

## IMI BHUBANESWAR

### PREVENTION AND PROHIBITION OF RAGGING

#### A. Policy

##### **1. Prevention and Prohibition of Ragging**

In accordance with All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 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 all higher education institutions in the country and thereby IMI is committed to provide for the healthy development, physically and psychologically, of all students as per regulations laid down by the AICTE

##### **2. Basic Definitions**

- (a) **“Act”** means the All India Council for Technical Education Act 1987 (52 of 1987);
- (b) **“Academic year”** means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- (c) **“Head of the institution”** means the Director of IMI Bhubaneswar
- (d) **“Fresher”** means a student who has been admitted to IMI and who is undergoing his/her first year of study.

##### **3. 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 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 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, posts, 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.

**4. Measures for prevention of ragging:-** IMI shall adopt following strategies for prevention of ragging:

- a. The advertisement issued shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.

- b. AICTE Regulations shall be printed in the brochure of admission/instruction booklet for candidates as mandated.
- c. The Student should submit affidavit duly filled and signed to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
- d. The affidavit should also be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
- e. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
- f. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
- g. Proper record of the affidavits obtained to ensure its safe up keep.
- h. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of Faculty. Such Faculty member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
- j. In case of freshers admitted to a Hostel it shall be the responsibility of the Faculty in charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged.
- l. IMI shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.
- m. IMI should engage or seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels.

- n. At the commencement of the academic session the Head of the Institution will convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
- p. Every fresher admitted shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.
- q. IMI through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- r. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- s. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
- t. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places.
- u. IMI shall identify, properly illuminate and man all vulnerable locations.
- v. IMI shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
- w. Programme Office shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

- x. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

**5. Monitoring mechanism:-**

- a) **Anti-ragging Committee:** IMI shall constitute a Committee to be known as the Anti-ragging Committee to be nominated by the Head of the Institution, 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 level 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 institution.
- c) **Anti-Ragging Squad:** IMI shall also constitute 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 and having the potential for ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents 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. 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 incidents of ragging, and considerations such other relevant information as may be required.

- f) **Mentoring Cell:** At the end of each academic year, IMI shall constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year

6. **Actions to be taken against students for indulging and abetting ragging:-** The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

a. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

b. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

(i) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

(aa) Cancellation of admission

(ab) Suspension from attending classes

(ac) Withholding/withdrawing scholarship/fellowship and other benefits

(ad) Debarring from appearing in any test/examination or other evaluation process

(ae) Withholding results

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

(ag) Rustication from the institution for a limited period

(ah) Expulsion from the institution and consequent debarring from admission to any other institution.

(aj) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.

ii) An appeal against the order of punishment by the Anti-Ragging Committee shall lie with the approval of the Director, IMI Bhubaneswar.

7. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Board from time to time.

## **B. Process**

### **8. Procedure to Conduct Enquiry**

- (a) The inquiry of anti-ragging committee shall be considered and conducted in a confidential manner by all parties involved.
- (b) The ARC shall inquire into the allegations in a fair and expeditious manner.
- (c) The information on ragging can be received in the following manner :
  - (i) Through the notified contact details of the Committee members, and national help-line number on ragging for necessary relief in terms of the provisions of the UGC Regulations.
  - (ii) Through any other member of the Institute.
  - (iii) From any external source.
- (d) In the event of receipt of information of ragging by any of the officers mentioned at (i) above, he/she will promptly alert/inform the Chairman of the Anti-Ragging Committee or any of its members. The activity shall be completed, at the most, within two hour of receipt of this information.
- (e) The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot enquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Director. The activity shall be completed, at the most, within twenty hours of receipt of information.
- (f) The Anti-Ragging Committee of the Institute shall promptly conduct enquiry into the incident as per provisions laid down in the AICTE Regulations.
- (g) In addition, immediate steps may be taken, at the discretion of the ARC, to protect the complainant or aggrieved person and respondents, pending completion of inquiry into the alleged complaint.
- (h) The Anti-Ragging Committee of the Institute shall complete the enquiry and submit its report along with recommendations within fifteen days of the incident. Thereafter, the said report and recommendations shall be considered by the Anti- Ragging Committee for deciding the punishment on the erring students. Accordingly, the student filing the complaint and the respondent will be informed, as appropriate, of the results of the inquiry.

### **9. Non-retaliation**

- (a) Retaliation against student, filing a anti ragging complaint or participating in an inquiry of such a complaint is prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

(b) Retaliation is a violation of this policy and may result in discipline, up to and including suspension and termination.

(c) It shall be a violation of this policy for any staff member or student who learns of the inquiry or complaint, to take any retaliatory action, which affects the working environment of any person involved in this inquiry.

## **10. Functions of the ARC**

(a) **General and Emergency Meetings:** The ARC shall hold generally one meeting in three months. However, in case any complaint is made to the ARC, it will hold emergency in-person or video-conference meetings, immediately, as per its discretion and proceed further, as per the requirements of the case.

(b) Quorum of Members for Holding Meetings shall not be less than five members, provided that every meeting has the presence of the external members, who has legal expertise on the issue.

## **11. Appeal**

(a) The parties shall have the right to appeal against the decision of the ARC to the Director, who shall decide the appeal upon examining the report of the ARC. Such appeal shall be filed within 90 days of receipt of the recommendations of the ARC.

(b) The employer shall dispose of the appeal within 30 days of receipt of the appeal.

(c) The appeal is not equivalent with the right to reopen the investigations or to reappraise the evidence. The finding of the appellate authority shall be final and binding.

## **12. Interpretation**

The above set of rules and regulations addresses various steps to be initiated for prevention and prohibition of ragging at IMI. However, in case of ambiguity in interpretation of the same, decision of the Director shall be final binding.