

## Action Plan on Report of Ragging

### Procedure for complaint registration

1. If the ragging instance is reported to be in occurrence, then the Anti-Ragging Committee members shall immediately arrange for securing the complainant and /or victim.
2. The victim should be taken for counselling.
3. A written complaint shall be received from the complainant and/or victim describing the full details instance, date, time and place of occurrence.
4. The complainant's and/or victim's identity such as name, branch, semester, section, contact number, e-mail id, parent's name, parent's contact shall be obtained.
5. The alleged identity such as name, branch, semester, section, contact number, email id, parent's name, parent's contact shall be obtained.
6. The complaint shall be noted down in the Ragging Complaints Book by the member of Anti-Ragging Committee
7. The complaint shall be documented in the file with Chairman Anti-Ragging Committee.
8. The complaint shall be brought to the notice of the Chairman Anti-Ragging Committee.
9. A hearing shall be held in consultation with the Chairman to resolve the issue to decide upon the action
10. The actions against the alleged if found guilty shall be recommended by the Anti-Ragging Committee to the Head of the Institution in reference to the recommended actions by the UGC and supreme court orders.

### **Actions**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a blockage against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. 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.
4. 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:
  - (i) Recommendation for cancellation of admission by Anti Ragging Committee.
  - (ii) Suspension from attending classes.
  - (iii) Withholding/withdrawing scholarship and other benefits

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

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

(vi) Suspension/expulsion from the hostel.

(vii) Rustication from the institution for period ranging from 1 to 6 months

(viii) 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 raggers.