

ANTI SEXUAL HARASSEMENT CELL

Objectives

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- To provide information regarding counseling and support services on our campus.
- To promote awareness about sexual harassment through educational initiatives those encourages and foster a respectful and safe campus environment.

Procedure for Approaching Cell

The Cell deals with issues relating to sexual harassment at the Thiagarajar School of Management. It is applicable to all students, staff and faculty. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint or Mail communication or in complaint register which is placed in principal's office may be addressed to Committee. If the complaint is made to the Principal, or any of the Committee members, they may forward it to the other members of the Committee and arrange for a meeting.

Actions

- a) A fine up to Rs.2.5 lakhs
- b) Students found guilty of harassing will be expelled from college
- c) Reporting to the police

Name	Designation	Role	Contact.no	Mail ID
Dr. M. Selvalakshmi	Principal	Chairperson	9843351013	principal@tsm.ac.in
Mr. SA. Palaniappan	Administrative Officer	Member	8056008261	palaniappan@tsm.ac.in
Dr. M .Balaji	Dean – MBA	Member	9994110107	mbalaji@tsm.ac.in
Dr. Goutam Sutar	Dean – PGDM	Member	9786194449	goutamsutar@tsm.ac.in
Dr. N. Manjula	Faculty Member	Member	9894656546	manjulan@tsm.ac.in
Mrs. P.K.M. Andal	Advocate	External	7373775755	ilpaka@rediffmail.com
Ms. Sindhuja	Student II PGDM	Member	9894275679	sindhuja@tsm.ac.in
Ms. Jayashree J	Student II MBA	Member	8056686914	Jjayashree2495@tsm.ac.in

In case of emergency, students may also contact the respective Hostel Warden

Mrs. G.Geetha : geetha@tsm.ac.in /9698068633

Mr. A. Sivalingam : sivalingam@tsm.ac.in/7992366167/8986158685 who would take it forward to the Committee.

INTERNAL COMPLAINTS COMMITTEE

1. Any student who has any Grievance / Complaint can avail any one of the following methods to report their grievance / Complaints.

- Report to Mentor
- Report to Warden
- Report to Coordinator MBA/ MCA / PGDM
- Send email to all / any one of the above
- Report to Principal / Administrative Officer
- Write in Complaint Register kept in the Hostel.
- Drop a letter in suggestion box kept near the cafeteria.

- Members of the Grievance Committee is as under:

Dr. M. Selvalakshmi	Principal	Chairman Complaint Cell	9843351013	principal@tsm.ac.in
Mr. SA. Palaniappan	Administrative Officer	Member	805600826 1	palaniappan@tsm.ac.in
Prof. M. Balaji	Dean – MBA	Member	9994110107	mbalaji@tsm.ac.in
Dr. Goutam Sutar	Dean – PGDM	Member	9786194449	goutamsutar@tsm.ac.in
Prof. Ved Srinivas	Faculty Member	Member	7483079953	vedsrinivas@tsm.ac.in
Arka Bhattacharya	Student II PGDM	Member	8777344082	arka@tsm.ac.in
Venkatesh	Student II MBA	Member	999830443	venki6894@tsm.ac.in

In case of emergency, students may also contact the respective Hostel

Wardens. Mrs. G.Geetha: geetha@tsm.ac.in /9698068633

Mr. A. Sivalingam: sivalingam@tsm.ac.in/7992366167/8986158685 who would take it forward to the Committee

ANTI RAGGING RULES

- Ragging in any form including the physical assault of junior students by senior students or forcing the newcomers to perform such indecent acts which causes mental strain to them is strictly prohibited inside the premises of the institution.
- The senior students can interact with the junior students/ newcomers in classrooms, library, labs, cafeteria, dining hall of hostels and recreation room.
- The students found ragging can be punished if proved as under: -
 - A fine up to Rs.2.5 lakh as per UGC norms.
 - Students found guilty of ragging will be expelled from college
 - Reporting to Police.
- Anti-ragging cell: The following anti-ragging cell will function in our college and any student who needs help may contact any member at any time

Dr. M. Selvalakshmi	Principal	Chairman Anti-ragging Cell	9843351013	principal@tsm.ac.in
Mr. SA. Palaniappan	Administrative Officer	Member	805600826	palaniappan@tsm.ac.in
Prof. M. Balaji	Dean – MBA	Member	9994110107	mbalaji@tsm.ac.in
Dr. Goutam Sutar	Dean – PGDM	Member	975042036	goutamsutar@tsm.ac.in
Dr. S.P.Denisia	Faculty Member	Member	9442753606	denisia@tsm.ac.in
Dr. B.Janarthanan	Faculty Member	Member	9787746413	janarthanan@tsm.ac.in
Mr. Sethu N	Student II PGDM	Member	9442620627	sethun@tsm.ac.in
Ms. Shruthi R	Student II MBA	Member	8667718450	r.shruthi125@tsm.ac.in

In case of emergency, students may also contact the respective

Hostel Wardens Mrs. G.Geetha : geetha@tsm.ac.in /9698068633

Mr. A. Sivalingam: sivalingam@tsm.ac.in/7992366167/8986158685 who would take it forward to the Committee

DUTIES AND RESPONSIBILITIES OF STUDENTS

- All members of TSM will follow the policies laid down by the Board or Governors/Board of Studies/Academic Council/Director.
- Students will follow the instructions of all faculty during classes and outside classes.
- Students will maintain a conducive learning environment. They will put in the best effort in class, participate willingly in course and aim to achieve their highest
- Students will volunteer to support faculty and each other in conducting institute events, clubs, committees etc.
- Students must show respect to the property of the institute and colleagues.
- Students will communicate and treat all members of TSM with fairness and pleasantness at all times.
- Students must conduct him-/her- self in an ethical manner inside and outside the campus

DONT'S

- Students will not engage in behaviour that could reasonably be foreseen to cause disruption of, obstruction of, or interference with the process of instruction, research, administration, student discipline, or any other service.
- Students should not offer gifts/ personal favours to faculty and staff of TSM and may show their appreciation/ thanks through letters/ notes only.
- Students are strictly prohibited from bullying, physical harms and threats - Physical contact that endangers, threatens, or harms the health or safety of any person or behaviour that causes a reasonable person to fear such contact. Such conduct will be immediately referred to the disciplinary committee.
- Hazing and Ragging policy - "Hazing" means any initiation rites, on or off campus, involving any intentional action or situation that a reasonable person would foresee as causing mental or physical discomfort, embarrassment, or ridicule. Individual acceptance of or acquiescence to any activity that occurs during an initiation rite does not affect a determination of whether the activity constitutes hazing. Such conduct will be immediately referred to the disciplinary committee.
- Property damage and vandalism – Students must not damage institute or personal property that does not belong to them (such as defacing furniture, tampering with equipments, destruction, theft or unauthorized use of the above). Such conduct will be immediately referred to the disciplinary committee. Use of alcohol, drugs, smoking, lewd and indecent conduct are strictly prohibited.

- Students are encouraged to report such behaviour to the concerned authorities without fear of sanctions. The reporting students may request anonymity. Students may contact any of the following in case they need help. Students are also encouraged to personally approach mentors/ faculty members for help.

OTHER RULES

- Students are strongly encouraged to participate in other B School events and rate themselves, win prizes and hone their skills and knowledge set.
- When students participate in such outside event, the dress codes and the behaviour mentioned elsewhere in this handout applies.
- Specific rules will be available with the respective faculty coordinator.

DISCIPLINARY COMMITTEE

Any case of any act of indiscipline or academic misconduct during examination, including instances of malpractices would be placed before the Disciplinary Committee (DC) for enquiry, and the decision of the DC shall be final. The DC would comprise of the Principal, Dean and two faculty members.

HOSTEL RULES AND REGULATIONS

General:

The rules and regulations enumerated below will be strictly followed.

Discipline:

- No pictures/posters or any articles may be pasted or glued on the walls and doors.
- No drawings or any paintings will be drawn on the walls of the hostel rooms.
- Furniture should not be removed from any room nor exchanged between the rooms.
- When the students leave their rooms, ensure that lights and fans are switched off.
- Exchange of rooms will not be allowed during the year.
- All the residents of the hostel should be in the campus by 9.p.m.
- All the residents are under the direct care of the warden, and therefore, all or any matters pertaining to the hostel should be referred to her/him.
- Any damage is done to hostel property, furniture etc. shall be charged to the resident at fault and if the fault is untraceable, all the hostel students collectively will have to compensate the loss and the same will not be kept for common use afterwards.
- The residents shall not put up any notice or convene meetings of any kinds, anywhere in the hostel campus without permission from the concerned authorities.
- Recreational facilities such as caroms, chess etc. (indoor games) should be under the control of the recreation committee, and the same should be utilized in coordination with wardens.
- Entertainment provision such as T.V, the recreational committee should also control remote functioning.

- All the residents should adhere to respectable dress code and in case of females tied/plaited hair should be maintained by residents when assembling at common places such as dining halls, recreational halls etc.
- During peak /rush hours at the dining hall, the residents should adhere to queue/ line formation for serving/issuing of food.
- Food should be strictly consumed in the dining hall and should not be taken to their respective rooms at any cost. Tea/Coffee/ Snacks to be consumed in the dining hall. Carrying the tumblers and plates to the room is not encouraged.
- Consumption of non-vegetarian food is strictly prohibited in the college campus. Ordering non- vegetarian food through outside Agency is also strictly prohibited.
- Complaint /suggestion note is kept with wardens to record complaints regarding Electrical, Mechanical and Civil works requiring repairs in rooms.
- Visitors should strictly adhere to visiting time, from 6 pm to 7 pm. On working days and 9 am to 12 noon and 4 pm to 6 pm on Sundays and other holidays.
- Residents should ensure that they have issued the visitors' pass along with stamp size photographs (at the time of admissions) of those persons who desire to visit the residents during their stay in the hostel without which the visitors will not be permitted to meet the residents.
- Leave or Absence from the hotel requires prior permission and the residents are required to apply in the prescribed format (available with the wardens) well in advance and submit it to the security in the gate.
- Playing of loud music should be avoided by residents so as to avoid any disturbances to other fellow inmates.
- Avoid using harsh/abusive language to any of the catering/cleaning/security staff performing duties in the hostels. Any complaints, suggestion on food should be given the Mess committee or Warden or Administrative Officer.
- Birthday celebrations during midnights are prohibited.

Safety:

- Neither hostel authorities nor the institution is responsible for the student's belongings at anytime.
- All the residents leaving the campus at any time (except for a general holiday declared by the institution) should get the students out pass form approved by the Programme Deans and then submit it to the security and sign the register kept with the security at the gate.
- Residents are required to complete the prescribed form and submit to the wardens in case of nights-outs. Residents are advised to inform the warden in case of unavoidable delay in returning to the hostel is anticipated.
- No self-medication will be resorted to. Arrangement with a doctor exists to see our students on priority. A Staff Nurse on duty is available for one hour on working days in the main building.

- Ragging in any form is strictly forbidden.
- Eatable wastes should be disposed of properly to avoid monkey menace.

Health/Hygiene:

- Student area responsible for the cleanliness of their rooms at all times. If rooms are found unclean, the concerned residents will have to pay fine of Rs.100/- Per occasion. Invariably visiting dignitaries/companies coming for placement will be requested to visit the hostels.
- Dispose of the food wastage using the bins provided for it.
- Dining halls and dining tables should be kept clean by the residents. Do not leave behind the food wastes on the tables.
- Avoid spitting or throwing the peeled skins of the fruits or snack pack or biscuit pack covers or any other wastes in lawns, Corridors or any open spaces.
- In order to maintain cleanliness in corridors and rooms strictly use dustbins provided for it.
- Cost of Materials in Hostel lost/ damaged due to students fault will be recovered from them.
- Use of alcohol, tobacco and drugs in any form in the college campus is prohibited.
- Students must submit the medical certificate to the warden at the time or before the occupation of rooms. Students who have specific allergies or suffer from specific medical ailment must inform the warden.

Conclusion:

These above rules and regulations are by no means exhaustive. Students are advised to be matured and responsible enough to keep their living area clean and hygienic. In case of any suggestions from residents, it can be brought to the knowledge of warden, Administrative officer or can be recorded in the suggestion notebook kept with the warden or raised during Mess Meetings.

DECLARATION

I _____ Parent/Guardian of _____ declare that, we have fully read and understood the TSM rules and regulations (including those relating to hostel) We ensure that our son/daughter would abide by the same and we are aware of and accept the consequences of violation or breach of rules and behavioural norms

**Parent's Signature
Signature**

Student's

Date:

Date: