

# **Policy Document of CICC**



## COLLEGE INTERNAL COMPLAINT COMMITTEE- CICC

### **PREAMBLE:**

The ATME College of Engineering Mysuru, has been committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment which is free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association. It strongly supports gender equality and opposes any form of gender discrimination and violence. The Supreme Court of India has stated that, every instance of sexual harassment is a violation of "Fundamental Rights" under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the "Right to Freedom" under Article 19 (1)(g).

It is stated that sexually harassing behavior "needs to be eliminated as there is no compromise on such violations". The Supreme Court further reiterated that sexual harassment "is a violation of the fundamental right to gender equality and the right to life and liberty".

### **OBJECTIVES OF THE COMMITTEE**

1. To follow the directions of the Supreme Court and to implement a policy against sexual harassment in the institution.
2. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.

### **JURISDICTION**

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within the campus.

### **Composition of the Anti - Sexual Harassment Committee**

1. The Committee shall be headed by a senior woman faculty of the college and shall be designated as the "Chairperson"
2. The committee shall have senior women teaching faculty member, at least one senior male teaching faculty member, at least one woman administrative staff. The committee shall have three nominated female student representatives and two male student representatives.



## Definition of Sexual harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical Conduct of a sexual nature

### Sexual harassment includes

- Actual or attempted rape or sexual assault.
- Unwanted pressure for sexual favors.
- Unwanted letters, telephone calls or materials of a sexual nature.
- Unwanted pressure for dates.
- Unwanted sexual teasing and jokes.
  
- **VERBAL**
- Referring to an adult as a girl, hunk, doll, babe, or honey
- Whistling at someone, cat calls
- Making sexual comments about a person's body
- Turning work discussions to sexual topics
- Asking about sexual fantasies, preferences or history
- Asking personal questions about social or sexual life
- Making kissing sounds and smacking lips
- Making sexual comments about a person's clothing, anatomy.
- Telling lies or spreading rumors about a person's personal sex life
  
- **NON-VERBAL**
- Staring at someone
- Blocking a person's path
- Following the person
- Giving personal gifts
- Making sexual gestures with hands or through body movements
  
- **PHYSICAL**
- Touching the person's clothing, hair, or body
- Hugging, kissing
- Touching or rubbing oneself sexually around another person
- Standing close or brushing up against another person

## POWERS OF THE COMMITTEE

The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.

1. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents by serving a notice in writing to that person.
2. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.



3. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
4. The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
5. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant (b) retaliating against / victimizing the complainant or any other person before it (c) making false charges of sexual harassment against the accused person.

### REMEDIAL STEPS.

To ensure that the mechanism for registering complaints is safe, accessible and sensitive.

1. To conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
2. To advise the competent authority to issue warnings or to take the help of the law to stop the harasser, if the complainant consents.
3. To seek medical, police and legal intervention with the consent of the complainant.
4. To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires.

### PROCEDURE TO BE FOLLOWED BY THE COMMITTEE

1. The Committee shall meet once in a semester or when any complaint is received by any member of the committee.
2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents within two days.
3. The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint / allegations within a period of two (2) days from such direction or such other time period as the Committee may decide. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
4. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case.
5. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
6. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
7. The Committee shall make all efforts to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
8. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal within a period of three (3) days from completion of the proceedings before it. If, in the course of the proceedings before it, the Committee is satisfied that a *prima facie* case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise,



**Disciplinary action could be initiated in the form of:-**

1. Warning
2. Written apology
3. Bond of good behavior
4. Adverse remarks in the confidential report
5. Debarring from supervisory duties
6. Denial of membership of statutory bodies
7. Denial of re-employment/re - admission
8. Stopping of increments / promotion/denying admission ticket
9. Reverting, demotion
10. Suspension
11. Dismissal
12. Any other relevant mechanism

If, at the end of the proceedings, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal with reasons and with recommendations of the action to be taken against such person.

**Annual-Report**

The Chairperson of the Committee will prepare an Annual Report at the end of each academic year, giving a full account of the activities of the Committee during the year gone by. A copy of the report shall be sent to the Principal.

**ATME COLLEGE OF ENGINEERING-MYSURU**

**MEMBERS OF THE COLLEGE INTERNAL COMPLAINT COMMITTEE- CICC**

Sl No	Name	Official designation	Dept	Designation in the committee	Phone number	Email Id
1	Dr.Bhagyashree S R	Professor	ECE	Chairperson	9900110944	srbhagyashree@yahoo.co.in
2	Dr.Md.Eliyas	Asso. Prof	Che	Member	8105598832	amdeliyas@gmail.com
3	Mr.Ravikumar S	Asst.Prof	ME	Member	9880543740	sravi13867@gmail.com
4	Mrs. Jyothi D N	Asst.Prof	CV	Member	9738806913	jyothidevanur@gmail.com
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6	Mr.Chandrashekar C	Lecturer	HUM	Coordinator	9845115924	Chandrumys22@gmail.com
7	Mrs.Divya K	Asst.Prof	Math	Member	9481830845	Divya.K015@gmail.com
8	Mrs.Nasreen Fathima	Asst.Prof	CSE	Member	9986617206	nasreenfathima_25@yahoo.com
9	Mrs.Sujatha M	FDC	Office	Member	9008710988	sujathapeakash123@gmail.com

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3/1/18

**Policy Document of Grievance and  
Redressal Committee**



A T M E  
College of Engineering

# GRIEVANCE POLICY

# **GREIVANCE REDRESSAL POLICY**

## **Introduction**

Every organization must evolve a system for redressal of grievances of their stakeholders arising from its work. Grievance redressal mechanism should form an integral part of the machinery of the any organisation. No organization can claim to be accountable, responsible, and user-friendly unless it has established an efficient and effective grievance redressal system. In fact, the grievances redressal mechanism of an organization is the gauge to measure its efficiency and effectiveness as it provides important feedback on the working of the organization. It helps the organization to deliver quality service to the public and other stakeholders in a hassle-free manner and in eliminating the cause of grievances.

## **Objective**

The objective of the Grievance Redressal Policy is to formulate an accountable, responsible, and user-friendly Procedures, Process and Systems so that all the stakeholders can maintain a harmonious educational atmosphere in the institute. Grievance Redressal Policy has been framed for the redressal of the problems reported by all the Stakeholders of the Institute with the following objectives:

- Upholding the dignity of the College by ensuring conflict free atmosphere in the College through promoting cordial relationship among all the stakeholders.
- Encouraging the stakeholders to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box have been installed in front of the Administrative Block in which the aggrieved stakeholders, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising all staffs to be transparent, impartial and unbiased to all the stakeholder irrespective of cast, creed and their socio-economical back ground.
- To provide equal opportunities to both men & women thereby ensuring gender equality and not to behave in a vindictive manner towards any of them for any reason.

## **SCOPE**

This Policy will deal with Grievances received from the various Stakeholder of the Institute about any of the following matters.

- Academic Matters: Related to Incompetency of teachers, Syllabus not covered, discriminating attitude of the teachers, and timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other Test & Examination related matters.
- Financial matters: Related to payment of fees, Scholarships, various refunds, etc.
- Administrative matters: Non grant of leave, Promotions, ESI , EPF, Gratuity, Lack of opportunities for career advancement, etc.
- Other matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, Lack of opportunities for placement, co-curricular, extra-curricular activities, etc.



## **POLICY**

Institution shall constitute Grievance Redressal Committee (GRC) with the following composition, namely:

- a. Principal of the college - Chairperson.
- b. Three senior members of the teaching faculty to be nominated by the Principal - Members and out of three one member shall be female another from SC/ST/OBC category.
- c. A representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities- Special Invitee.

The term of the members and the special invitee shall be of two years.

- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- Institute shall establish a mechanism for online registration as well as disposal of grievances of the stakeholders.
- A complaint/grievance Box shall also has to be installed in front of the Administrative Block in which the aggrieved stakeholders, who want to remain anonymous, put in writing their grievances
- Institution shall have a notice board/ flex board fixed near the office of its Head, indicating the details of online Grievance Redressal Mechanism i.e. URL of the online Grievance Redressal Portal, names, contact nos. and e-mail IDs of members of the Grievance Committee, to ensure publicity / awareness of the establishment of Grievance Redressal Mechanism/Students Grievances Portal.
- Students shall be advised to lodge their grievance with proper supporting document to enable the GRC to swiftly resolve their grievance.
- A well-defined preliminary resolution process with proper escalation mechanism shall be adopted at Mentors, Faculties, HoDs and Principal level before taking it before the GRC for the speed resolution of grievance.
- A Registry (online or offline)of the received & resolved shall be maintained. On escalation of grievance to the GRC, the Member Secretary of the “Grievance Redressal Committee” shall convene the meeting of the Committee and inform the complainant to appear before the committee along with documents in support of his/her complaint.
- In considering the grievances before it, the GRC shall follow principles of natural justice.
- The GRC shall send its report with recommendations, if any, to the Head of the Institution to act on it and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- Any stakeholder aggrieved by the decision of the GRC may prefer an appeal to the Ombudsperson appointed by the affiliating University, within a period of fifteen days from the date of receipt of such decision.
- The Institution shall comply with the order of the ombudsman. In case of any false/frivolous Complaint, the ombudsman may order appropriate action against Complainant.

## **Exclusions:**

The Grievance Redressal Committee shall not entertain the following issues:

1. Decisions of the Governing Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
2. Decisions about award of scholarship, fee concessions, medals, etc.
3. Decisions made by the University with regard to disciplinary matters and misconduct.
4. Decisions of the University about admissions in any courses offered by the Institute.
5. Decisions by competent authority on assessment and examination result.

## **PROCEDURE**

### **ONLINE FILING OF COMPLAINT BY DIFFERENT STAKEHOLDER**

In order to have a speedy resolution of grievance ATMECE has implemented online grievance module on its website. Online grievance module is incorporated in the campus automation system (CERP) adopted by the ATMECE for smooth & seamless functioning of its activities. Online grievance facility can be used by students, parents, faculties & other staff members of the ATMECE to raise their grievance using their log in credential.

Process to file complaint:

- Click on Grievance tab on the home page of atme.in or Visit <https://eerp.effia.co.in/>
- The User will log in to their respective CERP account.
- The User will now click on the GRIEVANCE tab in their EERP account.
- In the drop down menu various categories of grievance like Academic matters, financial matters, administrative matters and others will appear. User has to select their respective grievance matter.
- Once the category has been selected, the user can enter a detailed complaint regarding the issue.
- Now, click on the SUBMIT button for final submission.

### **DIFFERENT STAGES OF RESOLUTION OF GRIEVANCE**

#### **For Students**

- Stage 1 – Once the Student has submitted his/her complaint, it will be notified to the respective counsellor and the copy of which will be notified to the respective HOD, Principal.
- Stage 2 – Immediately the counsellor contacts the students, understand the student's grievance, and give a solution after discussing the issue with the concerned person. Such resolution will be recorded on online Grievance Redressal Module which is reflected to students, respective HoD and the Principal.
- Stage 3 – If the student is 'Satisfied' with the resolution by his/her counsellor the grievance matter will be closed. If not, the student will click on the 'Dissatisfied' button and the same matter will be escalated to the respective HOD and a copy to Principal.
- Stage 4 – Immediately the HOD contacts the students, understand the student's grievance, and give a solution after discussing the issue with the concerned

person. Such resolution will be recorded on online Grievance Redressal Module which is reflected to students, and the Principal.

- Stage 5 – If the student is ‘Satisfied’ with the resolution by the HOD, the grievance matter will be closed. If not, the student will click on the ‘Dissatisfied’ button and the same matter will be escalated to the Principal.
- Stage 6 – The Principal now looks into the grievance matter and provide a solution to the issue.
- Stage 7– If the student is ‘Satisfied’ with the resolution by the Principal the grievance matter will be closed. If not, the student will click on the ‘Dissatisfied’ button and the grievance will be forwarded to the Institute’s Grievance Redressal Committee.

### **For Parents**

- Stage 1 – Once the Parent has submitted his/her complaint, it will be notified to the respective counsellor of his ward and the copy of which will be notified to the respective HOD, Principal.
- Stage 2 – Immediately the counsellor contacts the parent, understand the parent grievance, and give a solution after discussing the issue with the concerned person. Such resolution will be recorded on Online Grievance Redressal module which is reflected to parents, Respective HOD and the Principal.
- Stage 3 – If the parent is ‘Satisfied’ with the resolution by the counsellor the grievance matter will be closed. If not, the parent will click on the ‘Dissatisfied’ button and the same matter will be escalated to the respective HOD and a copy to Principal.
- Stage 4 – Immediately the HOD contacts the parent, understand the parent grievance, and give a solution after discussing the issue with the concerned person. Such resolution will be recorded on Online Grievance Redressal module which is reflected to parents and the Principal.
- Stage 5 – If the parent is ‘Satisfied’ with the resolution by the HOD, the grievance matter will be closed. If not, the parent will click on the ‘Dissatisfied’ button and the same matter will be escalated to the Principal.
- Stage 6 – The Principal now looks into the grievance matter and provide a solution to the issue.
- Stage 7 – If the parent is ‘Satisfied’ with the resolution by the Principal the grievance matter will be closed. If not, the parent will click on the ‘Dissatisfied’ button and the grievance will be forwarded to the institutes Grievance Redressal Committee.

### **For Teaching and Non-Teaching Staff**

- Stage 1 – Once the Staff has submitted his/her complaint, it will be notified to the respective HOD and the copy of which will be notified to Principal.
- Stage 2 – Immediately the HOD contacts the staff, understand the staff grievance, and give a solution after discussing the issue with the concerned person. Such resolution will be recorded on Online Grievance Redressal module which is reflected to staff and the Principal.

- Stage 3 – If the staff is ‘Satisfied’ with the resolution by his/her HOD the grievance matter will be closed. If not, the staff will click on the ‘Dissatisfied’ button and the same matter will be escalated to the Principal.
- Stage 4 – The Principal now looks into the grievance matter and provide a solution to the issue.
- Stage 5 – If the staff is ‘Satisfied’ with the resolution by the Principal the grievance matter will be closed. If not, the staff will click on the ‘Dissatisfied’ button and the grievance will be forwarded to the institutes Grievance Redressal Committee.

#### **For Administrative Staff**

- Stage 1 – Once the Staff has submitted his/her complaint, it will be notified to the Office Superintendent (OS) and the copy of which will be notified to Assistant Administrative Officer (AAO), Principal.
- Stage 2 – Immediately the OS contacts the staff, understand the staff grievance, and give a solution after discussing the issue with the concerned person. Such resolution will be recorded on Online Grievance Redressal module which is reflected to AAO and the Principal.
- Stage 3 – If the staff is ‘Satisfied’ with the resolution by OS the grievance matter will be closed. If not, the staff will click on the ‘Dissatisfied’ button and the same matter will be escalated to AAO and the copy to Principal.
- Stage 4 – Immediately the AAO contacts the staff, understand the staff grievance, and give a solution after discussing the issue with the concerned person. Such resolution will be recorded on Online Grievance Redressal module which is reflected to staff and the Principal.
- Stage 5 – If the staff is ‘Satisfied’ with the resolution by AAO the grievance matter will be closed. If not, the staff will click on the ‘Dissatisfied’ button and the same matter will be escalated to the Principal.
- Stage 6 – The Principal now looks into the grievance matter and provide a solution to the issue.
- Stage 7 – If the staff is ‘Satisfied’ with the resolution by the principal the grievance matter will be closed. If not, the staff will click on the ‘Dissatisfied’ button and the grievance will be forwarded to the institutes Grievance Redressal Committee.

#### **OFFLINE FILING OF GRIEVANCE BY ANY STAKEHOLDERS.**

If a stakeholder for any reasons decide to not use online grievance module but prefer to file an offline grievance, he/she can do so by dropping a letter in the complaint/grievance box installed in front of the Administrative Block. These grievances will also receive same attention as that of online grievance and same procedure will be followed in resolving the grievance.

#### **GRIEVANCE ESCALATED TO GRC**

Both online and offline grievances which were escalated to GRC for resolution will be taken up by the GRC.

## **GRIEVANCE REDRESSAL COMMITTEE**

In accordance with All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/Legal112012, dated 25.05.2012 a Grievance Redressal Committee has been constituted. The objective of Grievance Redressal Committee is to prevent regarding unfair practices, alleged discrimination, and addressing the scholarship issues and sexual harassment cases and to provide a mechanism to students and stakeholders for Redressal of their grievances.

### **Objective:**

It is to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

### **Structure & Constitution of the Grievance Redressal Committee shall be as under:**

<b>GRIEVANCE REDRESSAL COMMITTEE</b>			
<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>	<b>Contact Details</b>
1		Chairman	
2		Member Secretary	
3		Member	
4		Member	
5		Member	
6		Member	
7		Member	
8		Member	
9		Student Member	
10		Student Member	

### **Meetings:**

1. The Member Secretary shall, with the approval of the Chairman of the Committee convene the meetings of the Grievance Redressal Committee as and when the need arises.
2. Member Secretary shall present the case before the committee for resolution.
3. Both the complainant and the person against whom the complaint is raised are to be presented along with documents in support of his/her complaint required for the speedy resolution of the grievance.

4. In resolving the grievances before it, the GRC will follow principles of natural justice.
5. The GRC shall send its report with recommendations, if any, to the Head of the Institution to act on it and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
6. Any stakeholder aggrieved by the decision of the GRC may prefer an appeal to the Ombudsperson appointed by the affiliating University, within a period of fifteen days from the date of receipt of such decision.
7. In resolving the grievances before it, the GRC will follow principles of natural justice.
8. The Grievance Redressal Committee may mediate between the complainant and respondent, if required.
9. The Institution shall comply with the order of the ombudsman.
10. In case of any false/frivolous Complaint, the ombudsman may order appropriate action against Complainant.

**Policy Document of Anti-Ragging  
Committee**

**SUMMARY OF UGC REGULATIONS**  
**ON CURBING THE MENACE OF RAGGING IN**  
**HIGHER EDUCATIONAL INSTITUTIONS, 2009.**

1. **PREAMBLE:** In view of the directions of the Honorable Supreme Court dated 8.05.2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.

2. **OBJECTIVE:** To eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. **WHAT CONSTITUTES RAGGING:** Ragging constitutes one or more of any of the following acts:

a) 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.

b) Indulging in rowdy or indisciplined 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.

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, post, 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.



**4. MEASURES FOR PROHIBITION OF RAGGING:** There are a number of such measures at institution level, University Level, District level etc. Some of them that are important for students to know are as follows:

No institution shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.

All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

The application for admission, enrolment or registration must be accompanied by an Anti Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian. (Both these Affidavits can be downloaded from the Web )

Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.

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

The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.

Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.

The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.

**5. ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:** The institution shall punish a student found guilty of

ragging after following the procedure and in the manner prescribed here in under:

The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- a) Suspension from attending classes and academic privileges.
  
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
  
- c) Debarring from appearing in any test/ examination or other evaluation process.
  
- d) Withholding results.
  
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  
- f) Suspension/ expulsion from the hostel.
  
- g) Cancellation of admission.
  
- h) Rustication from the institution for period ranging from one to four semesters.
  
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

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

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 a 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.

Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the proscribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

## SUMMARY OF THE JUDGMENT OF THE HON. SUPREME COURT

DELIVERED ON THE 8th MAY 2009.

1. The Hon. Supreme court ordered that a number of recommendations made by the Raghavan Committee be implemented immediately. These included:

Confidence building measures such as appointment of counsellors, arrival of senior students a week or two weeks after the Juniors have arrived; joint sensitization programmes; joint orientation programme of 'freshers' and 'seniors' to be addressed by the principal/Head of the institution; organization on large scale of cultural, sports and other activities; make provisions for faculty members to dine with the hostelestidents in their respective hostels etc.

→ Every institution must have an Anti-Ragging Committee and an Anti -Ragging Squad. There should be a Monitoring Cell on Ragging at the University Level that would coordinate with the affiliated colleges and institutions under its domain. There should be a Monitoring Cell at the level of the Chancellor of the State Universities.

→ In the, light of the increasing number of private commercially managed, lodges or hostels outside campuses, such hostels and management must be registered with the local police authorities and permission to start such hostels or register them must necessarily be recommended by the Heads of educational institutions. It should be mandatory for both local police, local administration as well the institutional authorities to ensure vigil on incidents that may come within the definition of ragging.

→ Wardens must be accessible at all hours and therefore it is important that they, be available on telephone and other modes of communication. Similarly, the telephone numbers of the other important functionaries -Heads of institutions, faculty members, members of the anti-ragging committees, district and sub-divisional authorities and state authorities where relevant, should also be widely disseminated for the needy to get in touch or seek help in emergencies.

→ Brochures or booklet/leaflet distributed to each student at the beginning of each academic session for obtaining undertaking not to indulge or abet ragging, shall contain the blueprint of prevention and methods of redress."

→ The educational institutions shall ensure that each hostel should have a full-time warden who resides within the hostel, or at the very least, in the close vicinity thereof.

2. The Hon. Supreme Court acknowledged that The Ministry of Human Resource Development, Government of India, in consultation with UGC, MCI, AICTE and other similar regulatory bodies was in the process of setting up a central crisis-hotline and anti-ragging database in the manner suggested by Dr. Raj Kachroo. The Hon. Court, however, added that

→ The task of monitoring the database be given to a nongovernmental agency, to be immediately nominated by the Union of India to build confidence in the public and also to provide information of non compliance to the regulatory bodies and to the Raghavan Committee.

→ The database shall be created out of affidavits affirmed by each student and his/her parents/guardians, which affidavits shall be stored electronically, and shall contain the details of each student.

→ The database shall also function as a record of ragging complaints received, and the status of the action taken

thereon.

3. The Hon. Supreme Court ordered that Regulations on Curbing the Menace of Ragging, formulated by the UGG, must be adopted by all other regulatory bodies, such as AICTE, MCI, DCI, NCI etc.;

4. The Hon. Supreme Court acknowledged that the incident involving the death of Aman Kachroo clearly indicated that the formulation of guidelines and regulations was not sufficient. Hence, the Hon. Court ordered that such regulations shall have to be enforced strictly, and penal consequences for the heads of the institutions/administration of the institution who do not take timely steps in the prevention of ragging and punishing those who rag. In addition to penal consequences, departmental enquiries be initiated against such heads institutions / members of the administration / faculty members / non-teaching staff, who display an apathetic or insensitive attitude towards complaints of ragging;

5. The Hon. Supreme Court said that not only the students, but also the faculty must be sensitized towards the ills of ragging, and the prevention thereof. Non-teaching staff, which includes administrative staff, contract employees, security guards etc., have also to be regularly sensitized towards the evils and consequences of ragging;

6. The Hon. Supreme Court ordered that the Principal or Head of the Institution/Department shall obtain an undertaking from every employee of the institution including teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service record.

7. The Hon. Supreme Court said that it was necessary that parents/guardians of freshers assume responsibility for promptly bringing to the notice of the Head of the Institution any instance of ragging.

8. The Hon. Supreme Court said that the SHO/SP, within whose jurisdiction a particular college falls, shall be responsible for ensuring that no ragging takes place on the campus of the concerned college, and to effectively deal with incidents of ragging, should, any such incidents take place. Once a central database/crisis hotline is made operative then as soon as SHO/SP, within whose jurisdiction a particular college falls, is contacted by the crisis hotline staff, then such SHO/SP shall deal effectively with the incident and cooperate and communicate with the crisis hotline staff and/or the independent monitoring agency. This will build confidence and encourage people to report incidences of ragging without fear or delay;

9. The Hon. Supreme court said that once the database/crisis hotline is operative, State Governments shall amend their anti-ragging statutes to include provisions that place penal consequences on institutional heads.



पी. के. ठाकुर  
सचिव

P. K. Thakur  
IP&TAFS  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(मानव संसाधन विकास विभाग, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

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**SPEED POST**

D.O.No.F.1-15/2009(ARC)pt.III



13<sup>th</sup> November, 2017

Dear Sir/Madam

The Hon'ble Supreme Court of India in its order dated 08.05.2009 in Civil Appeal 887 of 2009 in the matter of University of Kerala versus Council, Principals, Colleges, Kerala and Others, constituted a four members committee of mental health and public health professionals with the following terms of reference.

- i. To ascertain the reasons and circumstances under which senior students resort to ragging;
- ii. To ascertain the psychological impact of ragging on students;
- iii. To assess and quantify the impact of ragging and indiscipline on the standard of education in an institution and relate it to the existing procedures used by MCI, UGC and other regulatory bodies to assess the suitability of an institution for recognition;
- iv. To recommend urgent and mandatory mental health measures to be implemented in, and practiced by school, colleges, and all educational and vocational institutions, so as to curb ragging.

The four members committee has since submitted its Report entitled "Psychosocial Study of Ragging in Selected Educational Institutions in India" to the UGC. The report has been uploaded on the UGC website and may be accessed through the link [http://www.ugc.ac.in/pdfnews/7661310 Psychosocial-Study-of-Ragging.pdf](http://www.ugc.ac.in/pdfnews/7661310_Psychosocial-Study-of-Ragging.pdf). The recommendations of the study are enclosed at Annexure-I.

The important recommendations which call for an urgent action on the part of the higher education institutions are as follows:

- (1) The higher education institutions should organize welcome and orientation programmes at the beginning of every academic session involving the students through which a clear message shall be sent regarding acceptable and unacceptable behaviours. This must include zero tolerance to ragging, sexual harassment and discrimination based on caste, religion, ethnicity etc.
- (2) Apart from installation of CCTV cameras, a proper surveillance mechanism consisting of a human system of wardens, mentors etc. shall be institutionalized, wherein they should be in regular touch with the students and promote their inclusion in activities such as games, sports and extra-curricular activities etc. in the hostels.
- (3) A clear Standard Operating Procedure shall be laid down for dealing with the cases of ragging. The students should be made aware of these rules as well as the procedure for filing a complaint, who to approach and their contact information and the procedure that followed by the HEI, with assurance of anonymity of complaint.

Contd.....

*Reg  
To implement  
across all  
VTU colleges*

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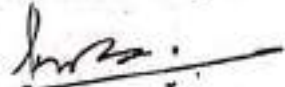


- (1) Psychosocial Support and counselling should be offered to victims as well as perpetrators so that the potential for cyclical abuse is neutralized. The engagement of counsellor's with the students could also be in the form of sensitization/training modules on power and inequalities, prejudice, discrimination, exclusion, harassment and violence, using creative methods such as drama, art, films, and other media.
- (2) The institutions must appreciate the huge diversities in the institution in terms of ethnicity, language, religion, sexuality etc. and effectively address the diversity related concerns by assessing and monitoring the social climate of institutions through regular surveys of students and staff.
- (3) The higher education institutions must provide an environment where the students learn the values of democratic, mutually respectful relationships, non-violent conflict resolution, autonomous and critical thinking, compassion and caring, respect for differences, fairness and so on. This can be done by holding programmes and activities that foster civic engagement and responsibility, critical reflection on social issues and deliberation on values.

You are requested to implement these recommendations and ensure a ragging free campus and create an institutional climate which is supportive and fair, with faculty who are attuned and interested in student development, that will become the foundation of a dynamic culture that is just, progressive and open to change towards an egalitarian society.

With kind regards,

Yours sincerely



(P. K. Thakur)

Encl: As above.

**The Vice-Chancellor  
Visveswaraiah Technological University  
"Jnana Sangama",  
Belgaum-590 018,  
Karnataka.**

**Recommendations of the Committee on "Psychosocial Study of Ragging in Selected Educational Institutions in India"**

One of the most striking findings of our study is the widespread acceptance of ragging in our educational institutions and indeed in our society. It is frequently described as a rite of passage, of preparing youth for a tough and competitive world, and of being masculine. The findings clearly indicate that ragging occurs in the context of power relationships, in a deeply hierarchical and unequal society and is reflective of these social processes. It also occurs as a result of a lack of appreciation of the diversities we need to celebrate in a country like ours— of ethnicity, language, religion etc. Our study of bullying in schools indicates a continuum commencing from families to schools and finding expression in ragging in colleges and higher educational institutions. Indeed the Quality Education Study 2010-11 echoes this, revealing children's bias against the girl child, the disabled, religious minorities, 'lower castes' and children from other states and speaking other languages<sup>51</sup>. What is therefore alarming is the finding that people do not perceive ragging as a problem and consequently, do not feel the need to address it. In the light of this pervasive approval of what is clearly detrimental to students and the educational system, and a phenomenon that extends to the larger social fabric, making recommendations to respond to this issue is a complex and a rather daunting task; it cannot be met with a 'magic bullet' approach. Thus, the surveillance/ CCTV law and order approach is not sufficient or sensitive to address the magnitude of the problem. Thus, the recommendations made in this report are unanimous, and based on a wide range of sources and reading, including the Raghavan Committee Report, our review of literature and the findings of this study. Broadly, there are two sets of recommendations: i) short-term recommendations that are more top-down in nature, at the level of institutional systems and administrations; ii) long term recommendations that call for multi-pronged approaches, that move beyond the educational system to look at root causes of the problem within the larger society. These are process-based approaches that (re)examine transformation of education,

<sup>51</sup> Quality Education Study 2010-11 available at: [http://www.ei-india.com/wpcontent/uploads/Executive\\_Summary-Low\\_Resolution-25-01.pdf](http://www.ei-india.com/wpcontent/uploads/Executive_Summary-Low_Resolution-25-01.pdf); date of access: 16th June 2015.



inclusive growth and development, gender relationships (including the construction of masculinity), social hierarchies and perceived inequities.

### A. Short-Term Recommendations

#### 1. Institutional Role in Fostering Inclusion, Belonging and Acceptance of New Students

Our study shows that where the institution takes the responsibility of organizing welcome and orientation programs, it fosters a sense of inclusion and belonging, reassuring new students of their social acceptance into the institution. The role of ragging as a rite of inclusion to foster belonging to the new institution and to forge new bonds must be replaced by other mechanisms that meet the same purpose, are systematic, public, and involve the whole institutional community and not just the students. In particular, teachers, in collaboration with an elected/representative body of students, may play an important part in helping new students settle down by dealing with their anxieties, and making them feel welcome. Other institutional agencies must also be involved at this stage itself. For instance, faculty in charge of Equal Opportunity Cells should also spell out what steps the institution plans to take to reach out to students who need academic and other kinds of support, for example through remedial English courses, academic support for the learning disabled etc. Counselors should be introduced at such sessions and clear instructions should be provided to students on who to contact in case of need for assistance. In fact, some of this information, including on key contact personnel, should be part of an orientation package that students should receive upon their admission to the institution.

The recommendation is therefore for institutions to organize such welcome and orientation programs involving the student as well as the rest of the institutional community. Secondly, these orientation programs must also set out clear messages of acceptable and unacceptable behaviours. This includes zero tolerance to ragging, sexual harassment and discrimination based on caste, religion, ethnicity, etc. It may be desirable for faculty to engage the student community in debate and reflection on these issues, drawing from some of the findings and recommendations of this report as well as the Saksham Report<sup>52</sup> on sexual harassment.

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<sup>52</sup>University Grants Commission (2013), *Saksham: Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campus* (Saksham Report), New Delhi.

## 2. Maintenance of Support Systems

Surveillance systems are largely understood to mean CCTV cameras. However, surveillance systems cannot be limited to such impersonal policing. In fact, they are illegal as they intrude upon privacy. Data from other countries shows that they do not decrease the incidence of hazing and violence. While they may act as partial deterrents, i) they cannot be relied for complete coverage; ii) they also induce a sense of complacency in administrators and prevent what needs to be done i.e. building a sense of community. This sort of intervention does not address the root causes of ragging.

'Surveillance' therefore needs to comprise of a human system of guardianship—of wardens, mentors, including senior students to be in regular contact with newcomers and to include them in activities such as games/ sports and extra-curricular, in colleges and in their residential facilities (hostels), where ragging frequently occurs. In contrast to the dominance-submission relationship enforced through the intimidation and fear associated with ragging, newcomers can be exposed to another version of authority— one that is firm, yet fair and caring.

## 3. Institutional Response to Ragging: Implementation of UGC Protocol and Guidelines:

A disconcerting truth is that no matter what mechanisms one puts in place, instances of ragging will continue to surface now and then. Complete eradication can be the goal but as we have seen in the case of child sexual abuse, putting in CCTV cameras in schools will not prevent a motivated perpetrator from attempting to abuse. Thus, there is a need for institutions to follow a clear protocol of response in instances where ragging does occur. The UGC has a protocol for institutional response to incidents of ragging and can be found on its website. This has been conveyed to all institutions and the anti-ragging committee of the institutions should be familiar with it. Furthermore, institutions should have operationalized the protocol with clear procedures and designated staff/faculty to take action as per guidelines. Thus, students should be made aware of these rules as well as how to file a complaint, who to approach and their contact information, and the procedure that will follow, with assurance of anonymity of complainant.

Our study showed a reluctance to take action against perpetrators in incidents of ragging for fear of damage to the reputation of institutions. Consequently, the perpetrators themselves are reassured by the culture of impunity that pervades our social lives and feel that they can get away because they have the 'right' social and political contacts and/or because they rely on the institution's concern about its reputation. We feel, on the contrary, it is to the credit of the institution if incidents of ragging are reported and responded to; this indicates not only the anti-ragging position of the institution, and its commitment to maintain this stance, but it is also reassuring to the student community and indeed civil society of the safe and enabling nature of the institution. Further, it counters the cultures of impunity, denial and silence that problems such as ragging and abuse are shrouded in.

#### 4. Widening the Role of the Anti-ragging Cell of UGC

Currently, the primary focus of the anti-ragging cell in the UGC is to deal with the complaints of ragging. The cell should also actively function as a nodal body to disseminate various information/literature pertaining to harmful effects of ragging, ways to curb the practice and improve psychosocial climate in institutions, etc. through booklets, website and audio-visual material. The cell should also conduct seminars, workshops, essay-writing competitions, etc. and engage students, faculty and college management in its endeavor to eradicate ragging.

#### 5. Accountability

While the NAAC (National Assessment and Accreditation Council) takes into account the issue of institutional response to ragging, this is attended to by most institutions in a perfunctory and mechanical manner. In order to instill greater accountability, it is necessary for the NAAC to actually check whether the institutions are fulfilling the conditions required for accreditation. Therefore, in addition to the mandatory form, institutions need to be regularly and systematically visited or inspected by the NAAC to ensure adherence to accreditation guidelines.

## 6. Psychosocial Support and Counseling

Psychosocial support and counseling should be offered to victims as well as perpetrators so that the potential for cyclical abuse is neutralized. While it is desirable to have counselors in every college, we recognize that there is a shortage of human resources and skills in this area. Therefore, we recommend that every college identifies a nodal agency offering counseling/training services and nominate one or two faculty volunteers to train at these agencies and, in collaboration with them, offer support to affected students. Also, the UGC should budget for the provision of counselors and should have a list of recognized nodal agencies which can be accessed for counseling services, till such time as these capacities are developed within institutions.

For victims, counseling would need to focus on issues of support, reassurance and safety on the one hand, and on identity, assertiveness and efficacy on the other; for some victims, the impact may be in the nature of trauma in which case, referral systems for more specialized care, must be made accessible. The counselor or mentor may facilitate this process. For perpetrators, counseling requires to focus on sensitization, empathy-building and perspective-taking issues.

Counselors must also extend their roles beyond individual interventions to larger contact and engagement with student communities who face a great many problems such as first-generation literates, rural-urban and inter-state migration. Many of them are unable to deal with the 'freedoms' they are dealing with for the first time, in impersonal institutional spaces. Above all, our young people are not socialized to deal with issues of gender and sexuality. Ragging is a college-related custom that reflects social power dynamics around seniority compounded by compulsions related to gender. Thus, the counselor's community engagement should be in collaboration with existing committees within the institution, such as the gender sensitization committee, to foster a culture of conversations towards an egalitarian ideology formation. This engagement could be in the form of sensitization/training modules on power inequalities, prejudice, discrimination, exclusion, harassment and violence, using creative methods such as drama, art, films and other media. Involving the new students early in this process will foster inclusion and a sense of belongingness in them.

## 7. Promotion of Diversity

It is important for all educators in our country to appreciate and celebrate the huge diversities of India, in terms of ethnicity, language, religion, sexuality etc. One platform to flag off this idea of diversity is, for example, for students to organize food festivals celebrating cuisines from different states and communities of India.

Sexual minorities face a great deal of discrimination, including sexual violence and ragging. For instance, our study shows that ragging is often the manifest expression of homo-phobia. This again calls for synergistic interventions by various college committees (anti-ragging, gender-sensitization and sexual harassment committees). There are also colleges that have Queer student groups, who can be drawn upon to create an inclusive atmosphere through their activities.

Another group that is frequently discriminated against is people with disabilities. Institutions need to be disability-sensitive in a proactive manner such as providing for toilets and other infrastructure that is disabled-friendly. What is not adequately appreciated is that all of us are potentially people with disabilities. Indeed, more people acquire disabilities than are born with it. It is important that issues of access should be addressed. All public places should be disabled-friendly, commencing with our schools.

As also discussed in the Saksham Report, students from rural and more 'traditional' backgrounds moving into larger city universities and colleges may need assistance to address experiences of discrimination as well as ideas about 'appropriate' behaviour for men and women because this creates confusion and alienation among students. Thus, the rural-urban cultural clashes manifested through dressing sense, language, accent, kind of schooling, economic background, etc. is often a critical factor in ragging. Institutional residential facilities or hostels are spaces where these issues need to be addressed. One way of doing so is to allot hostel seats through lottery so that they reflect diversity; students from different batches of the colleges, from varied geographic and socio-economic backgrounds interact and learn from each other, fostering a sense of respect and a spirit of acceptance and not merely tolerance. Institutions that encourage students to cluster, based on region/religion/community, with an apparent objective of ensuring safety and protection, are counter-productive to

fostering the spirit of diversity; in fact, such measures lead to exacerbating parochialism that feeds into ragging.

Lastly, in order to address diversity-related concerns, assessments and monitoring of the social climate of institutions through regular surveys of students and staff, especially when there are significant changes in the student community such as increase in student intake/method of admission/social composition of student population .etc., would help enhance diversity interventions.

## B. Long-Term Recommendations

### 1. Interventions at School Level: Inclusive Education

Enough evidence about the prevalence, range and severity of bullying practices has emerged from this limited exploratory study to suggest that there is need for a national study or series of studies on the phenomenon. Such studies need to take into consideration urban, peri-urban, semi-urban and rural schools; government schools (which vary from the better resourced Kendriya, Navodaya and Sainik Schools, to poorly resourced rural or municipal schools) and private schools (where again, there is a very wide range); residential and non-residential schools; and religious schools (e.g., Vedic Pathashalas, seminaries and Madrassas). Studies need to make strong recommendations on operationalizing two major concepts—inclusive education and life skills education.

Despite the Sarva Shiksha Abhiyan (SSA) and Right to Education (RTE) initiatives, there are indications of exclusion and intolerance within the school, triggered and maintained by school systems, by parental prejudices and the warped hierarchies of the larger community surrounding the school. We are convinced that this intolerance forms the roots of later discrimination in institutions of higher education. Thus, we recommend that issues on religious and caste-based bullying should receive adequate attention in subsequent studies, as should sexual bullying, and exertion of peer pressure to engage in smoking, drinking or the use of other psychotropic substances. The foundation of such initiatives should be fostering the spirit of egalitarianism.

While awaiting the conduct and results from such studies, training teachers in providing students with life skills education, including conflict resolution, and assertiveness skills will be very important. In addition, designing meaningful, non-academic, practical modules on rights-based issues from a children's perspective, will be important for teachers as well as students to begin to work against deep-seated patterns of social prejudice which are continuing to play themselves out in our schools. These should be designed to actively work against notions of using bullying to 'teach a lesson' or 'for fun'. Likewise, active strategies to teach the general student community not to condone bullying behaviours, so that bullies are not perceived as 'popular' or powerful will be necessary.

## 2. Peer Support

It is recommended that the student body be actively involved in planning and implementation of programs to foster belongingness and inclusion. Such interventions include student mentors, student guides and buddy systems. Further, life skills education needs to be continued into college addressing issues that perplex youth—such as sexuality and intimate relationships, contending with academic and peer pressure. However, life skills programs at this stage need to move from individual and personal to the public and social spheres addressing issues such as by-stander response to situations of violence and social injustice.

## 3. Institutional Cultures and Pedagogies

Institutional cultures and pedagogies play a formative role in the lives of students. They influence the ways in which students think and respond, not only in the immediate present but also in the distal future. This is a crucial concern since it lies at the core of value education, a goal that all educational institutions profess. Sadly, as the present study has shown, there is a large gap between the stated ideals of institutions and ground realities. Indeed, there is a widespread belief that ragging serves as a 'socialisation' device equipping youngsters to meet the demands and be successful in the 'real' world – becoming tough mentally and physically, even if that entails aggression and manipulation of the existing power dynamics. In this regard, ragging reflects a set of values actually prevalent, perhaps deeply embedded, in our society. Educational institutions must live up to their lofty ideals by providing an alternate reality where students learn the values of democratic, mutually respectful relationships, non-

violent conflict resolution, autonomous and critical thinking, compassion and caring, respect for differences, fairness and so on. Some examples of how this may be done are:

- i) Programs and activities that foster civic engagement and responsibility, critical reflection on social issues and deliberation on values;
- ii) Co-curricular activities such as sports, music, theatre, social service to enable a sense of aesthetic engagement, openness and affiliation;
- iii) Creation of opportunities for student engagement and voice in college decisions, including student membership on college boards/committees so as to foster ideas of responsible agency and citizenship;
- iv) Pedagogies that stimulate students to question and seek answers on their own so that sensitive reflection is the style of responding;
- v) An institutional climate that is supportive and fair, with faculty who are attuned and interested in student development, that will become the foundation of a dynamic culture that is just, progressive and open to change towards an egalitarian society.





## GOVERNMENT OF KARNATAKA

No. ED 98 URC 98.

Karnataka Government Secretariat,  
M.S. Buildings,  
Bangalore-560001, Dated: 09.09.1998.

### CIRCULAR

Sub: Prohibition of ragging in Colleges and Hostels.

- Ref: (1) Circular No. ED 122 URC 96, dated 16.1.1997.  
(2) Circular No. ED 141 URC 97, dated 7.11.1997.  
(3) Standing Order No. 940 of Director General and  
Inspector General of Police issued under No.  
SMS 4/121/96-97 dated 11.2.1997.

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1. Government have taken note of the grave menace of ragging prevalent in the Educational Institutions especially in the Colleges running Medical, Dental and Engineering Professional courses and in Polytechnics and Pharmacy Colleges, in the past, resulting in mental retardation and committing suicides by the students besides subjecting them to physical and mental torture as a sequel to such inhuman and perverse practice. With a view to root out such an indelible and barbaric system by imposing extreme punishments on the students who have indulged in ragging in Section 116 of the Karnataka Education Act, 1983 (Karnataka Act No. 1 of 1995) ragging has been totally prohibited. Any person who contravenes such a provision shall be liable for punishment with imprisonment for a term which may extend to one year or with fine which may

extend to 2000 Rupees or with both. The expression ragging has been defined in sub-section (29) of Section 2 of the said Act. The said Section 116 and 2 (29) read as under:

### **Karnataka Education Act, 1983 (Karnataka Act No. 1 of 1995)**

#### **Section 116: - Penalty for Ragging:-**

- (1) No person who is a student in an educational institution including an institution under the direct management of the University or of the Central Government shall commit ragging.
- (2) Any person who contravenes sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both.

#### **Section 2 (29):-**

“Ragging” means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violated his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating wrongfully restraining, wrongfully confining, or injuring him or by using criminal force to him or by holding out to him any treat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force.”

2. In addition to considering it as punishable offence under the said Section 116, the said offence shall also be punishable under Sections 109, 110, 111, 112, 113, 114, 115, 116, 302, 305, 306, 339, 340, 341, 342, 343, 344, 346, 347, 354, 359, 368, 448, 451, and 506 of Indian Penal Code (IPC) entailing inflictment of extreme punishment, in terms of standing order No. 940 of Director General & Inspector General of Police.

3. Under Sub-section (1) of Section 137 of the Karnataka Education Act, 1983, Courts can take cognisance of any offence punishable under Section 116. Under sub-section (2) of Section 137, all offences punishable under Section 116 shall be investigated

by an officer of and above the rank of Inspector of Police. It shall be a cognizable and non-bailable offence. In addition to it under the provisions of various Sections of the IPC adverted to above, the offenders shall be liable for arrest without warrant. Such offenders shall be arrested on non-bailable warrants. Apart from it under Section 138 of the Karnataka Education Act, 1983 whoever instigates or abets the commission of an offence of ragging shall be also liable for punishment with imprisonment for a term which may extend to one year or with fine which may extend 2000 rupees or with both.

4. Ragging menace is a criminal offence and such of the students who are involved in such obnoxious practice are liable to be rusticated from the College. In the event of such of the students who are in the final year and cannot be thrown out of the college for any reason there shall be embossed in their degree certificates and transfer certificates and also the conduct/character certificate to the effect that he had been indulged in ragging in BOLD letters. Added to it, the father, mother, parents and the Principal of the College as also the Head of the Department in which such a student was prosecuting his studies shall also be held liable.

5. In order to eradicate the menace of ragging from root level, the following specific norms and guidelines are laid down:-

- (1) Every College shall display a big board drawing the attention of the students on the campus, highlighting the provisions of the above law and the deterrent punishment that could be awarded for their violation in brief. It shall also be explicitly indicated that such of the students

indulged in ragging are liable for rustication. In addition to it, the Principals, Vice-principal and the heads of the Department shall address the senior students at frequent intervals to create the knowledge, awareness and vigilance.

- (2) If the incidence of ragging occurs in any college or hostel, the Principal, Vice-principal or the concerned head of the department of the College and the warden or the Deputy Warden of the hostel shall lodge a formal complaint expeditiously without any delay in the jurisdictional police Station. No scope shall be given either for not lodging a complaint in the police station or for whatever reasons nor efforts be made to suppress such cases.
- (3) Separate portion shall be set apart in the hostel of every college to accommodate such of the students who are admitted newly to the first year courses. Abundant caution should be taken to prevent entry of senior students within the environs of such portion. It should be ensured that no junior students shall be associated with the senior students. If ragging takes place either in the hostel campus or in the room, then the concerned Warden or Deputy Warden incharge of the hostels will be made directly responsible.
- (4) Precaution should be taken to avert creation of a situation conducive for indulgement of ragging either in the hostel or in the College. The concerned Principal, Vice-principal, Heads of the Department and other Lecturers shall every day make sure that no such untoward incidents like ragging have taken place. Precautionary measures shall be taken to ensure that no incidents like ragging, teasing, etc. will take place. The Principal, Vice-principal, Head of the Department and the Lecturer of the concerned Section shall be directly held responsible for such incidents.
- (5) A Review Committee under the leadership of the Principal shall be constituted in every college. The following will be the composition of the Committee.-
  - (i) Principal of the College. ... Chairman.
  - (ii) Vice-Principal of the College. ... Member.
  - (iii) Head of the Department. ... Member
  - (iv) Senior most Professor ... Member.
  - (v) Warden/Deputy-warden of the Hostel. ... Member.

- |   |              |
|---|--------------|
| (vi) Two students' leaders.   | ... Members. |
| (vii) Inspector/Sub-Inspector of the jurisdictional police Station. | ... Member.  |

The Committee should meet periodically including every Saturday though it is an holiday and review the situation and initiate effective measures. Depending upon the necessity the Committee shall also meet in the hostel. The committee as a whole or in separate group shall undertake surprise visits to Colleges and Hostels frequently and make sure that no incidents of ragging have been taking place.

- (6) Apart from the Review Committee, every College shall constitute a Flying squad under the chairmanship of the Head of the Department. The composition of the Flying Squad will be as under:-

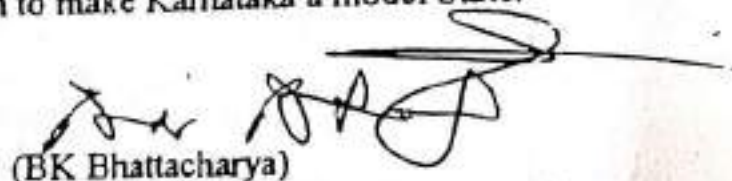
- |  |              |
|--|--------------|
| (i) Head of the Department.                                      | ... Chairman |
| (ii) Professor/Assistant Professor.                              | ... Member.  |
| (iii) Lecturers.   | ... Members. |
| (iv) Two senior students selected by The Head of the Department. | ... Members. |
| (v) Warden/Deputy-warden of the Hostel.                          | ... Member.  |

The Flying squad continuously and at all times shall take precautionary measures to see that no ragging takes place inside the class room, within the college premises, hostel premises and other outside surrounding places. The Flying Squad will be personally held responsible for occurrence of ragging in any form and of any kind. If necessary, the help of the local police shall be availed for the total elimination of the ragging.

6. Concerned Heads of Departments of Government like the Director of Technical Education, Director of Medical Education, Director of Indian Systems of Medicines, Controller of Drugs, Director of Collegiate Education, Regional Joint Directors of Collegiate Education, Registrars of Universities, Assistant Commissioners of

Police/Deputy Superintendents of Police shall often visit the colleges and hostels ensure that there has not been any scope of incidence of ragging.

7. Failure to combat ragging even in spite of the afore-mentioned sequences, then it would become inevitable to disaffiliate the college. If any of the hostels fail to eradicate the ragging in toto, then such hostels will have to be closed. Therefore with a view to eliminate the menace of ragging from its root level, every individual shall extend the full co-operation for constructive action plan to make Karnataka a model State.

  
(BK Bhattacharya)  
Chief Secretary to Government.

To:

1. The Principal Secretary to Government, Agriculture & Horticulture Department, M.S. Buildings, Bangalore-560001.
2. The Secretary to Government, HFW Department, M.S. Buildings, Bangalore-560001.
3. The Secretary to Governor, Raj Bhavan, Bangalore-560001.
4. The Director General and Inspector General of Police, Nrupathunga Road, Bangalore-560002.
5. All Vice-Chancellors and Registrars of the Universities (Including Health, Agricultural and Technological Universities) in the State.
6. The Commissioners of Police of Bangalore, Mysore, Hubli-Dharwad Cities.
7. All the Superintendents of Police/Additional Superintendents of Police of all the Districts in the State (through DG & IGP, Karnataka, Bangalore)
8. The Commissioner for Collegiate Education, Seshadri Road, Bangalore-560001.
9. The Director of Technical Education, Seshadri Road, Bangalore-560001.
10. The Director of Indian System of Medicines, Bangalore-560009.
11. The Director of Medical Education, Ananda Rao Circle, Bangalore-560009.
12. Principals of all Medical, Dental and Nursing Colleges (Through the Director of Medical Education)
13. Principals of all Engineering Colleges/Polytechnics (through the Director of Technical Education, Bangalore)
14. Principals of All Ayurveda, Homeopathy, and Unani Colleges (through the Director of Indian Medicines System).
15. Principals of all Pharmacy Colleges (through the Controller of Drugs, ).
16. The Private Secretaries of the Minister for Higher Education, the Minister for Agriculture, the Minister for Medical Education and the Minister for Health & FW.
17. All the Regional Joint Directors of Collegiate Education (through the Director of Collegiate Education).
18. The Compiler Karnataka Gazette, Bangalore-560001 (with a request to publish this in the Gazette dated 17-9-98 and to supply 1500 copies)
19. Press Table.

## ANTI-RAGGING POLICY FOR IISWBM

### I. INTRODUCTION

“Vidya dadati vinayam” is a core value of the Indian heritage and regarded in very high esteem at the Institute. IISWBM being a follower of high ethical standards and values has been turning out professionals of high caliber with strong sense of ethical judgments, social integration and leadership. The student population coming from different parts of the country as well as abroad with most diverse cultural and social back grounds, integration and creation of a collegial environment becomes a matter of prime importance. ‘Ragging’ a social menace, as such has no place in academic environment of the Institute and concerted efforts are required to be in place to prevent its occurrence at any point of time. As per the order of the UGC and AICTE mandates a balanced ‘anti-ragging policy’ is adopted by the Institute.

(2) Hon’ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.

(3) The report of the Raghavan Committee constituted as per directions of the Supreme Court of India has already been adopted by the University Grants Commission.

(4) The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in “ragging” so that the these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon’ble Supreme Court on this issue has also been stressed by the Ministry.

(5) The Govt. of West Bengal has taken a serious note of these developments, and has further stressed the need for strict compliance of the above cited instructions from the Ministry of HRD, Govt. of India, for effectively controlling the increasing incidents of ragging in educational institutions.

(6) Ragging is a criminal offence and lowers the standards of education. The ‘anti-ragging policy’ adopted by the Institute takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon’ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the University Grants Commission, Ministry of HRD (Govt. of India) and the Govt. of West Bengal.

### Anti-Ragging Policy

This policy encourages socialization of students to the academic environment of the Institute, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of Socio-academic integration. The ‘anti-ragging policy’ adopted by the Institute therefore is aimed at:

1. Creation, Development and nurturing a conducive, socio-academic environment within the student population.
2. Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the Institute are welcome and provided support, rather than being harassed and intimidated.
3. Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.
4. Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.

## II. DEFINITIONS

### For the purpose of this policy

1. "Institute" means The Indian Institute of Social Welfare and Business Management, Kolkata.
2. 'Student' includes any person who is enrolled for any course, whether full time or part time, with Institute, and includes all postgraduate students, Research Scholars, visitors, and repeaters. It also includes a student of another University or college who has been placed or has opted for placement with the Institute or short-term courses at the Institute.
3. 'Hostel'- includes the place/(s) where newly admitted students (freshers) are accommodated through institutional or private arrangements.
4. 'Ragging'
  - (i) Any disorderly conduct, whether by words spoken or written or by an act, which has the effect of teasing or handling with rudeness any other students, rowdy or in-disciplined activities, which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something, which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of a fresher or a junior student.

Until otherwise specified, elaborated or additions made, the following will be included in acts of "ragging"

- a. Any act that prevents disrupts or disturbs the regular academic activity of a student, is included as academic aspects of ragging.
- b. Exploiting services of junior students for completing academic tasks assigned to an individual or a group of seniors.
- c. Any act of financial extortion or forceful burden of expenditure put on junior student/ (s) by senior /(s)



- d. Any act of physical abuse, including all varieties, sexual, homo-sexual assault, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- (ii) Ragging has several aspects with among others psychological, social, political, economic, culture and academic dimensions. The Psychological aspects of ragging are seen to cause permanent damage to the victims' personality. Such treatment of young and impressionable minds could result in traumatizing them and damaging their personalities beyond repair in the formative years of their lives.
- a. Any act or abuse by spoken words, emails, snail-mails, public insult or alike should be considered within the physiological aspects of ragging.
- b. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfort of others.
- c. Any act that affects the mental health and self confidence of students can be described in terms of the psychological aspects of ragging.

### **III. PREVENTIVE ASPECTS OF RAGGING**

#### **(A) Systemized Efforts for Socio-Academic Integration Of New Entrants.**

##### **1. Address of the Head of the constituents.**

Heads of all constituents of the Institute, during their address/discussions to/with parents/guardians, admission aspirants/ fresh entrants students at the time of counseling meets, new batch induction on registration, batch inaugurals and other such occasions, should invariably 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 Institute. The efforts during such meetings will be directed towards achieving socio-academic integration of new entrants with the specific merit oriented environment of mutuality and trust of the Institute.

##### **2. New batch inaugurals**

Each constituent may organize, in a befitting manner, inaugurals of new batches, towards progressive socialization efforts. Head of the Institute and faculty members, during such inaugurals may provide to the students, the guidelines on behavioral norms.

##### **3. Fresher's Party**

Seniors, be encouraged to organize, "Welcome Party" for new entrants. For this purpose an organizing committee be constituted, out of senior students of which, a senior faculty member will be the Ex-Officio-Chairman cum Patron. Such a party, by senior students, be organized within first

fortnight, of the beginning of academic session. Head of the Institution and faculty members, to the extent possible, should participate in such a party.

#### **4. Professional Counseling**

Professional counselors attached to the constituents / Institute should provide counseling to 'fresher' in order to prepare them for the socio-academic life ahead particularly for adjusting to life in hostels.

#### **5. Mentoring Cells**

Each department of the Institute should have a 'Mentoring Cell'- functioning under guidance of a Senior Faculty and in direct supervision of the 'Professional Counselor'. Such a cell would be manned by senior students. There should be one senior student mentor for a specified group of 10 junior students. Membership to the 'mentoring cell' by senior students would be on voluntary basis by inviting applications and nominating membership on year to year basis.

#### **6. Social, Cultural, Sports Activities**

Each constituent of the Director of the Institute should organize setting up of social cultural and sports committees, under charge of a faculty member. Membership of these committees will be on a mixed group pattern, with a cross section of senior and junior students. Other students' related areas of activities should also be coordinated through identical pattern of committees.

#### **7. Watch and Ward arrangements**

Each constituent should identify all vulnerable locations, and ensure keeping a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, Cafes, Dhabas etc). Hostel / accommodations, where freshers are accommodated, are required to be carefully guarded if necessary, by posting security personnel and placed in charge of a warden.

#### **8. Migration Certificates, Character Certificates, School Leaving Certificates**

i) Migration/ School leaving certificates and character certificates, issued by the previous institution/university to the admission aspirants to any of the University constituents should be carefully checked for any entry relating to the student's involvement in "ragging" activities at the time of registration for admission.

ii) Migration certificate issued by the constituents/University to the students should have an entry apart from general conduct and behavior, whether student had participated in and in particular was punished for "ragging".

#### **(B) Wide – dissemination of Anti-Ragging Policy**

### **1. Admission Advertisements**

All admission related advertisements of the Institute should indicate that "ragging is banned in all constituents of the Institute."

### **2. Prospectus and Admission forms**

a. All prospectus of the Institute should contain specific caution that "ragging is banned in all constituents of the Institute, and any one found indulging in ragging, is likely to be punished appropriately which may include expulsion from the institute." While providing a gist of the "Anti-Ragging Policy" of the Institute, and also the likely punishments for indulging in such activities, in the prospectus for admission to any constituent of the Institute, number of cases of "ragging" in the previous academic year/session, the punishment awarded to the guilty should also be mentioned.

b. All forms for admission to any course of the Institute to any of the constituents should contain a specific declaration to be signed by the student seeking admission. The form, in which such a declaration has not been signed, should summarily be rejected format is as below:

### **3. Printed leaflets for new entrants**

In order to promote and raise confidence and to address natural anxiety among freshers each new entrant to any of the Institute constituent, at the time of registration, should be provided a printed leaflet indicating do's and don'ts to prevent them from any likely incident of ragging which should also include a brief on the "Anti-Ragging Policy," of the Institute. Such leaflet should also contain names, addresses and contact numbers of such persons, to whom, and when, students need to turn for information, help and guidance relating to ragging.

### **4. Erection of Hoardings/Bill Boards/Banners**

The constituents of the Institute should erect suitable hoardings/bill boards/ banners in prominent places within the campus to exhort 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."

## **IV. MONITORING ASPECTS OF RAGGING**

### **A. Anti-Ragging Surveys**

Anonymous random surveys, across first year students will be carried out every fortnight, during first three months, at all the constituents of the Institute, to verify and check, whether the campus is indeed free from 'ragging.'

### **B. Monitoring Cell at the Institute level**

A monitoring cell should be constituted at Institute level, directly functioning under the 'Registrar' to coordinate with the constituents of the Institute. The cell should call for reports from the Heads of the constituents in regards to the activities of the 'Anti-Ragging Committees', 'Anti-Ragging

Squads, 'Mentoring Cells' and the compliance with instructions on various ragging preventive measures, incidents and the manner in which the same are dealt with. This cell should also keep itself abreast of the decisions of the district/ state level 'Anti-Ragging committees' or 'Monitoring cells'.

## **V. PROCEDURAL AND PUNITIVE ASPECTS OF "RAGGING"**

### **A. First Instance Persons (FIPs)/Anti Ragging Squads**

- i.) Each constituents and /or the Director of the Institute should nominate, 'First Information Persons' (FIPs) at beginning of each academic year. These persons should provide first instance intervention in case of any complaint of "ragging."
- ii.) FIPs will also need to co-ordinate the preventive aspects of ragging, under guidance of the head of the constituents of the Director of the Institute aiming to create a "ragging free environment"
- iii.) FIPs will be responsible for taking steps to ensure that cases of "ragging" within their constituent unit are brought to the notice of the Registrar.
- iv.) FIPs are empowered to deal with informal complaints of "ragging" and/or take suo-moto cognizance of any of such an incident.
- v.) FIPs will also function as 'Anti-Ragging Squad' and "Anti-Ragging Vigilance Committee" also.

### **B. Ragging Reporting Procedure**

- i.) If any individual believes that he or she has been subjected to 'ragging' or has knowledge of any such incident, such person (or FIP, who may have assisted the complainants or those, who have otherwise observed / known about "ragging") shall have option to file a complaint with the Registrar. This may be done in writing or orally. Written complaint is preferable.
- ii.) FIPS or member/s of the 'Enquiry Committee' will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- iii.) All formal/Informal complaints of "ragging" may be made to the FIP within the constituent unit or directly to Registrar as stated above.

### **C. Enquiry Committee (EC)**

A three member enquiry committee, (of which one will be a female member) to be nominated by the Registrar will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances. The investigations should start at least within 3 days of reporting the incident and reports finalized by the 'Enquiry Committee' pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the Registrar of the Institute maximum within a period of 4 weeks. In exceptional circumstances, The Registrar may grant extension to the time limit under information to the complainant and the accused.

#### **D. Process of Enquiry**

The process of enquiry should be such to ensure that principles of natural justice are adhered to. Details of the process would be identical as in the case of 'Policy Prohibiting Discrimination and Sexual Harassment' adopted by the Institute.

#### **E. Punishment / Penalties for 'ragging'**

Based on the report of enquiry submitted by the 'Enquiry Committee', the Registrar of the Institute will be empowered to impose any of the punishment/(s) listed below or any other kind of punishment, which he may consider to be appropriate.

- i. Withholding scholarships or other benefits
- ii. Debarring from representation of events.
- iii. Withholding results
- iv. Expulsion from hostel / mess.
- v. Debarring from examination/s.
- vi. Denied admission to any of the constituents
- vii. Suspension from the constituent or class for a limited period.
- viii. Fine with public apology
- ix. Prosecuting for criminal offence.
- x. Filing FIR with the local police
- xi. Cancellation of admission / expulsion from the constituent / Institute
- xii. Collective punishment in case the individual/(s) committing or abetting "ragging" is/are not identified.

#### **F. Appeal**

Appeal with regards to any action taken against the accused at any level and / or against the punishment awarded under this policy by the 'Registrar', shall lie with the Director of the Institute, which should be filed within a period of two weeks from such an action or award of punishment.

### **VI. SAVING AND REPEAL CLAUSE**

Director of the Institute will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time. He will also possess powers to exercise his discretion with respect to any or all of the clauses of this policy.

## Rules & Regulations for Prevention and Prohibition of Ragging

The All India Council For Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide Its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of Ragging in technical Institutions.

### Various Types of Ragging

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered with in the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered with in the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'freshers' in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

**Actions to be taken against students for indulging and abetting in Ragging in technical institutions Universities including Deemed to be University imparting technical education:-**

1. 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. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, 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
  - (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) Fine of Rupees 25,000/-
  - (xi) 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.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

## **Ragging: Prohibition, Prevention and Punishment**

The University Grants Commission vide its letter no F.1-16/2007 (CPP-II) dated June 17, 2009 has reiterated the ban on ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging.

### **Forms of Ragging:**

Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc.

### **Punishment for Participation in/or Abetment of Ragging :**

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs. 25,000/-

### **Affidavit by students and parents**

Each student and his/her parents/ guardian shall have to furnish an affidavit alongwith the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.



## SELF DECLARATION BY PARENTS/GUARDIANS

1. Mr./Mrs./Ms. \_\_\_\_\_ (full name) of parents/guardians) father/mother/guardian of full name of student with admission/registration/enrollment number, having been admitted to (name of the institution), have received 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.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) 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.

4) 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.

5) 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.

6) 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 Father/Mother/Guardian

Name : \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

### **Self Declaration by Parents/Guardian**

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

Verified at **(Place)** on this the **(day)** of **(month)**, **(year)**

Signature of Father/Mother/Guardian

### SELF DECLARATION BY THE STUDENT

I \_\_\_\_\_ full name of student with admission/registration/enrolment number) s/o d/o Sh. \_\_\_\_\_, having been admitted to name of the institution \_\_\_\_\_, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) 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.

4) I hereby solemnly aver and undertake that

a) I will not indulged 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.

5) 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.

6) 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 : \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

### **SELF DECLARATION**

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

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

Signature of student

**Clause -3 What constitutes Ragging : -**

Ragging constitutes one or any of the follows 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 indisciplined 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;

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.

Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

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;

Any act or abuse by spoken words, emails, post, 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;

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.

**Clause -7 Action to be taken by the Head of the institution : -**

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the penal laws is made and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i Abetment to ragging;
- ii Criminal conspiracy to rag;
- iii Unlawful assembly and rioting while ragging;
- iv Public nuisance created during ragging;
- v Violation of decency and morals through ragging;
- vi Injury to body, causing hurt or grievous hurt;
- vii Wrongful restraint;
- viii Wrongful confinement;
- ix Use of criminal force;
- x Assault as well as sexual offences or unnatural offences;
- xi Extortion;
- xii Criminal trespass;
- xiii Offences against property;
- xiv Criminal intimidation;

- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging"

Provided that the Head of institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

**Clause -9 Administrative action in the event of ragging: -**

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:-

a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- i Suspension from attending classes and academic privileges.
- ii Withholding/withdrawing scholarship/fellowship and other benefits.
- iii Debarring from appearing in any test/examination or other evaluation process.
- iv Withholding results.
- v Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- vi Suspension/expulsion from the hostel.
- vii Cancellation of admission
- viii Rustication from the institution for period ranging from one to four semesters.
- ix Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

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

c) 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 a University, to the Vice Chancellor of the University.
- ii In case of an order of 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.