

Anti-Ragging Committee – Roles & Responsibilities

Purpose:

To ensure a safe, inclusive, and ragging-free environment in the institution by implementing preventive measures, promptly addressing complaints, and ensuring compliance with statutory requirements.

1. Chairman

- Lead and oversee all anti-ragging initiatives in the institution.
- Preside over committee meetings and set the agenda.
- Ensure compliance with UGC/AICTE anti-ragging regulations.
- Approve action plans, preventive strategies, and awareness programs.
- Authorize disciplinary actions in consultation with legal advisors.
- Liaise with external authorities (police, district administration) when required.

2. Co-Chairman

- Assist the Chairman in overall supervision of anti-ragging measures.
- Act as Chairman in his/her absence.
- Coordinate between sub-committees (hostels, academics, security).
- Monitor timely reporting of cases and progress of investigations.
- Review and follow up on the implementation of committee decisions.

3. Members (Faculty & Non-Faculty)

- Participate in planning and executing anti-ragging awareness drives.
- Report any suspicious or concerning behavior of students.
- Mentor students, especially freshers, to foster inclusivity.
- Assist in investigations and fact-finding processes.
- Act as liaison between students and administration.

4. Legal Advisors

- Provide legal guidance on actions taken against offenders.
- Ensure institutional compliance with laws and UGC guidelines.
- Draft notices, reports, and official communications for legal accuracy.
- Advise on risk mitigation to avoid procedural lapses in handling cases.

5. Wardens (Boys' & Girls' Hostels)

- Maintain strict vigilance in hostel premises.
- Ensure separation of freshers and seniors in accommodation if needed.
- Conduct surprise inspections, especially during night hours.
- Address hostel-related complaints immediately.
- Submit regular hostel behavior reports to the committee.

6. Principals / Heads of Institutions

- Ensure anti-ragging measures are implemented in all departments.
- Facilitate regular sensitization sessions for staff and students.
- Ensure all student admission forms carry anti-ragging undertakings.
- Coordinate departmental action in case of reported incidents.

7. Journalists / Media Representatives

- Assist in spreading awareness about anti-ragging policies.
- Promote positive student engagement stories in the media.
- Help in publicizing disciplinary actions to deter future offenses.
- Provide community outreach for building a zero-tolerance culture.

8. Parents' Representatives

- Give feedback on institutional anti-ragging efforts from a parental perspective.
- Engage with other parents to build vigilance and awareness.
- Encourage students to report incidents without fear.
- Participate in counseling sessions when required.

9. Student Representatives (Seniors & Freshers)

- Act as peer ambassadors for anti-ragging awareness.
- Report any suspected ragging incidents immediately.
- Assist freshers in integrating into campus life smoothly.
- Encourage open communication between students and faculty.
- Ensure student voice is represented in committee decisions.

10. Security In-charge

- Maintain heightened vigilance in identified vulnerable areas.
- Install and monitor CCTV surveillance systems.
- Deploy security personnel strategically during high-risk periods (opening weeks, cultural events).
- Respond promptly to reported incidents and secure the scene.
- Submit security incident reports to the committee.

11. Member Secretary

- Maintain minutes of all committee meetings.
- Coordinate scheduling and communication among members.
- Keep a central register of complaints and their resolution status.
- Draft and circulate anti-ragging circulars, reports, and awareness materials.
- Serve as the primary point of contact for grievance reporting.



MEMBER SECRETARY



REGISTRAR

