



STANDING OPERATING PROCEDURE

SEXUAL HARASSMENT

INTRODUCTION

1. Army College of Nursing, Jalandhar Cantt conducts four year B Sc (Nursing) degree course for the female wards of serving and retired Army pers with guidance of staff/faculty members. The college is being run under the aegis of AG's Branch, Army Welfare Education Society which is running 12 Professional Colleges, 137 Army Schools/Army Public Schools all over the country. The Hon'ble Supreme Court has issued guidelines to protect women from sexual harassment at their place of work vide section 2(d) of the Protection of Human Rights Act, 1993 and Sexual Harassment and Violence Act 2013. Taking note of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and the enactment of such legislation will take considerable time.
2. It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

AIM

3. The aim of this SOP is to prepare guidelines to protect girl students and women staff from sexual harassment at their place of work and to ensure a continuing, aggressive preventive safety from unnecessary sexual harassment.

DEFINITION

4. Sexual harassment is any unwelcome sexually determined behaviour, such as:-
 - (a) Physical contact and advances.
 - (b) A demand or request for sexual favours.
 - (c) Sexually coloured remarks.
 - (d) Showing pornography.
 - (e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.



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5. In addition, a person is deemed to have caused sexual harassment if he or she:-
- (a) Subjects another person to an unwelcome act of physical intimacy, like grabbing, brushing, touching, pinching, etc.
 - (b) Makes an unwelcome demand or request (whether directly or by implication) for sexual favours from another person, and further makes it a condition for employment/payment of wages/increment/promotion etc.
 - (c) Makes an unwelcome remark with sexual connotations, like sexually explicit compliments/cracking loud jokes with sexual connotations/ making sexist remarks etc.
 - (d) As per the act, sexual harassment includes any one or more of unwelcome acts or behaviour like physical contact and advances, a demand or request for sexual favours or making sexually coloured remarks or showing pornography.
6. It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.

PREVENTIVE MEASURES AS PER HON'BLE SUPREME COURT

7. As per Hon'ble Supreme Court all employers/mgmt or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following measures:-
- (a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
 - (b) The Rules/Regulations of the College / AWES relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
 - (c) Steps should also be taken to include the aforesaid prohibitions in the standing orders (SOPs).
 - (d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee women should have reasonable grounds to believe that she is disadvantaged in connection with her employment.



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DEALING WITH SEXUAL HARASSMENT

8. If any girl students and women staff feels, she is being sexually harassed or intimidated, she should :-

(a) **Talk to the perpetrator.** Make the person who you think is making unwanted advances remarks or advances know that he/she is making you uncomfortable. The person could be generally interested and you should let it be known that the advances are unwelcome. Don't ignore the incident hoping it will go away. Sometimes, the concerned person might not realise that he/she is making you uncomfortable.

(b) **Inform your superiors.** If talking the concerned person doesn't help, you should inform your Superior/Coordinator/Lecturer. If it's the Lecturer that is harassing you, inform Principal/Registrar or someone higher up. If it's a person higher up and the Principal/Registrar refuses to act, then she needs to file a police case. You can also approach the National Commission for Women. Do not take it lying down. The laws to protect women's rights are watertight in our country. Remember, no job where you're uncomfortable is worth it.

SEXUAL HARASSMENT COMMITTEE

9. The following members of this college are hereby detailed as committee for sexual harassment cell (Women Grievance Cell) :-

- | | | | |
|-----|--|---|--------------------|
| (a) | Prof Mrs M Maheswary
Principal
Mob No - 8283824167 | - | Presiding Officer. |
| (b) | Ms Varinderpal Kaur, Asst. Prof
Mob No : 9878607107 | - | Member. |
| (c) | Ms Gagan Sharma, Asst. Prof
Mob No : 9099970528 | - | Member. |
| (d) | Ex Sub AK Sharma (Male Rep)
Mob No : 8558946562 | - | Member |
| (e) | Ms Kuldeep Kaur, Warden
Mob No : 09872167946 | - | Member. |

10. The composition of the Committee/Cell will be prominently displayed in the college and hostel notice boards. The composition of the Committee will be periodically reviewed during its quarterly mtgs and amended on occurrence of any change in the same.



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CONCLUSION

11. This SOP has been formed to ensure implementation of the directions of the Hon'ble Supreme Court for tackling the problem of sexual harassment in the educational institutions.
12. This SOP supersedes previous SOP issued vide No 2001/ACN/SOP/19 dated 15 May 2019.

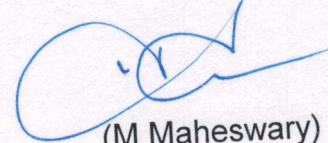
Army College of Nursing
Jalandhar Cantt

2001/ACN/SOP/21

30 Jan 2021

Distr: -

1. Office Copy.
2. SOP Folder.
3. Notice Board.


(M Maheswary)
Principal

ARMY COLLEGE OF NURSING, JALANDHAR CANTT

Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384)

HAVING REGARD to the definition of „human rights“ in Section 2 (d) of the Protection of Human Rights Act, 1993,

TAKING NOTE of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and that enactment of such legislation will take considerable time,

It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

1. Duty of the Employer or other responsible persons in work places and other institutions

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.

2. Definition

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- a) Physical contact and advances;
- b) A demand or request for sexual favours;
- c) Sexually coloured remarks;
- d) Showing pornography;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

3. Preventive Steps

All employers or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:

- (a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- (b) The Rules/Regulations of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- (c) As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.
- (d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

4. Criminal Proceedings

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

5. Disciplinary Action

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. Complaint Mechanism

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organisation for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

7. Complaints Committee

The complaint mechanism, referred to in (6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

8. Worker's Initiative

Employees should be allowed to raise issues of sexual harassment at a workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

9. Awareness

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

10. Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

11. The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in Private Sector.

12. These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

Other legal provisions include filing a **criminal case** under sections of the Indian Penal Code (IPC), the Indecent Representation of Women (Prohibition) Act and/or filing a civil suit.

The sections of the **Indian Penal Code** that can be applicable to sexual harassment (which makes it a criminal case):

1. Section 294

„Whoever, to the annoyance of others, (a) does any obscene act in any public place, or (b) sings, recites and utters any obscene songs, ballads or words, in or near any public space, shall be punished with imprisonment of either description for a term that may extend to three months, or with fine, or with both.“ This provision is included in Chapter XVI entitled „Of Offences Affecting Public Health, Safety, Convenience and Morals“ and is cognisable, bailable and triable by any magistrate.

2. Section 354

Whoever assaults or uses criminal force on any woman, intending to outrage her modesty or knowing it likely that he will thereby outrage her modesty, shall be punished with imprisonment for a term which may extend to two years, or with fine, or with both.

3. Section 509


(Word, gesture or act intended to insult the modesty of a woman) This is included in Chapter 22 entitled „Of Criminal Intimidation, Insult and Annoyance“, and is cognisable, bailable and triable by any magistrate. It holds: „Whoever, intending to insult the modesty of

a woman, utters any word, makes any sound or gesture, or exhibits any object, intending that such word or sound shall be heard, or that such gesture is seen by such woman, or intrudes upon the privacy of such woman, shall be punished with simple imprisonment for a term which may extend to one year, or with fine, or with both."

Under the **Indecent Representation of Women (Prohibition) Act (1987)** if an individual harasses another with books, photographs, paintings, films, pamphlets, packages, etc. containing the "indecent representation of women", they are liable for a minimum sentence of 2 years. Section 7 (Offenses by Companies) further holds companies where there has been "indecent representation of women" (such as the display of pornography) on the premises, guilty of offenses under this act, with a minimum sentence of 2 years.

Civil case

A civil suit can be filed for damages under tort laws. That is, the basis for filing the case would be mental anguish, physical harassment, loss of income and employment caused by the sexual harassment.


(M Maheswary)
Principal
Army College of Nursing
Jalandhar Cantt



PREVENTION AND HANDLING OF RAGGING INCIDENTS

SOP No : 16
No of Page : 12
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STANDING OPERATING PROCEDURE

PREVENTION AND HANDLING OF RAGGING INCIDENTS

INTRODUCTION

1. Army College of Nursing, Jalandhar Cantt conducts four year B Sc (Nursing) degree course. The college is fully residential college. The Hon'ble Supreme Court has issued guidelines to prohibit, prevent and eliminate the scourge of ragging by any student. Ragging can be defined as an act of intentional mental or physical assault committed on a student by another student. In legal terms ragging may be defined as doing of any act, by disorderly conduct to a student of an educational institution, which can cause or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student. Such disorderly conduct includes teasing or abusing or playing practical jokes or causing hurt to such students or asking a student to do any act or perform something which such student, will not be willing to do in the ordinary course. Ragging is :-

- (a) Any act that prevents, disrupts or disturbs the regular academic activity of a student.
- (b) Exploiting services of junior students for completing of academic tasks assigned to an individual or a group of seniors.
- (c) Any act of financial extortion or forceful expenditure burden put on junior students by seniors.
- (d) Any act of physical abuse, including all varieties, sexual, homo-sexual assault, stripping, forcing obscene and lewd acts, gestures, causing bodily harm by intimidating, wrongfully restraining, wrongfully confining or injuring her by using criminal force or any other danger to health of a student.

2. Bullying is more applicable to College students. Like Ragging, Bullying damages the physical, social and emotional well-being of its victims. It also hurts the student who bully, as well as those who watch it happen. In fact bullying creates a climate of fear, callousness, and disrespect for everyone involved.

AIM

3. The aim of this SOP is to lay down guidelines for prevention and Handling of ragging/Bullying incidents in the college.

LAYOUT

4. The SOP is covered in three parts as under :-
- (a) Part-I. Anti Ragging Legislation.
 - (b) Part-II. Preventive Measures.
 - (c) Part-III. Actions to be taken Post Ragging/Bullying Incident.

Part-I : ANTI RAGGING LEGISLATION

5. The Supreme Court of India, based on the recommendations of Dr RK Raghavan Committee recommendations, passed an Interim Order dated 16 May 2007 which makes it obligatory for academic institution to file official First Information Report (FIR) with the Police in any instance of a complaint of Ragging. This is to ensure that all cases of Ragging would be formally investigated under criminal justice system, and not by the academic institutions' own ad-hoc bodies. Supreme Court of India has also directed that all the higher educational institutions should include information about all the ragging incidents in their brochures/prospectus of admission.

UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATION INSTITUTIONS

6. In the wake of Aman Kachroo's death, University Grant Commission (UGC) passed UGC regulation on curbing the menace of Ragging in Higher Education Institutions, 2009. These regulations mandate every college to curb the menace of ragging, including strict pre-emptive measures, like lodging freshers in a separate hostel, surprise raids especially at night by the anti ragging squad and submission of affidavits (format at Appx 'A' att) by all senior students and their parents taking oath not to indulge in ragging. The main features of the regulation which are applicable to all higher educational institutions are :-

(a) **Before and During Admission and Registration.**

- (i) Every Public declaration, brochure of admission/instruction booklet or the prospectus to print these regulations in full.
- (ii) Tele numbers of the anti ragging helpline and all the important functionaries in the institution, members of the anti ragging committee and anti ragging squads etc to be published in brochure of admission/instruction booklet or the prospectus.
- (iii) Every student and her parents will file an affidavit avowing not to indulge in ragging.

(iv) Institution to prominently display posters detailing laws and punishment against ragging.

(v) Anti ragging squads to ensure vigil at odd hours during first few months at hostels, inside institution premises as well as privately commercially managed hostels.

(b) **After Admission.**

(i) Printed leaflet to be given to every fresher detailing addresses and tele numbers of the anti ragging helpline, wardens, head of institution, all members of the anti ragging squads and committees, and relevant district and police authorities. Helpline numbers of Anti-ragging system issued by University Grants Commission, New Delhi on 28 Apr 2014 is also attached as Appx 'B'.

(ii) Identity of informants of ragging incidents to be fully protected.

(iii) Faculty members assigned to students to make surprise visits and to maintain a diary of her interaction with the freshers.

(iv) Freshers to be lodged, as far as may be, in a separate hostel block.

(v) Head of the institution, at the end of each academic year, to send a letter to the parents/guardians of the students who have completed their first year in the institution informing them of these regulations.

(c) **Anti Ragging Committee and Anti Ragging Squad.**

(i) 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 Organization involved in youth activities, representatives of faculty members, representative of parents, representative of students belonging to the fresher category.

(ii) Duty of the anti ragging committee to ensure compliance with the provisions of these regulations.

(iii) Anti ragging squad to be nominated by the head of the institution for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active all the times. Anti ragging squads to make surprise visits in hostel.

(iv) Discreet random surveys to be conducted amongst the freshers every fortnight during the first three months.

(v) The heads of institutions affiliated to a University or a constituent of the University to submit a weekly report on the status of compliance with anti ragging measures and a monthly report on such status thereafter, to the Vice Chancellor of the University.

(d) **Complaint of Ragging.**

(i) First Information Report (FIR) to be filed within twenty four hours of receipt of such information or complaint of ragging, with the police and local authorities i.e. District Level Anti Ragging Committee and the Nodal Officer.

(ii) Institution shall order its own enquiry and remedial action will be completed within seven days.

PART – II : PREVENTIVE MEASURES

7. The Supreme Court of India and University Grants Commission have laid down strict Preventive Measures, as listed above, to be followed by higher institutions to prevent incidents of ragging. However it is Bullying which is more prevalent in schools and particularly in the boarding schools. Successful 'Bullying Prevention' includes : Education, Preparation and Teamwork.

UNDERSTANDING BULLYING

8. Bullying is a form of emotional or physical abuse that has three defining characteristics.

- (a) **Deliberate.** Deliberate intention to hurt someone.
- (b) **Repeated.** Same victim is targeted again and again.
- (c) **Power Imbalanced.** Bully chooses vulnerable victim.

9. **Finding Bullying.** A culture of silence often surrounds Bullying. Many student who are bullied never tell anyone. Most bullying is not reported because :-

- (a) Students do not recognize it as bullying.
- (b) Fear retaliation.
- (c) Do not know how to talk about it.
- (d) Do not have a trusted adult to confide in.
- (e) Think adults will not understand.
- (f) Think nothing can be done about it.
- (g) Are embarrassed.
- (h) Do not want to appear weak.

10. **Bullying Involves.** Bullying involves three players : Bully, Victim and By-stander.

(a) Bullies select and systematically target their victims to comply to their demands. They seek active encouragement, passive acceptance, or silence from by-standers. But bullies can be stopped when victims and by-standers learn and apply new ways to stand up against bullying.

(b) Victims reward the bully by yielding control and showing signs of intimidation. They often fail to gain support from bystanders and avoid reporting the bullying. But victims can learn to defeat the bully by responding assertively, rallying support from by standers, or reporting the bullying to adults.

(c) By-standers play a pivotal role in promoting or preventing bullying. Often without realizing it, they may exacerbate a situation by providing an audience, maintain silence, actively encouraging or joining in. But by-standers can neutralize or stop the bullying by aiding the victim, drawing support from other by-standers, or obtaining help from others.

11. **Controlling Bullying.** Bullying control works best when bullying is nipped in the bud – the earlier the better.

(a) Take bullying seriously. Pay careful attention to the warning signs and to students most at risk. Make sure students know that bullying will not be tolerated and that you will work with them to make it stop.

(b) Encourage Empathy. Student who can empathize understand that bullying hurts. They are less likely to bully and more likely to help student who are bullied.

(c) Provide Opportunities for Student to learn and practice the qualities and skills that can protect them from bullying. Student who are confident are less likely to tolerate bullying and more likely to have the courage and inner strength to respond effectively. Student who are assertive know how to react to a bully. Student who know how to make and keep friends can rely on them for protection from bullying.

(d) Encourage student to talk about and report bullying. When they do, listen carefully, and be patient. Talking about bullying can be difficult, and student may feel embarrassed or afraid to share their concerns. Generate faith.

(e) Develop strong connections with the student in your care. Student are less likely to bully if they know it will displease an adult whom they respect and trust. Similarly, student are more likely to confide in an adult with whom they have a caring and trusting relationship.

12. **Intervention.** The guiding rule of action should be to intervene too early rather than too late.

(a) Intervene immediately. When we do nothing, we send the message that bullying is acceptable. If we ignore or minimize the problem, victims will not

believe that adults understand or care, or they can help. If you don't intervene, student won't either.

(b) Intervene even if you are not sure it's bullying. Observing student's actions, words, body language, and facial expressions will help you determine if bullying is occurring. Even if it's not, aggressive behaviors need to be stopped.

(c) Stand between or near the victim and the bully, separating them if necessary, so as to stop the bullying behaviors. For young student, consider removing them from the situation to a safe area or a room.

(d) Respond firmly but appropriately. Remain calm, but convey the seriousness of the situation. Announce that the bullying must stop. Describe the behavior you observed and why it is un-acceptable.

(e) Get help if needed. If the bully is using physical force, or there is more than one bully, you may need to find another adult to help keep victim(s) safe and protect them.

(f) Do not respond aggressively. Using aggressive behavior will send a wrong message that this is a good way to solve problems. It may also prompt a bully or a by-stander to increase his/her bullying behavior or become aggressive to-wards you.

(g) Avoid lecturing the bully in front of his or her peers. Goal is to end the behavior, not humiliate or shame the bully. Rather than serving as a deterrent, lecturing and scolding often provide the bully with attention that he or she finds rewarding.

(h) Do not impose immediate consequence. Allow yourself time to consider the incident and clarifying information and to decide the best course of action.

(j) Do not ask student to "work things out" for themselves. Bullying is different from an argument or a conflict, it involves a power imbalance that requires adult intervention.

(k) Give praise and show appreciation to helpful bystanders.

(l) Be present around in the area until you are sure the behavior has stopped.

PART-III : ACTION TO BE TAKEN POST RAGGING/BULLYING INCIDENT

13. All incidents of Ragging/Bullying will be reported immediately in accordance with Art 185 (a) to (c) of AWES Rules and Regs for Army Colleges and/Institutions (Apr 2009 edition).

14. The report should include the following :-

- (a) Name of the College.
- (b) The date, time and place of the incident.
- (c) Personal details of those involved.
- (d) A brief description of the nature of the incident.
- (e) Name, address and telephone No of parents/guardian/nominee.

15. Ragging incidents will be dealt in accordance with UGC guidelines. Steps to be taken by the College post the bullying incident are as follows :-

(a) **Investigation.** The Director will nominate suitable Anti Ragging Committee headed by Principal of the College to carry out investigation of the occurrence of the incident. The investigation shall include :-

- (i) Identifying the perpetrator(s), victim(s) and by-stander(s), as well as any adult who witnessed the incident.
- (ii) Conduct an individual interview in a private setting with all the players involved separately.
- (iii) Determine severity of the incident, how often the incident occurred, any past incident or continuing pattern and whether the victim's education was affected.
- (iv) Assessing the individual and college-wide effects of the incident relating to safety and well being of the student and assigning college staff (faculty) to create and implement a safety plan that will restore sense of safety and confidence for the victim(s) of the incident and other students who have been impacted.
- (v) Preparing a 'Misconduct Report' identifying her recommendations for individual consequences.
- (vi) Comprehensively documenting the details of the investigation.
- (vii) The Principal will forward the incident report alongwith the Misconduct Report through the AWES chain of Command.

(b) **Anti Ragging Committee.**

1. Presiding Officer - Principal
2. Members - (a) Registrar
(b) 2 x Faculty Members.
(c) Hostel Warden
3. Student Reps - 4 x Students of IVth Year

(c) **Anti Ragging Squad.**

1. Presiding Officer - Faculty Member
2. Members (a) 1x Faculty Member
(b) Hostel Warden
3. Students Rep - 4 x Students of each Year

(d) **Imposing Consequences.** Many peer conflicts can be resolved immediately and do not require reporting or creation of a misconduct or incident report. If, however, a conflict or incident meets the definition of ragging/bullying, the investigation procedure must be followed. When an investigation determines that ragging/bullying occurred, the Registrar shall explain the consequences in a non hostile manner, and shall impose any consequence immediately and consistently. The Registrar shall keep communicating and working with all parties involved until the situation is resolved.

(e) **Counselling.** Counsellor intervention should be looked at as a need to change thinking and cultivating empathy. The Principal/Registrar shall refer students who rag/bully to positive behavior interventions for anger management, empathy building or social skills, to reinforce the behavioral expectation they violated and increase their social-emotional competency. The victims of ragging need protection, but may also need support and help in changing their own behavior.

(f) **Disciplinary Sanctions.** When students have reached an age and stage in their development where they clearly understand what is meant by the term ragging/bullying, it may be necessary to apply disciplinary sanctions immediately, depending upon the nature and gravity of the offence. Following sanctions may be considered:-

- (i) Suspension from attending classes.
- (ii) Withholding/withdrawing any benefits offered earlier.
- (iii) Allowed to sit for the exams only and not the classes.

- (iv) Debarring from representing the school in any competition.
- (v) Suspension/expulsion from the hostel.
- (vi) Rustication for a period as decided by the Disciplinary committee.
- (viii) Expulsion from the school.

16. **Anti Ragging Affidavits.** The University Grants Commission (UGC) has come up with an online portal for generating affidavits on <https://antiragging.in/> in accordance with the instructions issued by the Supreme Court. The Hon'ble Supreme Court has further ordered that the contact details of students must be collected from these affidavits and stored electronically at a central location. Accordingly, the Anti Ragging Committee will be responsible for generating the affidavits of students at the time of admission and maintain a proper record of the same.

17. Any junior / fresher aggrieved of ragging may file a complaint in writing to the Presiding Officer, Anti Ragging Committee who will immediately send the copy of the same to Principal, Army College of Nursing, Jalandhar Cantt. The Anti Ragging Committee will proceed further to hear and record evidences, submit its reports/findings alongwith recommendations about the case within 24 hours of the case to Principal, Army College of Nursing, Jalandhar Cantt.

18. On receipt of the report of the Anti Ragging Committee, the Principal will inform the parents about the alleged indiscipline case and will decide about the punishment as deemed fit.

19. If the delinquent student(s) is/are found involved in the case, she/they will be expelled from the college with immediate effect. However, based on the nature of the case, the disciplinary measures as per Article 201 of AWES Rules and Regulations may be taken. While awarding punishment, the same should be exemplary and justifiably appropriate to act as deterrent against recurrence of such incidents.

20. If the victim of ragging or her parents/guardian or Principal/Director is not satisfied with the Institutional arrangement (in ref to Article 201), a FIR will be filed within time frame without exception by the Director/Principal with the local /concerned police authorities, with the prior permission of the Chairman.

21. In addition strict disciplinary actions will be taken against defaulter students for indulging and / or abetting in Ragging.

APPEAL AGAINST PUNISHMENT

22. Any appeal against the punishment awarded by the Principal can be submitted by the students/parents to Chairman IMC whose decision will be final and binding.

CONCLUSION

23. The affairs of the College shall be so conducted as to promote self-discipline leading to orderly behavior to maintain a high moral tone in the institution and to build up traditions that we all in the Army Cherish.

24. The observance of rules of discipline and good behavior shall be a pre-condition to a student's continuance in the school. What we should tell the students about ragging/bullying is :-

- (a) Ragging/bullying is not acceptable and will not be tolerated.
- (b) If a bully bothers you, it's OK to stand up for yourself, walk away, or ask a friend or adult for help.
- (c) Responding to bullying by fighting back does not usually work, and may make matters worse. Violence encourages more violence and fails to solve problems.
- (d) It is important to report bullying when you see it and when you hear about it.
- (e) Bullying does not have to happen. Working together with adults and peers, can prevent and stop bullying.

25. The college SOP issued vide this college letter No 2001/ACN/SOP/16 dt 01 Jun 2016 stands superseded.



2001/ACN/SOP/21
Army College of Nursing
Jalandhar Cantt

(HS Phagura)
Col (Retd)
Registrar

19 Jan 2021

Appx 'A'
(Refers Para 6 of SOP)

AFFIDAVIT
(TO BE SUBMITTED ON RS 25/- STAMP PAPER)

UNDERTAKING BY STUDENTS

I, _____(Roll No _____) hereby undertake that I will not get involved in any case of ragging of the junior students. If am found involved in any such case, I am liable to be expelled from the institute.

(Signature of Student)

UNDERTAKING BY STUDENTS

I, _____ father/mother/guardian of _____ (Roll No _____) hereby undertake that I will advise my ward for not to get involved in any case of ragging of the junior students. I further undertake that if my ward is found involved in any such case, any disciplinary action as per prescribed rules may be taken against my ward.

(Signature of Parents/Guardian)

Appx 'B'
(Refers Para 6(b)(i) of SOP)

**HELPLINE NUMBERS OF ANTI-RAGGING SYSTEM ISSUED BY
UNIVERSITY GRANTS COMMISSION, NEW DELHI ON 28 APR 2014**

1. Students in distress owing to ragging related incidents can access the National Anti-Ragging Helpline **1800-180-5522 (Toll Free)** for contact M/s Syrex Infoservices India Pvt. Ltd., J-1, Udyog Nagar, Near DD Motors, Rohtak Road, Peera Garhi, New Delhi-110041. Website : **www.antiragging.in**.
2. Students also contact the Monitoring Agency for the Anti Ragging Helpline Aman Satya Kachroo Trust, 689, Sector- 23, Gurgaon, Haryana-122017, Email : **infor@amanmovement.org** and Mobile No **09871170303, 09818400116 (only in case of emergency)**.

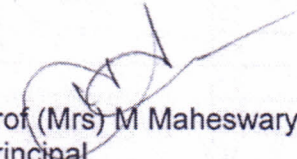
NOTICE

1. Under the provision of Article 197 of AWES Rules and Regulations, Apr 2009 as amended vide HQ AWES letter No B/45908/Amdt/C/AWES dated 20 Jun 2013, the Disciplinary Committee for the Academic Session 2019-20 is composed as under :-

- (a) Presiding Officer - Registrar, ACN.
- (b) Faculty Memebers - (i) Mrs Varinder Pal Kaur, Assistant Professor.
(ii) Class Coordinator concerned batch.
- (c) Student Rep - Ms Gunjan Kharayat, Student Rep
B Sc (Nursing) Fourth Year.

2. **Terms of Reference.** Attention of the Disciplinary Committee is invited to Articles 197, 198 and 199 of AWES Rules and Regulations, Apr 2009.


Army College of Nursing
Deep Nagar
Jalandhar Cantt


Prof (Mrs) M Maheswary
Principal

13 Nov 2019

Copy to :-

1. Presiding Offr.
2. All members.
3. Office Copy


Principal
Army College of Nursing
Jalandhar Cantt

