



DECCAN COLLEGE OF ENGINEERING & TECHNOLOGY
(A Unit of Deccan Group of Institution)
(Approved by AICTE, New Delhi, Affiliated to Osmania University, Hyderabad)
Dar-Us-Salaam, Aghapura, Hyderabad-500 001 Telangana



POLICY DOCUMENT

STUDENT PROTECTION POLICY

(Student Protection Norms Implementation Framework)

1. PREAMBLE

Deccan College of Engineering & Technology (DCET), Hyderabad, is committed to providing a safe, inclusive, equitable, and academically supportive environment for all students. The institution recognizes that student safety, dignity, emotional wellbeing, and academic fairness are foundational to holistic education.

This Student Protection Policy establishes structured mechanisms to prevent harassment, discrimination, ragging, misconduct, and academic injustice, while ensuring accountability, transparency, and student welfare.

This policy is binding on all stakeholders including students, faculty, administrative staff, and support personnel.

1.1 OBJECTIVE

The primary objectives of this policy are:

1. To ensure a safe and secure campus environment.
2. To prevent ragging, harassment, discrimination, bullying, and misconduct.
3. To safeguard the dignity and rights of students.
4. To provide transparent academic protection mechanisms.
5. To establish clear institutional accountability and response systems.
6. To ensure compliance with statutory regulations and university directives.
7. To promote a culture of respect, ethics, and inclusivity.

1.2 SCOPE

This policy applies to:

- All Undergraduate and Postgraduate students.
- Day scholars and hostel residents.
- Students participating in internships, industrial visits, and off-campus activities.
- Student clubs, associations, and extracurricular activities.
- All faculty members, administrative staff, and contract employees interacting with students.
- Any visitor, vendor, or external stakeholder within campus premises.

The policy applies within campus, hostels, college transportation, official events, and digital/online academic platforms.

2. INSTITUTIONAL MECHANISMS FOR STUDENT PROTECTION

DCET establishes the following institutional mechanisms to implement Student Protection Norms:

A. ANTI-RAGGING COMMITTEE

2.1 Purpose

To prevent, prohibit, and redress ragging in any form within campus or hostel premises.

2.2 Composition

- Chairman: Principal
- Faculty Members (minimum 3 senior members)
- Administrative Representative
- Student Representatives (both senior & junior)
- Parent Representative
- Hostel Warden (if applicable)
- Local Community Representative (as required)

2.3 Definition of Ragging

Ragging includes any conduct that:

- Causes physical or psychological harm.
- Involves humiliation, intimidation, or coercion.
- Forces a student to perform acts against their will.
- Includes verbal abuse, social exclusion, cyber harassment, or bullying.

2.4 Preventive Measures

1. Mandatory Anti-Ragging Affidavit signed by student and parent at admission.
2. Orientation sessions on Anti-Ragging rules during induction.
3. Display of Anti-Ragging posters in prominent locations.
4. 24x7 Anti-Ragging Helpline number displayed across campus.
5. Surprise inspections in hostels and campus common areas.
6. CCTV monitoring in sensitive areas.
7. Senior-Junior Interaction Guidelines issued in writing.

2.5 Reporting Mechanism

Students may report ragging through:

- Helpline number
- Written complaint
- Online portal

- Direct approach to committee member
- Anonymous complaint box

2.6 Action & Penalties

Upon verification, actions may include:

- Warning or suspension
- Debarring from classes
- Cancellation of admission
- Filing FIR in severe cases
- Rustication

All cases shall be resolved within 15 working days.

B. INTERNAL COMPLAINTS COMMITTEE (ICC) – POSH COMPLIANCE

2.7 Legal Framework

The ICC operates as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

2.8 Composition

- Presiding Officer (Senior Female Faculty)
- Minimum two faculty members
- One administrative staff member
- One External Member (Legal or NGO representative)
- Student representative (where appropriate)

2.9 Scope

Covers:

- Sexual harassment
- Unwelcome physical/verbal/non-verbal conduct
- Online harassment
- Gender-based discrimination

2.10 Complaint Process

1. Written complaint within 3 months of incident.
2. Acknowledgement within 48 hours.
3. Preliminary review within 7 days.
4. Formal inquiry completed within 30 days.
5. Confidential hearing with due process.
6. Recommendation submitted to Principal for final action.

2.11 Confidentiality

- Identities kept confidential.
- Proceedings not disclosed publicly.
- Protection against retaliation ensured.

C. STUDENT DISCIPLINE & ETHICS COMMITTEE

2.12 Objective

To monitor and address student misconduct, unethical behavior, bullying, discrimination, or violations of institutional rules.

2.13 Composition

- Chairperson (Vice Principal / Senior Faculty)
- HOD Representative
- Student Welfare Officer
- Faculty Members
- Student Representative

2.14 Responsibilities

- Address disciplinary complaints.
- Conduct fair hearings.
- Ensure unbiased investigation.
- Recommend corrective or punitive actions.
- Promote ethical conduct awareness.

2.15 Disciplinary Actions May Include:

- Counseling
- Written warning
- Community service
- Fine (where applicable)
- Suspension
- Academic penalties

All proceedings must follow principles of natural justice.

D. CAMPUS SAFETY MEASURES

2.16 Physical Infrastructure Safety

1. CCTV Surveillance in corridors, entrances, hostels, and common areas.
2. Controlled entry/exit monitoring.
3. Visitor log maintenance.
4. Biometric attendance (if implemented).
5. Fire extinguishers and alarm systems in all blocks.
6. Fire safety audit twice annually.

7. Electrical safety inspection annually.

2.17 ID Card Policy

- Mandatory ID display within campus.
- Replacement procedure for lost ID.
- Strict access control.

2.18 Emergency Response Protocol

Emergency contact numbers displayed in:

- Each classroom
- Hostel blocks
- Administrative offices

Emergency Response Team includes:

- Security Head
- Student Welfare Officer
- Medical Contact Person

E. ACADEMIC PROTECTION FRAMEWORK

2.19 Transparent Evaluation System

- Clear internal assessment criteria published at semester start.
- Marks displayed transparently.
- Provision for clarification of marks.

2.20 Revaluation & Grievance

- Revaluation application window announced.
- Time-bound response.
- Transparent marking policy.

2.21 Attendance Monitoring & Counselling

- Monthly attendance tracking.
- Warning system at 75%.
- Parent communication below threshold.
- Counseling for genuine medical or personal reasons.

2.22 Mentorship System

- 1 Faculty Mentor for every 20 students.
- Monthly mentor–mentee meetings.
- Academic & emotional guidance.
- Confidential mentoring records.

3. RIGHTS & RESPONSIBILITIES OF STUDENTS

3.1 Student Rights

- Right to dignity and respect.
- Right to academic fairness.
- Right to safe campus.
- Right to grievance redressal.
- Right to confidentiality.

3.2 Student Responsibilities

- Adhere to institutional code of conduct.
- Respect fellow students and staff.
- Report misconduct.
- Maintain academic integrity.

4. MONITORING & REVIEW

- Quarterly review by Principal.
- Annual policy audit by IQAC.
- Feedback collected from students.
- Amendments based on recommendations.

5. NON-RETALIATION CLAUSE

No student shall face retaliation for filing a genuine complaint. Any retaliatory act shall invite strict disciplinary action.

6. EFFECTIVE DATE

This policy comes into force immediately upon approval and remains applicable until amended.

Approved
Principal
Deccan
Hyderabad

College

of

Engineering

&

Technology

By:

Date: _____



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