



**ashoka**  
UNIVERSITY

**Student Handbook 2021**



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# Preface

Welcome to Ashoka University!

The Student Handbook summarises the educational programme structure at Ashoka University as well as rules, regulations and policies that every student at Ashoka University is expected to adhere to. This is an easy guide to all necessary and important information that a student may need throughout their stay at Ashoka University.

It is mandated and expected of every student to read this handbook carefully and completely. This is a summary document meant to be a ready reference. Complete policy documents will be available to students through the myAshoka Portal. Upon reading this document completely, students will sign and date the Handbook Declaration, certifying that they have read and understood all their rights and responsibilities as a student at Ashoka University.

We wish you rich and rewarding years at Ashoka University!

# A Word of Welcome from Dean, Academic Affairs

Dear Student,

I am delighted to welcome you to Ashoka University.

While my university days are a distant memory, I recall an excitement of entering a world of infinite possibilities. Of becoming an adult and being treated as one. Of diverse friendships with fellow students and teachers. Of self-discovery and transformation. The anticipation was tinged with anxiety as well – of entering an unfamiliar place, without the comforts of parents and old friends, of negotiating an uncertain world without the buffer of a high school structure.

Let me assure you, though, of the anxieties that you will not face – the pressures that come from an academic program that requires regurgitation of accepted canons at prescribed intervals. Ashoka academics is about foundations and first principles, it is about asking questions, it is about ceaseless engagement. It is fun. It is also hard – but in the right way. We don't think of the text, the image or the equation as remote dead objects. Seen differently, they would leap at you as your mind wraps around the ideas embedded in them.

Writing more than 80 years ago, John Maynard Keynes noted “The ideas of economists and political philosophers, both when they are right and when they are wrong, are more powerful than is commonly understood. Indeed the world is ruled by little else. Practical men, who believe themselves to be quite exempt from any intellectual influence, are usually the slaves of some defunct economist. Madmen in authority, who hear voices in the air, are distilling their frenzy from some academic scribbler of a few years back...”

At Ashoka we take ideas in all fields seriously – both for its own sake as well as for its hold on us. By understanding, investigating, and critiquing ideas, we hope, you will come up with some of your own and turn the received wisdom into thinking that is alive, fresh, collaborative, and dynamic. That is the promise of a liberal education.

With my best wishes,

**Bharat Ramaswami**  
Dean, Academic Affairs

# A Word of Welcome from Dean, Student Affairs

Dear Students,

Welcome to Ashoka University and to the 2021-2022 academic year!

As we commence this new Academic Year, the word that comes to mind is: “weird”. We have started seeing others as two-dimensionally flat images on Zoom screens. Yet, let us remember that we are fully human with all the yearnings and desire to return to the Campus as soon as possible.

Given the current circumstances, the Ashoka Campus will look different. We will work together to maintain health and safety standards while sustaining the academic excellence and personalised attention that is synonymous with Ashoka education.

The COVID-19 global pandemic, and the consequences it will have on our society, will be felt for many years to come. Certainly, the personal tragedies that many have experienced in terms of loss of life and livelihood eclipse any challenges we have had in returning to our Campus.

Here at Ashoka, there is much to be grateful for. As I write this letter, Ashoka University in the past year and a half has accommodated students in small numbers safely and has put in place numerous safeguards to ensure the good health of students, staff, and faculty those who had been on Campus under exceptional circumstances.

I am proud to be part of a university that has worked very hard to prepare and made it possible for students to pursue their degrees from anywhere in the world.

I also take great pride in the fact the way we have maintained our residential Campus by adopting a rigorous set of public health protocols, coupled with a comprehensive testing program in collaboration with the Isolation & Quarantine Centre (IQC) on Campus and the assistance provided by the local authorities, contact tracing, isolation of people with the virus, and quarantine of their close contacts.

For our incoming students, I hope you can find peace of mind in the many careful considerations the University has taken throughout the pandemic, and specifically for the upcoming 2021-22 academic year.

We have begun what will be a vigorous campaign with the goal of having all our students vaccinated and we believe this will be feasible as vaccines become widely available.

The University has already started working towards building an accurate database of vaccinations for our community to be able to design our public health protocols in tandem with the government authorities.

Thank you for your commitment to Ashoka University during these challenging, yet hopeful times as we work towards a safe return to the Campus soon.

Welcome, once again, to the Ashoka experience.

Your success is central to our mission at this University.

Sincerely,

**Dr Deboshruti Roychowdhury**

Dean, Student Affairs

# **Student Affairs**

**Student Life | Residence Life | Sports & Exercise**

The Office of Student Affairs drives student experience outside the classroom. It is aimed towards making the university life of students enriching and well-rounded. Student Affairs cultivates and promotes student learning and development, with a strong commitment towards diversity, inclusion and mutual respect; physical and mental wellbeing; cultural enrichment and creating opportunities for empowerment.

## **Vision**

Student Affairs at Ashoka University envisions new learners, leaders, active global citizens and pioneers of change in its students. We aspire to create a new generation of student learners and leaders who are exposed to critical thinking, become effective communicators, pursue innovations, inculcate a spirit of community service and strive for excellence.

## **Mission**

With a web of extracurricular programmes, Student Affairs works to strike a fine balance between keeping the students engaged in activities that are both fun and intellectually challenging. The Office practices an “open door” policy for students and actively addresses any issues, concerns, questions, and ideas from the student body. In its endeavour to promote responsible citizenship, the Office underscores and inculcates the values of responsible, ethical and civil exercise of rights and privileges. The Office strongly believes in the potential of the student body and in the diversity of thoughts and opinions from students, which are critical to building an institution of liberal education.

## **The Pillars of Student Affairs**

Student Affairs at Ashoka University comprises of Student Life Office, Residence Life Office, and Sports & Exercise Office. Through these very significant and strong components that make up Student Affairs, the Office works towards creating a robust learning and living environment outside the classroom. Each of these branches occupies and crafts intellectually stimulating spaces in their own right. Be it the creative and extracurricular domain of Student Life; the active and invigorating space of the Sports fields; or the ingeniously curated Halls of Residence – each one provides scope and potential for harnessing their skills and talents in a wide sphere of learning.

Welcome to this world, where the classroom goes far beyond the walls of physical space; where learning takes place under the bright blue Sonapat skies; where learning takes place within the spaces we reside in; where learning takes place on the sports fields; where learning takes place at music and dance studios and in the art room; where learning takes place amidst the greens and soil at the kitchen garden right next to the Residence Halls! Where learning has no boundaries but only waits for us to create our own and more!

# Marquee Events

## Merit Awards

The Merit Awards are guided by the spirit of positive reinforcement and healthy competition. We believe that excellence is achieved by inclusion and not exclusion by way of ranking. The awards are rooted in the philosophy of recognizing merit in every person, who by way of stepping out of their comfort space and pushing boundaries, have been able to contribute towards an enriching and inspiring campus experience for all. The broad spectrum of categories and subcategories for the awards (outlined in the policy) is intended to create a plateau instead of a peak of achievements.



## The Series - Trailing Passions and Life Journeys

‘Living the dream’ is a common phrase we all wish we could apply to our lives. All of us strive to achieve our dreams, but until we get there we continue to wonder what it is like to do what we love and succeed at it. Hearing stories from such individuals is often motivation enough to keep on the path to our dreams. The Series is an endeavour where one will bear witness to the stories and experiences of individuals who had the good fortune of excelling at their passions. Having lived their dreams, the stories may just nudge you toward the path to yours.

# **Student Life**

The Student Life Office drives the extra-curricular, student leadership and development programming of the University which range from creative and performative arts, leadership and training opportunities, experiential learning, volunteering opportunities, driving student-led programmes and much more. By championing, guiding and encouraging student organisations, clubs, initiatives and events, the Office promotes maximum student participation and involvement in campus life. Through our various programmes and activities, the Office strives to give our students the best of opportunities.

The various programmes and initiatives of the Office will help students appreciate the intricate connection between human life and its socio-cultural fabric, thus enriching student relationships between each other and the world around them.

## **Get Involved, Hone Your Passion and Create...**

At Ashoka University, when not occupied with academics, students will find themselves immersed in pursuing their hobbies and interests through clubs and societies! These will give students an ocean of opportunities to contribute and enrich their campus experience culturally and intellectually. Ranging from music, dance and gaming to community engagement, language, creative writing, photography, culinary and much more, students may choose from amongst the array of 45 existing clubs and societies functioning on campus, and also initiate their own! Students may refer to the clubs and societies directory at the end of this Handbook.



Clubs and societies are bodies that design their own leadership structure and modes of functioning. A 'Club' is a focused group working towards a specific field of interest. A 'Society' is an umbrella organisation which has under it two or more clubs. These clubs have diverse interests and pursuits with a common

objective and focal interest area that affiliates them to a single domain and binds them together.

Club formation entails a proposal submission based on the guidelines released by the Office and subsequent grant of approval by the Office. An initiative that is completely student-led and driven, the inception of a club is an outcome of intense deliberations by students, through a process that demands rigour and precision akin to research. Each approved club/society should be able to “lead out” and “reach out” in order to contribute meaningfully toward creating a diverse and vibrant campus culture.



The Clubs get ample opportunity to showcase their talents through annual traditions created by the Office such as Jashn-e-Jazba (a platform for clubs to provide a sneak-peak into what they do); Annual Production Fortnight (a year-end mega-event) where clubs bring to the fore their creative work that the year’s hard work and passion have culminated with; Clubs and Societies Fair, inter-university events and other regular activities. They are, therefore, expected to be very proactive on community programming so as to sustain their “active” status. All approved clubs/societies are evaluated through an appraisal process carried out by the Student Life Office. Every approved club/society is also allotted a seed budget, which may be earned through a system of grants. The Student Life Office wants our clubs and societies to be able to hone their passions and also excel in them. We are committed to providing full support and encouragement to them through mentorship, training, infrastructure and financial support.

## **Participate and Learn Through Experiential Opportunities...**

### **The Yellow Line Express**

‘The Yellow Line Express’ is an initiative that aims to provide an opportunity to Ashokans to explore Delhi as well as other cities: their art, music, theatre, cuisines, monuments and much more! All of us have our own unique experiences

of each city and it means different things to different people. The Yellow Line Express seeks to give every explorer their own special reasons to explore these cities.

As a city with diverse pasts, Delhi has not only seen the rise and fall of great empires but has also been at the heart of the nation-building process in independent India. This city with its distinct historical past and rich cultural heritage is an interesting amalgamation of modernity and tradition, past and present, old and new, local and global. The Yellow Line Express aims to capture this unique juxtaposition of Delhi, through the various tours that will be conducted under its ambit. Each tour aims to explore Delhi through a distinct lens; its historical monuments, its rich heritage, its flora and fauna, its mouth-watering cuisines, its bustling markets and the way in which Delhi is lived by its inhabitants, every single day.



Some of the tours that have been conducted so far from campus include: ‘Trees of Delhi’ by environmentalist Pradip Krishen, Food Walk in Chandni Chowk with Sohail Hashmi, ‘Birds of Delhi’ in Okhla Bird Sanctuary & Sultanpur National Park, Museums of Delhi, Exploring ‘Mini-Bengal’ of Delhi, ‘Quila-e-Kuhna’ mosque at Purana Quila, ‘Surajkund Mela’, ‘Dilli Haat’, a walk at Mehrauli Archaeological Park and a ‘Walk with Djinns of Delhi’ in the ruins of Ferozeshah Kotla Fort. Special outstation trips to Mahmudabad Fort to experience decadent cuisines and ceremonies have also been organised.

## ***Haats***

Ashoka University, located in Sonapat Haryana organises a cultural expansion event in the form of a 'Haat', to acquaint our multicultural students hailing from diverse backgrounds, with experiences and realities of local Haryanvi cultural heritage. Educative, informative and interactive; these 'Haats' aim to indulge students and staff in a cultural and social evolvment blending them with the Haryanvi heritage by showcasing artisans, food stalls, craftsmanship etc. From the durry workers of Panipat to artisans of the Khadi Ashram, the famous Pyaarelal Pedawala to the signature jalebis of Maturam Halwai, from our potters of Asawarpur to beautiful bangles from the chudiwali, it is a platform for students to witness, the indigenous spirit of Haryana. The 'Haat' encourages hands-on interaction between the local artisans and the students, to build a mutual relationship and appreciate the Haryanvi heritage and also participate in making the artefacts by themselves.



## ***Baithaks***

This programme has been conceptualised and envisioned to create a non-stage forum, centred on performing arts and conversations that intend to engage, listen and speak with the audience. With this format, Baithak aims to bridge the insurmountable divide between the audience and the performer. The Baithaks range from beginning a dialogue on relevant issues around us, to simply soaking in the creative churning of an art form such as poetry, dance, theatre, storytelling etc. The programme was launched in the year 2018 and has organised multiple Baithaks since then including but not limited to Kathak Mehfil by Ishwari Despande, 'Love Expressed....' by Dilip Shankar and Mandakini Goswami, 'Sattriya Bela' by the Majuli Monks of Assam, 'Ek Baar Ki Baat Hai' by 'Jashn - e - Qalam', Vilasini Natyam by Purvadhanashree and Leather puppetry by B. Muthuchandran.

## Lead

Student Life at Ashoka University is for and by the students. The Office ensures ample opportunities for students coming from diverse interests and talents to showcase and hone their skills. Leadership opportunities are found in leading and programming various inter-university events and activities – to name a few – Banjaara, Ashoka University’s Annual Inter-University Festival, Ubuntu – the Indo-International Cultural Festival; Ashoka Literature Festival, Ashoka Business Conclave... and many more.

These are opportunities for extensive leadership, teamwork, the spirit of volunteerism, organisation, ideation and most importantly, creation and innovation. The Office creates the opportunities, along with providing the support and mentorship needed to cultivate their inner skills and potentials. All students need to do is come and participate with all the energy and enthusiasm they can bring!

## Volunteer, Work and Give Back

The Student Life Office has a few other channels too for student contribution and participation. The Office recruits volunteers throughout the year for the entire gamut of the programmes that it does. It is for students to choose their area of interest and they will be on board for this creative journey! Paid internship opportunities are floated to students, who wish to work on certain projects of the Office. These are opportunities for students to create traditions and concepts based on novel ideas that they might bring to the table. The Office has also recruited student entrepreneurs and programmers, to create certain tools towards technical sophistication in functioning. These are some, but not all the opportunities that students might find throughout their “student life” at Ashoka University.



## Enjoy and Enrich...

At Ashoka University, “Education” is not confined to degrees and grades! Learning – that is marked by quality and depth of knowledge – is part of the accomplishment, which adds excellence to the education here. Awareness of and engagement with different kinds of art and cultural activities gives one a complete picture of the world around, and more importantly, a complete understanding of one’s own self. Some of the stalwarts of their fields and disciplines whom the community have witnessed on Campus so far, include - Pandit Vishwa Mohan Bhatt, environmentalist Pradip Krishen’s “Wild Tours” with students, exploration of issues around gender through movement art with danseuse Mirra



Arun, Dhrupad by maestro Padma Shri Ustad Wasifuddin Dagar, Thumris by Padma Shri Shubha Mudgal, Kathak recital by Padma Shri Shovana Narayan, pottery workshop by an indigenous artisan from the neighbouring village, music concert by Rabbi Shergil, Solo Theatre performance by Anant Dayal, “Partition Project” by Sonam Kalra, Sufi music by the Niyazi Brothers, “Women on Record” by Vidya Shah, folk traditions by the Manganiyars from Rajasthan, Bhangam by Jumma Yogi Khan, Pandvani by Padma Vibhushan Teejan Bai, Raagini: Haryanvi Kissagoi, Dastan-e-Goi, dance maestros Leela Samson and Justin McCarthy (also a faculty member)– and many more! Expect to be exposed to a myriad of cultural forms ranging from folk to classical to fusion. Not only this, but the Office also programs various creative workshops such as recycling, survival cooking, photography, pottery, gardening etc.

Through such a vibrant and syncretic programme palette, the Office aspires to bring a synergy of cultures, traditions, experiences and opportunities to the student’s doorstep; thus, making these precious years of their University life memorable with moments of awakening new sensibilities and taste.

## Get Supported...

As students at Ashoka University, individuals will be encouraged to initiate their own projects and/or participate in the wide range of extra-curricular activities

buzzing on campus. Be it running a club, working as an elected member of the Student Government, taking along a diverse team, in short, simply being a dynamic student in all spheres of their “student life” at Ashoka University – the Office will help them to effectively carry out the various responsibilities and projects that they undertake. With a variety of sessions conducted throughout the year, here is a glimpse into what these largely entail.

## **Workshops, Lecture-Demonstrations and Guest Sessions**

A basket of multifarious workshops, demonstrative sessions, and talks by experts – these sessions are meant to stimulate creative interests and unravel the artist in each student. These sessions cater to a gamut of disciplines and art forms – some often used as media to discover and appreciate issues of socio-political relevance, thus, harnessing not only the artist in them but helping them develop into conscientious, aware and mindful citizens.

## **Club and Society Mentorship Programme**

Training and support that is ongoing through the year, the leadership and members of approved clubs and societies interact and meet with the mentors from the Office on a regular basis. The meetings are used to pilot planning of club/society activities, brainstorming and troubleshooting, thus creating an active and vibrant culture on Campus.

## **Office Hours**

Members of the Student Life Office are available to meet and interact with our students. Be it a conversation or thought students wish to share, an initiative students wish to propose, a problem students wish to seek assistance for or anything else that students wish to have a patient hearing for... the office members are all ears! The Office has a systematic procedure for booking appointments with anyone that students wish to meet. The Office looks forward to having students visit them over the course of their academic years at Ashoka University.

## **Creative Spaces**

The Student Life Office also brings to students a host of physical spaces for a variety of creative pursuits. While a fully equipped and functional Music Studio will help students record and produce their own music, the Art Room will allow students to chase their artistic pursuits. The Music Room hones a host of musicians, vocal and instrumental alike. The Student Commons is a space that has been thoughtfully curated for the purpose of study, discussion, public speaking, student meetings and debates. It is an expanse that has been creatively thought out in terms of placement, design and interiors, to allow for the various intellectually and creatively stimulating activities that students can pursue in their learning, outside the classroom.

# Residence Life

Residence Life at Ashoka University welcomes students to a community of diverse and talented scholars, residing in a close-knit and dynamic learning environment. The Residence Life Office is dedicated to creating a safe and vibrant residential experience for students on Campus. The fundamental role and responsibility of students in this regard are to familiarise themselves with Ashoka University Residence Life Policies. As members of a residential community, students are expected to uphold a high standard of character and take responsible ownership of their actions within campus premises. Please be aware that as the campus culture grows and develops in the coming years, all policies may be reviewed, revised and updated.

We look forward to the civil and congenial participation of students in the Residence Life experience on campus.

## **Who's Who in Residence Life**

The Residence Life Office is managed through the efforts of a robust team of staff. The descriptions of their position are as below:

The Residence Life Office is led and overseen by the Associate Director who is responsible for maintaining discipline alongside, providing pastoral care and support within the Halls of Residence. The efforts of the Associate Director are supported by the dynamic programme and executive teams. The programme team comprises of Assistant Director and Assistants. The executive team consists of the Wardens and Assistant Wardens. Together, they are all responsible for providing an inclusive, safe, positive, and comfortable residential experience to students.

Each residential building is staffed by at least one executive team member from the Residence Life Office. Their primary role is to manage the student check-in and check-out process, respond to emergencies and disciplinary infractions, manage building infrastructure, coordinate in-hall housekeeping and maintenance staff, and conduct business necessary to the well-being of the student community. Concerns about Residence Life policies, sources of conflict in the hall, conduct, infractions or building infrastructure should be reported first to the Warden, before reaching out to the Associate Director.

## **Room and Common Living Areas**

Residence Hall rooms are allotted on a twin-sharing occupancy for the entire academic year. The Residence Life Office allocates Residence Hall rooms and roommates, with the help of relevant information provided by students through

the 'Roommate Matching' form, for incoming students and the 'Roommate Preference' form, for returning students. All batches of students are allotted roommates from within their own batch.

The returning students are allowed to choose their preferred roommates. Any unauthorized room/roommate change may lead to disciplinary action. It is prohibited to alter any campus property issued to a student as part of their residence package. The Residence Life Office reserves the right to inspect the rooms in the Residence Halls and any defacement or damage will be recovered from the occupants.

Students are permitted to store their belongings in their room for the duration of Winter Break. However, all rooms must be completely vacated and emptied (with on-campus storage options available) for the Summer Break period.<sup>1</sup>

## Moving-In and Moving-Out of the Residence

To help students transition into and out of their residence, here is a step-by-step movement guide for the academic year 2021-2022:

Moving In	Moving Out
Reach Campus* (21st – 22nd August 2021)	Sign up for a check out time with their Warden, at least 24 hours prior to their departure
<ul style="list-style-type: none"> <li>● Shift belongings to their room</li> <li>● Fill the room condition report</li> <li>● Procure their room key</li> </ul>	Vacate their room before their check out time - all belongings removed, floor tidied up, waste bin emptied
Complete all steps and procedures of registration	Complete Room Condition Report - with the Warden at designated check-out time
	Depart from Campus* - latest by 10:00 pm, on 8th May 2022

\*Subject to change based on approval of the competent authority

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<sup>1</sup> A limited number of campus storage units are available on a first-come-first-serve basis.

Further details regarding the check-out procedure will be provided by the Residence Life Office closer to the end of Spring semester 2022. Please note that allotted rooms will be retained by the students at the end of the Monsoon semester. Rooms must be completely vacated at the end of the Spring semester with keys returned to Residence Life Office upon departure. Rooms will be allocated again in the following Monsoon semester. Students attending summer courses or pursuing summer internships must apply for Summer Housing, with permission granted based on the Summer Housing Policy.

## **Ashoka University ID Card**

Upon their check-in, the Residence Life Office will issue the Ashoka University ID card to all incoming students. These ID cards also include a smart card, that can be used to access food coupons through which meals can be availed in the dining halls. Student entry into and exit out of campus will be registered and enabled through the ID card readers installed at the Main Gate. In situations where the ID card readers go out of order, students are expected to manually register their entry into and exit out of campus by signing the register provided at the Main Gate and filling in the necessary details.

In case a student loses their ID card, they should immediately reach out to the Residence Life Office. The smart card will be blocked on priority in order to avoid any misuse of the same. Residence Life Office will also issue a new card to replace the lost one on payment of INR 600/- (Six hundred only) to the Finance Office. As part of the exit clearance process from the University, the ID card has to be surrendered back to the Residence Life Office.

## **Common Area Conduct**

Students are expected to maintain a salubrious environment on campus by respecting peers and being mindful of appropriate conduct. No single student or group of students are permitted to monopolise the common areas of the Residence Halls. Residence Life Office encourages congregation and community in the common rooms, and we expect students to be aware and considerate of each other in such spaces. All Residence Halls' common rooms are open to students of all genders.

## **Quiet Hours**

In an effort to encourage a comfortable studying and resting environment for all students, Quiet Hours on campus including the Residence Halls are to be observed between 1:00 am to 7:00 am every day. During Quiet Hours, students are expected to refrain from playing music or creating noise in the Halls of Residence especially hallways, washrooms, and other common areas. Any

violation of Quiet Hours conduct will result in disciplinary action. Please note that Courtesy Hours are in effect at all times and are defined as conditions under which normal and reasonable noise is not disruptive or disturbing to either students or staff.

## **Fire Safety Guidelines**

In order to minimize fire hazards in the Residence Halls, please adhere to the following guidelines:

- When decorating a Residence Hall room, refrain from applying excessive amounts of combustible material (paper, textiles, etc).
- Using personal appliances (coffee makers, induction/hot plates, microwaves, mini-fridges, irons etc.) inside Residence Hall rooms is prohibited.
- Do not cover or otherwise inhibit the function of smoke detectors or fire suppression sprinklers in Residence Hall rooms.
- Do not leave an open flame (diyas, candles, incense, etc.) unattended in the Residence Hall rooms.
- Do not tamper with the plumbing or electrical wiring in the private or common rooms.

The University's security and maintenance department will conduct evacuation and safety drills regularly, for adequate disaster preparedness on campus. On the occasion that the fire alarm is activated, please follow all standard emergency procedures to vacate the premises. Assembly points are located outside of the Residence Halls, near the perimeter wall of the Campus.

## **Residence Life Policies and Regulations <sup>2</sup>**

Residence Life is governed by various rules and regulations to ensure seamless functioning and harmonious and healthy living conditions for one and all. Listed below is a brief outline of these rules and regulations:

1. Ashoka University Campus – including the Residence Halls – is an alcohol-free, smoke-free and drug-free campus, governed by national, state and university laws and regulations for the same.
2. The University does not permit both check-in and check-out from the campus between the hours of 12:00 AM (midnight) to 6:00 AM. This means that no student is allowed to enter/exit campus after 12:00 AM (midnight) and no student is allowed to enter/exit campus before 6:00 AM.

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<sup>2</sup> See Residence Life Policies available on the myAshoka portal for more details.

3. Visiting hours for off-campus visitors and parents on campus are from 8:00 AM to 8:00 PM only. Visitors will need to call the resident they are visiting to receive them at the Main Gate. Visitors will only be allowed to gain admittance to the common rooms of the Residence Halls. Visitors are not allowed to access the residence halls rooms nor are they permitted to stay overnight on campus premises.
4. The movement of students visiting Residence Hall rooms is allowed both ways across men's and women's Residence Halls between 8:00 am and 12:30 am. The students must sign in and sign out manually through registers maintained at the entrance of all Residences Halls.
5. However, the rights of the roommate supersede the privilege of visitation i.e. visitation is a privilege that is subordinate to the resident's rights such as the right to privacy and the right to free and uninhibited access to the room. Therefore, a resident's request for any guest to leave their room must be honoured, irrespective of the visitation hours and regardless of the sex or gender of the guest.
6. Misuse, duplication, and/or lending of your keys and ID Card is prohibited.
7. Students will be personally responsible for the maintenance of their rooms, furniture, bathrooms and University property in their use. The University does not take responsibility for the personal belongings of students on or off-campus.
8. Students are prohibited from having private vehicles, pets, weapons and weapons-grade material within campus premises.

## **Residence Life Community Programmes**

The Residence Life Programme at Ashoka University comprises of a wide variety of vibrant social, educational, recreational and cultural programmes that are run and led by the Residence Life Staff and students. These Residence Life Programmes are centered around the core values and principles of civic responsibility, citizenship, empathy, respect, diversity, inclusion, self-care, health, and wellness. The focus of these programmes is to help foster a sense of community among residents giving them ample opportunities to meet, interact, bond and have fun together.

### **The Resident Assistantship Programme**

Resident Assistants (RAs) are paraprofessionals who live on a floor with 40-70 residents, managing critical administrative tasks as well as the primary responsibility of responding to the personal needs of these residents. Their unique positions, as quasi-staff members within the Residence Halls, allow them to act as a force for positive change in the lives of the students with whom they interact.

The RA Programme aims to create an inclusive living environment in the Halls of Residence and works towards fostering an environment that embraces diversity and actively values the dignity and self-worth of all members of the community. This is done by the RAs through various active community programming efforts on the floor and across the Residence Halls, regular one-on-one office hours, periodic floor meetings etc. The RAs also plan and host a plethora of social and educational activities for residents, thus, enabling a positive living environment in the Residence Halls. These range from events addressing issues of gender & sexuality and self-care to floor cook-offs and game nights to name a few.



The Resident Assistant Coordinators (RACs) along with the RA Mentors supervise and manage the RA Programme. The RACs work in tandem with the Director (Office of Student Affairs) and the Associate Director (Residence Life Office) to develop the RA Programme as a whole. The RACs also serve as mentors to students, and are available during selected business hours to discuss concerns related to Residence as well as Campus Life.

## **Dorm Olympics**

Dorm Olympics is one of the biggest and most sought-after events organised in the Residence Halls. It began in 2016 with the hope of building the feeling of togetherness and community in a fully residential campus. The fifth edition of the Dorm Olympics, held virtually in February of 2021, was a huge success with the participation of over 300 Ashokans. The event saw participation from all constituencies of the University including students, administration and support staff. Some of the competitive events organised as part of Dorm Olympics include Donuts in a String, Cow Drop, Pani Puri Eating Competition, Dizzy Penalties.



## **Coffee and More...!**

Coffee and More...! aims to create a private, safe space for conversations where students can freely engage with issues and challenges, they face in their everyday lives. These conversations cover a wide range of subjects such as fitness and nutrition, life after college, safety on substances, sleep problems, safe sex practices, reproductive health, bullying, everyday sexism, sexual harassment, and much more. By inviting faculty, staff and experts, the series aims to demystify and destigmatise these subjects, allowing for open, free-flowing conversations. Their aim is twofold- one of creating opportunities for empathetic listening and awareness; the other enabling students in dealing with real-life challenges and situations towards making an informed choice.

## **The Great Ashokan Weekend**

The Great Ashokan Weekend was initiated with the purpose of facilitating student interaction with staff and faculty in a fun and informal setting. Each event of the great Ashokan Weekend is designed as a walk-through of the campus moving between key landmarks on the premises. Despite being held online, the event saw active participation from faculty, staff and students in 2020. Some of the events organised as part of the Great Ashokan Weekend were Pitch Please, Ashoka Family Feud, Fantasy Mess Menu, Pajama Dance Dazel.

# **Sports & Exercise**

Sports and Exercise will be intrinsically tied to the years students spend at Ashoka University. The process of creating truly global citizens is well underway at the sports fields in the University. This unique process does not only provide state-of-the-art sports facilities but also encourages sports to be taken up by one and all. True transformation can only take place when students are able to push themselves out of their comfort zone. This process demands learning more about themselves before they even attempt to change anything around them.

## Vision

Sports and Exercise at Ashoka University works with the vision and objective to create a healthy and holistic life for its students. We channelise sports to enable students in learning and honing life skills and values such as discipline, mutual respect, punctuality, camaraderie, leadership, teamwork, mental and emotional balance. Apart from just trying to make every student physically active, we help them excel in their chosen sport.

## Facilities

Synthetic Running Track	3 Squash Courts with Wooden Flooring	10m Shooting Range	Dance / Zumba Studio
Football Field	3 Basketball Courts	Table Tennis	3 Badminton Courts with Wooden Flooring
Billiards & Pool Hall Gymnasium	Gymnasium	Mini Field (for Frisbee, Cricket, Football etc.)	Cricket Practice Nets
Swimming Pool (25m x 21m)	Volleyball Court	Tennis Court	Yoga Studio

## Guidance by Expert Coaches

The University makes provisions for regular coaching in Football, Basketball, Cricket, Ultimate Frisbee, Volleyball, Swimming, Zumba, Shooting, Squash, Yoga, Table Tennis and Lawn Tennis. A detailed schedule is shared at the beginning of each semester. Gym enthusiasts will be guided by an instructor and Yoga lovers will be guided by an experienced Yoga instructor.

## Event Highlights

The initial years of Ashoka University saw many leaders emerge on its Sports fields - from many students picking up sports for the first time in their lives to many learning sports that they never played before. Our annual sports fest Agneepath gives the students a great platform to compete with individuals and teams of national stature. Previously organised annual sports meets saw enthusiastic participation from across the student body. Students, faculty and staff together participate in official runs in Delhi like the Airtel Delhi Half Marathon, Ashoka Run, Intra-University, Inter-University leagues and National Level tournaments. Furthermore, students also engage in experiential learning through outdoor activities such as different treks led by various student organisations.

## University Teams and Representations

Football	Badminton	Athletics	Shooting
Volleyball	Table-Tennis	Tennis	Cycling
Squash	Basketball	Chess	Swimming
	Frisbee	Cricket	



# Events and Participation in 2021-2022

## External Engagement

For the coming year, gear up to represent Ashoka University and participate at various International, National, All-India University tournaments and Banyan League (A collaborative sports initiative of 4 Universities - OP Jindal, Shiv Nadar, BML Munjal and Ashoka to keep the students engaged in 9 sporting events around the year). Our sports teams further represent Ashoka University at various Inter-University Sports festivals/championships organised at various colleges and universities like IIT (Delhi), BITS Pilani (Goa) etc.

## Internal Engagement

There are a lot of on-campus sports events for the students to participate in like APL i.e. Football league, Basketball league, Badminton league and Intra-Batch tournaments for almost all sports available on campus.

Students have ample opportunity on a regular basis, to keep the spirit of sports alive. Needless to say, it is their passion and commitment that will make things happen and ensure that Ashoka University is known for its sports culture.



# Library Services

## Welcome to Ashoka University Library!

Ashoka University library will be a trusted partner in your academics and research pursuits. It strives to provide you information resources required for your curriculum and beyond. As we have moved to the new and spacious building recently, we hope to provide you with more compressive collections, services and student engagements.

When campus is open & working, the library is open 24 x 7 on most days, except for official/university holidays and Friday nights (11 pm to 7 am). However during summer (June & July) the timings are tweaked. In the current Covid-19 situation, the library opens once or twice a week and the circulation desk is open between 9 am to 1 pm. You are encouraged to use our online resources through remote access facility from wherever you are located, using your Email-Id.

Important services include books borrowing, inter library loans, reference services, anytime & anywhere access to a wide variety of online journals, books, e-databases and e-reference sources and select printed magazines/newspapers and a comfortable reading facility.

Every UG student can issue up to three books for a period of two weeks at a time. Books can be renewed/re-issued for two more times, provided it is not reserved by others. During renewals, books are to be shown/presented in the library. Fines for late returns are charged at the rate of INR 10 per day per book. Reference/Not for Loan books are not to be issued but to be consulted in the library premises.

Bags/eatables/beverages (except water) are not allowed inside the library. Please cooperate.

The library catalogue (OPAC) which is the gateway to search for books, find your borrowings, track renewals, etc is available within the campus from the link [10.1.4.80](#). Outside the campus, you can have remote access from the link [125.22.40.134](#). Alternatively, you can access the link through the Ashoka University portal.

If any of the required documents (books, journal articles, theses, etc) are not available with Ashoka University library, attempts will be made to get them from partner institutions and resource centers. Feel free to write to us.

### Library Portal

We encourage you to visit this portal regularly and leisurely to acquaint yourself with all the content, various links and services provided. You can access it through [library@ashoka.edu.in](mailto:library@ashoka.edu.in).

### Library Catalog

Our Library has a collection of more than 55,000 volumes of books on different

subjects of liberal arts, management & sciences. You can access our Library catalogue using the link [125.22.40.134](https://125.22.40.134). Alternatively, you can go to the library portal and click on the catalog/OPAC box.

## Printed Resources

We currently have about 52,000 print books and this quality collection is developed based on faculty recommendations and donations from famous professionals, authors and bureaucrats. We also have a good collection of classics and rare books in the field of English literature and history. There are about 30 print journals on display and these are only for reading in the library premises.

## E-Resources

Library subscribes to more than 15,000 e-Journals, about 200,000 e-books and a variety of reference resources published by a wide spectrum of publishers including global leaders. Some of the major data bases are mentioned below;

### a) Journals & proceedings

- Taylor & Francis package (Journals in multiple subjects)
- Springer Nature package (Journals in multiple subjects)
- Science Direct (Journals Economics, Econometrics and Finance)
- ACM Digital Library (Journals/magazine & proceedings in computer science)
- IEEE Computer Society Digital Library (Journals & proceedings)
- Project Muse (Journals in Humanities & Social Sciences)
- Oxford University Press (Journals in multiple subjects)
- Cambridge University Press (Journals in Arts, Humanities & Social Sciences)
- Wiley Online (Journals in multiple subjects)
- Sage (Journals in Social Sciences & Humanities)
- ProQuest: Arts & Humanities database
- ProQuest: Social Science Premium Collection
- Nature Journal Online
- Critical Collective Database
- Porn Studies Journal
- TSQ-Transgender Studies Quarterly Journal, &
- Indiastat database.

You have unlimited access and downloading privileges for the current year's content as well as issues dating back 15-20 years.

## **b) e-Books**

ProQuest's Early English Books Online (EEBO) (1,00,000 rare books), ProQuest's Academic Central (2,00,000 e-books from all major publishers on all subjects).

## **c) e-Reference Sources**

- JSTOR (10 million + journal articles),
- Oxford English Dictionary/OED,
- New York Times/NYT newspaper,
- ProQuest: Historical Newspaper Archives: The Times of India (1838-2010),
- The Economist magazine,
- Foreign Policy magazine,
- Economic & Political Weekly/EPW, &
- EPWRF India Time Series (India's economic indicators).
- ProQuest: Historical Newspaper Archives: The Times of India (1838-2010),
- Sight & Sound (International Film Magazine).

All these resources (section a, b and c) are available on the Ashoka University e-library portal <[elibrary.ashoka.edu.in](http://elibrary.ashoka.edu.in)> and are accessible from anywhere, anytime, through any gadgets. Simply paste <<https://elibrary.ashoka.edu.in/user/login>> on your Internet browser and choose your Ashoka University Email ID to proceed further. Save this link as favorite for instant access in future.

## **d) Library also has below subscriptions on single-user license basis and hence these cannot be accessed off-campus. However, library team will be able to provide you with any stories, news items or articles on specific requests.**

- Wall Street Journal,
- Financial Times,
- Harvard Business Review,
- The Chronicle of Philanthropy Journal,
- The Chronicle of Higher Education,
- The Caravan,
- MIT Technology Review,
- MIT Sloan Management Review,
- The Atlantic, and
- Marg Magazine.

Please write to [library@ashoka.edu.in](mailto:library@ashoka.edu.in) for all your requirements, concerns and queries.

# **Student Support & Services**

## Office of Learning Support (OLS)

Office of Learning Support (OLS) provides services that address accessibility, academic accommodations, and assistive technology for a diverse range of needs. The office acts as a resource centre for disability-related information and services at the University, and as a support system that includes - working with students with physical, sensory, neurological and learning difficulties; screening and (in)formal assessment to identify learning challenges; providing academic accommodations for equal access to university programmes and activities; facilitating access to assistive technology tools; coordinating with various authorities on campus for the possible interventions; coaching and mentoring for English language learners; and employing study skills strategies to help any Ashoka University student struggling with executive functioning difficulties. The office follows and promotes the Neurodiversity approach towards understanding students' learning strengths and areas of support.

In case you, as a student, experience any difficulty due to a disability or otherwise, there may be some help available for you. You can make an appointment, using the Ashoka University LMS portal or write to the office at [ols@ashoka.edu.in](mailto:ols@ashoka.edu.in) for any specific query. You may also walk into the office in Room 107, First Floor, Admin Block, Monday to Friday 10 am to 5 pm. Visit the OLS page <https://ashoka.edu.in/page/ols-68#!/#section-418> for further details on the academic support and assistive technology resources.

## Centre for Writing & Communication

The liberal arts education offered at Ashoka University inculcates critical thinking skills and recognises that these are inextricably linked to the practice and art of effective academic writing. A flagship facility in India, the Centre for Writing and Communication helps the students learn how to think analytically and innovatively and write cogently and lucidly. The CWC works with students through one-on-one appointments, group sessions, or larger workshops that are tailored to a specific discipline, assignment or other student needs including English language support.

In order to receive feedback on their assignments, students can take one-on-one appointments from Monday to Friday with any of the tutors. To book appointments, please reach us on our online appointment portal (<https://ashoka.mywconline.com>) and follow the instructions provided. You can also write to us at [cwc@ashoka.edu.in](mailto:cwc@ashoka.edu.in). We are located on the 3rd Floor of the Admin Block.

## **Ashoka Centre for Well Being**

The Ashoka Centre for Well Being (ACWB) is a non-aligned centre at Ashoka University, that is dedicated to the mental wellness of the Ashokan community in addition to supporting individuals facing mental health concerns. It is the first of its kind in India as it focuses on capacity building at every level of the organisation. At the cornerstone of the Centre's philosophy is preventing the onset of mental health concerns through informational activities, workshops and advocacy campaigns among other initiatives.

Students can take one-on-one appointments from Monday to Friday and also reach out to us, through the helpline. Strict confidentiality is assured in all communication with the centre. Email: [well.being@ashoka.edu.in](mailto:well.being@ashoka.edu.in) | Online Appointment Portal (<http://acwb.ashoka.edu.in/>)

To book appointments online, follow the URL and the instructions provided therein.

## **Centre for Studies in Gender and Sexuality**

The Centre for Studies in Gender and Sexuality (CSGS) was established at Ashoka University in 2015 and is the first Centre of its kind in India to study the broader spectrum of questions relating to both gender and sexuality. The flagship activities of the Centre include a speaker series called ISHQ (Issues in Society, History, and Queerness), a performance series called ADA (Art-Desire-Activism), drop-in hours for Ashoka University students, an open forum called Candid: a queer feminist baithak, TAP (Theory and Practice) in collaboration with CSGS, NYU and a summer internship programme. The CSGS also conducts workshops on gender, sexuality, law and diversity for institutions and organisations across the country. The Centre currently houses research on gender and armed conflict under the Governing Intimacies project, in partnership with the University of Witwatersrand, and is working out ways in which research can impact interventions in daily life.

## **Career Development Office**

The Career Development Office (CDO) at Ashoka University endeavours to deliver a tailored approach to career-building for all students at the university. The CDO assists students in aligning their aptitude with their interests and skills and guides them to pursue fulfilling opportunities. CDO offers unlimited one-to-one counselling, resume workshops, mock interviews, and skill-building workshops, and hosts a multitude of eminent professionals from a diversity of industries to share their experiences with the students. The office aspires to support every

single student with every aspect of their career-building journey in their time at the university. For any questions, please don't hesitate to reach CDO at [connect.cdo@ashoka.edu.in](mailto:connect.cdo@ashoka.edu.in)

## **Alumni Relations Office**

The Alumni Relations Office sustains a mutually supportive relationship with over 3000 alumni/ae spread across the world. All students who have graduated from Ashoka University are considered members of the Ashoka Alumni Association. As a rapidly growing community, we strive to maintain engagement on multiple levels, from city chapter groups to batch groups, both physically and virtually. Apart from the Office, the Ashoka Alumni Association is led by the Ashoka Alumni Board of Management and the Alumni Council, whose mission is to strengthen the Ashoka University community by facilitating interactions between all alumni/ae, encouraging lifelong connection, support, and a culture of giving back.

The Office welcomes contact from students interested in connecting with alumni/ae working in their field of interest, through programmes such as mentorship, internships and other career opportunities. Our student-led committee also organises programmes for alumni/ae returning for academic presentations, performances and lectures.

The Alumni Relations Office is located in Vasant Kunj. Students can email: [alumnirelationsoffice@ashoka.edu.in](mailto:alumnirelationsoffice@ashoka.edu.in) to make an appointment.



# **Global Education & Strategic Programmes**

## **Office of Global Education & Strategic Programmes**

The Office of Global Education & Strategic Programmes (GESP) provides students with a range of programmes, services and resources to support them as they pursue their degrees at Ashoka University. GESP spearheads all international partnerships for the university, working with prospective institutions to negotiate, develop, build and manage these partnerships. It provides a variety of opportunities for students to explore international programmes through study abroad, summer programmes, research and numerous enrichment programmes through the wide variety of partnerships that the university has with international schools. GESP manages 3 offices: Office of International Programmes, Office of Summer Programmes and Office of Strategic Programmes to ensure that a variety of good quality programmes and curricula are offered for students at the university.

The Office also offers many opportunities for UG students to work with the team in social media, communications, outreach, international partnerships and more. For more information please contact: [gesp.office@ashoka.edu.in](mailto:gesp.office@ashoka.edu.in)

### **Office of International Programmes**

The Office of International Programmes provides extensive information, advising and mentorship to students who want to study abroad either in the summer or for a semester. Ashoka University encourages first years to start planning their international experience that may best suit their academic and personal growth. These international opportunities serve to further enhance the learning experience and allow students to take on new academic challenges. If a student wishes to explore study abroad, research, or other academic/enrichment endeavours, they can choose from a range of opportunities offered through Ashoka University's international partnerships and other schools globally.

There is an application process which requires pre-approval from academic advisors/Deans/heads of departments of their major/minor/concentration to select courses or programmes that are a good fit for the academic pathway at Ashoka University. Credits for courses done at universities abroad can be transferred and must be approved before the programme begins. Please read carefully the UG Study Abroad Policy (to be found on LMS) that lays out the rules and regulations for credit transfer through a study abroad programme. For more information, contact: [studyabroad@ashoka.edu.in](mailto:studyabroad@ashoka.edu.in)

### **Office of Summer Programmes**

Ashoka University's strong emphasis on foundational knowledge, hands-on experience with real-world challenges, and academic research, continues through

the long summer break that falls between the Spring and Monsoon semesters. With this objective, several summer programmes are offered through various offices at the University.

## **Academic summer semester at Ashoka University**

- GESP offers an intensive six-week summer semester in July – August of each year. A range of 4 and/or 2 credit courses are offered across disciplines and are taught by experienced Ashoka University faculty. By enrolling for the Summer Term, students have the opportunity to take courses that will help them gain credits, reduce course load during the regular semesters, accelerate their academic pathway or simply improve grades. In order to maximize the benefit of the summer term all students are encouraged to seek academic advising before opting for courses. The summer term also hosts a number of visiting students from international schools which opens up prospects for studying with students from Ashoka University’s partner institutions, thus giving students an experience of global learning.
- Summer Joint Course Offering: In some years a joint course is offered with a partner university that Ashoka University students can take for credit. In the summer of 2018, a joint course was offered between Stanford University and Ashoka University called, “Mega Cities: Many Lives of Delhi” where students from both universities had a joint learning experience. The global classroom comprised lectures, field visits, outstation trips and discussions transcending borders. The second Joint course that has been held for two years was with Princeton University called, “Indian Democracy in Motion.” The learnings from the course extended beyond classrooms in the form of social and cultural immersion.

For any queries regarding the summer semester, please write to [summer@ashoka.edu.in](mailto:summer@ashoka.edu.in)

## **Enrichment Programmes**

- **Young Scholars Programme**
  - The Young Scholars Programme at Ashoka University provides talented highschoolstudentsapreviewintothemagicofaliberalartseducation.This week-long programme, is one of its kind pre-college summer programme where students from India and abroad have an enriching experience at Ashoka University. The Undergraduate students have an opportunity to work as Academic Counsellors (ACs), Engagement Counsellors (ECs), Media Counsellors (MCs) and Office Counsellors during the YSP Programme. For more information on this programme you may write to: [youngscholars@ashoka.edu.in](mailto:youngscholars@ashoka.edu.in)

# **Centres at Ashoka University**

## **Centre for Entrepreneurship**

The Centre for Entrepreneurship is the creative hub at Ashoka University that nurtures the entrepreneurial endeavours of all students, fellows, faculty, and founders alike. With a commitment to assisting every stage of the lifecycle of an enterprise, some of the activities that the centre undertakes are: organizing events to foster an entrepreneurial mindset; creating opportunities to network with industry experts, VCs, angel investors, mentors, service providers and fellow entrepreneurs; connecting with global collaborators to facilitate intersectionality of ideas; mentoring and incubating ideas, through a structured incubator programme; administering a minor in entrepreneurial leadership and strategy along with eminent faculty and practitioners.

## **Centre for Social Impact and Philanthropy**

The Centre for Social Impact and Philanthropy (CSIP) at Ashoka University is South Asia's first academic centre focused on enabling strategic philanthropy for greater social impact. It provides funders and civil society organisations with evidence-based insights and knowledge products to grow their scale and impact. The Centre also convenes platforms for dialogue and collective action, and offers programmes that strengthen civil society capability and sustainability. Its research and convening inform advocacy and policy discourse on philanthropy and civil society. It counts among its partners the Harvard Business School, the Lilly School of Philanthropy at Indiana University, the Bill and Melinda Gates Foundation, Niti Aayog, Citibank, Dasra, Omidyar Networks, the ATE Chandra Foundation, Rohini Nilekani Philanthropies and India Development Review among others.

CSIP hosts a range of initiatives to provide the necessary knowledge, opportunities and mentoring support to Ashokans interested in social impact. This includes curated speaker series on social impact, engagement with NGO projects, internships etc. It also anchors the Mother Teresa Fellowship, an 18-month values-based leadership programme for Ashoka University alumni and current graduates working in the social sector.

## **Centre for Social and Behaviour Change**

Ashoka University Centre for Social and Behaviour Change (CSBC) is set up by a grant from the Bill & Melinda Gates Foundation. The vision of the Centre is to establish an institution in India, that is globally reputed for thought leadership and excellence in impactful behaviour change interventions for poor and marginalized populations.

The Centre works in the areas of nutrition, sanitation, maternal health, family planning and financial services. The Centre executes this vision through a mix of (i) behaviour change programmes, in partnership with the Government of India and non-government organizations (ii) foundational research to improve the field's understanding of poor & marginalized communities, the channels to reach them and the content to engage them and (ii) capability building – bringing the latest advances in behavioural science, design thinking, data science & implementation science to design sharper interventions.

## **Trivedi Centre for Political Data**

The Trivedi Centre for Political Data is a research centre that aims at promoting data-driven research, policy work and journalism on India's political life, by producing and disseminating in open access, scientifically collected and treated political data. It also aims at improving the quality of existing public data by developing and providing access to web-based tools adapted to Indian public data. The Centre seeks to enhance knowledge and understanding about political processes and dynamics by conducting research on the basis of the data collected, in partnership with individual scholars or academic institutions. Some of its projects include women participation and representation, the profiling of India's political class, contentious politics, social media analysis or the tracking of Indian politicians' careers.

## **Centre for Economic Data and Analysis**

CEDA seeks to foster an informed debate on socio-economic changes in India with the help of data-rich analysis. CEDA seeks to fulfil its mission in two ways: with the help of its data repository that is accessible to, and usable for researchers, students, policy advocates, teachers, and journalists, and by publishing original analyses that provide insights into socio-economic issues with the help of data. CEDA's data portal provides concise, easy to understand data summaries with the help of a sophisticated back-end architecture that cross-references various public datasets. The data portal also provides high quality, interactive data visualisations. CEDA's own analysis of various issues is published in the form of "Data Narratives" or as "Picture This", which inform the reader using data visualisations. CEDA also publishes bulletins in partnership with CMIE which looks at changes in employment and consumer sentiments in the country. CEDA's analysis is regularly featured in media and its members write commentary regularly for newspapers or news websites. CEDA also helped organise the prestigious Infosys Prize Lecture by Professor Raj Chetty of Harvard University as part of the CEDA Lecture Series. CEDA will continue to provide valuable tools for researchers and students besides publishing its data-rich analysis of current socio-economic issues.

## **Centre for Climate Change and Sustainability**

The Centre for Climate Change and Sustainability (3CS) is a unique multidisciplinary centre at Ashoka University. The centre grew out of a shared concern for the future of our planet and the environment across many disciplines in the University. 3CS is committed to awareness, advocacy and research on issues of climate change and sustainability, especially in the context of India. Towards this end, 3CS will harness the full range of Ashoka University's research and policy expertise, led by Ashoka's larger intellectual community of scholars, researchers, and teachers. It welcomes student initiatives in the areas of its interest. 3CS focuses on communicating the urgency of issues through imaginative use of social media, blogs, podcasts and targeted advocacy campaigns. 3CS encourages and supports cutting edge research of an interdisciplinary nature on issues such as understanding climate change in the past, the role of climate change in enhancing disease spread, the economic impacts of climate change, communications around climate change and sustainability, as well as issues of environmental justice will all be important components of research at 3CS.

## **Ashoka Archives of Contemporary India**

The Ashoka Archives of Contemporary India was set up in 2017 with a vision to archive and preserve primary source material for the study of modern and contemporary history of India with major thrust on polity, economy and society. The basic aim was to create a major centre for historical and social science research in the country.

Keeping in mind the latest trends in social science research, the main focus of Ashoka Archives is to collect documents related to economic reforms initiated in the 1990's, science and technology, environment and climate change, women empowerment, social, educational and political developments in the country, growth of media in various forms and all other related themes.

## **Science Policy Initiative**

Science Policy Initiative (SPI) has been set up to complement the efforts of the University's faculty of Sciences and spur innovation as well as continuous learning into the knowledge ecosystem. It aims to promote data-driven research, policy work and advocacy on India's science, technology and innovation space. With the broader agenda of contextualising and reinforcing the efforts of the scientific community in India, the Policy Initiative acts as a knowledge hub, encouraging deliberations on issues related to science and technology.

This policy initiative of the University strives to act as a resource body for the government and industry by conceptualizing and preparing high-quality evidence-based policy briefs, recommendation notes, background papers, presentations and other targeted resources for meetings and conferences with key stakeholders from the government, academia and the industry. Going forward, SPI will also aid the translation of science research and capability building.

# **Campus Facilities & Services**

# **General Services and Facilities**

## **Lost and Found**

The Lost and Found Desk is located at the reception on the ground floor of the Administration Block. Any unattended item found, may please be submitted at this desk. The owner of the lost item may reclaim their possessions upon due authentication. Valuable items are retained for a period of 60 days and nonvaluable items for a period of 30 days.

## **Courier**

The Administration department also facilitates courier services. Students may contact the reception desk on the ground floor for sending out their personal couriers on a payable basis between 5pm-6pm on working days. The consignees are requested to track their AWB numbers as the university is not accountable for the consignment at any stage.

## **SIM cards**

Mobile SIM cards may be obtained at the SIM Card kiosk (location will be specified when the camp is held) after completing all necessary documentation during days of the onboarding of the new batch in the new academic year. SIM cards are available in prepaid and post-paid segments. CUG and circle portability facility can be availed by the users. This transaction is solely between student and the service provider.

## **Housekeeping in Residence Halls**

Students are required to dispose the trash into the central dustbin placed on respective floors. Cleaning of each washroom will be executed by the housekeeping staff on a regular basis as per predefined schedule pasted behind the washroom door. Students' rooms will be cleaned by housekeeping staff once a week only in the presence of the student. Collpoll, the request app for all the services on campus has to be downloaded on the mobile sets or logged in through the portal. Weekly requests for cleaning have to be routed through this app only. Only emergency requirements may be reached through the housekeeping helpline +91-7496967703.

## **Laundry Service**

Centralised laundry service is available for students on the ground floor of the residence hall 5 on a prefixed collection and return schedule in standard laundry bags issued by the laundry vendor. New students may collect laundry bags from the laundry located at Residence hall 5 (ground floor) on a payment basis. The

approach to the ground floor of RH5 is through the rear of the building, marked with a sign. Residence hall washrooms are also equipped with washing machines for inner wear laundry. Special dry cleaning of apparels may be availed on a payment basis from the laundry service provider.

## **ATM**

ATM machines are installed on Campus, near the dining hall and will be relocated to the AC04.

## **Locker Facility**

A locker facility is available for students to store their personal belongings during semester breaks or vacations. Lockers may be availed upon advance payment of INR 450/- (for the month of June, July and August only). The contents of an unclaimed locker that has exceeded its term of rent shall be disposed off. Students may contact the Administration help desk/Reception desk on the ground floor Administration block for booking lockers. This service is available from 10:00 AM to 5:00 PM on working days.

## **Mailroom**

Mailroom facility for receiving any mails including couriers is in the basement of AC01/Admin. The service is available from 9:30 AM to 1:00 PM and 2:00 PM to 5:30 PM. The university shall not be deemed responsible if any courier is not collected.

## **Spaces and classrooms**

All classes will remain open as per time table made by the time table committees and the lighting, air-conditioning are regulated according to the same time table. This is not applicable to Multi-Purpose Hall (MPH) and Dr. Reddy's Auditorium which will be opened based on the permission given by HOD/space booking portal. In exceptional cases, rooms can be accessed upon prior intimation of minimum 6 hours with the approval of competent authority, mostly the HOD.

## **Do's and Don'ts**

- Do not rest your foot against the corridor walls and lift
- Segregate garbage and dispose them in the appropriately marked dustbins placed all across the Campus
- Poster/notices must strictly be put up on the notice boards only and not on any other surface.
- During events, care must be taken by students not to trample flower beds and ground cover.

## Other Facilities

- Unisex salon is situated on the Ground Floor of Sports Complex.
- Documentation Centre with printing and photocopying facilities on a payable basis located in the Student Commons on the 2nd floor of the Dining Hall.
- Provision store with general items will remain open 7 days a week and remain closed on festivals/holidays.
- A book-cum-stationery store; open on all weekdays and remains closed on Sundays and holidays.
- Students will have access to drinking water coolers, microwave, refrigerator and induction plate in dedicated pantries in residence halls. Students are required to bring their own microwave friendly crockery and cutlery.
- Common lounge of each residence halls, dining floor and gymnasium are equipped with televisions.

## Catering and Hospitality Facilities

Dining & Catering Services on Campus caters to over 2000 meals per day. A four floor dining hall with multiple food counters, that caters to students, faculty and staff alike, providing fresh meals of a variety of cuisines, as decided in consultation with the mess committee. The Dining Kitchen has an in-house Bakery that whips out freshly baked breads & confectionery goods, sweets & savories, daily. The Catering Services also plans and executes numerous on-Campus events' food and beverage requirements. Team Dining at Ashoka University aims at giving every Ashokan a varied and satiating culinary experience.

## Dining Hall Timing

•	Breakfast	08:00 am to 10:30 am
•	Lunch	12:15 pm to 2:30 pm
•	Evening Snacks	4:45 pm to 6:15 pm
•	Dinner	7:30 pm to 10:15 pm

## Do's and Don'ts

1. Food can be taken from Dining counters only after submitting the meal coupons. Coupons can be collected from POS (Point of Sale) Kiosks placed at various points in & around the dining hall by swiping the ID cards.
2. Everyone is requested to adhere to the scheduled meal timings.
3. Food sharing is not allowed.

4. A self service system is followed in the dining hall.
5. After meals, everyone must carry trays/plates, glasses and cutlery to the designated washing areas for clearance.
6. Be mindful and be responsible, say no to food wastage.
7. Diners must follow the food waste segregation system at clearance points for easy disposal of waste.
8. Carrying trays/plates, cutlery, crockery and food out of the dining hall is prohibited.
9. Entry into the kitchen is prohibited.
10. Room Service is not available. If a student is ill, request the respective warden to make suitable arrangements.
11. It is advised that food and beverage are not hoarded. Diners must be considerate towards consumption of others.
12. It is advised to keep all entry & exit doors of Dining Hall premises, closed for energy saving and keeping out dust & insects.
13. All are requested to maintain hygiene and cleanliness. In case of a spill, immediately inform the dining hall attendants to get it cleaned.
14. Be courteous and polite to the catering attendants. If there is any issue or challenge with the dining staff, kindly notify the management first.
15. For any & all requests, feedback and queries, please contact Team Dining at [dining@ashoka.edu.in](mailto:dining@ashoka.edu.in)

## Food Outlets and Timings

1.	Shudh Desi Dhaba	1:00 pm to 4:00 am (7 days open)
2.	Subway	12:00 noon to 12:00 midnight (Closed on Sunday)
3.	Fuel Zone	10:00 am to 8:00 pm (Closed on Sunday)
4.	Hunger Cycle	10:00 am to 3:00 am (7 days open)
5.	Dosai	12:00 noon to 12:00 midnight (Closed on Sunday)
6.	Chicago Pizza	12:00 noon to 11:00 pm (7 days open)
7.	Rasananda Juice Bar	12:00 noon to 12:00 midnight (7 days open)
8.	Chai Shai	10:00 am to 6:00 am (7 days open)
9.	Amul Parlour	10:00 am to 8:00 pm (7 days open)

\*Operational timings and days may vary depending upon the usage and students' strength on Campus.

## Transport

Ashoka University facilitates commute through a shuttle service through Tempo Travellers – available for students, staff and visitors – to and from Jahangirpuri Metro Station and Ashoka University Campus, as per the approved and announced schedule. Our primary objective is to provide safe, comfortable and efficient transport facility to our students. The students' cooperation will be paramount in this regard. Please read & understand the following guidelines and rules carefully:

1. Kindly adhere to Shuttle timings. No request for any delay or change in shuttle timings will be entertained.
2. Everyone should take care of their personal belongings. Ashoka University will not be liable for any loss / damage.
3. Commuters are advised to display their ID cards while travelling in shuttle vehicle for the sake of identification, safety and security.
4. While booking seats on a shuttle, through collpoll, always target to reach the shuttle departure location 15 minutes prior to shuttle departure time Only collpoll bookings will be honoured.
5. Shuttle departure locations: Atrium in Campus and between gate No.3 & 4 of Jahangirpuri metro station.
6. Keeping in mind, the convenience of co-passengers, no request of delaying the shuttle would be entertained.
7. Always keep the copy of the shuttle schedule handy. Please do not call the transport helpline for checking/confirming the shuttle time. Transport helpline is for students' help in contingencies only.
8. Shuttle enroute to Jahangirpuri Metro Station will stop at Parker Residency only. Other than that, midway pickup and drops are not allowed.
9. Kindly use headphones/earphones to listen to music etc. Students are requested to maintain decorum and not disturb their co-passengers.
10. Consumption of alcoholic products or tobacco is strictly prohibited in the shuttles.
11. It is advisable to not indulge yourself in argument with the drivers or the security personnel. All complaints should be escalated to the Transport Helpline number (8222930506).
12. In the interest of safety, sleeping in the vehicle in the seat next to driver must be avoided.

13. Drinking & eating is strictly prohibited in shuttle for the sake of maintaining cleanliness & hygiene.
14. Kindly contact the Transport Helpline for hiring cabs for personal use.

## **Medical Services & Guidelines**

Ashoka University has its own 16 bedded Infirmary set-up for primary healthcare. Infirmary is located at the Sports Complex and provides free of cost First Aid and medical assistance, to the students, faculty and staff, round the clock.

1. The infirmary is well equipped and manned by our medical partner Blue Circle Medi Services Pvt. Ltd since inception of Ashoka University.
2. Well-qualified and experienced Resident Doctors run OPD hours in the infirmary as per the prescribed schedule.
3. The cost of prescribed medicines and medical tests shall be borne by the patient.
4. All students of the University are covered under an insurance of INR 1 Lac applicable upon hospitalization of 24 hours or more.
5. Ashoka University has tie-ups with Max hospital on Pan India basis and locally with FIMS and Tulip hospital, in case higher intervention is needed.
6. 24 x 7 Infirmary emergency helpline numbers – 8199977073, 8199977075, 0130-2300550

The Campus is equipped with a 24X7 ambulance. Ambulance assistance would be provided only in case of any medical emergency and need for hospitalization. On such occasions the matter is reported to concerned authorities immediately by the nursing staff. Nurse would accompany the student only during admission and discharge and on an exceptional case to case basis to the nearest hospital/nursing home.

## **Campus Safety & Security**

1. In case of emergency, for evacuation exit plan is prominently displayed at suitable locations on Campus. Safe Assembly Areas for evacuation drills in case of fire or other disaster have been demarcated within the University Campus. Students are required to become familiar with the exit plans.
2. Quarterly mock drills are conducted for fire and safety.
3. Campus is equipped with an advanced fire fighting system along with the trained QRT/CRT members.
4. The entire university is compliant to governing fire and safety norms of GOI.

5. Students will be responsible for the safe-keep of their personal belongings and valuables, such as cash, jewelry, laptop, camera, cell phone, etc. All cupboards in residence halls are provided with lockable drawers. However, in case of theft, students will report the matter to the warden.
6. Policies and procedures in vogue for ensuring safety and security, on and off Campus, are to be adhered by the students in letter and spirit. All related policies are available on the Ashoka University portal.
7. Security helpline number (24x7) : 8199977071/0130-2300151

## Maintenance & Engineering Services

Ashoka University Campus is well equipped with all infrastructural amenities to ensure a comfortable stay for students

- Air-conditioning services.  
Air-Conditioning (Cooling) : Room temperature will be maintained in the range of 26 ±1 degree Celsius with fan operational.  
Air-Conditioning (Heating) : Room temperature will be maintained in the range of 23 ±1 degree Celsius with fan operational.
- Electrical and power supply (including emergency power supply) is available 24x7, except during scheduled power outages for conducting preventive maintenance/up-gradation activities. In cases of scheduled power outage, prior communication will be made by the Maintenance team.
- RO purified drinking water
- Domestic water is available round the clock in the residence halls. However, on days scheduled for cleaning of water tanks, water will not be available for two hours. On such occasions, prior communication will be made by the Maintenance team.
- Hot Water Timings  
Winters - 7:00 am to 10:00 am and 7:00 pm to 10:00 pm.  
Rest of the year - 2 hours every morning and evening (aided by solar energy)
- Lift operations
- Interiors and civil works on Campus
- Fire-fighting and fire detection system for the safe operations in the buildings
- Sewage Treatment Plant & Compost plant
- The Maintenance team on Campus can be contacted through Collpoll App/ web page for all maintenance related request/complaint, in case of any emergency please call to our 24x7 Maintenance helpline Tel: +91 8199977074 (M), +91 0130-2300429

## Escalation Matrix:

Level 1	Maintenance Helpline	Tel: +91 8199977074 (M), +91 0130-2300429 Email: <a href="mailto:maintenance@ashoka.edu.in">maintenance@ashoka.edu.in</a>	24X 7 availability
Level 2	Vikash Tiwari (Manager Maintenance)	Tel: +91 7082000415 Email: <a href="mailto:vikash.tiwari@ashoka.edu.in">vikash.tiwari@ashoka.edu.in</a>	Between 9:30 am to 5:30 pm
Level 3	Balbir Singh Jangra (Associate Director –Maintenance)	Tel: +91 9654422639 Email: <a href="mailto:balbir.jangra@ashoka.edu.in">balbir.jangra@ashoka.edu.in</a>	In case of Emergency

All are required to use collpoll for logging in service requests and complaints pertaining to maintenance. Routine complaints are attended within TAT and non-routine complaints depend on the nature/severity of the complaint/support from the vendor (normally within 3 days).

Air-conditioning services at the residence halls are available in accordance with the following schedule

- Weekdays - from 6:00 pm to 6:00 am
- Weekends and holidays - 24 hours

### Preventive Maintenance Schedule for Residence Halls

Days	Men's Residence	Women's Residence
	(1st Week and 3rd week of the Month)	(2nd and 4th week of the month)
Monday	Ground and 1st Floor	Ground and 1st Floor
Tuesday	2nd and 3rd Floor	2nd and 3rd Floor
Wednesday	4th and 5th Floor	4th and 5th Floor
Thursday	6th and 7th Floor	6th and 7th Floor
Friday	8th and 9th Floor	8th and 9th Floor
Saturday	9th and 10th Floor	9th and 10th Floor

## Do's and Don'ts

Do's	Don'ts
Switch off fans, AC units and lights when not in use.	All the rooms are equipped with standard fixtures. Please do not replace them with other fixtures.
Allow maintenance staff to carry out the routine maintenance service of the AC unit on a fortnightly basis.	Do not hammer nails, apply gum or paint on the walls.
Any material/broken parts may please be handed over to the security guard/maintenance staff.	Do not try to repair any article yourself.
Be available in your room when any complaint/routine check is being attended to.	

Willful damage will attract penalty which will include the cost of material, procurement cost, cost of installation and penalty.

## Horticulture

Do's	Don'ts
Voluntary participation in the kitchen gardening activity.	Pluck flowers or step on flowers/plants.
Can get involved in the plantation drives.	Spillage of any kind in the lawns.
72 hours prior intimation for greens, if required any, for any event.	Play with irrigation water, it is STP treated may cause allergies upon direct contact.
Only walk on the dedicated pathways for the movement around built infrastructure.	Walk on grasses and create paths.
Take part in seasonal flowers plantations (recommended).	Do not use any gardening implements for playing.
Help preserve the greens areas.	Spill beverages in the indoors pots.
	Lay in the green areas during dark hours may suffer from bug bites etc.
	Harvest pomegranates and vegetables before they ripe.

Note: For any service request kindly login to URL: <https://ashoka.collpoll.com>

# **Information Technology**

# Information Technology Services

The IT Department offers support for:

- Managing the Ashoka University email Id of all students and Alums
- Managing the official mailing lists and access rights for the same
- Using the various software applications hosted by the University
- Manages all the servers, laptops and desktops on campus for providing network, compute and print services
- Device configuration of the student devices to access the Ashoka University Wifi and other services
- Audio Visual Equipment on campus

The student handbook for IT is uploaded on the myAshoka portal which is the Ashoka University Intranet. Please go through the 'IT handbook for Students' and the 'IT Policy for Students' on the portal to know more about the above listed services and use the same effectively.

## Some key points to remember are:

- The student email ID will be deleted one month after graduation and will be registered as an Alumni with an alumni email ID. So DO NOT use your Ashoka University email Id for registration at sites/ services that you may need to access after your graduation.
- You must read all the Policies and Documents shared with you on myAshoka. These policies are binding for all students.
- Update Profile – Please keep your profile up to date. Update your profile as soon as you log in to the portal.

## Accessing myAshoka – The Ashoka University Intranet

URL - <https://my.ashoka.edu.in>

Login Credentials - Your Ashoka University email id and password. Now that you are a student, please use the 'Ashoka Users -> Login to myAshoka Portal' option.

Click on - **Information and Documents** (Red rectangle on the right side of the screen).

# **General Guidelines, Policies and Code of Conduct**

In our aim to create an empowering and stimulating environment for our students, Ashoka University is committed to providing students with a safe and comfortable stay on campus. The University expects full cooperation from students in this regard. Students are expected to read and familiarise themselves well with the Guidelines, Rules and Regulations as stated below:

1. Every student of the University is subject to and must submit to the discipline of the University and abide by its rules and disciplinary policies.<sup>1</sup>
2. Please be aware that all Ashoka University rules and regulations are applicable in both the online and offline context.
3. Non-compliance with the rules and regulations could result in disciplinary action.
4. The University Campus is a Smoke-free, Alcohol-free and Drug-free zone. As per Haryana State Laws, any use of intoxicants, drugs or alcohol is illegal on the University premises.
5. Any sexual/other misconduct or harassment is a serious offence under the University Policy against Sexual Harassment.<sup>2</sup>
6. Ragging in any form is prohibited in the University. Violation of this rule shall attract severe punishment including summary dismissal.<sup>3</sup>
7. No individual or organization may use the University's name, logos, restricted images, or other identifiers ("marks"), or any marks that suggest Ashoka University or any department, school or centre of Ashoka University except to the extent such individual or organization has been authorized by the proper University officials or as permitted under trademark law. The Pro-Vice-Chancellor of the University is responsible for the general oversight and administration of the University's trademark policies.<sup>4</sup>
8. The use of the seal of the University on publications, manufactured articles, and the like is prohibited, except when specifically authorized by the University. Applications for such authorization must be made to the Registrar of the University.<sup>4</sup>

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<sup>1</sup> See Annexure-III for more details

<sup>2</sup> See Annexure-I for more details

<sup>3</sup> See Annexure-II for more details

<sup>4</sup> See Annexure-IV for more details

9. Ashoka University students are expected to behave in a manner that is appropriate to the University setting. This includes responsible conduct in Classrooms and the Library. While there is no dress code on campus, students are expected to maintain an appearance that is in consonance with the ethos of an educational institution.
10. Use of mobile phones is prohibited in the Library and Classrooms unless permitted by the instructor. Sleeping is also prohibited in the Library and Classrooms.
11. Students are expected to be mindful and sensitive while making most of the facilities and resources on campus to avoid any wastage or damage. They are encouraged to take ownership of these resources and facilities and be responsible for their conservation and protection.
12. Students will be held responsible for any act of vandalism, damage and destruction of public property such as furniture, fixtures, or built structures caused by them within the Campus. They shall compensate for the damage caused.

# Campus Directory

## Need Assistance? We are here to help!

### Office of Chancellor

Rudrangshu Mukherjee	Chancellor	<a href="mailto:chancellor@ashoka.edu.in">chancellor@ashoka.edu.in</a> <a href="mailto:rudrangshu.mukherjee@ashoka.edu.in">rudrangshu.mukherjee@ashoka.edu.in</a>
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### Office of Vice-Chancellor

Malabika Sarkar	Vice-Chancellor	<a href="mailto:vcs@ashoka.edu.in">vcs@ashoka.edu.in</a> <a href="mailto:malabika.sarkar@ashoka.edu.in">malabika.sarkar@ashoka.edu.in</a>
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### Office of Pro-Vice-Chancellor

Rajesh Garodia	Pro-Vice-Chancellor (Administration & Finance)	<a href="mailto:rajesh.garodia@ashoka.edu.in">rajesh.garodia@ashoka.edu.in</a>
Venkat Eshwara	Pro-Vice-Chancellor (Development, Careers & Alumni Relations)	<a href="mailto:venkat.eshwara@ashoka.edu.in">venkat.eshwara@ashoka.edu.in</a>

### Office of Academic Affairs - *For all academic matters including course registrations, course advice, class attendance, academic disciplinary issues and academic societies*

Bharat Ramaswami	Dean	<a href="mailto:daa@ashoka.edu.in">daa@ashoka.edu.in</a>
Raja Rosenhagen	Associate Dean	<a href="mailto:adaa@ashoka.edu.in">adaa@ashoka.edu.in</a>
Pritika Sharma	Programme Manager	<a href="mailto:pratika.sharma@ashoka.edu.in">pratika.sharma@ashoka.edu.in</a>
Sabeela Siddiqui	Assistant Programme Manager	<a href="mailto:sabeela.siddiqui@ashoka.edu.in">sabeela.siddiqui@ashoka.edu.in</a>
Ridhima Jain	Assistant Programme Manager	<a href="mailto:ridhima.jain@ashoka.edu.in">ridhima.jain@ashoka.edu.in</a>

### Office of Faculty

Upinder Singh	Dean	<a href="mailto:upinder.singh@ashoka.edu.in">upinder.singh@ashoka.edu.in</a> <a href="mailto:df@ashoka.edu.in">df@ashoka.edu.in</a>
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## Head of the Departments

Alok Bhattacharya	Biology	<a href="mailto:alok.bhattacharya@ashoka.edu.in">alok.bhattacharya@ashoka.edu.in</a>
Subhashis Banerjee	Computer Science	<a href="mailto:suban@ashoka.edu.in">suban@ashoka.edu.in</a>
Sourav Pal	Chemistry	<a href="mailto:sourav.pal@ashoka.edu.in">sourav.pal@ashoka.edu.in</a>
Saikat Majumdar	Creative Writing	<a href="mailto:saikat.majumdar@ashoka.edu.in">saikat.majumdar@ashoka.edu.in</a>
Ratul Lahkar	Economics	<a href="mailto:ratul.lahkar@ashoka.edu.in">ratul.lahkar@ashoka.edu.in</a>
Jonathan Gill Harris	English	<a href="mailto:jgharris@ashoka.edu.in">jgharris@ashoka.edu.in</a>
Priyank Narayan	Entrepreneurship	<a href="mailto:priyank.narayan@ashoka.edu.in">priyank.narayan@ashoka.edu.in</a>
Amita Baviskar	Environmental Studies	<a href="mailto:amita.baviskar@ashoka.edu.in">amita.baviskar@ashoka.edu.in</a>
Sanjukta Datta	History	<a href="mailto:sanjukta.datta@ashoka.edu.in">sanjukta.datta@ashoka.edu.in</a>
Srinath Raghavan	International Relations	<a href="mailto:srinath.raghavan@ashoka.edu.in">srinath.raghavan@ashoka.edu.in</a>
Rajendra Bhatia	Mathematics	<a href="mailto:rajendra.bhatia@ashoka.edu.in">rajendra.bhatia@ashoka.edu.in</a>
Maya Mirchandani	Media Studies	<a href="mailto:maya.mirchandani@ashoka.edu.in">maya.mirchandani@ashoka.edu.in</a>
Raja Rosenhagen	Philosophy	<a href="mailto:raja.rosenhagen@ashoka.edu.in">raja.rosenhagen@ashoka.edu.in</a>
Justin McCarthy	Performing Arts	<a href="mailto:justin.mccarthy@ashoka.edu.in">justin.mccarthy@ashoka.edu.in</a>
Somendra Mohan Bhattacharjee	Physics	<a href="mailto:somendra.bhattacharjee@ashoka.edu.in">somendra.bhattacharjee@ashoka.edu.in</a>
Vinay Sitapati	Political Science	<a href="mailto:vinay.sitapati@ashoka.edu.in">vinay.sitapati@ashoka.edu.in</a>
Bittu	Psychology	<a href="mailto:bittu@ashoka.edu.in">bittu@ashoka.edu.in</a>
Swargajyoti Gohain	Sociology/ Anthropology	<a href="mailto:swargajyoti.gohain@ashoka.edu.in">swargajyoti.gohain@ashoka.edu.in</a>
Rakhi Peswani	Visual Arts	<a href="mailto:rakhi.peswani@ashoka.edu.in">rakhi.peswani@ashoka.edu.in</a>
Aditi Sriram	Writing	<a href="mailto:aditi.sriram@ashoka.edu.in">aditi.sriram@ashoka.edu.in</a>

**Office of Global Education & Strategic Programmes** - For resources and services like study abroad, summer semester, research and enrichment programmes

Vanita Shastri	Dean	<a href="mailto:gesp@ashoka.edu.in">gesp@ashoka.edu.in</a>	0130-2300255
Nandini Sethi	Manager	<a href="mailto:summer@ashoka.edu.in">summer@ashoka.edu.in</a>	0130-2300263
Anuja Shenoy	Deputy Manager	<a href="mailto:studyabroad@ashoka.edu.in">studyabroad@ashoka.edu.in</a>	0130-2300268

**Office of Student Affairs** - For all extra-curricular programmes, student well-being, student governance as well as campus events

Deboshruti Roychowdhury	Dean	<a href="mailto:dsa@ashoka.edu.in">dsa@ashoka.edu.in</a> <a href="mailto:deboshruti.roychowdhury@ashoka.edu.in">deboshruti.roychowdhury@ashoka.edu.in</a>	0130-2300242
Rashmi Singh	Director	<a href="mailto:rashmi.singh@ashoka.edu.in">rashmi.singh@ashoka.edu.in</a>	0130-2300257
Sneha Singh Banerjee	Senior Manager	<a href="mailto:sneha.banerjee@ashoka.edu.in">sneha.banerjee@ashoka.edu.in</a>	9910589654
Geo Ciril Podipara	Deputy Manager	<a href="mailto:geo.podipara@ashoka.edu.in">geo.podipara@ashoka.edu.in</a>	7082000573
Royston Braganza	Assistant Manager	<a href="mailto:royston.braganza@ashoka.edu.in">royston.braganza@ashoka.edu.in</a>	9996663645
Gayathri MR	Assistant Manager	<a href="mailto:gayathri.mr@ashoka.edu.in">gayathri.mr@ashoka.edu.in</a>	0130-2300267

**Student Life Office**

Anoushka Agarwal	Assistant Manager	<a href="mailto:anoushka.agarwal@ashoka.edu.in">anoushka.agarwal@ashoka.edu.in</a>	0130-2300267
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**Residence Life Office**

Sunita Bansal	Associate Director	<a href="mailto:sunita.bansal@ashoka.edu.in">sunita.bansal@ashoka.edu.in</a>	7082000403
Swati Choudhary	Assistant Director	<a href="mailto:swati.choudhary@ashoka.edu.in">swati.choudhary@ashoka.edu.in</a>	7082000580
PJ Fernandes	Warden	<a href="mailto:piyadad.fernandes@ashoka.edu.in">piyadad.fernandes@ashoka.edu.in</a>	7082000574
Sushma Saini	Warden	<a href="mailto:sushma.saini@ashoka.edu.in">sushma.saini@ashoka.edu.in</a>	7082000575
Zarina Kalim	Warden	<a href="mailto:zarina.kalim@ashoka.edu.in">zarina.kalim@ashoka.edu.in</a>	7082000589
Thomson VA	Warden	<a href="mailto:thomson.a@ashoka.edu.in">thomson.a@ashoka.edu.in</a>	7011787382
Usha Kaushik	Asstistant Warden	<a href="mailto:usha.kaushik@ashoka.edu.in">usha.kaushik@ashoka.edu.in</a>	9729123126
Amit Sharma	Asstistant Warden	<a href="mailto:amit.sharma@ashoka.edu.in">amit.sharma@ashoka.edu.in</a>	9034655127
Amit Kumar	Assistant	<a href="mailto:assistants.reslife@ashoka.edu.in">assistants.reslife@ashoka.edu.in</a>	9996583234
Pooja Mittal	Assistant	<a href="mailto:assistants.reslife@ashoka.edu.in">assistants.reslife@ashoka.edu.in</a>	9896920101

### Sports & Exercise Office

Jatin Rana	Manager	<a href="mailto:jatin.rana@ashoka.edu.in">jatin.rana@ashoka.edu.in</a>	9999272726
Varuni Negi	Sports Officer	<a href="mailto:varuni.negi@ashoka.edu.in">varuni.negi@ashoka.edu.in</a>	9871535727

### Office of Research

L.S. Shashidhara	Dean	<a href="mailto:ls.shashidhara@ashoka.edu.in">ls.shashidhara@ashoka.edu.in</a>	
Anirban Chakraborty	Director, Research & Development	<a href="mailto:anirban.chakraborty@ashoka.edu.in">anirban.chakraborty@ashoka.edu.in</a>	0130 2300 797
Shubhrima Ghosh	Manager, Research Infrastructure	<a href="mailto:shubhrima.ghosh@ashoka.edu.in">shubhrima.ghosh@ashoka.edu.in</a>	0130 2300 828
Gunisha Dhawan	Assistant Manager	<a href="mailto:gunisha.dhawan@ashoka.edu.in">gunisha.dhawan@ashoka.edu.in</a>	

### Office of Registrar - For issuing of transcripts and official documents such as NOC

Sachin Sharma	Registrar	<a href="mailto:sachin.sharma@ashoka.edu.in">sachin.sharma@ashoka.edu.in</a>	0130-2300209
Sanjay Gehlot	Assistant Registrar	<a href="mailto:sanjay.gehlot@ashoka.edu.in">sanjay.gehlot@ashoka.edu.in</a>	0130-2300230

### Operations - For matters related to administrative, operational, and maintenance services as well as lost & found, mails & couriers, and emergencies

Bhaskar K Mishra	Vice President	<a href="mailto:bhaskar.mishra@ashoka.edu.in">bhaskar.mishra@ashoka.edu.in</a>	0130-2300300
Pooja Manaktala	Director (Administration Services & Service Excellence)	<a href="mailto:pooja.manaktala@ashoka.edu.in">pooja.manaktala@ashoka.edu.in</a>	

### Dining, Catering & Outlets

Pankaj Sehrawat	Manager	<a href="mailto:pankaj.sehrawat@ashoka.edu.in">pankaj.sehrawat@ashoka.edu.in</a>	9711558497
Mridul Jaiswal	Assistant Manager	<a href="mailto:mridul.jaiswal@ashoka.edu.in">mridul.jaiswal@ashoka.edu.in</a>	8920543171
Bineet Mishra	Assistant Manager	<a href="mailto:bineet.mishra@ashoka.edu.in">bineet.mishra@ashoka.edu.in</a>	7082000566

### Infirmary

Ruchika Mehrotra	Assistant Director	<a href="mailto:ruchika.mehrotra@ashoka.edu.in">ruchika.mehrotra@ashoka.edu.in</a>	7082000567
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## Events, Housekeeping, Pest Control & Laundry Services

Chandan Sharma	Manager	<a href="mailto:chandan.sharma@ashoka.edu.in">chandan.sharma@ashoka.edu.in</a>	8222930502
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## Accommodation

Ashish Pathak	Senior Manager	<a href="mailto:ashish.pathak@ashoka.edu.in">ashish.pathak@ashoka.edu.in</a>	9810490031
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Bineet Mishra	Assistant Manager	<a href="mailto:bineet.mishra@ashoka.edu.in">bineet.mishra@ashoka.edu.in</a>	7082000566
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Anu Chaudhary	Executive	<a href="mailto:anu.chaudhary@ashoka.edu.in">anu.chaudhary@ashoka.edu.in</a>	9729220844
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## Transport

Vikas Antil	Assistant Manager	<a href="mailto:vikas.antil@ashoka.edu.in">vikas.antil@ashoka.edu.in</a>	8222930514
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## Maintenance

Balbir Singh Jhangra	Associate Director	<a href="mailto:balbir.jangra@ashoka.edu.in">balbir.jangra@ashoka.edu.in</a>	9654422639
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Vikash Tiwari	Manager	<a href="mailto:vikash.tiwari@ashoka.edu.in">vikash.tiwari@ashoka.edu.in</a>	7082000415
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## Security

Ashutosh Singh	Associate Director	<a href="mailto:ashutosh.singh@ashoka.edu.in">ashutosh.singh@ashoka.edu.in</a>	9871391255
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Jai Krishan Hooda	Assistant Manager	<a href="mailto:jai.krishan@ashoka.edu.in">jai.krishan@ashoka.edu.in</a>	8222930517
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Manish Chhetry	Senior Executive	<a href="mailto:manish.chhetry@ashoka.edu.in">manish.chhetry@ashoka.edu.in</a>	9810665585
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## Horticulture

Vikas Antil	Assistant Manager	<a href="mailto:vikas.antil@ashoka.edu.in">vikas.antil@ashoka.edu.in</a>	8222930514
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## Travel Desk

Ashish Pathak	Senior Manager	<a href="mailto:ashish.pathak@ashoka.edu.in">ashish.pathak@ashoka.edu.in</a>	9810490031
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## Space Allocation

Ashish Pathak	Senior Manager	<a href="mailto:ashish.pathak@ashoka.edu.in">ashish.pathak@ashoka.edu.in</a>	9810490031
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Ramesh Mann	Senior Executive	<a href="mailto:ramesh.mann@ashoka.edu.in">ramesh.mann@ashoka.edu.in</a>	8222930518
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## External Engagement - All matters related to admissions, financial aid, and media

Ali Imran Vice President [ali.imran@ashoka.edu.in](mailto:ali.imran@ashoka.edu.in)

### Media

Mani Lamba Director [media@ashoka.edu.in](mailto:media@ashoka.edu.in) 0130-2300251

Shreya Chatterjee Manager [media@ashoka.edu.in](mailto:media@ashoka.edu.in) 0130-2300259

Deepak Vamsi Rajavarapu Assistant Manager [media@ashoka.edu.in](mailto:media@ashoka.edu.in) 0130-2300260

Priyanka Arora Video Editor [priyanka.arora@ashoka.edu.in](mailto:priyanka.arora@ashoka.edu.in) 9654208434

Arish Azmat Photo Editor [arish.azmat@ashoka.edu.in](mailto:arish.azmat@ashoka.edu.in) 9897525035

### Admissions

Vineet Sabharwal Senior Director [vineet.sabharwal@ashoka.edu.in](mailto:vineet.sabharwal@ashoka.edu.in) 9811438899

Mercia Prince Deputy Director [mercia.prince@ashoka.edu.in](mailto:mercia.prince@ashoka.edu.in) 8587977654

Akanksha Tambulkar Senior Manager [akanksha.t@ashoka.edu.in](mailto:akanksha.t@ashoka.edu.in) 7290060474

Benrilo Kikon Senior Manager [benrilo.kikon@ashoka.edu.in](mailto:benrilo.kikon@ashoka.edu.in) 7290066185

Kopal Agarwal Manager [kopal.agarwal@ashoka.edu.in](mailto:kopal.agarwal@ashoka.edu.in) 74969 84035

Ram Pillai Deputy Manager [ram.pillai@ashoka.edu.in](mailto:ram.pillai@ashoka.edu.in) 96057 72476

Jahnavi Dutta Assistant Manager [jahnavi.d@ashoka.edu.in](mailto:jahnavi.d@ashoka.edu.in) 7290060470

Manisha Kandpal Assistant Manager [manisha.kandpal@ashoka.edu.in](mailto:manisha.kandpal@ashoka.edu.in) 7290060469

Rahul Sreekumar Senior Manager [rahul.s@ashoka.edu.in](mailto:rahul.s@ashoka.edu.in) 7290060476

Amanjit Kaur Senior Manager [amanjit.kaur@ashoka.edu.in](mailto:amanjit.kaur@ashoka.edu.in) 7082000404

Richik Banerjee Deputy Manager [richik.banerjee@ashoka.edu.in](mailto:richik.banerjee@ashoka.edu.in) 9007813395

Sakshi Dahiya Assistant Manager [sakshi.dahiya@ashoka.edu.in](mailto:sakshi.dahiya@ashoka.edu.in) 7290060475

### Financial Aid

Vineet Sabharwal Senior Director [vineet.sabharwal@ashoka.edu.in](mailto:vineet.sabharwal@ashoka.edu.in)

Jayati Bhatia Manager [jayati.bhatia@ashoka.edu.in](mailto:jayati.bhatia@ashoka.edu.in)

Ridhesh Joshi Manager [ridhesh.joshi@ashoka.edu.in](mailto:ridhesh.joshi@ashoka.edu.in)

### Outreach

Vikram Bawa Director [vikram.bawa@ashoka.edu.in](mailto:vikram.bawa@ashoka.edu.in)

**Career Development Office - All matters related to placements and internships**

Priyanka Chandhok	Assistant Vice-President	<a href="mailto:priyanka.chandhok@ashoka.edu.in">priyanka.chandhok@ashoka.edu.in</a>	9811056051
Urmi Singh	Senior Director	<a href="mailto:urmi.singh@ashoka.edu.in">urmi.singh@ashoka.edu.in</a>	
Neena Goel	Senior Director	<a href="mailto:neena.goel@ashoka.edu.in">neena.goel@ashoka.edu.in</a>	8199977079
Manisha Khungar	Assistant Director	<a href="mailto:manisha.khungar@ashoka.edu.in">manisha.khungar@ashoka.edu.in</a>	9871150808
Manish Bengani	Senior Manager	<a href="mailto:manish.bengani@ashoka.edu.in">manish.bengani@ashoka.edu.in</a>	
Nikhil Soi	Senior Manager	<a href="mailto:nikhil.soi@ashoka.edu.in">nikhil.soi@ashoka.edu.in</a>	8430707773
Anjana Madhavan	Deputy Manager	<a href="mailto:anjana.madhavan@ashoka.edu.in">anjana.madhavan@ashoka.edu.in</a>	9400406557
Simran Kaur	Assistant Manager	<a href="mailto:simran.kaur@ashoka.edu.in">simran.kaur@ashoka.edu.in</a>	9855011024
Meghana Sharma	Assistant Manager	<a href="mailto:meghana.sharma@ashoka.edu.in">meghana.sharma@ashoka.edu.in</a>	8510051395
Suhana Ali	Assistant Manager	<a href="mailto:suhana.ali@ashoka.edu.in">suhana.ali@ashoka.edu.in</a>	7042108831

**Development Office**

Gitanjali Gandhiok	Assistant Vice President	<a href="mailto:gitanjali.gandhiok@ashoka.edu.in">gitanjali.gandhiok@ashoka.edu.in</a>	
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**Library Services - For all information, knowledge requirements, curriculum, and beyond**

B.P. Prakash	Director	<a href="mailto:library@ashoka.edu.in">library@ashoka.edu.in</a> <a href="mailto:bp.prakash@ashoka.edu.in">bp.prakash@ashoka.edu.in</a>	0130-2300650
Bibhuti Nath Jha	Senior Associate Librarian	<a href="mailto:bibhutinath.jha@ashoka.edu.in">bibhutinath.jha@ashoka.edu.in</a>	0130-2300425
Bhupender Kumar	Deputy Librarian	<a href="mailto:bhupender.kumar@ashoka.edu.in">bhupender.kumar@ashoka.edu.in</a>	0130-2300651
Namita Maan	Senior Assistant Librarian	<a href="mailto:namita.maan@ashoka.edu.in">namita.maan@ashoka.edu.in</a>	0130-2300422

**Office of Learning Support - Support for disabilities and other academic challenges**

Reena Gupta	Director	<a href="mailto:reena.gupta@ashoka.edu.in">reena.gupta@ashoka.edu.in</a>	9873560468
Monika Bhalvani	Assistant Manager	<a href="mailto:monika.b@ashoka.edu.in">monika.b@ashoka.edu.in</a>	7082610590

**IT Services - For all matters regarding hardware and software support**

Anu Batra	Director	<a href="mailto:anu.batra@ashoka.edu.in">anu.batra@ashoka.edu.in</a>	0130-2300256
Chandresh Kumar	GM (IT - Infrastructure)	<a href="mailto:chandresh.kumar@ashoka.edu.in">chandresh.kumar@ashoka.edu.in</a>	0130-2300210

**Financial Services - For matters related to academic and residence fees**

Manish Gupta	Director	<a href="mailto:accounts@ashoka.edu.in">accounts@ashoka.edu.in</a>	0130-2300311
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**Parents Office**

Anu Singh	Director	<a href="mailto:anu.singh@ashoka.edu.in">anu.singh@ashoka.edu.in</a>	9560384553
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**Alumni Relations Office**

Akriti Asthana	Alumni Relations Officer	<a href="mailto:akriti.asthana@ashoka.edu.in">akriti.asthana@ashoka.edu.in</a> <a href="mailto:alumnirelationsoffice@ashoka.edu.in">alumnirelationsoffice@ashoka.edu.in</a>	7082009655
Meera C. Govindan	Deputy Manager	<a href="mailto:meera.gopi@ashoka.edu.in">meera.gopi@ashoka.edu.in</a>	8095995140

**Centre for Writing & Communication - For help with academic writing whether general or for specific assignments**

Kanika Singh	Director	<a href="mailto:cwc@ashoka.edu.in">cwc@ashoka.edu.in</a> <a href="mailto:kanika.singh@ashoka.edu.in">kanika.singh@ashoka.edu.in</a>	
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**Ashoka Centre for Well-Being - For psychological counselling and support**

Dr Arvinder Singh	Director	<a href="mailto:arvinder.singh@ashoka.edu.in">arvinder.singh@ashoka.edu.in</a>	
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**Centre for Entrepreneurship**

Priyank Narayan	Director	<a href="mailto:entrepreneurship@ashoka.edu.in">entrepreneurship@ashoka.edu.in</a> <a href="mailto:priyank.narayan@ashoka.edu.in">priyank.narayan@ashoka.edu.in</a>	9810480974 9810480974
Ekanto Ghosh	Manager	<a href="mailto:ekanto.ghosh@ashoka.edu.in">ekanto.ghosh@ashoka.edu.in</a>	8975455945
Sagar Singhal	Deputy Manager	<a href="mailto:sagar.singhal@ashoka.edu.in">sagar.singhal@ashoka.edu.in</a>	8376848083
Arushi Tandon	Assistant Manager	<a href="mailto:arushi.tandon@ashoka.edu.in">arushi.tandon@ashoka.edu.in</a>	9999164443

### Centre for Social Impact & Philanthropy

Ingrid Srinath	Director	<a href="mailto:ingrid.srinath@ashoka.edu.in">ingrid.srinath@ashoka.edu.in</a>	9821039083
Bindi Dharia	Deputy Director	<a href="mailto:bindi.dharia@ashoka.edu.in">bindi.dharia@ashoka.edu.in</a>	8826898868
Pallavi Kaushal	Programme Manager - Capacity Building	<a href="mailto:pallavi.kaushal@ashoka.edu.in">pallavi.kaushal@ashoka.edu.in</a>	9953338721

### Centre for Studies in Gender & Sexuality

Madhavi Menon	Director	<a href="mailto:csgs@ashoka.edu.in">csgs@ashoka.edu.in</a>	
Neel Sengupta	Deputy Manager	<a href="mailto:neel.sengupta@ashoka.edu.in">neel.sengupta@ashoka.edu.in</a>	7679695951
Shreyashi Sharma	Assistant Manager	<a href="mailto:shreyashi.sharma@ashoka.edu.in">shreyashi.sharma@ashoka.edu.in</a>	9876831171

### Trivedi Centre for Political Data

Priyamvada Trivedi	Associate Director	<a href="mailto:tcpd-contact@ashoka.edu.in">tcpd-contact@ashoka.edu.in</a>	0130-2300618
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### Centre for Social & Behavioural Change

Pavan Mamidi	Director	<a href="mailto:pavan.mamidi@ashoka.edu.in">pavan.mamidi@ashoka.edu.in</a>	8754432253
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### Ashoka Archives of Contemporary India

Deepa Bhatnagar	Director	<a href="mailto:deepa.bhatnagar@ashoka.edu.in">deepa.bhatnagar@ashoka.edu.in</a>	
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### Science Policy Initiative

Anjali Taneja	Associate Director	<a href="mailto:anjali.taneja@ashoka.edu.in">anjali.taneja@ashoka.edu.in</a>	
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### Centre for Economic Data & Analysis

Ashwini Deshpande	Director	<a href="mailto:ashwini.deshpande@ashoka.edu.in">ashwini.deshpande@ashoka.edu.in</a>	
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### Centre for Climate Change and Sustainability

Gautam Menon	Director	<a href="mailto:gautam.menon@ashoka.edu.in">gautam.menon@ashoka.edu.in</a>	
Iain Stewart	Joint Director	<a href="mailto:iain.stewart@ashoka.edu.in">iain.stewart@ashoka.edu.in</a>	

### Trivedi School of Biosciences

Shahid Jameel	Director	<a href="mailto:shahid.jameel@ashoka.edu.in">shahid.jameel@ashoka.edu.in</a>	
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# **Student Government**



Greetings!

A very warm welcome from your Student Government. The House of Representatives (HOR) is the deliberative body of the Student Government consisting of elected student representatives who act at the behest of the student body in raising their interests and concerns. The Student Government also comprises a Cabinet of Ministries, appointed by the HOR, that overlook different facets of the university. Over the course of your undergraduate years at Ashoka University, there will come several instances where you might need to seek our assistance in resolving certain issues. So, we hope that this information helps you to reach out to the relevant people within our Government for such cases.

If there are any ideas, issues, or grievances that you would like to bring to the notice of the Student Government, you may reach out to any member of the House of Representatives, e-mail: [sg@ashoka.edu.in](mailto:sg@ashoka.edu.in), or visit our website ([www.ausg.in](http://www.ausg.in)).

Here are the members of the House of Representatives:

1. Ruhaan Shah (UG23), President: +91 90999 09306
2. Advait Jayakumar (UG22), Leader of Opposition: +91 99168 91285
3. Rhea (UG23): +91 91485 81613
4. Rivian Sengupta (UG23): +91 75066 41682
5. Rochan Mohapatra (UG23): +91 94803 89725
6. Rohan Manoj (UG22): +91 98402 99106
7. Saina Suri (UG23): +91 87448 34557
8. Sharanya Narayanan (UG22): +91 96632 08386
9. Taera Shapoorjee (UG21): +91 88603 43437

For more directed concerns, the following Ministries have been set up to best serve your interests:

<b>Ministries</b>	
<b>Minister</b>	Academic Affairs: Yasashvi Paarakh (UG23)
<b>What we do</b>	Ensure a satisfactory academic experience for all undergraduate students. Contact us about any grievances or queries related to academics, the library, or setting up new academic societies.
<b>Contact</b>	<a href="mailto:academicaffairs.ministry@ashoka.edu.in">academicaffairs.ministry@ashoka.edu.in</a> +91 99305 70979
<b>Minister</b>	Campus Life: Advait Jayakumar (UG22)
<b>What we do</b>	Ensure that students' experience with campus facilities is convenient and enjoyable. Contact us about any concerns or queries regarding food, residence life, transport or amenities.
<b>Contact</b>	<a href="mailto:campus.life@ashoka.edu.in">campus.life@ashoka.edu.in</a> +91 99168 91285
<b>Point of Contact</b>	Community Well-Being: Ananta Bhushan & Aniruddha Methi
<b>What we do</b>	Work towards promoting quality of health, ease of accessibility, and inclusivity on campus. Contact us about any issues regarding physical/mental health facilities, disability access, staff welfare or inclusivity on campus.
<b>Contact</b>	<a href="mailto:cwb.ministry@ashoka.edu.in">cwb.ministry@ashoka.edu.in</a> +91 99907 37033; +91 6264 977 300
<b>Minister</b>	Cultural Affairs: Shreya Shreya (UG22)
<b>What we do</b>	Seek to build, maintain and encourage a vibrant campus culture, through hosting campus-wide events and other initiatives, as well as liaising with clubs and societies. Contact us if you have any requests for festival celebrations, events, a possible collaboration, or require information regarding the logistics of events.
<b>Contact</b>	<a href="mailto:culturalministry@ashoka.edu.in">culturalministry@ashoka.edu.in</a> +91 6203 546 670

Minister	Environment: Manasi Narula (UG23)
What we do	Work towards creating a more environmentally sustainable campus. Contact us if you have any concerns or questions regarding environmental infrastructure or any initiatives you would like us to undertake.
Contact	<a href="mailto:environmentministry@ashoka.edu.in">environmentministry@ashoka.edu.in</a> +91 96110 93839
Minister	Finance: Mehak Puri (UG22)
What we do	Handle the finances of the Student Government. Contact us if you wish to submit a petition to the SG to conduct a specific expenditure from our budget.
Contact	<a href="mailto:finance.ministry@ashoka.edu.in">finance.ministry@ashoka.edu.in</a> +91 97179 72927
Minister	Parliamentary Affairs: Aakangsha Dutta (UG23)
What we do	Manage the HOR's proceedings, record-keeping, formal communication, student engagement, and information collection. Contact us if you wish to seek any documents/records or suggest an agenda for House meetings.
Contact	<a href="mailto:parliamentaryaffairs@ashoka.edu.in">parliamentaryaffairs@ashoka.edu.in</a> +91 7896000668
Minister	Sports: Rohan Manoj (UG22)
What we do	Maintain sports facilities, organize sports events and help sports teams with logistics. Contact us about any problems with sports facilities on campus or class attendance and logistics while representing Ashoka University at inter-collegiate tournaments.
Contact	<a href="mailto:sports.ministry@ashoka.edu.in">sports.ministry@ashoka.edu.in</a> +91 98402 99106
Minister	Technology: Tanvi Roy (UG22)
What we do	Ensure and maintain an efficient and secure technology infrastructure and provide technological solutions to improve campus and academic life. Contact us if you wish to seek spare electronic devices or share problems/queries regarding the WiFi or other aspects of our technology infrastructure.
Contact	<a href="mailto:technology.ministry@ashoka.edu.in">technology.ministry@ashoka.edu.in</a> +91 70199 90920



## Ashoka University Student Government (2021-22)



**Ruhaan Shah**  
(UG23)  
*(President)*



**Advait Jayakumar**  
(UG22)  
*(Leader of Opposition)*  
*(Campus Life Minister)*



**Rhea**  
(UG23)  
*(Member of the House)*



**Rivan Sengupta**  
(UG23)  
*(Member of the House)*



**Rochan Mohapatra**  
(UG23)  
*(Member of the House)*



**Rohan Manoj**  
(UG22)  
*(Member of the House)*  
*(Sports Minister)*



**Sharanya Narayanan**  
(UG22)  
*(Member of the House)*



**Saina Suri**  
(UG23)  
*(Member of the House)*



**Taera Shapoorjee**  
(UG21)  
*(Member of the House)*



**Yasashvi Paarakh**  
(UG23)  
*(Minister of Academic Affairs)*



**Shreya Shreya**  
(UG22)  
*(Cultural Minister)*



**Mehak Puri**  
(UG22)  
*(Finance Minister)*



**Manasi Narula**  
(UG22)  
*(Environment Minister)*



**Aakangsha Dutta**  
(UG23)  
*(Minister of Parliamentary Affairs)*



**Tanvi Roy**  
(UG22)  
*(Technology Minister)*

## **Clubs & Societies**

At Ashoka University, we believe that teaching and learning is not confined to the classroom, and when it comes to extra-curricular activities, Ashokans have no dearth of options. With an ever increasing number of clubs and societies, you are sure to find opportunities to explore diverse interests and bond together, stimulate minds, hone and discover passions, find a creative outlet or simply have fun! With an open-to-all membership structure, our clubs and societies welcome amateurs, professionals and everyone in between!

CLUB/SOCIETY	OBJECTIVE
Abhinaya Email : <a href="mailto:dancesociety@ashoka.edu.in">dancesociety@ashoka.edu.in</a> Founding Year : 2014	Establish and create a more sustainable and steady dance environment on the Ashoka University campus, which includes goals like representing Ashoka University in various college fests, expanding the team and holding dance events, workshops and classes on campus. The ultimate goal is to create and explore new ideas and ways of presenting the art form.
Allure : The Fashion Club Email : <a href="mailto:allure@ashoka.edu.in">allure@ashoka.edu.in</a> Founding Year : 2019	To help break the many stereotypes around fashion and outward appearances. Focusing on bringing together people who show passion towards fashion, and is blind to any kind of fads or set standards of body image or gender roles.
Ashoka Consulting Club Email : <a href="mailto:consulting@ashoka.edu.in">consulting@ashoka.edu.in</a> Founding Year : 2017	Aims to bring together bright and dedicated students from diverse majors, in order to develop a problem solving mind-set, compete at case study competitions, crack consulting interviews and hone skills like structured thinking, logical reasoning and communicating effectively.
Ashoka Cycling Club Email : <a href="mailto:ashokacyclingclub@ashoka.edu.in">ashokacyclingclub@ashoka.edu.in</a> Founding Year : 2018	Create a culture of mutual support and celebration through cycling, with activities stretching from cycling for beginners to multi-day expeditions and preventative maintenance to larger restoration projects. The central pillar is the spirit of sharing the love of everything related to cycling, which also helps engage with the surrounding area, along with each other, bursting the bubble of the Ashoka University campus. Also help self-engagement by getting out of one's comfort zone.
Ashoka Debating Union Email : <a href="mailto:debating@ashoka.edu.in">debating@ashoka.edu.in</a> Founding Year : 2015	Create a culture of organised debating at Ashoka University.
Ashoka Farm Fresh: The Kitchen Gardening Club Email : <a href="mailto:farmfresh@ashoka.edu.in">farmfresh@ashoka.edu.in</a> Founding Year : 2018	Actively grow organic vegetables and host events to distribute the produce on campus.

CLUB/SOCIETY	OBJECTIVE
Ashoka Investments Club Email : <a href="mailto:investmentsclub@ashoka.edu.in">investmentsclub@ashoka.edu.in</a> Founding Year : 2017	Comprises of finance enthusiasts who aim to foster fundamental skills in the domain of investment management and finance through company analysis, stock presentations, industry expert meetings and job mentoring.
Ashoka MUN Email : <a href="mailto:ashoka.mun@ashoka.edu.in">ashoka.mun@ashoka.edu.in</a> Founding Year : 2018	Propagate a Model United Nations culture on campus by taking part in simulated UN conferences in various educational institutions
Ashoka Students Behavioural Insights Team (in collaboration with CSIP) Email : <a href="mailto:abit@ashoka.edu.in">abit@ashoka.edu.in</a> Founding Year : 2020	India's first student led Behavioural Insights Team, committed to promoting and practicing Behavioural Science at Ashoka University and more recently remotely.
Ashoka University International Students Association (AUISA) Email : <a href="mailto:auisa@ashoka.edu.in">auisa@ashoka.edu.in</a> Founding Year : 2016	Enhance the liberal arts experience for all students by promoting multicultural learning and global engagement. Work towards the welfare of students who cross international borders to be at Ashoka University. Foster a sense of community, especially with our host country, in the spirit of inclusivity.
Caperture Email : <a href="mailto:caperture@ashoka.edu.in">caperture@ashoka.edu.in</a> Founding Year : 2017	Create and fuel an enriching culture of photography at Ashoka University.
Eesh-to: The Board Gaming Society Email : <a href="mailto:eeshto@ashoka.edu.in">eeshto@ashoka.edu.in</a> Founding Year : 2018	Develop a board gaming culture on campus, which facilitates learning various subjects through board games.
Enactus, Ashoka University Email : <a href="mailto:enactus@ashoka.edu.in">enactus@ashoka.edu.in</a> Founding Year : 2017	An international non-profit organisation, which provides students with the opportunity to engage in community development projects. Aims to create and establish sustainable business projects to generate effective employment opportunities, uproot prevalent social issues and contribute towards the Sustainable Development Goals.
Entrepreneurship Network of Ashoka Email : <a href="mailto:ena@ashoka.edu.in">ena@ashoka.edu.in</a> Founding Year : 2018	Promote the spirit of entrepreneurship on campus and support on-campus start-ups and entrepreneurs.
French Club Email : <a href="mailto:janavi.sunilkothari_yif21@ashoka.edu.in">janavi.sunilkothari_yif21@ashoka.edu.in</a> <a href="mailto:isha.kumari_yif21@ashoka.edu.in">isha.kumari_yif21@ashoka.edu.in</a> Founding Year : 2020	Aims to introduce the enriching French language, culture, music, art and cuisine to the students of Ashoka University.

CLUB/SOCIETY	OBJECTIVE
<p>Hallyu : Korean Cultural Club            Email : <a href="mailto:hallyu@ashoka.edu.in">hallyu@ashoka.edu.in</a>            Founding Year : 2020</p>	<p>Our very own in-house club for all fans and non-fans of all things (South) Korean. Be it music, dance, shows, fashion, the language, or just about anything, you'll have a place in this club!</p>
<p>Her Campus Ashoka            Email : <a href="mailto:hcashoka@ashoka.edu.in">hcashoka@ashoka.edu.in</a>            Founding Year : 2017</p>	<p>A worldwide college journal for students, especially women, that is essentially a guide to college life.</p>
<p>Hindvi : The Hindi-Urdu Club            Email : <a href="mailto:hindiurdu@ashoka.edu.in">hindiurdu@ashoka.edu.in</a>            Founding Year : 2017</p>	<p>Foster and advance the culture of the Hindustani language and its art, literature, music and heritage on campus through open meetings, events and other forms of engagement.</p>
<p>Kalinga Magazine            Email : <a href="mailto:kalinga@ashoka.edu.in">kalinga@ashoka.edu.in</a>            Founding Year : 2018</p>	<p>A humour/satire magazine, commenting on all the little banalities of life on campus.</p>
<p>Kintsugi            Email : <a href="mailto:kintsugi@ashoka.edu.in">kintsugi@ashoka.edu.in</a>            Founding Year : 2018</p>	<p>Create and sustain a peer led on-campus engagement with topics of mental health, thereby building an environment that espouses a balanced and healthy lifestyle at Ashoka University. The goals are threefold – raising awareness about issues surrounding mental health, enabling peers to facilitate support, and providing a space to release stress – all in order to foster a healthier community at Ashoka University.</p>
<p>Lang-up            Email : <a href="mailto:aditi.tibarewal_ug22@ashoka.edu.in">aditi.tibarewal_ug22@ashoka.edu.in</a>                      <a href="mailto:nishka.mishra_ug22@ashoka.edu.in">nishka.mishra_ug22@ashoka.edu.in</a>            Founding Year : 2020</p>	<p>A community for all language learning enthusiasts to come together to learn new languages and enhance already known ones by developing a culture of peer-oriented learning.</p>
<p>Mad Batter: The Baking Club            Email : <a href="mailto:madbatter@ashoka.edu.in">madbatter@ashoka.edu.in</a>            Founding Year : 2018</p>	<p>Popularise the baking culture on campus, to develop various skills in relation to the art of baking and to hone people's talents and in order to provide a platform for people to share their passion for baking.</p>
<p>Meri Dastan            Email : <a href="mailto:meridastan@ashoka.edu.in">meridastan@ashoka.edu.in</a>            Founding Year : 2016</p>	<p>Promote the ancient art of storytelling and give people a safe space to share their life stories.</p>
<p>Navrang            Email : <a href="mailto:filmsoc@ashoka.edu.in">filmsoc@ashoka.edu.in</a>            Founding Year : 2016</p>	<p>Promote a culture of making, understanding and appreciating films on campus by providing opportunities for the student body to engage with a vast array of films through weekly screenings, numerous collaborations with academic and non-academic societies, discussions, talks and workshops. Also engage with the student body through the launching of multiple filmmaking projects which everyone can take part in.</p>

CLUB/SOCIETY	OBJECTIVE
<p>Neev            Email : <a href="mailto:neev@ashoka.edu.in">neev@ashoka.edu.in</a>            Founding Year : 2014</p>	<p>A community engagement club run by students at Ashoka University. The emphasis on ‘engagement’ and not ‘service’ is a deliberate: any interaction with the community in which Ashoka University is located is to be collaborative and is to strive for creating a space for engagement between Ashoka University and its immediate surroundings.</p>
<p>Odyssey            Email : <a href="mailto:odyssey@ashoka.edu.in">odyssey@ashoka.edu.in</a>            Founding Year : 2018</p>	<p>Provide a holistic view and knowledge of the world to the students through trips, excursions, treks as well as events and talks. Engage in responsible traveling and learn about the history, geography, and sociology of the places and their people. Houses – Himgiri and Club Atlas</p>
<p>Orators – Public Speaking Club            Email : <a href="mailto:ayush.agarwali_ug22@ashoka.edu.in">ayush.agarwali_ug22@ashoka.edu.in</a>  <a href="mailto:aarya.jhaveri_ug22@ashoka.edu.in">aarya.jhaveri_ug22@ashoka.edu.in</a>  <a href="mailto:mehak.sanghera_ug22@ashoka.edu.in">mehak.sanghera_ug22@ashoka.edu.in</a>            Founding Year : 2020</p>	<p>Aims to foster public speaking skills amongst the students of Ashoka University and provide them a safe space to practice and learn through valuable feedback. Peer mentoring is a crucial aspect of the club. We aim to become better public speakers and grow as a community.</p>
<p>Pawsitive            Email : <a href="mailto:pawsitive@ashoka.edu.in">pawsitive@ashoka.edu.in</a>            Founding Year : 2018</p>	<p>Actively engage with the animals living outside campus and work for their welfare. Strive to create a culture on campus where human beings are at the least comfortable around them and can experience the unconditional love every animal brings with him/her.</p>
<p>R3SPAWN            Email : <a href="mailto:respawn@ashoka.edu.in">respawn@ashoka.edu.in</a>            Founding Year : 2018</p>	<p>Foster and promote a culture of video-gaming on campus through friendly competition.</p>
<p>Red Brick Words            Email : <a href="mailto:poetry@ashoka.edu.in">poetry@ashoka.edu.in</a>            Founding Year : 2015</p>	<p>Provide a platform at Ashoka University where students explore and appreciate spoken word poetry, are encouraged to write in various forms and learn how to translate it into performance. Aim for writers to develop their craft and understand the importance of feedback and revision in order to create effective pieces of both written and performance art.</p>
<p>Ricochet            Email : <a href="mailto:ricochet@ashoka.edu.in">ricochet@ashoka.edu.in</a>            Founding Year : 2016</p>	<p>Bring together a group of dedicated individuals to document and curate Ashoka University’s annual yearbook.</p>
<p>Ruhi            Email : <a href="mailto:ruhi@ashoka.edu.in">ruhi@ashoka.edu.in</a>            Founding Year : 2017</p>	<p>Teach the support staff on campus English, so that they realise their full potential and aspire higher, while being an opportunity for the support staff to interact and form a deep bond with the student body, who they tirelessly take care off.</p>

CLUB/SOCIETY	OBJECTIVE
<p>Sandhi            Email : <a href="mailto:sandhi@ashoka.edu.in">sandhi@ashoka.edu.in</a>            Founding Year : 2017</p>	<p>Create a space to foster engagement with the various languages spoken on campus, and with the ontological, epistemological, political and socio-cultural aspects of language.</p>
<p>Sckuro – The Graphic Narrative Club            Email : <a href="mailto:sckuro@ashoka.edu.in">sckuro@ashoka.edu.in</a>            Founding Year : 2020</p>	<p>Develop a graphic narrative culture on campus, which integrate diverse elements such as comic, manga, literature, and doodle saga!</p>
<p>Siyahi            Email : <a href="mailto:art.society@ashoka.edu.in">art.society@ashoka.edu.in</a>            Founding Year : 2016</p>	<p>Expand art culture on campus through various events accessible to everyone, multi-modal art installations, and collaborations with other clubs and societies.</p>
<p>Sports Enthusiast Club  <i>(under Sports &amp; Exercise Office)</i>            Email : <a href="mailto:sec@ashoka.edu.in">sec@ashoka.edu.in</a>            Founding Year : 2019</p>	<p>Aims to create a sporting culture with everyone on campus, giving multiple opportunities to participate in various sporting events, be it competitive or for fun. We embrace the people that put their hearts into sports and welcome you to be a part of this community!</p>
<p>The Anime Club            Email : <a href="mailto:anime@ashoka.edu.in">anime@ashoka.edu.in</a>            Founding Year : 2016</p>	<p>Bring together a community of Ashokans who enjoy and/or are curious about Japanese animation, known as ‘anime’. Foster a space to appreciate all kinds of anime and anime-inspired works created by famous names and independent creators alike: from feature films to television shows and specials.</p>
<p>The Comic Relief            Email : <a href="mailto:thecomicroelief@ashoka.edu.in">thecomicroelief@ashoka.edu.in</a>            Founding Year : 2017</p>	<p>Provide comic relief to any and all Ashokans who want to unwind and have a stress free time after in the midst of intensive academics, heated discussions and charged debates.</p>
<p>The Edict            Email : <a href="mailto:edict@ashoka.edu.in">edict@ashoka.edu.in</a>            Founding Year : 2015</p>	<p>Ashoka University’s student run online newspaper.</p>
<p>The Feminist Collective            Email : <a href="mailto:feministcollective@ashoka.edu.in">feministcollective@ashoka.edu.in</a>            Founding Year : 2018</p>	<p>Facilitate discussions on feminism and gender on campus, create a safe space for people to talk freely, share experiences, and foster a sense of solidarity. This is to be operationalised by holding creative events that generate awareness about sexism and the various intersectionalities of the Indian feminist movement.</p>
<p>The Northeast Collective            Email : <a href="mailto:northeastcollective@ashoka.edu.in">northeastcollective@ashoka.edu.in</a>            Founding Year : 2020</p>	<p>Aims to provide a space for members of the Ashoka University community who are from the Northeast or have roots there. We organize events to promote appreciation of culture, history, and diversity of the region, and spread awareness about the socio-political realities of various parts of the Northeast.</p>

CLUB/SOCIETY	OBJECTIVE
<p>The Quizzing Society            Email : <a href="mailto:quizsoc@ashoka.edu.in">quizsoc@ashoka.edu.in</a>            Founding Year : 2016</p>	<p>Foster a culture of quizzing on campus.</p>
<p>The Rotaract Club            Email : <a href="mailto:rotaract@ashoka.edu.in">rotaract@ashoka.edu.in</a>            Founding Year : 2015</p>	<p>Work towards serving the community and promoting stronger relations between people from all over the country and the world, while developing professional and leadership skills.</p>
<p>Ashoka University Queer Collective            Email : <a href="mailto:auqc@ashoka.edu.in">auqc@ashoka.edu.in</a>            Founding Year : 2018</p>	<p>Foster community engagement and facilitate conversations about gender and sexuality, all the while ensuring that queerness is celebrated. The central aim is community building and both solidarity and visibility for and amongst the Queers who live on campus, especially the ones for whom the socio-cultural impacts of homophobia have been massive. The goals include but are not limited to integration of new Ashokans, sensitization about queer identities, active engagement with the slippery slopes of sexuality and peer support for queers on campus.</p>
<p>Vistaar            Email : <a href="mailto:vistaar@ashoka.edu.in">vistaar@ashoka.edu.in</a>            Founding Year : 2015</p>	<p>Create an inclusive, collaborative and accessible community for music, regardless of one's interests or skill levels. The objective is to foster growth - musical, professional and personal - for everyone involved in the process. Aim to consistently facilitate access to musical avenues, inspire creativity, and foster a sense of community, while being rooted in ideals of professionalism, meticulousness and a people-centric work environment.</p>
<p>WireByte            Email : <a href="mailto:wirebyte@ashoka.edu.in">wirebyte@ashoka.edu.in</a>            Founding Year : 2019</p>	<p>To introduce the student body to physical computing, hardware, electronics and get them excited about hardware, build and exhibit projects.</p>

**Annexure - I**  
**Ashoka University**  
**Prevention, Prohibition and Redressal**  
**of Sexual Harassment Rules**

# **Ashoka University (Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students) Rules 2016**

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### **Preamble**

Ashoka University has framed and implemented the Ashoka University Policy against Sexual Harassment Rules in order to prevent and prohibit all forms of sexual harassment in the university campus and other connected places.

Meanwhile, University Grants Commission has issued the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of all sexes, men women & transgenders and Students in Higher Educational Institutions) Regulations, 2015 which has come into force with effect from May 2, 2016. (Appendix). Under the above Regulations all Higher Educational Institutions including Ashoka University have to adopt and modify their existing rules in consonance with the above Regulations.

Therefore, in compliance with the above Regulations, Ashoka University has framed the Ashoka University (Prevention, prohibition and redressal of sexual harassment of employees and students) Rules, 2016.

#### **1. Short title and commencement**

- (a) These Rules may be called Ashoka University (Prevention, prohibition and redressal of sexual harassment of employees and students) Rules, 2016.
- (b) They shall come into force immediately.

## 2. Definitions:

In these Rules, unless the context otherwise requires: -

- (a) “Aggrieved party” means in relation to the work place, a person of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
- (b) “Act” means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
- (c) “Campus” means the location or the land on which the University and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, park-like settings and other amenities like health centres, canteens, bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the University including transportation provided for the purpose of commuting to and from the University, the locations outside the University on field trips, internships, study tours, excursions, short-term placements, places used for campus, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or student of the University;
- (d) “Commission” means the University Grants Commission established under Section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) “Covered individuals” are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or fellow student or guardian of the offended person;
- (f) “Employee” means a person as defined in the Act, and also includes, for the purpose of these Rules trainees, apprentices (or called by any other name) interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) “Executive Authority” means the Vice-Chancellor of the University;
- (h) “Internal Complaints Committee” (ICC) means Internal Complaints Committee constituted under sub rule (1) of Rule 4 of these rules.
- (i) “Protected activity” includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or litigation;
- (j) “Regulations” means University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015
- (k) “Sexual harassment” means
  - (i) An unwanted conduct with sexual undertones if it occurs or which

is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-

- (a) any unwelcome physical, verbal or non-verbal conduct of sexual nature;
  - (b) demand or request for sexual favours;
  - (c) making sexually coloured remarks;
  - (d) physical contacts and advances; or
  - (e) showing pornography.
- (ii) Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones –
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
  - (b) implied or explicit threat of detrimental treatment in the conduct of work
  - (c) implied or explicit threat about the present or future status of the person concerned;
  - (d) creating an intimidating offensive or hostile learning environment;
  - (e) malicious intent, defined as as a false allegation with the purpose of defaming orcausing harm;
  - (f) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned.
- (l) “Student” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programme in the University
- Provided that a student who is in the process of taking admission in the University’s campus, although not yet admitted, shall be treated, for the purposes of these rules, as a student of the University when any incident of sexual harassment takes place against such student in the University;
- Provided that a student who is a participant in any of the activities in the University though enrolled in another university as a student shall be treated, for the purpose of these Rules, as a student of the University when any incident of sexual harassment takes place against such student in the University;
- (m) “Third Party Harassment” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the University, but a visitor to the University in some other capacity or for some other purpose or reason;

- (n) “The University” means Ashoka University
- (o) “Victimization” means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (p) “Work place” means the campus of the University including –
  - (a) any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the University;
  - (b) any sports institute stadium, sports complex or competition or game venue, whether residential or not used for training, sports or other activities relating to the University
  - (c) any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in the University.
- (q) “Retaliation” means engaging in conduct that may reasonably be perceived to
  - (a) adversely affect a person’s educational, living or work environment because of their participation in the reporting and investigation of a violation; or
  - (b) Actively discourage or coerce a person from making a report or participating in an investigation under the rules.

### **3. Responsibilities of the University:**

The responsibilities of the University shall be as prescribed under the Regulation No. 3 of the Regulations.

### **4. Grievance Support mechanism:**

The Vice Chancellor shall nominate a Support Group, which will meet both complainants and respondents in an informal manner to give clarifications or advice on the course of action open to them in matters pertaining to sexual harassment. However, the advice or clarifications the Support Group may give will not be binding either on the complainant, respondent or CASH. The Support Group shall be made up of senior employees involved in the Office of Student Life, Young India Fellowship, and the Director, Ashoka Centre for Well Being. The ICC Chair may recommend to the Vice-Chancellor an ex-student member of the ICC for nomination to the Support Group.

The Support Group will be familiar with ICC guidelines and a working knowledge of the legal framework in which these guidelines operate.

Provided that framing the complaint and formally registering it with CASH will be the individual’s own responsibility as will be the respondent’s written reply to a complaint made against them.

Provided that there is no obligation to consult the Support Group and a complaint can be lodged directly with ICC without first consulting a member of the Support Group. The same applies to respondents who wish to bypass the Support Group and reply directly to the ICC. The Support Group cannot be called as witness in any hearing of the ICC.

## **5. Grievance Redressal Mechanism:**

- (1) The Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:
  - (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor) at the University, nominated by the Executive Authority;  
  
Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2 (o) of the Act. Provided further that in case the other offices or administrative units of work place do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;
  - (b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, elected by the faculty and by non-teaching employees respectively;
  - (c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's and research scholar levels respectively, elected through transparent democratic procedure. The undergraduate student members of the ICC shall be elected before the end of the Spring semester. They shall replace incumbent undergraduate student members of the ICC at the beginning of the Monsoon semester;
  - (d) One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
- (2) At least one-half of the total members of the ICC shall be women.
- (3) Persons in senior administrative positions in the university, such as Vice-Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICC in order to ensure autonomy of their functioning.
- (4) The term of office of the members of the ICC will be for a period of three years. Provided one-third of the members of ICC may change every year.
- (5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the ICC, by the Executive Authority as may be prescribed.

- (6) Where the Presiding Officer or any member of the ICC:
- (a) contravenes provisions of Section 16 of the Act; or
  - (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against them; or
  - (c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against them; or
  - (d) has so abused their position as to render their continuance in office prejudicial to the public interest, Such Presiding Officer or Member, as the case may be, shall be removed from ICC and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this Rule.

**6. Responsibilities of Internal Complaints Committee (ICC) – The ICC shall:**

- (a) provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

The jurisdiction of the ICC will be restricted to instances of offences in the nature of sexual harassment and not against infractions of any other rules.

**7. The process for making complaint and conducting Inquiry: -** The ICC shall comply with the procedure prescribed in these Rule and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The University shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

**8. Process of making complaint of sexual harassment: -**

- (1). An aggrieved person shall submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the last incident. The email address for such complaints is cash@ashoka.edu.in.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the ICC shall render all reasonable assistance to the person for making the complaint in writing;

Provided further that the ICC may, for reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.

(2) Friends, relatives, colleagues, co-students, psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

#### **9. Process of conducting inquiry: -**

- (1) the ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- (2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- (3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the University. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- (4) The Executive Authority of the University shall act on the recommendations of the ICC within a period of thirty days from the receipt of the inquiry report, unless an appeal against the finding is filed within that time by either party.
- (5) An appeal against the findings or/recommendations of the ICC may be filed by either party before the Executive Authority of the University within a period of thirty days from the date of the recommendations.
- (6) If the Executive Authority of the University decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the University shall proceed only after considering the reply or hearing the aggrieved person.
- (7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The University shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- (8) The identities of the aggrieved party or victim or the witnesses or the offender shall not be made public or kept in the public domain.

**10. Interim redressal: - The University may,**

- (a) transfer the complainant or the respondent to another section or department to minimize the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into campus;
- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment.

**11. Punishment and compensation: -**

- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the University, if the offender is an employee.
- (2) Where the respondent is a student, depending upon the severity of the offence, the University may -
  - (a) withhold privileges of the student such as access to library, auditoria, halls of residence, transportation, scholarships, allowances, and identity cards;
  - (b) suspend or restrict entry into campus for a specific period;
  - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
  - (d) award reformatory punishments like mandatory counselling and/or, performance of community services.

If the respondent is a repeated offender, the University shall take cognizance of this in deciding on the nature and quantum of punishment.

- (3) The aggrieved person is entitled to the payment of compensation. The University shall issue direction for payment of compensation recommended by the ICC and accepted the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of –
  - (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
  - (b) the loss of career opportunity due to the incident of sexual harassment;
  - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
  - (d) the income and status of the alleged perpetrator and victim; and
  - (e) the feasibility of such payment in lump sum or in installments.

- 12. Action against frivolous complaint:** - If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-rule (1) of rule 10, if the complainant is an employee and as per sub-rule (2) of that Rule, if the complainant is a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.
- 13. Amendments:** - These Rules may be revised and amended from time to time on the basis of court judgements and revision in other applicable laws, rules and regulations. Rules may also be amended through feedback and suggestions from members of Ashoka University. As and when amendments are made, all members of the Ashoka community will be informed.

**Repeals and savings:**

- (1) The existing Ashoka University Policy against Sexual Harassment Rules is hereby repealed.
- (2) In spite of such repeal any action already initiated and punishment imposed under the repealed rules shall be valid.

**APPENDIX**

**University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015**



# भारत का राजपत्र

## The Gazette of India

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(विश्वविद्यालय अनुदान आयोग)

अधिसूचना

नई दिल्ली, 2 मई, 2016

विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम 2015

मि. सं. 91-1/2013 (टी. एफ. जी. एस.—विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) जिसे उक्त अधिनियम के अनुच्छेद 20 के उप-अनुच्छेद (1) से संयुक्त रूप से पढ़ा जाए उस अधिनियम 26 के अनुच्छेद (1) की धारा (जी) द्वारा प्रदत्त अधिकारों के क्रियान्वयन अनुसार विश्वविद्यालय अनुदान आयोग एतद्वारा निम्न विनियम निर्मित कर रहा है, नामतः :-

- लघु शीर्ष, अनुप्रयोग एवं समारम्भ:- (1) ये विनियम विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम, 2015 कहलाएंगे।  
(2) ये विनियम भास्त्र वर्ष में सभी उच्चतर शैक्षिक संस्थानों पर लागू होंगे।  
(3) सरकारी राजपत्र में उनके प्रकाशन की तिथि से वे लागू माने जाएंगे।
- परिभाषाएँ:- इन विनियमों में—बशर्ते विधयवस्तु के अन्तर्गत कुछ अन्यथा जरूरी है:-  
(अ) "पीड़ित महिला" से अर्थ है किसी भी आयु वर्ग की एक ऐसी महिला—चाहे वह रोज़गार में है या नहीं, किसी कार्य स्थल में कथित तौर से प्रतिवादी द्वारा कोई लैंगिक प्रताड़ना के कार्य का शिकार बनी है;  
(ब) "अधिनियम" से अर्थ है कार्य स्थल में महिलाओं का लैंगिक उत्पीड़न (निराकरण, निषेध एवं समाधान) अधिनियम, 2013 (2013 का 14);  
(स) "परिसर" का अर्थ उस स्थान अथवा भूमि से है जहाँ पर उच्चतर शैक्षिक संस्थान तथा इसकी संबद्ध संस्थागत सुविधाएँ जैसे पुस्तकालय, प्रयोगशालाएँ, लेब्ररी हॉल, आवास, हॉल, शांतालय, छात्र केन्द्र, छात्रावास, मोजन कक्षों, स्टेडियम, वाहन पड़ाव स्थल, उपवनो जैसे स्थल तथा अन्य कुछ सुविधाएँ जैसे स्वास्थ्य केन्द्र, कैंटीन, बैंक पटल इत्यादि स्थित हैं तथा जिसमें छात्रों द्वारा उच्चशिक्षा के छात्र के रूप में दौरा किया जाता हो—जिस में वह परिवहन शामिल है जो उन्हें उस संस्थान से आने जाने के लिए, उस संस्थान के अलावा क्षेत्रीय भ्रमण हेतु

- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केन्द्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुशंसा करना;
- (एच) यदि वह किसी राज्य अधिनियम के अन्तर्गत स्थापित अथवा नियमित विश्वविद्यालय है तो उसके इस स्तर को आहरित करने के लिए उपयुक्त राज्य सरकार को सिफारिश करना;
- (आई) जैसे कि विश्वविद्यालय अनुदान आयोग अधिनियम 1956 के अन्तर्गत प्रावधान किया जाना हो तदनुसार अपने अधिकारों के अनुसार यथोचित रूप से ऐसी समयावधि के लिए दण्ड प्रदान कर सकता है जिस समय तक वह संस्थान इन विनियमों में निर्धारित प्रावधानों का अनुपालन नहीं करता है;
- (जे) इन विनियमों के अन्तर्गत आयोग द्वारा उस समय तक कार्रवाई नहीं की जाएगी जब तक कि संस्थान को अपना पक्ष प्रस्तुत करने के लिए प्रदत्त सुअवसर के आधार पर उनकी सुनवाई कर ली गई हो;

[विज्ञापन—III/4/असा/53]

जसपाल एस. संघु, सचिव, यूजीसी

## MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(University Grants Commission)

### NOTIFICATION

New Delhi, the 2nd May, 2016

#### University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015

**No. F. 91-1/2013(TFGS).**—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:-

1. **Short title, application and commencement.**—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
  - (2) They shall apply to all higher educational institutions in India.
  - (3) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—In these regulations, unless the context otherwise requires,-
  - (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
  - (b) "Act" means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
  - (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;

- (d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;
- Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means-
- (i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:-
- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
  - (b) demand or request for sexual favours;
  - (c) making sexually coloured remarks
  - (d) physical contact and advances; or
  - (e) showing pornography"
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
  - (b) implied or explicit threat of detrimental treatment in the conduct of work;
  - (c) implied or explicit threat about the present or future status of the person concerned;
  - (d) creating an intimidating offensive or hostile learning environment;
  - (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

- (l) “student” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI;  
 Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;  
 Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;
- (m) “third Party Harassment” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;
- (n) “victimisation” means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (o) “workplace” means the campus of a HEI including-
- Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
  - Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
  - Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.

### 3. Responsibilities of the Higher Educational Institution- (1) Every HEI shall,-

- Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- publicly commit itself to a zero tolerance policy towards sexual harassment;
- reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual

harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;

Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- (j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;
- (l) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- (o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

**3.2 Supportive measures.—**(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.

(5) All HEIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.

(6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.

(7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.

(8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.

(9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.

(10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.

(11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.

(12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.

(13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.

(14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.

(15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.

(16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

**4. Grievance redressal mechanism.**—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(o);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;”

- (b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
- (c) Three students, **if the matter involves students**, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- (d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
- (2) At least one-half of the total members of the ICC shall be women.
- (3) Persons in senior administrative positions in the HEI, such as Vice- Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- (4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one-third of the members of the ICC may change every year.
- (5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.
- (6) Where the Presiding Officer or any member of the Internal Committee:
- contravenes the provisions of section 16 of the Act; or
  - has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
  - he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
  - has so abused his position as to render his continuance in office prejudicial to the public interest,
- such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.”

5. **Responsibilities of Internal Complaints Committee (ICC)** - The Internal Complaints Committee shall:
- provide assistance if an employee or a student chooses to file a complaint with the police;

- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

**6. The process for making complaint and conducting Inquiry** – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

**7. Process of making complaint of sexual harassment** - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing:

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period."

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

**8. Process of conducting Inquiry-** (1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the

case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

9. **Interim redressal-**The HEI may,

- (a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

**10. Punishment and compensation-** (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-

- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
  - (b) suspend or restrict entry into the campus for a specific period;
  - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
  - (d) award reformatory punishments like mandatory counselling and, or, performance of community services,
- (3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
  - (b) the loss of career opportunity due to the incident of sexual harassment;
  - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
  - (d) the income and status of the alleged perpetrator and victim; and
  - (e) the feasibility of such payment in lump sum or in instalments.

**11. Action against frivolous complaint.**—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2)

of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

**12. Consequences of non-compliance.**—(1) The Commission shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice: -

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956.
  - (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
  - (c) withholding any grant allocated to the institution;
  - (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
  - (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
  - (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
  - (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;
  - (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.
  - (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

[Advt.-III/4/Exty./53]

JASPAL S. SANDHU, Secy. UGC

**Annexure - II**

**UGC Regulation on  
Curbing the Menace of Ragging  
in Higher Educational Institutions**



# भारत का राजपत्र

## The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 101]

नई दिल्ली, शनिवार, मार्च 29, 2014/ चैत्र 8, 1936

No. 101]

NEW DELHI, SATURDAY, MARCH 29, 2014/CHAITRA 8, 1936

विश्वविद्यालय अनुदान आयोग

अधिसूचना

नई दिल्ली, 25 दिसम्बर, 2013

मि.सं. 15-3/2013 (ए.आर.सी.) पार्ट—III.—विश्वविद्यालय अनुदान आयोग अधिनियम, (1956) (3-1956) की धारा (ग) के उप-अनुच्छेद (I) के अनुच्छेद 28 में प्रदत्त अधिकारों के क्रियान्वयन के अनुसार विश्वविद्यालय अनुदान आयोग एतद्वारा निम्न विनियम सृजन करता है, नामतः—

- (1) यह विनियम "उच्चतर शैक्षिक संस्थानों" में रैगिंग के जोखिम के निराकरण (द्वितीय संशोधन) विनियम 2013 कहलायेंगे।
- (2) इन विनियमों के अनुलग्नकों—I एवं II के अंतर्गत रैगिंग के जोखिम पर नियंत्रण के विश्वविद्यालय अनुदान आयोग विनियम 2009 (जो आगे से प्रमुख विनियम के रूप में जाने जाएँगे) इनमें सम्मिलित निम्न वाक्यों का विलोपन किया जाएगा:—  
"सत्यनिष्ठापूर्वक पुष्टि की गई एवं इस पत्र की विषयवस्तु को पढ़कर इस (दिन) ..... (माह)..... (वर्ष) को मेरी उपस्थिति में हस्ताक्षरित किया गया।

शपथ आयुक्त

उपमन्त्रु बसु, सचिव

[ विज्ञापन—III/4/असा./113/13 ]

पाद टिप्पणी:— प्रमुख विनियमों को भारत के राजपत्र में अधिसूचना सं. 27 दिनांक 07.07.2009 में प्रकाशित किया गया था।

## UNIVERSITY GRANTS COMMISSION

## NOTIFICATION

New Delhi, the 25th December, 2013

No. F. 15-3/2013 (ARC) Pt. III.—In exercise of powers conferred under clause (g) of sub-section (1) of section 26 of the University Grants Commission Act 1956 (3 of 1956), the University Grants Commission hereby makes the following regulations, namely:-

- (1) These regulations may be called the “curbing the Menace of Ragging in Higher Educational Institutions (second Amendment) Regulations, 2013”.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. In UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter referred to as the Principal regulations), in the Annexure-I and II of the regulations, the sentences containing the following shall be deleted:

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

OATH COMMISSIONER”

UPAMANYU BASU, Secy.

[ ADVT. III/4/Exty./113/13]

Foot Note: The principal Regulations were published in the Gazette of India, vide notification number 27 dated 04.07.2009.

## ANNEXURE-I

UNDERTAKING BY THE STUDENT

I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. , having been admitted to (name of the institution) , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

- (2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- (3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- (4) I hereby solemnly aver and undertake that
  - (a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

- (5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- (6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

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

\_\_\_\_\_  
Signature of deponent  
Name:

#### VERIFICATION

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

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

\_\_\_\_\_  
Signature of deponent  
Name:

#### ANNEXURE-II

#### UNDERTAKING BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of, (full name of student with admission / registration/enrolment number) \_\_\_\_\_, having been admitted to \_\_\_\_\_ (name of the Institution) \_\_\_\_\_, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations."

- (2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- (3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- (4) I hereby solemnly aver and undertake that
- (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- (5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

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

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

Signature of deponent

Name:

Address:

Telephone/Mobile No.:

#### VERIFICATION

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

Verified at (Place) on this the (day) of (month) (year).

Signature of deponent

Name:

## University Grants Commission

No. F. 15-3/2012 (ARC)

8 October, 2012

In exercise of powers conferred under clause (g) of sub-section (1) of section 26 of the University Grants Commission Act 1956 (3 of 1956) the, University Grants Commission here by makes the following regulations, namely:-

- (1) These regulations may be called the “curbing the Menace of Ragging in Higher Educational Institutions (Amendment) Regulations, 2012.”
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. In UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter referred to as the Principal regulations), in regulation 1, in sub-regulation 1.1, for the letters and words “UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions”, the words “Curbing the Menace of Ragging in Higher Educational Institutions Regulations” shall be substituted.

3. In the principal regulations, in regulation 8,

- (a) In sub-regulation 8.1, in clause (f), for the words “Central Government”, the words “University Grants Commission” shall be substituted;
- (b) In sub-regulation 8.2, in clause (f), for the words, brackets, letter and figures “clause (g) of regulation 8.1”, the words, brackets, letter and figures “clause (f) of Regulation 8.1” shall be substituted.

**Foot Note:** The principal Regulations were published in the Gazette of India, vide notification number 27 dated 04.07.2009.

(N. Adil Kazmi)  
Secretary

**UNIVERSITY GRANTS COMMISSION****NOTIFICATION**

New Delhi, the 29th June, 2016

**No. F. 1-15-/2009 (ARC).**—In exercise of powers conferred under clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby makes the following regulations namely:—

- (1) These regulations may be called “Curbing the menace of Ragging in Higher Educational Institutions (third amendment), Regulations, 2016.”
- (2) They shall come into force on the date of their publications in the Official Gazette.
2. In UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009 (herein-after referred to as the Principal regulations), in Para 3 the following shall be added after 3(i) under heading what constitutes Ragging.—
  - 3(j). Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Prof. JASPAL S. SANDHU, Secy. (UGC)

[ADV.T. III/4/Exty./149/(113)]

डॉ. देव स्वरूप  
Dr. Dev Swarup

संयुक्त सचिव  
Joint Secretary



दूरभाष PHONE कार्यालय OFF : 011-23231273

फैक्स FAX : 011-23231291

E-mail : dev@ugc.ac.in

विश्वविद्यालय अनुदान आयोग

बहादुर शाह ज़फर मार्ग,

नई दिल्ली-110 002 (भारत)

**UNIVERSITY GRANTS COMMISSION**

BAHADUR SHAH ZAFAR MARG

NEW DELHI-110 002 (INDIA)

No.F.1-16/ 2009(CPP-II)

September, 2009

Registered

All Universities

12 OCT 2009

**Subject: UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009.**

Sir,

In continuation to this office letter of even no. dated 7th July, 2009 on the above subject, I am enclosing a copy of the UGC Regulations on curbing the menace of ragging in educational institutions, 2009 published in the Gazette of India dt.4<sup>th</sup> July, 2009 in (i) English and (ii) Hindi विश्वविद्यालय अनुदान आयोग उच्चतर शिक्षण संस्थानों में रेगिंग निषेध से सम्बन्धित विश्वविद्यालय अनुदान आयोग के अधिनियम, 2009 for your information and necessary action.

The above regulations are mandatory and shall apply to all Universities established or incorporated by or under a Central Act, a Provincial Act or a State/Union Territory Act and all Institutions recognised by or affiliated to such Universities and all Institutions deemed to be Universities under Section (3) of the UGC Act, 1956 with effect from 4<sup>th</sup> July, 2009 i.e. the date of its Publication in the official Gazette.

It is requested that these regulations may please be brought to the notice of the Colleges affiliated to your Universities/Institution.

Yours faithfully,

(Dev Swarup)  
Joint Secretary

Encl: As above



o/c

Copy to:-

1. All States/ U.Ts Higher Education Secretaries (List attached).
2. The Secretary, Govt. of India/Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi-110001
3. Shri V. Umashankar, Director, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi-110001
4. The Secretary, Association of Indian Universities (AIU), 16, Comrade Inderjit Gupta Marg (Kotla), New Delhi-110002
5. All Professional Councils.
6. Ps to Chairman/Ps to Vcm/Ps to Secretary, UGC, New Delhi
7. JS (Web site) UGC for posting on UGC website.
8. All Regional Offices, UGC.
9. Guard file

*[Handwritten signature and date]*  
22/10/20

*[Handwritten signature]*

(V.K. Jaiswal)  
Deputy Secretary

20.10.200

O/c



# भारत का राजपत्र The Gazette of India

साप्ताहिक/WEEKLY

प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 27] नई दिल्ली, शनिवार, जुलाई 4—जुलाई 10, 2009 (आषाढ़ 13, 1931)

No. 27] NEW DELHI, SATURDAY, JULY 4—JULY 10, 2009 (ASADHA 13, 1931)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।  
(Separate paging is given to this Part in order that it may be filed as a separate compilation)

भाग III—खण्ड 4

[PART III—SECTION 4]

[सांविधिक निकायों द्वारा जारी की गई विविध अधिसूचनाएं जिसमें कि आदेश, विज्ञापन और सूचनाएं सम्मिलित हैं]

[Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices issued by Statutory Bodies]

कर्मचारी राज्य बीमा निगम

नई दिल्ली, दिनांक 9 जून 2009

सं. एन-15/13/14/8/2008-यो. व वि.--(2) कर्मचारी राज्य बीमा (सामान्य) विनियम-1950 के विनियम 95-क के साथ पठित कर्मचारी राज्य बीमा अधिनियम 1948, (1948 का 34) की धारा-46 (2) द्वारा प्रदत्त शक्तियों के अनुसरण में महानिदेशक ने 1 मई, 2009 ऐसी तारीख के रूप में निश्चित की है जिससे उक्त विनियम-95-क तथा तमिलनाडु कर्मचारी राज्य बीमा निगम-1954 में निर्दिष्ट चिकित्सा हितलाभ तमिलनाडु राज्य में निम्नलिखित क्षेत्रों में बीमांकित व्यक्तियों के परिवारों पर लागू किये जाएंगे. अर्थात्

केन्द्र

बढ़ते हुए निम्नलिखित क्षेत्र

उत्तमपालयम

जिला तेनी तालुक उत्तमपालयम के राजस्व गाँव

उत्तम पालयम तालुक जिला तेनी

उत्तमपालयम (दक्षिण), उत्तमपालयम (उत्तर), रायप्पनपट्टी, मल्लिंगपुरम्, कोहिलापुरम, कोम्बै (पूर्व), कोम्बै (पश्चिम) तथा हनुमंथन पट्टी।

आर. सी. शर्मा  
संयुक्त निदेशक (यो. एवं व.)

## संलग्नक -II

## माता-पिता/अभिभावक का शपथ प्रमाण-पत्र

1. मैं ..... पिता/माता/अभिभावक .....  
.....ने रैगिंग निषेध के विधि तथा उच्चतम न्यायालय के निर्देश को केन्द्रीय/राज्य सरकारों के इससे सम्बन्धित निर्देशों तथा विश्वविद्यालय अनुदान आयोग के उच्च शिक्षण संस्थानों में रैगिंग रोकने से सम्बन्धित विनियम-2009 को ध्यान से पढ़ लिया है तथा पूर्णतया समझ लिया है।
2. मैंने खासतौर से विनियम 3 को पढ़ लिया है समझा लिया है। और मैं यह जानता/जानती हूँ कि रैगिंग के क्या माने हैं।
3. मैंने धारा 7 तथा धारा 9.1 विनियम को समझ लिया है। अगर मैं किसी तरह की रैगिंग के लिए किसी को उकसाता हूँ या किसी तरह की रैगिंग में भाग लेता हूँ तो प्रशासन मेरे खिलाफ दंडात्मक कार्यवाही कर सकता है।
4. मैं निश्चयत पूर्वक यह प्रयत्न करूँगा कि  
क) मैं किसी तरह के रैगिंग जो कि धारा 3 विनियम में उल्लेखित है उसमें भाग नहीं लूँगा/लूँगी  
ख) मैं किसी भी ऐसी गतिविधियों में लूँगा/लूँगी जो कि रैगिंग के धारा 3 विनियम के अंतर्गत आता हो।
5. मैं यह घोषित करता/करती हूँ कि अगर मैं रैगिंग के मामले में अपराधी पाया गया/पाया गयी तो मुझे विनियम 9.1 के अनुसार दण्ड दिया जा सकता है। इसके अतिरिक्त कानूनी प्रावधान के अंतर्गत आपराधिक गतिविधियों में मेरे विरुद्ध दंडात्मक कार्यवाही की जा सकती है।
6. मैं यह घोषित करता/करती हूँ कि मेरे विरुद्ध देश की किसी भी संस्था द्वारा रैगिंग मामले में प्रतिबंध नहीं लगाया गया है और ऐसा पाया जाता है तो मेरा प्रवेश निरस्त किया जा सकता है।

हस्ताक्षर ..... दिन ..... महीना ..... वर्ष .....

हस्ताक्षर

नाम, पता, दूरभाष नं.

## शपथ प्रमाण-पत्र

मेरे द्वारा सत्यापन के पश्चात् पाया गया कि शपथ पत्र में दी गई जानकारी सही है तथा कोई न कोई तथ्य गलत है। शपथ पत्र में किसी तरह के तथ्य को न ही छिपाया है न ही गलत बयान दिया है।। सत्यापित.....स्थान..... दिन .....महीना.....वर्ष.....

अन्यथा न हमारी उपस्थिति में शपथ पत्र में दिए गए तथ्य को पढ़ने के उपरान्त शर्तों को स्वीकार किया तथा हस्ताक्षर किए।

शपथ आयुक्त

## EMPLOYEES' STATE INSURANCE CORPORATION

New Delhi, the 9th June 2009

No. N-15/13/14/8/2008-P&D—In pursuance of powers conferred by Section 46(2) of the Employees' State Insurance Act, 1948 (34 of 1948), read with Regulation 95-A of the Employees' State Insurance (General) Regulations, 1950, the Director General has fixed the 1st May, 2009 as the date from which the medical benefits as laid down in the said Regulation 95-A and the Tamil Nadu Employees' State Insurance (Medical Benefit) Rules, 1954 shall be extended to the families of insured persons in the following area in the State of Tamil Nadu namely:—

Centre

Uthamapalayam Uthamapalayam Taluk, Theni District.

Areas Comprising the Revenue Villages of Theni District

Revenue Villages of Uthamapalayam (South), Uthamapalayam (North), Theni District, Rayappanpatti, Mallingapuram, Kohilapuram, Kombai (East), Kombai (West) and Hanumanthan Patti of Uthamapalayam Taluk of Theni District.

R. C. SHARMA  
Joint Director (P & D)

The 10th June 2009

No. N-15/13/14/6/2008-P&D—In pursuance of powers conferred by Section 46(2) of the Employees' State Insurance Act, 1948 (34 of 1948), read with Regulation 95-A of the Employees' State Insurance (General) Regulations, 1950, the Director General has fixed the 1st May, 2009 as the date from which the medical benefits as laid down in the said Regulation 95-A and the Tamil Nadu Employees' State Insurance (Medical Benefit) Rules, 1954 shall be extended to the families of insured persons in the following area in the State of Tamil Nadu namely:—

Centre

Cumbum Uthamapalayam Taluk

Areas Comprising the following Areas Revenue Villages of Theni District.

1. Cumbum Municipal Limits of Uthamapalayam Taluk.
2. Revenue villages of Kamayakoundantatti, Narayanathevanpatti (South), Narayanathevanpatti (North) Uthamapuram and C. Pudupatti of Uthamapalayam Taluk of Theni District.

R. C. SHARMA  
Joint Director (P&D)

No. N-15/13/14/2/2009-P&D—In pursuance of powers conferred by Section 46(2) of the Employees' State Insurance Act, 1948 (34 of 1948), read with Regulation 95-A of the Employees' State Insurance (General) Regulations, 1950, the Director General has fixed the 1st May, 2009 as the date from which the medical benefits as laid down in the said Regulation 95-A and the Tamil Nadu Employees' State Insurance (Medical Benefit) Rules, 1954 shall be extended to the families of insured persons in the following area in the State of Tamil Nadu namely:—

Centre

Karaikudi Sub-Urbs Devakottai Taluk, Sivagangai

Areas Comprising the Revenue Villages of

Perattukottai

District

R. C. SHARMA  
Joint Director (P&D)

No. N-15/13/10/2/2008-P&D—In pursuance of powers conferred by Section 46(2) of the Employees' State Insurance Act, 1948 (34 of 1948), read with Regulation 95-A of the Employees' State Insurance (General) Regulations, 1950, the Director General has fixed the 1st May, 2009 as the date from which the medical benefits as laid down in the said Regulation 95-A and the Orissa Employees' State Insurance (Medical Benefit) Rules, 1957 shall be extended to the families of insured persons in the following area in the State of Orissa namely:—

"The Revenue villages of Narendrapur, Sibapur, Kurunti, Khadaga Prasad, Tulasidiha & Nimidha Under the Tahsil of Dhenkanal in the District of Dhenkanal in the State of Orissa."

R. C. SHARMA  
Joint Director (P&D)

No. N-15/13/14/10/2008-P&D—In pursuance of powers conferred by Section 46(2) of the Employees' State Insurance Act, 1948 (34 of 1948), read with Regulation 95-A of the Employees' State Insurance (General) Regulations, 1950, the Director General has fixed the 1st May, 2009 as the date from which the medical benefits as laid down in the said Regulation 95-A and the Tamil Nadu Employees' State Insurance (Medical Benefit) Rules, 1954 shall be extended to the families of insured persons in the following area in the State of Tamil Nadu namely :—

Centre	Areas Comprising the following Revenue Villages of the said District :—
Pudukkottai and Tuticorin District	<ol style="list-style-type: none"> <li>1. Maravanmadam</li> <li>2. Kootadunkadu</li> <li>3. Allikulam</li> <li>4. Kumaragiri</li> <li>5. South Silukkanpatti</li> <li>6. Servaikulamadam</li> <li>7. Perurani</li> <li>8. Senthilampennai</li> </ol>

R. C. SHARMA  
Joint Director (P&D)

The 12th June 2009

No. N-15/13/14/10/2008-P&D—In pursuance of powers conferred by Section 46(2) of the Employees' State Insurance Act, 1948 (34 of 1948), read with Regulation 95-A of the Employees' State Insurance (General) Regulations, 1950, the Director General has fixed the 1st May, 2009 as the date from which the medical benefits as laid down in the said Regulation 95-A and the Andhra Pradesh Employees' State Insurance (Medical Benefit) Rules, 1955 shall be extended to the families of insured persons in the following area in the State of Andhra Pradesh namely :—

"All the areas falling within the limits of Revenue Villages of Veljerla-I, II, III of Farooqnagar Mandal and Papireddyguda Keshampeta Mandal in Mahaboobnagar District in Andhra Pradesh".

R. C. SHARMA  
Joint Director (P&D)

No. N-15/13/14/7/2008-P&D—In pursuance of powers conferred by Section 46(2) of the Employees' State Insurance Act, 1948 (34 of 1948), read with Regulation 95-A of the Employees' State Insurance (General) Regulations, 1950, the Director General has fixed the 1st May, 2009 as the date from which the medical benefits as laid down in the said Regulation 95-A and the Tamil Nadu Employees' State Insurance (Medical Benefit) Rules, 1954 shall be extended to the families of insured persons in the following area in the State of Tamil Nadu namely :—

Centre	Areas comprising the Revenue villages of
Chinnamanur	<ol style="list-style-type: none"> <li>1. Chinnamanur Municipal Limits of Utharnapalayam Taluk.</li> <li>2. The Revenue Villages of Poolanathapuram, Karkunkatankulam, Chinnaovelapuram, Muthalapuram, Markayankottai, Pulikuthi, Kutchanur, Odaipatti in Utharnapalayam Taluk of Theni District.</li> </ol>

R. C. SHARMA  
Joint Director (P&D)

**UNIVERSITY GRANTS COMMISSION**  
**UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN**  
**HIGHER EDUCATIONAL INSTITUTIONS, 2009.**

(under Section 26 (1)(g) of the University Grants Commission Act, 1956)

New Delhi-110002, the 17th June 2009

**F.1-16/2007(CPP-II)**

**PREAMBLE.**

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including 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 indisciplined 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, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

**1. Title, commencement and applicability.-**

1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".

1.2 They shall come into force from the date of their publication in the Official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

**2. 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 indisciplined 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.

**3. 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 indisciplined 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.

**4. Definitions.-**

- 1) In these regulations unless the context otherwise requires,-
  - a) "Act" means, the University Grants Commission Act, 1956 (3 of 1956);
  - b) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
  - c) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
  - d) "Commission" means the University Grants Commission;
  - e) "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils
  - f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
  - g) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
  - h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
  - i) "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

- j) "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;
- k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.
- (2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

**5. 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, centres 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.

**6 Measures for prevention of ragging at the institution level.-**

- 6.1 An institution shall take the following steps in regard to admission or registration of students; namely,
- a) Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall 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 brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction 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, shall be published in the brochure of admission/instruction booklet or the prospectus.

- c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.
- d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, 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, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, 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 shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural 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 behaviour 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 in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene 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 shall, 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 display 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, shall be prominently displayed 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 shall request 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 favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize 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 shall 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) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available

when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.

- p) The head of the institution shall provide 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 shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take 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 specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, 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 specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers 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 specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.

- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers 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 freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address 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 instil a feeling of confidence among the freshers.
- f) The institution shall set 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 freshers, junior students and senior students.
- g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- h) Each batch of freshers, on arrival at the institution, shall be 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 and shall extend necessary help to the fresher in overcoming the same.
- i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, 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 shall maintain a diary of his/her interaction with the freshers under his/her charge.

- j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers 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, shall be ensured by the institution.
- l) It shall be the responsibility of the parents/guardians of freshers 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 shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 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 organisation authorised to do so.
- o) Every student at the time of his/her registration shall 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 shall 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.
- p) The Head of the institution shall, on the basis of the information provided by the student under clause (c) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.

- q) The Head of the institution shall, at the end of each academic year, send 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.

6.3 Every institution shall constitute the following bodies; namely,

- a) Every institution shall constitute 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 freshers' 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 shall be 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 the institution.
- c) Every institution shall also constitute 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 shall 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 under clause (a) of Regulation 9.1.

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) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, 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 freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.
- h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action, on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely;

- a) Each hostel or a place where groups of students reside, forming part of the institution, shall 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 counselling 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 shall be 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 shall be publicised among all students residing in the hostel.
- c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
- d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
- e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling 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, every institution shall 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, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour 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 shall make 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 shall give 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) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.

l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check 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.

m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been

punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be 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.

o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit 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 University to which the institution is affiliated to or recognized by.

p) The Vice Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

**7. Action to be taken by the Head of the institution.-** 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 authorised 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 affiliating University, if the Institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and 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.

## **8. Duties and Responsibilities of the Commission and the Councils.-**

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.
- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency

responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

**9. Administrative action in the event of ragging.-**

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinafter:

- 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.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
  - i. In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;

- ii. in case of an order of a University, to its Chancellor.
- iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

- i. Withdrawal of affiliation/recognition or other privileges conferred.
- ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

- iii. Withholding grants allocated to it by the university, if any
- iv. Withholding any grants channelised through the university to the institution.
- v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

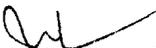
Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary

action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

  
(Dr. R.K. Chauhan)  
Secretary

**ANNEXURE I**  
**AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (*full name of student with admission/registration/enrolment number*)  
s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having  
been admitted to \_\_\_\_\_ (*name of the institution*), have  
received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher  
Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and  
fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to  
what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and  
am fully aware of the penal and administrative action that is liable to be taken against  
me in case I am found guilty of or abetting ragging, actively or passively, or being part  
of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as  
ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of  
commission or omission that may be constituted as ragging under clause  
3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment  
according to clause 9.1 of the Regulations, without prejudice to any other criminal action  
that may be taken against me under any penal law or any law for the time being in  
force.

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

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

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

Name:

**VERIFICATION**

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

Verified at (place) on this the (day) of (month), (year).

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

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

OATH COMMISSIONER

**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (*full name of parent/guardian*) father/mother/guardian of \_\_\_\_\_ (*full name of student with admission/registration/enrolment number*), having been admitted to \_\_\_\_\_ (*name of the institution*), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that  
a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.  
b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

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

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

\_\_\_\_\_  
Signature of deponent  
Name:  
Address:  
Telephone/ Mobile No.:

**VERIFICATION**

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

Verified at (place) on this the (day) of (month), (year).

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

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

OATH COMMISSIONER

प्रबंधक, भारत सरकार मुद्रणालय, फरीदाबाद द्वारा मुद्रित  
एवं प्रकाशन नियंत्रक, दिल्ली, द्वारा प्रकाशित 2009  
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**Annexure - III**  
**Ashoka University**  
**Guidelines and Regulations**  
**on Disciplinary Proceedings**

# Ashoka University Guidelines and Regulations on Disciplinary Proceedings, 2017

## 1. Preamble

Ashoka University is an academic community committed to providing an empowering, stimulating, safe and supportive learning environment for its students. By choosing to become members of this community, students affirm their commitment to its philosophy, ethos and values and understand the responsibility placed upon them. The University expects all admitted students to cooperate in its (this) endeavor.

To this end, the University has rules and regulations that spell out and define some of the actions and behavior that will jeopardise its purpose and commitment. The University may initiate disciplinary action in the event of any breach or violation of these rules and regulations.

## 2. Formal Disciplinary Action through the University Disciplinary Committee– The Committee Against Disciplinary Infractions (CADI)

The University Disciplinary Committee is responsible for a fair and uniform enforcement of the University's regulations. All infractions characterised by emerging patterns of misconduct and severe breaches of university policies will invite disciplinary proceedings by CADI. The Complaints Screening Committee of the CADI may recommend for cases to be routed to the Student Honour Board, whenever deemed necessary.

It is thus authorized to oversee and conduct disciplinary proceedings and actions with respect to any infraction or violation of the University rules and regulations\*. The committee's jurisdiction also includes other actions, which may in the judgment of the committee invite disciplinary action because they may damage or pose a threat to the integrity, repute, values and wellbeing of the University.

### \*Note:

- i. Any violation of Policy against Sexual Harassment, Anti Ragging Policy and Policy against Plagiarism **will not be undertaken by CADI**. They will be referred to the relevant committee for determination of both the violation and sanction/penalty.
- ii. All violations and breaches in categories other than the 3 mentioned above (in **Note: i.**), will be referred to CADI for determination of both the violation and sanction/penalty. (Process elaborated in section titled **4. Formal Disciplinary Proceeding And Course Of Action**)
- iii. Students may refer to the category list of above stated violations and breaches (outlined as policies) in their Student Handbook shared at the time of orientation. Correspondingly, the detailed policies documented and published are uploaded on the student portal (LMS), Student Information System (SIS) for student's reference. They are expected to read and understand each of these very carefully. Any ignorance or lack of knowledge of the University's policies, rules and regulations will not be accepted as valid excuse for violating any of them
- iv. The determination of violations and sanctions/penalty will also be governed by State and National laws, wherever applicable.

### **3. Membership and composition of the University Disciplinary Committee– The Committee Against Disciplinary Infractions (CADI)**

Members of CADI will be drawn from amongst the students, faculty and staff of the university. There overall strength of CADI will be 13 members, including students, faculty and staff.

**I. Faculty and staff membership:** the appointment of faculty and staff members to CADI will be made by the Pro-Vice Chancellor and Vice Chancellor jointly.

- Four permanent faculty,
- Four staff members and,
- One either faculty or staff member
- Their tenure will be for 2 full academic years
- The Registrar will be an ex-officio member of CADI (included in the 9 members)

**II. Student membership:**

Student members will be appointed from the following programmes:

- Undergraduate Programme- 2 members from the senior most batch (1 representative each from amongst women and men)
- YIF Programme- 1 member
- ASP, MLS, PhD and Masters Programme- 1 member

Student members will be appointed directly by the Pro-Vice Chancellor and Vice Chancellor by way of inviting and screening applications from respective programmes. The Dean of Students and Director of Student Life will be responsible for facilitating the above process. Students will be appointed to CADI for a tenure of 1 full academic year.

**III. Quorum for all proceedings (including hearings, meetings, etc):**

For faculty and staff – minimum 5 out of 9 members

For students – minimum 2 out of 4 members

**IV. Tenure:** as mentioned above (faculty and staff members for a tenure of 2 full academic years and student members for a tenure of 1 full academic year)

**V. Office bearers in CADI:**

- a) Chair (also member of CADI) - the Chair will preside over all meetings of CADI and facilitate its proceedings. The Chair will be either a faculty or a staff member.
- b) Secretary (also member of CADI) - the Secretary will conduct all business of CADI and coordinate its activities. The Secretary along with the Documentation and Communications Officer will be responsible for maintaining detailed records including statements and minutes of meetings. While the statements and minutes of meeting need not be transcribed verbatim, they must surely be transcribed to keep their truthfulness and essence intact.

- c) Documentation and Communications Officer (DCO) (non-member of CADI) - will be responsible for all notifications and communications on behalf of CADI. Can be a rotating member invited by the Secretary, in consultation with the Chair.

**VI. Complaint Screening Committee (CSC):** CSC will be chaired by the Secretary of CADI. Its members will include 2 members from either the faculty or staff within CADI, 1 member from amongst the student representatives on CADI and 1 member from the Student Honour Board (SHB). All complaints will be received by this committee in writing through email (to [complaint.cadi@ashoka.edu.in](mailto:complaint.cadi@ashoka.edu.in)). The Secretary will function as its ex-officio member while the other members will be appointed for a tenure of 1 full academic year.

#### **4. Complaint Screening Process**

##### **a. Receipt of complaints**

Any student, faculty, or staff of the Ashoka University may file and submit a complaint against any student(s) reporting an incident/s violating University rules and regulations before the Complaint Screening Committee of CADI.

Such complaint(s) must be filed within 10 working days from the occurrence of the incident and may be submitted in writing by email (to [complaint.cadi@ashoka.edu.in](mailto:complaint.cadi@ashoka.edu.in)).

##### **Please note:**

All members of the Complaint Screening Committee and CADI at large, should be aware of any potential conflict of interest between themselves and the complainant, the alleged defendant or victim. Committee members with past or present personal or professional relationship and proximity to any of these parties will notify the Chair that a conflict of interest exists, without disclosing the nature of relationship. They will then be excused from all further involvement in deliberation/preliminary investigation (led by Complaint Screening Committee), formal proceedings and decision making (by larger body of CADI).

##### **b. Deliberation and Preliminary Investigation**

All written complaints received through email will be first undertaken by the Complaint Screening Committee (CSC) for deliberation and preliminary investigation. The role of CSC and purpose of screening the complaint is to establish validity by way of assessing pattern and severity in breach/violation reported through the written complaint. This screening not only will avoid invalid complaints reaching the larger body of CADI for further action but also prevent students involved (as complainants, victims, witnesses or defendants) in such complaints, from going through cumbersome and stressful formal disciplinary proceedings of CADI.

CSC will be guided by the list of infractions (shared in detail in the Student Honour Board document) to accordingly refer the complaint to the relevant committee. Even before initiating and completing the process given below for complaint screening, Committee can refer the case to the Student Honour Board.

- c. Process and stages of complaint screening:
- i. Upon identifying the nature/corresponding area of complaint and the policy violated, the Committee will invite the concerned Head of Department to initiate and help conduct its preliminary investigation to verify the facts of complaint.
  - ii. This process will involve meeting the various parties involved such as complainant, other key staff/faculty working in the area pertaining to the policy violated.
  - iii. It will also simultaneously involve collecting and verifying evidence, if any.
  - iv. At the complaint screening stage, the potential defendant/accused or the witnesses will not be notified or called for any hearing before the CSC.
  - v. Based on the preliminary investigations, fact finding and collected evidence the CSC will meet one final time to confirm and declare the validity of the complaint filed. The Chair of CADI will preside over this meeting. If the complaint is declared valid, the Chair of CADI will notify all its members of the same, sharing the written complaint to initiate Formal Disciplinary Proceedings within 24 hours of its formalisation.
  - vi. If the complaint is invalid, the Chair of CADI shall declare it null and void. The complainant will be notified of the same within 24 hours, by the Chair of CSC or the DCO appointed to CADI. The complainant will send the acknowledgement of receipt of the above communication through email within 24 hours of its receipt.
  - vii. The entire process of screening and establishing validity of the complaint (as outlined above) is confidential and should be completed within 10 working days from receipt of the written complaint.

## **5. Formal Disciplinary Proceeding and Course of Action**

### **a. Communication with the complainant and defendant**

Within 24 hours of formalization of the complaint, an email communication is sent to both the complainant and defendant, notifying them of its validity and Formal Disciplinary Proceedings to be initiated thereafter. The written complaint filed before CSC will also be re-shared with the complainant and shared for the first time with the alleged defendant. From the time of receipt of the complaint, the complainant and defendant, will be bound by clause of confidentiality with immediate effect. A restraint order will also be attached to the defendant and will remain effective until the closure of the complaint. During the period of restraint the defendant by no means will try to contact, influence, pressurize or intimidate the complainant/witnesses involved.

Both the complainant and defendant will send an acknowledgement of receipt (through email) within 1 working day of the above stated communication notifying them of the validity of the complaint filed and Formal Disciplinary Proceedings to be initiated thereafter.

**Please note:** both the complainant/s and defendant/s will have certain common fundamental rights, including fair representation and investigation, right to information, university support and right to appeal. An exhaustive list of the rights will be shared in the Student Honour Board document.

**b. Hearing of the complainant and defendant**

A hearing of both the complainant and defendant will be scheduled within 7 working days from receipt of acknowledgement of the written complaint, depending on the availability of the parties and the Committee members. The DCO will notify the complainant and defendant of the time and location of hearing. Hearing of the complainant and defendant will be scheduled separately at different times in order to prevent any face to face contact, with the complainant going first.

At the time of hearing each party will be given the chance to respond, present and explain their case with respect to the complaint. A written statement of both the hearings will be recorded and duly attested by the concerned parties.

**c. Hearing of the Witnesses, Supporting Witnesses and other relevant Staff or Faculty**

Within 7 working days of the hearing of both complainant and defendant, the DCO will schedule and notify all witnesses, supporting witnesses and other relevant Staff or Faculty of their hearing before the Committee. All parties will be given a chance to testify the complaint with facts and evidence. A written statement of these hearings will also be recorded and duly attested by the parties concerned.

**d. Procedure of the Hearing**

The Committee will begin the proceedings by explaining the substance of the complaint and the specific University regulation allegedly violated. All hearings will be private and confidential. The hearing of parties will entail the following:

- i. Opening Statements: This will be a chance for the parties (Complainant will be heard first) to vent out all issues raised in the complaint at length, express thoughts and discuss facts of the complaint threadbare.
- ii. Presentation of Evidence: The parties may present statements, records and other material evidence to validate their case. They may also refer to other witnesses.
- iii. Rebuttal: The parties may contest and counter arguments by presenting facts and material evidence in their support.
- iv. Closing Arguments: The parties will make a final remark and statement based on their presentations and evidence.

**e. Final meeting and decision of CADI**

After all the hearings, a final meeting of the committee will be convened as per the defined quorum. This meeting will be to deliberate upon all the facts, statements, discussions and evidences presented, in order to determine the preponderance of evidence.

In case the alleged violation is determined through a clear preponderance of evidence, CADI will determine its consequent sanctions and penalties. These will be presented as recommendations of CADI, duly signed and attested by the Chair including all members present at the meeting.

The recommendations will be communicated to both the complainant and defendant verbally by calling them separately to this meeting. They will be notified with a written communication of final decision/recommendations for appropriate action.

**f. Written communication of final decision/recommendations to all concerned**

As mentioned above, within 24 hours of verbal notification, a copy of the written statement of final decision/recommendations will be sent to the defendant/s for appropriate action.

**g. Parental Notification**

Parents of students found in violation of university policy will be notified only in cases where a suspension or an expulsion order is made as penalty.

Under circumstances deemed fit and advised by the CADI, parental notifications can also be sent for other penalties levied on the defendant/s.

**6. Appeal**

Both the defendant/s and/or complainant/s may exercise their right to appeal the findings of violation or sanctions assigned or both by CADI, within 5 working days from the receipt of its written communication, clearly stating the ground for their appeal. The appellate authority is vested in the Appeals Committee chaired by the Vice Chancellor (VC) of the University. The Appeals Committee will comprise of the following members- VC (Chair), Pro-VC and a faculty. There should be a quorum of at least 2 members.

After due diligence of all records of hearing, the Appeals Committee's decision will be communicated in writing, within 15 working days from receipt of appeal. The Vice Chancellor reserves the right to call for a fresh hearing.

**Please note:**

While filing an appeal no student/s will be provided access to any evidence, records or documents of CADI's disciplinary proceedings. In order to facilitate the process and decision on appeal, the Committee however, will be obliged to present all facts, documents and evidence to the appellate authority.

**The decision of the Vice Chancellor will be final and binding on the appellant.**

**7. Disciplinary Sanctions and Penalties**

Sanctions and penalties imposed on student/s are intended to provide an opportunity for learning, evolving and becoming accountable. Once the violation of University rules and regulations is determined by CADI, it may impose sanctions and penalties

on the student/s. Given below is a non-exhaustive list of sanctions and penalties in order of their increasing severity. The severity of breach and violation will determine the severity of the sanction or penalty. While determining violations, CADI reserves the right to modify or combine sanctions and penalties listed below. More than one sanction or penalty may be imposed at one time.

- i. Restriction and revocation of privileges: exclusion from University Residence Halls, representation at events and programmes on and off campus etc.
- ii. Disciplinary Probation: a written reprimand containing the statement that any further violation of University's regulations may result in suspension or expulsion.
- iii. Interim Suspension: immediate separation from the University until further notice. This will be to safeguard the wellbeing and safety of community and property and prevent any disruption in the normal functioning of the University.
- iv. Suspension: termination of student's enrolment at the University for a specific period of time, including restrictions on access to the campus or University events.
- v. Expulsion: permanent termination of student's enrolment at the University, including no further access to the campus or University events.

#### **Additional Sanctions and Penalties**

- i. Compensation through reimbursement
- ii. Fines

The penalties and sanctions document will be uniformly followed by the Student Honour Board and the CADI.

### **8. Documentation**

The Scribe/Communications Officer appointed to CADI will be responsible for recording, maintaining and preserving all minutes of the meetings and other documents of the disciplinary proceedings, at least for a period of 4 years from the submission of CADI's final recommendations.

### **9. Confidentiality of Records**

All minutes of meetings, documents and records developed in the course of disciplinary proceedings will be kept confidential. These may be copied or removed for administrative or legal compliance only with an approval of Member Secretary or Chair

### **10. Review and Amendment**

CADI will be reviewed once every semester. The Board of Management (BOM) of the University reserves the right to amend the guidelines and regulations on disciplinary proceedings whenever a need arises.

***Annexure - IV***  
**Ashoka University**  
**Guidelines on Protecting**  
**Freedom of Expression**

# Ashoka University Guidelines on Protecting Freedom of Expression

## 1. Introduction

- 1.1 The central purposes of a University are the pursuit of truth, the discovery of new knowledge through scholarship and research, the teaching and general development of students, and the transmission of knowledge and learning to society at large. Free inquiry and free expression within the University community are indispensable to the achievement of these goals. The freedom to teach and to learn depends upon the creation of appropriate conditions and opportunities not only in classrooms and lecture halls but also on the campus as a whole.
- 1.2 Since rigid codification and relentless administration of rules and regulations are not appropriate to a University community, the guidelines that follow serve mainly to clarify commonly accepted standards of conduct within the University. The University community referred to above consists of every person associated with the University, whether a student, faculty, administrative staff or other employees and contractual workers.

## 2. Scope of These Guidelines

- 2.1 These Guidelines govern the conduct of: University students, regardless of enrolment status; faculty; staff; and third parties to the extent of their interaction with the University (i.e., non-members of the University community, such as vendors, alumni/ae, visitors, or local residents).
- 2.2 Third parties are both protected by and subject to these Guidelines. A third party may make a complaint or report of a violation of these Guidelines committed by a member of the University community.
- 2.3 These Guidelines apply to conduct that occurs on University property (i.e., on campus) and also applies to conduct that occurs off University property (i.e., off campus) when the conduct is associated with a University-sponsored program or activity, such as travel, research, or internship programs or when such conduct may have a continuing adverse effect or could create a hostile environment on campus. Judgments about these matters will depend on facts of an individual case.
- 2.4 These Guidelines also apply to the use of university infrastructure.

## 3. Academic Integrity

- 3.1 The ability of the University to achieve its purposes depends upon the quality and integrity of the academic work that its faculty, staff, and students perform. Academic freedom can flourish only in a community of scholars that recognizes that intellectual integrity, with its accompanying rights and responsibilities, lies at the heart of its mission. Observing honesty in one's work, words, and actions is a principle to which all members of the community are required to subscribe.

## 4. Statement on Freedom of Expression

- 4.1 Because the University is committed to free and open inquiry in all matters, it guarantees all members of the University community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations

on that freedom are necessary to the functioning of the university, as detailed in section 4.2, Ashoka University fully respects and supports the freedom of all members of the University community to discuss any problem that presents itself. The ideas of different members of the University community will often and quite naturally conflict. But it is not the proper role of the University to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive except when it violates norms of mutual respect as detailed in section 5.1.

- 4.2 The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The University may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat of or incitement to violence or harassment, or that unjustifiably invades substantial privacy or confidentiality interests. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be applied in a manner that is inconsistent with the University's commitment to a completely free and open discussion of ideas.
- 4.3 In a word, the University's fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the University community to be offensive or immoral. Indeed, fostering the ability of members of the University community to engage in such debate and deliberation in an effective and responsible manner is an essential part of the University's educational mission.
- 4.4 As a corollary to the University's commitment to protect and promote free expression, members of the University community must also act in conformity with the principle of free expression. Although members of the University community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the University has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

## **5. Respect for Others**

- 5.1 As an intellectual community, Ashoka attaches great value to freedom of expression and vigorous debate, but it also attaches great importance to mutual respect, and it deplors expressions of hatred directed against any individual or group. Respect for the rights and sensibilities of each other is essential in preserving the spirit of community at Ashoka. Actions that make the atmosphere intimidating, threatening, or hostile to individuals are therefore regarded as serious offenses. Abusive or harassing behaviour, verbal or physical, which demeans, intimidates, threatens, or injures another because of personal characteristics or beliefs or their expression, may be subject to University

disciplinary procedure. Examples of personal characteristics or beliefs include but are not limited to sex, sexual orientation, gender identity, race, ethnicity, national origin, religion, and disability. The University calls on all its members to display the appropriate sensitivity and to challenge expressions of racial, gender or ethnic bias whenever they encounter them.

## **6. Peaceful Dissent, Protests, and Demonstrations**

- 6.1 Free speech and peaceable assembly are basic requirements of the University as a centre for free inquiry and the search for knowledge and insight. These rights involve a concurrent obligation on the part of all members of the University, guests, and visitors to maintain on the campus an atmosphere conducive to scholarly pursuits and to respect the rights of all individuals.
- 6.2 In view of Ashoka's obligation to promote the free expression of all views, the campus is open to any speaker whom students or members of the faculty have invited and for whom official arrangements to speak have been made with the University. The right of free speech in a university also includes the right to acts of peaceful dissent, protests in peaceable assembly, orderly demonstrations, and the distribution of leaflets.
- 6.3 These are permitted on the Ashoka campus, subject to approval from the University administration as to schedule and location only. In asking groups and individuals to seek prior approval for schedule and location, the University's goal is not to restrict free speech or peaceable assembly. Rather, it is to give the University the opportunity to provide space that accommodates the reasonable needs of both the University community and those engaged in acts of speech or protest.
- 6.4 The University reserves the right to determine the time, place, and manner of all such activities. Whenever appropriate, the Office the VC or Pro-VC, with assistance from and in consultation with appropriate departmental heads, will designate clearly marked areas for protests and demonstrations. The University reserves the right to refuse permission to use a particular area for protests or demonstrations.
- 6.5 It is a violation of these Guidelines whenever any individual prevents, or wilfully attempts to prevent, the orderly conduct of a University function or activity, such as lectures, meetings, interviews, ceremonies, and public events; or blocks, or wilfully attempts to block, the legitimate activities of any person on the campus or in any University building or facility.
- 6.6 Whenever a member of the University community violates these Guidelines, that individual will be subject to University discipline. Decisions to invoke University disciplinary action in the course of a protest or demonstration will be made after due warning and such decisions will be made by officers of the University. A third party may also be permanently barred from the University or subject to other restrictions for failing to comply with these Guidelines.

## **7. Political Campaigning**

- 7.1 Members of the University community, as individuals and groups, have the right to exercise their freedom of expression and association. Under law, however,

the University may not “participate in, or intervene in any political campaign on behalf of (or in opposition to) any candidate for [any] public office” and “no substantial part of the activities” of the University may be directed to influencing legislation. The University may not endorse, or provide or solicit financial or other support for, candidates or political organizations.

## **8. Ashoka University Name, Marks, and Seal**

- 8.1 No individual or organization may use the University’s name, logos, restricted images, or other identifiers (“marks”), or any marks that suggest Ashoka University or any department, school or centre of Ashoka University except to the extent such individual or organization has been authorized by the proper University officials or as permitted under trademark law. The Pro-Vice Chancellor of the University is responsible for the general oversight and administration of the University’s trademark policies.
- 8.2 The above stipulation shall not apply to an academic work submitted for publication by any person to whom these Guidelines apply, such as an article in a peer-reviewed academic journal, an independent monograph, or as part of a collection of works.
- 8.3 Encouragement of an interest in public affairs and the furtherance of a sense of social responsibility have long been considered important elements of a liberal arts education. The University continues to consider self-chosen participation in political and social action by individuals and groups to be a valuable part of the educational experience it seeks to encourage. Such activities on the part of individuals or groups do not, and should not be taken to, imply commitment of the University to any partisan political position or point of view. As such, for articles, opinion pieces, quotations, and/or appearances in the popular media or in other public events such as political, social or religious gatherings or organised functions, it is understood that the views held by the author or participant are personal and not those of the university.
- 8.4 All written materials that take the form of petitions, letters of protest, or declarations should have prominent disclaimers as headers and footers, examples of which follow below:

“We the undersigned, speaking in our individual capacity....”

“The views expressed above are those of the signatories alone and do not reflect those of Ashoka University.”
- 8.5 The use of the seal of the University on publications, manufactured articles, and the like is prohibited, except when specifically authorized by the University. Applications for such authorization must be made to the Registrar of the University.

## **9. Computer and Network Use**

- 9.1 Ashoka University makes available to its community members electronic and digital data and network resources, including shared information technology resources that use text, voice, images, and video to deliver information. These resources are to be used in a manner consistent with University policy and the law.

- 9.2 All uses of the University's information technology and network resources are subject to the regulations and policies set forth by the University administration. The IT policy document also provides information regarding copyright and other laws that are potentially applicable to certain uses of the University's IT and digital resources and network access. Members of the University community are expected to be familiar with and adhere to the regulations thus defined. Members of the University community who engage in any illegal or fraudulent use of the University's information technology resources, including infringement of copyright-protected materials, may be subject to disciplinary action, including the termination or suspension of network privileges.
- 9.3 All actions by a member of the University community that involve the use of the University's computing and network resources from a remote location, including but not limited to accessing email accounts, will be deemed to have occurred on campus.
- 9.4 Regulations governing use of the University's name and property and political activities and community use of University resources also apply to use of the University's information technology resources.
- 9.5 Members of the University community may not use University IT and network resources for commercial (including consulting) purposes, unless they have received permission to do so from the University Administration; rather, they should use information technology resources, Internet service providers, and computer hosts outside the University.







Ashoka University reserves the right to review and amend the policies, regulation and guidelines of the University contained in this handbook, with due notification to all stakeholders, as and when the need arises.