

# DUTIES OF THE EDUCATIONAL INSTITUTIONS TO PREVENT RAGGING

(AS PER UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009. To help students and parents benefit from the 24 page tedious regulations document, SAVE has provided the gist and the summary of the document below. SAVE recommends all the freshers and their parents to go through this page in detail, and file RTIs even before (or after) the joining to ensure that the college has fully complied with the Anti-Ragging measures, and has a safe environment. Some sample RTI applications are posted at SAVE's website [www.No2Ragging.Org](http://www.No2Ragging.Org).)

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## GIST

**1. Applicable to ALL higher educational institutions, imparting education beyond 12 years of schooling.**

### **BEFORE AND DURING ADMISSION AND REGISTRATION :**

**2. Every public declaration, brochure of admission/instruction booklet or the prospectus to print these regulations in full.**

**3. Telephone numbers** of the Anti-Ragging Helpline and all the important functionaries in the institution, members of the Anti-Ragging Committees and Anti-Ragging Squads etc. to be published in **brochure** of admission/instruction booklet or the **prospectus**.

4 Every student and his/her parents to file an **affidavit** avowing not to indulge in ragging. (SAVE believes one of the **strongest reasons** for ragging to happen is that the raggers are dead sure that parents would never ever get to know their heinous acts. The affidavit filed by parents has the name, address and telephone numbers of the parents of the senior students. A fresher can file **RTI** applications, even without disclosing his name, to get these details of ragger's parents, and call/ write himself or make his parents talk to ragger's parents to rein in him. Once freshers take courage and start doing that, we feel ragging may drastically reduce in India.)

5. The institution to prominently display **posters detailing laws and punishment against ragging.**

6. Anti-ragging squad to ensure vigil at odd hours during first few months at hostels, inside institution premises as well as **privately commercially managed hostels.**

### **AFTER ADMISSION:**

7. **Printed leaflet to be given to every fresher detailing** addresses and telephone numbers of the Anti-Ragging Helpline, Wardens, Head of the institution, all members of the anti-ragging squads and committees, and relevant district and police authorities.

8. **Identity of informants of ragging incidents to be fully protected.**

9. Faculty members assigned to students to make **surprise visits** and to maintain a **diary** of his/her interaction with the freshers.

10. Freshers to be lodged, as far as may be, in a **separate hostel block.**

11. Head of the institution, at the end of each academic year, to send a **letter to the parents/guardians** of the students who are completing their first year in the institution informing them about these Regulations.

### **ANTI-RAGGING COMMITTEE and ANTI-RAGGING SQUAD**

12. **Anti-Ragging Committee** to be nominated and headed by the Head of the institution, and consisting of representatives of **civil** and **police administration, local media**, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, **representatives of students belonging to the freshers' category etc.**

13. **Duty** of the Anti-Ragging Committee to ensure **compliance with the provisions of these Regulations**

14 **Anti-Ragging Squad** to be nominated by the Head of the Institution for maintaining **vigil**, oversight and **patrolling** functions and shall remain **mobile**, alert and active **at all times**.

15. **Anti-Ragging Squad** to make **surprise raids on hostels**.

16. **Discreet random surveys** to be conducted amongst the freshers every **fortnight** during the **first three months**.

17. The Heads of institutions affiliated to a University or a constituent of the University to submit a **weekly report** on the status of compliance with Anti-Ragging measures and a **monthly report** on such status thereafter, to the Vice-Chancellor of the University.

18. The Vice Chancellor of each University to submit **fortnightly** reports, including those of the **Monitoring Cell** on Ragging in case of an affiliating university, to the **State Level Monitoring Cell**.

## **COMPLAINT OF RAGGING**

19. **First Information Report (FIR)** to be filed within **twenty four hours** of receipt of such information or complaint of ragging, with the police and local authorities.

20. Head of the institution to forthwith report the incident of ragging to the **District Level Anti-Ragging Committee** and **the Nodal officer**.

21. institution shall also continue with its own enquiry and remedial action to be completed with-in seven days.

## **SUMMARY**

The University Grants Commission hereby makes the following Regulations....

## **APPLICABILITY**

1.3 **They shall apply to all the institutions coming within the definition of a University ..... , and to all institutions deemed to be a university ...., to all other higher educational institutions**, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities

and higher educational institutions, 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 such universities, deemed universities and higher educational institutions.

3. What constitutes Ragging.- (Please See the original act, link is at the end)

4. Definitions.-

d) "Commission" means the University Grants Commission...

f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate...

i) "Institution" means a higher educational institution .... imparting higher education beyond 12 years of schooling leading to... a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State

## **5. Measures for prohibition of ragging at the institution level:**

b) **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.

## **6. Measures for prevention of ragging at the institution level:**

### **BEFORE AND DURING ADMISSION AND REGISTRATION**

6.1 An institution shall take the following steps in regard to admission or registration of students; namely,

a) **Every public declaration** of intent by any institution, in any electronic, audio-visual 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, 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.

b) The **brochure of admission**/instruction booklet or the **prospectus**, whether in print or electronic format, shall prominently **print** these Regulations **in full**.

Provided further that 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**.

c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.

d) The application form for admission, enrolment or registration shall contain an **affidavit**,.... to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force

e) The application form for admission, enrolment or registration shall contain an affidavit, .... to the **parents/guardians** of the applicant. (SAVE believes one of the **strongest reasons** for ragging to happen is that the raggers are dead sure that parents would never ever get to know their heinous acts. The affidavit filed by parents has the name, address and telephone numbers of the parents of the senior students. A fresher can file **RTI** applications, even without disclosing his name, to get these details of ragger's parents, and call/ write himself or make his parents talk to ragger's parents to rein in him. Once freshers take courage and start doing that, we feel ragging may drastically reduce in India.)

g) A **student seeking admission to a hostel** forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.

h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent

ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

i) The institution shall..., prominently display **posters** depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, 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.

l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by **Anti-Ragging Squad**, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at **odd hours** during the first few months of the academic session.

p) The head of the institution shall provide information to the local police and local authorities, the details of every **privately** commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also **ensure** that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

## **AFTER ADMISSION**

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

a) Every fresh student admitted to the institution shall be given a **printed leaflet** detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and **telephone numbers**, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.

c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors 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.

d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain

a **calendar of events and activities** laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.

e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule **orientation programs** as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee;

g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the **identity of such informants shall be protected.**

h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.

i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to 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; **and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.**

j) Freshers shall be lodged, as far as may be, **in a separate hostel block**, and where such facilities are not available, the 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.

k) **A round the clock vigil** against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.

m) Every student studying in the institution and his/her parents/guardians shall provide the specific **affidavits** required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, **during each academic year.**

q) The Head of the institution shall, at the end of each academic year, send a **letter** to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments

prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

## **ANTI-RAGGING COMMITTEE and ANTI-RAGGING SQUAD**

6.3 a) Every institution shall constitute a Committee to be known as the **Anti-Ragging Committee** to be nominated and headed by the Head of the institution, and consisting of representatives of civil and **police administration, local media**, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, **representatives of students belonging to the freshers' category** as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.

b) It shall be the **duty** of the Anti-Ragging Committee to ensure **compliance with the provisions of these Regulations** as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

c) Every institution shall also constitute a smaller body to be known as **the Anti-Ragging Squad** to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active **at all times**.

d) It shall be the duty of the Anti-Ragging Squad to be called upon to make **surprise raids on hostels**, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.

e) It shall also be the duty of the Anti-Ragging Squad to conduct an **on-the-spot enquiry** into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or **any student or any parent or guardian** or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1.

g) **Every University** shall constitute a body to be known as **Monitoring Cell on Ragging**, which shall coordinate with the **affiliated colleges and institutions** under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for **reports** from the Heads of institutions in regard to the activities of the **Anti-Ragging Committees, Anti - Ragging Squads, and the**

**Mentoring Cells at the institutions**, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.

h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

**h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year,**

## **HOSTELS, WARDENS, ETC**

6.4 Every institution shall take the following other measures, namely;

a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time **Warden,...** and who **shall reside within the hostel**, or at the very least, in the close vicinity thereof.

b) ..... Warden shall be provided with a **mobile phone** by the institution, the number of which shall be **publicized** among all students residing in the hostel.

e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.

l) **Discreet random surveys** shall be conducted amongst the freshers every **fortnight** during the **first three months** of the academic year to verify and cross-check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.

o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a **weekly report** on the status of compliance with Anti-Ragging measures under these Regulations, and a **monthly report** on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.

p) The Vice Chancellor of each University, shall submit **fortnightly** reports of the University, including those of the **Monitoring Cell** on Ragging in case of an affiliating university, to the **State Level** Monitoring Cell.

## **Action to be taken by the Head of the institution after receipt of COMPLAINT OF RAGGING**

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, .... 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...

Provided that the Head of the 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.

Disclaimer: This is only a summary of the original regulations by the UGC (UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009). Proper care has been taken to formulate the summary, but for a more detailed and authentic version, please refer to the original regulation document. Link to the [UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009](#)