

Mandatory Disclosures

1. RULES & REGULATIONS

The College attaches great importance to integrity, honesty and discipline. A sense of responsibility and a high degree of maturity are expected from all the students inside or outside the campus as befitting a good citizen. Rules and regulations of the VVFGC are in accordance with what the University of Mysore has framed for colleges affiliated to it. Rules and Regulations are meant to discipline the student which is a formative process and not an act of repression. Therefore students are advised to abide by these rules and regulations for an orderly and successful life which is for mutual benefit of the students and the Institution.

Without prejudice to the generality of the foregoing, the following commissions and/or omissions on the part of students will constitute breach of discipline or, say, acts of misconduct.

1. Every student should wear the identity card while on campus and produce it whenever any member of the Staff/ Official of the College demands.
2. Regular attendance to classes is compulsory. As per University Regulations, 75% attendance is compulsory. Otherwise students cannot appear for the Semester End Examinations. Students not having 75% attendance are not eligible for any scholarship and if availed at the beginning of the academic year should return the same.
3. The College working hours is from 9.00 a.m. to 5.00 p.m.
4. The corridors, auditorium steps, library/college stairways, Seminar Halls, place around the canteen, and the library block are treated as silent zones and students are not permitted to assemble in these silent zones. Sitting on the steps of any building at any time of the day is not permitted.
5. The College seriously takes note of misbehaviour, insubordination, habitual tardiness, instigating indiscipline by violence, groupism, class clashes, irregular work habits, un-becoming language or conduct, obscenity in word or deed, carrying weapons or firecrackers are punishable by fine, suspension or dismissal. The College is declared an alcohol, smoking and drug free area and offenders face dismissal.
6. Destroying College property, furniture, lab equipment or defacing walls are serious offences. The class rooms should be kept neat and tidy. Writing and drawing on the benches and desks are strictly prohibited.
7. Students are expected to conduct themselves according to the College decorum and shall be dressed neatly and decently.
8. Students should not bring their friends to the College campus without the prior permission of the Principal. As a rule if a person other than the student is found inside the College campus and involve in any offence activity, he/she will be handed over to the police.
9. Ragging is a cognizable offence. Any involvement in ragging, even of the mildest type entails immediate suspension and on enquiry, if found guilty, dismissal from the College.

10. Kindly note that as per the Notifications from UGC and University of Mysore, usage of mobile phones in the College campus is prohibited. Please also note that, students habitually using mobile phones tend to carry them into the Examination Hall which may result in their Examination being cancelled. We assure you that, emergency calls made to the College office, Principal and Wardens will always be noted and urgent information will be communicated to the students. If a student is found using a mobile phone, it will be confiscated and will not be returned.

11. Basic amenities are provided for students. Once admitted do not compare our College with others and demand for more amenities.

12. We respect all Religions. No special privileges on religious grounds will be entertained.

13. Parents / Guardians are requested to visit the College and enquire about the progress of their child / ward in the Internal Assessment Test and the Attendance.

14. Students should park their vehicles in the allotted place only.

15. Students who do not live with their parents or in the College Hostel are required to inform the Principal about the details of their place of residence.

16. No student is permitted to take part in agitations directed against the lawful authority of the Government. Membership of clubs or associations outside the campus and participation in public movements without permission is undesirable. Students are not allowed to collect donation from the public for any purpose.

17. College fees are to be paid within 2 weeks of the commencement of semester classes. A late fee is payable after that as decided by the Management/UOM. If fees are not paid within 4 weeks after reopening, the name of the student will be struck off from the rolls. The Management will be the final deciding authority.

18. A Student having shortage of attendance in one or more subjects will have to repeat the whole Semester and such students will not be permitted to take admission to the next Semester.

19. The Change of Permanent Residential Address must be notified to the College office.

20. Transfer within University and from Other University: Transfer to a different institution within University is permitted only at the beginning of the academic year. A candidate seeking transfer to a different institution within the University of Mysore should have completed all the courses/papers of the previous Semesters. A candidate from any other university can join a programme of University of Mysore only at the beginning of the academic year. A candidate from other university seeking admission by transfer in University of Mysore should have completed all the courses/papers of the previous Semesters.

21. A candidate shall study any two of the languages i.e., English, Kannada, Hindi, Sanskrit, Urdu, Telugu, Tamil, Malayalam, Persian, Arabic, French, German and Russian. One of the two languages selected, should be an Indian language. The University may permit private study of a language by a student if there is no provision for instruction in that subject in a college and allow him/her to appear for the examination in the subject without insisting on attendance. Such candidate will not be

subjected to any IA Marks. However, for eventual calculation 80 marks is equated to 100 marks. Change of language will not be permitted during the period of the programme.

22. A student shall be considered to have satisfied the requirement of attendance for a Semester if he/she attends not less than 75% of the number of classes actually held up to the end of the Semester in each subject.

23. If a student represents the College/University/ State/ Nation in sports, NCC/ NSS/ Cultural or any other officially sponsored activities, he/she may be permitted to claim attendance for actual number of hours/days participated based on the recommendation of the teacher concerned.

24. If a student is selected to participate in national level events such as Republic Day Parade, etc., he/she may be permitted to claim attendance for actual number of days participated based on the recommendation of the teacher concerned. Attendance Registers will be maintained. Attendance shall be taken at the beginning of each class.

25. A student shall be considered to have completed a Semester only if he / she have attended not less than 75% of the number of classes held for each Semester and if the progress is satisfactory in terms of Tests and Assignments.

26. Leave application for reasons of illness must be accompanied by a medical certificate.

27. The faculty will be free to adopt any measure to regulate attendance, penalise absence, and ensure smooth and undisturbed learning in the class.

28. The college may admit students from outside the University of Mysore provided the student fulfils conditions prescribed by the University for this purpose.

NOTE TO STUDENTS:

Students please understand that ours is a shared task in extending the bounds of your knowledge and in creating in you a broad-minded vision of life.

We welcome you to the College with the confidence that you will live up to the ideals of Vidya Vikas First Grade College and cooperate fully with the teaching/non-teaching staff and the authorities of the College in the ongoing process of your education.

IDENTITY CARD

Bonafide students of the College are issued Identity Cards. Every student must wear the identity card while on campus and produce it whenever any member of the Staff/ Official of the College demands

2. ANTI RAGGING COMMITTEE

Ragging is a cognizable offence. Any involvement in ragging, even of the mildest type, entails immediate suspension. And on enquiry, if the student is found guilty, will be dismissed from the college.

Note: Karnataka Education Act, 1983- [Karnataka Act No. 1 of 1995] Section 116: Penalty for Ragging:

No person who is a student in an educational institution including an institution under the direct management of the University or of the Central Government shall commit ragging.

Any person who contravenes sub-section (1) shall on conviction be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both.

Section 2(29): "Ragging" means causing, compelling or forcing a student whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force.

Vidya Vikas First grade College has constituted an Anti Ragging Committee and Students are requested to bring to the notice of any one of the committee members the incidence of ragging, if any, in the College campus / Hostels.

3. INTERNAL COMPLIANCE COMMITTEE

The VVFGC INTERNAL COMPLIANCE COMMITTEE shall aim to sensitize and work to prevent sexual harassment in the university. Internal Compliance Committee shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

Functions, Powers and duties of Internal Compliance Committee

- To uphold the commitment of the VVFGC to provide campus environment free of gender- based discrimination, sexual harassment and other acts of gender based violence.
- To promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.
- To generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.
- To fulfill the directives of the Supreme Court, ensuring all employees to develop and implement

a policy against sexual harassment at the workplace.

- To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.

- To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

Operational definitions: Sexual harassment: This shall include such unwelcome sexual behavior (whether directly or by implication) as:

- ∅ Unwanted physical contact and advances.

- ∅ A demand or request for sexual favours.

- ∅ Sexually - coloured remarks.

- ∅ Displaying pornography.

- ∅ Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Academic staff: This shall include any person on the staff of the university who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, visiting, honorary, or on special duty, or employees on a casual or project basis.

Campus: This includes all the places vested, controlled and/or administered by the Vidya Vikas Educational Trust.

Non-governmental Organization (NGO): This shall include any NGO registered under the Societies Registration Act or is a public Charitable Trust. Such an NGO should be engaged in

work connect with gender equality.

Counselor: This shall include any women from among the staff, who has expertise in social and personal counseling on matters arising out of incidents of sexual harassment.

Non-teaching staff: This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on a casual or project basis.

Resident: This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the Vidya Vikas Educational Trust.

Service provider: This shall include any person who runs or manages commercial enterprises, or provides services on the campus.

Procedure for Filing Complaints with the Internal Compliance Committee

The complaint may be oral or in writing. If it is oral, it shall be recorded in writing by the receiving authority. A complaint has to be registered in strict confidentiality.

Taking cognizance of complaints about sexual harassment, Internal Compliance Committee shall conduct enquiries, provide assistance and redressal to the victims, recommends penalties and other action to be taken

Any student resident, service provider, outsider, faculty member or non-teaching staff may file a complaint of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching-staff.

The party may lodge a complaint directly to the chairman, or to any member of Internal Compliance Committee.

The complaint may be oral or in writing. If it is oral, it shall be put into writing by Internal Compliance Committee.

Internal Compliance Committee may hear both the parties (Complaint and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.

Internal Compliance Committee will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.

The inquiry shall be conducted under the rules and procedure already laid by the College and will be in conformity with the principles of natural justice.

The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference.

If the Internal Compliance Committee finds it impractical to dispose the case within the given time, it will be recorded in writing, and period may be extended by the Principal/ Management.

SENSITIZATION, PREVENTION & REDRESSAL OF SEXUAL HARASSMENT

POLICY STATEMENT: "The Vidya Vikas First Grade College, Mysuru has a policy against sexual harassment and is committed to providing an environment free from gender discrimination and harassment".

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India.

Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, or place of birth.

Article 42 makes provision for securing just and human conditions of work.

Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the "Elimination forms of discrimination against women."

Resultantly, the University of Mysore hereby introduces and enforces the Ordinance titled "Sensitization, Prevention and Redressal of Sexual harassment" under Section 29(2) (b) and (t), Section 42(1) (a) (L) and Sec 77 (1) and (2) of KSU Act 2000.