

RAJIV GANDHI INSTITUTE OF MANAGEMENT & SCIENCE

124, THIMMAPURAM VILLAGE, ATCHAMPETA, KAKINADA

ANTI RAGGING POLICIES

RIMS has taken strict initiatives to prevent ragging in the institute and the campus. The College strictly follows the norms of antiragging issued by the university / Statement Government / AICTE. Anti ragging committee is formed to prevent ragging and to create a harmonic environment in the premises of the college.

General policy:

Objectives : To prohibit 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 indiscipline 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; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

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

- 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 indiscipline 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.

Measures for prohibition of ragging at the institution level:

- a. No institution or any part of it thereof, including its elements, including, but not limited to, the departments, hostels and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,
- b. Institution shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

Measures for prevention of ragging at RIMS:

Institution takes the following steps in regard to admission or registration of students; namely,

- a) Every public declaration of intent by RIMS, in any electronic, audiovisual or print or any other media, for admission of students to any course of study expressly provide that ragging is totally prohibited in the institution, 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 institution also draws attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing brochure of admission/rules regulations booklet or the prospectus. Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, are published in the brochure of admission/rules regulations booklet or the prospectus.
- c) The application form for admission, enrolment or registration contains an affidavit, in English and in Hindi and/or in Marathi 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 for admission, enrolment or registration shall contain an affidavit, in English, 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 accompanies by a document in the form of, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioral pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behavior has been commented in such document,
- f) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians respectively along with his/her application.
- g) Before the commencement of the academic session in ADAMC, the Head of the Institution convenes and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.
- h) The institution, 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, prominently displays 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, prominently displays on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- i) The institution requests 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 favors.

- j) The institution identifies, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- k) The institution tightens security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, resorted to at such points at odd hours during the first few months of the academic session.
- l) The institution utilizes 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.
- m) The faculties/departments/units of the institution 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.
- n) Institution engages or seek the assistance of professional counselors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counseling to fresher and to other students after the commencement of the academic year,
- o) The head of the institution provides information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution also ensures that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

Institution, on admission or enrolment or registration of students, takes the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities
- b) The institution, through the leaflet explains to the fresher, 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 institution in earlier years.
- c) The leaflet also informs the fresher about their rights as bonafide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet contains a calendar of events and activities laid down by the institution to facilitate and complement familiarization of fresher with the academic environment of the institution.
- e) The institution, on the arrival of senior students after the first week or after the second week, as the case may be, schedules orientation programmers as follows, namely; (i) joint sensitization programmed and counseling of both fresher and senior students by a professional counselor, (ii) joint orientation

programmed of fresher and seniors to be addressed by the 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 fresher and seniors to interact in the presence of faculty members ;

- a) (iv) in the hostel, the warden addresses all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration. (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the fresher.
 - f) The institution sets 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 fresher, junior students and senior students.
 - g) Fresher or any other student(s), whether being victims, or witnesses, in any incident of ragging,
- b) are encouraged to report such occurrence, and the identity of such informants are protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
 - h) Each batch of fresher, on arrival at the institution, is divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution.
 - i) It is the responsibility of the member of the faculty assigned to the group of fresher, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty maintains a diary of his/her interaction with the fresher under his/her charge.
 - j) Fresher are lodged, as far as possible, in a separate hostel block, and where such facilities
- c) are not available, the institution ensures that access of seniors to accommodation allotted to fresher is strictly monitored by wardens, security guards and other staff of the institution.
 - k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, is ensured by the institution.
 - l) It shall be the responsibility of the parents/guardians of fresher to promptly bring any instance of ragging to the notice of the Head of the Institution,
 - m) Every student studying in the institution and his/her parents/guardians should provide the specific affidavits of these Regulations at the time of admission or registration, as the case may be, during each academic year.
 - n) Institution obtains the affidavit from every student and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution

or by the affiliating University or by any other person or organization authorized to do so.

- o) Every student at the time of his/her registration should inform the institution 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 should 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.
- p) The Head of the institution, at the end of each academic year, sends a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

Institution constitutes the following bodies; namely,

- a) RIMS constitutes a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil
- d) and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, and shall have a diverse mix of membership in terms of levels as well as gender.
- b) It is 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 RIMS.
- c) RIMS also constitutes a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times, provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- e) It is also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.
- e) Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place

before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

- f) RIMS, at the end of each academic year, in order to promote the objectives of these Regulations, constitutes a Mentoring Cell consisting of students volunteering to be Mentors for fresher, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six fresher and one Mentor of a higher level for six Mentors of the lower level.

RIMS takes the following other measures, namely;

- a) Each hostel or a place where groups of students reside, forming part of the institution, have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

- b) The Warden remains accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which are publicized among all students residing in the hostel.

- c) The institution reviews and suitably enhances the powers of Wardens; and the security personnel posted in hostels remain under the direct control of the Warden and their performance is assessed by them.

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

- f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline,

Institute 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 institution may deem it necessary to restrict the use of phones.

- g) The faculty of the institution 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 institution, are timely sensitized towards the ills of ragging, its prevention and the consequences thereof.

- g) The institution obtains an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labor 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 institution, that he/she would report promptly any case of ragging which comes to his/her notice,

- h) The institution makes a provision in the service rules of its 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,
- i) The institution gives necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging 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,
- j) Discreet random surveys are conducted amongst the fresher every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys,
- k) Notwithstanding anything contained in these Regulations with regard to obligations and
- l) responsibilities pertaining to the authorities or members of bodies prescribed above, it is the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

7. Action to be taken by the Head of the RIMS: On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized 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;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;

- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. 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 and the Nodal officer of the MUHS.

Provided further that the ADAMC shall also continue with its own enquiry initiated 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 institution 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 institution 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 institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel,
 - vii. Cancellation of admission,
 - viii. Rustication from the institution for period ranging from one to four semesters.

ix. Expulsion from the institution 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 institution shall resort to collective punishment.

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