# ANTI RAGGING POLICY-1.1.2025(Amended)

From,

Dean

To,

AIMSR Family

Sub: Students Anti Ragging Policy

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## 1. PURPOSE

The purpose of this policy is to establish a comprehensive mechanism for the prevention, prohibition, detection, reporting, investigation and elimination of ragging in the Medical College.

This policy aims to:

1. Provide a safe, healthy and respectful academic and residential environment.
2. Protect students from physical, psychological, emotional and sexual harassment.
3. Establish clear institutional responsibilities and accountability.
4. Ensure prompt and impartial investigation of complaints.
5. Prescribe appropriate disciplinary measures against students involved in ragging.
6. Promote positive interaction between senior and junior students.
7. Ensure compliance with the regulations of the National Medical Commission (NMC), University Grants Commission (UGC) and other applicable statutory authorities.

## 2. SCOPE AND APPLICABILITY

This policy shall apply to:

- All undergraduate medical students (MBBS).
- All postgraduate medical students (MD/MS).
- Students of allied health sciences and other courses conducted by the institution, wherever applicable.
- Interns and other enrolled trainees, as covered by applicable institutional rules.

The policy shall be applicable in:

1. College premises and academic departments.
2. Lecture halls, laboratories, libraries and examination halls.
3. Teaching hospitals, clinical departments and wards.
4. Boys' and girls' hostels.
5. Canteens, mess facilities, recreational areas and sports grounds.
6. College transportation and other student commuting arrangements.

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6. College transportation and other student commuting arrangements.
7. Off-campus accommodation and locations where students interact in connection with their academic activities.
8. Digital platforms, social media groups and electronic communication channels used for student interaction.

**3. REGULATORY FRAMEWORK**

This SOP shall be implemented in accordance with:

1. National Medical Commission (Prevention and Prohibition of Ragging in Medical Colleges and Institutions) Regulations, 2021.
2. UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, as applicable.
3. Relevant directions of the Hon'ble Supreme Court of India.
4. Applicable provisions of criminal law and other statutory requirements.
5. Applicable university regulations and institutional disciplinary rules.

In case of any inconsistency, the applicable statutory regulations and directions of competent authorities shall prevail.

**4. DEFINITION OF RAGGING**

Ragging means any conduct by a student or group of students, whether through spoken or written words or physical or other actions, which causes or is likely to cause physical or psychological harm, fear, humiliation, embarrassment or distress to another student, particularly a fresher or junior student.

The following activities shall constitute ragging or may constitute ragging depending on the circumstances:

- Forcing juniors to introduce themselves in a humiliating or degrading manner.
- Forcing students to sing, dance, act, dress or perform tasks against their wishes.
- Using abusive, threatening, insulting or obscene language.
- Physical assault, intimidation or threatening behaviour.
- Sexual harassment, inappropriate touching or sexually explicit conduct.
- Forcing students to perform personal services for seniors.
- Discriminatory behaviour based on caste, religion, gender, disability, ethnicity, language or socioeconomic background.
- Financial coercion, extortion or demanding money or gifts.
- Cyberbullying, threatening messages, online humiliation or circulation of objectionable photographs or videos.
- Preventing juniors from attending academic activities or using institutional facilities.
- Forcing students to participate in gatherings, activities or events against their wishes.
- Any act that interferes with the dignity, safety, mental health or academic progress of another student.

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**The claim that ragging is part of tradition, discipline, introduction or informal interaction shall not be accepted as a justification for any prohibited conduct.**

## 5. ZERO-TOLERANCE POLICY

The institution shall adopt a strict zero-tolerance policy towards ragging.

- Ragging in any form is strictly prohibited.
- No student, irrespective of academic year, seniority or position, shall be permitted to engage in or promote ragging.
- Consent or apparent willingness shall not legitimise an act that constitutes ragging under applicable regulations.
- Any complaint shall be taken seriously and dealt with promptly.
- No student shall be threatened, victimised or discriminated against for reporting ragging or cooperating with an investigation.
- Any employee who suppresses, ignores or fails to report a known incident may be subject to appropriate administrative action.

## 6. INSTITUTIONAL ANTI-RAGGING STRUCTURE

The institution shall establish the following bodies and mechanisms.

### 6.1 Anti-Ragging Committee (ARC)

The Anti-Ragging Committee shall be constituted by the Dean/Principal and chaired by the Head of the Institution.

**Suggested composition:**

1. Dr.K.Manohar- Dean – Chairperson.
2. Dr.Uma Unnikrishnan- Professor, Biochemistry- Convener
3. Members:

   Dr.Mani Mekhala, Professor & HOD- Pathology

   Dr.G.Man Mohan, Professor & Hod, Dermatology

   Dr.Fiaz Hussain, Professor, General Surgery

   Dr.Archana, Professor & HOD, Anatomy

   Dr.Nirupama, Associate Professor, Ophthalmology

   Dr.Sheetal Meena, Assistant Professor, Anaesthesiology

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Mrs. K.Aparna Reddy, COO

Mr.Haridhar, DGM, Admin

4. Students:
   Mr.Satya Santosh Sai- 2021 Batch
   Mr.R.Vamsi Krishna Reddy- 2021 Batch
   Ms.Sumedha- 2022 Batch

5.Secretory- Mr.RamaKrishna

Gender representation and appropriate diversity shall be ensured.

**Responsibilities:**

- Formulate and implement the institutional anti-ragging action plan.
- Ensure compliance with NMC and UGC regulations.
- Review complaints and investigation reports.
- Recommend or impose disciplinary action within its delegated authority.
- Monitor preventive measures and student welfare.
- Conduct periodic review meetings.
- Maintain records and submit compliance reports to the competent authorities.

**7. PREVENTIVE MEASURES**

**7.1 Before admission**

The institution shall:

1. Publish its anti ragging policy in the prospectus and admission information.
2. Display a clear statement that ragging is prohibited and punishable.
3. Provide students and parents with anti-ragging information.
4. Obtain the prescribed anti-ragging undertakings/affidavits from students and parents or guardians.
5. Publicise the national anti-ragging helpline and institutional contact details.
6. Ensure that the anti-ragging policy is available on the institutional website.

**7.2 At the time of admission**

The following activities shall be undertaken:

- Provide every fresher with a copy of the anti-ragging policy.
- Explain the rights and responsibilities of students.
- Obtain and verify prescribed student and parent undertakings.
- Inform students about complaint mechanisms and protection from victimisation.
- Conduct an orientation programme for students and parents.

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### 7.3 Orientation programme

A mandatory anti-ragging orientation shall be conducted for freshers.

Topics shall include:

- Meaning and forms of ragging.
- Legal and disciplinary consequences.
- Student rights and responsibilities.
- How and where to report ragging.
- Online harassment and cyber safety.
- Mental health support and counselling.
- Healthy interaction between senior and junior students.

Separate sensitisation programmes shall be conducted for senior students, interns and postgraduate students.

### 7.4 Hostel safety

The institution shall:

1. Appoint designated hostel wardens.
2. Ensure availability of wardens and emergency contact numbers.
3. Maintain appropriate security arrangements.
4. Conduct regular hostel inspections.
5. Ensure effective supervision of areas where freshers reside.
6. Maintain visitor and entry registers.
7. Provide a confidential complaint mechanism.
8. Conduct surprise inspections of vulnerable hostel areas.
9. Ensure prompt action on complaints received during night hours.

As far as practicable, separate accommodation arrangements for freshers shall be made in accordance with applicable regulations.

## 8. PROCEDURE FOR REPORTING RAGGING

Any student, parent, guardian, faculty member, staff member or witness may report an incident of ragging.

Complaints may be submitted through:

1. Written complaint to the Dean/Principal.
2. Complaint to the Hostel Warden.
3. Police or other competent authorities, where required.

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**National Anti-Ragging Helpline:** 040-23285555
**Email:** deanaimsr@apolloimsr.edu.in

An oral complaint shall also be received and documented by the concerned authority. A student shall not be denied assistance merely because a written complaint has not initially been submitted.

Anonymous information may be used to initiate appropriate preventive verification, although the institution shall assess whether sufficient information is available for formal disciplinary proceedings.

## 9. STANDARD PROCEDURE FOLLOWING RECEIPT OF A COMPLAINT

### Step 1: Receipt and registration

- Every complaint shall be recorded in the Anti-Ragging Complaint Register.
- A unique complaint identification number shall be assigned.
- The date, time, location and nature of the alleged incident shall be documented.
- The complaint shall be forwarded immediately to the Dean and Nodal Officer.

### Step 2: Immediate safety assessment

The Dean/Nodal Officer shall assess whether the complainant or any other student faces an immediate threat.

Where necessary:

- Separate the complainant and alleged perpetrators.
- Arrange safe accommodation or temporary relocation.
- Provide immediate medical examination and treatment.
- Arrange psychological support and counselling.
- Inform parents/guardians, subject to applicable requirements and the student's safety and privacy.
- Arrange protection from intimidation or retaliation.

### Step 3: Emergency response

In cases involving physical assault, sexual violence, serious threats, extortion or other suspected cognizable offences:

- Ensure immediate medical assistance where needed.
- Inform the police or competent authorities in accordance with applicable law.
- Preserve relevant evidence.
- Inform the Dean/Principal immediately.
- Do not delay police reporting while waiting for an internal enquiry.

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**Step 4: Detailed investigation**

The Anti-Ragging team shall undertake a fair and impartial enquiry.

The students concerned shall be provided an appropriate opportunity to present their version and supporting material, in accordance with the principles of natural justice.

The investigation shall consider:

- Written complaints.
- Witness statements.
- Electronic communications.
- CCTV footage, where available.
- Medical reports, where relevant.
- Other documentary or circumstantial evidence.

The investigation shall be completed and the report submitted within the timeline prescribed by the applicable NMC regulations.

**Step 5: Submission of investigation report**

The Anti-Ragging team shall submit a written report to the Anti-Ragging Committee and Dean/Principal.

The report shall contain:

1. Complaint reference number.
2. Brief description of the incident.
3. Date, time and location.
4. Names of persons concerned, maintained confidentially.
5. Statements of the complainant and witnesses.
6. Evidence examined.
7. Findings of the enquiry.
8. Whether the allegation is substantiated, unsubstantiated or requires further action.
9. Recommendations for disciplinary and protective measures.

**Step 7: Decision by Anti-Ragging Committee**

The Anti-Ragging Committee shall examine the report and decide the appropriate institutional action in accordance with the applicable regulations.

The decision shall consider:

- Nature and seriousness of the incident.
- Physical or psychological harm caused.
- Whether the conduct was repeated.

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- Role of each person involved.
- Available evidence.
- Previous disciplinary history, where relevant.
- Applicable statutory and university requirements.

**Step 8: Communication of decision**

The decision shall be communicated in writing to the concerned parties, subject to confidentiality requirements.

The institution shall also ensure that:

- Protective measures remain in place.
- Retaliation is prevented.
- Counselling is available.
- Required reports are sent to the competent authorities.

**10. DISCIPLINARY ACTION**

Students found guilty of ragging shall be liable for disciplinary action according to the nature and gravity of the offence and applicable regulations.

Possible disciplinary measures include:

1. Warning or written reprimand, where legally permissible and proportionate.
2. Suspension from attending classes and academic privileges.
3. Withdrawal or withholding of scholarships and other benefits, where permitted.
4. Debarment from examinations or evaluation processes.
5. Withholding of examination results, where permitted.
6. Debarment from representing the institution.
7. Suspension or expulsion from the hostel.
8. Cancellation of admission.
9. Rustication from the institution for the period permitted under applicable regulations.
10. Expulsion from the institution.
11. Referral to police or other competent authorities for criminal proceedings, wherever applicable.

The Anti-Ragging Committee shall ensure that the punishment is proportionate to the nature and gravity of the offence and consistent with applicable regulations.

**Important:** The institution's disciplinary process shall be independent of criminal proceedings. A police investigation or criminal case shall not automatically prevent the institution from taking appropriate action under its regulations.

**11. PROTECTION OF COMPLAINANTS AND WITNESSES**

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The institution shall:

- Maintain confidentiality of complaints to the extent legally and practically possible.
- Protect complainants and witnesses from threats, intimidation and retaliation.
- Provide access to counselling and medical support.
- Make suitable hostel or academic arrangements where necessary.
- Ensure that no adverse academic or administrative action is taken merely because a student reported ragging.
- Monitor the welfare of complainants after closure of the enquiry.

## 12. COUNSELLING AND STUDENT WELFARE

The institution shall provide counselling support to:

- Students affected by ragging.
- Students reporting or witnessing ragging.
- Students found involved in ragging, where appropriate.
- Students experiencing adjustment difficulties during their first year.

Counselling shall be conducted by qualified counsellors or appropriately trained professionals.

The objective shall be to promote mental well-being, prevent recurrence and support the healthy integration of students into the medical college environment.

## 13. RESPONSIBILITIES OF STAKEHOLDERS

### 13.1 Dean/Principal

- Overall responsibility for implementing this SOP.
- Ensure appropriate staffing and resources.
- Ensure prompt response to complaints.
- Take action in accordance with statutory requirements.
- Communicate with university and regulatory authorities.

### 13.2 Faculty members

- Maintain professional and respectful student interactions.
- Monitor the welfare of assigned students.
- Report suspected ragging immediately.
- Participate in orientation and awareness activities.
- Support students requiring guidance and counselling.

### 13.3 Hostel Wardens

- Maintain a safe hostel environment.

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- Monitor hostel activities.
- Conduct inspections and maintain records.
- Report complaints immediately.
- Ensure round-the-clock availability of emergency contacts and appropriate vigilance.

**13.4 Students**

- Respect the dignity and rights of fellow students.
- Avoid all prohibited ragging activities.
- Report incidents of ragging.
- Cooperate with institutional enquiries.
- Refrain from threatening or intimidating complainants and witnesses.

**13.5 Parents/Guardians**

- Familiarise themselves with the anti-ragging policy.
- Submit prescribed undertakings.
- Report incidents or concerns to the institution.
- Cooperate with the college in safeguarding students.

**13.6 Non-teaching and security staff**

- Remain vigilant in designated areas.
- Report suspected incidents immediately.
- Assist in emergency response.
- Maintain confidentiality.

**14. MONITORING AND REVIEW**

The institution shall implement a continuous monitoring mechanism.

The following activities shall be undertaken:

1. Regular meetings of the Anti-Ragging Committee.
2. Periodic confidential feedback from freshers.
3. Review of hostel safety and security.
4. Monitoring of complaint disposal.
5. Assessment of awareness programmes.
6. Review of counselling and mentoring activities.
7. Periodic compliance reporting to the university and competent authorities.

The institution shall conduct discreet random surveys among freshers every fortnight during the first three months of the academic year, as required under the applicable UGC framework.

The SOP shall be reviewed annually and whenever regulatory changes necessitate revision.

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**15. RECORD MAINTENANCE**

The institution shall maintain the following records:

- Anti-Ragging Committee constitution and meeting minutes.
- Student and parent anti-ragging undertakings.
- Orientation and awareness programme attendance.
- Faculty mentor allocation records.
- Hostel inspection and security records.
- Anti-ragging complaint register.
- Investigation reports.
- Disciplinary orders.
- Counselling and follow-up records, with appropriate confidentiality safeguards.
- Reports submitted to university and regulatory authorities.
- Compliance and annual review reports.

All records shall be maintained securely, with access restricted to authorised personnel and retained in accordance with applicable record-retention requirements.

Regards,

Dr K Manohar
Dean

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