



ORDINANCE : G-003

REGULATIONS FOR CURBING THE MENACE OF RAGGING IN UNIVERSITY

Notified on 12/09/2023

Established under Uttar Pradesh Private Universities(Amendment) Act, 2023

(UP ACT No. 10 of 2023)

PREFACE

TSM university is committed to maintain 'Ragging Free Campus' status of the University by preventing any type of ragging activity. The University has adopted stringent anti-ragging measures and provisions leading to strict punishments, in this direction, to offenders.

This ordinance is promulgated to prohibit, prevent and eliminate the scourge of ragging including 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, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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, 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, and thereby, to provide for the healthy development, physically and psychologically, of all students.

However, regulations relating to ragging issued by different regulatory bodies, time to time, will be fully complied with and will over-ride the local rules.

REGULATIONS FOR CURBING THE MENACE OF RAGGING IN UNIVERSITY

1. Terms of References:

The regulations have been framed in consonance with following regulations of statutory bodies, which should be referred to in case of any clarifications:

(a) Supreme Court Guidelines

(b) The Uttar Pradesh Prohibition of Ragging in Educational Institutions Act, 2010

(c) UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009'

2. Scope:

These rules and regulations shall apply to all elements of the T S Mishra University and its constituent institutions such as the departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of the University whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in the University.

3. Aim:

The aim of these regulations is to root out ragging in all its forms from colleges and institutions in the university, by prohibiting it under these regulations, preventing its occurrence, and instituting punitive measures against those who indulge in ragging as provided for in these regulations and in accordance with prevailing and applicable laws in force.

4. Definitions

4.1 'Fresher' means a student who has been admitted to an institution and who is undergoing his first year of study in such institution

4.2 'Hostel' means any place of residence of students with all its associated areas and facilities such as boarding, mess, play grounds etc. and administered by the college or institution.

4.3 Words and expressions used in these regulations and not defined herein shall have the respective meanings assigned to them in the rules and regulations on the subject by the statutory bodies.

5. What constitute Ragging:

Ragging shall mean any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined 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 students to do any act or perform something which such student will not 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.

6. Actions that may constitute ragging:

The following actions shall be included but not limited to those that may constitute ragging:

- 6.1** Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- 6.2** Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- 6.3** Asking any student to do any act which such student will not 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.
- 6.4** Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- 6.5** Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- 6.6** Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- 6.7** Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- 6.8** 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.

- 6.9** 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.
- 6.10** Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- 6.11** Any act that undermines human dignity and respect through humiliation or otherwise
- 6.12** Any other act not explicitly mentioned above but otherwise construed as an act of ragging in the letter and spirit of the definition for ragging as provided under regulations 5 and 6.

7. Measures to prohibit ragging:

- 7.1** No college or institution, shall in any manner 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.
- 7.2** Every college or institution shall take action in accordance with these regulations against those found guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

8. Preventive measures before the admission process:

The college/institution shall take the following measures before the admission process:

- 8.1** All public notifications of the college or institution related to admission of students to any course as declared in any electronic, audio-visual or print or any other media shall expressly provide that–
 - a. Ragging is a serious offence that is totally prohibited in the university.
 - b. Anyone found guilty of ragging 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 penal law in force.

- 8.2** The admission brochure or prospectus or information bulletins, in print, digital or any other form shall include these regulations.
- 8.3** Colleges or institutions shall stagger the dates of admission such that the fresh batch is admitted before the commencement of new sessions of senior batches.
- 8.4** Before the commencement of the academic session, the head of the institution shall convene and address a meeting of various functionaries or agencies, such as, hostel wardens, representatives of students, parents or guardians, faculty, civil administration including the police, to discuss the measures for curbing ragging.
- 8.5** The head of the institution shall constitute anti-ragging committees, anti-ragging squads and other such committees or assign duties to fulfill the provisions of these regulations.
- 8.6** The University shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the University towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these rules and also any other law for the time being in force, and the punishments thereof. It shall also prominently display the same, on Notice Boards in hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents. Even media will also be utilized for this purpose.
- 8.7** The contact numbers and details of control room, helpline and the personnel related to anti-ragging activities shall be prominently displayed and easily made available to freshers and all concerned so that immediate contact can be established whenever necessary.
- 8.8** The vacation period before the start of the admission process may be used to publicise the objectives and provisions of these regulations.
- 8.9** The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- 8.10** It should be ensured that except in those areas where unavoidable, there shall be no hindrance, by way of jamming, etc., to the use of mobile phones, within the

college or institution including hostels and other areas.

- 8.11** It is recommended that monitoring of the campus, or at least areas vulnerable to incidents of ragging be done through video-surveillance.
- 8.12** The faculty and staff of the college or institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of these regulations.
- 8.13** College or institution shall engage or seek the assistance of professional counselors or in-house counselors as may be available in the department of psychiatry before the commencement of the academic session, to be available for counseling students.
- 8.14** The college or institution shall form a system of assigning faculty mentors beforehand who would communicate regularly with students and their parents or guardians.
- 8.15** The local police and authorities shall be kept well informed and in close loop.
- 8.16** The anti-ragging squad shall have adequate drills to be adequately competent to conduct vigil after students are admitted.
- 8.17** An anti-ragging control room may be established with contact details so that students are able to contact the control room at any time to report incidents of ragging or seek such assistance as may be needed.
- 8.18** Adequate and robust communication mechanisms shall be put in place so that should the need arise, the college or institution can immediately and simultaneously contact and relay information within the institution to appropriate officials, the district authorities and the police.
- 8.19** The institutional website shall have provision for posting anti-ragging notifications, activities, and also the reports of incidents of ragging and the action taken thereof under public domain.

9. Preventive measures at the time of admission:

The college or institution shall take the following measures at the time of the admission process:

- 9.1** Those who seek admission in hostels either within the premises or outside the

premises of the college or institution shall give an undertaking that the student shall not be involved in ragging in any manner whatsoever in the format given in the following Annexures:

- (a) Undertaking by the Student in Form I
- (b) Undertaking by the Parent / Guardian in Form II

9.2 The admission requirements shall include a document in the form of the School Leaving Certificate or Transfer Certificate or Migration Certificate or Character Certificate, as the case may be, which shall include a report on the behavioral pattern of the applicant, so that the college or institution can thereafter keep intense watch upon a student who has a negative entry in this regard

9.3 Every student at the time of his registration shall inform the college or institution about his place of residence while pursuing the course of study, and in case the student has not decided his place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same and specifically in regard to a private commercially managed lodge or hostel where he has taken up residence.

9.4 Every fresh student admitted to the institution shall be provided with:

- (a) Details of those who could be contacted such as of the Anti-Ragging Helpline or control room referred to in these regulations, wardens, Head of the institution, members of the Anti-Ragging Squads and Committees, relevant district and police authorities for help and guidance at any time, if and when required
- (b) The details of arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted of the institution in earlier years
- (c) Their rights as *bona fide* students of the college or institution.
- (d) Clear instructions that they should desist from doing anything, with or against their will, even if ordered to by the senior students, and that any attempt of ragging shall be promptly reported to the Anti-Ragging Squad or to the Warden or to the Head of the institution, as the case may be
- (e) Instructions that at least for a specified period that they would be accompanied and monitored appropriately should they leave their hostel premises to a boarding facility or mess or canteen or to a recreational facility

- such as the gymnasium, especially in the evening or at night
- (f) All freshers shall seek prior permission and provide contact details and timings of leaving and expected return to hostels and reasons for such visit should they for any reason leave the hostel and institutional premises, such as to visit local guardians, etc.

10. Preventive measures after admission process:

The college or institution shall take the following measures after the admission process

- 10.1** Freshers shall be lodged, as far as may be, in a separate hostel block or wing and the college or institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution
- 10.2** The college or institution shall conduct separate orientation programmes for fresh students to apprise and familiarise them with the academic environment of such college or institution
- 10.3** The freshers shall be counseled to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counseling sessions
- 10.4** The college or institution shall schedule orientation with seniors through—
- i. Joint sensitisation programmes and counseling of both freshers and senior students by a professional counselor
 - ii. Joint interactions with seniors in the form of cultural and sports activities
 - iii. Active monitoring, promoting and regulating healthy interaction between the freshers, junior students and senior students by appropriate committees, including the faculty, student advisors, wardens and some senior students as its members
- 10.5** Freshers shall be allotted faculty members who shall act as mentors
- 10.6** The college or institution will adopt following additional methods and put into place all measures necessary to prohibit and prevent ragging:
- i. All necessary committees, personnel, measures and plans shall be put into place and completely functional and co-ordinate with each other to implement the requirements.
 - ii. Students, freshers and seniors, parents, faculty and all other staff shall be adequately informed of the provisions of anti-ragging regulations.
 - iii. Strict vigil shall be enforced at all times by all concerned with special emphasis on hostels and canteen areas.

- iv. Surprise checks round the clock, anonymous surveys and strict enforcement of disciplinary measures shall be put in force.
- v. There shall be easy accessibility to report incidents of ragging as well as untoward incidents, distress, difficulties of freshers through availability of contact numbers of heads of institution, faculty, anti ragging squad, members of anti ragging committee, hostel wardens and other staff directly or through control room or helplines
- vi. There shall be established communication or operating protocols with district administration and police for their swift and prompt intervention should the need arise
- vii. The message and the intent shall be loud and clear that reporting every incident of ragging is mandatory for all students and staff of the institution and that every case of ragging shall be dealt with according to the provisions of these regulations and the applicable laws for the time being in force

10.7 The college or institution shall provide reports of anti-ragging measures, incidents of ragging, directions of the courts to the university at regular intervals, which may be weekly for the first three months after admission of students.

11. Preventive measures at the end of the academic year:

Following measures shall be taken by the college or institution:

11.1 At the end of each academic year, the head of the institution or dean shall send a letter to the parents or guardians of the students who are completing their first year reminding them of the provisions of these regulations and any other law for the time being in force to impress upon their wards to desist from indulging in ragging on their return to the college or institution at the beginning of the next academic session

11.2 At the end of every academic year, the college or institution shall form a mentoring committee consisting of mentors for the succeeding academic year.

12. Issue of migration certificates, transfer certificates and conduct certificates:

These certificates when issued by college or institution to students shall have an entry, apart from those relating to general conduct and behaviour as to whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others

13. Measures for encouraging healthy interaction between freshers and seniors:

The following measures shall be taken by college or institution:

13.1 It shall set up appropriate committees including the faculty (preferably first year teaching faculty), representatives of students, warden and some senior students to actively monitor, promote and regulate healthy, interaction between the freshers and senior students.

13.2 Freshers' welcome parties shall be organised at the institutional level by senior students and faculty together, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibition.

13.3 The institution shall enhance the student-faculty interaction by involving both fresher and senior students in appropriate matters of the college or institution, such as curriculum design, extracurricular activities and institutional celebrations so that the students feel that they are responsible partners in managing the affairs of the institution.

14. Sensitisation of institutional employees and staff towards ragging:

The following measures shall be taken by the college or institution:-

14.1 It shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the college or institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice

14.2 The college or institution shall sensitise all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward or security staff or for cleaning or maintenance of the buildings or lawns and employees of service providers providing services within the college or institution regarding the effects of ragging and various provisions of these regulations relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitisation against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach

- 14.3** The employers or employees of the canteens or mess shall be given necessary instructions to keep strict vigil and to report the incidents of ragging to the college authorities, if any
- 14.4** All institutional employees and staff, including contractual employees of the hostels and the watch and ward or security shall be apprised of institutional plans to curb ragging, as appropriate, and clarify duties assigned
- 14.5** All institutional employees and staff, including contractual employees shall be required to give an undertaking that he shall report promptly any case of ragging which comes to his notice
- 14.6** All employees of the college or institution shall be instructed to keep a strict vigil in the area of their work and to report the incidents of ragging to the appropriate authorities, as may be required
- 14.7** The college or institution shall make provision for recognizing and rewarding employees and other staff for furthering anti-ragging activities such as reporting incidents of ragging by way of issuing certificates of appreciation, felicitating them and make suitable entries in their service records.

15. Institutional committees and related measures:

Every college or institution shall constitute the following committees: -

15.1 Anti-Ragging Committee:

The college or institution shall constitute an Anti-Ragging Committee broadly comprising of the following members duly constituted by the Head of the Institution and shall have a diverse mix of persons of different levels and gender:

- i. Head of the Institution
- ii. Representatives of faculty members
- iii. Representatives of students belonging to the freshers' category
- iv. Representatives of senior students
- v. Representatives of parents
- vi. Representatives of non-teaching staff
- vii. Representatives of civil and police administration

- viii. Representatives of local media
- ix. Non-Government Organizations involved in youth activities.

15.2 The duties of the Anti-Ragging Committee include but is not limited to:

- i. overall monitoring of Anti-Ragging activities of the college or institution
- ii. ensuring compliance with the provisions concerning ragging both of these regulations as well as the provisions of any law for the time being in force
- iii. monitoring the activities of the Anti-Ragging Squad
- iv. investigate reports of ragging, if any, or approve committees formed for this purpose
- v. make suggestions for improvement of measures taken by the college or institution for prohibiting and preventing ragging.

15.3 Anti-Ragging Squad:

The Head of the Institution shall constitute Anti-Ragging Squad broadly comprising of faculty and staff of the hostels including wardens and other staff, as may be necessary. There shall be a judicious mix of gender in the Anti-Ragging Squad with lady members assigned to ladies' hostels.

15.4 The duties of the Anti-Ragging Squad include following but is not limited to:

- i. Adhering to a duty roster if so prepared.
- ii. Remaining vigilant and agile at all times
- iii. Provide contact details so that the members are easily reachable by freshers and other students.
- iv. Making surprise checks in the hostels, boarding areas, playgrounds and transport facilities and other areas even at odd hours.
- v. Making discreet enquiries regarding compliance and adherence of these regulations by seniors
- vi. Conducting anonymous random surveys to identify unreported incidents of ragging
- vii. Checking freshers for any injuries or indirect evidences of possible ragging such as inability to stay awake during the day indicating possible ragging

- throughout the night or inability to sleep due to fear of ragging
- viii. Informing the authorities concerned to rectify vulnerable areas such as dark stretches due to fused bulbs, etc.
 - ix. Making on the spot and other necessary enquiries on incidents of ragging and reporting the same to the Anti- Ragging Committee
 - x. Reporting all cases of ragging to the Head of the Institution and other functionaries, as may be required
 - xi. Making entries regarding timings and details of checking including remarks or findings, if any, in a register.

16. Anti-Ragging Control Room or helpline:

The college or institution shall establish an Anti- Ragging Control Room or helpline for the purpose of ensuring compliance of the provisions of these regulations.

16.1 It is preferable to house Anti-Ragging Control Rooms within or near the hostel premises, which shall be manned round the clock and the contact number shall be provided to all students and their parents at the time of admission.

16.2 The Anti-Ragging Control Room or helpline may be a single-point contact for all emergencies arising out of incidents of ragging, and on receiving calls, the necessary information shall be simultaneously relayed and disseminated immediately to appropriate personnel including the security and police.

17. Mentoring Committee or Mentoring Cell:

The college or institution shall, at the end of each academic year, in order to promote the objectives of these regulations, constitute a Mentoring Committee or Mentoring Cell.

17.1 The Mentoring Committee or Mentoring Cell shall draw a list of faculty members who may volunteer to the mentoring process.

17.2 The system of mentoring, if so desired, may be tried or graded with a group of junior mentors being supervised or overseen by a single senior mentor.

17.3 The number of students under each mentor may be decided appropriately by the college or institution but as far as possible, not exceeding six.

17.4 The broad functions of mentors shall be the following:

- i. interact individually with the mentee fresher student every day for ascertaining the problems or difficulties, if any, faced by the fresher in the college or institution
- ii. extend necessary help to the fresher in overcoming the same
- iii. coordinate with the wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged
- iv. interact with the parents or guardians of the mentees to discuss and provide solutions to problems faced by the student
- v. maintain a diary of his/her interaction with the freshers under his charge
- vi. senior students may be inducted into the mentoring process under supervision by faculty mentors.

18. Student Affairs or Hostel Committee

18.1 The college or institution shall have a separate Student Affairs or Hostel Committee to look after the affairs of the hostel under a senior faculty member who shall oversee the affairs of the hostels.

18.2 The designated warden may function under the Student Affairs or Hostel Committee, which shall play an important role in co-coordinating and implementing all anti-ragging measures related to hostels.

19. Hostel Warden: The hostel warden is a person employed or designated to take care of administrative affairs, supervise boarding and lodging of students in hostels and ensure that the rules and regulations as applicable are obeyed.

19.1 Wardens shall be appointed as per the eligibility criteria laid down by University Grants Commission or any other competent authority of the concerned University or the State Government or the college or institution.

19.2 Wardens may be assisted by deputy wardens or assistant wardens, who shall perform similar duties under the supervision of the warden.

19.3 The warden may function under a Student Affairs or Hostel Committee or in any manner as approved by the college or institution.

19.4 The warden shall have an essential and important role to play in the anti-ragging efforts of the college or institution, since the hostels are vulnerable areas,

especially after normal academic hours when freshers and senior students are likely to face each other in the hostels.

19.5 The wardens shall be accessible at all hours and shall be provided with mobile phones.

19.6 The college or institution shall empower the warden to control security personnel in hostels for anti- ragging measures.

20. Monitoring Committee of university:

University shall have a Monitoring Committee which shall be the prime-mover of implementation of all anti-ragging activities of the constituent colleges or institutions as under:

- (a) Chairman Vice Chancellor
- (a) Pro vice chancellor
- (b) Dean Student Welfare
- (c) Registrar – Member secretary
- (d) Chief proctor
- (e) Chief security Officer
- (f) Chief Engineer
- (g) Co-opted member- legal expert

20.1 The Monitoring Committee shall:

- i. Ensure compliance to the provisions of these regulations in letter and spirit, regularly
- ii. Oversee and monitor activities related to—
 - (a) Anti-Ragging Committee, Anti-Ragging Squads and Mentoring Committees or Mentoring Cells
 - (b) Publicity of anti-ragging regulations and laws
 - (c) Conduct of orientation programmes
 - (d) Conduct of orientation and counseling sessions
 - (e) Reviewing and approving reports of investigations related to ragging

received from constituent colleges or institutions

- (f) Investigation of incidents of ragging by the colleges or institutions
- (g) Implementation by colleges or institutions of suggestions for improvement
- (h) Any other such activity that may be necessary from time to time.

21. University shall act as the Appellate Body for all decisions or orders related to incidents of ragging in respect of its constituent colleges or institutions.

22. Dealing with incidents of Ragging

22.1 Disciplinary matters to be resolved within the camps of institutions:

All matters of discipline within college or institution shall be resolved within the campus of such college or institution, except those impinging on law and order or breach of peace or public tranquility, which may be dealt with under the penal laws for the time being in force.

22.2 Reporting incidents of ragging

- i. It shall be mandatory for all concerned to report every incident of ragging.
- ii. Not reporting an incident of ragging even by a fresher shall be viewed seriously and may amount to abetment of ragging.
- iii. The report or complaint of an incident of ragging may be made by:-
 - (a) A fresher or a parent or other student or
 - (b) Authorities of the hostel, security personnel or any other staff such as canteen staff or
 - (c) Head of the institution, faculty member, or members of the anti-ragging squad or anti-ragging committee on surprise checking or
 - (d) Others such as direct complaint to local police or district authorities.
- iv. In all instances, without exception, the name of the complainant, especially students, unless otherwise permissible, shall be kept confidential.
- v. Every information or complaint regarding incident of ragging shall be immediately and simultaneously conveyed to the Head of the Institution either directly or through the Control Room or anti-ragging helpline.
- vi. Other officials of the college or institution, as shall be previously decided upon,

such as the members of the Ant-Ragging Squad and Anti-Ragging Committee, hostel warden, security staff and others shall also be simultaneously informed.

- vii. Necessary mechanisms shall be kept in place by the colleges or institutions for immediately relaying information regarding incidents of ragging to the University, district authorities, police officials.

22.3 Immediate action

- i. On receiving the information of an incident of ragging, the Anti- Ragging Squad or an appropriate authority shall make an immediate on-the-spot enquiry and submit a report or recommendations to the Head of the Institution.
- ii. The Head of institution shall, immediately on receipt of such information or recommendation, determine if a case under the penal laws is made out after inquiry as specified in these regulations, proceed to file a First Information Report within twenty-four hours of receipt of such information or recommendation either on his own or through a member of the Anti-Ragging Committee or an official authorized by him in this behalf, with the police and local authorities, under the appropriate penal provisions.
- iii. If a parent or student directly files a First Information Report with the police, the Head of the college or institution is not absolved of the responsibility of filing a First Information Report.
- iv. The Head of the Institution shall also inform the University which in turn inform civil Authority concerned.

22.4 Institutional inquiry or investigation and report

- i. The Head of the Institution shall constitute a specific committee to inquire into or investigate the incident of ragging without waiting for the report of any other authority, even if this is being investigated by the police or local authorities.
- ii. The inquiry or investigation shall be conducted thoroughly including on-the-spot or site of the incident in a fair and transparent manner, without any bias or prejudice, upholding the principles of natural justice and giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.
- iii. The entire process shall be completed and a report duly submitted within seven

days of the information or reporting of the incident of ragging.

- iv. The report shall be placed before the Head of the Institution or the Anti-Ragging Committee.
- v. The Anti-Ragging Committee shall examine the report, decide on and recommend further administrative action to the Head of the Institution.

22.5 Institutional administrative and penal actions

- i. Every college or institution shall, after receiving the recommendations of the Anti-Ragging Committee, take necessary administrative action as it may deem fit.
- ii. The Anti-Ragging Committee, on accepting the report of the institutional inquiry or investigation by the appropriate committee, shall recommend one or more of the actions provided under these regulations depending on the nature, gravity and seriousness of the guilt established of the act of ragging with the understanding that the action shall be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- iii. Where the individual person committing or abetting an act of ragging is not identified on the basis of the findings of the institutional inquiry or investigations, and the subsequent recommendations thereof, the college or institution thereof shall resort to collective punishment of more than one or a group of persons, as deemed fit, as a deterrent to ensure community pressure on the potential raggings.
- iv. The broad ingredients that may call for punitive actions on receipt and approval of the recommendations include but is not limited to:
 - (a) Abetment to ragging
 - (b) Criminal conspiracy to ragging
 - (c) Unlawful assembly and rioting while ragging
 - (d) Public nuisance created during ragging
 - (e) Violation of decency and morals through ragging
 - (f) Physical or psychological humiliation
 - (g) Causing injury to body, causing hurt or grievous hurt
 - (h) Wrongful restraint

- (i) Wrongful confinement
 - (j) Use of criminal force
 - (k) Assault as well as sexual offences or even unnatural offences
 - (l) Extortion in any form
 - (m) Criminal intimidation
 - (n) Criminal trespass
 - (o) Offences against property
 - (p) Any other act construed as provided under regulations 5 and 6.
- v. The nature of punitive actions that may be decided shall include the following, but shall not be limited to one or more of these actions that may be imposed, as deemed fit :
- (a) Suspension from attending classes and academic privileges
 - (b) Withholding or withdrawing scholarship or fellowship and other benefits
 - (c) Debarring from appearing in any test or examination or other evaluation process
 - (d) Withholding results
 - (e) Debarring from attending conferences, and other academic programmes
 - (f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (g) Suspension or expulsion from the hostel
 - (h) Imposition of a fine ranging from ***twenty-five thousand rupees to one lakh rupees***
 - (i) Cancellation of admission
 - (j) Rustication from the college or institution for a period ranging from one to four semesters
 - (k) Expulsion from the colleges or institutions and consequent debarring from admission to any other institution for a specified period.
- vi. It shall be mandatory upon the college or institution to enter in the Migration Certificate or Transfer Certificate issued to the student as to whether the student has been punished for the offence of committing or abetting ragging, or

not, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others.

- vii. Any other measure as directed by Courts of law shall be followed by the college or institution.
- viii. The Head of the Institution shall follow-up the information regarding the incident of ragging, to the university with a report regarding the findings of the institutional level inquiry or investigation and the actions taken thereof.
- ix. The Head of the Institution shall also provide a report regarding the incident of ragging and the actions taken thereof to the respective regulatory body having informed earlier.

UNDERTAKING BY THE STUDENT

I, _____ (full name of student with admission/registration/enrolment number) s/o, d/o Mr./Mrs./Ms. _____ 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 5 and clause 6.1 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 undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

c) I will not hurt anyone physically or psychologically or cause any other harm.

5) I hereby agree 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 never been found to be guilty of ragging or abetting ragging or being part of a conspiracy to promote ragging and have never been punished 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 on this ___ day of _____ month of _____ year.

Signature

Name:

Address: Telephone/Mobile
No.

Signature of Witness 1: _____

Name of Witness 1:

Address:

Signature of Witness 2: _____

Name of Witness 2:

Address:

Form II

UNDERTAKING BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of, _____ (full name of student with admission/registration/enrolment 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 5 and clause 6.1 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 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.
- c) My ward will not hurt anyone physically or psychologically or cause any other harm.

5) I hereby agree 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 ragging or abetting ragging, actively or passively, 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 on this ___day of _____ month of _____ year.

Signature
Name:
Address:
Telephone/ Mobile No.:

Signature of Witness 1: _____

Name of Witness 1:

Address:

Signature of Witness 2: _____

Name of Witness 2:

Address: