

# STUDENTS RULE BOOK 2025



*Sri Sri Institute of Fashion Studies*

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# **RULES AND REGULATIONS FOR STUDENTS OF SRI SRI INSTITUTE OF FASHION STUDIES**

Student's Rule Book is a document that lists various rules which a student enrolled at Sri Sri Institute of Fashion Studies (SSIFS), under the full-time program, is required to follow during her/his enrollment as student at SSIFS. These rules shall apply to all the students of full time Program.

## **1. GENERAL INFORMATION ABOUT SSIFS**

The Sri Sri Institute of Fashion Studies (SSIFS), established under the aegis of the SSRVM Trust, a charitable and educational trust dedicated to providing stress-free, value-based education, is part of a network of over 120 institutions. These include Sri Sri University, Sri Sri Ayurveda College and Hospital, Sri Sri Institute of Nursing Sciences & Research Center, and 109 schools across 29 states, with additional campuses in Nepal and Oman.

SSIFS is guided by an esteemed advisory board comprising renowned fashion designers, industry experts, academicians, fashion journalists, and stylists. The board mentors' students through seminars and provides strategic guidance to the management on academic and administrative policies.

At SSIFS, we believe creativity flourishes in a diverse and inclusive environment. We welcome aspiring designers from all backgrounds, offering comprehensive programs that extend beyond technical skills. Our holistic learning experience equips students with creative vision, design thinking, and practical knowledge to thrive in the dynamic fashion industry.

### **PROGRAMMES OFFERED**

SSIFS offers degree programmes in the following specializations at the undergraduate level:

- Fashion Design (FD)

### **Pedagogy**

At SSIFS, the teaching pedagogy is rooted in creativity, consciousness, and sustainability. Our academic approach blends design education with responsible practice, aiming to nurture designers who are not only skilled professionals but also thoughtful contributors to society and the environment.

Learning here is a balanced mix of interactive classroom teaching, studio-based experimentation, collaborative projects, and self-directed exploration. The emphasis is on experiential learning - encouraging students to engage actively with materials, processes, and their broader ecological and cultural impact.

Sustainability is embedded across the curriculum, guiding students to make mindful choices while sourcing and design thinking. Courses here include exposure to eco-friendly materials, zero-waste design methods, circular fashion concepts, and ethical business practices.

An important component of the SSIFS experience is craft-based learning. Students will be given an exposure to traditional Indian craft clusters, where they will learn from master artisans and understand the cultural, social, and environmental contexts of indigenous practices. This hands-on exposure fosters design interventions that are both innovative and respectful of heritage, while also supporting sustainable livelihoods. While students will learn from the

artisans, the craftsmen on the other hand will get an exposure to the needs and wants of this young generation and can make their future products based on it.

Students are mentored by academic and subject advisors who guide them in discovering their personal strengths and aligning their career paths with areas of interest—whether that be sustainable fashion, design entrepreneurship, or social innovation. Mentorship also extends to internships and graduation projects, where students apply their learning in real-world contexts. Industry partnerships form an integral part of teaching methodology. SSIFS students gain practical insights through expert lectures, field visits, exhibitions, industry-led sessions, and live projects. These engagements help prepare students to navigate the evolving fashion landscape with a focus on sustainability, innovation, and ethical responsibility.

## **2. PROVISIONAL ADMISSION & ELIGIBILITY FOR REGULARISATION OF ADMISSION IN SSIFS FOR UG & CANCELLATION & WITHDRAWAL OF CANDIDATURE**

The candidate who has sought provisional admission to SSIFS will submit the result of the qualifying degree/ certificate examination, providing proof of his/her eligibility on or before 15th August, of the year of admission, to the Institute.

i) In case the candidate fails to submit his/her final result of qualifying degree examination in the manner prescribed above to prove his/her eligibility on or before 15th August, of the year of admission, whatsoever the reason may be, his/her admission will be treated as null and void (cancelled) and the entire fee will be forfeited.

ii) In the case of candidates who have appeared for compartment examination(s) in the 12th standard, such candidates will be considered only for provisional admission. He/she will have to clear the compartment examination UNDER THE SAME BOARD, failing which the provisional admission will stand automatically cancelled and the entire fee will be forfeited.

## **3. STUDENT ID CARD**

i) Identity Cards will be issued to students to be used for entry to the Institute and Library. These cards would carry the following information on the face:

- Name of Student
- Roll No.
- Blood Group
- Permanent Address
- Validity of the card
- Photograph of the student

ii) The Identity Card should be presented on demand and always carried by the students.

iii) Loss or damage of the Identity Card is to be reported immediately to the Administrator.

Loss of Identity Card: Replacement of the Card will be made on written request along with copy of the FIR and on payment of Rs. 500/- + GST as applicable.

Damage of Identity Card: Replacement of the Card will be made on written request along with the submission of the damaged Identity Card and on payment of Rs. 500/- + GST as applicable.

The Identity Card must be surrendered on completion of the course along with No Dues Certificate.

#### **4. FEES**

The semester fee structure, as applicable for the students of the concerned programme, will be charged from the students, as notified from time to time.

The fee is to be paid in full on or before the last date, as specified on the SSIFS website in the particular year.

It will be the sole responsibility of the student concerned to achieve the minimum required attendance by the end of the semester as per the SSIFS policy. No attendance relaxation will be given in this regard if the student misses classes for non-payment of fee.

If a student appears in re-examination/ re-jury or gets a withheld result, the student will pay the fees for the next semester ONLY once he/ she clears the re-examination/ re-jury. The students declared "pass", shall pay the fees within one week of declaration of the re-exam/ re-jury result without fine. In this case the date of declaration of result will be considered the first day for depositing the fee.

Afterwards, the semester fee is to be paid with fine @ Rs 100 per day within next 7 days after the last date of payment of fee without fine. On non-payment of the fees, after two-week duration of the declaration of re-exam result, the name of the student will be struck off from the rolls of the Institute without any further notice.

All deposits/payment of fees shall be made through NEFT/RTGS/UPI as published on SSIFS Website to the authorized bank of SSIFS.

#### **5. REFUND OF FEES AND SECURITY DEPOSITS**

The Security Deposit component of the fee paid at the time of admission is refundable to students on completion of the course or from the date he/she ceases to be a student of SSIFS. This is done on production of prescribed 'No Dues Certificate' from concerned Departments/ Library/ Computer Labs etc. No request for refund would be entertained after six months from the date of completion of the course or the student leaving the Institute.

Students who leave SSIFS mid-course or who are asked to leave SSIFS for whatever reasons will not be entitled to refund of fees, except the amount of the refundable security deposit.

In case of students who are suspended due to misconduct, for them the semester fees shall not be adjusted, as and when the student rejoins the course in the follow-up year in the same semester.

##### **Refund Policy**

These rules shall apply to every student who takes admission in Sri Sri Institute of Fashion Studies (SSIFS) whether for Degree programme, Diploma or short-term certificate courses.

1. The Governing Board/ Institute reserves the right to amend, alter, delete or add to any of these rules prior notice.
2. These Rules are applicable to the extent as are not inconsistent with or opposed to the Regulation laid down under the Karnataka Private Education Institutions (Discipline and Control) Act, 1975, the Karnataka Private Education Institutions (Discipline and Control) Rules, 1978; any

other relevant laws of the nation or the regulations of the Board with whom the school is affiliated to.

Every Institute has a policy to retain part of the fee in case a student withdraws the admission from the institute. The refund of fee in case of withdrawal of admission will as follows:

<b>S. No</b>	<b>Particulars</b>	<b>Admission withdrawal before 30th June</b>	<b>Admission withdrawal before commencement of academic session*</b>	<b>Admission withdrawal after commencement of academic session*</b>
		<b>(Refund amount in %)</b>	<b>(Refund amount in %)</b>	<b>(Refund amount in %)</b>
<b>1</b>	<b>Registration fee one time (Non-refundable)</b>	0%	0%	0%
<b>2</b>	<b>Tuition Fee</b>	80%	50%	0%
<b>3</b>	<b>Exam fee</b>	100%	100%	0%
<b>4</b>	<b>Security deposit (Refundable)</b>	100%	100%	100%

\*Academic session as per an announcement on the official website of SSIFS, i.e. [www.ssifs.org](http://www.ssifs.org)

## **6. DISCIPLINE AND CONDUCT ISSUES**

Students are expected to maintain a high order of discipline in and out of the Institute. Reports of behavioral lapses or indiscipline from faculty staff or from the public would be viewed seriously. As a responsible representative of this institute, students are expected to set an example through poise, politeness, community feeling and integrity in and outside the Institute. Students are required to give an undertaking at the time of joining the institute as well as the beginning of each academic session to abstain from smoking, use of alcoholic drinks, drugs and indulging in any other undesirable activity.

## **7. GENERAL CONDUCT RULES**

i) The nature of learning in all programs at SSIFS requires the students to purchase raw materials, tools, stationary items and other study material from time to time. Specific instructions in this regard will be given by the concerned department / faculty at the beginning of various courses. Students are not allowed to take any raw materials or any belonging to SSIFS in the Lab/Workshop/Studio without permission of concern department in-charge.

ii) While studying at the Institute, students will have to operate machines and tools carefully and observe all safety regulations and see that no damage is caused to self or to the Institute's property, machinery and equipment. In case it is found that they have caused any damage to the

Institute's property they shall be required to reimburse or make good the damage caused. Any decision regarding the extent of their liability on such an account shall be at the discretion of the Institute, which shall be final.

iii) Computer / Information Technology Education is an integral part of the Academic Programs at SSIFS. The facilities available at the Computer Centre are for the use of students. Hardware attachments for software operations or any other removable data storage device cannot be taken in or out without written approval of the faculty in charge. A violation of this will be considered as an intention for piracy / theft.

iv) In case of any damage or items missing from the labs/ classrooms, the concerned student(s) shall be held responsible for the same and has to pay for the damages.

v) Students must maintain cleanliness in all premises of SSIFS. Eatables / beverages are not allowed inside the SSIFS study areas including Labs, Library, studios, workshops, classrooms and lecture halls. Students should have their breakfast/lunch/dinner etc. inside the designated areas. **Smoking is prohibited in the premises of SSIFS and SSRVM Campus.**

vi) During the course of studies at SSIFS, students are required to do industry internship / training visits/ documentation visits / field study, which could be anywhere in India. A student needs to submit a consent form duly signed by parents/local guardians to the department for visits outside the vicinity of the Campus such as craft diagnostic study/outbound trips etc.

All Students of the Institute are required to participate and perform Art of Living courses as arranged by the Institute.

vii) Students are prohibited from undertaking any employment / assignment during the course of their studies in SSIFS. However, in case it is necessary, the student shall take an explicit written approval from the Director SSIFS. This in no way should affect the stipulation regarding the attendance requirement.

viii) The students will adhere to the Academic Calendar, guidelines and activities as circulated to them at the beginning of the semester.

ix) No full-time student of this Institute can pursue any other regular or part time courses of any other University, College or Institute simultaneously with a regular program in SSIFS.

x) The Institute takes utmost care of the students but in case of any natural calamities, war, riots etc., the Institute is not responsible for the individual student's safety and security.

## **8. DEFINITION OF MISCONDUCT**

The essence of misconduct under this code is improper interference- in the broadest sense- with the proper functioning or activities of SSIFS, or those who work or study in SSIFS, or action which otherwise damages the image of SSIFS.

Misconduct will include, but is not limited to violent, indecent, disorderly, threatening or offensive behavior or language, fighting, ragging, drug abuse, cheating, deceiving, molestation, defacement of SSIFS property, IPR infringement, plagiarism Behavior which brings SSIFS into

disrepute, Failure to disclose/ hide/misguide through relevant details to an officer or employee of SSIFS or while applying for SSIFS scholarship schemes in circumstances where such information is required to be given, etc.

Any student found indulging in any activity violating the conduct rules of SSIFS will invite disciplinary action. The faculty members, officers reporting the misconduct shall report it to the Batch in charge and/or Administrator. An enquiry shall be conducted by the concerned Disciplinary Committee.

The Director will be responsible for implementing the punishment imposed. Record of the penalties imposed shall be placed on the student's record.

The following activities are classified as indiscipline / behavioral lapses on the student's part:

- a) Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vitiating the atmosphere of the Institute.
- b) Threatening, physically preventing or using any other means from preventing the students from attending classes
- c) Stealing and damaging items within the premises of SSIFS
- d) Ragging in or outside the premises of SSIFS.
- e) Defacing materials, books, periodicals, magazines, etc. maintained in the RC or any other department of SSIFS.
- f) Malpractice and using unfair means such as copying.
- g) Indulging in activities like consuming drugs, alcohol or any other activity in Campus/ Hostel which is construed as a societal offence at large.
- h) Giving interviews to the media or any other outside agency demeaning SSIFS.
- i) Using abusive language and creating nuisance in the premises of SSIFS, disturbing the peace and independent rights of fellow students and faculty members.
- j) Indulging in creation of web pages / blogs or any other web-based material regarding the Institute or its activities or persons thereof without obtaining its prior permission.
- k) Indulging in any act physically or virtually which amounts to sexual harassment of fellow students/ any employee at SSIFS or outside SSIFS which tarnishes the SSIFS Image.
- l) Organizing any activity without permission of Campus Director within premises

### **8.1 Ragging**

Ragging has been defined as "Display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institute". Ragging will be treated as a major disciplinary violation and the offenders (direct or indirect) will be treated as per guidelines laid by the Supreme Court in its ruling on the subject. Any complaints on this issue will be made to the Administrator for further action.

### **8.2 Academic Irregularities**

The following are considered to be the different types of academic irregularities:

#### **8.2.1 Cheating**

Cheating includes:

- a) Communication with, or copying from, any other candidate during an examination except in the case examination regulation may specifically permit this, e.g. group assessments or group assignment evaluation;
- b) Communication during an examination with any person other than a properly authorized invigilator or authorized member of staff;



- c) Introducing any written or printed materials into the examination room unless specifically permitted by the Examination Board or Program Regulations;
- d) Introducing any electronically stored information through laptop, mobile phone, palm top, calculator or any other means of storage into the examination room, unless specifically permitted by the Examiners or Program Regulations;
- e) Gaining access to unauthorized material relating to an examination before or during the examination;
- f) Obtaining a copy of an „unseen“ written examination paper in advance of the date and time for its authorized release;
- g) In any other ways, the provision, or assistance in the provision of, false evidence knowledge or understanding in examinations;
- h) Unauthorized use of content which leads to IPR infringement for assignments, juries and examinations.

### **8.2.2 Plagiarism**

The deliberate, substantial and unacknowledged incorporation in a candidate's work of material derived from the work (published or unpublished) of another is plagiarism. Examples are:

- a) The inclusion in a candidate's work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the sources;
- b) The summarizing of another person's work by simply changing words or altering the order of presentation, without acknowledgements;
- c) Copying the work of another candidate, without that student's knowledge or agreement in this case the party copying is guilty of plagiarism. In case of copying with the knowledge or agreement of another student. Both the parties are guilty of plagiarism.
- d) The presentation of data in laboratory reports, projects etc., based on experimental work falsely purported to have been carried out by the candidate or obtained by unfair means

### **8.2.3 Collusion**

Collusion includes a situation where a student-

- a) Is required to work/ demonstrate individually, but submits work done in collaboration with another person for assignment as entirely his / her own work, with intention to gain an unfair advantage;
- b) Knowingly permits another student to copy all or part of their own work, and to submit it as that other student's own unaided work.

### **8.2.4 IPR**

Any work / design developed during the student's tenure at the Institute will be the property of SSIFS. No commercial transaction of the work can take place unless otherwise carried out through SSIFS. The SSIFS IPR policy shall apply to all projects done at SSIFS.

## **8.3 Disciplinary Procedure Guidelines:**

All the situations listed above and more that the institute feels to be listed under the same, are actions that call for disciplinary actions. The competent Authority will decide the categorization of offence to major or minor disciplinary violations.

### **8.3.1 Penalty for Minor Disciplinary Violation:**

Where the violation is considered minor by the competent authority, the following penalties may be imposed at the discretion of the competent authority:

i) A fine of upto ₹10,000.00 +GST, as applicable for each violation/ offence.

AND/ OR

ii) A requirement that the student pays the cost of any damage in relation to any property lost or damaged or any expenditure incurred on medical expenses in case of a scuffle. The expenditure may have been incurred by SSIFS/third party or subsidiary organization and will have to be paid by the violator/s to SSIFS for the violation. The same shall be deposited by the student within five days of the notification by the Administrator of SSIFS.

AND/ OR

iii) Warning/Censure: A warning to be issued to the student for first offence may not be placed in the student's record. However, in case of a repeat offence, the censure may be placed on the student's record and may invite action under major penalties.

### **8.3.2 Penalty for Major Disciplinary Violation:**

Where the violation is considered to be major by the competent authority, the following penalties may be imposed for the major disciplinary violations:

i) Suspension/debarment from the institute, where the student will be declared "persona-non-grata" and will be debarred from entering the premises, facilities and from attending the classes.

ii) Permanent expulsion from the institute.

iii) Any other course of action which may be reasonable in the circumstances.

### **8.4 Penalties for Academic Irregularities during Examinations/ Juries/ Evaluations**

i) Any student found cheating at the time of examination will not be permitted to complete the paper/exam. Pending the result of the enquiry, he/she may be permitted to take remaining exams with an undertaking.

ii) In case any student is found carrying outside material or found indulging in plagiarism, the student will be debarred from giving the exams/jury/evaluation and will have to repeat the entire semester.

iii) In case students are found copying from their classmates, their answer booklets will be treated as cancelled and he/she will have to appear in re-exam.

iv) In case of evaluator observation that more than one student has attempted the exam on a single exam sheet / entry, or notices any change in hand – writing the result of the student will be withheld pending the result of the enquiry.

iv) In case student (s) is/are found in collusion as described in 5.1.2.3, the entire work submitted stands null and void in addition to any other action as may be applicable against them under the provision relating to plagiarism / cheating etc.

v) In case students are found indulging in plagiarism, the students will be debarred for one year from the Institute and will have to repeat the entire semester.

vi) This is in addition to any other penalty under previous detailed violation criteria.

## **9. ONLINE ETIQUETTE**

When using social media, it can be tempting to speak and act in a way we wouldn't when we are face-to-face. Remember that innocuous comments posted online may be misconstrued, as the written word has permanence/taken screen shots of/ lacks the nuances of face-to-face interaction.

**Ask yourself these questions:****• Who'll be reading my post?**

Will it be limited to close friends and family or could it be read by the wider public? Could it be seen by people you have personal contact with, or can it be accessed by people you have a professional relationship with?

If there is an issue concerning the campus/friends/classmates/faculty, has it needs to be escalated to the appropriate forum for redressal. Posting problems on social media is not a solution and only makes things worse.

**• What style should I be using?**

Always be courteous, even when you don't feel like it. Remember that in most cases, the content you post will be public and it may not be possible to remove it at a later date. It could be reposted or shared through other forms of social media.

Think twice about how you post content if you are feeling angry about something and consider the effect that this might have on the situation. If you are responding to someone else's post, ask yourself whether you are sure that you have read the post in the way in which it was intended.

## **10. ATTENDANCE**

Learning at SSIFS is based primarily on interactive methods of inputs and students' participation in projects, research and skill-based experiences. It also involves sharing of work as well as learning processes with batch mates and faculty whose feedback and guidance is critical to students' development, understanding and maturity. Any physical absence in such circumstances will therefore, mean a loss of learning opportunity and continuity, which cannot be replaced by self-work under most situations. Punctuality in attending classes must therefore be maintained. Attendance is compulsory for students of all regular programs unless and until valid reasons are given to support absence.

Attendance will be taken by the faculty member at the beginning of each class and recorded accordingly. Unauthorized or habitual absence will invite disciplinary action including failing the student in subject / semester or removal from rolls of the SSIFS. Students are expected to be in SSIFS Campus at 9.30 a.m. sharp for the classes. All students without exception shall enter the class room and be seated at the time scheduled for the start of the class. The door of the class room will be barred against late entry irrespective of the reasons for the delay.

Students are required to check their attendance from the administrative office both for consolidated and individual subjects, for classes conducted and shortfall in attendance, if any. Any discrepancy in the attendance must be communicated to the administrator supported with a written application.

### **10.1 Requirements of Attendance at SSIFS**

i) A student is required to have an overall minimum 85% attendance in total sessions/ classes conducted during the semester, to be eligible to appear in the final assessment/end semester exams/ jury of the subjects.

ii) A student is required to have a minimum 75% attendance in each individual subject taught in the semester, to be eligible to appear in the final assessment/end semester exams/jury of the subjects.

iii) The norms of above attendance would also be applicable on standalone subjects that require visit to cluster/industry/research unit.

iv) No exceptions will be made on medical grounds or any social exigencies as provision of 15% and 25% relaxation in attendance includes all such exigencies.

### **10.2 Absenteeism without Information**

- i) In case of 0% attendance till mid semester, the student's name shall be struck off from the rolls of the institute after the issuance of a notice from campus.
- ii) Uninformed absence of more than four weeks due to any cause or zero percent attendance till mid-semester will mean loss of candidature for the student i.e. name of the student would be struck off from the rolls of the Institute.
- iii) Students absenting themselves without any authorized permission from evaluation shall be awarded "Zero" marks in such evaluation and there shall be no provision of re- evaluation or resubmission for such cases.

### **10.3 Leave of Absence**

A student may be granted leave of absence/lien for a maximum period of 1(one) year on the basis of medical/extenuating circumstances beyond the specified period of study at SSIFS. The student must seek prior approval of the Campus Director for such leave.

In both the cases, whether it is leave of absence or detention on account of failure/attendance, the student shall keep his/her registration LIVE by paying re- registration fee of ₹10,000, as applicable for each absent semester.

## **11. STUDENTS' MENTORING AT SSIFS**

SSIFS provides active mentoring support to all students on an individual basis.

Types of Mentorship

In order to understand the student's needs, specific types of mentorship are as follows:

- I. One-to-One mentoring
- II. Group Mentoring
- III. E-Mentoring
- IV. Subject Mentoring
- V. Peer Mentoring

## **12. NORMS FOR USING LIBRARY**

The Library in SSIFS campus provides the necessary infrastructure to collate and disseminate critical input for knowledge management.

- I. One book to be issued to the students for 7 days.
- II. To reserve a book that is out on loan, the borrower needs to fill out a reserve slip at the circulation desk/online. Periodicals, reference collections, audio-visual materials and other non-print materials can only be consulted in the Library and are not issued out to students and other members.
- III. If a borrowed book is not returned on time, overdue fines will be charged. The overdue fine of ₹ 5/- per day is chargeable from all the students.
- IV. If a student fails to return an overdue book within 120 days from the due date, the cost of the borrowed book and overdue fines will be deducted from the security deposit any time after 120 days without issuing any intimation.
- V. The student will either replace the book of the same title and the same or any later edition or pay three times the cost of a book if lost or damaged. Lost or damaged books must be paid for before other books can be issued or the same will be deducted from the security deposit.

- VI. Students found leaving the library with un-issued books/ other Library material(s) will be penalized. They will pay the penalty as per rule of the centre and will be debarred from using the Library for a semester.
- VII. Talking on the cell phone is not allowed inside the reading rooms and stack rooms. Disciplinary action will be taken against any person for flouting the rule.
- VIII. No bags, food, drinks and smoking are allowed inside the library. Scissors and sharp cutting implements are also prohibited. Non-library books, briefcases and packages must be left outside the Library. The library is not responsible for loss/theft of any personal belongings.

## **13. SERVICES FOR STUDENTS**

### **13.1 SSIFS wifi**

Students on admission are given access to the campus wifi facility through an ID & password. They may use this for academic purposes only.

### **13.2 Education Loan**

Students of SSIFS can avail of education loans. SSIFS, however, will not bear any financial responsibility for repayment of the loan. The Administrator would issue a letter to the student for availing of this facility.

### **13.3 Facilities for Students Repeating the Semester**

The following facilities of the institute have been identified, that may be used by students during their detention (LOA/repeat) period across the campuses:

- i) Use of SSIFS library and Library .
- ii) Consultation and advice of faculty by prior appointment.
- iii) The student can get a recommendation letter for industry visit, field study, etc., from SSIFS.

## **14. SEXUAL HARASSMENT FACED BY STUDENTS OF SSIFS**

SSIFS believes in zero tolerance for any kind of sexual harassment case reported by a student. This could be from student to student or from SSIFS employee to student. In case, any student faces any kind of sexual harassment, the matter needs to be brought to the notice of the administrator immediately. There are specific norms to deal with such cases and the complaints will be handled by the committees constituted by the Director.

In case, the complaint received is from student against student (involving physical harassment or virtual that relate to clauses falling under the IT ACT 2000), the accused student may face immediate suspension till the enquiry is on. If the allegations are proved, the accused student will be liable to face serious punishment to the extent of expulsion from SSIFS.

The Government guidelines can be accessed from the following link:

<https://saksham.ugc.ac.in/content/downloads/Sexual%20harassment%20Act,%202013.pdf>

The Internal Complaints Committee will be notified from time to time on the SSIFS website and notice board.

## **15. COMPLAINTS RESOLUTION PROCEDURE FOR STUDENTS**

Appeals, if any, for issue(s) related to individual students should be sent to the Administrator. The appellate authority for all appeals will be Director- SSIFS.