



## **Sree Sankaracharya University of Sanskrit (Redressal of Grievances of Students) Regulations, 2023**

### **1. SHORT TITLE:**

- (a) These regulations shall be called the Sree Sankaracharya University of Sanskrit (Redressal of Grievances of Students) Regulations, 2023.

### **2. OBJECTIVE**

To provide opportunities for redressal of certain grievances of students already enrolled in university, as well as those seeking admission, and a mechanism thereto in accordance with the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

### **3. DEFINITION:**

1. In these regulations, unless the context otherwise requires-
  - a. “Act” means the University Grants Commission Act, 1956 (3 of 1956);
  - b. “aggrieved student” means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.
  - c. “University” means Sree Sankaracharya University of Sanskrit, Kalady
  - d. “Commission” means the University Grants Commission established under section 4 of the UGC Act, 1956.
  - e. “declared admission policy” means such policy, including the process there under, for admission to a course or program of study as may be offered by the university by publication in the prospectus.
  - f. “grievance” means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:
    - i. admission contrary to merit determined in accordance with the declared admission policy of the University;
    - ii. irregularity in the process under the declared admission policy of the University;
    - iii. refusal to admit in accordance with the declared admission policy of the University;
    - iv. non-publication of a prospectus by the University, in accordance with the provisions of these regulations;
    - v. publication by the university of any information in the prospectus, which is false or misleading, and not based on facts;
    - vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
    - vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
    - viii. violation, by the university, of any law for the time being in force in regard to

- reservation of seats in admission to different category of students;
- ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of the university, or under the conditions, if any, prescribed by the Commission;
- x. delay by the university in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the university, or in such calendar prescribed by the Commission;
- xi. failure by the university to provide student amenities as set out in the prospectus, or is required to be extended by the university under any provisions of law for the time being in force;
- xii. non-transparent or unfair practices adopted for the evaluation of students;
- xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time;
- xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minorities or persons with disabilities categories;
- xv. denial of quality education as promised at the time of admission or required to be provided;
- xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force;
- xvii. any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the university; and
- xviii. any action initiated/taken contrary to the regulations and/or guidelines made/issued by the Commission and/or the regulatory body concerned.
- g. “Ombudsperson” means the Ombudsperson appointed under these regulations;
- h. “Prospectus” means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to the university, to the general public (including to those seeking admission ) by the university
- i. “Student” means a person enrolled, or seeking admission to be enrolled, in the university, to which these regulations apply, through any mode i.e., Formal / Open and Distance Learning (ODL) / Online;
- j. “Students’ Grievance Redressal Committee (SGRC)” means a committee constituted under these regulations, at the university; and
- k. “Regulation” means University Grants Commission (Redressal of Grievances of Students) Regulations, 2023

#### **4. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS, AND PRICING:**

- 1) The university shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to the university and the general public, namely:
  - a) the list of programs offered along with the broad outlines of the syllabus specified, including teaching hours, practical sessions and other assignments;
  - b) the number of seats approved in respect of each program of study for the academic year for which admission is proposed to be made;
  - c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular program of study, specified by the university;
  - d) the process of selection of eligible candidates applying for such admission, including

- all relevant information in regard to the details of test or examination for selecting such candidates for admission to each program of study and the amount of fee prescribed for the admission test;
- e) each component of the fee, deposits and other charges payable by the students admitted for pursuing a course or program of study, and the other terms and conditions of such payment;
  - f) rules/regulations for imposition and collection of any fines in specified heads or categories, minimum and maximum fines may be imposed;
  - g) the percentage of tuition fee and other charges refundable to a student admitted in a programme offered by the university in case such student withdraws from before or after completion of program of study and the time within and the manner in which such refund shall be made to that student;
  - h) details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/visiting/guest) and teaching experience of every member thereof;
  - i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital, or industry wherein the practical training is to be imparted to the students and in particular the amenities accessible by students on being admitted to the institution;
  - j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
  - k) Any other information as may be specified by the Commission.
- 2) The university shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution, or sale of the prospectus.

## **5. STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC):**

- 1) A complaint from an aggrieved student relating to the university shall be addressed to the Chairperson, Students' Grievance Redressal Committee (SGRC).
- 2) The university shall constitute a Students' Grievance Redressal Committees (SGRC), to consider grievances of the students, with the following composition, namely:
  - a) A Professor - Chairperson
  - b) Four Professors/Senior Faculty Members of the university as Members.
  - c) A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities-Special Invitee.
  - d) One member or the Chairperson shall be a woman and
  - e) One member or the Chairperson shall be from SC/ST/OBC category.
- 3) The term of the chairperson and members shall be for a period of two years.
- 4) The term of the special invitee shall be one year.
- 5) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- 6) In considering the grievances before it, the SGRC shall follow principles of natural justice.
- 7) The SGRC shall send its report with recommendations, if any, to the Registrar and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint.
- 8) Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

## **6. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:**

1. The University shall appoint an Ombudsperson for redressal of grievances of students of the university under these regulations.
2. The Ombudsperson shall be a retired Vice-Chancellor or a retired Professor (who has worked as Dean/HOD) and has 10 years' experience as a Professor at State/Central Universities/Institutions of National Importance/Deemed to be Universities or a former District Judge.
3. The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his/her tenure as Ombudsperson, be in conflict of interest with the Institution where his/her personal relationship, professional affiliations or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the Institution.
4. The Ombudsperson shall be appointed for a period of three years or until he/she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term.
5. For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the university and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
6. The University may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour.
7. No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person, not below the rank of a retired judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

## **7. FUNCTIONS OF OMBUDSPERSON:**

1. The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations.
2. While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
3. The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
4. The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

## **8. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:**

1. The university shall develop an online portal where any aggrieved student may submit an application seeking redressal of grievance.
2. On receipt of an online complaint, the university shall refer the complaint to the Students' Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
3. The Students' Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the university and the aggrieved student.
4. An aggrieved student may appear either in person or authorize a representative to present the case.
5. Grievances not resolved by the Students' Grievance Redressal Committee within the time

- period provided in these regulations may be referred to the Ombudsperson by the university.
6. The university shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), in early redressal of grievances.
  7. The Ombudsperson shall, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student
  8. The university, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.
  9. The University shall comply with the recommendations of the Ombudsperson.
  10. The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

**9. INFORMATION REGARDING OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:**

A University shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Students' Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.

**Sd/-**

**Registrar**