

ITMU/VC Office/2024/6060

26.08.2024

NOTIFICATION

As per UGC Regulations, 2009 on *Curbing the Menace of Ragging in Higher Educational Institutions* under para 6.3 (c) the University has constituted following Anti-Ragging Squads till next order:

A. Anti-Ragging Squad-1 – Turari Campus (Day-time – 9.00 AM – 6.00 PM)			
Sno.	Name	Designation/Deptt.	Role
1.	Prof. Mukesh Pandey	Dean, SoET	Coordinator
2.	Mr. Keshav Singh Kansana	Proctor and HoD Management	Member
3.	Dr. Shivom Singh	Environmental Sciences	Member
4.	Ms. Trapti Pathak	DSW	Member
5.	Mr. Vipin Tiwari	HoD, Sports Education	Member
B. Anti-Ragging Squad-2 – Sithouli Campus (Day-time – 9.00 AM – 6.00 PM)			
1.	Prof. Sudharani Banappagoudar	School of Nursing	Coordinator
2.	Mr. Priyansh Samadhiya	School of Law	Member
3.	Mr. Ankur Shrotriya	School of Law	Member
4.	Mr. Ranjeet Reddy	School of Agriculture	Member
C. Anti-Ragging Squad-3 – Turari and Sithouli Campus (6.00 PM – 8.55 AM)			
1.	Chief Warden		Coordinator
2.	All wardens of boys' and girls' hostels		Members
3.	Dr. Dashrath Bhati	School of Agriculture	Member
4.	Ms. Himanshu Gaur	School of Sciences	Member
5.	Ms. Gargi Paliwal	School of Agriculture	Member
6.	Mr. Ranjeet Reddy	School of Agriculture	Member
7.	Mr. Sunil Shah	School of Nursing	Member

The coordinators and members of the Squads **will ensure the attached SoP is implemented**. Depending on the situation, the Squads' operations will not be restricted to the designated time frame.


26.08.2024
Vice Chancellor



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“ CELEBRATING DREAMS ”

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 - Hostel Warden
- } By Mail...

Standard Operating Procedure (SOP) for Anti-Ragging Squad at ITM University, Gwalior

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

1. Composition of the Anti-Ragging Squad

The Anti-Ragging Squad shall be composed of the following members:

1. **Head of the Squad:**
 - A senior faculty member/employee appointed by the Vice-Chancellor.
 2. **Faculty Members:**
 - At least two faculty members from different departments.
 3. **Administrative Staff:**
 - One or two members from the administrative staff.
 4. **Security Personnel:**
 - One or two security officers who are responsible for campus security.
 5. **Student Representatives:**
 - Two senior students (preferably from the final year) who are known for their leadership and integrity.
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2. Roles and Responsibilities

The Anti-Ragging Squad is entrusted with the following responsibilities:

1. **Surveillance and Patrolling:**
 - The squad is responsible for maintaining constant surveillance in areas prone to ragging, such as hostels, canteens, common rooms, and campus grounds.
2. **Immediate Response to Complaints:**
 - The squad must respond immediately to any reported or observed incidents of ragging. They are responsible for stopping the ragging activity, providing support to the victim, and reporting the incident to the Anti-Ragging Committee.

3. Investigation of Incidents:

- The squad is responsible for investigating any incidents of ragging thoroughly. This includes interviewing witnesses, gathering evidence, and preparing a detailed report for the Anti-Ragging Committee.

4. Reporting:

- All incidents, whether minor or major, must be documented and reported to the Anti-Ragging Committee within 24 hours of occurrence.

5. Prevention and Awareness:

- The squad should conduct regular awareness campaigns, including distributing pamphlets, organizing workshops, and conducting meetings with students to educate them about the consequences of ragging and the university's zero-tolerance policy.
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3. Visit Schedule

To ensure the effectiveness of the Anti-Ragging Squad, the following schedule for visits and patrols is to be strictly adhered to:

1. Daily Visits:

- The squad must conduct daily visits to high-risk areas, including:
 - **Hostels:** Morning, Evening and Night patrols.
 - **Canteens and Common Areas:** Random checks during peak hours, such as lunch and dinner times.
 - **Library and Study Areas:** Afternoon patrols (2:00 PM to 4:00 PM) to monitor for any signs of ragging.

2. Weekly Detailed Inspections:

- The squad should conduct a thorough inspection of all hostels and campus facilities **every week**. This includes:
 - Checking rooms in hostels for any signs of ragging.
 - Interacting with students to understand any underlying issues.
 - Reviewing the security arrangements and making necessary recommendations.

3. Surprise Inspections:

- The squad must conduct at least **two surprise inspections** each week at random times and locations to catch any potential ragging activities off-guard.

4. Night Patrols:

- **Night patrols** should be conducted twice a week in the hostels, especially during the first few weeks of the academic session when freshers are most vulnerable.

5. Special Patrols During Festivals and Events:

- During cultural festivals, sports events, and other large gatherings, the squad should increase its presence to prevent any incidents of ragging.
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4. Reporting Protocol

1. Incident Documentation:

- Every incident, no matter how minor, must be documented in an Incident Report. The report should include:
 - Date and time of the incident.
 - Location of the incident.
 - Names of students involved (both victim and alleged perpetrators).
 - A detailed description of the incident.
 - Witness statements.
 - Immediate actions taken by the squad.

2. Submission of Reports:

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

3. Escalation:

- In cases of severe ragging incidents, the squad must immediately escalate the matter to the Vice-Chancellor and the local police if required.
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5. Coordination with Other Bodies

1. Anti-Ragging Committee:

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

2. Anti-Ragging Cell:

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

3. Hostel Wardens and Security Staff:

- Regular communication with hostel wardens and security staff is essential to ensure that any signs of ragging are reported immediately and preventive measures are in place.
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6. Awareness and Prevention

1. Awareness Campaigns:

- The squad should participate in and promote awareness campaigns organized by the university. This includes:
 - Distributing anti-ragging pamphlets.
 - Organizing interactive sessions with students.
 - Encouraging students to report any incidents of ragging.

2. Mentorship Programs:

- The squad should support mentorship programs where senior students guide freshers, helping them integrate into university life and providing them with a support network.

3. Feedback Mechanism:

- The squad should establish a feedback mechanism where students can anonymously report their experiences or concerns about ragging.
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7. Training and Development

1. Training for Squad Members:

- All members of the Anti-Ragging Squad must undergo training on how to handle ragging incidents, including conflict resolution, counseling, and legal implications of ragging.

2. Regular Updates:

- Squad members should stay updated with the latest UGC guidelines and university policies related to anti-ragging.
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8. Compliance and Accountability

1. Strict Adherence:

- All members of the Anti-Ragging Squad are required to adhere strictly to this SOP. Non-compliance may result in disciplinary action.

2. Accountability:

- Each member of the squad is accountable for the areas assigned to them. They must ensure that all measures are taken to prevent ragging and that any incidents are dealt with promptly and effectively.
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9. Step-by-Step Procedure for Filing a Complaint and Conducting an Inquiry

Step 1: Filing a Complaint

1. Complaint Channels:

- A student or staff member can file a complaint about ragging through the following channels:
 - **In Person:** Directly report to any member of the Anti-Ragging Squad, Anti-Ragging Committee, or hostel warden.
 - **Online:** Use the university's designated anti-ragging email or online portal.
 - **Helpline:** Call the anti-ragging helpline number provided by the university.
 - The committee can take cognizance even without a written complaint.

2. Details to be Provided:

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

3. Immediate Action by the Squad:

- Upon receiving a complaint, the Anti-Ragging Squad must:
 - Acknowledge receipt of the complaint immediately.
 - Ensure the safety and well-being of the complainant.
 - Conduct a preliminary assessment to determine the severity of the incident.

Step 2: Conducting an Inquiry

1. Forming an Inquiry Team:

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

2. Collecting Evidence:

- The inquiry team will:

- Visit the site of the incident.
 - Interview the complainant, witnesses, and the accused.
 - Gather any physical evidence, including photographs, videos, or written documents.
 - Review CCTV footage if available.
3. **Recording Statements:**
- Detailed statements from all involved parties must be recorded in writing. These statements should be signed by the individuals providing them.
 - If the accused fails to appear for three hearings without a valid reason, the Committee may decide based on available evidence.
4. **Maintaining Confidentiality:**
- Throughout the inquiry process, the identity of the complainant and witnesses must be kept confidential to protect them from potential retaliation.
5. **Preparing the Inquiry Report:**
- The inquiry team will compile all findings into a formal report. The report should include:
 - A summary of the complaint.
 - A detailed account of the inquiry process.
 - Evidence collected.
 - Statements from involved parties.
 - Conclusions and recommendations for further action.
6. **Submission to the Anti-Ragging Committee:**
- The completed inquiry report must be submitted to the Anti-Ragging Committee within 24 hours of concluding the inquiry.
 - The inquiry should be concluded within five working days; if additional time is required, the squad may request an extension.

Step 3: Action by the Anti-Ragging Committee

1. **Reviewing the Report:**
 - The Anti-Ragging Committee will review the inquiry report and decide on the appropriate disciplinary action based on the evidence provided.
2. **Informing the Parties:**
 - The committee will inform the complainant and the accused of the outcome of the inquiry and the disciplinary actions to be taken.
3. **Implementing Disciplinary Action:**
 - The prescribed penalties, as outlined in the UGC regulations, will be implemented. This may include suspension, expulsion, fines, or other measures as deemed appropriate.
4. **Escalation to Law Enforcement:**

- If the incident is severe and involves criminal behavior, the Anti-Ragging Committee will escalate the matter to the police for legal action.

Step 4: Follow-up and Support

- 1. Counseling for Victims:**
 - The Anti-Ragging Cell will provide counseling services to the victim to support their mental and emotional well-being.
 - 2. Monitoring for Retaliation:**
 - The Anti-Ragging Squad will monitor the situation to ensure that there is no retaliation against the complainant or witnesses.
 - 3. Continuous Feedback:**
 - The squad will seek feedback from the victim and other students to improve anti-ragging measures and ensure a safe campus environment.
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10. Format for Report Filing

To ensure consistency and thorough documentation, the following format should be used for all reports filed by the Anti-Ragging Squad:

ITM University, Gwalior

Anti-Ragging Squad Report

Date: _____

Time: _____

Location: _____

Report Prepared By: _____

Position: _____

1. Incident Overview

- **Date and Time of Incident:** _____
- **Location:** _____
- **Description of Incident:**
(Provide a detailed account of the incident, including the sequence of events.)

2. Persons Involved

- **Victim(s):**
 - Name(s): _____
 - Year/Department: _____
 - Contact Information: _____
 - **Alleged Perpetrator(s):**
 - Name(s): _____
 - Year/Department: _____
 - Contact Information: _____
 - **Witnesses:**
 - Name(s): _____
 - Year/Department: _____
 - Contact Information: _____
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3. Immediate Actions Taken

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

4. Evidence Collected

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

5. Squad Members Present

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

6. Recommendations

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

7. Additional Notes

(Including any other relevant information or observations.)

8. Signatures

- **Prepared By:** _____
Date: _____
 - **Reviewed By (Squad Head):** _____
Date: _____
 - **Submitted to Anti-Ragging Committee on:** _____
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9. Weekly Summary Report

Date: _____

Week Number: _____

1. Summary of Activities and Inspections

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

2. Incidents Reported

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

3. Preventive Actions Taken

(List any specific preventive measures implemented during the week.)

4. Recommendations for Improvement

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



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Signatures:

- **Prepared By:** _____
Date: _____
 - **Reviewed By (Squad Head):** _____
Date: _____
 - **Submitted to Anti-Ragging Committee on:** _____
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Conclusion: The Anti-Ragging Squad at ITM University, Gwalior, plays a vital role in maintaining a safe and ragging-free environment on campus. By following this SOP, including the visit schedule, step-by-step procedure for filing complaints and conducting inquiries, and report filing format, the squad can effectively prevent, monitor, and address any incidents of ragging, ensuring the safety and well-being of all students. The cooperation of all students, faculty, and staff is essential in upholding the university’s zero-tolerance policy towards ragging.