



A J INSTITUTE OF MANAGEMENT

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Criterion 5–Student Support and Progression

Key Indicator – 5.1 Student Support

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies*
- 2. Organisation wide awareness and undertakings on policies with zero tolerance*
- 3. Mechanisms for submission of online/offline students' grievances*
- 4. Timely redressal of the grievances through appropriate committees*

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STATUTORY REGULATIONS OF A J INSTITUTE OF MANAGEMENT

Sl.No.	Name	Link
01	Anti Ragging Policy	View
02	Mentor Mentee Policy	View
03	Internal Complaint Committee Policy	View

STATUTORY REGULATIONS OF UGC

Sl.No.	Name	Link for additional documents
01	UGC Guidelines for Internal Complaint Committee	View
02	UGC Guidelines for Anti Ragging Cell	View
03	UGC Guidelines for Grievance-Redressal System	View
04	UGC Guidelines for Prevention, Prohibition and Redressal of Sexual harassment of Women Employees and students in Higher Educational Institutions	View



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ANTI- RAGGING POLICY

Preamble

AJ Institute of Management maintains a strong stance against ragging, discriminatory behavior, and any actions that may cause discomfort to fellow students. Ragging is unequivocally prohibited and is considered a criminal offense under the Karnataka Educational Act of 1983 and as per the directives of the Honourable Supreme Court of India. The institution strictly adheres to the regulations outlined by UGC Regulations 2009 on Curbing the Menace of ragging in higher educational institutions set forth by the UGC. These measures are in place to prevent any instances of ragging within the campus, its vicinity, and the hostels.

2.2 Objectives

- Establishing a secure, nurturing, and healthy environment to foster the comprehensive development of each individual.
- Instilling values of respect and dignity for all members of the community.
- Ensuring unobstructed access to higher education and facilitating the pursuit of career aspirations.
- Applicability: This policy and its associated guidelines extend to all students who are enrolled in academic programs at AJ Institute of Management.

2.3 Scope

The policy and guidelines are applicable to all the students enrolled for the academic programmes at A J Institute of Management

2.4 Anti-ragging Committee

A dedicated Anti-ragging Committee will be established by the institute to oversee the adherence to UGC and Government directives for eradicating ragging. The committee's composition shall comprise:

- i) Director
- ii) Principal
- iii) Dean Academics
- iv) Student Council Advisor
- v) Faculty coordinator
- vi) Hostel warden
- vii) Student Representatives

2.5 Roles and Responsibilities

- Disseminate information regarding ragging and its consequences through various orientation and sensitization programs.
- Establish an anti-ragging squad responsible for monitoring the campus, hostels, cafeteria, and surrounding areas.
- Implement proactive measures to prevent ragging incidents.



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- Publicize the consequences of ragging through circulars and the institute's Code of Conduct that are uploaded in the Institute's Website.
- Address complaints related to ragging and associated inconveniences.

2.6 Definitions

2.6.1 Ragging: Any form of physical or mental abuse, including acts of bullying, exclusion, or harassment, directed at a fellow student (whether a fresher or not) based on factors such as 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.

2.6.2 Zero Tolerance: All acts of ragging, whether major or minor, will be taken seriously, and those involved will face appropriate consequences.

2.6.3 Complainant: A student enrolled in the institution, or a parent/guardian of the aggrieved party.

2.6.4 Code of Conduct: A Code of Conduct should be signed by the students during admission and any sort of defiance of the same will attract punishment, as per the regulations. The Code of Conduct will be countersigned by the parent of the respective student and the Director of the Institute in a Rs 20 stamp paper bond (Annexure I\II)

2.7 Complaint Process

- Any written complaint should be submitted to any member of the Anti-ragging Committee or the institute's Management authorities.
- Complaints can also be registered online through the college's official website quick link- Discrimination Complaint
- The Anti-ragging Committee will conduct an impartial and thorough investigation and present its findings to the Director within seven working days.
- If, upon investigation, any student or alumni is found responsible for ragging, appropriate action will be determined by the Director in coordination with the Committee members.

2.8 Penalties for Acts of Ragging

If the student is found guilty of ragging, he/she is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me and my ward under any penal law or any law for the time being in force. Penalties for involvement in ragging or aiding in ragging shall include:

- Forfeiture of scholarship
- Disqualification from taking examinations
- Eviction from hostel premises
- Expulsion from the institution
- Initiation of criminal proceedings



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ANNEXURE – I\ II

JOINT AFFIDAVIT OF THE STUDENT / PARENT

1) We, Mr./Mrs
(parent/guardian) and Ms./Mr
(student with registration / enrolmentnumber), having been admitted to A. J. Institute for Management (AJIM), Kottara Chowki, Mangalore, jointly, have understood the UGC Regulations 2009 on Curbing the Menace of ragging in higher educational institutions.

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

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

4) We hereby solemnly aver and undertake that

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

b) The student 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) If the student is found guilty of ragging, he/she is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me and my ward under any penal law or any law for the time being in force.

6) We hereby jointly declare that the ward (student) 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, we are aware that the admission of the ward (student) is liable to be cancelled.

Declare this on day ofmonth of year

Signature of deponents

(Parents/ guardian)

Name:

Signature of deponents

(Student)

Name:



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VERIFICATION

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

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

Signature of deponents

(Parents/ guardian)

Signature of deponents

(Student)

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

DATE _____

OATH COMMISSIONER



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MENTOR-MENTEE POLICY

1. Preamble

Mentoring is a valuable strategy to provide students with the emotional and academic support that is needed to achieve the goal of the institution. A large number of students are from other cities and states and to cope-up with both emotional issues and enable them to excel in academics, a Mentor-Mentee System is developed for all students of the Institute . Mentoring programme is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the faculties and students. All the faculties (Mentors) are assigned 13 number students (Mentees). The mentors can play an important role in nurturing students' aspirations, helping them to prepare themselves and motivate them to make successful transitions in their career.

This programme is conducted for individual student. The personal level interviews with the students are conducted periodically ie a stipulated hour is assigned for mentoring within the timetable. All mentors keep a confidential data sheet about their students, records which represents a report of mentoring done by the teachers. Mentors discuss various issues including class room lectures, participation in co-curricular and extra-curricular activities, any academic difficulty faced and career development. Students shall be assigned to Mentors right from the first year of the programme at the time of induction program. The mentoring programme is monitored by a committee consisting of the Director/Principal and a group of experienced faculty.

2. Applicability

The provisions of the Guidelines for Mentor Mentee will be applicable w.e.f the date of its approval by the Academic Council and Board of Management of the Institute . These guidelines will be applicable to all the students enrolled in the programme of the Institute.

3. Objectives

1. To help students understand the challenges and opportunities present in the Institute and develop a smooth transition to campus life.
2. To counsel academically weak students and to play an important role in helping troubled students cope-up with academic, extra-academic and personal problems.
3. To proactively try to identify problems of the general students and to bring them to the notice of the concerned authorities.
4. Ensuring regularity and punctuality of students through counselling sessions.

4. Responsibilities of Mentor

The mentor will perform the following functions:

- Introduce and discuss the concept of mentor-mentee system with the assigned mentees.



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- Maintain the necessary details through the Student Progress Tracker – A guide to Mentorship
- Assist the mentors to monitor the student's attendance, academic progress and achievements in beyond curriculum activities.
- Continuously monitor, counsel, guide and motivate the students in all academic matters.
- Assist students in solving problems and when necessary refer them to appropriate authority or resource person for appropriate solution.
- Advise students regarding choice of electives, project, internship programmes etc.
- Interact with the mentees to find out the cause for the low performance/indifferent behaviour.
- Contact parents/guardians to inform the progress of their student, whenever required.
- Maintain a record of progress made by the identified underperforming student and take remedial actions when required through Student Progress Tracker.
- Guide the students in taking up extra academic and professional activities for value addition.
- Providing motivation to the mentees in their career development/professional guidance.

5. Responsibilities of Mentees

- Attend the meetings regularly as informed during the schedule by the mentor.
- Provide the right information regarding the academic and non-academic activities.
- Keep informed regarding their individual activities and performance
- Repose confidence in Mentor and seek his/her guidance whenever required.

6. Responsibilities of Director /Principal

- Periodic meets with all mentor at least once a month to review proper implementation of the system.
- Initiate administrative action on a student when necessary.

7. Outcomes

- Encourages cooperation and cohesiveness for the mentees.
- Contributes to the general stability and overall development of the institution by developing a bond between teacher as mentor and mentees.
- Enables the faculty to develop their additional skills.
- Initiates the leadership among the faculties and students.
- Helps to identify the personal interests of the students and to motivate them in particular area.
- Encourages the weak students to perform well by the special care towards them.



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INTERNAL COMPLAINT COMMITTEE POLICY

1. Preamble

A J Institute of Management is committed to providing a safe and inclusive environment for all members of its community. Harassment, discrimination, or any form of misconduct will not be tolerated. This policy is in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

2. Objectives

- Ensuring a safe and respectful environment for all members of the institution.
- Promoting awareness and prevention of harassment and discrimination.
- Providing a structured process for addressing complaints and grievances related to harassment.

3. Scope

This policy applies to all individuals associated with A J Institute of Management, including students, faculty, staff, and visitors.

4. Internal Complaint Committee (ICC)

A dedicated Internal Complaint Committee shall be constituted to address complaints related to harassment. The committee shall comprise:

1. Director
2. Principal
3. Dean Academics
4. Student Council Advisor
5. Faculty coordinator
6. Hostel warden
7. Student Representatives

5. Roles and Responsibilities

- Disseminate information about the policy and procedures through workshops and awareness programs.
- Receive, register, and address complaints in a confidential manner.
- Conduct fair and impartial investigations into complaints.
- Recommend appropriate actions and sanctions in cases of substantiated complaints.
- Maintain records of all complaints, investigations, and actions taken.



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6. Definitions

6.1 Harassment: Any unwelcome conduct, verbal or physical, based on gender, race, religion, caste, sexual orientation, disability, or any other protected characteristic, that creates a hostile or intimidating environment.

6.2 Complainant: An individual who files a complaint alleging harassment.

6.3 Respondent: An individual against whom a complaint is filed.

7. Complaint Process

- Complaints may be filed in writing or can be dropped in the suggestion box situated in the college premises or verbally to any member of the ICC or the institution's designated authority.
- Complaints can also be submitted through the institution's official website or email address dedicated to complaints via complaints@ajimmangalore.ac.in .
- The ICC shall conduct a thorough and impartial investigation and provide a report of findings within ten working days.
- Based on the findings, the ICC shall recommend appropriate actions and sanctions, which may include counseling, warnings, suspension, termination, or legal action.

8. Confidentiality

All proceedings related to the complaint shall be kept confidential. Information shall only be disclosed on a need-to-know basis.

9. Protection against Retaliation

Any form of retaliation against the complainant, witnesses, or individuals involved in the investigation process is strictly prohibited and will be subject to disciplinary action.

10. Support and Assistance

The institution shall provide necessary support and assistance to the complainant, including access to counseling services and legal advice if needed.