



***Dr. Vithalrao Vikhe Patil Foundation's
Medical College & Hospital, Ahmednagar***

***Anti-Ragging Committee
Standard Operating Procedure(SOP)***

Introduction

Ragging mostly occurs in higher educational institutes. It is an organized Human Rights abuse. Senior students torture newly admitted students by varying forms of victimization, horrifying, emotional and sometimes physical torture. Senior students defend the practice stating that it is traditional practice in the College. Some students defend it by saying that ragging serves to break ice. However, many times it becomes severe in nature causing physical and mental trauma leading to commit suicide.

The Honorable Supreme Court of India has set down practices and procedures to be implemented to prevent ragging in educational institutions. Para 6 of the Honorable Supreme Court of India judgment on the Writ Petition (C) No. 656 of 1998. D/d. 3.8.2001 concerning Ragging in educational institutions states that broadly speaking, Ragging is “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 indisciplined 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 do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.”

“The cause of indulging in ragging is deriving a sadistic pleasure or showing off power, authority or superiority by the seniors over their juniors or freshers.”

The Medical Council of India has published a detailed Notification, The Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/ Institutions) Regulations, 2009, to eradicate the menace of ragging, which is law.

Objective

To eradicate ragging completely in all its forms from Dr. Vithalrao Vikhe Patil Medical College & Hospital, Ahmednagar.

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishments Awardable

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging shall be any one or any combination of the following: -

- (a) Suspension from attending classes and academic privileges.
- (b) Withholding/withdrawing scholarship/ fellowship and other benefits.
- (c) Debarring from appearing in any test/ examination or other evaluation Process.
- (d) Withholding results
- (e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (f) Suspension/ expulsion from the hostel
- (g) Cancellation of admission.
- (h) Rustication from the institution for period ranging from 1 to 4 semesters
- (j) Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.
- (k) Fine of Rs. 25,000/- and Rs. 1 lakh
- (l) Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

SECTION II

DUTIES & RESPONSIBILITIES, COMMITTEES, SQUADS, PTA

Roles and Responsibilities

1. Dean.

- (a) The Dean is accountable to ensure that no instance of ragging takes place in the college.

(b) He should ensure that staff members and senior students are alerted to the fact that every employee and student shall be bound to immediately report to the Anti- Ragging Squad about an incident of ragging that has come to his notice. The report will also include the identity of those who have engaged in ragging and the nature of the incidence.

He should constitute following committees/ squads/ groups-

- **Anti-ragging committee**
- **Anti-ragging squads (for Boys' & Girls Hostel) on rotation basis.**
- **Formation of Mentorship Groups (25 Mentor groups, 1 for every 06 new students)**
- **Fresher`s Welcome Committee**
- **Enquiry Committee.**

In case any incident of ragging takes place, he shall take prompt and appropriate action against the person (s) whose dereliction of duty lead to the incident.

In addition to penal consequences, he will initiate departmental enquiries against such members of the administration / faculty members / non-teaching staff, who display an apathetic or insensitive attitude towards complaints of ragging.

Anti-ragging committee

Anti-ragging committee will comprise of the following:-

- The Dean
- Various Faculty Members
- Rep of Police
- Faculty members
- Wardens
- Parents of fresher and senior students
- Senior students
- Fresher students

Duties

The anti-ragging committee shall carry out the following functions:-

- Ensure compliance with the provisions of Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/ Institutions) Regulations, 2009, particularly with reference to para 6.4.
- Monitor the anti-ragging activities in the institution.

➤ Consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

➤ Meet as per the following periodicity:-

For the first three months after admissions: Fortnightly.

For the next three months: Monthly

For the next six months: Quarterly

Anti-ragging squad (ARS)

There will be two Anti Ragging Squads, one each for the Girls' and Boys' Hostels. They will comprise of the following:-

- Senior Professor
- Respective Hostel Rector
- Respective Hostel Wardens
- One Resident Doctor
- Non-teaching staff
- Senior students

Duties

It shall carry out the following functions:-

- Work under the overall guidance of the Anti-Ragging Committee.
- Patrol, with vigilance, all areas where ragging may take place. Such places will be surveilled by them discretely.
- Remain highly mobile, alert and active at all times, being empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots.
- Conduct regular and surprise checking at various places, hostels and class rooms, from time to time and will appraise the principal's office.
- Carry out on-the-spot investigation into any incident of ragging and make recommendations to the Anti-Ragging Committee.
- Conduct anonymous random surveys among freshers to check whether the Campus is indeed free from ragging.
- Ensure that anti-ragging posters are displayed in designated places.
- Occasionally dine with the newcomers in the hostels to instill confidence among them.
- Provide a report to the Anti-Ragging Committee

Formation of Mentorship Groups

Mentorship Groups will be established in compliance of para 6.3.2 of MCI Regulations 2009. Its composition and duties are as under:-

(a) Composition Mentorship Groups should be constituted as under for each group of 6 fresher students:-

(i) One faculty member

(ii) Tiers of Student Mentors as the number of batches in the institution, at the rate of 1 Student Mentor for 6 freshers and 1 Student Mentor of a higher level for 4- 6 Mentors of the lower level, as follows:-

First Level Mentors (2 Year students): 1 x Mentor for 6 freshers, grouped as per room allotment.

Second Level Mentors (3 Year students): 1 x Mentor for 4 Mentors

Third Level (Internship students): 1 x Mentor for 4 Mentors of second level Mentors

Functions

The Mentoring Cell shall carry out the following functions:-

- Ragging. Mentors will interact with the mentees allotted to them every day to find out whether they are facing any problems or difficulties. They will dispel fears about ragging, and fresher students will be assured that there is zero tolerance for ragging in ACMS.
- The faculty member should interact individually with each member of the group on a daily basis for ascertaining the problems/ difficulties if any faced by the fresher in the institution and extending necessary help.
- In the case of freshers admitted to a hostel it shall be the responsibility of the teacher in charge of the group to coordinate 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.
- It will counsel individually the first year students regularly regarding likely problems of adjustment in a new situation in life and studies, the environment, traditions ,dos, and don'ts, work pressure, etc; allay misconceptions and fears about ragging.
- It will provide information regarding contact number of relevant officials. It will also arrange to handover the printed information booklet and leaflets about antiragging measures, induction and orientation programmes to the new students.

First level mentors have the following roles:-

- To act as a role model. They will visit their mentees in the hostel with the faculty member. They will introduce themselves to the freshers and orient the freshers in the presence of the faculty member.
- They will aid the new students to settle down and make a smooth and peaceful transition to college life, and help them with adjustment with a new environment.
- They will act like peer counsellors for the new students.
- They will challenge negative behaviour on the part of a mentee appropriately and promote observance of the College Code of Conduct for Students.
- Resource info distribution. They will provide information regarding contact number of College authorities, and also hand over any printed information booklets, leaflets, etc. about anti-ragging measures/ induction programmes and orientation programmes to the new students.
- In case any students are found to be prone to ragging, mentors will immediately alert Warden. It will also counsel such students and suggest methods for adjustment or lodging suitable complaints.
- Mentors of the senior batches along with the faculty member will oversee the working of the mentoring cell of the college.
- They will participate and attend training and periodic mentor support workshops as required.
- Reporting. Mentoring Cell will report to The Dean once a week in the first two months of the academic session and thereafter, once a month.

Freshers' Welcoming Committee

Feshers' Welcoming Committee will be established as a measure for encouraging healthy interaction between freshers and seniors.

Composition

- Students` Council Incharge
- Cultural Committee incharge
- Rectors of Boy`s & Girl`s Hostel
- Class Representatives of senior batches

Functions

- Actively monitor, promote and regulate healthy interaction between the freshers and senior students.
- Organize freshers' welcome party 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 any shyness or awkwardness, and remove their inhibitions, if any.

Parent – Teacher Association

Parent- Teacher association will be constituted at the start of the academic session in ACMS.

Composition and designations

- President : A parent
- Vice-President : A parent
- Secretary : A faculty member
- Joint Secretary : A parent
- Treasurer : Faculty member
- Members : Three parents and three faculty Members including Counsellor and Wardens.

Functions

- Advocate to all parents for prompt reporting any incident of ragging.
- Foster good relationships between parents.
- Discuss various issues pertaining to students
- Offer recommendations to the college authorities on appropriate issues.
- Provide feedback to The Dean regarding any incident of harassments.

RIGHTS & DUTIES OF STUDENTS

Rights and Duties of New Students and their guardians

- A fresher student should consider the College community like his/her family and should maintain cordial relationship with other members of the community particularly with the senior students.

- He/she, like any other student, enjoys all rights and privileges that are available to any free citizen of this country.
- It is their duty NOT to obey any orders or requests from anyone in the hostel (apart from the administrators) or within the Campus if he/she feels embarrassed or undignified by complying with such requests.
- It is the responsibility of the fresher or any other person(s) who is/are aware about such request or order to bring it to the immediate notice of the Dean or any member of the ARC, ARS or Mentoring Cell. It should be noted that failing to do so is an offence and will invite severe disciplinary action.
- The guardian should cooperate with the College authorities to seek redressal of the grievances of the freshers, if any.

Rights and Duties of senior students

- It is the duty of the seniors to guide the freshers properly so that they feel at home and ease their transition into a new environment.
- Seniors should co-operate with all mentor cells and not create obstacles for them. Any tendency of a senior student to try to bulldoze his way over a junior mentor will be considered to be ragging, and dealt with accordingly.
- Seniors are expected to co-operate and be present during the supervised interactions between seniors and freshers.
- Seniors are expected to explore for fresh talents in the freshers during the “ice breaking sessions” in college/hostels in presence of ARC and ARS members.
- Seniors should be proactive in ensuring that that no ragging takes place anywhere in the Campus and they should report any such incidents immediately.

ACTIONS TO BE TAKEN ON RECEIVING A COMPLAINT OF RAGGING

Actions to be taken

- All matters of discipline within teaching institutions must be resolved within the campus except those impinging on law and order or breach of peace or public tranquility.
- Anti ragging complaints, in whatever form or from whatever source these may emanate, shall be dealt with immediately and appropriately. The action will also be conveyed to the appropriate authorities.
- The identity of the complainant (whether senior or fresher) will be kept confidential.
- Every offence shall be cognizable and non bailable, with the permission of the court.

- In all cases a First Information Report (FIR) will be filed without exception by the college authorities with the local Police authority. Any decision of the parent/guardian to file their own FIR directly will not absolve the college authorities from filing their own FIR.
- Whenever any student or parents or guardian or a member of the faculty, or a nonteaching staff makes a complaint, in writing, of ragging to the Dean, he shall, without prejudice to the foregoing provisions, within 24 hours of the receipt of the complaint, enquire into it and, if, prima facie, it is found true, suspend the student found guilty.
- Where, on enquiry by the Dean, it is proved that prima facie there is no substance in the complaint of ragging, he shall intimate the fact, in writing, to the complainant. Penalties for not complying.
- Any person who contravenes the above provisions shall, on conviction, be punished with imprisonment for a term which may extend to one year or a fine which may extend to ten thousand rupees, or with both.
- The head of the institution or an officer, directly or primarily in-charge of supervision for the proper maintenance of discipline in the college, if knowingly omits to check and report or connives or abets the commission of the offence, shall be punished for a term which may extend to six months or with fine which may extend to twenty five thousand rupees or both.

**MEDICAL COUNCIL OF INDIA (PREVENTION AND PROHIBITION OF RAGGING
IN MEDICAL COLLEGES/INSTITUTIONS) REGULATIONS, 2009**

**MEDICAL COUNCIL OF INDIA NOTIFICATION No. MCI-34(1)/2009-Med./25453,
dated the 3rd August, 2009**

In exercise of the powers conferred by Section 33 of the Indian Medical Council Act, 1956 (102 of 1956) the Medical Council of India with the previous sanction of the Central Government hereby makes the following Regulations, namely:-

1. Short title, commencement and applicability:-

- (i) These Regulations may be called the Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulations, 2009.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Objective: - To root out ragging in all its forms from medical colleges/institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. Definitions: - For the purposes of these Regulations:-

3.1 “Medical College” means an institution, whether known as such or by any other name, which provides for a programme, beyond 12 years of schooling, for obtaining recognized MBBS qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such programmes of study and present students undergoing such programmes of study for the examination for the award of recognized MBBS/PG Degree/Diploma qualifications.

3.2 “Head of the institution” means the Dean/Principal/Director of the concerned medical college/institution.

3.3 Ragging” includes the following: Any conduct whether by words spoken or written or by an act which has the effect of harassing, 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.

3.4 MCI means MCI constituted in terms of Section 3 of Indian Medical Council Act, 1956.

3.5 “University” means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, an institution deemed to be university under Section 3 of the UGC Act, 1956, or an institution specially empowered by an Act of Parliament to confer or grant degrees.

4. Punishable ingredients of Ragging:-

Abetment to ragging;

Criminal conspiracy to rag;

Unlawful assembly and rioting while ragging;

Public nuisance created during ragging;

Violation of decency and morals through ragging;

Injury to body,

Causing hurt or grievous hurt;

Wrongful restraint; Wrongful confinement;

Use of criminal force;

Assault as well as sexual offences or even unnatural offences;

Extortion;

Criminal trespass;

Offences against property;

Criminal intimidation;

Attempts to commit any or all of the above mentioned offences against the victim(s);

Physical or psychological humiliation.

All other offences following from the definition of “Ragging”.

5. Measures for prohibition of ragging:-

5.1 The Medical College/Institution / University shall strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted and / or for the time being in force, considering ragging as a cognizable offence under the law at par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST and prohibiting ragging in all its forms in all institutions.

5.2 Ragging in all its forms shall be totally banned in the entire Medical College/Institution / University including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc) whether located within the campus or outside and in all means of transportation of students whether public or private.

5.3 The Medical College/Institution / University shall take strict action against those found guilty of ragging and/or of abetting ragging.

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

6.1 Before admissions:-

6.1.1 The advertisement for admissions shall clearly mention that ragging is totally banned / prohibited in the Medical College/Institution and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately.

6.1.2 The brochure of admission/instruction booklet for candidates shall print in block letters

6.1.3 The Prospectus and other admission related documents shall incorporate all directions of the Hon'ble Supreme Court and /or the Central or State Governments as applicable, so that the candidates and their parents/ guardians are sensitized in respect of the prohibition and

consequences of ragging. 6.1.4 A Brochure or booklet/leaflet shall be distributed to each student at the beginning of each academic session for obtaining undertaking not to indulge or abet ragging and shall contain the blueprint of prevention and methods of redress. The application form for admission/ enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant (English version given in Annexure I, Part I), to 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 to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

6.1.5 The application form shall also contain a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the parent/ guardian (English version given in Annexure I, Part II), to be signed by the parent/ guardian of the applicant to the effect that he/ she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging. A database shall be created out of affidavits affirmed by each student and his/her parents/guardians stored electronically, and shall contain the details of each student. The database shall also function as a record of ragging complaints received.

6.1.6 The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/transfer certificate/migration certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.

6.1.7 A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I (both Parts) along with his/her application for hostel accommodation.

6.1.8 At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/ guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.

6.1.9 To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably multicolored 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. Some of such posters shall be of permanent nature in certain vulnerable places.

6.1.10 Apart from placing posters mentioned in sub-clause 6.1.9 above at strategic places, the Medical College/Institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.

6.1.11 The Medical College/Institution/University shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.

6.1.12 The Medical College/Institution/University shall identify, properly illuminate and man all vulnerable locations.

6.1.13 The Medical College/Institution/University shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.

6.1.14 The Medical College/Institution/University shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, leaflets, seminars, street plays, etc.

6.1.15 The faculties/ departments/ units of the Medical College/Institution /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 a clear sense of the main aims and objectives of the induction process. The Principal or Head of the Institution/Department shall obtain an undertaking from every employee of the institution including teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service record.

6.2. On admission:-

6.2.1 Every fresher admitted to the Medical College/ Institution/ University shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors. Every institution should 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.

6.2.2 The Medical College/Institution/University through the leaflet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.

6.2.3 The leaflet mentioned above shall also inform the freshers about their rights as bonafide students of the institution and clearly instructing 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.

6.2.4 The leaflet mentioned above 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.

6.2.5 The Medical College/Institution/University shall also organize joint sensitization programmes of "freshers" and seniors. On the arrival of senior students after the first week or after the second week as the case may be, further orientation programmes must be scheduled as follows (i) joint sensitization programme and counseling of both 'freshers' and senior by a Professional counselor; (ii) joint orientation programme of 'freshers' and seniors to be addressed by the principal/Head of the institution, and the anti -ragging committee ; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the 'freshers' and seniors to interact in the presence of faculty members ; (iv) in the hostel, the warden should address all students; may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.

6.2.6 Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

6.3. At the end of the academic year:-

6.3.1 At the end of every academic year the Dean/Principal/Director shall send a letter to the parents/guardians of the students who are completing the first year informing them about the law regarding ragging and the punishments, and appealing to them to impress upon their wards to desist from indulging in ragging when they come back at the beginning of the next academic session.

6.3.2 At the end of every academic year the Medical College/Institution /University shall form a "Mentoring Cell" consisting of Mentors for the succeeding academic year. There shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of 1 Mentor for 6 freshers and 1 Mentor of a higher level for 6 Mentors of the lower level. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of the staff. Such staff member should interact individually with, each member of the group on a daily basis for ascertaining the problems/difficulties if any faced by the fresher in the institution

and extending necessary help. In the case of freshers admitted to a hostel it shall be the responsibility of the teacher in charge of the group to coordinate 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.

6.4. Setting up of Committees and their functions:-

6.4.1 The Anti-Ragging Committee:- Every institution shall have an Anti-Ragging Committee and an Anti -Ragging Squad. The Anti-Ragging Committee shall be headed by the Head of the institution and shall consist of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the Anti-Ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

6.4.2 The Anti-Ragging Squad: - The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall exclusively consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the Anti-Ragging Committee. All matters of discipline within teaching institutions must be resolved within the campus except those impinging on law and order or breach of peace or public tranquility, all of which should be dealt with under the penal laws of the land University Monitoring Cell At the level of the University, we recommend that there should be a Monitoring Cell on Ragging, which should coordinate with the affiliated colleges and institutions under its domain. The Cell should call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committee, Anti - Ragging Squads, Monitoring Cells at the level of the institution, the compliance with instructions on conducting orientation programmes, counseling sessions, the incidents of ragging, the problems faced by wardens or other officials. It should also keep itself abreast of the decisions of the District level Anti – Ragging Committee. This Monitoring Cell should also review the efforts made by institutions o publicize anti - ragging measures, soliciting of undertaking from parents and students each year to abstain from ragging activities or willingness to be penalized for violations; and should 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.

6.5. Other measures:-

6.5.1 The Annexures mentioned in 6.1.4, 6.1.5 and 6.1.7 of these Regulations shall be furnished at the beginning of each academic year by every student, that is, by freshers as well as seniors.

6.5.2 The Medical College/Institution /University shall arrange for regular and periodic psychological counseling and orientation for students (for freshers separately, as well as jointly with seniors) by professional counselors during the first three months of the new academic year. This shall be done at the institution and department/ course levels. Parents and teachers shall also be involved in such sessions.

6.5.3 Full-time warden shall be appointed as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline, as well as the softer skills of counseling and communicating with the youth outside the class-room situations. Wardens shall be accessible at all hours and shall be provided with mobile phones and the details of their telephone number must be widely publicized. Similarly, the telephone numbers of the other important functionaries - Heads of institutions, faculty members, members of the anti-ragging committees, district and sub-divisional authorities and state authorities where relevant, should also be widely disseminated for the needy to get in touch or seek help in emergencies. The institution shall review and suitably enhance the powers and perquisites of Wardens and authorities involved in curbing the menace of ragging. Further the institutions shall provide necessary incentives for the post of full-time warden, so as to attract suitable candidates.

6.5.4 Freshers shall 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 college staff. As ragging takes place mostly in the hostels after the classes are over in the college, a round the clock vigil against ragging in the hostel premises shall be provided. It is seen, that college canteens and hostel messes are also places where ragging often takes place. The employers/employees of the canteens/mess shall be given necessary instructions to keep strict vigil and to report the incidents of ragging to the college authorities if any. The security personnel posted in hostels shall be under the direct control of the Wardens and assessed by them.

6.5.5 Private commercially managed lodges and hostels shall be registered with the local police authorities, and this shall be done necessarily on the recommendation of the Head of the institution. Local police, local administration and the institutional authorities shall ensure vigil on incidents that may come within the definition of ragging and shall be responsible for action in the event of ragging in such premises, just as they would be for incidents within the campus. Managements of such private hostels shall be responsible for action in the event of ragging in such premises, just as they would be for incidents within campuses.

6.5.6 Besides registering private hostels as stated above, the towns or cities where educational institutions are located should be apportioned as sectors among faculty members, as is being

done by some institutions, so that they could maintain vigil and report any incidents of ragging outside campuses and en route while 'freshers' commute.

6.5.7 The Head of the institution shall take immediate action on receipt of the recommendations of the Ant-Ragging Squad. He/ She shall also take action suo motu if the circumstances so warrant.

6.5.8 Freshers who do not report the incidents of ragging either as victims or as witnesses shall also be punished suitably.

6.5.9 Anonymous random surveys shall be conducted across the 1st year batch of students (freshers) every fortnight during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not. The institution may design its own methodology of conducting such surveys.

6.5.10 The burden of proof shall lie on the perpetrator of ragging and not on the victim.

6.5.11 The institution shall file an FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities. Remedial action shall be initiated and completed within the one week of the incident itself.

6.5.12 The Migration/Transfer Certificate issued to the student by the Medical College/Institution /University shall have an entry, apart from those relating to general conduct and behaviour, 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. 6.5.13 Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the Medical College/Institution /University, including faculty, and not merely that of the specific body/ committee constituted for prevention of ragging.

6.5.14 As such the college canteens and hostel messes are also places where ragging often takes place, hence the employers/employees of the canteens/mess shall be given necessary instructions to keep strict vigil and to report the incidents of ragging to the college authorities, if any. Further access to mobile phones and public phones shall be unrestricted in hostels and campuses, except in class-rooms, seminar halls, library etc. where jammers shall be installed to restrict the use of mobile phones.

6.6 Measures for encouraging healthy interaction between freshers and seniors:-

6.6.1 The Medical College/Institution /University shall set up appropriate committees including the course-in-charge, student advisor, Warden and some senior students to actively monitor, promote and regulate healthy interaction between the freshers and senior students.

6.6.2 Freshers' welcome parties shall be organized in each department by the senior students and the faculty together soon after admissions, 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 inhibitions.

6.6.3 The Medical College/Institution /University shall enhance the student-faculty interaction by involving the students in all matters of the institution, except those relating to the actual processes of evaluation and of faculty appointments, so that the students shall feel that they are responsible partners in managing the affairs of the institution and consequently the credit due to the institution for good work/ performance is due to them as well.

7. Regulatory Measures. The inspecting/visiting committees of MCI shall cross verify that the medical college/institution has strictly complied with the anti-ragging measures and has a blemish less record in terms of there being no incident of ragging during the impending period (i.e. from earlier inspection) or otherwise.

8. Awardable Punishments.

8.1 At the Medical College/Institution level: Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: -

8.1.1 Suspension from attending classes and academic privileges.

8.1.2 Withholding/withdrawing scholarship/ fellowship and other benefits

8.1.3 Debarring from appearing in any test/ examination or other evaluation Process.

8.1.4. Withholding results

8.1.5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

8.1.6 Suspension/ expulsion from the hostel

8.1.7 Cancellation of admission.

8.1.8 Rustication from the institution for period ranging from 1 to 4 semesters

8.1.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.

8.1.10 Fine of Rs. 25,000/- and Rs. 1 lakh.

8.1.11 Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

8.2 Penal consequences for the heads of the institutions/administration of the institution who do not take timely steps in the prevention of ragging and punishing those who rag. The authorities of the institution particularly the Head of the institution, shall be responsible to ensure that no incident of ragging takes place in the institution. In case any incident of ragging takes place, the Head shall take prompt and appropriate action against the person (s) whose dereliction of duty lead to the incident. The authority designated to appoint the Head shall, in its turn, take prompt

and appropriate action against the Head. In addition to penal consequences, departmental enquiries be initiated against such heads institutions / members of the administration / faculty members / non-teaching staff, who display an apathetic or insensitive attitude towards complaints of ragging.

8.3 At the MCI level

8.3.1 Impose an exemplary fine of Rs. 1 lakh for each incident of ragging payable by erring medical college/institution to such authority as may be designated by the appropriate Govt., as the case may be. 8.3.2 Declare the erring Medical College/Institution/University as not having the minimum academic standards and warning the potential candidates for admission at such institution through public notice and posing on the MCI website.

8.3.3 Declare the erring Medical College/Institution/University to be ineligible for preferring any application u/s 10A of the Indian Medical Council Act, 1956 for a minimum period of one year, extendable by such quantum by the Council as would be commensurate with the wrong.

(Sd/)

(Lt. Col. (Retd.) Dr. A.R.N. Setalvad)
SECRETARY



DEAN

Dr. Vithalrao Vikhe Patil Foundation's
MEDICAL COLLEGE & HOSPITAL
Ahmednagar



Dr. Vithalrao Vikhe Patil Foundation's

Medical College & Hospital

Ahmednagar

RAGGING

IS A CRIMINAL OFFENCE

Do not **"RAG"**

Also don't be a mute witness to

RAGGING



Anti Ragging & Student Safety

Anti-Ragging Brochure

Introduction

Ragging mostly occurs in higher educational institutes. It is an organized Human Rights abuse. Senior students torture newly admitted students by varying forms of victimization, horrifying, emotional and sometimes physical torture. Senior students defend the practice stating that it is traditional practice in the College. Some students defend it by saying that ragging serves to break ice. However, many times it becomes severe in nature causing physical and mental trauma leading to commit suicide.

The Medical Council of India has published a detailed Notification, The Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/ Institutions) Regulations, 2009, to eradicate the menace of ragging, which is law.

Objectives

To eradicate ragging in all its forms from medical college/institutions in the country by prohibiting it by law, preventing its occurrence and punishing those who indulge in ragging as provided for in these regulations and the appropriate law in force.



Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.



Action by the Head of the institution.-

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution can file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against
- the victim(s);
- Threat to commit any or all of the above mentioned offences against the
- victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of “Ragging”.



Punishments Awardable

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging shall be any one or any combination of the following: -

- Suspension from attending classes and academic privileges.
- Withholding/withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation
- Process.
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel
- Cancellation of admission.
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.
- Fine of Rs. 25,000/- and Rs. 1 lakh
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.



REFERENCES

1. Maharashtra Prohibition of Ragging Act, 1999. Rules of Prohibition of Ragging, Higher and Technical Education Dept., Mantralaya Annex, Mumbai, dated 19th May 1999.
2. Directives of the Honorable Supreme Court on the Menace of Ragging SLP No (s) 24295 of 2006 University of Kerala Vs Council of Principals; Colleges, Kerala & Ors (with SLP (C) No. 24296-99/2004 & W.P. (CrI) No 173/2006 and SLP (C) No. 14356 /2005).
3. Summary of the Judgment of the Hon. Supreme Court delivered on the 8th May 2009.
4. Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/ Institutions) Regulations, 2009. Notified in Part III section 4 of Gazette of India on 03.08.2009. Circular no. 34(1)/2009-Med/31046, dated 21.08.2009.
5. UGC Draft Regulations on Curbing the Menace of Ragging in Higher educational Institutions, 2009.




DEAN

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Ahmednagar

Anti-Ragging Committee Members and Contact Numbers

(24 x 7)

S.N.	Name of Teacher	Designation & Dept.	Mobile No.
1.	Dr. Sunil N Mhaske	Dean	8554990221
2.	Dr. Sudhir Pawar	Prof & Head, Dept. of Anatomy Member Secretary	9850697722
3.	Dr. P.R.Gade	Professor & Head, Dept. of Pharmacology	9822842567
4.	Dr. Sandeep Kadu	Professor & Head, Dept. of FMT	8421388444
5.	Mr. Vilas Ghule	Deputy Registrar	8554990239
6.	Dr. Deshmukh Jayant	Rector Boys' Hostel	7387065596
7.	Dr. Awari Abhijit	Rector Boys' Hostel	7057027826
8.	Dr. Indurkar Vishal	Rector Boys' Hostel	8329800894
9.	Dr. Anita Fating	Rector Girls' Hostel	8600261739
10.	Dr. Nighute Sunita	Rector Girls' Hostel	7898726341
11.	Dr. Bhalerao Sharayu	Rector Girls' Hostel	9545797314
12.	Mrs. Shradhha Gunjal	Asst. Professor, Dept. of Microbiology	9764870716
13.	Mr. Prasad Gunjal	Asst. Professor, Dept. of Microbiology	9049116053
14.	Dr. Ms. Sonali Bhagat	Asst. Professor, Dept. of Biochemistry	9890445423
15.	Mr. Vikrant Yeole	Civil Engineer	8554990245
16.	Mr. Prasad Kajale	Asst. Registrar	8554990228
17.	Mrs. Pratibha Gangarde	Asst. Estt. officer	9923564639


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**BEFORE YOU EVEN
THINK OF RAGGING**

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THINK OF

Humiliation

Suspension

Ruined Career

Blacklisting

Expulsion

Possible Prosecution

Don't just stand and watch. Stop Ragging! Show Character

Remember RAGGING is for LOSERS

Visit UGC Website i.e. www.ugc.ac.in & www.antiragging.in to see UGC Anti Ragging regulations.

Are You Being Ragged ?

Immediately call UGC Anti Ragging Helpline- 1800-180-5522 (24x7 Toll Free)

Or Send an E-mail to helpline@antiragging.in



Sexual Harassment Elimination Committee

Standard Operating Procedure(SOP)

Dr. Vithalrao Vikhe Patil Foundation's Medical College & Hospital,
Ahmednagar

Sexual Harassment Elimination Committee

Introduction

The Supreme Court of India acknowledged, sexual harassment at the workplace as violation of human right as per the Vishaka guidelines 1997.

A safe workplace is a woman's legal right. Sexual harassment at workplace constitutes a gross violation of women's right to equality and dignity.

Vision and Mission-

To ensure Women's right to workplace equality, free from sexual harassment through compliance with Prohibition, Prevention and Redress of sexual harassment at workplace.

To improve the participation and productivity of women by providing secure work environment which in turn leads to economic growth and empowerment of women.

Our Mission is to ensure safe working spaces for women and to build enabling work environments that respect women's right to equality of status and opportunity.

Scope

It is the right of every woman to a safe and secure workplace environment
Irrespective of her age or employment/work status

The committee guidelines and policies therefore are applicable for all female teaching, nonteaching staff, support staff, whether permanent or contractual working in DVVPFS Medical College and Hospital. The scope of the committee also extends to the female students admitted in the institute for the training purpose.

Operational Definitions

Workplace- Work place includes any place where the employees of the organization carry out tasks to further the organizational goals and objectives.

Employee/Staff: It covers all the staff on the payroll including the teaching staff, non-teaching staff, contractual staff, paramedical staff, nursing staff, support services etc.

Students:

A student will include any candidate enrolled in the institute as a trainee in capacity of undergraduate, postgraduate, nursing, paramedical, undergoing training in DVVPFs medical college and hospital.

Sexual Harassment” may be one or series of incidents that includes anyone or more of the following unwelcome acts or behaviour

1. Physical contact or advances;
2. A demand or request for sexual favours;
3. Verbal abuse
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

Organization of the committee

Chairman-Dean of DVVVPF'S Medical College

Secretary-Senior Female employee

Members –Preferably female employee (atleast50% members should be females)

Responsibilities regarding sexual harassment

Role and responsibilities of the committee


1. To frame the policy to ensure the work environment free from sexual harassment
2. Time bound redressal of the sexual harassment complaints made by the victim
3. To monitor the safe and secure work environment
4. To hold quarterly meetings of the committee for discussing the issues.

Responsibility of the employee

All employees of the institute have personal responsibility to ensure that their behaviour is not contrary to the policy and maintenance of work environment free from sexual harassment is the responsibility of everyone working in the institute.

Complaint Procedure and redressal

1. The signed written complaint should be submitted to the chairman preferably within 15 days of the occurrence of the incidence. The complaint should be submitted in sealed envelope.
2. The committee will call urgent meeting and decide whether the complaint falls under purview of sexual harassment. If yes then the inquiry committee will be set. If the complaint does not fall under the purview, the reasons are recorded and communicated to the complainant.
3. The inquiry committee should investigate the matter maintaining strict confidentiality and submit the report within 60 days of receipt of the complaint.
4. The inquiry committee report is submitted with due recommendations to the authorities for further action
5. The Authorities will take the corrective actions and inform the complainant. The corrective actions include any one of the following -written warning, formal apology, counseling, change of work assignment of the preparatory or victim, suspension or termination of the services of the employee found to be guilty
6. In case the complaint is found false the complainant is liable to the disciplinary action taken by the management.


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***Dr. Vithalrao Vikhe Patil Foundation's
Medical College & Hospital, Ahmednagar***

***Students` Grievance Redressal Cell
Standard Operating Procedure(SOP)***

STUDENT'S GRIEVANCE REDRESSAL CELL

Student Grievance Redressal Cell of Dr. Vitthalrao Vikhe Patil Foundation's Medical College, Ahmednagar has been framed according to the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013) and Maharashtra University of Health Sciences (MUHS) for handling day-to-day grievances related to students and parents.

VISION:

Quick, fair, unbiased and prompt action on any curricular and extracurricular grievances of students and parents.

OBJECTIVES

1. Establishment of student's grievance redressal cell as per the guidelines.
2. Framing standard operating procedures for any student's grievance redressal.
3. Allotment of duties of all members of student's grievance redressal cell.
4. Arrangement of at least two meetings of student's grievance redressal cell in a year and as per requirement.
5. To assure that, opinions of grievant and defendant are respected and any party should neither discriminated nor victimized.

DEFINITIONS

Grievance: Grievance means a formal complaint—includes any kind of dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with College that a student and parent thinks, believes, or even feels, is unfair, unjust or inequitable.

Grievant: Grievant means a student, parent or group of students or parents submitting the grievance.

STUDENT'S GRIEVANCE REDRESSAL CELL:

A Student's Grievance Redressal Cell of following members is constituted as per U.G.C. and Maharashtra University of Health Sciences (MUHS) guidelines. Considering community based unequal treatment to ST, SC, OBC, Students, and Teaching & Non-Teaching staff having their representation in the committee.

S.N.	Name	Designation
1.	Principal / Dean	Chairman
2.	Open / SC/ ST / OBC Category	Member Secretary
3.	SC Category	Member
4.	ST Category	Member
5.	Female Representative	Member
6.	Rectors, from Boys and Girls Hostels	Member
7.	UG Student Representative	Member
8.	PG Student Representative	Member
9.	Clerk, Student Section	Member
10.	Peon, Dean Office	Member


FUNCTIONS OF THE STUDENT'S GRIEVANCE REDRESSAL CELL:

- To make available proper platform to students and parents to express their grievances freely and openly without any panic of being victimized.
- To safeguard that there should be no revenge of any kind against any applicant, witness, or any other participant in the grievance redressal process by reason of such participation in the grievance process.
- To investigate the merits of grievances and conduct formal enquiries
- To safeguard the privacy and confidentiality of all parties during the exploration, according to the policy guidelines;
- To find the truths through other relevant sources.
- To make sure prompt disposal of every grievance application - within a maximum period of 15 days of the receipt of complaint in writing.

STANDARD OPERATING PROCEDURE STUDENT'S GRIEVANCE REDRESSAL CELL:

- An institutional grievance redressal committee should be formed by head of institution and should be approved by the statutory body of institution.
- Student or a group of students seeking help of the cell shall submit an application to the Chairperson requesting to hold a meeting with the cell.
- The student(s) is/are advised not to mention anything about the grievance in the application to preclude leakage of information.
- The Chairperson, through the secretary, shall promptly notify all the members of the cell and the concerned student(s) - in writing - of the timing and venue - to convene a meeting with the student(s) to hear his/her/their case.
- The Secretary shall make sure that such meeting takes place by the end of the next working day after the submission of application.

- The **minutes of the meeting** shall be prepared by the **Secretary** and is to be signed by all the members present in the meeting (including the Secretary) and the student(s).
 - The cell shall make sure that the grievance has been redressed in reasonable time period or in cases where the cell is unable to redress the grievance, provide a reasonable explanation to the student(s) for its inability to resolve the same.
 - In case the **Chairperson** is absent, student(s) is/are advised to submit an application directly to the **Secretary**.
 - If the student is not satisfied with the decision of committee, then the same can be referred to Institute's Head and further from **Registrar** to **University Student Redressal committee** if required.
 - If the student still not satisfied with the decision of University Student Redressal committee, then the grievance shall be referred to Ombudsperson. (Appointed by U.G.C.)
 - The Ombudsperson shall make all efforts to resolve grievances within a period of 30 days of receiving appeal.
 - The following points are considered for action:
 1. **Academic related issues** –Admissions(irregular process, demand of money, breach of the policy for reservation), **Examinations**(delay in conduct/in declaration of result), **Assessments, Evaluation**(non transparent/unfair evaluation), issues related with certificates, **Library facilities**
 2. **Amenities & Maintenance**- Hostel issues, Wi-fi internet connectivity, sanitation & Hygiene, Maintenance and Medical Facilities.
 3. **General issues** – Scholarships, HR related issues, Discipline, Safety, Security, Misbehaviors, Emergency services.
 - After completing the procedure, the committee shall communicate the final decision to both parties which shall be binding on both parties.
 - Closing Of Complaint: The complaint will be closed when:
 - a. The grievant has freely accepted the decision.
 - b. The grievant has not responded / appealed within four weeks from the date of decision.
- The minutes of meetings of each grievance must be recorded in a organized way.
The confidentiality must be maintained related to investigation.
- Student`s Grievance Redressal Committee clerk should collect feedback from students and parents for further improvement.


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