

THE MAHARAJA BHUPINDER SINGH PUNJAB SPORTS UNIVERSITY, PATIALA

(ESTABLISHED UNDER PUNJAB ACT 11 OF 2019)



ORDINANCE PART-2

[Approved by Punjab Govt., the Executive Council (EC) and Academic & Activity Council (AAC)]

PART- II

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ORDINANCES PART – II (STUDENTS' MATTERS)

27. (1) Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:-

- h) the conditions of residence of the students of the University; the special arrangements, if any, which may be made for the residence and teaching of women students and prescribing of special courses of studies for them;*
- i) the establishment of Centres of Studies, Board of Studies, Specialized Laboratories and other Committees;*
- j) the manner of co-operation and collaboration with other Universities, institutions and other agencies including learned bodies or associations;*
- k) the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;*
- l) the institution of fellowships, scholarships, studentships, medals and prizes; the setting up of a machinery for redressal of grievances of employees and students; and*
- m) the institution of fellowships, scholarships, studentships, medals and prizes;*
- n) the setting up of a machinery for redressal of grievances of employees and students; and*

PART- II

1. **CONDITIONS OF RESIDENCE OF THE STUDENTS:***(Refer Section 27(1)(h) of the Act)*

- 1) The University shall make arrangements for the stay of students in separate hostels for boys and girls notified by the University from time to time. The hostel accommodation shall be allotted to the students as per hostel rules prescribed separately by the nominated College/ University. **Refer Annexure 3 for Hostel Rules.**
- 2) The students shall pay for hostel room rent and other charges as prescribed from time to time.
- 3) The hostel residents shall follow the hostel rules notified by the University. Any breach thereof shall make the student liable for specified penalty/disciplinary action as prescribed in the hostel rules or as determined by the Hostel Administration under the Hostel Rules.

2. **SPECIAL ARRANGEMENTS FOR GIRLS STUDENT:** *(Refer S. 27(1)(i) of the Act)*

The University shall make all necessary arrangements for the residence and teaching of the women students keeping in view their special needs and overall development, which may include introduction of special courses of study for them.

3. **ESTABLISHMENT OF CENTRES OF STUDIES:** *(Refer S. 27(1)(j) & S. 5(iv) of the Act)*

- 1) The Dean of a School may prepare a proposal for the establishment of any Centre of Excellence for imparting specialized training and research in any specified area of physical education, sports science, sports technology, and high performance training in sports and games.
- 2) The proposal shall lay down the aim and objectives of the proposed Centre of Excellence, means to achieve these objectives, availability of resources with the School; and additional resources, if any, required, including financial implications.
- 3) The proposal so prepared by the Dean of the School shall be put up to the Vice-Chancellor.
- 4) The Vice-Chancellor may consider the proposal, and if so, thinks, take the opinion of the experts in the specialized area dealt in the request. On finding the proposal appropriate, the Vice-Chancellor shall put it before the Academic and Activity Council, in its original form or with modification, if required.

- 5) The Academic and Activity Council may accept the proposal with or without modifications or reject it.
- 6) The proposal to set up the Centre of Excellence accepted by the Academic Council shall be recommended to the Executive Council for consideration and approval.
- 7) Provided that if the proposal for establishment of Centre of Excellence requires additional financial resources not already available with the respective School, the Academic and Activity Council shall recommend to the Executive Council through the Finance Committee.

4. ESTABLISHMENT OF SPECIALISED LABORATORIES: (Refer S. 27(j) of the Act)

- 1) The Dean of a School may prepare a proposal for the establishment of any Specialized Laboratory for a Department in consultation / on the recommendation of the respective Head of the Department.
- 2) The proposal shall lay down the need and utility of the proposed Specialized Laboratory, detail of equipment, material, and infrastructure required for its establishment, and estimated cost of its initial set up and recurring expenditure thereof.
- 3) The proposal so prepared by the Dean of the School shall be put up to the Vice-Chancellor.
- 4) The Vice-Chancellor may consider the proposal, and if so, thinks, take the opinion of the experts / technical persons. On finding the proposal appropriate the Vice-Chancellor shall put up to the Academic and Activity Council, in its original form or with modification, if any.
- 5) The Academic and Activity Council may accept the proposal with or without modifications or reject it.
- 6) The proposal to set up a Specialized Laboratory accepted by the Academic Council shall make recommendations to the Executive Council through the Finance Committee.
- 7) The Vice-Chancellor may, in case of urgency and immediate need, can appoint a Committee of Experts to work out the requirement of equipment for the specialized or normal Labs to be established and get it ratified later from the AAC, FC and the EC.
- 8) The VC may take prior authorization from the AAC and EC to constitute a Committee of Experts to work out the requirement of equipment for the specialized Labs.

5. CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES, INSTITUTIONS, ETC., : (Refer S. 27(1)(k), of the Act)

- 1) **To attain its objectives, the University may:**
 - a) Have co-operation and collaboration with other Universities, institutions, and other agencies, including learned bodies or associations at the national and international levels;
 - b) Establish close linkage with sports academies, schools, colleges, sports and recreation clubs, sports associations, and national and international federations for teaching, training, and research in physical education and sports sciences, sports technology, and high-performance training for all sports and games; and
 - c) Have liaison or membership with various international professional organizations of bodies with the prior approval of the Govt.
- 2) **The manner of co-operation, collaboration, linkage, liaison, and membership shall as under:**
 - a) It shall be through a written Memorandum of Association (MOU) stipulating mutually agreed terms and conditions signed by the authorized signatories from both sides.
 - b) The Vice-Chancellor or any other officer authorized by the Vice-Chancellor shall be the authorized signatory of the MBSPSU.
 - c) The draft terms and conditions agreed by the other party shall be put up to the Executive Council for its approval before signing the MOU.

Provided that when such MOU has any financial implications on the University, that part shall be first considered by the Finance Committee before approval of the Executive Council.

Provided further that liaison or membership with international professional organizations or bodies shall be made with prior approval of the Government.

6. CREATION, COMPOSITION, AND FUNCTIONS OF OTHER ACADEMIC BODIES/COMMITTEES: *(Refer S. 27(1)(l) of the Act)*

- 1) The Authorities of the University may create any other body and prescribe its composition and functions for improving the Academic life of the University.
- 2) The Vice-Chancellor may shall be the competent Officer to constitute committees comprising teachers, officers, and students representative where whenever required, for smooth functioning.
- 3) The Deans of the Schools may constitute Committees for coordination of different academic activities of the Departments in a School comprising teachers from the various departments and students representative where ever required.
- 4) The Heads of the Departments may constitute Committees which may comprise teachers and students where ever required, to facilitate and promote activities of the department.

7. INSTITUTION OF FELLOWSHIPS, SCHOLARSHIP, MEDALS, AND PRIZES : *(Refer S. 27(m) of the Act)*

- 1) **Fellowships may be allowed by the University for the following programmes:**
 - a) UGC funded Research Fellowship as Junior Research Fellow (JRF), and Senior Research Fellow (SRF) may be given to UGC NET-JRF or UGC-CSIR qualified candidates selected by the University as per UGC Guidelines issued from time to time.
 - b) Post-Doctoral Research Fellowship may be given to selected doctorate candidates for post-doctoral research subject to availability of sponsorship or provisions of funds available with the University for the purpose.
 - c) Any other University or Sponsored fellowship for a specific research project
- 2) **Scholarships may be introduced for undergraduate and Post Graduate students as under:**
 - a) Scholarships under the Central Government and the State Government Schemes, as available from time to time.
 - b) Scholarship under endowments funds to be paid out the amount deposited with the University.

- 3) **Awards and Medals.** The University shall introduce awards and medals as approved by the Academic and Activity Council.
- 4) **Prizes.** Prizes may be given to students for outstanding performance in Games and Sports as determined by the Academic and Activity Council.
- 5) **Conditions for Award of Fellowships, Scholarships, Studentships, Medals, and Prizes:**
 - a) **Conditions for Award of Fellowships shall be as under:**
 - i. The selection procedure, tenure, and other conditions applicable to UGC funded fellowships shall be laid down by the Executive Council on the recommendation of the Academic and Activity Council, keeping in view the UGC guidelines.
 - ii. Conditions for the award of University Post-Doctoral Research Fellowships shall be determined by the Academic and Activity Council and approved by the Finance Committee and Executive Council.
 - iii. Conditions for the award of Sponsored Fellowship shall be determined by the Academic and Activity Council, keeping in view the terms of sponsorship.
 - iv. Conditions for the award of Fellowships for specific projects shall be determined by the Academic and Activity Council and approved by the Finance Committee and Executive Council.
 - v. University Ph.D. Ordinances shall be applicable *mutatis mutandis* to Doctoral and Post-Doctoral fellowships.
 - b) **Eligibility and other conditions for the award of University Scholarships:**
 - i. Eligibility and other conditions for the award of University scholarships shall be laid down in Regulations by the Academic and Activity Council.
 - ii. Eligibility and other conditions for the award of Endowed scholarships shall be determined by the Academic and Activity Council, keeping in view the terms of endowment. Endowed Scholarship shall be paid out of interest of the endowment fund deposited with the University.
 - iii. Scholarships under the Central Government or the State Government Schemes as available from time to time shall be paid as per respective Government policy.
 - c) **Eligibility and Conditions for Award of Medals shall be as under:**

- i. Eligibility and other conditions forward of various Medals shall be laid down in Regulations framed by the Academic and Activity Council.
 - ii. Endowed Medals may be introduced with the approval of the Academic and Activity Council, on deposit of prescribed amount by a donor with the University, which shall be kept in fixed deposit in Bank.
 - iii. Eligibility and conditions for the award of Endowed Medal shall be determined by the Academic and Activity Council keeping in view the terms of endowments.
- d) **Eligibility and conditions for the award of Prizes:**
- i. Prizes for outstanding achievement in games and sports for different categories shall be as approved by the Executive Council on the recommendation of the Academic and Activity Council.
 - ii. Eligibility and conditions for the award of prizes shall be determined by the Academic and Activity Council.

8. REDRESSAL OF GRIEVANCE: *(Refer S. 27(1)(n) of the Act)*

- 1) The University shall set up machinery for grievance redressal of employees and students as under:
 - a) **Internal Complaint Committee (ICC):** There shall be an Internal Complaint Committee constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
 - b) **Anti-Ragging Committee and Squad:** Anti-Ragging Committee and Squad shall be constituted, and preventive measures shall be taken as per University Grants Commission directives/guidelines. **Refer Annexure 4.**
 - c) **Department Grievance Redressal Committee (DGRC):** To address the students' grievances, there shall be a Department Grievance Redressal Committee in each department comprising of the following:
 - i. Head of the Department-Chairperson
 - ii. A Professor from outside the Department nominated by the Vice-Chancellor
 - iii. A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department.
 - d) **University Grievance Redressal Committee (UGRC):** Complaints not related to departments and the grievances not resolved at the DGRC shall be referred to

University Grievance Redressal Committee (UGRC). The UGRC approved by the Executive Council shall comprise of the following:

- i. Dean/ Senior Academician as Chairperson
- ii. Dean Students Welfare
- iii. Two senior Academicians nominated by the Vice-Chancellor
- iv. Proctor

HOSTEL RULES

1. Students will need to sign the register upon taking charge of furniture, which must be used very carefully. The student will have to get a certificate from the security guard before leaving the hostel that he/she has returned all the furniture in good condition and the date of leaving the hostel shall be entered in the register.
2. The main door of the hostel will be closed for girls at 6 p.m. in summers and 5 p.m. in winters. For boys this time will be 8 p.m. in summers and 7 p.m. in winters. Students violating these deadlines shall be fined Rs 500.00. In Special circumstances, Students would need written permission of the Warden for entering/leaving the hostel at late hours. [not equitable; may reconsider]
3. The students should not keep large amount of cash or valuable items like cameras, electronic gadgets, gold chains, rings etc. in their rooms. Authorities will not be held responsible for any loss.
4. Students must turn off all lights and fans before leaving their rooms. The uses of electrical appliances such as immersion electric stoves/heaters etc. are forbidden in hostel rooms. Private cooking in the hostels/student's room is strictly forbidden. Such appliances, if found, will be confiscated and administrative action will be initiated and a fine of Rs. 500.00 shall be imposed.
5. Possession and/or consumption of cigarettes, alcohol, narcotics and any psychotropic substances/drugs is strictly prohibited in and around the hostel premises. Violators will attract the strictest punishment including expulsion.
6. Playing of loud music or disturbing fellow hostel inmates will not be permitted. Playing outdoor games inside the hostels is not permitted. No parties are permitted in hostel rooms. Silence hours will be observed from 10 p.m. to 06 a.m. on all days. No noise of any sort will be permitted during the silence hours. [reconsider]
7. Food will be served only in the dining hall of the mess during specified time. Mess food should not be taken to room or college. However, if the student is very sick, written permission may be sought by his/her roommate to bring food for the sick student to their room. Students must dress appropriately in the mess at all times.
8. Hostel Charges shall have to be deposited lump sum. In case a student fails to turn up, hostel charges once deposited shall not be refunded.
9. The mess fees shall be paid on or before 7th every month. Thereafter a fine of Rs- 10 per day by the 10th of each month and Rs-20 per day by the 15th of each month will be payable. If mess fees remain unpaid beyond the 15th, students' parents will be contacted.
10. The Principal, Warden or any person authorized by the Principal may inspect the hostel at any time. Students shall keep their rooms neat and clean at all times. Every student shall ensure they have a dustbin in their room. Students are not permitted to exchange rooms among themselves without prior written permission of the Warden/Principal.
11. The Principal/Warden shall grant leave from the hostel. Leave from college does not mean leave from hostel.

12. If any student loses the key to the hostel room and the lock needs to be broken/dismantled, the student will be fined Rs 50. Any student who defaces hostel property in any manner will have the damages recovered from his caution money. If any damage to property occurs and the perpetrator is not discovered, the damages will be recovered from all hostlers equitably.
13. Possession of firearms/weapons/poisonous substances of any kind in the hostel is strictly forbidden. Students indulging in verbal abuse/physical fights or violent behavior, either by themselves, or along with outside friends, shall be handed over to police authorities and disciplinary action taken against them. Any form of Ragging, Sexual Harassment or causing Communal Disharmony shall not be tolerated and appropriate legal action taken against offenders.
14. The students shall not bring or keep any pets in their hostel rooms.
15. Arguing/fighting with hostel staff or mess staff is strictly forbidden. Any complaint against them will be brought to the notice of the Principal/warden.
16. Any additional charges of water, electricity and maintenance in the hostel will be charged equally to all students.
17. The Authorities reserve the right to terminate any student for any willful disobedience or defiance or authority, non-observance or frequent violation of hostel rules.
18. Students shall vacate their rooms on the day after the last examination and hand over the keys to the hostel office. Hostel mess will be closed after the end of the session. If rooms are not vacated in time; students' possession will be placed in storeroom and only released upon payment of Rs 50 fine and written permission from the Principal/Warden. The hostel shall not be responsible for loss of any possessions.
19. Guests / day scholars are not allowed entry in the hostels. If absolutely necessary, the students may temporarily sign in guests by making an entry in the Students' register upon payment of Rs 100. Violations will attract a penalty of Rs 500.
20. Guests are not permitted to stay overnight in the room of the students without prior written permission from the Warden. Upon permission, Rs 100 per night will be charged. Violations will attract a penalty of Rs 500.00. No guests of the opposite sex are permitted in hostel rooms.

GRIEVANCE REDRESSAL MECHANISM

- ANTI-RAGGING
- SEXUAL HARASSMENT

ANTI-RAGGING

Ragging is an evil, inhuman, illegal and punishable practice. It violates the discipline of an educational institution and disturbs the sanctity of learning and standards of education that students deserve. The Hon'ble Supreme Court of India has banned ragging in Educational Institutions.

What Constitutes Ragging?

1. 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;
2. Indulging in rowdy or undisciplined 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;
3. 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;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. 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;
8. 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 ;
9. 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.

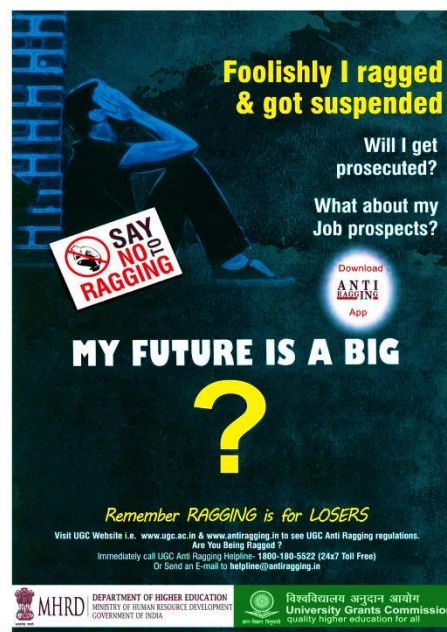
10. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

We at MBSPSU are committed to preventing ragging and strictly enforcing the laws on Anti-Ragging. To that end, an Anti-Ragging Squad and Anti-Ragging Committee have been formed as per UGC Regulations to look into, enquire and punish any incident of ragging in the institution. The **National Anti-ragging helpline no. 1800-180-5522** and **email id helpline@antiragging.in** have been established for lodging complaints in addition. All students and their parents are mandatorily required to submit anti-ragging undertakings in all educational institutions.

If a student is found to have been engaged in any incident of ragging, the following punishments may be meted out:

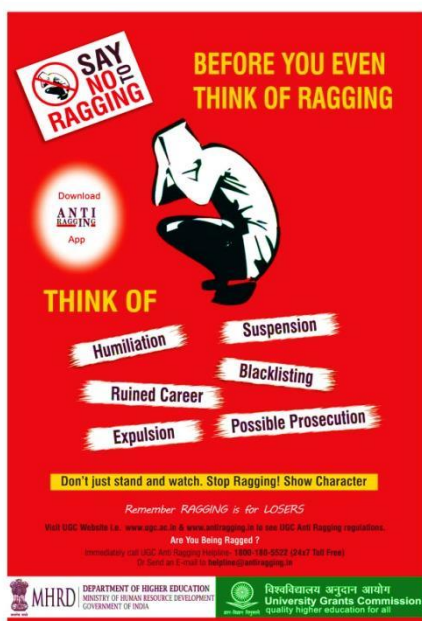
- 1) Suspension from attending classes and academic privileges.
- 2) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- 3) Debarring from appearing in any test/ examination or other evaluation process.
- 4) Withholding results.
- 5) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- 6) Suspension/ expulsion from the hostel.
- 7) Cancellation of admission.
- 8) Rustication from the institution for period ranging from one to four semesters.
- 9) 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.



PROCEDURAL ASPECTS:

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 authorized by him in this behalf, proceed to file a **First Information Report (FIR)**, **within twenty four hours of receipt of such information** or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

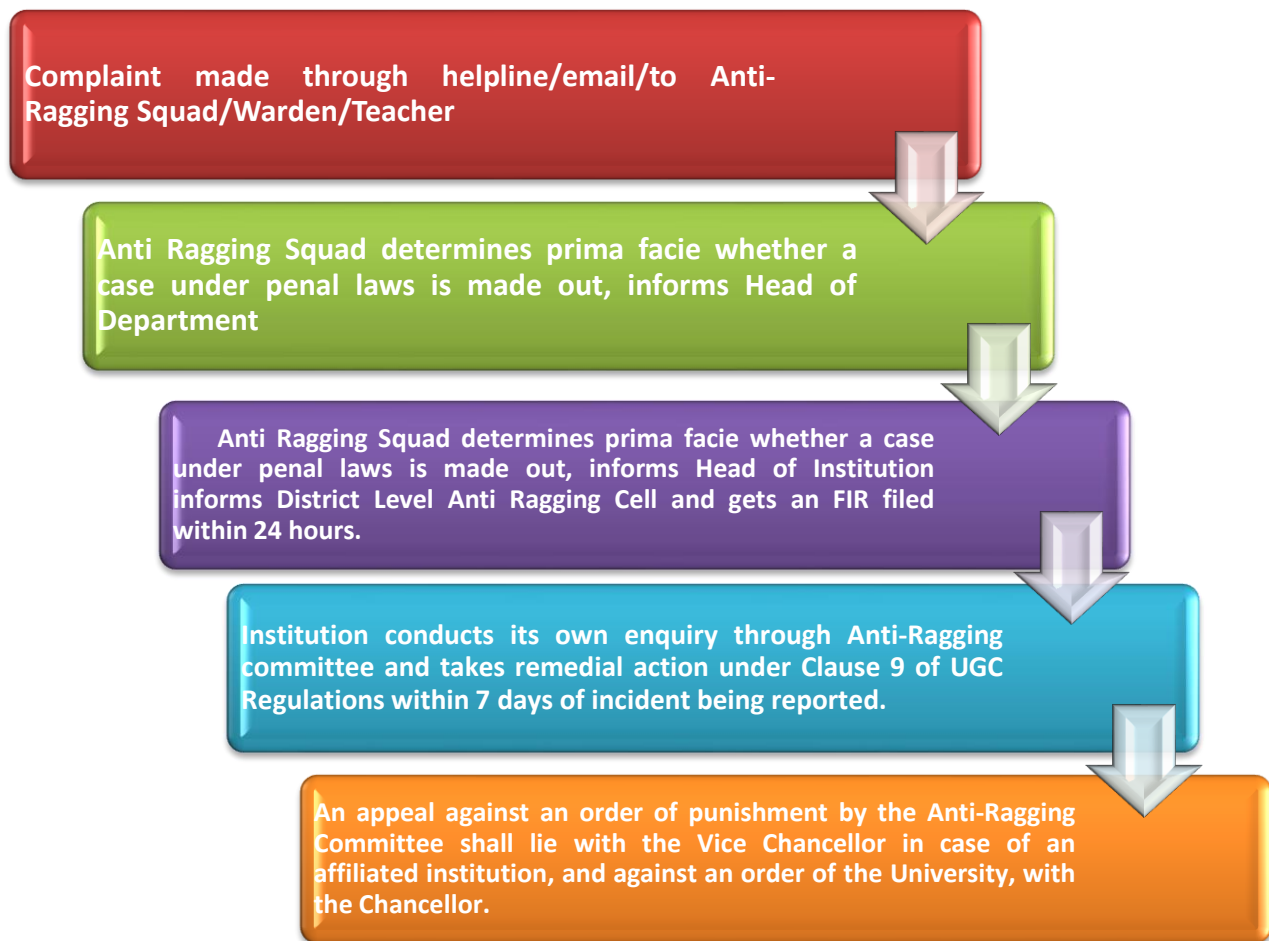


- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Threat to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- 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.



In compliance with instructions dated 8.05.2009 issued by Hon'ble Supreme Court of India and implementation of the Punjab Educational Institution (Prohibition of Ragging) Act, 2013 and UGC Regulations on the subject dated 17.06.2009, further amended on 29.06.2016, the following Anti-Ragging Squad and Anti-Ragging Committees have been constituted for Academic Session 2020-2021:

Anti-Ragging Squad:

Sr. No.	Name of Official	Designation	Contact No.
1	Dr. Charu Sharma	Assistant Professor (Yoga)	+9182795-73883
2	Dr. Sneh Lata	Assistant Professor (Physical Education)	+9195987-34999
3	Dr. Sonia Saini	Assistant Professor (Physical Education)	+9194176-13254
4	Dr. Manpreet Kaur	Assistant Professor (Punjabi)	+9181465-85096
5	Dr. Sunman Kaur	Assistant Professor (English)	+9199888-99644
	Dr. Harjot Kaur	Assistant Professor (Psychology)	+9198784-79267

Anti-Ragging Committee:

Sr. No.	Name of Official	Designation	Contact No.
1	Registrar	Principal, Prof Gursewak Singh College of Physical Education, Patiala	-
2	DC Patiala or his nominee		0175-2311300
3	SSP Patiala or his nominee		0175-2311113
5	Dr. Sneh Lata	Assistant Professor (Physical Education)	+9195987-34999
6	Dr. Manpreet Kaur	Assistant Professor (Punjabi)	+9181465-85096
	Dr. Sunman Kaur	Assistant Professor (English)	+9199888-99644
7	Dr. Harjot Kaur	Assistant Professor (Psychology)	+91 98784-79267
8	Jasmeen Kaur	Parents Representatives	
9	Karam Chand Kouncil	Parents Representatives	+91 70875-98089
10	Karamveer Singh	Student Representatives	+91 85285-96008
11	Priyanka	Student Representatives	
12	Pankeshwar Ganesha	Student Representatives	
14	District Social Welfare Officer or its representative		

The Affidavits to be filed by students and parents are given as under:

AFFIDAVIT BY THE STUDENT

I, (*full name of student*) 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 behavior 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(place) on this the (day) of.....(month)....., (year).....after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

1. 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*), having 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
 - 1) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - 2) 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..... (Place) on this the (day) of..... (Month)....., (year).....after reading the contents of this affidavit.

OATH COMMISSIONER

.....

SEXUAL HARASSMENT

Sexual Harassment at workplace is an extension of violence in everyday life and is discriminatory and exploitative, as it affects a woman's right to life and safe livelihood. Any incident of sexual harassment must be addressed and dealt with swiftly and strictly in order to uphold women's right to dignity and a safe working environment. We at MBSPSU take this very seriously and strongly urge our male colleagues and employees to become aware of the meaning and scope of sexual harassment and to desist from any form of interaction that may be construed as unwelcome by our women employees.

What constitutes Sexual Harassment?

"Sexual Harassment" includes anyone or more of the following unwelcome acts or behavior (whether directly or by implication), namely:

- 1) Physical contact or advances;
- 2) A demand or request for sexual favors;
- 3) Making sexually colored remarks;
- 4) Showing pornography;
- 5) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

Some examples of behaviour that constitute sexual harassment at the workplace:

- 1) Making sexually suggestive remarks or innuendos.
- 2) Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
- 3) Offensive comments or jokes.
- 4) Inappropriate questions, suggestions or remarks about a person's sex life.
- 5) Displaying sexist or other offensive pictures, posters, mms, sms, whatsapp, or e-mails.
- 6) Intimidation, threats, blackmail around sexual favours.
- 7) Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
- 8) Unwelcome social invitations, with sexual overtones commonly understood as flirting.

- 9) Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.
- 10) Physical contact such as touching or pinching.
- 11) Caressing, kissing or fondling someone against her will (could be considered assault).
- 12) Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
- 13) Persistently asking someone out, despite being turned down.
- 14) Stalking an individual.
- 15) Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
- 16) Falsely accusing and undermining a person behind closed doors for sexual favours.
- 17) Controlling a person's reputation by rumour-mongering about her private life.

Procedural Aspects

Internal Complaints Committee of MBSPSU

Aggrieved woman may make a complaint to ICC within 3 months of incident (ICC can condone delay if convinced of reasons)- u/s 9 of Act

Conciliation: U/s 10, at the request of the aggrieved woman, ICC may take steps to reach a non-monetary settlement before initiating enquiry u/s 11.

Enquiry u/s 11: ICC may enquire into complaint and submit report within 10 days of enquiry. If it is convinced that prima facie case exists, may make complaint to Police for FIR u/s 509 of IPC within 7 days of complaint.

Sr No.	Name & Designation	Capacity	In compliance of
1.	Col. Navjit Singh Sandhu, IAS Registrar, MBSPSU	Presiding Officer	S. 4(2)(a)
2	Dr. Simrat Kaur Principal, Prof. Gursewak Singh College of Physical Education, Patiala	Member	S. 4(2)(b)
3	Sh. Seema Aggarwal Finance Officer, MBSPSU	Member	S. 4(2)(b)
4	Mrs. Sukhbir Kaur Librarian, Prof GS College of Physical Education, Patiala	Member	S. 4(2)(c)

**COMPLAINT TO INTERNAL COMPLAINTS COMMITTEE UNDER THE
SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION,
PROHIBITION AND REDRESSAL) ACT, 2013.**

COMPLAINT FORM

1. Name of the Complainant _____
2. Particulars of the Complainant _____
3. Address _____

4. Contact No. _____
5. Email _____
6. Description of the Complaint
(Description may include the
official against whom complaint
is made, Place of incident etc.
Attach extra sheet if required). _____

Signature/Thumb Impression of

Complainant

Date:

Signature of the recipient of
Complaint and Date

Note: (If the complainant is unable to write her own hand, the ICC will render necessary assistance to the aggrieved women for making complaint in writing).