



एनाटमी विभाग
उ० प्र० आयुर्विज्ञान विश्वविद्यालय
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Ref.: 69 / ^{ARE}Antomy/UPUMS/2023-24

Date: 31 May 2023

To,

CAC Incharge
UPUMS Saifai
Etawah,(U.P.)

SUB: Regarding uploading SOP of antiragging.

Sir,

As Anti Ragging Committee has prepared a SOP to prevent ragging in the University. This SOP is approved by Hon.Vice Chancellor sir and he instructed to upload this on official website of UPUMS.

Thanking you.

Attached SOP with
Annexure total 19 Page


Chairman
Anti Ragging Committee
UPUMS Saifai, Etawah

Anti Ragging Committee
UPUMS, Saifai

STANDARD OPERATING PROCEDURE TO BE FOLLOWED BY THE U.P. UNIVERSITY OF MEDICAL SCIENCES, SAIFAI, ETAWAH WITH REGARD TO Prevention and Prohibition OF RAGGING

Section-I

RAGGING

1. Definition of Ragging.—

Ragging shall mean 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 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.

2. Actions that may constitute ragging.—

The following actions shall be included but not limited to those that may constitute ragging, namely:—

- (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 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.
- (c) asking any student to do any act which such the 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, such as, 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, snail-mails, blogs, 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 of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- (j) any act that undermines human dignity and respect through humiliation or otherwise.
- (k) 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.

[Handwritten signatures and initials are present at the bottom of the page, including names like 'Kavind', 'Kavind', and 'Kavind' with dates like '10/10/2020' and '10/10/2020'. There are also some illegible scribbles and a small number '1' written near the bottom right.]

- (iii) monitoring the activities of the Anti-Ragging Squad.
- (iv) investigate reports of ragging, if any, or approve committees formed for this purpose.
- (v) make suggestions for improvement of measures taken by the University for prohibiting and preventing ragging.

(3.9). Anti-Ragging Squad.—

The institution shall constitute an Anti-Ragging Squad.

(3.9.1) The Anti-Ragging Squad constituted by the Head of the Institution shall broadly comprise of faculty and staff of the hostels including wardens and other staff, as may be necessary and there shall be a judicious mix of gender in the Anti-Ragging Squad with lady members assigned to ladies hostels.

(3.9.2) The duties of the Anti-Ragging Squad include but is not limited to—

- a. Adhering to a duty roster if so prepared.
- b. Remaining vigilant and agile at all times and also provide necessary details so that the members are easily reachable even by freshers and other students.
- c. Making surprise checks in the hostels, boarding areas, playgrounds and transport facilities and other areas even at odd hours for which the Anti-Ragging Squad shall be duly empowered.
- d. Making discreet enquiries regarding compliance and adherence of these regulations by seniors.
- e. Conducting anonymous surveys that may be random, to identify possibly unreported incidents of ragging as designed by the University.
- f. checking freshers for any injuries or indirect evidences of possible ragging such as inability to stay awake during the day indicating possible ragging throughout the night or inability to sleep due to fear of ragging.
- g. informing the authorities concerned to rectify vulnerable areas such as dark stretches due to fused bulbs, etc..
- h. making on the spot and other necessary enquiries on incidents of ragging and report to the Anti Ragging Committee.
- i. reporting all cases of ragging to the Head of the Institution and other functionaries, as may be required.
- j. making entries regarding timings and details of checking including remarks or findings, if any, in a register.

(3.10). Mentoring Committee or Mentoring Cell.—

(3.10.1) The University shall, at the end of each academic year, in order to promote the objectives of these regulations, constitute a Mentoring Committee or Mentoring Cell.

(3.10.2) The Mentoring Committee or Mentoring Cell shall draw a list of faculty members who may volunteer to the mentoring process.

(3.10.3) The system of mentoring, if so desired may be tried or graded with a group of junior mentors being supervised or overseen by a single senior mentor.

(3.10.4) The number of students under each mentor may be decided appropriately by the University but as far as possible, not exceeding six.

(3.10.5) The broad functions of mentors shall be the following, namely:—

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- (2.5) Every information or complaint regarding incident of ragging shall be immediately and simultaneously conveyed to the Head of the Institution either directly or through the Control Room or anti-ragging helpline.
- (2.6) Other officials of the University, as shall be previously decided upon, such as the members of the Anti-Ragging Squad and Anti-Ragging Committee, hostel warden, security staff and others shall also be simultaneously informed.

(3). Immediate action.—

- (3.1) On receiving the information of an incident of ragging, the Anti-Ragging Squad or an appropriate authority shall make an immediate on-the-spot enquiry and submit a report or recommendations to the Head of the Institution.
- (3.2) The Head of institution shall, immediately on receipt of such information or recommendation, determine if a case under the penal laws is made out after inquiry as specified in clause-4 of section-III, proceed to file a First Information Report within twenty-four hours of receipt of such information or recommendation either on his own or an official authorized by him in this behalf, with the police and local authorities, under the appropriate penal provisions.
- (3.3) If a parent or student directly files a First Information Report with the police, the Head of the University will not be absolved of the responsibility of filing a First Information Report.

(4). Institutional inquiry or investigation and report.—

- (4.1) The Head of the Institution shall constitute a specific committee to inquire into or investigate the incident of ragging without waiting for the report of any other authority, even if this is being investigated by the police or local authorities.
- (4.2) The inquiry or investigation shall be conducted thoroughly including on-the-spot or site of the incident in a fair and transparent manner, without any bias or prejudice, upholding the principles of natural justice and 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.
- (4.3) The entire process shall be completed and a report duly submitted within seven days of the information or reporting of the incident of ragging.
- (4.4) The report shall be placed before the Head of the Institution or the Anti-Ragging Committee.
- (4.5) The Anti-Ragging Committee shall examine the report, decide on and recommend further administrative action to the Head of the Institution.

(5). Institutional administrative and penal actions.—

- (5.1) Every University shall, after receiving the recommendations of the Anti-Ragging Committee under clause-4 of section-III, take necessary administrative action as it may deem fit.
- (5.2) The Anti-Ragging Committee, on accepting the report of the institutional inquiry or investigation by the appropriate committee, shall recommend one or more of the actions provided under clause 6 and 7 of section-III depending on the nature, gravity and seriousness of the guilt established of the act of ragging as given under the provisions of section-I with the understanding that the action shall be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents:

(5.3) Where the individual person committing or abetting an act of ragging is not identified on the basis of the findings of the institutional inquiry or investigations, and the subsequent recommendations thereof, the University thereof shall resort to collective punishment of more than one or

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a group of persons, as deemed fit, as a deterrent to ensure community pressure on the potential raggers.

(5.4) The broad ingredients that may call for punitive actions on receipt and approval of the recommendations include but is not limited to—

- (i) abetment to ragging.
- (ii) criminal conspiracy to ragging.
- (iii) unlawful assembly and rioting while ragging.
- (iv) public nuisance created during ragging.
- (v) violation of decency and morals through ragging.
- (vi) physical or psychological humiliation.
- (vii) causing injury to body, causing hurt or grievous hurt.
- (viii) wrongful restraint.
- (ix) wrongful confinement.
- (x) use of criminal force.
- (xi) assault as well as sexual offences or even unnatural offences.
- (xii) extortion in any form.
- (xiii) criminal intimidation.
- (xiv) criminal trespass.
- (xv) offences against property.
- (xvi) any other act construed as provided under clause 5.3 and 5.4 of section-III

(6) The nature of punitive actions that may be decided shall include the following, but shall not be limited to one or more of these actions that may be imposed, as deemed fit, namely:—

- (i) suspension from attending classes and academic privileges.
- (ii) withholding or withdrawing scholarship or fellowship and other benefits.
- (iii) debarring from appearing in any test or examination or other evaluation process.
- (iv) withholding results.
- (v) debarring from attending conferences, and other academic programme.
- (vi) debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc. .
- (vii) suspension or expulsion from the hostel.
- (viii) imposition of a fine ranging from twenty-five thousand rupees to one lakh rupees.
- (ix) cancellation of admission.
- (x) rustication from the University for a period ranging from one to four semesters.
- (xi) expulsion from the University and consequent debarring from admission to any other institution for a specified period.

(7) Without prejudice to the provisions of clause-9 of section-III, it shall be mandatory upon deans of the faculties of the university to enter in the Migration Certificate or Transfer Certificate issued to the student as to 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.

(8) Any other measure as directed by Courts of law shall be followed by the University.

(9) The Head of the Institution shall provide a report regarding the incident of ragging and the actions taken thereof to the Commission having informed earlier according to the provisions of clause-3.2 of section-III.

(10). Appellate authorities.—

Every person who have been awarded punitive measures or punishments shall, in view of the principles of natural justice, have the right to appeal to the Chancellor of the University.

(11). Fixing of responsibility.—

- (11.1) In addition to the inquiry or investigation of the incident of ragging, it shall be appropriately inquired as to if there has been any dereliction of duty or lapse by the University in preventing and handling such incident.
- (11.2) The Head of the Institution shall take prompt and appropriate action against each person whose dereliction of duty led to the incident.
- (11.3) In case the lapse is on the part of the Head of the Institution, the authority designated to appoint the Head of the Institution shall, in its turn, take prompt and appropriate action.
- (11.4) In addition to appropriate penal consequences, departmental enquiries may be initiated against such Heads of Institutions or members of the administration or faculty members or non-teaching staff and others who display an apathetic or insensitive attitude towards complaints of ragging.
- (11.5) Remedial measures may be instituted by the University based on experiences.
- (11.6) The University and the Commission shall be informed regarding the actions taken under the provisions of this regulation.

(12). Separate action plan should be prepared by all committees.

The tenure of all the members of all the newly constituted respective committee will be for 02 years.

Annexure-1

FORM-I [See sub-clause (i) of clause (a) and sub-clause (ii) of clause (a) of sub-clause (3.2) of Section-II]

Annexure-2

FORM- II [See sub-clause (i) of clause (a) and sub-clause (ii) of clause (a) of sub-clause (3.2) of Section-II]

Annexure-3(i)

Action plan and flow chart of Anti-Ragging Committee [See clause (10) of Section-III]

Annexure-3(ii)

Action plan and flow chart of Anti-Ragging Squad [See clause (10) of Section-III]

Annexure-3(iii)

Action plan and flow chart of University Monitoring Cell [See clause (10) of Section-III]

Annexure-4

Anti Ragging Booklet [See clause (3.2) sub clause-V of Section-II]

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FORM I

[See sub-clause (i) of clause (a) and sub-clause (ii) of clause (a) of sub-regulation (3.2) of Section-II]

FORMAT OF UNDERTAKING BY THE STUDENT

- I _____ (Full Name in Block Letters) _____ Son/ Daughter of
 Mr./Mrs./Ms. _____ (Full Name in Block Letters) admitted to the course of
 _____ (Name of Course) _____ with Admission No. _____ at (Name of College /
 Institution) affiliated to _____ (Name of University) _____ have received a copy of
 the National Medical Commission (Prevention and Prohibition of Ragging in Medical Colleges and
 Institutions) Regulations, 2021 (hereinafter referred to as the said regulations).
2. I have carefully read and fully understood the provisions in the said regulations.
 3. I have particularly perused the provisions of regulations Section-I Point 1 and 2 of the said regulations and have fully understood what constitutes —"ragging".
 4. I have also in particular perused the provisions of Section-III and read and understood the administrative and penal actions that may be taken against me in case I am found guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
 5. I hereby undertake that—
 - (i) I will not indulge in any behaviour or act that may come under the definition of ragging as may be constituted under Section-I of the said regulations;
 - (ii) I will not participate in or abet or propagate ragging in any form included but not limited to those that may be constituted under Section-I of the said regulations;
 - (iii) I will not hurt anyone physically or psychologically or cause any other harm.
 6. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the said regulations or as per the applicable laws for the time being in force.
 7. I also declare that I have never been found to be guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging and have never been punished in any manner for these offences and further affirm that if this declaration is incorrect or false, my admission is liable to be cancelled / withdrawn.

Signed on this the _____ day of _____ month of _____ year.

Signature

Name:

Address:

Tel/ Mobile No:

Signature of Witness 1:

(Name of Witness 1):

Address:

Signature of Witness 2:

(Name of Witness 2):

-----Address:

FORM II

[See sub-clause (i) of clause (b) and sub-clause (ii) of clause (b) of sub-regulation (3.2) of Section-II]

FORMAT OF UNDERTAKING BY PARENT / GUARDIAN OF THE CANDIDATE/STUDENT

I _____ (Full Name in Block Letters) _____ Father / Mother/ Guardian _____ of Mr./Mrs./Ms. _____ (Full Name of Student in Block Letters) _____ admitted to the course of _____ (Name of Course _____) with Admission No. _____ at _____ (Name of College / Institution) _____ affiliated to _____ (Name of University _____) hereby declare that I have received a copy of the National Medical Commission (Prevention and Prohibition of Ragging in Medical Colleges and Institutions) Regulations, 2021 (hereinafter referred to as the said regulations).

2. I have carefully read and fully understood the provisions in the said regulations
8. I have particularly perused the provisions of regulations Section-I Point 1 and 2 of the said regulations and have fully understood what constitutes —"ragging".
9. I have also in particular perused the provisions of Section-III and read and understood the administrative and penal actions that may be taken against my son/ daughter/ward in case he /she is found guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
10. I hereby undertake that my son/ daughter/ ward —
 - (i) will not indulge in any behaviour or act that may come under the definition of ragging as may be constituted under Section-I Point 1 and 2 of the said regulations;
 - (ii) will not participate in or abet or propagate ragging in any form included but not limited to those that may be constituted under Section-I Point 1 and 2 of the said regulations;
 - (iii) will not hurt anyone physically or psychologically or cause any other harm.
11. I hereby agree that if my son/ daughter/ ward is found guilty of any aspect of ragging, he/ she may be punished as per the provisions of the said regulations or as per the applicable law for the time being in force.
12. I also declare that he/she has never been found to be guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging and have never been punished in any manner for these offences and further affirm that if this declaration is incorrect or false, his/her admission is liable to be cancelled /withdrawn.

Signed on this the _____ day of _____ month of _____ year.

Signature

Name:

Address:

Tel/ Mobile No.

Signature of Witness 1:

(Name of Witness 1):

Address:

Signature of Witness 2:

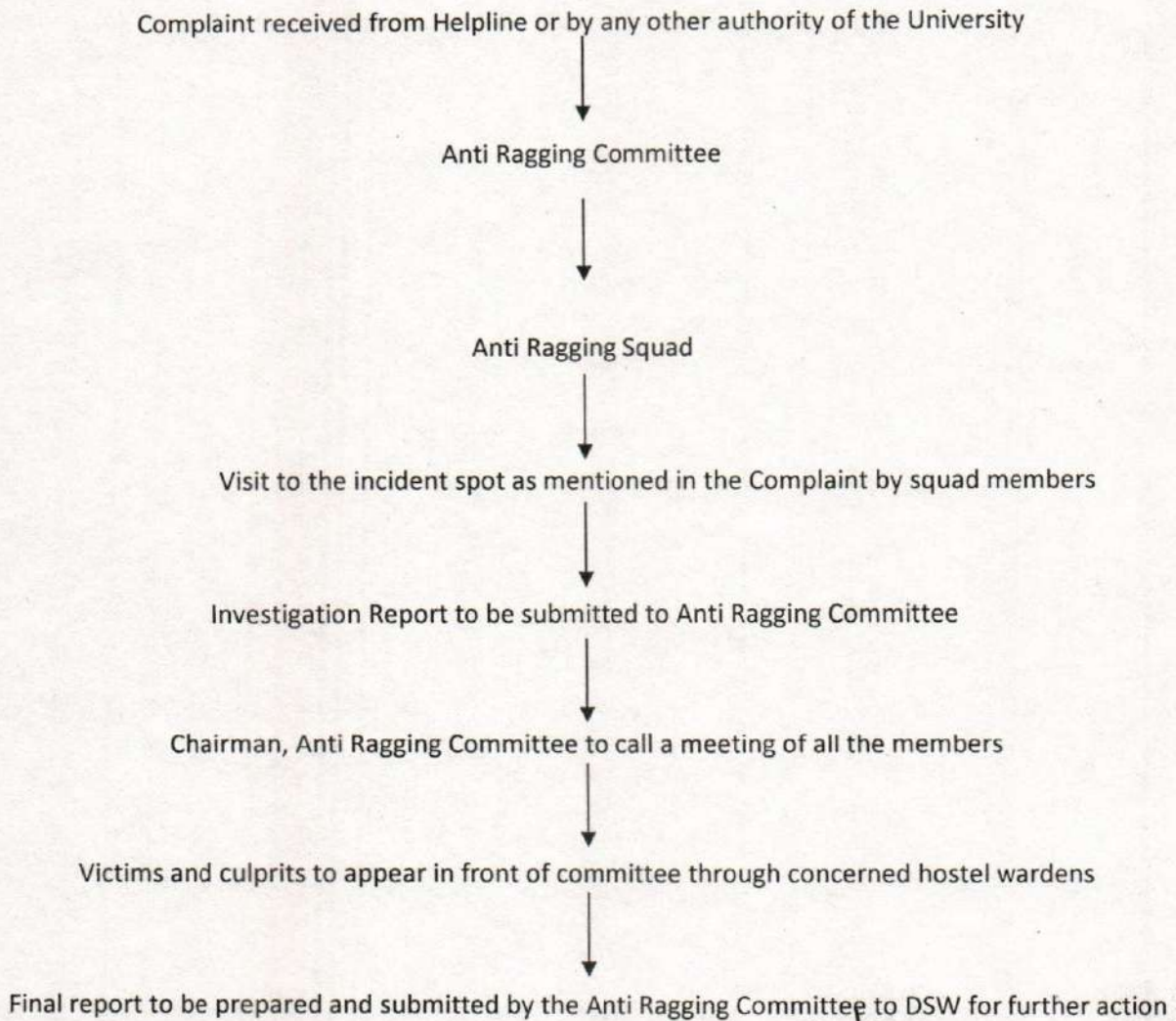
(Name of Witness 2):

-----Address:

Action plan of the Anti-Ragging Committee

- (i) overall monitoring of Anti-Ragging activities of the University by making whatapp group and important chat will be kept in record.
- (ii) ensuring compliance with the provisions concerning ragging both of these regulations as well as the provisions of any law for the time being in force.
- (iii) monitoring the activities of the Anti-Ragging Squad.
- (iv) investigate reports of ragging, if any, or approve committees formed for this purpose.
- (v) make suggestions for improvement of measures taken by the University for prohibiting and preventing ragging by keeping meeting with all committee as and when required.

Flow Chart of Anti-Ragging Committee to investigate a complaint of ragging in the University



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Flow chart to investigate the complain of ragging

Complaint received from Students or Parents or warden of hostel, security person, canteen staff, or district authority, or during surprised visit or Helpline or by any other authority of the University.



Anti Ragging Squad



ARS Will Visit the incident Spot as received in the complaint

Also information sent to other members of anti ragging committee security staff, warden, and head of the institution.



Making a report of incident of ragging and submit to anti ragging Committee



Chairman, Anti Ragging Committee will call a meeting



Victims and accused person to appear in front of Anti ragging committee through concerned hostel warden



Name of the complainant especially fresher students shall be kept confidential



Final report prepares and submitted by the anti ragging Committee

Vidya Sagar

PREVENTION OF RAGGING INCIDENCE IN CAMPUS BY ANTI RAGGING SQUAD

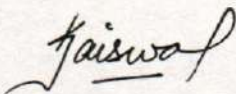
1. Making frequent surprise visit in the hostel, Canteen, parking areas, Play Ground area, particularly at odd hours.
2. Anti Ragging squad members will meet fresher students and make them comfortable for share or report unusual incident of ragging, either as Victim or as witness.
3. Contact No. and other details of anti ragging squad members should be provided to the fresher students and other student in hostel.
4. Surprise visit in mess during lunch and dinner hours.
5. Conducting anonymous survey/Visit that may random to identify possible unreported incidents of ragging as defined in the SOP of prevention of ragging.
6. Checking fresher's for any injuries or indirect evidences of possible ragging such as inability of stay awake during the day indicating possible ragging through the night or inability to sleep due to fear of ragging.
7. informing the authorities concerned to rectify vulnerable areas such as dark stretches due to fused bulbs, etc.;
8. making on the spot and other necessary enquiries on incidents of ragging and report to the Anti Ragging Committee;
9. reporting all cases of ragging to the Head of the Institution and other functionaries, as may be required;
10. making entries regarding timings and details of checking including remarks or findings, if any, in a register,

Vidya Sagar.

Action Plan

(University Monitoring Cell)

1. University Monitoring Cell will take steps to disperse information on the Rules and Regulations laid down by the NMC and other competent authorities to all the stake holders.
2. The cell will ensure that the relevant information regarding anti ragging activities are well known to all the faculty members, residents and the students of the University.
3. In order to achieve the aforementioned targets the University Monitoring Cell will undertake following measures:
 - a. It will organise sensitisation session for the new students as they join the University and thereafter on a monthly basis.
 - b. It will erect banners, hoardings and signboards containing information about awareness about ragging and measures to prevent it.
 - c. Such sign boards will be displayed at relevant places as entry gate of medical college, lecture theatre complex, practical labs of the departments and hostels.
 - d. It will ensure availability of 24X7 helpline number for reporting of any act of ragging.
 - e. It will also create WhatsApp groups for the students, which will provide every student a platform to connect and share their problems.
 - f. It will organise counselling sessions for both the senior and junior students to appraise them about the knowledge and awareness of different forms of ragging and the measures taken by the authorities to curb them.
 - g. It will ensure that a continuous feedback system is created so as to keep in touch with the students and to encourage their participation in formulations of policy to curb the menace of ragging.
4. The University Monitoring Cell will held meetings fortnightly (every 1st and 15th day of the month) to keep a watch at the status of situation and also to keep it abreast with the activities of other committees and squad working against ragging.
5. The University Monitoring Cell will also communicate the incidences of ragging or any other relevant activities with the other authorities as and when required.



Dr. Kirti Jaiswal
Dept. of Physiology
(Member, Univ. Monitoring Cell)



Dr. Raveendra Singh Rajpoot
Department of Physiology, UPUMS
(University Monitoring Cell)