



PREVENTION, PROHIBITION AND ADDRESSAL POLICIES

Table of Contents

I. Grievance Redressal Policy	2
II. Anti-Ragging Policy	4
III. Sexual Harassment Policy.....	6
IV. Ombudsman	8
V. Unfair Means Policy	9
VI. Lapses Policy	11

I. Grievance Redressal Policy

Objectives:

FIIB's Grievance Redressal Committee has been constituted with the sole aim of resolving issues at the earliest put forth by the aggrieved person. A grievance is a sign of discontent of students and / or their parents with the Institute's functioning or relationship with others in the Institute.

Policy:

FIIB maintains an open door policy regarding Grievance Redressal i.e., an aggrieved person is allowed to put his / her issues to the Committee members. FIIB is committed to provide a fair and grievance free academic environment to its students. It aims to facilitate conducive environment for study where no grievance exists.

Scope:

- Academic Matters: Related to timely issue of Mark-sheets, re-evaluation of the paper or other examination related matters.
- Financial Matters: Related to dues and payment fees and other charges.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of other facilities, etc.
- Cases of Sexual Harassment will be dealt with by Complaints Committee for Sexual Harassment.

Applicability:

The Grievance Redressal Policy is effective from 15th July 2011. All the students and / or their parents are bound by this policy.

Chairperson:

Prof. Abhijit Roy – Professor

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Committee Members:

Member Name	Position	Contact Information
Prof. Anupam Bhaskar	Registrar	011-47285018 anupam.bhaskar@fiib.edu.in
Prof. Neha Suri	Assistant Professor	011-47285031 neha.suri@fiib.edu.in
Mr. V.K. Jain	Accounts Office	011-47285012 vk.jain@fiib.edu.in

Procedure:

The Committee will meet as and when a complaint is received.

- The students and / or their parents will first discuss their problems with the department concerned. In case they are not satisfied with the resolution, they may feel free to put up the grievance to the Grievance Redressal Committee. The person lodging the complaint shall ensure genuineness of the complaint before reporting the same to the Committee. False or fake complaints will be dealt with seriously.
- The Committee will act upon only those cases which have been forwarded along with the necessary documents.
- In case of signed complaint, the Committee may give the complainant an opportunity of being heard personally. In case of anonymous complaints, the Committee may apply its mind to see if the complaint is genuine and decide the course of action accordingly. Each case will be analyzed based on the facts and immediate necessary action (s) taken on the Grievance / complaint.
- The Committee will act upon only those cases which have not been solved by the concerned departments.
- The Committee after investigating the reported case(s) ascertaining various alternatives available to solve the issue(s), will forward their findings and recommendations to the Chairperson of the Committee, who then will recommend necessary action on the matter to the Dean and Director. The action taken will be communicated to all the parties involved in the issue(s) leading to the grievance.

II. Anti-Ragging Policy

Objectives:

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, FIIB has a strong Anti-Ragging Committee and an Anti-Ragging Squad to prohibit, prevent and eliminate the scourge of ragging by any student 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.

Scope:

Ragging constitutes one or more of any of the following acts:

- 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;
- 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;
- 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;
- 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;
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, posts, 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;
- 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.

Applicability:

The Anti-Ragging Policy is effective from 15th July 2009. All the students are bound by this policy.

i. Anti-Ragging Committee

An Anti-Ragging Committee has been constituted to investigate ragging case(s) of students and to recommend action(s), if any, to be taken against the student(s).

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Committee Members:

Member Name	Position	Contact Information
Prof. Anupam Bhaskar	Registrar	011-47285018 anupam.bhaskar@fiib.edu.in
Dr. Sharad Chaturvedi	Associate Professor	011-47285034 sharad.chaturvedi@fiib.edu.in
Ms. Avneet Kaur	Program Office	011-47285057 avneet.kaur@fiib.edu.in

Procedure:

Anti-Ragging Committee will meet as and when a case of ragging is reported to it. The Committee will investigate the case(s) and recommend necessary action to the Dean and the Director. The action taken will be communicated to all the parties involved in the issue(s).

ii. Anti-Ragging Squad

An Anti-Ragging Squad has been constituted to check any ragging incidence in the Institute premises and if found it will report the incidence to Anti-Ragging Committee.

Chairperson:

Prof. Anupam Bhaskar - Registrar

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Committee Members:

Member Name	Position	Contact Information
Mr. Vineet Jain	Assistant Registrar	011-47285033 vineet.jain@fiib.edu.in
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Procedure:

Anti-Ragging Squad will meet to perform its regular course of work by keeping round the clock vigil and interaction with fresher and senior students to know about any untoward activity related to ragging. The Squad will then report case(s), if any, to the Anti-Ragging Committee.

III. Sexual Harassment Policy

Objective:

FIIB strives to provide a place of work and study free of sexual harassment, intimidation or exploitation. If any case of sexual harassment occurs, FIIB will take necessary steps to stop the harassment, prevent its recurrence and discipline and / or take other appropriate action against those responsible.

Policy:

FIIB has a ZERO TOLERANCE sexual harassment policy. Anyone found guilty by the core Committee (post investigation or any complaint) will constitute as a zero tolerance event in which case requisite actions will be taken up by FIIB management based on the recommendation of the Committee, not excluding debarring of a student or termination of an employment contract of an employee with immediate effect.

Definition and Scope:

Article 51 A(e) of the Constitution imposes on every citizen by way of fundamental duty the responsibility to renounce practices derogatory to the dignity of women. The Honorable Supreme Court passed judgment in the case of Vishaka and Ors. Vs. State of Rajasthan & Ors., AIR 1997 SC 3012, wherein 'sexual harassment' has been defined as under:

“Sexual Harassment includes unwelcome sexually determined behavior whether directly or by implication, as:

- 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.”

Applicability:

The Sexual Harassment Policy is effective from 7th December 2010. All employees (Faculty, Staff) and students are bound by this policy.

Chairperson:

Prof. Vijayeta James Lall – Assistant Professor

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Committee Members:

Member Name	Position	Contact Information
Dr. Anil Kumar Sinha	Director	011-47285037 anil.sinha@fiib.edu.in
Prof. Anupam Bhaskar	Registrar	011-47285018 anupam.bhaskar@fiib.edu.in
Prof. Monica Mor	Assistant Professor	011-47285030 monica.mor@fiib.edu.in
Ms. Pratibha Dalal	Admissions Office	011-47285011 pratibha.dalal@fiib.edu.in

Procedure:

- Verbal description (if required) followed by written complaint (with sufficient detail) to be submitted to anyone member of the Committee in confidence
- Committee members to hear the complainant with a quorum of at-least 3 members
- Sensitivities of working relationship(s) to be respected and enquiry carried out confidentially
- Maximum 30 days for investigation (interviewing of complainant, witnesses and accused could be involved)

Sexual Harassment Committee will meet as and when a case of sexual harassment is reported to it. The Committee will investigate the case(s) and recommend necessary actions to the Executive Director.

IV. Ombudsman

Objective:

FIIB's students / parents / staff / faculty can approach the Ombudsman if any grievance is not addressed properly or the aggrieved person is not satisfied with any of the decision made by the concerned Addressal Committee appointed by the Institute.

Policy:

The Ombudsman is a neutral body recommending modifications and improvements of rules, regulations, policies and procedures which are unclear and equitable or unfair. The Ombudsman acts as an advisor, counselor or educator.

Applicability:

The Ombudsman Policy is effective from 22nd August 2012. All students, parents, staff and faculty are bound by this policy.

FIIB Ombudsman:

Brig.(Retd.) Sham Mediratta

Former Chairman at Kendriya Vidyalaya Santhan, Kolkata and

Former Director at Army Public School

Contact Number: 011-47285043 | **Email ID:** sham.mediratta@fiib.edu.in

Procedure:

- Verbal description (if required) followed by written complaint (with sufficient detail) to be submitted to Ombudsman
- Sensitivities of working relationship(s) to be respected and enquiry carried out confidentially
- Maximum 30 days for investigation (interviewing of complainant, concerned Addressal Committee, witnesses and accused could be involved)
- Recommended action and formal resolution from complaint Committee to be provided to management

v. **Unfair Means Policy**

Objective:

An Unfair Means Policy is hereby constituted to form a Committee who investigate case(s) of students using unfair means during examination and recommend action(s), if any, to the Dean and the Director of FIIB to be taken against the student(s).

Policy:

Using unfair means in the assessment process or examination is termed as a 'dishonest activity'. FIIB marks the use of unfair means extremely serious and it is recommended to the students to avoid it. The examination should be taken as per the rules and regulations fixed by FIIB. No attempt should be made to use unethical practices during examination as that will expose the candidate to face penalties.

Scope:

If, during the course of an examination, any candidate is found doing any of the following acts, he/she shall be deemed to have used unfair means at the examination

- Having in possession papers, books, notes or any other material or information relevant to the examination in the paper concerned;
- Giving or receiving assistance of any kind or attempting to do so;
- Copying/cheating in examinations, assignments and the field work reports/project reports;
- Writing question(s) and/or answer(s) on any material other than the answer book given by the Hall Supervisor for writing the answers;
- Tearing off the answer book, supplementary answer books, etc., or a part thereof;
- Contacting/talking or trying to contact/talk with any other person during the examination time;
- Using or attempting to use any other undesirable method or means in connection with the examinations, e.g., using abusive language in the answer book, disclosing identity in answer book;
- Smuggling in/out an answer book/question paper;
- Impersonation;
- Running away with the answer book;
- Any other act amounting to serious misconduct

Applicability:

The Unfair Means Policy is effective from 27th July 2012. All the students are bound by this policy.

Chairperson:

Prof. Abhijit Roy – Professor

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Committee Members:

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Controller of Examinations	Invitee	011-47285034 controllerofexaminations@fiib.edu.in

Procedure:

Unfair Means Committee will meet as and when a case of using unfair means is reported. The Committee will investigate the case(s) reported to it expeditiously. The decision of the Unfair Means Committee in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

VI. Lapses Policy

Objective:

Lapses Committee has been constituted to look into the lapses in relation to the assessment and examination system on the part of Institute's faculty and / or staff and to recommend action(s), if any, to the Dean and the Director of FIIB.

Policy:

FIIB is committed to treating employees fairly and the employees are expected to conduct themselves accordingly and maintain a high standard of good conduct. Any lapse (as specified in clause types) will tantamount to "misconduct" and appropriate actions will be recommended by the Committee.

Scope:

The lapse case(s) may relate to:

- Non-Compliance of rules, regulations and procedures related to assessment and examination system
- Delay in submission of required documents resulting in delay or in completing the assessment process
- Students' complaints regarding biases or favoritism in every assessment or examination process

Applicability:

The Lapses Policy is effective from 27th July 2012. All the Faculty/Staff are bound by this policy.

Chairperson:

Dr. Anil Kumar Sinha – Director

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Committee Members:

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Controller of Examinations	Invitee	011-47285034 controllerofexaminations@fiib.edu.in

Procedure:

Lapses Committee will meet as and when a case of lapse is registered with the Program Office or the Controller of Examinations. The Committee will investigate the case(s) reported to it expeditiously.