



COIMBATORE INSTITUTE OF TECHNOLOGY
(GOVERNMENT AIDED AUTONOMOUS INSTITUTION)
CIVIL AERODROME POST, COIMBATORE-641014

Standard Operating Procedure (SOP) for Anti-Ragging

Introduction: AICTE vide Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987 has been empowered to lay down regulations for prohibition of ragging in technical institutions. Further the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 (reproduced herewith) has required regulations 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, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically"*.

The above directions necessitate the formulation of an SOP for implementation of protocols within CIT campus premises.

Objective:

The Anti-Ragging Squad is a crucial body within CIT, responsible for preventing, monitoring, and responding to incidents of ragging. This SOP outlines the composition, roles, responsibilities, operational procedures, visit schedule, report filing format, and a step-by-step procedure for filing complaints and conducting inquiries into ragging incidents.

Ragging actions as defined in AICTE Regulations: Acts deemed as ragging laid down in the AICTE regulations are reproduced below:

Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

Indulging in rowdy or 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;

Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

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

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

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

Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Measures to prevent ragging laid down by AICTE:

At time of Admission: The admission section shall ensure the following:

- (a) The advertisement issued by Anna University for UG courses indicates that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished. Similar advertisements for all courses run by the college to include the PG MSc, MBA and PhD Courses will clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished. The 'Prospectus' and other admission related documents shall include all regulations passed by AICTE with respect to admission candidates.
- (b) A printed affidavit, English and Hindi and Tamil should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately. A similar affidavit is required to be signed by parents.
- (c) The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioural pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
- (d) A proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the AICTE or Anna University.

Action at Head of Institution level/ Principal

- (a) Meeting with key stakeholders: A meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police should be held to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punishments thereof.
- (b) Communication to HOD's: HOD's may be informed that departmental enquiries would be initiated, in addition to penal consequences against Faculty members/Non-Teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag
- (c) Affidavit for reporting Ragging: An affidavit from every employee of the Institution including teaching/non-teaching staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A

Google Form may be prepared by the Office Superintendent and circulated to all Staff both Teaching & Non-Teaching and collected from the Maintenance Team and Security as well.

- (d) Student induction programme: A student induction programme shall be conducted to familiarise, guide, advise and meet other pedagogic requirements/special needs duration of which be not less than a week. This should be planned well in advance of the beginning of the academic year with a clear sense of the main aims and objectives to be achieved.
- (e) Anti-ragging Committee: A Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution/Principal, 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 level as well as gender.
- (f) Anti-Ragging Squad: This squad is to be nominated by the Head of the Institution/Principal 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. The squad is to comprise of members within campus only and their activities reviewed at a weekly level.

At Dept./HOD level:

- (a) All HOD's should communicate the provisions of the anti-ragging guidelines as promulgated by AICTE and consequences of non-reporting/ apathy to all teaching and non-teaching staff and ensure completion of affidavits to this effect as circulated centrally.
- (b) Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff called as the tutor. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
- (c) HOD's will conduct anti-ragging awareness campaigns for their respective Dept. highlighting the AICTE guidelines and legal provisions and submit a report before the completion of First Year Induction programme.

Hostel Warden/ Office:

- (a) Students seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging. The same is to be maintained by the hostel office.
- (b) The Hostel Warden should ensure that freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff. For freshers admitted to a Hostel it shall be the tutor shall co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged.
- (c) Counselling: The college will engage or seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels.
- (d) Freshers may be permitted mobiles to access authorities for help from teachers, parents and institution authorities and the numbers may be prominently displayed in posters.
- (e) The TN Govt. "Police Akka" initiative is an outreach programme to address issues of ragging, drug addiction and POSH, this may be actively pursued and suitable slots and venues found to conduct these events.

Calendar & Hand Book: The calendar issued to every fresher should contain details of help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities. All arrangements for their induction and orientation that promote efficient and effective means of integrating them fully as students are to be indicated. The freshers should be informed about their rights as bona fide students and clearly instruct them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them. In addition, a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution shall be included.

Posters placement by CIT Maintenance Cell: Large posters (preferably with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. These posters made of flex material shall be placed in prominent locations in the college.

AO/ Security Officer: The AO and the Security Team shall identify, properly illuminate and man all vulnerable locations identifying various security risks and police vulnerable areas.

Dean Extra Curricular Activities: Various clubs such as the Dramatix club, Muthamizh Club, Literary Clun and Quiz Club shall conduct poster making competitions, launch e-booklets, seminars, street plays and mime before the start of the new academic year to launch wide and repeated publicity campaign against ragging.

Anti-Ragging Committee Duties: It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of above 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.

Duties of the Anti-Ragging Squad: The following responsibilities fall under their purview:

- (a) Surveillance: The squad is responsible for maintaining constant vigil in areas prone to ragging, such as hostels, canteens, common rooms, and campus grounds.
- (b) Immediate Response to Complaints: The squad must respond immediately to any reported or observed incidents of ragging. They are responsible for stopping the ragging activity, providing support to the victim, and reporting the incident to the Anti-Ragging Committee.
- (c) Investigation of Incidents: The squad is responsible for investigating any incidents of ragging thoroughly. This includes interviewing witnesses, gathering evidence, and preparing a detailed report for the Anti-Ragging Committee.
- (d) Reporting: All incidents, whether minor or major, must be documented and reported to the Anti-Ragging Committee within 24 hours of occurrence.
- (e) Prevention and Awareness: The squad should conduct regular awareness campaigns, including distributing pamphlets, organizing workshops, and conducting meetings with students to educate them about the consequences of ragging and the university's zero-tolerance policy.
- (f) Weekly Detailed Inspections: The squad should conduct a thorough inspection of all hostels and campus facilities every week. This includes:
 - (i) Checking rooms in hostels for any signs of ragging.
 - (ii) Interacting with students to understand any underlying issues.
 - (iii) Reviewing the security arrangements and making necessary recommendations.
- (g) Surprise Inspections: The squad must conduct at least two surprise inspections each week at random times and locations to catch any potential ragging activities offguard.

- (h) Night Patrols: Night patrols should be conducted twice a week in the hostels, especially during the first few weeks of the academic session when freshers are most vulnerable.
- (i) Special Patrols During Festivals and Events: During cultural festivals, sports events, and other large gatherings, the squad should increase its presence to prevent any incidents of ragging.
- (j) Visit Schedule: To ensure the effectiveness of the Anti-Ragging Squad; the following schedule for visits and patrols is to be strictly adhered to:
- (k) The squad with the assistance of Dean Extra Curricular Activities should promote awareness campaigns organized by clubs. This includes:
- i. Distributing anti-ragging pamphlets.
 - ii. Organizing interactive sessions with students.
 - iii. Encouraging students to report any incidents of ragging.
- (l) The squad should establish a feedback mechanism where students can anonymously report their experiences or concerns about ragging.
- (m) Coordinate for the "Police Akka" initiative along with the Anti-Drug/ POSH committies.

<u>Anti-Ragging Zones Spot Checking</u>				
S No.	Area	Zone	Zone In Charge	Staff Member (Asst. Prof)
1	Parking Lot-Student & Staff, Xerox shop upto OYT	Zone 1	Prof. Humanities Dept.	Humanities Dept.
2	Main Block and immediate roads around	Zone 2	Prof, UG Engg. Dept.	UG Engg. Dept
3	MBA Block, New MSc Block, Polytechnic Area	Zone 3	Prof. MSc Dept.	MSc Dept
4	Old MSc Block, Library Block	Zone 4	Prof. MBA Dept.	MBA Dept
5	IT Block, Bus bay, Blue Shed, Canteen area	Zone 5	Prof. Mech. Dept	Mech. Dept
6	Polytechnique ground, Cricket and BB and Volley ball	Zone 6	AO	Security Officer & Security Guard at location
7	Gents Hostel and affiliated Mess	Zone 7	AO	Asst. Warden
8	Ladies Hostel and affiliated Messes	Zone 8	AO	Asst. Warden
9	Labs	Zone 9	Prof. EEE. Dept	Asst. Prof EEE Dept.

Note: All zones will be spot checked for any incidents of ragging. All incidents are to be reported instantly to the Nodal Officer Dr. Devishree/ AO. Google Spreadsheet to be shared with all members, daily updation to be ensured by Zone in Charges. Zone in charges to carry out spot checks of areas that are isolated.

Reporting Protocol

Incident Documentation: Every incident, no matter how minor, must be documented in an Incident Report. The report should include:

- (a) Date and time of the incident. Location of the incident.
- (b) Names of students involved (both victim and alleged perpetrators).
- (c) A detailed description of the incident.
- (d) Witness statements.
- (e) Immediate actions taken by the squad.

Submission of Reports: All Incident Reports must be submitted to the Anti-Ragging Committee within 24 hours of the incident. A weekly summary report, detailing all activities, inspections, and any incidents, should be submitted to the Anti-Ragging Committee at the end of each week.

Escalation: In cases of severe ragging incidents, the squad must immediately escalate the matter to the Principal and the local police if required.

Coordination with Other Bodies

Anti-Ragging Committee: The squad must work closely with the Anti-Ragging Committee, providing them with timely reports and assisting in the investigation and resolution of incidents.

Anti-Ragging Cell: The squad should coordinate with the Anti-Ragging Cell to provide support and counselling to victims of ragging. The cell will also assist in monitoring and ensuring that the environment remains safe for all students.

Hostel Wardens and Security Staff: Regular communication with hostel wardens and security staff is essential to ensure that any signs of ragging are reported immediately and preventive measures are in place.

Step-by-Step Procedure for Filing a Complaint and Conducting an Inquiry

Filing a Complaint

Complaint Channels: A student or staff member can file a complaint about ragging through the following channels:

- (a) In Person: Directly report to any member of the Anti-Ragging Squad, Anti-Ragging Committee, or hostel warden.
- (b) Online: Use the college's designated anti-ragging email or online portal.
- (c) The committee can take cognizance even without a written complaint.

Details to be Provided: The complaint should include:

- (a) The complainant's name (or remain anonymous if preferred).
- (b) Details of the incident, including date, time, and location.
- (c) Names of the alleged perpetrators and any witnesses (if known).
- (d) A description of the ragging activity.

Immediate Action by the Squad: Upon receiving a complaint, the Anti-Ragging Squad must:

- (a) Acknowledge receipt of the complaint immediately.
- (b) Ensure the safety and well-being of the complainant.
- (c) Conduct a preliminary assessment to determine the severity of the incident

Conducting an Inquiry

Forming an Inquiry Team: The Head of the Anti-Ragging Squad will form an inquiry team from among its members. The team should include a mix of faculty, administrative staff, and security personnel.

Collecting Evidence: The inquiry team will:

- (a) Visit the site of the incident.

- (b) Interview the complainant, witnesses, and the accused.
- (c) Gather any physical evidence, including photographs, videos, or written documents.
- (d) Review CCTV footage if available.

Recording Statements: Detailed statements from all involved parties must be recorded in writing. These statements should be signed by the individuals providing them. If the accused fails to appear for three hearings without a valid reason, the committee may decide based on available evidence.

Maintaining Confidentiality: Throughout the inquiry process, the identity of the complainant and witnesses must be kept confidential to protect them from potential retaliation.

Preparing the Inquiry Report: The inquiry team will compile all findings into a formal report. The report should include:

- (a) A summary of the complaint.
- (b) A detailed account of the inquiry process.
- (c) Evidence collected.
- (d) Statements from involved parties.
- (e) Conclusions and recommendations for further action.

Submission to the Anti-Ragging Committee: The completed inquiry report must be submitted to the Anti-Ragging Committee within 24 hours of concluding the inquiry. The inquiry should be concluded within five working days; if additional time is required, the squad may request an extension.

Action by the Anti-Ragging Committee:

Reviewing the Report: The Anti-Ragging Committee will review the inquiry report and decide on the appropriate disciplinary action based on the evidence provided.

Informing the Parties: The committee will inform the complainant and the accused of the outcome of the inquiry and the disciplinary actions to be taken.

Lodging of FIR: For every single incident of ragging a First Information Report (FIR) must be filed without exception with the local police authorities.

Implementing Disciplinary Action: This may include cancellation of admission, suspension, expulsion, fines, debarring from examinations and representation of colleges from events and festivals, collective punishment or other measures as deemed appropriate. If the incident is severe and involves criminal behaviour, the Anti-Ragging Committee will escalate the matter to the police for legal action.

Follow-up and Support: An anti-ragging committee will provide counselling services to the victim to support their mental and emotional well-being.

Monitoring for Retaliation: The Anti-Ragging Squad will monitor the situation to ensure that there is no retaliation against the complainant or witnesses.

Continuous Feedback: The squad will seek feedback from the victim and other students to improve anti-ragging measures and ensure a safe campus environment.

Conclusion: The Anti-Ragging Committee & Squad at CIT play a vital role in maintaining a safe and ragging-free environment on campus. By following this SOP, including the visit schedule, step-by-step procedure for filing complaints and conducting inquiries, report filing format; the squad can effectively prevent, monitor, and address any incidents of ragging, ensuring the safety and well-being of all students. The cooperation of all students, faculty, and staff is essential in upholding the college's zero-tolerance policy towards ragging.

ANNEXURE I
AFFIDAVIT BY THE STUDENT

I, (full name of student with admission/registration/enrolment number) _____ s/o or d/o
Mr./Mrs./Ms _____:

1. Having been admitted to (name of the institution) _____ have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

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

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that:

(a) I will not 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.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year _____

Deponent Name

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

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

Signature of deponent:

Solemnly affirmed and signed in my presence on this the (day) of month, (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Online undertaking against anti-ragging: antiragging.in/affidavit_registration_disclaimer.html

Annexure I: Anti-Ragging Squad Report

Incident Overview:

Date and Time of Incident: _____

Location: _____

Description of Incident: (Provide a detailed account including the sequence of events):

Persons Involved

Victim(s):

Name(s): _____

Year/Department: _____

Contact Information: _____

Alleged Perpetrator(s): o Name(s): _____

Year/Department: _____

Contact Information: _____

Witnesses:

Name(s): _____

Year/Department: _____

Contact Information: _____

3. Immediate Actions Taken (Detail the steps taken by the squad immediately after the incident was reported or observed.)

4. Evidence Collected (List any evidence collected during the investigation, such as statements, photographs, or video recordings.)

5. Squad Members Present (List the names and positions of the squad members who were present during the incident and the investigation.)

6. Recommendations (Provide any recommendations for further action or preventive measures to avoid similar incidents in the future.)

7. Additional Notes (Including any other relevant information or observations.)

Signatures

Prepared By: _____

Date: _____

Reviewed By (Squad Head): _____
Submitted to Anti-Ragging Committee on: _____

Date: _____

Annexure II: Weekly Summary Report

Date: _____

Week Number: _____

1. Summary of Activities and Inspections (Provide a summary of the daily visits, inspections, and any preventive measures undertaken.)

2. Incidents Reported (Detail any incidents that occurred during the week, including brief summaries and actions taken.)

3. Preventive Actions Taken (List any specific preventive measures implemented during the week.)

4. Recommendations for Improvement (Provide suggestions for improving anti-ragging measures and student safety.)

Signatures:

Prepared By: _____

Date: _____

Reviewed By (Squad Head): _____

Date: _____

Submitted to Anti-Ragging Committee on: _____