

Student Grievance Cell Guidelines



ARMY COLLEGE OF DENTAL SCIENCES

Chennapur –CRPF Road , Jai Jawaharnagar Post, Secunderabad – 500 087,
Telangana

Ph: +914029708384, 9347411942

Website: www.acds.co.in Email : army_c@rediffmail.com

NAAC Accredited 'A' & Certified ISO 9001 : 2015 & ISO 14001 : 2015

GRIEVANCE REDRESSAL POLICY

The College has a Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student/faculty, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment.

Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Redressal Committee or Principal.

Objective:

The aim of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student- teacher relationship etc.

1. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

Suggestion / complaint box have been installed in front of the Administrative Block in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

2. Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of fault arises.

3. Advising All the Students to refrain from encouraging Students against other Students, teachers and College administration



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4. Advising all staffs to be affectionate to the students and not behave in a vengeful manner towards any of them for any reason.

5. Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be immediately brought to the notice of the principal.

Scope:-

6. The Committee deals with Grievances received in writing from the students about any of the following matters: -

7. Abuse:

8. unfair practices, complaints of alleged discrimination by students of Scheduled Caste, Scheduled Tribe, OBC, Women, Minority, differently abled students and addressing the scholarship issues and sexual harassment cases and to provide a mechanism to innocent students and stakeholders for redressal of their grievances.

Academic Matters:

9. Related to timely issue of duplicate Mark-sheets, Transfer

10. Certificates, Conduct Certificates or other examination related matters.

Financial Matters:

11. Related to dues and payments for various items from library, etc.

12. Other Matters:

13. Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc.

Functions: -

The cases are attended at earliest day on receipt of written grievances from the students.

The Committee formally meets to review all cases, prepares a statistical report about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.



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Procedure: -

The setting of the Grievance Redressal Committee for students will be widely published.

The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations.

- The GRC will act upon those cases which have been forwarded along with the necessary documents. The GRC will take up only those matters which have not been solved by the different departments.

Exclusions:

The Grievance Redressal Committee shall not entertain the following issues:

1. Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
2. Decisions with regard to award of scholarship, fee concessions, medals, etc.
3. Decisions made by the University with regard to disciplinary matters and misconduct.
4. Decisions of the University about admissions in any courses offered by the Institute.
5. Decisions by competent authority on assessment and examination result.

Establishment of a Grievance Redressal Committee:

In order to comply with the various Regulation of affiliating university for addressing, student or Parent's grievances, ACDS, Secunderabad has constituted "Grievance Redressal Committee" as per guidelines.

The Student or Person, who are willing to launch any complaints, shall send their representation for redressal of their grievance to the Grievances Redressal Committee.

All aggrieved parents and the stockholders may also thenceforth approach to the Grievance Redressal Committee.



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Any member of ACDS, Secunderabad (staff/student) can represent their issue through electronic or paper media to any designated member in the department, cell or committee or through mail to principal. The institute has the following committees to deal with specific matters in order to maintain good order, discipline and harmonious environment on campus.

The designated bodies are:

Internal Complaint Committee: The main role of the committee is to address the complaints from Students and Staff.

Anti-Ragging Committee: The role of the committee is to monitor, prevent and deter Ragging incidents in the Institution. **SC/ST Committee:** The role of the committee is to monitor, prevent and deter Caste, Scheduled Tribe, OBC, Women, Minority, and differently abled student's related incidents in the Institution.

POSH Committee Guidelines

**RELEVANT EXTRACTS FROM UGC GUIDELINES ON
SEXUAL HARASSMENT IN COLLEGE CAMPUSES**

University Grants Commission (Prevention, Prohibition And Redressal of Sexual Harassment of Women Employees and Students In Higher Educational Institutions) Regulations, 2015

1. Definitions.—In these regulations, unless the context otherwise requires,-

(a) "Aggrieved woman" means in relation to work place, a woman an of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(b) "Campus" means the location or the land on which a Higher Educational Institution an elated institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other- amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short- term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the College.

(c) "Covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person ;

(d) "Executive Authority" means the chief executive authority of the Higher Educational Institution (HEI), by whatever name called, in which the general administration of the HEI is vested.

(e) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (l) of Regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC. Provided that in the latter case, the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

(f) "Protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;

(g) "Sexual harassment" means :-

(i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-

- (aa) Any unwelcome physical, verbal or nonverbal conduct of sexual nature;
- (ab) Demand or request for sexual favours;
- (ac) Making sexually coloured remarks
- (ad) Physical contact and advances; or
- (ae) Showing pornography

(ii) Any one (or more than one or all) of the following circumstances, " " occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones :-

- (aa) Implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (ab) Implied or explicit threat of detrimental treatment in the conduct of work;
- (ac) Implied or explicit threat about the present or future status of the person concerned;
- (ad) creating an intimidating offensive or hostile learning environment;
- (ae) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

(h) "Student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI, provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;

Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HET where any incident of sexual harassment takes place against such student;

(i) "Third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;

(j) "victimisation" means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;

(k) "workplace" means the campus of a HEI including-

- (aa) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
- (ab) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
- (ac) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs;

Responsibilities of the Higher Educational Institution- (1) Every HET shall,-

(a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;

(b) Publicly notify the provisions against sexual harassment and ensure their wide dissemination;

(c) Organise training programmes for all employees, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;

(d) Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;

(e) Publicly commit itself to a zero tolerance policy towards sexual harassment;

(f) Reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;

(g) Create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;

(h) Include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;

(i) Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

(j) Inform employees and students of the recourse available to them if they are victims of sexual harassment; organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;

(k) Proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;

(l) Be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;

(m) Treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;

(n) Treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;

(o) Monitor the timely submission of reports by the ICC;

(p) Prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

3.2 Supportive measures.—

- (1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.
- (2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC
- (3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.
- (4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.
- (5) All HEIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.
- (6) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.
- (7) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
- (8) Adequate health facilities are equally mandatory for all HEIs.
- (9) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti- sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non- mechanical.

4. Grievance Redressal Mechanism.—

- (1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-
 - (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;
 - (b) Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
 - (c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;

(d) One member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

(2) At least one-half of the total members of the ICC shall be women.

(3) Persons in senior administrative positions in the HEI, such as Vice-Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.

(4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one —third of the members of the ICC may change every year.

(5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.

5. Responsibilities of Internal Complaints Committee (ICC) - The Internal Complaints Committee shall:

(a) Provide assistance if an employee or a student chooses to file a complaint with the police;

(b) Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;

(c) Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;

(d) Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and

(e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

6. The process for making complaint and conducting Inquiry — The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

7. Process of making complaint of sexual harassment - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period " Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

8. Process of conducting Inquiry-

(1) The ICC shall, upon receipt of the complaint, send a copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or recommendations of the ICC may be filed by either party before the Executive Authority of the HET within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

10. Punishment and compensation-

(1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may :-

- (a) Withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
- (b) Suspend or restrict entry into the campus for a specific period;
- (c) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
- (d) Award reformatory punishments like mandatory counselling and, or, performance of community services.

(3) The aggrieved person is entitled to the payment of compensation. The HET shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-

- (a) Mental trauma, pain, suffering and distress caused to the aggrieved person;
- (b) The loss of career opportunity due to the incident of sexual harassment;

- (c) The medical expenses incurred by the victim for physical, psychiatric treatment;
- (d) The income and status of the alleged perpetrator and victim; and
- (e) The feasibility of such payment in lump sum or in instalments.

11. Action against frivolous complaint.—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2)

Anti Ragging Guidelines

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ACT No. 26 OF 1997
AN ACT TO PROHIBIT RAGGING IN EDUCATIONAL INSTITUTIONS IN THE
STATE OF ANDHRA PRADESH.

1. Be it enacted by the Legislative Assembly of the State of Andhra Pradesh in the Forty-eighth Year of the Republic of India, as follows:--
 - (a) This Act may be called the Andhra Pradesh Prohibition of Ragging Act, 1997.
 - (b) It extends to the whole of the State of Andhra Pradesh.
 - (c) It shall be deemed to have come into force with effect from 4th July, 1997.
2. In this Act, unless the context otherwise requires –
 - (a) 'Act' includes words either spoken or written or signs or sounds or gestures or visible representations;
 - (b) 'Educational Institution' means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or boarding home or hostel or a tutorial institution or any other premises attached thereto;
 - (c) 'Government' means the State Government of Andhra Pradesh;
 - (d) 'Notification' means the notification published in the Andhra Pradesh Gazette and the word 'notified' shall be construed accordingly;
 - (e) 'Ragging' means doing an act which causes or is likely to cause insult or annoyance of fear or apprehension or threat or intimidation or outrage of modesty or injury to a student;
 - (f) 'Student' means a person who is admitted to an educational institution and whose name is lawfully borne on the attendance register thereof;
 - (g) All words and expressions used but not defined in this Act shall have the meanings assigned to them under the Andhra Pradesh Education Act, 1982 or the Indian Penal Code, 1860 respectively.
3. Ragging within or outside any educational institution is prohibited.
4. Whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby –
 - (a) Teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both; or
 - (b) Assaults or uses criminal force to or criminally intimidates, a student shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both; or
 - (c) Wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or with both; or

- (d) Causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five years and with fine which may extend to ten thousand rupees; or
- (e) Causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with a fine which may extend to fifty thousand rupees.
5. (a) A student convicted of an offence under Section 4 and punished with imprisonment for a term shall be dismissed from the educational institution.
- (b) A student convicted of an offence under Section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.
6. (a) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head or Manager of an educational institution, such Head or Manager shall inquire into or cause an inquiry to be made into the same forthwith and if the complaint is prima facie found true, shall suspend the student or students complained against for such period as may be deemed necessary.
- (b) The decision of the Head or Manager of the educational institution under subsection (a) shall be final.
7. (a) If the Head or the Manager of an educational institution fails or neglects to take action in the manner specified in sub-section (1) of Section 6, such person shall be deemed to have abetted the offence and shall be punished with the punishment provided for the offence.
- (b) If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.
8. The provisions of this Act shall be in addition to and not derogatory of any law for the time being in force.
9. (a) The Government may by notification, make rules for carrying out all or any of the purposes of this Act.
- (b) Every rule made under this Act shall immediately after it is made, be laid before the Legislative Assembly of the State, if it is in session and if it is not in session, in the session immediately following for a total period of fourteen days which may be comprised in one session or in two successive sessions, and if, before the expiration of the session in which it is so laid or the session immediately following the Legislative Assembly agrees in making any modification in the rule or in the annulment of the rule, the rule shall, from the date on which the modification or annulment is notified, have effect only in such modified form or shall stand annulled as the case may be so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.