



TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

Phone : 044-30101111, Fax : 044-222 5555, Email: tagoremch@gmail.com



(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

ANTI-RAGGING POLICY	Policy No : 04
	Issue No : 02
	No of Page : 1-5
	Date : 12/12/2022
Next Revision	2026

Policy	ANTI-RAGGING
Objective	To create and cultivate a promising socio-educational environment among the students by preventing, eliminating and forbidding ragging in all forms in the institution
Principle (s)	The policy ensures the provision of a healthy and harmonious environment in the institution for the professional development and personal wellbeing of the students through stringent action plan against ragging.
Definition of ragging	<p>As directed by the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, ragging in all higher education institutions is defined as:</p> <ul style="list-style-type: none">a. any conduct by a student or students in the form of 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. any delinquent or undisciplined activities by a 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 studentc. asking a 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, torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other studentd. authority or superiority by a student over any fresher or any other student with or without an intent to derive a sadistic pleasure or showing off powere. any act by a student or students that prevents or disturbs the regular


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	<p>academic activities</p> <p>f. any act by a student or students that puts financial extortion or forceful expenditure burden on a fresher or any other student</p> <p>g. any act of exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students</p>
Procedure with SOP	<p><u>REGULATIONS OF MEDICAL COUNCIL OF INDIA PROHIBITING RAGGING IN MEDICAL COLLEGE</u></p> <p>Act of Ragging in any form is strictly Banned/Prohibited within or outside the College Campus.</p> <ul style="list-style-type: none">• A brochure /application form is to be made available in the institution.• The application form/ brochure states that in case if the applicant is found to have indulged in ragging in any form in the past or if it is noticed later that he/she has indulged in ragging, admission shall be refused by the institution or he/she shall be expelled from the institution.• Every student has to give an undertaking jointly with his/her parent in the application form/brochure at the time of admission into the program offered by the institution to make them aware of the seriousness of the menace of ragging. <p><u>REDRESSAL</u></p> <p>The institution has constituted the Anti-Ragging Committee with the following members to implement the anti- ragging measures and redress the grievances of the Students if any.</p> <p>TOLL FREE NUMBER : 1800 – 180 – 5522</p> <p>Anti-Ragging Squad</p> <p>All the Senior Faculty Members, RMO and ARMO who are residing at the Staff</p>

[Signature]
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quarters within the Campus are the Members of the Anti-ragging squad. The squad shall have vigil, oversight and patrolling functions. The Squad shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids of Hostels and other hot spots.

Following admission of a new batch, faculty shall be assigned hostel duties beyond working hours for two to three months to strictly monitor and curb the menace of ragging in the hostel.

AWARDABLE PUNISHMENT

The punishment to be implemented has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. Ragging is not only to be discouraged but also to be dealt with sternness.

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- Suspension from attending Classes and Academic Privileges
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any Examination or other evaluation process
- Withholding results
- Debarring from representing the Institution in any regional, national or international meet, tournament, youth festival etc.,
- Suspension/Expulsion from the Hostel
- Cancellation of Admission
- Rustication from the institution for a period ranging from 1 to 4 semesters
- Expulsion from the Institution and consequent debarring from admission to any other Institution for a specific period.
- Two years imprisonment
- Fine of Rs.25,000/- to Rs. 2.00 lakhs
- Collective punishment: When the persons committing or abetting the


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crime of ragging are not identified, the institution shall resort to collective punishment.

Undertaking by the Students as per the provisions of anti -ragging verdict by the Hon'ble Supreme Court

I, Mr. /Ms., Roll No.:.....,
Joining as a student for MBBS Degree Course at Tagore Medical College do hereby Undertake on this day.....month.....year
....., the following declaration:

1) That I have carefully read and fully understood the meaning of Ragging and know that ragging in any form is a cognizable/punishable offence and it is banned/ prohibited by the Court of Law.


- ❖ I will not indulge in any behavior or act that may come under the definition of ragging
- ❖ I will not participate in or abet or propagate ragging in any form.
- ❖ I will not hurt anyone physically or psychologically or cause any other harm.

2) That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the College if the above statement is found to be untrue or the facts are concealed, at any stage, in future.

3) That I shall not resort to ragging in any form at any place and I hereby agree that if found guilty of any aspect of ragging, I may be punished, as per the law, in force and shall abide by the rules/laws prescribed by the Courts, Govt. of India, MCI and the College Authorities for the purpose from time to time.

Signature of the Student

I hereby fully endorse the undertaking
made by my child / ward


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	Signature of the Parent/Guardian Name: 1. Witness : 2. Witness :
Frequency	3 Years
Related/ Supportive documents	As per UGC Guidelines
Custodian	IQAC Coordinator

Prepared by	Verified by	Approved by
 Anti-Ragging Committee Secretary	 IQAC Coordinator	 Dean

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Grievance Redressal Policy	Policy No : 10
	Issue No : 02
	No. of Page : 1-3
	Date : 14/02/2023
Next revision 2026	

Policy	Students Grievance Redressal
Objectives	<ol style="list-style-type: none">1. To undertake independent investigation of the matter after receiving the grievance2. To maintain the confidentiality, if the subject of grievance requires it3. To address the grievance and resolve the issue with help of the management/faculty
Purpose	The purpose of this policy is to define the criteria and procedure of resolving the problems of its students. Any undergraduate or postgraduate student of Tagore Medical College & Hospital who has a grievance, has an access to grievance mechanism, where he/she can resolve their problem at the earliest, without any fear of reprisal.
Principle	The management of Tagore Medical College & Hospital is committed to the principle of ensuring fair and harmonious environment for the students that nurtures their growth and allows them to learn optimally.
Procedure with SOP	Definitions Grievance: Defined as the dispute <ol style="list-style-type: none">(i) Between the students(ii) Between the student and the faculty(iii) Between the student and a non-teaching employee(iv) Between the student and the management / administrative staff of Tagore Medical College & Hospital. Procedure: <ol style="list-style-type: none">a. Any undergraduate or postgraduate shall notify the grievance to the mentor. In case the mentor is unable to resolve the grievance in two days,

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	<p>or if the grievance is about the mentor, the aggrieved student can escalate the same to the concerned Head of the Department. Grievance can be submitted in writing by the aggrieved student. This step may be skipped, if the grievance involves the Head of the Department.</p> <p>b. The Head of the Department shall investigate & try to resolve the issue. Response sheet about the incident shall be submitted within 10 days.</p> <p>c. If the applicant is not satisfied, the student shall submit the grievance sheet to the Grievance Redressal Committee within 15 calendar days of the incident.</p> <p>d. The Grievance Redressal Committee shall independently investigate, conduct meeting / hearing in the presence of applicant and respond in writing to the grievance within 20 calendar days of the written submission of the grievance</p> <p>e. If the applicant is still not satisfied with the decision, he/she may submit the grievance in writing to the Head of the institution, describing the reasons for dissatisfaction.</p> <p>f. If the grievance involves a member of the Grievance Redressal Committee, the student may submit the grievance directly to the office of Head of the institution.</p> <p>g. All parties shall be given a fair hearing at all levels and committees. The rule of natural justice must be upheld, and the complainant must receive a fair hearing and assistance to those in need must be provided at all levels.</p> <p>h. When making a decision on a complaint at any level, the pertinent provisions of the Act or Regulations of the UGC must be considered, and no decision may be made, which conflicts with them.</p>
	<p>What does not constitute as grievance?</p> <p>Grievance Redressal procedure is not applicable to personal conflicts, results of assessments, official disciplinary actions and reprimands.</p>


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	<p>When can the Committee or the Head of the institution dismiss the grievance?</p> <p>a. If the applicant fails to attend any of the meetings set by the committee or the Head of the institution despite prior notice.</p> <p>b. If the student seeks withdrawal of grievance for any reason.</p> <p>c. The applicant who has filed the grievance is no more studying at Tagore Medical College & Hospital.</p> <p>d. Committee or the Head of the institution finds that the grievance is frivolous.</p> <p>Applies to:</p> <p>All the students of the Tagore Medical College & Hospital.</p>
Frequency	3 Years
Custodian	IQAC Coordinator

Prepared by	Verified by	Approved by
Grievance Redressal Cell Secretary	IQAC Coordinator	 DEAN TAGORE MEDICAL COLLEGE & HOSPITAL RATHINAMANGALAM, MELAKOTTAIYUR POST, Chennai-600 127.


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GENDER HARASSMENT COMMITTEE	Policy No : 12
	Issue No : 02
	No of Page : 1- 4
	Date : 23/02/2023
Next revision	2026

Policy	GENDER HARASSMENT COMMITTEE
Objective(s)	<ul style="list-style-type: none">• To prevent discrimination and sexual harassment against women, by promoting gender equity among Students/Staff.• To address cases of discrimination and sexual harassment against women in a time bound manner.• To recommend appropriate punitive action against the guilty.• To organize gender sensitization awareness programmes.
Principle(s)	The committee is constituted to prevent or deter the commission of acts of sexual harassment and provide procedures for resolution, settlement or prosecution of acts by taking all steps required and foster a respectful and safe campus environment through awareness about sexual harassment.
Definition	<p>According to the Supreme Court guidelines Sexual harassment can be defined as “unwelcome” sexually determined behaviour (whether directly or by implication) as:</p> <ul style="list-style-type: none">• Physical contact and advances• Demand or request for sexual favors• Sexually colored remarks• Showing pornography• Any Other unwelcome physical, verbal or non-verbal conduct of a sexual nature. <p>Apart from those mentioned above, the following are also considered as sexual harassment and are to be addressed by the committee:</p> <ul style="list-style-type: none">• Eve-teasing & Unsavory remarks

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	<ul style="list-style-type: none">• Jokes causing or likely to cause awkwardness or embarrassment• Innuendos and taunts, Gender based insults or sexist remarks• Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like• Touching or brushing against any part of the body and the like• Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings• Forcible physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy.
Procedure with SOP	<p>The committee against Gender Harassment was constituted in line with the directions of the Supreme Court Judgement and as per the guidelines issued by Medical Council of India for effective enforcement of the basic human right of gender equality and more particularly against sexual harassment at the College/Hospital.</p> <p>Procedure for Approaching the Committee:</p> <p>The Committee deals with issues relating to sexual harassment. Any complaint on discrimination or sexual harassment may be brought to the notice either in person or over phone or through petition either to the Chairperson/Dean or Convener or to any of the Members of the Committee.</p> <p>Where sexual harassment occurs as a result of an act or omission by any third party or outsider, all steps necessary and reasonable will be taken to assist the affected person in terms of support and preventive action.</p> <p>Instructions to be given for those who feel to be sexually harassed:</p> <p>Dos:</p> <ul style="list-style-type: none">• Know your rights – Should be aware that sexual harassment is illegal and prohibited• Speak up – Should try telling the person to stop and state clearly and firmly that the particular behavior should be ceased.• Get information and support – If unable to speak up, should ask the

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	<p>friends for help and bring it to the notice of the College authorities without further loss of time.</p> <ul style="list-style-type: none">• Keep records that might be useful for pursuing the case. <p>Don'ts:</p> <ul style="list-style-type: none">• Not to blame oneself for being sexually harassed• Never ignore an act of harassment• Do not delay or hesitate to seek help <p>Disciplinary Action:</p> <p>Where such conduct amounts to misconduct appropriate disciplinary action should be initiated with time bound treatment of complaints. The complaints will be kept strictly confidential and will be enquired by the Committee and grievances if any will be timely redressed and proper action will be taken against those found guilty.</p> <p>An employee found guilty of sexual harassment shall be liable to give a written apology to the victim and any of the following punitive actions:</p> <ul style="list-style-type: none">• Suitable warning / condemnation• Concealment of increments.• Demotion to lower service, grade or post.• Compulsory retirement.• Removal from service, or Dismissal from service. <p>A student guilty of sexual harassment shall be liable to give a written apology to the victim and any of the following punitive actions:</p> <ul style="list-style-type: none">• Concealment/withdrawal of scholarship/fellowship and other benefits.• Rustication from College for a period up to a certain period or Expulsion from the College.
Frequency	3 Years
Related documents	As Per the Norms
Custodian	IQAC Coordinator


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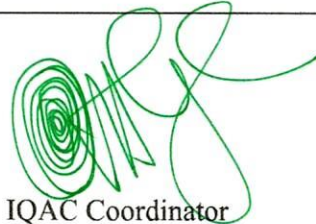

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 Gender Harassment Committee Secretary	 IQAC Coordinator	 DEAN TAGORE MEDICAL COLLEGE & HOSPITAL RATHINAMANGALAM, MELAKOTTAIYUR POST, Chennai-600 127.


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