sexual Misconduct include but are not limited to:

- Crossing physical or sexual boundaries
- Prostituting another student (e.g., the act or practice of engaging in sex acts for hire)
- Non-consensual photos, text, video and/or audio recordings and/or nonconsensual distribution of such materials
- Engaging in unsolicited acts of voyeurism
- Knowingly transmitting a STD to another student(s)
- Coercing someone into sexual activity

Reporting your assault to college

If you have been sexually assaulted, the college urges you to report it.

A report is written documentation of sexual assault/misconduct. It contains the name(s) of those involved, the date, time, and location of the alleged event, and a short written summary of what is reported. The individual making the report has the right to give as much or as little information as they wish. When a student reports a violation of the sexual assault/misconduct policy, the college Committee will investigate to the extent it can with the information provided.

Who to call

If the accused is a College student, the following individuals will ensure a report is filed when they are made aware of an alleged incident of sexual assault/misconduct.

- College security

Any member of sexual harassment committee and vishakha committee

- Any employee of the college, including faculty and staff (ask to be transferred to the appropriate person)

The above listed people are required to file a report if told about sexual misconduct/assault..

Preponderance of evidence as a standard

Evidence and information collected during the investigation of sexual assault will be evaluated using the preponderance of evidence standard. In other words, if the evidence and information collected during the investigation suggest it was more likely than not a sexual assault occurred, the hearing officer will conclude the policy was violated and will find the accused student responsible.

Preserving evidence

It is important to preserve any evidence that might be used during an investigation of an alleged sexual assault. Electronic evidence is often helpful, including texts, emails, facebook posts, chats, pictures, and other electronic communication and should be downloaded and preserved. Physical evidence on your body or clothing can be documented with photos. Medical staff at the hospital can collect other evidence and provide appropriate follow up care.

Rights of students involved in sexual assault and sexual misconduct investigations

Rights of the complainant in a sexual assault or sexual misconduct investigation

1. To have complaints of sexual misconduct/assault investigated by the college.
2. To report the violation directly to the police, with or without assistance from campus personnel.
3. To consult with the coordinator of sexual harassment prevention committee and vishakha committee, as a resource for understanding these rights and the investigation process.
4. To have a judicial proceeding concerned with the assault

Rights of the accused in a sexual assault or sexual misconduct investigation

1. To be informed in writing of the accusations/complaints those were filed.
2. To be informed that complaints of sexual misconduct/assault will be investigated by the college, and possibly by the police.
3. To consult with the coordinator of sexual harassment prevention committee and vishakha committee.
4. To have a judicial proceeding concerned with the assault

SUPPORT RESOURCES

Seek medical treatment

If you have been assaulted, you may need medical treatment for injuries and may wish to have potential physical evidence collected. The Dhanwantari Hospital can request an advocate from the judicial system to be with you at the hospital.

Transportation to the hospital can be provided by security or by any member of the sexual harassment prevention committee and vishakha committee.

Contact the National Sexual Assault helpline number: 100, 18002124434,

RAGGING AND ANTI RAGGING POLICIES:

ADAMC has taken strict initiatives to prevent ragging in the institute and the campus. The college strictly follows the norms of anti ragging issued by the university and the under graduate commission. Anti ragging committee is formed to prevent ragging and to create a harmonic environment in the premises of the college.

General policy:

Objectives : To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do 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, 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; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations,

preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

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 or 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 indiscipline 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 in the ordinary course do 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 by 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;
- 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.

Measures for prohibition of ragging at the institution level:

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centers of studies and all its premises, whether

academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in

such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,

b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

Measures for prevention of ragging at ADAMC:

Institution takes the following steps in regard to admission or registration of students; namely,

a) Every public declaration of intent by ADAMC, in any electronic, audiovisual or print or any other media, for admission of students to any course of study expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

b) The institution also draws attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing brochure of admission/rules regulations booklet or the prospectus. Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-

Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, are published in the brochure of admission/rules regulations booklet or the prospectus.

c) The application form for admission, enrolment or registration contains an affidavit, in English and in Hindi and/or in Marathi to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the

punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further "aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting

ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

e) The application form for admission, enrolment or registration shall contain an affidavit, in English and in Hindi and/or in Marathi, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

f) The application for admission accompanies by a document in the form of, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the interpersonal/social behavioral pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behavior has been commented in such document,

g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians respectively along with his/her application.

h) Before the commencement of the academic session in ADAMC, the Head of the Institution convenes and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the

police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

i) The institution, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently displays posters depicting the provisions of Penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, prominently displays on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.

j) The institution requests the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favors.

k) The institution identifies, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.

l) The institution tightens security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, resorted to at such points at odd hours during the first few months of the academic session.

m) The institution utilizes the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.

n) The faculties/departments/units of the institution have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.

o) Institution engages or seek the assistance of professional counselors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counseling to fresher and to other students after the commencement of the academic year,

p) The head of the institution provides information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes

by students enrolled in the institution and the head of the institution also ensures that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

Institution, on admission or enrolment or registration of students, takes the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities
- b) The institution, through the leaflet explains to the fresher, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet also informs the fresher about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet contains a calendar of events and activities laid down by the institution to facilitate and complement familiarization of fresher with the academic environment of the institution.
- e) The institution, on the arrival of senior students after the first week or after the second week, as the case may be, schedules orientation programmers as follows, namely; (i) joint sensitization programmed and counseling of both fresher and senior students by a professional counselor, (ii) joint orientation programmed of fresher and seniors to be addressed by the Head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the fresher and seniors to interact in the presence of faculty members ;
(iv) in the hostel, the warden addresses all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration. (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the fresher.

f) The institution sets up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the fresher, junior students and senior students.

g) Fresher or any other student(s), whether being victims, or witnesses, in any incident of ragging,

are encouraged to report such occurrence, and the identity of such informants are protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

h) Each batch of fresher, on arrival at the institution, is divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution.

i) It is the responsibility of the member of the faculty assigned to the group of fresher, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty maintains a diary of his/her interaction with the fresher under his/her charge.

j) Fresher are lodged, as far as possible, in a separate hostel block, and where such facilities are not available, the institution ensures that access of seniors to accommodation allotted to fresher is strictly monitored by wardens, security guards and other staff of the institution.

k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, is ensured by the institution.

l) It shall be the responsibility of the parents/guardians of fresher to promptly bring any instance of ragging to the notice of the Head of the Institution,

m) Every student studying in the institution and his/her parents/guardians should provide the specific affidavits of these Regulations at the time of admission or registration, as the case may be, during each academic year.

n) Institution obtains the affidavit from every student and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organization authorized to do so.

o) Every student at the time of his/her registration should inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence should be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.

o) The Head of the institution, at the end of each academic year, sends a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

Institution constitutes the following bodies; namely,

a) ADAMC constitutes a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting 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 fresher' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.

b) It is 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 prevention of ragging in ADAMC.

c) ADAMC also constitutes a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times, provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) 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 of, and having the potential of, ragging and shall be empowered to inspect such places.

e) It is also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident 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 Anti-Ragging Committee for action.

Provided that the Anti-Ragging Squad shall conduct such enquiry 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 incident of ragging, and considering such other relevant information as may be required.

f) ADAMC, at the end of each academic year, in order to promote the objectives of these Regulations, constitutes a Mentoring Cell consisting of students volunteering to be Mentors for fresher, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six fresher and one Mentor of a higher level for six Mentors of the lower level.

ADAMC takes the following other measures, namely;

a) Each hostel or a place where groups of students reside, forming part of the institution, have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counseling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

b) The Warden remains accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which are publicized among all students residing in the hostel.

c) The institution reviews and suitably enhances the powers of Wardens; and the security personnel posted in hostels remain under the direct control of the Warden and their performance is assessed by them.

e) The institution undertakes measures for extensive publicity against ragging by means of audio-visual aids, counseling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.

- f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, Institute permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, are timely sensitized towards the ills of ragging, its prevention and the consequences thereof.
- h) The institution obtains an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice,
- i) The institution makes a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record,
- j) The institution gives necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required,
- k) Discreet random surveys are conducted amongst the fresher every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys,
- l) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it is the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act

promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

m) The Heads of institutions, during the first three months of an academic year, submits a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the M.U.H.S.

7. Action to be taken by the Head of the ADAMC: 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 a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four 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 MUHS.

Provided further that the ADAMC shall also continue with its own enquiry initiated 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.

Administrative action in the event of ragging:

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, national or international meet, tournament, youth festival, etc.

vi. Suspension/ expulsion from the hostel,

vii. Cancellation of admission,

viii. Rustication from the institution for 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.

STUDENT SUPPORT FROM ADAMC

- **FINANCIAL AID:**

ADAMC offers SC /VJNT/OBC students timely help to avail government scholarship. The college admission process provides reservations for SC/ST/OBC as per government regulations. The institutional student welfare wing in the administrative set-up, governs all details regarding scholarship and institutional tuition fee payment, most of the students gets financial aids at a right time for which the student welfare wing works with commitment.

Name of the Scheme: Govt. scholarship scheme, govt. of Maharashtra

ADAMC also runs the schemes for student's financial aids as per the guidelines of M.U.H.S. Nashik. The other schemes are:

1. EARN AND LEARN SCHEME
2. DHANWANTARI VIDYADHAN YOJANA
3. BAHISHAL YOJANA
4. SAVITRIBAI PHULE SACHOLARSHIP FOR GIRLS
5. BOOK BANK SCHEME
6. SANJEEVAN YOJANA

The students are benefitted by the scholarships and free ships provided by scheme of govt. of Maharashtra. Instead of scholarship or free ship institute offers cash prizes to top ranker meritorious students in the department.

The details of the schemes, beneficiaries, and policies related to the schemes and records of the previous availed schemes are separately functioned from student welfare wing of the ADAMC.

- **TEACHING LEARNING SUPPORT:**

Students are supported at the level of learning by the best quality trained and technologically updated faculties who works hard for their understandings and better knowledge. The students are guided well and updated, assessed timely for their knowledge and other skills required for the course. The faculty is also engaged in taking the additional skill development programs like seminars and other confidence building activities. Teachers use multi-aided techniques for the teaching like PPT Presentations, simulations, quiz, group discussions and many other methods of teaching rather than didactic teaching. The teachers are always getting updated by attending

various course related seminars and workshops. The teachers are encouraged to do the quality research activities and projects. Students are provided with hi-fi technically supported classrooms with a decent environment and they are always supported by the teachers to improve their various domains.

Learners from their admission into the course are categorised as slow and advanced learners with a help of assessing test. The slow learners are enhanced by the extra remedial lectures other than regular teaching hours. They are supported at their level of understanding and knowledge timely by the teaching staff of our institute. The students are further assessed at the level of knowledge by various assessment techniques by our eminent faculties. Advanced learners are given departmental projects, research activities which would feed their brain. They are focussed for the bright learning.

Some of the other regularly offered certificate courses for the interested candidates are detailed out below:

1. Sanskrit Sambhashana Varga: with a superb mission of skilled learning in Sanskrit, department of Sanskrit is delivering the Sanskrit Sambhashana Varga. The Sambhashana Varga has a prime objective to produce students who can read, write, understand, translate and communicate in Sanskrit language after completion of the Sambhashana Varga. 32 hour (1 hour per day for 32 days) course is designed in which knowledge is given about Sanskrit writing, reading, learning, understanding and grammar. The communication skills are also developed for Sanskrit language by taking seminars of the students with active participation of the candidates. The course is for the students of BAMS with a minimum eligibility is admission to 1st year BAMS. Students will be assessed by various assessment techniques like assignments, practical communication etc. At the end of the course students will be given a certificate of completion.

2. Pavana Yoga Varga

3. Professional ethics and human values to all BAMS: The course came effective from the academic year 2016. The empowerment of the professionals to develop the talent in the workplace is the mission of this course. The duration of the course is 32 weeks. The objectives of this course are to inculcate ethics and human values into the young minds, to create ethical vision and achieve harmony in our life. The minimum eligibility criteria are students passing 1st BAMS with 50% marks.

4. Panchakarma Pravesham: Panchakarma therapy is integral part of Ayurveda. Classical Panchakarma includes Vamana, Virechana, Basti, Nasya, and Raktamokshana which is prime part of Shodhana. The course is conducted under the department of Panchakarma. The course is designed with an underlying mission to acknowledge the modalities of Panchakarma as prophylactic and purificatory therapeutic measures. The course has a divine mission to acknowledge the delegates with basics of Panchakarma, and its practical utility in daily life. After the completion of the course the student will be able to administer various Panchakarma techniques expecting efficient results avoiding complications. Minimum eligibility for the admission in Panchakarma Pravesham is the student should have passed 3rd year BAMS. The duration of the crash course is everyday 4 hours for 8 days

5. Cardio-pulmonary Resuscitation (CPR) training Course: to accomplish the vision of the institute, purposeful integration of the education, research and clinical care, the CPR course is designed to manage the emergency critical. The course is designed to provide the ability to recognise life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. Minimum eligibility for the course is fourth year students of BAMS. Duration of the course is 17 weeks. Theory and practical sessions are being conducted in the due period by the eminent faculty members.

6. Research and data management: The course is available for post graduating students. Research Methods and Data Management course is required for all students enrolled in a MD/MS as well as Ph.D. program. The MD/MS programs cater to students who work full-time, so each class meets for a 2-hour block one afternoon each week during a semester. This course is the essential part of their syllabus in which students are expected to have completed a biostatistics and an epidemiology course prior to enrolling in research methods.

The last half of the semester is dedicated to a final project in which students work in groups of 3 or 4 to analyze part of a publicly-available dataset—there are many that are freely available from the World Health Organization, and other agencies—and analyze their results with EPI INFO & write up the results in a formal report that could be submitted to a peer-reviewed journal or presented at a professional conference.

BAMS (Bachelor of Ayurvedic Medicine and Surgery) is the professional course. At the

institution level we arrange guest lecturers to guide and encourage the students for various competitive examinations. But as the course is professional, students prefer to do clinical practice of Ayurveda and jobs related to Ayurveda. So it is not concerned of institution to get the data of students placed through competitive examination. Training and placement cell is functional since 2015 under which students are trained and placed with the collaborations of the various organizations.

At the institution level, we are taking efforts to gather the information of the outgoing students with respect to their placements whether private OPDs and private or government jobs.

The institute has a separate wing of training and placement which functions for the training and their placements at various job positions. The wing functions for arrangement of various training programs for students which are directly helpful to the students to achieve a good career. The bright students are directly placed through campus interviews called timely by the training and placement cell. The data of outgoing students with respect to their placements is collected at the time of their alumni meets. It is also being gathered during various activities arranged by the training and placement wing. As it is the professional course program, self employment is more encouraged.

The students who are having academic interests are encouraged and guided for the PG and P HD courses accordingly. Teachers help the students to cross the entrance examination of the progressive courses. Higher education like PG, PHD is offered in various departments of faculty of Ayurveda.

CONSTITUTION OF UNIVERSITY STUDENT'S COUNCIL AND STUDENTS' COUNCIL OF AFFILIATED COLLEGES

(Under Section 50 (11) of the Act)

1- There shall be University Student's Council and a Students' Council in each affiliated College / recognized Institution to look after the welfare activities of the students.

2- Objects of the University Student's Council & College Students' Council shall be as under :

- a) To co-ordinate the extra-curricular and welfare activities of the students.
- b) To promote participation in academic, extracurricular & welfare activities.
- c) To train students for democratic process for better corporate life.
- d) To strive for overall welfare and personality development of the students etc.

3- Students' Council shall have following Obligations.

- a) Students' Council shall not participate in any political activities in the campus and outside.
- b) Students' Council shall play constructive and positive role in overall academic, welfare & other extracurricular activities of University / College / Recognized Institution.
- c) Members of Student Councils shall behave in decent and disciplined manner and also set an example for other students.
- d) Member of the Student Council, who is / are alleged to have participated in political activities and / or, as per opinion of the Dean / Principal, behaved in in-disciplined manner shall be removed from the Council by the Dean / Principal of concerned College.

Provided that, before taking such action, the Dean / Principal shall give an opportunity to submit his say. After consideration of his written say, Dean / Principal shall take appropriate decision and his decision shall be final and shall be binding on all concerned.

4- The Dean / Principal of concerned College / Recognized Institution shall have all powers to nominate suitable person / student on the College Students Council and the decision of Dean / Principal in this regard shall be final.

5- The College Student's Council :

The College Student's Council for each affiliated college shall consist of –

- a) Dean / Principal - Chairperson
- b) One teacher, nominated by the Dean / Principal - Member
- c) Programme Officer of National Service Scheme, if any - Member
- d) Director of Sports or I/c of Physical Education of the College - Member
- e) Officer in charge of cultural activities of the College - Member
- f) One student of each class (UG & PG) nominated by the Dean / Principal - Member

Provided that, the Principal shall nominate students under clause (f) who is engaged in full-time studies / training in the college and have secured highest number of marks in the preceding annual examination.

- g) One student nominated by the Dean / Principal, who has shown outstanding performance, from each of the following activities :-
 - i) Sports;
 - ii) National Service Scheme;

iii) National Cadet Corps;

iv) Cultural Activities;

v) Research or other extracurricular activities.

h) Two lady students nominated by the Dean / Principal, who have shown good performance at least in one of the activities i.e. Sports, National Services Scheme, National Cadet Corps and / or Cultural Activities. Provided that, two of the students from clauses (g) and /or (h) shall be those belonging to the Scheduled Castes, Scheduled Tribes, Vimukta Jaties, Nomadic Tribes or Other backward classes.

i) Dean / Principal shall nominate at least one student each from the categories belonging to the SC, ST, VJ, NT, and OBC, if these categories have no representation.

j) The students who have failed in the examination held in the preceding year or who have been allow to keep terms will not be eligible for all these nominations.

6- The student members of the College Students Council shall elect, at its first meeting the Secretary of their Council from amongst the student members other than the students of first year and internees.

7- Dean / Principal shall intimate the names of members of college student's council and the name of Secretary in the prescribed format within one week of the election. The information received after due date shall not be considered for University Students Council.

8- Nominations on University Student's Council ;

There shall be University Student's Council consisting of students secretaries, nominated by the Vice-Chancellor from amongst the Secretaries of the College Students' Councils in following manner:

a) The Vice-Chancellor shall nominate five secretaries from each non-agricultural university areas. These five secretaries shall be one each from the five faculties, i.e., Medical, Dental, Ayurved & Unani, Homeopathy and Allied Health Sciences (in turn in the proportion of 2 : 1 : 1 from Nursing : PT : OT or PO or ASLP or other Courses, if available.)

Provided that, the Vice-Chancellor shall nominate one student each from the faculty of Unani & OT, PO and ASLP courses, if no student of these categories get nominated.

b) These secretaries shall be nominated in the order of preference given below

i) Number of less representation on University Students' Council in proceeding five years period.

ii) Establishment year of the college.

iii) Representation belonging to backward classes i.e. SC / ST / VJ / NT.

iv) Academic merit of the student representative.

c) The Vice-Chancellor shall nominate one student each from the following reserved categories, if no student of these categories gets nominated from the colleges :

i) Scheduled Castes; ii) Scheduled Tribes;

iii) De-notified Tribes (Vimukta Jaties) iv) Nomadic Tribes

v) Other Backward Classes; vi) Female Student :

Provided further that, for the purpose of nomination through selection, details should be based on Academic performance, Caste & Category, participation in National Cadet Corps & National Service Scheme, Sports & Cultural achievements, Women & Adult Education Activities, and such other social welfare activities as may be prescribed from time to time.

9- University Student's Council ;

The University Student's Council shall consist of the following members :

i) Vice-Chancellor - Chairperson

ii) Pro Vice – Chancellor - Vice - Chairperson

iii) NSS Program Coordinator - Member

iv) Director of Sports - Member

v) Officer in Charge of Cultural Activities - Member

vi) Student Representatives nominated (u/s 10 above) - Members

vii) Director Students' Welfare - Member Secretary

10- Meeting of University Student's Council :

Director of Students' Welfare, in consultation with the Vice-Chancellor, shall fix the date & venue of the first meeting of University Student's Council, where following items will be discussed:

a) To elect three representatives of the University Student's Council amongst themselves on the Senate under Section 23 (2) (t) of the Act.

b) To elect office bearers of the Student's Council amongst themselves :-

i) President

ii) Vice Presidents (Two)

iii) General Secretary

iv) Joint Secretaries (Two)

c) Any other item with the permission of the Chair.

11- There shall be two meetings in an academic year of the College Students' Council and the University Student's Council on the date scheduled by the Chairman of the respective Council.

12- The term of office of the all nominated members shall be one academic year

(1st August to 31st July) will continue till such a member remain Student of the University / College.

Institute organizes annual election of student council. The college selects the students as the representative as per MUHS guidelines. Student union is one of the platforms offered to the students to develop their leadership skills. The student council works for unity in democracy among the students. It also promotes social, cultural and intellectual development of students. It informs the students about various events taking place around them. It also promotes the sense of service as educated citizens among the students. Some of the students from student's council represent the various academic committees e.g. Students grievances redressal, sexual harassment etc.

Student's council formation and its member list are enclosed below:

Institute organizes an annual gathering of the students of the UG and PG together. The gathering contains various sport events and cultural events.

Various activities of each gathering are detailed into the table attached here: