

Organisation-wide Awareness

Anti-Ragging, Anti-Drug and Anti-Smoking Posters on Campus



Principal
Aurora's PG College (MCA)
Uppal, Hyderabad-500092



Zero Tolerance Policy Document

Effective Date: 01-08-2022

Reviewed on: 04-03-2024

Applicable To: All employees, faculty members, administrative staff, students, and stakeholders of Aurora's PG College (MCA), Uppal, Hyderabad

1. Introduction

Aurora's PG College (MCA), Uppal, Hyderabad, is committed to fostering a positive, safe, and inclusive environment for its staff, students, and stakeholders. We uphold the highest ethical standards in our academic and administrative processes, ensuring an environment free of any form of harassment, discrimination, unethical behaviour, or unlawful conduct. This policy sets forth a **Zero Tolerance** stance against actions that compromise the integrity and values of the institution.

2. Objective

The objective of the Zero Tolerance Policy is to:

- Define unacceptable behaviours and violations that the institution will not tolerate.
- Ensure clarity and transparency in the process of reporting, investigation, and disciplinary actions for policy breaches.
- Protect the rights and dignity of all individuals associated with Aurora's PG College.
- Encourage adherence to ethical, legal, and institutional norms by all stakeholders.

3. Scope

This policy applies to all:

- Students
- Faculty members
- Administrative staff
- Contract workers
- Visitors and external stakeholders involved in activities related to the college

The Zero Tolerance Policy applies to both on-campus and off-campus activities, including but not limited to academic activities, internships, field trips, college-sponsored events, and virtual interactions via college platforms.

4. Prohibited Conduct

The following actions are deemed unacceptable and are subject to Zero Tolerance at Aurora's PG College (MCA):

4.1. Harassment and Discrimination

- Any form of verbal, physical, or psychological harassment based on race, colour, religion, gender, sexual orientation, national origin, disability, or any other protected characteristic.
- Bullying, hazing, or intimidation in person or through digital platforms.

4.2. Sexual Harassment

- Any unwelcome sexual advances, requests for sexual favours, or other verbal, visual, or physical conduct of a sexual nature.
- Retaliation against any individual who has reported sexual harassment or discrimination.

4.3. Substance Abuse

- Possession, distribution, or use of alcohol, drugs, or any other controlled substances on college premises or during college-related events, unless medically prescribed and approved by college authorities.

4.4. Academic Misconduct

- Plagiarism, cheating, forgery, and any form of academic dishonesty.
- Any action that undermines the academic integrity of the institution.

4.5. Bribery and Corruption

- Offering, receiving, or soliciting any form of bribe, kickback, or reward to influence academic or administrative decisions.
- Any form of financial fraud, misrepresentation, or embezzlement.

4.6. Violence and Threats

- Acts or threats of physical violence, including assault, against any member of the institution.
- Possession of weapons or dangerous materials on college premises.

4.7. Unethical and Unprofessional Conduct

- Failure to uphold the ethical standards expected in professional and academic environments.
- Misrepresentation of facts, falsification of documents, or providing false information to gain personal or professional advantage.

5. Reporting Violations

5.1. How to Report

- Students may report violations to the Student Grievance Committee or the Head of Department or may submit their grievance online at **apgc.edu.grievance.com**.
- Faculty and Staff can report issues to their Department Head or the College Management or may submit their grievance online at **apgc.edu.grievance.com**.
- External stakeholders or visitors should report concerns to the Principal's Office.
- The institution provides an Anonymous Reporting Mechanism (through a designated email: grievance@apgc.edu.in) to protect the identity of individuals who wish to report without disclosure.



5.2. Confidentiality

All complaints and reports will be handled with the highest degree of confidentiality to protect the privacy of all parties involved, subject to the needs of an investigation.

5.3. Non-Retaliation

Retaliation against anyone reporting a violation, whether done anonymously or publicly, is strictly prohibited. Retaliation will result in disciplinary action.

6. Investigation and Disciplinary Process

6.1. Investigation Procedure

- Upon receiving a report, the Disciplinary Committee will conduct a prompt and impartial investigation, ensuring fairness to both the complainant and the accused.
- The investigation may include interviews, document reviews, and other relevant evidence collection.

6.2. Outcomes and Disciplinary Actions

- If a violation of the Zero Tolerance Policy is substantiated, appropriate disciplinary action will be taken.
- Disciplinary actions may include but are not limited to:
 - Verbal or written warnings
 - Suspension or expulsion (in case of students)
 - Termination of employment (for faculty and staff)
 - Legal actions, if applicable
- Disciplinary decisions will be communicated in writing to the individuals involved.

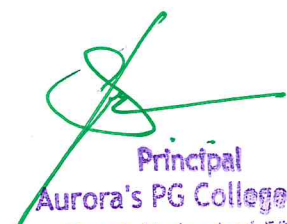
6.3. Appeals

- Any party may appeal the decision by submitting a written request to the CAC within a specified timeframe, detailing reasons for reconsideration.

7. Education and Awareness

Aurora's PG College (MCA) is dedicated to raising awareness about this policy through:

- Orientation Programs: Zero Tolerance principles will be discussed during orientation for new students, faculty, and staff.
- Training Programs: Regular workshops and training sessions will be held to educate students and staff on ethical behaviour, harassment prevention, and the importance of zero tolerance.
- Digital Communication: Periodic emails, posters, and reminders will reinforce the institution's stance on zero tolerance.


Principal
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8. Responsibilities of Stakeholders

8.1. Management and Leadership

- Ensure the implementation and enforcement of the Zero Tolerance Policy.
- Provide support for victims and whistleblowers.
- Maintain accountability for institutional values.

8.2. Faculty and Staff

- Model ethical behaviour in accordance with this policy.
- Encourage and support students in reporting violations.
- Participate in mandatory training programs.

8.3. Students

- Uphold the principles of zero tolerance by respecting others and reporting misconduct.
- Participate actively in training and educational programs on ethical standards.

9. Review and Monitoring

This policy will be reviewed annually by the **College Management** in consultation with the **Disciplinary and Appeals Committees** to ensure its effectiveness and relevance. Feedback from stakeholders will be considered in making necessary updates.

Issued By:

Prof. Srikanth Jatla
Director, Aurora's PG College (MCA)
Uppal, Hyderabad

Contact: 9100999999

Acknowledgment:

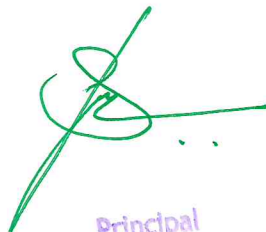
I, the undersigned, have read and understood the Zero Tolerance Policy of Aurora's PG College (MCA), Uppal, Hyderabad, and agree to comply with the standards set forth in this document.

Name: Swapna R.

Designation: Assistant professor

Signature: Sy

Date: 6/10/2024



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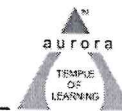
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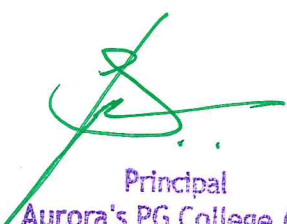
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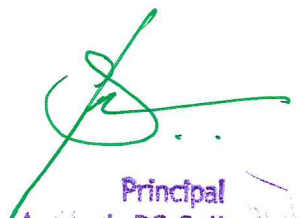
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Name: V. Anusha

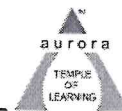
Designation: Sr. Office Asst

Signature: V. Anusha

Date: 06/10/2024



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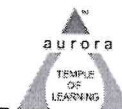
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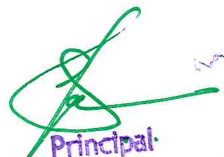
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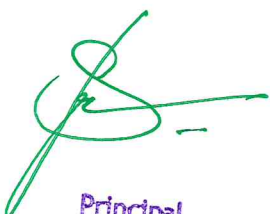
I, the undersigned, have read and understood the Zero Tolerance Policy of Aurora's PG College (MCA), Uppal, Hyderabad, and agree to comply with the standards set forth in this document.

Name: M. Pranathi

Designation: Student (130423672012)

Signature: Pranathi

Date: 06/10/2024


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