



SESHADRIPURAM FIRST GRADE COLLEGE

Yelahanka New Town, Bengaluru – 560064

Permanently Affiliated to Bengaluru City University, Recognized by Government of Karnataka & Recognized under Section 2 (f) & 12 (B) of the UGC Act, 1956, Accredited 'A+' Grade by NAAC and ISO 9001:2015 Certified

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the year.

1 Academic and administrative roles are shared by both the genders

TEACHING STAFF LIST -- 2023-24 (AS ON 03-08-2023)

SESHADRIPURAM FIRST GRADE COLLEGE											
STAFF LIST -- 2023-24 (AS ON 03-08-2023)											
Sl. No	Names	Initials	Dept	Designation	Gender	Sl. No.	Names	Initials	Dept	Designation	Gender
1	Dr. Venkatesh S N	S N V		Principal	M	41	Keerthana S	SK	Com.	Asst. Prof.	F
2	Prof. Vivekananda			Professor	M	42	Siddalinga Swamy H M	HMS		Asst. Prof.	M
3	Shivakumar H B	H B S	Kannada	Professor	M	43	Naveen Kumar K S	KSN		Asst. Prof.	M
4	Renukamma J	R J		Professor	F	44	Mohan R	RM		Asst. Prof.	M
5	Dr. Geetha D C	D C G		Professor	F	45	Gowthami Singh K	KG		Asst. Prof.	F
6	Sharadamma L S	L S S		Assoc. Prof.	F	46	Akhila Devi	AD		Asst. Prof.	F
7	Dr. Jayachandra Shekara Y	J C S		Assoc. Prof.	M	47	Shylaja M	MS		Asst. Prof. (PT)	F
8	Bhagyalakshmi P	P B		Asst. Prof.	F	48	Theresa			Asst. Prof.	F
9	Pavithra Kumari B P	B P P	English	Asst. Prof.	F	49	Ramya			Asst. Prof.	F
10	Sandeep Tilak	T S		Asst. Prof.	M	50	Netra Sanjeev Mirji	NSM	C.Sc.	Professor	F
11	Chaithra E S	E S C		Asst. Prof.	F	51	Rekha Raichal	RR		Professor	F
12	Andrew Michael S	S A M		Asst. Prof.	M	52	Thimmappa N T	NTT		Assoc. Prof.	M
13	Umme Fouzia	B F		Asst. Prof.	F	53	Amitha K N	KNA		Assoc. Prof.	F
14	Aishwarya R	R A		Asst. Prof.	F	54	Ramesha S	SR		Asst. Prof.	M



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15	Dr. Sharmila Biswas	D R S B	Hin di	Professor	F	55	Pavana B S	BSP		Asst. Prof.	F
16	Capt. Ramesh M	M R		Assoc. Prof.	M	56	Bhargavi G C	GCB		Asst. Prof.	F
17	Pooja			Asst. Prof (PT)	F	57	Kruthika R	RK		Asst. Prof.	F
18	Dr. Rama Rao S	S R R	Sans .	Profess or	M	58	Chandrika A	AC		Asst. Prof.	F
19	Nagaraju V A	V A N	Co mm .	Profess or	M	59	Sandhya U	M S		Asst. Prof.	F
20	Dr. Ashok M L	M L A		Profess or	M	60	Bhagyashr ee D P	DPB		Asst. Prof	F
21	Banashri T	T B		Profess or	F	61	Seema Baller	BS	Csc	Asst. Prof.	F
22	Dr. Saritha B	B S		Asoc.Prof	F	62	Rajashri Padaki	RP	Electr onics	Professor	F
23	Shivakumar C	C S K		Assoc. Prof.	M	63	Dr. Mohana H K	HKM		Professor	M
24	Dr. Anjana Radhakrishnan	A R		Asoc.Prof	F	64	Ramesh T C	TCR	Math s	Professor	M
25	Suma B G	B G S		Assoc. Prof.	F	65	Dr. Shobha T	TS		Professor	F
26	Kalidas K	K L D		Assoc. Prof.	M	66	Dr. Santanu Das	SD	B. T.	Professor	M
27	Sumithra S	S S		Assoc. Prof.	F	67	Manjunath a S S	SSM		Assoc. Prof.	M
28	Dr. Venkatalax mi P	P V		Assoc. Prof.	F	68	Salma Banu	SB	Geneti cs	Professor	F
29	Dr. Savitha G Pai	G P S		Assoc. Prof.	F	69	Madhushre e R			Asst. Prof	F
30	Bhavya K S	K S B		Assoc. Prof.	F	70	Vidya A S	ASV	Bio. Chemi stry	Professor	F
31	Vaishali Narayan	V N		Asoc.Prof	F	71	Manohar N	NM		Asst. Prof.	M
32	Nethra H M	H M N		Assoc. Prof.	F	72	Sudhir Vijaykumar Bhainaik	SVB	Phy. Edn.	Sr. Phy. Edn. Dir.	M
33	Gloria Abraham	G A		Assoc. Prof.	F	73	Aparna Bandeekar	AB		Phy. Edn. Dir.	F
34	Pavithra M J	M JP		Assoc. Prof.	F	74	Puttaswam y T K	TKP	Libra ry	Lib. Constl.	M



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35	Dr. Supriya M	M S		Assoc. Prof.	F	75	Dr. Pavan Kumar	PK		Lib. UG	M
36	Bharathi S	S B		Assoc. Prof.	F	76	Sindhu G A		Place ment		F
37	Ashwini G	A G		Asst. Prof.	F	77	Chaithra		Place ment		F
38	Roqheya Sulthana	R S		Asst. Prof.	F	78	Indiramathi B E	BEI	Pol.Sc.	Asst. Prof. (PT)	F
39	Mukunda G	G M		Asst. Prof.	M	79	Shwetha P V	PVS	EVS	Asst. Prof. (PT)	F
40	Rajani G	G R		Asst. Prof.	F						

Total= 79, M=26, F=53

Female staff percentage= 67%



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LIST OF ADMINISTRATIVE STAFF -- 2023-24

Sl. No.	NAME	DESIGNATION	GENDER
1	Mr. Siddaramanna L J	Office Superintendent	M
2	Dr. Pushpalatha V	Medical Officer	F
3	Mr. Sridhara Rao B	Asst. Engineer (Civil)	M
4	Mr. Chennappa M	Security Officer	M
5	Ms. Sujatha S Yadav	Accountant	F
6	Mrs. Reeja Antony	Accountant	F
7	Mrs. Shilpa Devi Y V	Computer Programmer	F
8	Mr. Punith Kumar G P	Computer Programmer	M
9	Mr. Srikanta Kumar Behera	Computer Programmer	M
10	Mr. Gopal K	Office Assistant	M
11	Ms. Narasimhaiah P	Office Assistant	M
12	Mr. Ramesh D R	Office Assistant	M
13	Mr. Vijaya Kumar K S	Office Assistant	M
14	Mr. Praveen K	Office Assistant	M
15	Mrs. Manasa M	Office Assistant	F
16	Mr. Satisha S K	Office Assistant	M
17	Mr. Nagesh B R	Office Assistant	M
18	Mr. Sandeepa K	Office Assistant	M
19	Mrs. Praneesha C Shetty	Library Assistant	F
20	Mr. Chethan kumar	Library Assistant	M

Total= 20, MALE = 14,
FEMALE= 6



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LIST OF SUPPORTING STAFF -- 2024

Sl. No.	NAME	DESIGNATION	GENDER
1	Sri Murkannaiah B	Attender	M
2	Sri. Narayanamurthy A	Attender	M
3	Sri. Thippanna V	Attender	M
4	Sri Nagaraju R M	Attender	M
5	Sri. Prasanna Kumar D L	Attender	M
6	Sri. Lokesh N	Attender	M
7	Sri. Ramesh Naik P H	Attender	M
8	Sri. Naganagouda Patil S	Gardener	M
9	Sri. Arun Kumar T G	Attender	M
10	Sri. Lakshmi Ranganath	Attender	M
11	Sri. Jagadisha M M	Attender	M
12	Sri. Prasad T V	Attender	M
13	Sri. Chikkamuthaiah M	Attender	M
14	Sri. Manjunatha	Helper	M
15	Sri. Shivarajaiah B K	Attender	M
16	Smt. Prema	Attender	F
17	Sri Madhumallesh	Attender	M
18	Sri. Shashidhar M	Attender	M

MALE= 17,FEMALE= 1, TOTAL = 18



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LIST OF HODs & Co-ordinators (2024)

No	Name of the Department	Name of the HOD / Co-ordinator	GENDER
1	Kannada	Dr. Geetha D C	F
2	English	Mr. Sandeep Tilak	M
3	Hindi	Dr. Sharmila Biswas	F
4	Sanskrit	Prof. Rama Rao S	M
5	Commerce	Dr. Saritha B	F
	Co-ordinator -B.Com	Dr. Anjana Radhakrishnan	F
	Co-Ordinator-B.B.A.	Mrs. Vaishali Narayan	F
	Co-Ordinator-B.Com B.D.A.	Mrs. Roqheya Sulthana	F
	Co-Ordinator-B.B.A. Aviation	Mr. Mukunda G	M
6	Computer Science	Mrs. Rekha Raichal	F
7	Electronics	Mrs. Rajashri Padaki	F
8	Mathematics	Mr. Ramesh T C	M
9	Biotechnology	Dr. Santanu Das	M
10	Genetics	Mrs. Salma Banu	F
11	Biochemistry	Ms. Vidya A S	F
12	Physical Education	Mr. Sudhir Vijaykumar Bhainaik	M
	MALE = 6, FEMALE = 8		



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Both the genders as Committee conveners and Members

SPOORTHI CULTURAL COMMITTEE 2023-24

List of Faculty members in the Committee for the academic year

2023-2024

Sl. No	Name of faculties	Department
1	Asst. Prof. Pavana B S	Computer Science
2	Asst. Prof. Jayachandrashekar	Kannada
3	Asst. Prof. Siddalinga swamy	Commerce and Management
4	Asst. Prof. BhagyaLakshmi P	Kannada
5	Asst. Prof. Shilpa Shree	Commerce and Management
6	Asst. Prof. Chaithra E S	English
7	Prof. Sumithra.S	Commerce and Management
8	Prof. Netra Sanjeev Mirji	Computer Science
9	Dr. Saritha	Commerce and Management
10.	Asst. Prof. Nethra H M	Commerce and Management



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List of student volunteers in cultural committee

Sl.No	Name of Student	Class
1	Punith Kumar B G	BCA V 'A'
2	Deepak P	BCA V 'B'
3	Pruthvi	BCA V 'B'
4	Shravani	BCA V 'A'
5	Navya	BCA III 'B'
6	Srujana	BCOM I 'E'
7	Rakshitha	BCOM V 'B'
8	Keerthana	BCA III 'B'
9	Dilip	BDA III
10	Aishwarya	BSC EMC I



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Leadership in Student Council is shared by both the genders
Student Council member-2023-24

Sl. No.	NAME	POSITION HELD	GENDER
1.	Rama Krishna Y G.	PRESIDENT	M
2.	Sushanth J	VICE PRESIDENT	M
3.	Vishwas V	VICE PRESIDENT	M
4.	Manasa Yadav DM	SECRETARY	F
5.	Sandeep P	TREASURER	M
6.	DHRUVA SHREE . C	ASSISTANT SECRETARY	F
7.	Narendra P S	ASSISTANT SECRETARY	M
8.	S M Yeshaswini	JOINT SECRETARY	F
9.	D.N GAGAN	JOINT SECRETARY	M
10.	Sathyasimha H N	STUDENT REPRESENTATIVES	M
	Dheeraj k		M
	Bhumika Vasisht		F
	Devika.J		F
	Bindu S		F
	Sandeep.s		M
	Suraj mandal		M
	Umme Hani A		F
	Naveen M G		M



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Student members in committees is shared by both the genders

1	Punith kumar BG Deepak J	CULTURAL COMMITTEE	M M
2	B V Vishnuvardhan Amrutheswari VS	SPORTS REPRESENTATIVE	M F



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Enrollment of girls to PG program is 70% during the academic year

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ADMISSION ABSTRACT – 2023- 24.
I Year P.G. – M.Com

Caste	Gender		Total
	Boys	Girl	
SC	04	03	07
ST	01	01	02
Cat-I	01	01	02
II-A	02	13	15
II-B	01	01	02
III-A	01	06	07
III-B	02	01	03
GM	-	02	02
TOTAL	12	28	40

Karnataka Students - 40

Non Karnataka / Other Board – Nil

Foreign Students – Nil

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ADMISSION ABSTRACT – 2023- 24.
I Year P.G. – M.Com (FA)

Caste	Gender		Total
	Boys	Girl	
SC	01	03	04
ST	-	01	01
I	-	-	-
II-A	02	08	10
II-B	-	-	-
III-A	05	04	09
III-B	-	02	02
GM	01	04	05
TOTAL	09	22	31

Karnataka Students - 31

Non Karnataka / Other Board - Nil

Foreign Students – Nil



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GENDER SENSITIZATION

Self defense training program for women by NSS

Free Self-Defence Training Drive for Girls-01

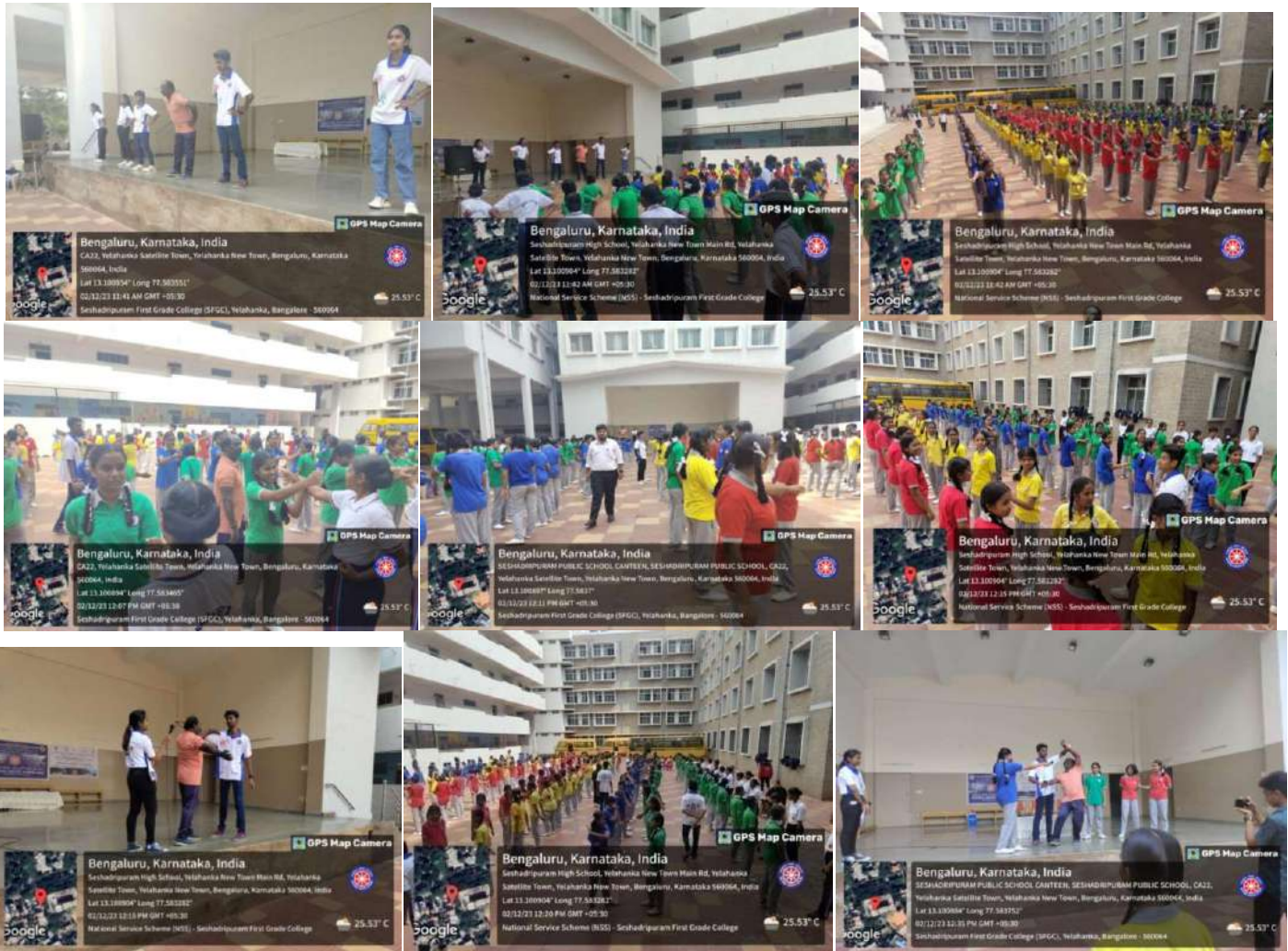
On Friday, 02nd December 2023, Under the Banner of Women Empowerment, the National Service Scheme (NSS) of Seshadripuram First Grade College, in collaboration with Okinawa Gojukan Karate-Do Training School conducted a Free Self-Defence Training for Girls of Seshadripuram High School, Yelahanka New Town.

Free Self-Defence Training Program aimed at equipping participants with essential self-defence skills, to provide practical training and guidance to enhance personal safety and empowerment.

The program saw enthusiastic participation from students and individuals keen on acquiring self-defence skills.

The diverse participation reflected the inclusive nature of the initiative.

Around 350 Girl Students of Seshadripuram High School Benefited out of it.





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Free Self-Defence Training Drive for Girls-02

The NSS unit of Seshadripuram First Grade College, Yelahanka, organized a comprehensive self-defense training program on the 7th of December 2023.

The event aimed to empower and educate 600 girl students from Seshadripuram PU College, Yelahanka, fostering a sense of security and confidence among the participants. The objective was to equip the female students with essential self-defense skills enhancing their ability to protect themselves and promoting personal safety.

Experienced self-defense instructors conducted the training, ensuring that participants received guidance from professionals in the field. The program incorporated interactive sessions, allowing students to actively participate in learning various self-defense techniques. Practical demonstrations facilitated a hands-on understanding of the skills taught.

The response from the 600 girl students was overwhelmingly positive, with active participation and enthusiasm observed throughout the program. Many expressed gratitude for the opportunity to acquire practical skills that contribute to their overall well-being.





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Facilities for Women

Safety and Security



Entire campus is under CCTV surveillance 24/7



Seshadripuram Educational Trust

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SOP of GIRLS HOSTEL

HOSTEL

Hostel is like a home for the students in campus. Accordingly, the students shall be facilitated by all utility services/facilities and hygienic environment for residing in the hostel.

Hostel accommodation shall be provided with an assumption that the residents will respect the Hostel Rules currently in force or as may be enforced from time to time. Violation of hostel rules will make the resident liable to disciplinary action including permanent expulsion from the hostels. Every inmate/resident must be acquainted with all the rules and regulations of the Hostel. She must observe them strictly. Ignorance of rules will not be considered as an excuse.

Accommodation in the Hostel cannot be claimed as a matter of right. The Institute (Hostel/College) administration may refuse accommodation to any student/ resident who is known to have violated the Hostel Rules.





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DEFINITIONS

“Hostel Authority” means Director/Principal/Chief Warden who would be overall in-charge/ disciplinary authority to maintain discipline and harmony amongst the boarder, between boarders and the worker of the messes, between boarders/residents/students and employees of the Institute, between the workers of the mess and employees of the Institute.

“ Chief Warden” means the Warden / Associate Warden of the respective hostel from the Faculty members of the Institute for superintending the management of the Hostel.

“Hostel Security ” means a person who shall remain available 24*7 in the hostel.

“Mess Workers” mean the workers working for the assistance of running the mess of the respective hostel.

“Ragging” means teasing, manhandling, ill-treating with rudeness with any fresher, psychological harm that raises fear in the mind of fresher, asking the fresher to perform any act, this has the effect of causing or generating a sense of shame so as to adversely affect his/ her physique/ psyche.





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AIM AND OBJECTIVES

- I. To create an atmosphere of harmony and co-operation amongst the boarders of hostel.
- II. To provide the boarder a peaceful and congenial environment to enable them to excel in their studies and personality development.
- III. To create amongst boarder, a sense of accommodation and to inculcate discipline.
- IV. To run and to manage the Hostel and the Mess efficiently

ADMINISTRATION

- I. The Hostel and mess shall function under the overall supervision of administrative control of Chief Warden. The policy framework/decisions regarding hostels shall be decided by Chief Warden, These decisions will be implemented by the Chief Warden. The decisions of Chief Warden in their respective jurisdictions shall be final. Apart from these Rules the Chief Warden can issue further directives in the interest of smooth functioning of the hostel affairs after due deliberations in the regular meeting of Chief Warden.
- II. The essential personnel manning a hostel shall be (i) Security officer (iv) Mess workers and (v) Security Guards etc. They will remain under control of Chief Warden. Further, Chief warden will decide duties of other functionaries in consultation with Hostel committee from timeto time.





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ADMISSION TO HOSTEL

Only regular students of the Institute preferably students shall be admitted to stay in the hostels. Admission to hostel will be subject to payment of sum, as decided by Institute Authorities from time to time. The students would be paying to run the mess as per the rates quoted by the mess contractor and the workers who are employed to run the mess will be paid by the contractor as per the mess agreement.

ALLOTMENT OF ROOMS

Rooms will be allotted by the Chief Warden as per the policy attached as Annexure-I for the allotment of rooms decided in a meeting. After allotment, a student will report to Hostel Attendant or any other official authorized by Warden and take possession of room after signing inventory of the furniture, electrical and other items in the room. electrical and other items in the room are exclusive property of the Institute and their maintenance and upkeep would be the responsibilities of the Institute as well of students.





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FACILITIES AT HOSTEL

1. A hygienic mess shall be provided in hostel.
2. In case of illness of the student, food is provided as per the instruction of medical advice but in no case any non-vegetarian food is allowed in the hostels.
3. Proper housekeeping staff shall be assigned for the maintenance of the cleaning in hostel premises and each room.
4. T.V room facilities shall be made available to the students in the hostel premises.
5. RO system duly fitted with water cooler shall be made available in the hostel for the water purification.
6. Wi-Fi facilities shall be made available in the hostel .
7. All required furniture and fixtures shall be made available with each room of the hostel.
8. Electricity and water supply shall be made available round the clock except during maintenance.
9. CCTV cameras shall be fitted in the hostel for the security purpose.
10. A hot water facility shall be available in the hostel.





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WITHDRAWAL/VACATION

Any student withdrawing from the hostel will hand over the possession of the room and pay all the dues and seek clearance certificate from the Chief Warden and At the end of every session on the last day of regular examination the student shall vacate his/her room and hand over the charge of the room including all items on the inventory to the Hostel Attendant or any other official of the hostel authorized by the Warden for repair and maintenance purposes. Any student desirous of retaining his room during the vacation must seek prior permission of his Warden.

GENERAL CONDUCT & DISCIPLINARY RULES

1. Boarders should keep their rooms and hostel premises clean.
2. The boarder shall not damage any hostel property.
3. Students should switch off lights, fans etc. when they are not required. For the use of other electric appliances, prior permission of Warden is necessary.
4. The boarders are not allowed to gamble, to consume intoxicants (narcotics, alcoholic beverages, smoking etc.), neither non vegetarian food nor are they are allowed to have possession of them in the hostel premises.
5. The boarders are not allowed to accommodate guests in their rooms without written permission of the hostel authorities.





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6. The boarders are not allowed to keep with them any fire arms or weapons even if they possess license thereof.
7. The boarders are not allowed to keep any pets in the hostel premises.
8. The boarders are not allowed to invite undesirable elements into the hostel premises.
9. The boarders are not allowed individual cooking etc. in the rooms and messing outside the Hostel is also not allowed.
10. The boarders are not allowed to stay overnight out of their hostels or to go out of station without prior permission of the Warden concerned.
11. Any act of manhandling, group fighting, intimidation or violence, willful damage to property or drunken behavior constitutes a serious offence.
12. The boarders shall refrain from ragging the junior students in any form and violation of it will be treated as a gross misconduct.
13. The boarders shall not indulge in any act of theft, immoral acts, misbehavior with hostel/mess staff, spread of regionalism, communalism and casteism etc.
14. The boarders are expected to live in the hostel as a community and with a full sense of responsibility. They should behave with restraint and decorum and should not act in any fashion, which may cause disturbance to anybody. The boarders shall observe 10.00 PM to 6.00 AM as silence hours.
15. The boarders are not allowed to take any common room or mess property into their rooms except on issuance of the same.
16. The boarders are not allowed to play out door games other than those allowed by the Warden, in the hostel premises.
17. Students are not allowed to convene any meeting in or around hostel without the permission of Warden.





Seshadripuram Educational Trust

SESHADRIPURAM FIRST GRADE COLLEGE

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18. The boarders must abide by any other instructions conveyed by Director/Principal, Chief Warden.
19. The concerned hostel authorities may visit/inspect the rooms of boarders any time to ensure proper cleanliness and other discipline related matters.
20. In case of any emergency all the boarders/residents/ students should report the matter to Chief Warden immediately.
21. Boarder should not keep costly items like jewelry, electronic gadgets etc. They should buy insurance cover against theft and also keep proper security of their valuables. Hostel authorities shall not be responsible for any theft or damage.
22. The boarder must possess their identity cards with them all the time including while they are going out. Prior permission from the Warden should be sought before leaving the station.
23. Every boarder should report back in the hostel before hostel timings, as notified by respective hostel warden. While going out of campus, proper entries have to be made in a register.
24. Anyone leaving station for going home/ other places for weekend or for vacations must make proper entry in leave register and seek prior permission of the Hostel Warden.
25. No guests, including parents are allowed after the hostel timings in the hostel.





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26. Workers/electrician etc. can visit the girls' rooms only after making proper entries and with the prior permission of the Hostel Warden, in the presence of Hostel Attendant.
27. No boarder shall keep any heavy electrical appliance in their room like fridge, air-conditioner or any other appliance which consume heavy electricity.
28. A Guest register shall be kept at the reception counter. Residents should ensure that they make proper entries in that register when their guests visit. If the proper entries are not made in the register then a warning to such resident would be issued and in subsequent default the matter shall be inquired by the Institute Authority who may pass such order as he thinks fit but by giving proper opportunity of hearing to the boarder.
29. For any celebration in the hostel premises, boarder/resident have to seek the prior permission from hostel warden.
30. Time to time updates will be displayed on the hostel notice board.
31. Any item that is not covered in this document can be notified on the notice board whenever brought in the notice of hostel authorities.





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RAGGING

1. No act of ragging shall be tolerated.
2. Any act of ragging shall not go unnoticed and unpunished. It is incumbent on the boarders to inform such act to Institute Authority or to Chief Warden .
3. In case any boarder is found to indulge himself/ herself in the act of ragging by whatever means within premises of the Institute or outside the Institute shall expose himself/ herself for the following punishment which can be any or all:-
 - Expulsion from hostel.
 - Fine with public apology.
 - Withholding a scholarship or other benefit.
 - Debarring from representation in events or campus placement.
 - Adverse entry in Character Certificate.
 - Suspension from the Institute/classes.
 - Expulsion from the Institute





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Annexure-I

Hostel Allotment Policy

1. Hostel allotment will be purely on academic merit basis for first year students only.
2. Chief warden may decide to allot a few seats on out of turn basis (special case like Specially abled person etc.)
3. At the end of every session a student shall vacate his/her room and hand over the charge of the room including all items on the inventory to the Hostel Care Taker or any other official of the hostel authorized by the Warden for repair and maintenance purposes.
4. In the beginning of every session, a fresh allotment shall be made purely on the merit basis.





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Industrial visits are accompanied by both men and women faculty





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Anti-sexual harassment cell and Anti- ragging committee provide safe and secure environment

ANTI-SEXUAL HARASSMENT POLICY

Statement:

Sexual harassment has direct impact on productivity and reputation of the institution and hence zero-tolerance policy is in place.

Scope:

This policy and its components, applies to all the students, staff, parents/guardians, entities and all other stakeholders associated with the institution.

Objectives:

- Ensure safety and dignity at work/study place for the staff, students and other stakeholders.
- Educate on different types of harassment, measures to avoid such an act.
- Formulate the procedure to take appropriate action in case of harassment

Harassment Definition:

Harassment is an unwanted action, can take the form of a number of different behaviors including persistent derogatory comments, actions, jokes or suggestions, which are unwanted by the recipient and create an intimidating environment. Other forms of harassment may include:

- Physical contact, sexual or otherwise
- Verbal or physical threats, Offensive language, gossip or slander
- Embracing behavior/comments, Posters, graffiti, obscene gestures
- Abuse of internal e-mail systems, the internet or intranet
- Pestering, spying and stalking, demeaning/persistent undermining of confidence, competence and self esteem
- Failing to acknowledge the rights or needs of people with different views or practices
- Isolation or exclusion from normal work or study place, Undignified treatment of people with disabilities or on the grounds of gender, age, sexual orientation or race
- Request for sexual favours
- Express/implied threat of dismissal/loss of promotion on racial grounds or for refusal of sexual favours.
- Sexual harassment is deemed as illegal act by the supreme court of India. Sexual harassment is a clear violation of woman's right to gender equality as guaranteed under Articles 14 and 15, her right to live with dignity under Article 21 and her right to work with dignity in a safe environment under Article 19 (1)(g) of the Constitution of India.

Regulations:

Policy regulations and notices shall be prominently displayed in various places for the prevention and prohibition of Harassment.



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Proactive program shall be organized to educate all members as to the definition of harassment and procedures for redressal.

Anti-harassment committee shall be constituted with set of provisions to handle any complaint by the staff, students and stakeholders.

Workshops and training programmes shall be organized at regular intervals for sensitizing the members.

Redressal mechanism shall be put in place and women shall be encouraged to file their grievances.

Shall ensure Zero-tolerance for the harassment/victimization

Swift and timely action shall be taken against the complaint with proper enquiry/ investigation

Behaviour shall not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.

The false allegation shall be treated as offence.

The appropriate measures including termination of service or expulsion in case of student shall be executed if individual found guilty of committed harassment.

COMMITTEE FORMATION MECHANISM

Process:

A formal/informal complaint can be raised to the immediate next authority in case of any of the harassment including the above said kind.

Faculty, HoD's and Principal have a specific responsibility within their own capacity and shall be accountable for taking early action on potential or actual harassment. Once they are aware of such situations, the continuation shall not be tolerated.

In case of the complaint, validity of the complaint is investigated by the anti- harassment committee to take suitable disciplinary action if found guilty to ensure the proper justice.

The findings of the investigation shall be debated and the guilty is fixed.

Recommendations shall be made to the Principal for appropriate action based on the seriousness, which can include





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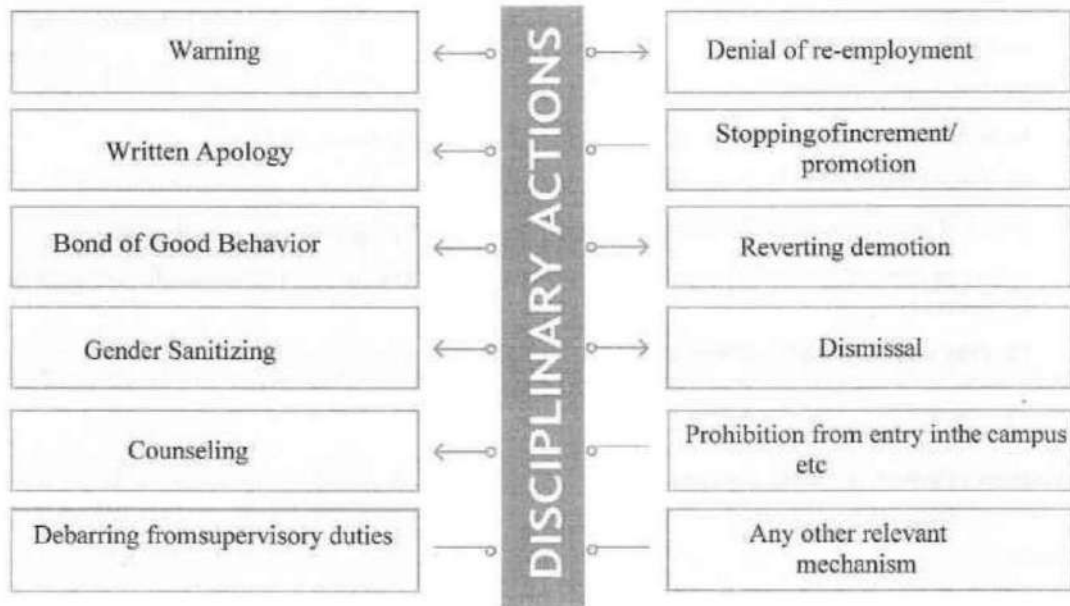
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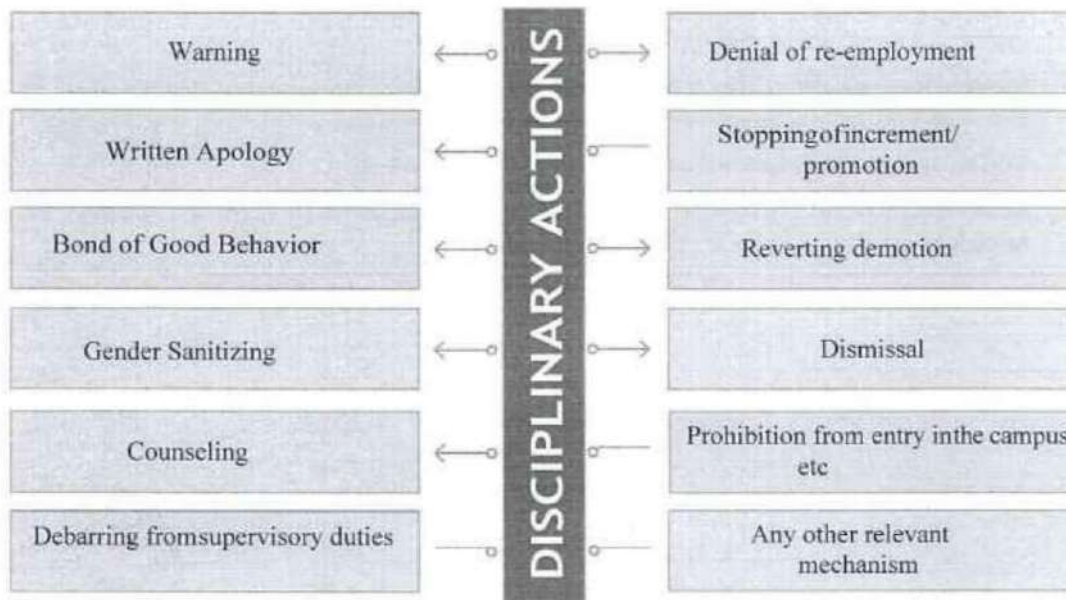
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In the case of academic/administrative/technical/ non-teaching staff:



In case of students, disciplinary action could be in the form of:





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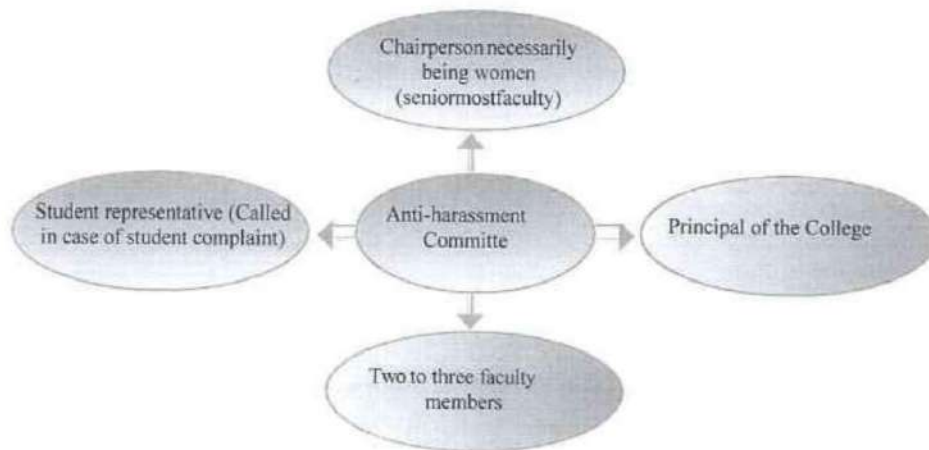
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Redressal Mechanism of Anti-harassment committee:

Anti-harassment committee shall comprise of following members



Staff – The committee shall investigate the complaint received ensuring fairness in enquiry and shall submit suitable recommendation to the Management for further action.

Student - The complaint received shall be investigated at HoD level and suitable action may be taken. If required the matter may be taken up to Committee.





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STEP 1: Complaint Initiation

1. The complainant should approach the Presiding Officer, SESHADRIPURAM FIRST GRADE COLLEGE College within three months (or within 6 months under special circumstances which may have prevented the complainant from filing a complaint) to initiate the complaint or send an email to info@sfgc.ac.in.

STEP 2: Submission of Supporting Documents to MCB

1. Six copies of the complaint to be provided to MCB along with supporting documents / list of witness if any.

STEP 3: Filing Of the Reply by Respondent

- a. One copy of the complaint to be sent to the respondent within 7 working days seeking a reply.
- b. Filing of the reply by the respondent within 10 working days.

STEP 4: Inquiring the Complaint and Report Submission

1. Conduct of Inquiry by the Committee.
2. Completion of the inquiry within 90 days.
3. Report to be sent to the employer.



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ANTI RAGGING COMMITTEE

STANDARD OPERATING PROCEDURES FOR PREVENTION OF RAGGING

Sub: Prevention and prohibition of Ragging in Institution

Statement:

RAGGING has direct impact on productivity and reputation of the institution and hence zero-tolerance policy is in place.

Scope:

This policy and its components, apply to all the students, staff, parents/guardians, entities and all other stakeholders associated with the institution.

Objectives:

Ensure safety and dignity at work/study place for the staff, students and other stakeholders.

Educate on different types of harassment, measures to avoid such an act.

Formulate the procedure to take appropriate action in case of harassment

WHAT CONSTITUTES RAGGING: -

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;





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- c. 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;
- d. 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.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. 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;
- i. 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.





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5. MEASURES FOR PREVENTION OF RAGGING:-

It shall be mandatory in Institution, to take following measures for prevention of ragging

1. The advertisement issued for admission by institution, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court. shall make it mandatory for the institution under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.
3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
5. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
6. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
7. institution, shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available
8. institution shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission
9. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff as mentors. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the institution and extend necessary help.
10. In case of freshers admitted to a Hostel it shall be the responsibility of the teacher incharge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.
11. institution engage or seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the, shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
12. Every fresher admitted to the Institution, shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.
13. The institution through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.





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14. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
15. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
16. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
17. The Institution, shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.
18. The Institution, shall identify, properly illuminate and man all vulnerable locations.
19. The Institution, shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
20. The Institution, shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.
21. The faculties/departments/units of the Institution, shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.
22. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.





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6. MONITORING MECHANISM IN INSTITUTION

- a) **Anti-ragging Committee:** institution University including shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) **Anti-Ragging Squad:** institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or





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guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

- f) **Mentoring Cell:** Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) **Monitoring Cell on Ragging:-** Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads , and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.
- h) The Monitoring Cell shall coordinate with the the institution to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.





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- i) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

Shall ensure Zero-tolerance for the harassment/victimization

Swift and timely action shall be taken against the complaint with proper enquiry/ investigation

The false allegation shall be treated as offence.

The appropriate measures including termination of service or expulsion in case of student shall be executed if individual found guilty of committed

ACTIONS TO BE TAKEN AGAINST STUDENTS FOR INDULGING AND ABETTING RAGGING IN INSTITUTIONS

The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

1. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
2. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
3. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process





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- (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- b) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- i. In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University;
 - ii. In case of an order of a University, to its Chancellor.
 - iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
4. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time

A formal/informal complaint can be raised to the immediate next authority in case of any of the harassment including the above said kind.

Faculty, HoD's and Principal have a specific responsibility within their own capacity and shall be accountable for taking early action on potential or actual harassment. Once they are aware of such situations, the continuation shall not be tolerated.

In case of the complaint, validity of the complaint is investigated by the anti-harassment committee to take suitable disciplinary action if found guilty to ensure the proper justice.

The findings of the investigation shall be debated and the guilty is fixed.





SESHADRIPURAM FIRST GRADE COLLEGE

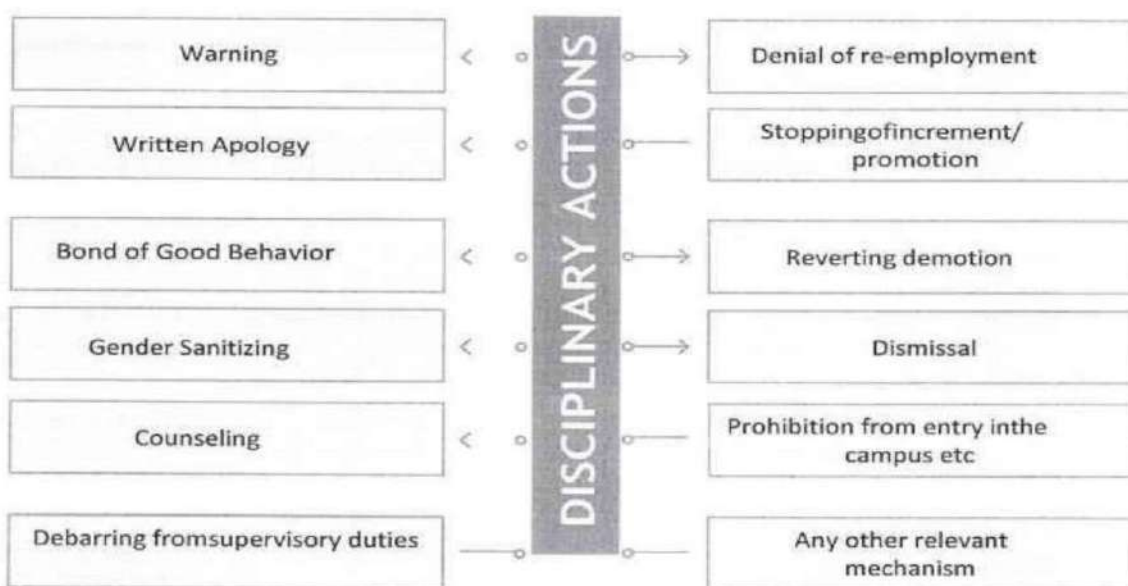
Yelahanka New Town, Bengaluru – 560064

Permanently Affiliated to Bengaluru City University,

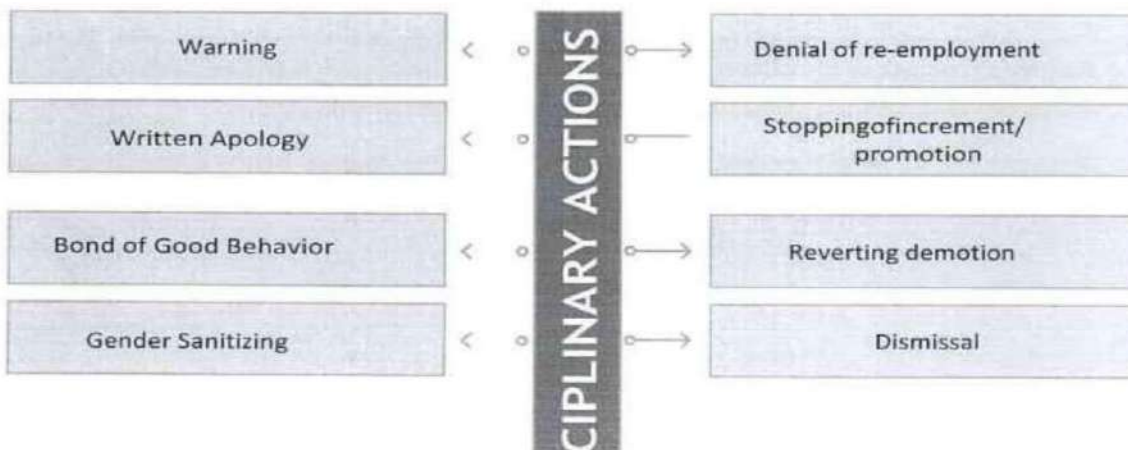
Recognized by Government of Karnataka & Recognized under Section 2 (f) & 12 (B) of the UGC Act, 1956,

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Recommendations shall be made to the Principal for appropriate action based on the seriousness, which can include



In case of students, disciplinary action could be in the form of:





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National Service Scheme (NSS)

Special Lecture on 'Role of Youth in Nation Building and Empowerment of Women'

The NSS (National Service Scheme) of Seshadripuram First Grade College, Yelahanka New town, Bengaluru-64 Organized a Special lecture on the 'Role of Youth in Nation Building and Empowerment of Women' on October 27, 2023. The Event was Graced by the Esteemed Presence of Dr. KC Latha, UGC Education Officer, UGC, New Delhi, Who Delivered an Insightful Lecture on the Topic and Delivered a Thought- Provoking Lecture on the Important Roles Youth Play in Nation Building and Empowering Women.

Shri. W.D Ashok, Trustee of Seshadripuram Educational Trust, Delivered the Presidential Address, Emphasizing the Significance of the Event's Theme. The Distinguished Guests Present at the Session Included Dr. Rajji Pillai, Director of MCom, Dr. Vinay S, Director of MBA, Prof. Vivekananda, Pro. Mathew. 40 Students and NSS Volunteers Actively Engaged with Dr. KC Latha During an Interactive Session. They Discussed a Wide range of Topics Related to Women Empowerment, Youth Involvement, Politics, Government Policies, Mental Health, and More. The Event Provided an Exceptional Platform for Students to Gain Valuable Insights into their Role in Shaping the Nation and Promoting the Empowerment of Women.





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Counselling

Mentoring and Counseling cell take active part in counseling the girl students

Mentoring Policy

IQAC has established a well structured 'Three Tier Monitoring System'. At the bottom level, one faculty is allotted as mentor to a group of 30 students. In our system, mentors perform the following functions.

- i) Mentors organise class-wise meeting of mentees at the beginning of the semester.
- ii) Individual mentoring sessions are conducted twice in a semester.
- iii) Mentors monitor the academic progress of the mentees and give them counselling on personal matters.
- iv) They promote the use of e-resources in the library.
- v) They motivate the students to enrol in certificate courses.
- vi) They also motivate them to participate in co-curricular and extracurricular activities.
- vii) They maintain a brief record of mentor - mentee discussions.
- viii) They advise the mentees to take suitable topics for their year - end projects based on SWOC analysis of mentees.
- ix) If any administrative or higher level action is required, intimate the HOD.

The role of heads of departments is very vital in the mentoring system.

- i) HODs meet all the mentors in the beginning of the semester and give them necessary instructions in the first department meeting itself.
- ii) Review the activities of mentors and advice them whenever the situation demands it.
- iii) Inform the parents, on issues like continuous absenteeism or behavioural changes.
- iv) Seek the intervention of respective committees, if required.
- v) Keep the IQAC Mentoring Committee informed and updated.
- vi) Identify the mentees who require financial assistance with the help of mentors.
- vii) Making available text books and other study materials free of cost to the needy Mentees.

IQAC has a three member Mentoring Committee that evaluates the mentoring activity in each department. It acts as a tool to streamline and monitor the mentoring activity in various departments. On the basis of feedback from mentors and heads of departments, IQAC organises various seminars and workshops. IQAC also insists the departments to include the themes suggested by the mentors while organising the programmes. For example, a first aid room is made available to the students. Apart from this, Industrial Integrated Training Programme is introduced.



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Common Facilities

Women Lounge for relaxation of women faculty and students and Green Parks with stone benches are provided in the campus



S.N.U

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