

IITM/SP/ARP/05

ANTI RAGGING REGULATION/POLICY

Title, Commencement and Applicability

- These regulations shall be called the "Institute of Information Technology & Management-IITM", Regulations on Curbing the Menace of Ragging in the Institute.
- They shall come into force from the date of their notification by the Institute.
- They shall apply to IITM, New Delhi, including the elements of the Institute such as all the departments, the premises, Library, canteen etc.

Objectives

In view of the directions of 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 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 the institute, and thereby, to provide for the healthy development, physically and psychologically, of all students, the Institute of Information Technology & Management, Janakpuri, New Delhi (IITM) brings forth these Regulations.

What constitutes Ragging: For the purpose of these regulations the expression "Ragging" would mean and include the following:

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



- b. indulging in rowdy or in-disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i. any act 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.

Compliance(s)

- a. Ensure all students and parents must fill the online undertaking on www.antiragging.in
- b. Display of all the banner/poster/measure of anti-ragging in website and prominent locations before the start of Academic year
- c. Establish Anti-Ragging Squad as per regulation
- d. Submit Regular compliances/ reports to the various statutory body (UGC/AICTE/Affiliating University) as per the Anti-ragging guidelines.
- e. Disseminate telephone number of the Anti-ragging helpline
- f. Celebrate Anti-ragging day and Anti-Ragging Week.

Measures for Prevention of Ragging at the Institutional Level

The institute 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, audiovisual 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 institute, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these



Regulations as well as under the provisions of any penal law for the time being in force.

- b. The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the Institute, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, and other functionaries or authorities where relevant, shall be published on notice board.
- c. The application form (provided by GGSIP University, New Delhi) for admission, enrolment or registration shall contain an undertaking, mandatorily in English and/or in Hindi 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, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- d. The application form (provided by GGSIP University, New Delhi) for admission, enrolment or registration shall contain an undertaking, mandatorily in English and/or in Hindi to be filled up and signed by the parents/guardians of 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, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- e. The application for admission (in affiliated institute of the GGSIP University, New Delhi) shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institute can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- f. Before the commencement of the academic session in the institute the Head of the institute shall convene and address a meeting of various functionaries/agencies, such as representatives of students, parents/guardians, faculty, to discuss the measures to be taken to prevent ragging in the institute and steps to be taken to identify those indulging in or abetting ragging and punish them.
- g. The institute shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institute towards those indulging in ragging, 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, and other areas of building as well as at places, where students normally gather and at places, known to be vulnerable to the occurrences of ragging incidents.
- h. The institute shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
 - i. The institute 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.
 - j. The institute shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
 - k. The institute shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
 - l. The institute shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institute, for the purposes of offering counselling to fresher's and to other students after the commencement of the academic year.

The institute shall, on admission or enrolment or registration of students, take the following steps, namely,

- a. Every fresh student admitted to the institute 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, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.
- b. The institute, through the leaflet specified in clause (a) of Regulation 4.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institute in earlier years.
- c. The leaflet specified in clause (a) of Regulation 4.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institute and clearly instruct 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 to ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the University and its affiliated institutes, as the case may be.
- d. The leaflet specified in clause (a) of Regulation 4.2 of these Regulations shall contain a calendar of events and activities laid down by the instituteto facilitate and complement familiarization of freshers with the academic environmentof the institute.
- e. The institute shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely;
 - i. joint sensitization programme and counselling of both freshers and senior students



- by a professional counsellor, referred to in clause (n) of Regulation 4.1 of these Regulations;
- ii. joint orientation programme of fresher and seniors to be addressed by the Head of the institute and the anti-ragging committee;
 - f. The institute shall set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
 - 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 and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
 - h. Each batch of freshers, on arrival at the institute, 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 institute and shall extend necessary help to the fresher in overcoming the same.
 - i. A round the clock vigil against ragging in the premises, in order to prevent ragging after the classes are over, shall be ensured by the institute.
 - j. It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the institute.
 - k. Every student studying in the institute and his/her parents/guardians shall provide the specific undertaking required under clauses (c), (d) and (f) of Regulation 4.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
 - l. The institute shall obtain the undertaking from every student as referred to above in clause (m) of Regulation 4.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the undertaking in an electronic form, to be accessed easily when required either by the University or any other Committee, person or organization authorized to do so.
 - m. Every student at the time of his/her registration shall inform the institute about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
 - n. The Head of the institute shall, on the basis of the information provided by the student under clause (o) of Regulation 4.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or enroute while commuting to the institute using any means of transportation of students, whether public or private.
 - o. The Head of the institute 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 institute, 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 institute at the beginning of the academic session next.

The institute shall constitute the following bodies; namely,

- a. The institute shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institute, 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 institute.
- c. The institute shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the institute 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. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

The institute shall take the following other measures, namely,

- a. The institute affiliated to the University 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.
- b. In order to enable a student or any person to communicate with the Anti-Ragging Helpline, the institute affiliated to the University shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institute may deem it necessary to restrict the use of phones.
- c. The faculty of the institute and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the University and its affiliated institutes, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- d. The institute shall obtain an undertaking from every employee of the institute including all 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 and employees of service providers providing services within the University and its affiliated institutes, that he/she would report promptly any case of ragging which comes to his/her notice.
- e. The institute shall make a provision in the service rule so fits employees for issuing



certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.

- f. The institute shall give necessary instructions to the employees of the canteens and messing, whether that of the institute or that of a service provider providing this service, or their employers, as the casemay be, to keep astrict vigil inthe area of their work andto report the incidents ofragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.

Action to be taken 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 the institute shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, 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, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging; criminal conspiracy to rag;
- ii. Unlawful assembly and rioting while ragging;
- iii. Public nuisance created during ragging;
- iv. Violation of decency and morals through ragging;
- v. Injury to body, causing hurt or grievous hurt;
- vi. Wrongful restraint;
- vii. Wrongful confinement;
- viii. Use of criminal force;
- ix. Assault as well as sexual offences or unnatural offences;
- x. Extortion;
- xi. Criminal trespass;
- xii. Offences against property;
- xiii. Criminal intimidation;
- xiv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xv. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvi. Physical or psychological humiliation;
- xvii. All other offences following from the definition of "Ragging". Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee or to the University. Provided further that the institute shall also continue with its own enquiry initiated under clause 6 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.



Administrative action in the event of ragging

The institute shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a. The Anti-Ragging Committee of the institute shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - i. Suspension from attending classes and academic privileges.
 - ii. Withholding / withdrawing scholarship / fellowship and other benefits.
 - iii. Debarring from appearing in any test / examination or other evaluation process.
 - iv. Withholding results.
 - v. Debarring from representing the institute in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension / expulsion from the hostel. Cancellation of admission.
 - vii. Rustication from the institute for period ranging from one to four semesters.
 - viii. Expulsion from the institute and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- c. An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
 - i. in case of an order of an institution, affiliated to Guru Gobind Singh Indraprastha University, to the Vice-Chancellor of the University;
 - ii. in case of an order of the University, to its Chancellor.



UNDERTAKING BY THE STUDENT

I, (full name of student with admission/registration/enrolment number) _____ s/o d/o Mr./Mrs./Ms. _____, having been admitted to ((name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

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

3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby 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.

Signature of deponent
Name:

Address:
Telephone/Mobile No.

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

UNDERTAKING BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of, (full name of student with admission/registration/enrolment number), having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

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

3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

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

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

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

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

Declared this day of _____ month of _____ year.

Signature of deponent
Name:

Address:

Telephone/Mobile No.:

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