Krea Policy for Prevention of Ragging

Version: 2 | 08 January, 2020

RCI Chart – **R**esponsible, **C**onsulted, **I**nformed

Responsible	**Consulted**	**Informed**
Director - Student Life	1. Chief Administrative Officer – Campus 2. Deans of Schools 3. Registrar 4. Mission Director 5. Vice-Chancellor	1. All Students 2. All Employees 3. Board of Management 4. Executive Committee 5. Governing Council

Note: All policies including this one, need to be reviewed by the Board of Management, recommended by the Executive Council and approved by the Governing Council before they are released by the Registrar to the Informed list. A detailed description of the review, version control, awareness creation, and adherence process is covered in the policy on "Oversight & Governance of all Policies".

Revision history:

Version	Prepared by	Significant changes	Page No.	Reviewed by	Approved by	Approval date
1	Registrar	Standardization of definitions, meetings, changes to policy in line with other policies Committee composition changes	5,7,8,14	Mission Director	Vice-Chancellor	06.01.2020
2	Director – Student Life			Deans of Schools Registrar	Vice Chancellor	

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1. Guiding Philosophy:

1.1. Universities across the world, in general, welcome new students in an environment that is charged with excitement and anticipation for everyone. Senior students are keen to induct new students into established cultures and traditions of the university while the new students are emerging into adulthood or are young adults who need to socialize and find their way to settle into a completely new environment outside the comfort of their high school years.

1.2. All students, parents and guardians place their trust in Krea and its stakeholders when they decide to join the University. The University is committed to ensuring that this trust is never breached and that students are able to commence their learning experience at Krea in a safe, secure and comfortable manner.

1.3. This policy is aimed to serve as a guide to maintain a sense of balance during such phases of university life and deter any act of misconduct that may harm the wellbeing of any new student of the University.

1.4. The policy also aims to prevent any form of ragging that may happen between peers of the same cohort or even of senior(s) by junior(s).

1.5. The policy reaffirms the high expectations the University has of its students and specifically the senior students in embodying the ideals of empathy, nurturance and support and to maintain high standards of inter-personal conduct and accountability with new entrants (freshers).

1.6. In building an inclusive and ethical environment, the University expects every student to speak up against any form of oppression, trauma or torment that they might experience or may be witness to. Not reporting an incidence of ragging will amount to furthering it.

2. Approach:

2.1. Ragging is a criminal offence. This policy has been created to provide for an effective mechanism to not only deter but also take punitive actions in a manner that will safeguard the personal safety and wellbeing of every student.

2.2. Ragging in any form or at any place will not be tolerated. In keeping with the mission and larger goals of the University, the administrators of the University will work towards preventing and eliminating ragging by effecting punitive measures that may serve as a strong deterrent to any such attempt.

2.3. In a scenario where the students or their guardians are not satisfied with the actions of the University in case of an incident they might have faced, the student and the guardian may choose to file a case with the local police. In such circumstances, the University authorities will provide all the required support in assisting them to do so. Failing to do so will amount to an act of negligence.

2.4. The University will ensure that all cases of ragging are taken up and dealt with on a priority basis.

2.5. This policy should be viewed and applied in conjunction with the following policies that relate to fostering a sense of community and discipline among various members of the Krea community:

- 2.5.1. Code of Conduct for Students
- 2.5.2. Student Life Policy
- 2.5.3. Grievance Redressal Policy and Process for Students
- 2.5.4. Safety and Security Policy
- 2.5.5. Policy for Prevention of Sexual Harassment and Sexual Misconduct

2.6. Krea University strongly condemns and does not condone any acts of ragging.

2.7. The University is guided by the directives of the Hon'ble Supreme court of India and the Raghavan Committee Report which serves as a beacon of light.

3. Goals:

This policy implements the regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 by University Grants Commission Regulations and recommendations of the Hon'ble Supreme Court of India. The policy will provide for a clear pathway for reporting, investigation and scope of punitive measures that applies to ragging.

4. Applicability:

4.1. Applies to all students who are enrolled in the University on a full-time, part-time basis, whether on campus or off-campus

4.2. Applies to students who are on exchange programs, visitation from foreign universities

5. Definitions:

5.1. Ragging: Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, food culture, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background

5.2. Students: any person enrolled for degree/diploma/certificate course in a full-time/part-time format with Krea University or a student from another institution who may be at Krea on an exchange program or any similar arrangement.

5.3. Appeal: An appeal is a written request for review of a decision made by Anti-Ragging Committee. Dissatisfaction with the policy itself is not grounds for appeal. The standard for deciding the appeal shall be limited to determining whether there was an error in following the process or using appropriate facts related to the decision or the existence of other limitations in the process itself instead of the decision itself

5.4. Committee: Refers to the Anti-Ragging Committee, unless otherwise specified

5.5. Executive Committee: Refers to the Committee that is created by the Governing Council and comprises of two Governing Council members who are the Chair and the Vice-Chair of the Executive Committee, the Vice-Chancellor, the Mission Director and/or any other member designated by the Governing Council.

5.6. University: refers to Krea University

5.7. Complainant: who files the report about the incident of ragging. This could be the person who has been a victim of ragging or a witness to an incident of ragging

5.8. Subject: is the person who has been subjected to ragging

5.9. Policy: refers to the Krea Policy for Prevention of Ragging, unless otherwise stated

6. What Constitutes Ragging?

The following activities and / or actions shall be construed as the forms of ragging:

6.1. 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

6.2. 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

6.3. Asking any student to do any act which such student will not do in the ordinary course 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 on freshers or any other student

6.4. Any act that prevents, disrupts or disturbs the regular academic activity of a student

6.5. Exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors

6.6. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students or in some cases vice-versa

6.7. 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 of the student. These may also get treated under the Krea Policy for Prevention of Sexual Harassment and Sexual Misconduct

6.8. Any act or abuse by spoken words, emails, snail-mails, blogs, social media posts, media posts, public insults, including deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others

6.9. Any act that affects the mental health and self-confidence of students

6.10. The human rights perspective of ragging which involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors or by peers or even by juniors; often resulting in the extreme step of suicide or attempt to commit suicide, or cause bodily harm to oneself by the victims

6.11. Abetment of ragging is as punishable as ragging. Students are urged to report every incident of ragging that they witness or are told about or may be aware about

7. Anti-Ragging Committee (ARC):

7.1. Definition: As per Hon'ble Supreme Court of India: "The Anti-Ragging Committee at the level of the institution should consist of the 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 seniors, non-teaching staff and should be headed by the Head of the Institution. The Anti-Ragging

Squad, in contrast, should be a body with vigil, superintendence and patrolling functions and should appropriately be a smaller body which should be nominated by the Head of the institution with such representation as considered necessary to keep it mobile, alert and active at all times. The Squad may be called upon to make surprise raids on hostels and other hot spots and should be empowered to inspect places of potential ragging. The Squad should work under the overall guidance of the Anti-Ragging Committee. The Squad should not have any outside representation and should only consist of members belonging to the various sections of the campus community"

7.2. Constitution: The ARC will comprise of the following as per the Report of the Committee, constituted by the Hon'ble Supreme Court of India (Refer to Section 3):

- 7.2.1. Vice Chancellor (Chairperson)
- 7.2.2. One representative from civil administration nominated by the Vice-Chancellor
- 7.2.3. One representative from police administration nominated by the Vice-Chancellor
- 7.2.4. One representative from local media nominated by the Vice-Chancellor
- 7.2.5. One representative of NGOs involved in youth activities nominated by the Vice-Chancellor
- 7.2.6. At least two representatives of Faculty members, of which one shall be a woman, nominated by the Vice Chancellor
- 7.2.7. At least two representatives of staff nominated by the Vice Chancellor
- 7.2.8. One representative of Parents identified by the Registrar and nominated by the Vice-Chancellor
- 7.2.9. Two representatives of Students, one from each School, nominated by the Registrar
- 7.2.10. Special invitees:
  - 7.2.10.1. Dean(s) of the School(s) from which the students involved come from
- 7.2.11. Registrar (Member Secretary)

7.3. Duration: The term of the committee members will be usually for a year and nominations can be changed as per the Constitution presented above

7.4. Responsibilities:

- 7.4.1. Provide to newly enrolled students a copy of this Policy, informing them that this policy contains the telephone number and email id of

the 24-hour Anti-Ragging Toll-Free Helpline established by the UGC to help students in distress to get immediate assistance

7.4.2. Provide the names and telephone numbers of the Director - Student Life, Chief Administrative Officer - Campus(CAO), Residence-in-Charges and members of the ARC and the ARS

7.4.3. Explain to the enrolled students the arrangements made for their induction and orientation which is intended to promote efficient and effective means of integrating the newly enrolled students with those already admitted to Krea in previous years

7.4.4. Instruct students that they should desist from doing anything that could constitute ragging, with or against their will, even if ordered to by a senior student, and promptly report any attempt of ragging to a member of the ARS or to the Residence-in-Charge or a Residential Assistant or to the Registrar, Director- Student Life, Chief Administrative Officer - Campus, as the case may be

7.4.5. Obtain an affidavit from every newly enrolled student and his/her parents as required under clauses (d), (e) and (g) of Regulation 6.1 of the UGC Regulations at the time of admission or registration, as the case may be, during each year.

7.4.6. Maintain a proper record of the affidavits and ensure their safe upkeep thereof; including maintaining copies of the affidavits in an electronic form, to be accessed easily when required.

7.4.7. The ARC shall ensure compliance with the provisions of the UGC Regulations as well as provisions of any law for the time being in force concerning ragging and monitor and oversee the performance of the ARS in the prevention of ragging at Krea University

7.4.8. The University prohibits ragging in any form and takes all reasonable steps not limited to those provided in this policy to eliminate ragging within its premises and / or by its students outside the premises .

7.5. Meetings of the Committee:

7.5.1. The quorum of the Committee shall be more than fifty percent of the total number of members in the ARC

7.5.2. The Member Secretary shall call for a meeting of the ARC with agenda shared, in normal circumstances, one week in advance of the meeting

7.5.3. Minutes of the meeting shall be recorded by the Member Secretary and approved by the Chairperson of the Committee.

7.5.4. In normal circumstances the MOM should be finalised within two working days and circulated amongst relevant parties.

7.5.5. Frequency of the meetings will be as per the cases filed to the committee. However, the Committee shall meet at least once a year to review the effectiveness of the policy.

8. Anti-Ragging Squad(ARS):

8.1. The Vice Chancellor shall constitute the ARS which will work under the overall guidance of the ARC

8.2. The ARS shall not have any outside representation and its members shall be appointed from different sections of Krea whose representation the Vice Chancellor deems necessary

8.3. The ARS shall be called upon to make surprise raids on residence halls, and other places vulnerable to incidences of / having the potential for ragging and shall have the power to inspect such places

8.4. ARS shall conduct an on-the-spot enquiry into any incident of ragging referred to it by the Vice Chancellor or any member of the faculty or any member of the staff or any student or any parent or guardian or by any other person, as the case may be; and the enquiry report along with the recommendations shall be submitted to the ARC for action under clause (a) of Regulation 9.1 of the UGC Regulations. Provided that the ARS 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 incident of ragging, and considering such other relevant information as may be required.

8.5. On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Vice Chancellor shall immediately determine if a case under the penal laws is made out and if so, either on his / her own or through a member of the Anti-Ragging Committee authorised by him / her on his/her behalf shall proceed to file a First Information Report (FIR) within twenty four hours of receipt of such information or recommendation, with the police or local authorities, under the appropriate penal provisions.

9. Specific Measures for Ensuring Awareness about the Policy and Prevention of Incidences:

9.1. **Public Communication:** The website, student handbook will contain clearly highlighted messages that pertain to ragging being a criminal offence and it being banned in the University and anyone found indulging in ragging, is likely to be punished appropriately, which may include expulsion from the University

9.2. **Signing of Declarations:** All students of the University are required to sign an anti-ragging declaration forms (Annexure I and II) at the time of admission to the University

9.3. **Posters**: Office of Student Life will put up posters on the notice boards and in prominent places within the campus to urge students to prevent, or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of ragging

9.4. **Common Address:** The Director - Student Life or any other designated senior administrator, during the induction period, should assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the 'Anti Ragging Policy' of the University

9.5. **Student Mentors**: Freshmen students will be assigned senior student or faculty mentors under the direction of the Director - Student Life. The mentor will also monitor the general well-being of the mentee and report any changes in normal behaviour of the student to the Director - Student Life or the Counselor

9.6. **Enrollment into Social Clubs and Academic Committees**: The membership to all student clubs and committees will be coordinated in a manner that it prevents any possibility of coercion that may potentially lead to incidents of ragging

9.7. **High Risk Areas**: The University provisions for extra vigil and security in certain areas which may be more vulnerable for students with respect to chances of being subject to ragging

9.8. **Monitoring:** Anonymous surveys on anti-ragging

One survey, across first year students, will be carried out every month, during the first three months, to verify and check, whether the campus is indeed free from ragging

10. Key Procedures for Managing Incidence of Ragging:

10.1. Reporting an incidence:

10.1.1. Any student who is either a witness or has been subject to ragging can report the incident to ARC via email using his or her personal, Krea email address or anonymously by email or in hardcopy note sent to the Vice-Chancellor's Office or the Office of the Registrar

10.1.2. Upon the receipt of the complaint, the Member Secretary will review the same and forward it to members of the Committee for their reference

10.1.3. At this stage, the Member Secretary may, in an informal capacity, normally within 24 hours of receipt of the complaint, request a meeting with the complainant or the subject and facilitate a discussion with the parties or individuals involved

10.1.4. If the complainant or subject is not comfortable with the facilitation or dissatisfied with the outcome of the facilitation a formal procedure will be initiated

10.1.5. Normally within 3 days of the confirmation from the subject about 10.1.3., the Member Secretary will call for a meeting of the ARC and also update the complainant or the subject about the same

10.1.6. In case the student member of the ARC herself or himself is involved in the complaint, she or he will have to be recused from the deliberations. Member Secretary will apprise the Committee of the same

10.1.7. Member Secretary, will host the meeting and facilitate the presentation of the case by the subject in front of the ARC

10.1.8. In this meeting, the ARC will deliberate on the next steps and or decision, as applicable. At this point the ARC can exercise anyone or more of the following options:

10.1.8.1. Take a decision

10.1.8.2. Call for a detailed investigation that will be led by a sub-committee from within the ARC

10.1.8.3. Call for a meeting with concerned subjects as mentioned in the complaint or during the meeting with the subject

10.1.8.4. Recommend a condemnation to the complainant, in case the complaint has been found to be baseless

10.1.9. In case of 10.1.8.2 the process of enquiry should be such to ensure that the principles of natural justice are adhered to

10.1.10. If the ragging also includes an element of sexual harassment then in that case both committees i.e. ARC and Sexual Harassment Committee will look into the matter independent of each other

10.1.11. Post the first meeting of ARC, the Member Secretary will:

10.1.11.1. Normally within 3 days of the meeting, share the minutes of the meeting and communicate the next steps or decision to the subject

10.1.11.2. Ensure that the investigation, if called for by the Committee, is completed, in normal circumstances, within 7 days of the previous meeting of ARC

10.1.11.3. File a full-report of the investigation done by the sub-committee

10.1.11.4. Call for another meeting of the ARC and update the subject. In this meeting, the subject or the accused person(s) may be called for an interaction with the Committee

10.1.11.5. Communicate the decision to the concerned parties via email and copy be sent to the Chairperson of ARC and filed for records

10.2 Implementing the decision of the ARC

10.2.1 Member Secretary will implement the decision taken by the Committee, in normal circumstances within 2 days of the date by which the decision has been taken

10.2.2 Decisions taken by the Committee are binding to all parties concerned

10.2.3 However, in case the subject is not satisfied with the procedure or evidence used in the deliberations of the Committee then he or she may file an appeal

10.2.4 Member Secretary of the ARC will provide a record of Incidences filed and status report at every Board of Management meeting

10.2.5 All communication or material shared in the process of filing and resolution of the cases will be kept in confidence and it shall not be revealed to any person, including the subject, who was not a party to the confidential communication or material, except that such communication or material may be revealed to any person(s) consulted by the Member Secretary for guidance on that case

11. Remedial Measures:

The ARC will explore and recommend various remedial measures including psychotherapy, rehabilitation, counselling in case the actions of the student can be attributed to certain psychological or psychosocial conditioning or substance or alcohol abuse

12. Punitive measures for Ragging:

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the University, the possible punishments for those found guilty of ragging shall be any one or a combination of the following:

12.1. Social and community service

12.2. Public apology

12.3. Withdrawal of scholarships or financial aid or any other benefits

12.4. Debarring from appearing in examinations or withholding results

12.5. Debarring from holding a position of leadership or representation

12.6. Withdrawal of awards or recognitions given earlier

12.7. Non-issuance of ‘character certificate’

12.8. In certain scenarios, and in the best judgement of ARC, an entire group or class may be penalized to incentivize collective responsibility for such incidences
12.9. Debarring from representing the institution in any forum
12.10. Financial penalties
12.11. Suspension from the residence
12.12. Suspension from attending classes for a limited period
12.13. Suspension from the university for a limited period
12.14. Expulsion from the residence for a limited period or for the entire period of enrollment
12.15. Expulsion from the university and termination of enrollment
12.16. Expulsion from the institution and consequent debarring from admission to any other institution of the University
12.17. Filing an FIR with local police
12.18. Prosecuting for criminal offence

Provided that where the persons committing or abetting the act of ragging are not identified, the University shall resort to collective punishment.

13. Appeal:

13.1. Impacted students may appeal against the decision taken by ARC within 15 working days. Appeals filed after 15 days will be considered in the best judgement of the Member Secretary
13.2. The Appeal should be made by the grievant to the Appellate.
13.3. The Appellate will comprise of the members who constitute the Executive Committee
13.4. Member Secretary of ARC, will call for a meeting of the Appellate and facilitate the discussion on the matter
13.5. The Appellate will deliberate and exercise any one of the following options:
    13.5.1. Uphold the decision of the ARC
    13.5.2. Request ARC to convene again and re-investigate any particular aspect of the case
13.6. In case the Appellate has exercised Section 11.5.2. then the Member Secretary will reconvene the ARC and execute steps under Section 10 and communicate the final decision to the Appeal Committee
13.7. The Appellate will ratify the new decision of ARC and the same will be communicated to the grievant by the Member Secretary

13.8. The decision of the Appellate, in such matters shall be final and there shall be no further appeal in the matter

14. Changes to this Policy

14.1. Krea reserves the right to change this policy from time to time

14.2. The ARC shall be responsible for review of the policy and recommend changes for approval as per the process outlined in Page 1 of this policy and in accordance with the policy on Oversight & Governance of All Policies

14.3. All Students and employees should keep themselves updated with the latest version of this Policy.

15. Regulatory compliances and references

15.1. UGC Regulations and circulars on ragging are available on

15.1.1. https://www.ugc.ac.in/oldpdf/ragging/gazzetaug2010.pdf

15.1.2. https://www.ugc.ac.in/pdfnews/3825441_first_amendment-regging.pdf

15.1.3. https://www.ugc.ac.in/pdfnews/9541841_gazette_antiragging.pdf

15.1.4. https://www.ugc.ac.in/pdfnews/7823260_Anti-Ragging-3rd-Amendment.pdf

15.1.5. https://www.ugc.ac.in/ragging_FAQ.pdf

15.2. National Anti Ragging Help Line (UGC Crisis Hotline): 24x7 Toll Free Number* 1800-180-5522; helpline@antiragging.in

15.3. Report of the Committee constituted by the Hon'ble Supreme Court of India In SLP No. 24295 of 2006: https://www.ugc.ac.in/oldpdf/ragging/ragging.pdf

15.4. First Statutes of Krea University XXXXXX

16. Annexures:

16.1. Affidavit to be signed by the student

I,……having been admitted to Krea University, have received a copy of the University's anti-ragging policy.

I have carefully read and fully understood the provisions contained in the said policy. I have, in particular, perused Section 6 of the policy and am aware as to what constitutes ragging.

I have also, in particular perused Section 12 of the policy 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 ragging or abetting ragging, actively of passively, or being part of a conspiracy to promote ragging.

I hereby solemnly aver and undertake that:

I will not indulge in any behavior or act that may be constituted as ragging under Section 6 of the policy

I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Section 6 of the policy. I hereby affirm that, if found guilty of ragging, I am liable to punishment according to clause 12 of the policy, 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

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.

Declared this ……day of …….month of……..year
SIGNATURE OF STUDENT

NAME……...

16.2. Affidavit to be signed by the parent/guardian

I, Mr./Mrs.……declare that, my ward
Mr./Ms.……enrolled in …….. programme has received a copy of Krea University's

Prevention of Ragging policy and has carefully read and fully understood the provisions contained in the said policy.

I have, in particular, perused Section 6 of the policy and am aware as to what constitutes ragging. I have also, in particulars, perused Section 12 of the policy 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 ragging or abetting ragging, actively of passively, or being part of a conspiracy to promote ragging.

I hereby solemnly aver and undertake that:

My ward will not indulge in any behavior or act that may be constituted as ragging under Section 6 of the Regulations

My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Section 6 of the Regulations

I hereby affirm that, if found guilty of ragging, my ward is liable to punishment according to Section 12 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

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.
Declared this ……day of ……month of……..year
SIGNATURE OF PARENT / GUARDIAN

NAME……...

15.3 Guideline for format for reporting an incident
Name:[Enter Name]
Date of filing a report: [Date]
Summary note: [Enter notes - not more than 200 words]
Detailed note: [Enter notes - not more than 1000 words]
Expected action/outcome: [Enter notes - not more than 100 words]

Supporting documents: [Pictures, documents, videos, any other - limit of 50 MB]

15.4 Guideline for format for replying to a report of incidence

Report filed by:[Auto-fill name]
Report against: [Name]
Date of filing the report: [Autofill]
Date of response: [Autofill]
Response from ARC:[Enter notes - not more than 500 words]]
Next steps: [Enter notes - not more than 200 words]

15.5 Guideline for format for appeal

Name:[Autofill]
Report against: [Autofill}
Date of filing the report: [Autofill]
Summary note: [Autofill notes]
Detailed note: [Autofill notes]
Date of meeting of GRC: [Autofill date]
Response from ARC: [Autofill]
Supporting documents: [Autofill - Pictures, documents, videos, any other]
Case for appeal: [Enter notes - not more than 500 words]
Expected action/outcome: [Enter notes - not more than 200 words]

15.6 Guideline for format for tracking incidences

SN	Date	Incidence filed by	Incidence filed on	Summary of incidence	Current status	Appeal filed (Y/N)	Appeal decision	Comments