



## Zero Tolerance Policy Document

**Effective Date:** 01-08-2022

**Reviewed on:** 04-03-2024

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

### 1. Introduction

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

### 2. Objective

The objective of the Zero Tolerance Policy is to:

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

### 3. Scope

This policy applies to all:

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


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

### 4. Prohibited Conduct

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

#### 4.1. Harassment and Discrimination

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

  
DIRECTOR  
Aurora's PG College (MBA)  
Uppal, Hyderabad-500092



#### 4.2. Sexual Harassment

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

#### 4.3. Substance Abuse

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

#### 4.4. Academic Misconduct

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

#### 4.5. Bribery and Corruption

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

#### 4.6. Violence and Threats

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


#### 4.7. Unethical and Unprofessional Conduct

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

### 5. Reporting Violations

#### 5.1. How to Report

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

  
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Aurora's PG College (MBA)  
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## 5.2. Confidentiality

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

## 5.3. Non-Retaliation

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

## 6. Investigation and Disciplinary Process

### 6.1. Investigation Procedure

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

### 6.2. Outcomes and Disciplinary Actions

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

### 6.3. Appeals

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

## 7. Education and Awareness

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

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

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





## 8. Responsibilities of Stakeholders

### 8.1. Management and Leadership

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

### 8.2. Faculty and Staff

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

### 8.3. Students

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

## 9. Review and Monitoring

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

### Issued By:


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

Contact: 9100044444

### Acknowledgment:

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

Name: B. Jaxmada  
Designation: Ass. Professor  
Signature: B. Jaxmada  
Date: 26/09/24

  
DIRECTOR  
Aurora's PG College (MBA)  
Uppal, Hyderabad-500092





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**Reviewed on:** 04-03-2024

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*Aquila*

DIRECTOR  
Aurora's PG College (MBA)  
Uppal, Hyderabad-500092





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Director, Aurora's PG College (MBA)  
Uppal, Hyderabad

Contact: 9100044444

### Acknowledgment:

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

Name: M. NARENDRA

Designation: So. office Asst

Signature: m. n. j.

Date: 26/09/2024

*Srikanth Jatla*  
DIRECTOR  
Aurora's PG College (MBA)  
Uppal, Hyderabad-500092



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*Aurora*

DIRECTOR

Aurora's PG College (MBA)

Uppal, Hyderabad-500092





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DIRECTOR  
Aurora's PG College (MBA)  
Uppal, Hyderabad-500092



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### Issued By:

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

Contact: 9100044444

### Acknowledgment:


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

Name: P. Bhavana

Designation: student (130323 672139)

Signature: Bhavana

Date: 26/09/24

  
DIRECTOR  
Aurora's PG College (MBA)  
Uppal, Hyderabad-500092

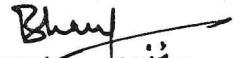




**UNDERTAKING**

I ..... MANDA BHANU PRASAD ..... S/o / D/o ..... M. RATN ..... being admitted to the ..... MBA ..... course for the academic year 2023-2025 solemnly undertake that:

- (i) I shall abide by all the rules and regulations which are in force in the College.
- (ii) I shall pay all the tuition and other fees without fail and by the stipulated date. I shall reimburse the cost of equipment in laboratory in all cases of breakage and / or damage caused to the equipment.
- (iii) I shall attend all the classes (theory & practical), punctually and regularly, putting in the minimum of 75% attendance. I understand that if I do not put in the requisite attendance, my bus pass will not be signed for renewal and also that I would not be allowed to apply for the final examination.
- (iv) I shall appear for the terminal as well as the pre-final examinations conducted by the college, as also I will write and submit all assignments as required. I shall abide by the punishment imposed by the Principal, in case I fail to follow the above.
- (v) In case I cancel my admission after the last date of new admission. I shall forgo the entire fee paid by me for the whole academic year. If I have paid only part of the total annual fee at the time of admission. I shall pay the rest of the amount before cancelling my admission. I shall not ask for returning my original certificates, unless and until, I clear all the dues payable to the college.

  
Signature of the Student

**UNDERTAKING BY THE PARENT/GUARDIAN**

**ATTENDANCE & DISCIPLINE**

- ★ As a parent / guardian I take total responsibility for any indiscipline of my ward and I will be in regular contact with the college and irrespective of the college informing me about students attendance I will verify about the regularity to the college and I will-be responsible for any consequences arising out of lack of attendance.

**NORMS OF CANCELLATION**

- ★ If admission is cancelled before end of counseling an amount of Rs. 1,000.- would be deducted towards processing fee.
- ★ After final counseling is over, the student has to pay the fee for remaining academic year irrespective of getting scholarship or not. Even if a student taken admission through NRI/SC/ST or any other quota student has to pay full amount of the fee.

**ADDRESS FOR CORRESPONDENCE**

- ★ As a parent I will inform the college the address and will inform the college whenever there is change in the address.

I have read the conditions pertaining to the admission of my ward and I undertake to see that we abide by them.

  
DIRECTOR

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

Phone : 040-27201452 URL : www.aurora.ac.edu.in

Date 16/09/2023

Name : M. Lalitha

Signature of the Parent / Guardian 



**ANNEXURE I**  
**AFFIDAVIT BY THE STUDENT**

I, MANDA BHANU PRASAD (full name of student with Institute Roll Number)  
s/o d/o Mr./Mrs./Ms. M. RASU, having  
been admitted to MBA - AURORA'S P.G. COLLEGE (name of the institution), have  
received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher  
Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the  
provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the  
penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting  
ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the  
Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be  
constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the  
Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or  
any law for the time being in force.
- 5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country  
on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm  
that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that
  - a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity  
while in and off the institution campus.
  - b) I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned  
clause (6.a).

Declared this 16<sup>th</sup> day of September month of 2023 year.

Bhanu

Signature of deponent

Name: M. Bhanu Prasad

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false  
and nothing has been concealed or misstated therein.

Verified at ----- (place) on this the 16<sup>th</sup> (day) of Sep (month), 2023 (year).

Solemnly affirmed and signed in my presence on this the 16<sup>th</sup> (day) of Sep (month),  
2023 (year) after reading the contents of this affidavit.

[Signature]  
Signature of deponent

[Signature]  
OATH COMMISSIONER

*Note : It is mandatory to submit this affidavit in the above format, if you desire to register for the  
forthcoming academic session.*

[Signature]  
DIRECTOR  
Aurora's PG College (MBA)  
Uppal, Hyderabad-500092

**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. M. LALITHA (full name of parent/guardian) father/mother/guardian of, (full name of student with University Roll Number), having been admitted to MBA-AURORA'S PG COLLEGE (name of the institution), have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that
  - a) My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
  - b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this 16<sup>th</sup> day of September month of 2023 year.

La

Signature of deponent

Name: M. Lalitha  
Address: 2-4-123/10, Sankar Hills Colony, Uppal-East  
Telephone/ Mobile No.: 7013211343

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Reep

Signature of deponent

Solemnly affirmed and signed in my presence on this the 16<sup>th</sup> (day) of Sept (month), (year) after reading the contents of this affidavit.

Reep

OATH COMMISSIONER

Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

Reep  
DIRECTOR  
Aurora's PG College (MBA)  
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**UNDERTAKING**

I ..... PRATHYUSH VADDIGADA S/o / D/o ..... VENKATIAH ..... being admitted to the ..... M.C.A ..... course for the academic year 2023 -2025 solemnly undertake that:

- (i) I shall abide by all the rules and regulations which are in force in the College.
- (ii) I shall pay all the tuition and other fees without fail and by the stipulated date. I shall reimburse the cost of equipment in laboratory in all cases of breakage and / or damage caused to the equipment.
- (iii) I shall attend all the classes (theory & practical), punctually and regularly, putting in the minimum of 75% attendance. I understand that if I do not put in the requisite attendance, my bus pass will not be signed for renewal and also that I would not be allowed to apply for the final examination.
- (iv) I shall appear for the terminal as well as the pre-final examinations conducted by the college, as also I will write and submit all assignments as required. I shall abide by the punishment imposed by the Principal, in case I fail to follow the above.
- (v) In case I cancel my admission after the last date of new admission. I shall forgo the entire fee paid by me for the whole academic year. If I have paid only part of the total annual fee at the time of admission. I shall pay the rest of the amount before cancelling my admission. I shall not ask for returning my original certificates, unless and until, I clear all the dues payable to the college.

*Prathyusha*  
Signature of the Student

**UNDERTAKING BY THE PARENT/GUARDIAN**

**ATTENDANCE & DISCIPLINE**

- ★ As a parent / guardian I take total responsibility for any indiscipline of my ward and I will be in regular contact with the college and irrespective of the college informing me about students attendance I will verify about the regularity to the college and I will-be responsible for any consequences arising out of lack of attendance.

**NORMS OF CANCELLATION**

- ★ If admission is cancelled before end of counseling an amount of Rs. 1,000.- would be deducted towards processing fee.
- ★ After final counseling is over, the student has to pay the fee for remaining academic year irrespective of getting scholarship or not. Even if a student taken admission through NRI/SC/ST or any other quota student has to pay full amount of the fee.

**ADDRESS FOR CORRESPONDENCE**

- ★ As a parent I will inform the college the address and will inform the college whenever there is change in the address.

I have read the conditions pertaining to the admission of my ward and I undertake to see that we abide by them.

30/9/23  
Date

*Prathyusha*  
DIRECTOR  
Aurora's PG College (MBA)  
Uppal, Hyderabad-500092  
Phone : 040-27201452 URL : www.aurora.ac.edu.in

Name : *Raelha*  
Signature of the Parent / Guardian



**ANNEXURE I**  
**AFFIDAVIT BY THE STUDENT**

I, PRATHYUSHA (full name of student with Institute Roll Number)  
s/o/d/o Mr./Mrs./Ms. VENKATIAH, having  
been admitted to AURORA PG college (name of the institution), have  
received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher  
Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the  
provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that
  - a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
  - b) I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this 30 day of 9 month of 2023 year.



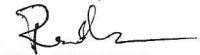
Signature of deponent

Name: Radha

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at Aurora (place) on this the 30 (day) of 9 (month), 2023 (year).



Signature of deponent

Solemnly affirmed and signed in my presence on this the 30 (day) of 9 (month),  
23 (year) after reading the contents of this affidavit.

  
OATH COMMISSIONER

*Note : It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.*

  
DIRECTOR  
Aurora's PG College (MBA)  
Uppal, Hyderabad-500092

**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. RADHA PARIGI (full name of parent/guardian) father/mother/guardian of, (full name of student with University Roll Number), having been admitted to Aurora PG college (name of the institution), have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that
  - a) My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
  - b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this 30 day of 9 month of 2023 year.

Radha  
Signature of deponent

Name: RADHA

Address:

Telephone/ Mobile No.: 9742626235

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Radha  
Signature of deponent

Solemnly affirmed and signed in my presence on this the 30 (day) of 9 (month), 2023 (year) after reading the contents of this affidavit.

Kenst  
OATH COMMISSIONER

Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

Soube  
DIRECTOR  
Aurora's PG College (MBA)  
Uppal, Hyderabad-500092