

## एनाटमी विभाग उ० प्र० आयुर्विज्ञान विश्वविद्यालय सैफई, इटावा (उ०प्र०)

# Department of Anatomy

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Ref.: 69 /Antomy/UPUMS/2023-24

Date: 3 | May 2023

To,

CAC Incharge

**UPUMS** Saifai

Etawah, (U.P.)

SUB: Regarding uploading SOP of antiragging.

Sir.

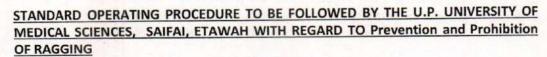
As Anti Ragging Committee has prepared a SOP to prevent ragging in the University. This SOP is approved by Hon.Vice Chancellor sir and he instructed to upload this on official website of UPUMS.

Thanking you.

Attached SOP with Annexure total 19 Page

Chairman
A Ragging Committee
Chairmans Saifai, Etawah

Anti Ragging Committee UPUMS, Saifai



#### Section-I

#### RAGGING

#### 1. Definition of 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.

#### 2. Actions that may constitute ragging.—

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

- (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 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.
- (c) asking any student to do any act which such the 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, such as, 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, snail-mails, blogs, 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 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.
- any act that undermines human dignity and respect through humiliation or otherwise.

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.

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applicable to incidents of ragging, and the provisions of these regulations in the premises of the institutions, especially hostels.

- (vii) the contact numbers, details of control room, helpline and the personnel related to anti-ragging activities shall be prominently displayed, provided and easily available to freshers and all concerned so that immediate contact can be established whenever necessary.
- (viii) the vacation period before the start of the admission process may be used to publicise the objectives and provisions of these regulations.
- (ix) the institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- (x) 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 University including hostels and other areas.
- (xi) it is recommended that monitoring of the campus, or at least areas vulnerable to incidents of ragging be done through videosurveillance and regular visits by petrolling team.
- (xii) the Faculty and staff of the University 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.
- (xiii) University shall engage or seek the assistance of professional counsellors or in-house counsellors as may be available in the Department of Psychiatry before the commencement of the academic session, to be available for counselling students.
- (xiv) the University may form a system of assigning faculty mentors before-hand who would communicate and regularly with students and their parents or guardians.
- (xv) the local police and authorities shall be provided with details of the dates of admission and the addresses of the every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the University.
- (xvi) the Anti-Ragging Squad shall have adequate drills to be adequately competent to conduct vigil after students are admitted.
- (xvii) an Anti-Ragging Control Room may be established with contact details so that students are able to contact the control room at any time of the day or night to report incidents of ragging or seek such assistance as may be needed.
- (xviii) adequate and robust communication mechanisms shall be put in place so that should the need arise, the University can immediately and simultaneously contact and relay information within the institution to appropriate officials, the district authorities and the police.
- (xix) 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.

The following measures shall be taken by the Deans of all the four faculties of the University at the time of the admission process, namely:—

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- (3.3) The following measures shall be taken by the Dean of student's welfare (DSW) of the University after the admission process, namely:—
  - (i) freshers shall be lodged, as far as may be, in a separate hostel block or wing and the University shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
  - the University shall conduct separate orientation programmes for fresh students to apprise and familiarise them with the academic environment of such University.
  - (iii) 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
  - (iv) the University shall schedule orientation with seniors through-
    - (a) joint sensitisation programme and counseling of both freshers and senior students by a professional counsellor.
    - (b) joint interactions with seniors in the form of cultural and sports activities.
    - (c) 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.
  - (iv) Freshers shall be allotted faculty members who shall act as mentors as indicated under regulation for mentoring cell.
  - (v) the University may device its own following additional methods and put into place all measures necessary and provided in various provisions of this Chapter to prohibit and prevent ragging thereby fulfilling the provisions of these regulations and the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009including the related laws for the time being in force which may be applicable:
    - (a) all necessary Committees, personnel, measures and plans shall be put into place and completely functional and coordinate with each other to implement the requirements.
    - (b) students, freshers and seniors, parents, faculty and all other staff shall be adequately informed of the provisions of antiragging regulations.
    - (c) strict vigil shall be enforced at all times by all concerned with special emphasis on hostels and canteen areas.
    - (d) surprise checks round the clock, anonymous surveys and strict enforcement of disciplinary measures shall be put in force.
    - (e) 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 Ant Ragging Committee, hostel wardens and other staff directly or through control room or helplines.

there shall be established communication or operating protocols with district administration and police for their swift and prompt intervention should the need arise.

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

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ragging shall be dealt with according to the provisions of these regulations and the applicable laws for the time being in force.

- (vi) the above mentioned measures are neither meant to be comprehensive nor complete and the university may utilise measures as provided in different provisions of these regulations; and in addition to them, encourage not only to innovate and devise measures that would enhance efforts to prohibit ragging.
- (3.4) The following measures shall be taken by the University at the end of the academic year, namely:—
  - (i) at the end of each academic year, the 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 University at the beginning of the next academic session.
  - (ii) at the end of every academic year, the University shall form a Mentoring Committee or Mentoring Cell consisting of mentors for the succeeding academic year as provided in Clause 3.10 of section-II.
- (3.5) Issue of migration certificates, transfer certificates and conduct certificates.—

The migration certificate or transfer certificate or conduct certificate, as the case may be, issued to the student by the University 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.

(3.6) Measures for encouraging healthy interaction between freshers and seniors.—

The following measures shall be taken by the University for encouraging healthy interaction between freshers and seniors, namely:—

- (i) the institution shall set up appropriate committees including the faculty from pre-clinical years, representatives of students, warden and some senior students to actively monitor, promote and regulate healthy, interaction between the freshers and senior students.
- (ii) freshers' welcome parties shall be organised at the institutional or departmental 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.
- (iii) the institution shall enhance the student-faculty interaction by involving both fresher and senior students in appropriate matters of the University, 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.

(3.7). Sensitisation of institutional employees and staff towards ragging.—

The following measures shall be taken by the University for sensitisation of institutional employees and staff towards ragging, namely:—

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 University, whether regular or

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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.

- (ii) the University 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 University 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.
- (iii) 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.
- all institutional employees and staff, including contractual (iv) 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.
- (v) 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.
- all employees of the University shall be instructed to keep a strict (vi) vigil in the area of their work and to report the incidents of ragging to the appropriate authorities, as may be required.
- (vii) the University shall make provision for recognising 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.
- (3.8).Institutional committees and related measures.-

Every University shall constitute the following committees and related measures as provided in regulation 6.3 of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and under these regulations.

- (3.8.1) The University shall constitute an Anti-Ragging Committee.
- (3.8.2) The Anti-Ragging Committee shall broadly will comprise 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, namely:-
  - (i) Head of the Institution.
  - (ii) representatives of faculty members.
  - (iii) representatives of students belonging to the freshers' category.
  - (iv) representatives of senior students.
  - representatives of non-teaching staff. (v)
  - (vi) representatives of civil and police administration.
  - (vii) representatives of local media; and
  - (viii) Non-Government Organizations involved in youth activities.
- (3.8.3) The duties of the Anti-Ragging Committee include but is not limited to— (i) overall monitoring of Anti-Ragging activities of the University.

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.

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- (iii) monitoring the activities of the Anti-Ragging Squad.
- (iv) investigate reports of ragging, if any, or approve committees formed for this purpose.
- make suggestions for improvement of measures taken by the University for prohibiting and preventing ragging.

#### (3.9). Anti-Ragging Squad.—

The institution shall constitute an Anti-Ragging Squad.

- (3.9.1) The Anti-Ragging Squad constituted by the Head of the Institution shall broadly comprise of faculty and staff of the hostels including wardens and other staff, as may be necessary and there shall be a judicious mix of gender in the Anti-Ragging Squad with lady members assigned to ladies hostels.
- (3.9.2) The duties of the Anti-Ragging Squad include but is not limited to
  - a. Adhering to a duty roster if so prepared.
  - Remaining vigilant and agile at all times and also provide necessary details so that the members are easily reachable even by freshers and other students.
  - c. Making surprise checks in the hostels, boarding areas, playgrounds and transport facilities and other areas even at odd hours for which the Anti-Ragging Squad shall be duly empowered.
  - Making discreet enquiries regarding compliance and adherence of these regulations by seniors.
  - Conducting anonymous surveys that may be random, to identify possibly unreported incidents of ragging as designed by the University.
  - f. 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.
  - g. informing the authorities concerned to rectify vulnerable areas such as dark stretches due to fused bulbs, etc..
  - making on the spot and other necessary enquiries on incidents of ragging and report to the Anti Ragging Committee.
  - reporting all cases of ragging to the Head of the Institution and other functionaries, as may be required.
  - making entries regarding timings and details of checking including remarks or findings, if any, in a register.

### (3.10). Mentoring Committee or Mentoring Cell.—

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

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

(3.10.3) 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.

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

The broad functions of mentors shall be the following, namely:—

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- interact individually with the mentee fresher student every (i) day for ascertaining the problems or difficulties, if any, faced by the fresher in the University.
- (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.

#### (3.11). University Monitoring Committee —

- (3.11.1)University shall have a Monitoring Committee which shall be the prime-mover of implementation of all anti-ragging activities of the all four faculties of the university.
- (3.11.2)The Monitoring Committee shall—
  - (i) ensure compliance to the provisions of these regulations in I etter and spirit, regularly.
  - (ii) oversee and monitor activities related to-
    - 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 all four faculties of the university.
    - (f) any other such activity that may be necessary from time to time.
- (3.11.3)All reports related to incidents of ragging and appeals thereof shall be provided to the Commission.

### (3.12). Anti-Ragging Control Room or helpline.—

- The University shall establish an Anti Ragging Control Room or (3.12.1)helpline for the purpose of ensuring compliance of the provisions of these regulations.
- (3.12.2)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 or numbers shall be provided to all students and their parents at the time of admission.
- (3.12.3)The Anti-Ragging Control Room or helpline maybe 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.

.13). Student Affairs or Hostel Committee.—

The each faculties in the university, namely, faculty of medicine, faculty of nursing, faculty of Pharmacy and faculty of paramedical sciences may constitute a separate Student Affairs or Hostel Committee to look after the affairs of the hostel under a senior

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- faculty member who shall oversee the affairs of the hostels. The dean student welfare of the university will supervise the activity of these four Student Affairs or Hostel Committee.
- (3.13.2) The designated warden referred to in clause 3.14 of section-II may function under the Student Affairs or Hostel Committee, which shall play an important role in co-coordinating and implementing all antiragging measures related to hostels.

#### (3.14). Warden.-

- (3.14.1) 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.
- (3.14.2) Wardens shall be appointed as per the eligibility criteria laid down by University Grants Commission or any other competent authority of the University.
- (3.14.3) Wardens may be assisted by deputy wardens or assistant wardens, who shall perform similar duties under the supervision of the warden.
- (3.14.4) The warden may function under Dean of Student's welfare (DSW) or in any manner as approved by the University.
- (3.14.5) The warden shall have an essential and important role to play in the anti-ragging efforts of the University, 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.
- (3.14.6) The wardens shall be accessible at all hours and shall be provided with mobile phones.
- (3.14.7) The University shall review and suitably enhance the powers and perquisites of the warden and authorities involved in curbing the menace of ragging.
- (3.14.8) The University shall empower the warden to control security personnel in hostels for antiragging measures.

#### Section-III

#### DEALING WITH INCIDENTS OF RAGGING

## (1). Disciplinary matters to be resolved within the camps of University.—

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

#### (2). Reporting incidents of ragging.—

- (2.1) It shall be mandatory for all concerned to report every incident of ragging.
- (2.2) Not reporting an incident of ragging even by a fresher shall be viewed seriously and may amount to abetment of ragging.
- (2.3) The report or complaint of an incident of ragging may be made by—
  - (i) a fresher or a parent or other student; or
  - (ii) authorities of the hostel, security personnel or any other staff such as canteen staff; or
  - (iii) Head of the Institution, faculty member, or members of the Anti-Ragging Squad or Anti-Ragging Committee on surprise checking; or
  - (iv) Others such as direct complaint to local Police or District Authorities. In all instances, without exception, the name of the complainant, especially students, unless otherwise permissible, shall be kept confidential.

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- (2.5) 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.
- (2.6) Other officials of the University, 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.

#### (3). Immediate action.—

- (3.1) 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.
- (3.2) 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 clause-4 of section-III, proceed to file a First Information Report within twenty-four hours of receipt of such information or recommendation either on his own or an official authorized by him in this behalf, with the police and local authorities, under the appropriate penal provisions.
- (3.3) If a parent or student directly files a First Information Report with the police, the Head of the University will not be absolved of the responsibility of filing a First Information Report.

## (4). Institutional inquiry or investigation and report.—

- (4.1) 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.
- (4.2) 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.
- (4.3) The entire process shall be completed and a report duly submitted within seven days of the information or reporting of the incident of ragging.
- (4.4) The report shall be placed before the Head of the Institution or the Anti-Ragging Committee.
- (4.5) The Anti-Ragging Committee shall examine the report, decide on and recommend further administrative action to the Head of the Institution.

## (5). Institutional administrative and penal actions.—

- (5.1) Every University shall, after receiving the recommendations of the Anti-Ragging Committee under clause-4 of section-III, take necessary administrative action as it may deem fit.
- (5.2) 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 clause 6 and 7 of section-III depending on the nature, gravity and seriousness of the guilt established of the act of ragging as given under the provisions of section-I with the understanding that the action shall be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents:

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 University thereof shall resort to collective punishment of more than one or

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- a group of persons, as deemed fit, as a deterrent to ensure community pressure on the potential raggers.
- (5.4) The broad ingredients that may call for punitive actions on receipt and approval of the recommendations include but is not limited to—
  - (i) abetment to ragging.
  - (ii) criminal conspiracy to ragging.
  - (iii) unlawful assembly and rioting while ragging.
  - (iv) public nuisance created during ragging.
  - (v) violation of decency and morals through ragging.
  - (vi) physical or psychological humiliation.
  - (vii) causing injury to body, causing hurt or grievous hurt.
  - (viii) wrongful restraint.
  - (ix) wrongful confinement.
  - (x) use of criminal force.
  - assault as well as sexual offences or even unnatural offences.
  - (xii) extortion in any form.
  - (xiii) criminal intimidation.
  - (xiv) criminal trespass.
  - (xv) offences against property.
  - (xvi) any other act construed as provided under clause 5.3 and 5.4 of section-III
- (6) 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, namely:—
  - (i) suspension from attending classes and academic privileges.
  - (ii) withholding or withdrawing scholarship or fellowship and other benefits.
  - (iii) debarring from appearing in any test or examination or other evaluation process.
  - (iv) withholding results.
  - debarring from attending conferences, and other academic programme.
  - (vi) debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc. .
  - (vii) suspension or expulsion from the hostel.
  - (viii) imposition of a fine ranging from twenty-five thousand rupees to one lakh rupees.
  - (ix) cancellation of admission.
  - rustication from the University for a period ranging from one to four semesters.
  - (xi) expulsion from the University and consequent debarring from admission to any other institution for a specified period.
- (7) Without prejudice to the provisions of clause-9 of section-III, it shall be mandatory upon deans of the faculties of the university 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.

(8) Any other measure as directed by Courts of law shall be followed by the University.

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(9) The Head of the Institution shall provide a report regarding the incident of ragging and the actions taken thereof to the Commission having informed earlier according to the provisions of clause-3.2 of section-III.

#### (10). Appellate authorities.—

Every person who have been awarded punitive measures or punishments shall, in view of the principles of natural justice, have the right to appeal to the Chancellor of the University.

#### (11). Fixing of responsibility.—

- (11.1)In addition to the inquiry or investigation of the incident of ragging, it shall be appropriately inquired as to if there has been any dereliction of duty or lapse by the University in preventing and handling such incident.
- (11.2)The Head of the Institution shall take prompt and appropriate action against each person whose dereliction of duty led to the incident.
- (11.3)In case the lapse is on the part of the Head of the Institution, the authority designated to appoint the Head of the Institution shall, in its turn, take prompt and appropriate action.
- (11.4)In addition to appropriate penal consequences, departmental enquiries may be initiated against such Heads of Institutions or members of the administration or faculty members or non-teaching staff and others who display an apathetic or insensitive attitude towards complaints of ragging.
- (11.5)Remedial measures may be instituted by the University based on experiences.
- (11.6)The University and the Commission shall be informed regarding the actions taken under the provisions of this regulation.

## (12). Separate action plan should be prepared by all committees.

The tenure of all the members of all the newly constituted respective committee will be for 02 years.

#### Annexure-1

FORM-I [See sub-clause (i) of clause (a) and sub-clause (ii) of clause (a) of sub- clause (3.2) of Section-II]

#### Annexure-2

FORM- II [See sub-clause (i) of clause (a) and sub-clause (ii) of clause (a) of sub-clause (3.2) of Section-II]

#### Annexure-3(i)

Action plan and flow chart of Anti-Ragging Committee [See clause (10) of Section-III]

#### Annexure-3(ii)

Action plan and flow chart of Anti-Ragging Squad [See clause (10) of Section-III]

#### Annexure-3(iii)

Action plan and flow chart of University Monitoring Cell [See clause (10) of Section-III]

#### Annexure-4

Anti Ragging Booklet [See clause (3.2) sub clause-V of Section-II]

## FORM I

[See sub-clause (i) of clause (a) and sub-clause (ii) of clause (a) of sub-regulation (3.2) of Section-II]

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Institu	ution) aff	(Full Name in Block Letters) Son/ Daughter of (Full Name in Block Letters) admitted to the course of (Name of Course) with Admission No at (Name of College / have received a copy of Medical Commission (Prevention and Prohibition of Ragging in Medical Colleges and egulations, 2021(hereinafter referred to as the said regulations).									
2.		carefully read and fully understood the provisions in the said regulations.									
3.	I have particularly perused the provisions of regulations Section-I Point 1 and 2 of the said regulations and have fully understood what constitutes —"ragging".										
4.	I have also in particular perused the provisions of Section-III and read and understood the administrative and penal actions that may be taken against me in case I am found guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.										
5.	I here	by undertake that—									
	(i)	I will not include in any behaviour or act that may come under the definition of ragging as may be constituted under Section-I of the said regulations;									
	(ii)	I will not participate in or abet or propagate ragging in any form included but not limited to those that may be constituted under Section-I of the said regulations;									
	(iii)	I will not hurt anyone physically or psychologically or cause any other harm.									
6.	I her	I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the said regulations or as per the applicable laws for the time being in force.									
7.	I also declare that I have never been found to be guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging and have never been punished in any manner for these offences and further affirm that if this declaration is incorrect or false, my admission is liable to be cancelled / withdrawn.										
Sign	ed on th	is the day of month of year.									
		Signature									
		Name:									
		Address:									
		Tel/ Mobile No:									
Sign	nature of	Witness 1:									
(Na	me of W	itness 1):									
Add	dress:										
Sign	nature of	f Witness 2:									
(Na	me of W	fitness 2):									
	-Address										

### FORM II

[See sub-clause (i) of clause (b) and sub-clause (ii) of clause (b) of sub-regulation (3.2) of Section-II]

# FORMAT OF UNDERTAKING BY PARENT / GUARDIAN OF THE CANDIDATE/STUDENT

1	(Full Name in B	lock Letters)		_ Father /	Mother/ Gua	irdian _	of			
Mr./M	10.4- /E.II N	Jame of Student	in Block Lett	ersi	dullille	u to the t	course or			
	Mama of Course		with Admi	ssion No.	at		_ (IVUITIE			
declar Raggir	ege / Institution)ee that I have received a cong in Medical Colleges and tions).	ppy of the Nation d Institutions) R	egulations,	2021 (hereir	nafter referre	illu Fiori	וטונוטוו טו			
2.	I have carefully read and									
8.	I have particularly perused the provisions of regulations Section-I Point 1 and 2 of the said regulations and have fully understood what constitutes —"ragging".									
9.	I have also in particular perused the provisions of Section-III and read and understood the administrative and penal actions that may be taken against my son/ daughter/ward in case he /she is found guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.									
10.	I hereby undertake that	my son/ daughte	er/ ward —							
	(i) will not indulge in any behaviour or act that may come under the definition of ragging as may be constituted under Section-I Point 1 and 2 of the said regulations;									
	(ii) will not participate i those that may be const	n or abet or pro ituted under Sec	pagate ragg tion-I Point 1	ing in any fo and 2 of the	orm included said regulation	but not ons;	limited to			
	(iii) will not hurt anyone	physically or psy	chologically	or cause any	other harm.					
11.	I hereby agree that if my son/ daughter/ ward is found guilty of any aspect of ragging, he/ she may be punished as per the provisions of the said regulations or as per the applicable law for the time being in force.									
12.	I also declare that he/she has never been found to be guilty of ragging or abetting ragging actively or passively, or being part of a conspiracy to promote ragging and have never be punished in any manner for these offences and further affirm that if this declaration is incorr or false, his/her admission is liable to be cancelled /withdrawn.									
	Signed on this the	e	day of	month of_	у	ear.				
							Signature			
			Name:							
			Address:							
				Tel/ Mo	bile No.					
Signa	ature of Witness 1:									
	ne of Witness 1):									
	ress:									
	ature of Witness 2:									
(Nar	me of Witness 2):									

-----Address:

#### Action plan of the Anti-Ragging Committee

- (i) overall monitoring of Anti-Ragging activities of the University by making whatapp group and important chat will be kept in record.
- (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 University for prohibiting and preventing ragging by keeping meeting with all committee as and when required.

## Flow Chart of Anti-Ragging Committee to investigate a complaint of ragging in the University

Complaint received from Helpline or by any other authority of the University

Anti Ragging Committee

Anti Ragging Squad

Visit to the incident spot as mentioned in the Complaint by squad members

Investigation Report to be submitted to Anti Ragging Committee

Chairman, Anti Ragging Committee to call a meeting of all the members

Victims and culprits to appear in front of committee through concerned hostel wardens

Final report to be prepared and submitted by the Anti Ragging Committee to DSW for further action

# Flow chart to investigate the complain of ragging

Complaint received from Students or Parents or warden of hostel, security person, canteen staff, or district authority, or during surprised visit or Helpline or by any other authority of the University.

Anti Ragging Squad

ARS Will Visit the incident Spot as received in the complaint

Also information sent to other members of anti ragging committee security staff, warden, and head of the institution.

Making a report of incident of ragging and submit to anti ragging Committee

Chairman, Anti Ragging Committee will call a meeting

Victims and accused person to appear in front of Anti ragging committee through concerned hostel warden

Name of the complainant especially fresher students shall be kept confidential

Final report prepares and submitted by the anti ragging Committee

Vidya Sagar.

## PREVENTION OF RAGGING INCIDENCE IN CAMPUS BY ANTI RAGGING SOUAD

- 1. Making frequent surprise visit in the hostel, Canteen, parking areas, Play Ground area, particularly at odd hours.
- Anti Ragging squad members will meet fresher students and make them comfortable for share or report unusual incident of ragging, either as Victim or as witness.
- Contact No. and other details of anti ragging squad members should be provided to the fresher students and other student in hostel.
- 4. Surprise visit in mess during lunch and dinner hours.
- Conducting anonymous survey/Visit that may random to identify possible unreported incidents of ragging as defined in the SOP of prevention of ragging.
- Checking fresher's for any injuries or indirect evidences of possible ragging such as inability of stay awake during the day indicating possible ragging through the night or inability to sleep due to fear of ragging.
- informing the authorities concerned to rectify vulnerable areas such as dark stretches due to fused bulbs, etc.;
- making on the spot and other necessary enquiries on incidents of ragging and report to the Anti Ragging Committee;
- reporting all cases of ragging to the Head of the Institution and other functionaries, as may be required;
- making entries regarding timings and details of checking including remarks or findings, if any, in a register,

Vidya Sagar.

## Action Plan

## (University Monitoring Cell)

- 1. University Monitoring Cell will take steps to disperse information on the Rules and Regulations laid down by the NMC and other competent authorities to all the stake holders.
- 2. The cell will ensure that the relevant information regarding anti ragging activities are well known to all the faculty members, residents and the students of the University.
- 3. In order to achieve the aforementioned targets the University Monitoring Cell will undertake following measures:
  - a. It will organise sensitisation session for the new students as they join the University and thereafter on a monthly basis.
  - b. It will erect banners, hoardings and signboards containing information about awareness about ragging and measures to prevent it.
  - c. Such sign boards will be displayed at relevant places as entry gate of medical college, lecture theatre complex, practical labs of the departments and hostels.
  - d. It will ensure availability of 24X7 helpline number for reporting of any act of
  - e. It will also create WhatsApp groups for the students, which will provide every student a platform to connect and share their problems.
  - f. It will organise counselling sessions for both the senior and junior students to appraise them about the knowledge and awareness of different forms of ragging and the measures taken by the authorities to curb them.
  - g. It will ensure that a continuous feedback system is created so as to keep in touch with the students and to encourage their participation in formulations of policy to curb the menace of ragging.
- 4. The University Monitoring Cell will held meetings fortnightly (every 1st and 15th day of the month) to keep a watch at the status of situation and also to keep it abreast with the activities of other committees and squad working against ragging.
- 5. The University Monitoring Cell will also communicate the incidences of ragging or any other relevant activities with the other authorities as and when required.

Jaiswal Dr. Kirti Jaiswal Dept. of Physiology

(Member, Univ. Monitoring Cell)

Dr. Raveendra Singh Rajpoot Department of Physiology, UPUMS (University Monitoring Cell)