



## Criterion 5- Student Support and Progression

### 5.1 Student Support

**5.1.4 - The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies

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1.	Implementation of guidelines of statutory/regulatory bodies	1-80
	<ul style="list-style-type: none"><li>• UGC Anti Ragging SOP</li></ul>	<u>2-21</u>
	<ul style="list-style-type: none"><li>• Maharashtra Anti Ragging Act SOP</li></ul>	<u>22-24</u>
	<ul style="list-style-type: none"><li>• AWES Anti Ragging SOP</li></ul>	<u>25-26</u>
	<ul style="list-style-type: none"><li>• AIT Anti Ragging SOP</li></ul>	<u>27-57</u>
	<ul style="list-style-type: none"><li>• Inquiries And Disciplinary SOP</li></ul>	<u>58-69</u>
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# **UGC Anti Ragging SOP**

# UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN

BAHADURSHAH ZAFAR MARG, NEW DELHI – 110 002

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN  
HIGHER EDUCATIONAL INSTITUTIONS, 2009.

(Under Section 26 (1) (g) of the University Grants Commission Act, 1956)

Dated June, 2009.

## PREAMBLE.

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission 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 indisciplined 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, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

### 1. Title, commencement and applicability.-

1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".

1.2 They shall come into force from the date of their publication in the Official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

## 2. Objectives.-

To prohibit 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 indisciplined 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; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it

3 Under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

## 3. What constitutes Ragging.-?

a. 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 indisciplined 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, post, 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. Definitions.-

1) In these regulations unless the context otherwise requires,- a) "Act" means, the University Grants Commission Act, 1956 (3 of 1956); 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) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations. d) "Commission" means the University Grants Commission; e) "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils. f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district. g) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred. h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution. i) "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such

institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma. j) “NAAC” means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act; k) “State Level Monitoring Cell” means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

(2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be.

#### 5. Measures for prohibition of ragging at the institution level:-

a) No institution or any part of it thereof, including its elements, including, but not b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

#### 6 Measures for prevention of ragging at the institution level.-

##### 6.1 An institution shall take the following steps in regard to admission or registration

of students; namely, a) Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full. Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus. Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.

d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioral pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.

g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.

h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent

ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

- i) The institution shall, 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, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institution 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 an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.
- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.



6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.

b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.

c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.

d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.

e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely;  
(i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations;  
(ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti -ragging committee;(iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members ; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.(v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.

f) The institution shall set up appropriate committees, including the course-in charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.

g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such

informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.

i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.

k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.

l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.

m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.

n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organization authorized to do so.

o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same.; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.

p) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution. Such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

q) The database shall be made available by Commission to the non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

r) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed 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 levels 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) Every institution 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 of, and having the potential of, 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 incident 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 under clause (a) of Regulation 9.1. 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 incident of ragging, and considering such other relevant information as may be required.

f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.

h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely;

a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counseling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a

mobile phone by the institution, the number of which shall be publicized among all students residing in the hostel.

c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.

d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.

e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.

f) The faculty of the institution and its non-teaching staff, which includes, but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

g) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.

h) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.

i) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.

j) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.

k) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.

l) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

m) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members or bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

n) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.

o) The Vice Chancellor of each University shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

#### 7. Action to be taken by the Head of the institution.-

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;

- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of “Ragging”.

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

## 8. Duties and Responsibilities of the Commission and the Councils.-

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) In order to enable a student or any person to communicate with the Anti- Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- e) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- f) The Commission and respective council shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution through an agency approved by the Ministry of Human Resource Development, Government of India; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- g) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.



b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.

c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission that the institution has complied with the anti-ragging measures.

d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorized accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.

e) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.

f) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

#### 9. Administrative action in the event of ragging.-

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

i. Suspension from attending classes and academic privileges.

ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.

iii. Debarring from appearing in any test/ examination or other evaluation process.

- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from 1 to 4 semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- x. Fine which may extend up to Rs.2.5 Lakh. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;

ii. in case of an order of a University, to its Chancellor.

iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

i. Withdrawal of affiliation/recognition or other privileges conferred.

ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University. Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

iii. Withholding grants allocated to it by the university, if any

iv. Withholding any grants canalized through the university to the institution.

v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental enquiry, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such action.

9.5 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations. Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

\*\*\*\*\*

**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (*full name of parent/guardian*) father/mother/guardian of \_\_\_\_\_ (*full name of student with admission/registration/enrolment number*), having been admitted to \_\_\_\_\_ (*name of the institution*), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER

**ANNEXURE I**  
**AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (*full name of student with admission/registration/enrolment number*)  
s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having  
been admitted to \_\_\_\_\_ (*name of the institution*), have  
received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher  
Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and  
fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to  
what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and  
am fully aware of the penal and administrative action that is liable to be taken against  
me in case I am found guilty of or abetting ragging, actively or passively, or being part  
of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as  
ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of  
commission or omission that may be constituted as ragging under clause  
3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment  
according to clause 9.1 of the Regulations, without prejudice to any other criminal action  
that may be taken against me under any penal law or any law for the time being in  
force.

6) I hereby declare that I have not been expelled or debarred from admission in  
any institution in the country on account of being found guilty of, abetting or being part  
of a conspiracy to promote, ragging; and further affirm that, in case the declaration is  
found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no  
part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (*place*) on this the \_\_\_\_\_ (*day*) of \_\_\_\_\_ (*month*), \_\_\_\_\_ (*year*).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (*day*) of \_\_\_\_\_ (*month*),  
\_\_\_\_\_ (*year*) after reading the contents of this affidavit.

OATH COMMISSIONER

# **Maharashtra Anti Ragging Act SOP**

# MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999<sup>1</sup>

## MAHARASHTRA ACT NO. XXXIII OF 1999

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 15th May, 1999.

An Act to prohibit ragging in educational institutions in the State of Maharashtra.

WHEREAS it is expedient to enact a special law to prohibit ragging in educational institutions in the State of Maharashtra; It is hereby enacted in the Fiftieth Year of the Republic of India as follows :-

**1. Short title and commencement.**- (1) This Act may be called the Maharashtra Prohibition of Ragging Act, 1999.

(2) It shall come into force on such date as the State Government may, by notification in the *Official Gazette*, appoint.

**2. Definitions.**- In this Act, unless the context otherwise requires,-

- (a) "educational institution" means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto;
- (b) "head of the educational institution" means the Vice-Chancellor of the University, Dean of Medical Faculty, Director of the Institution or the Principal, Headmaster or the person responsible for the management of the educational institution;
- (c) "ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes -
  - (i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
  - (ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

**3. Prohibition of ragging.**- Ragging within or outside of any educational institution is prohibited.

**4. Penalty for ragging.**- Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution, shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

1. M. G. G. dated 15.5.1999Pt. VIII, p. 666.

**5. Dismissal of student.**- Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

**6. Suspension of student.**- (1) Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, *prima facie*, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.

(2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance, *prima facie*, in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

(3) The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final.

**7. Deemed abatement.**- If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.

**8. Power to make rules.**- (1) The State Government may, by notification in the *Official Gazette*, make rules for carrying out all or any of the purposes of this Act.

(2) Every rule made under this Act shall be laid, as soon as may be, after it is made, before each House of the State Legislature, while it is in session for a total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, both Houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and notify such decision in the *Official Gazette*, the rule shall, from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.

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# **AWES Anti Ragging SOP**

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Army Welfare Education Society  
Adjutant General's Branch  
Integrated Headquarters  
Ministry of Defence (Army)  
Building No. 202, Shankar Vihar  
Delhi Cantt – 110010

B/45728/WAT/AWES

06 Apr 2009

List 'E'

#### RAGGING

1. Ragging is banded in educational institutions and hostels as per Hon'ble Supreme Courts orders. Anyone including in such acts shall be subjected to punishment by a Court of Law / Concerned authorities.

2. "Ragging means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his persons or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force"

# **AIT Anti Ragging SOP**

**RULES FOR THE STUDENTS OF ARMY INSTITUTE OF TECHNOLOGY**  
**(Amended upto Jul 2024)**

**"RAGGING IS STRICTLY PROHIBITED"**

**GENERAL RULES FOR CONDUCT**

1. Rules for conduct of AIT students are to be read in conjunction with **UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions 2009 and Maharashtra Prohibition of Ragging Act 1999**, Extract of these are attached as Appendices A and B respectively. Full Regulations/Act is available at AIT website <http://aitpune.edu.in>.
2. AIT is a unique institution, meant exclusively for the children of Army Personnel both serving and retired. Though, it is a private engineering college, its ethos is more or less akin to army establishments. Every effort must be made to preserve this uniqueness, which sets it apart from many engineering colleges in our country. The onus of ensuring that the image of the Institution is kept not only untarnished, but ever shining at all times rests solely on the young shoulders of all AITians.
3. These Rules have been framed with the purpose of guiding AITians, their parents/guardians and visitors on what they should expect from AIT and what AIT expects from them in return, thereby ensuring a healthy, good and clean environment for studies as well as personality development of the students.
4. It is expected that **no student will ever indulge in any form of behavior/unbecoming conduct inside or outside the campus that can harm the reputation of AIT. Strict action will be taken against defaulters.**

**AIT Dress Code**

5. Students are representative of the college both during and after college hours. An individual's personal appearance and actions are related to the impressions that he/she makes upon people outside of the organization. These impressions are closely tied to the advancement and developing reputation of the college. Students should maintain an image of professionalism and confidence. In college hours boys/girls are expected to dress in a professional manner.

**Weekdays (Monday to Friday)**

6. AIT students must ensure that their attire is dignified, exercising good judgment and being neat and professional in appearance. Clothing should be clean, pressed or wrinkle free and without holes or frayed areas. Clothing should not be tight fitting, sheer, unusually bold or ornate.
7. All girls and boys should wear proper uniform with tie. ***FE girl students should be dressed in salwar suits with dupatta till their uniform gets ready. FE boy students will be dressed in trousers with shirts tucked in, black belt and black leather shoes. Shirt will have full sleeves. Cuffs/ sleeves of the shirts***



***will not be rolled up.***

8. Dress code to be followed by the students during college hours is given in paragraphs 9 and 10 below.

9. **AIT Uniform.** The AIT uniform for students is as under:-

- (a) Shirt – Light blue colour with full sleeves. Cuffs/ sleeves of the shirts will not be rolled up.
- (b) Trouser – Grey colour.
- (c) Black coloured belt (preferably of leather).
- (d) Neck tie – Maroon colour with AIT emblem/logo.
- (e) Shoes – Black brogue/oxford with black/grey socks.
- (f) Blazer – Navy blue (in winter and for formal functions).
- (g) T shirt white with grey stripes and AIT black/grey socks (for sports activities).
- (h) Navy Blue colour overall combination (Boiler suit) with AIT Emblem/ Logo (for workshop classes).
- (j) Turban – Maroon colour (for Sikh students only).

**Note:** Trouser, shirt, blazer, tie, T shirt and overall combination will be provided by institute on payment (already included in the Fee). Black coloured belt, black shoes, black/grey socks and turban (for male Sikh students) will be brought/procured by the students. In case required, such students will pay extra for these additional sets of uniform. Students other than First Year will give demand for uniform items to Central Stores, AIT, before 20 Aug 2023 and will be present for taking measurements during admission of First Year students.

10. (a) **General Dress Code.** Students are expected to wear AIT **Uniform on all Mondays and Thursdays.** In addition to these days, uniform will be worn for all College functions, on the days of VIP visits, and occasions as directed to do so by the AIT Authorities.

(b) **Dress Code for Classes.** On days other than 'Uniform days', students will be dressed properly and in a dignified manner. For workshop classes students should wear Overall Combination with black shoes. **Wearing of pajamas, round neck T shirts and chappals or sandals in**

**the Academic Block is strictly prohibited.** Girls are expected to be dressed in dignified and modest manner.

(c) **Dress Inside Hostels.** Students will be appropriately attired while moving inside their hostels and in places of central facilities like Gym, Dining Hall, Recreation Room, etc. Since hostel accommodation will be visited frequently by maintenance staff and cable/computer mechanics during day hours, students are advised to remain dressed up appropriately while moving within their respective hostels. The maintenance staff and cable/internet operators are allowed to visit Girls Hostel between 0900 hrs to 1730 hrs after obtaining prior permission of Joint Director. Hostel inmates are advised to dress up in such manner so as to **avoid causing embarrassment to fellow students/hostel staff and casual visitors** to the hostel.

(d) **Dress code while In-campus (Outside the Hostel).** Within the AIT campus all students must be dressed up in a decent manner and they are not permitted to wear dresses like **pajamas, night suit/dresses, chappals etc. outside their respective hostels.** This code applies to the shopping complex, common facilities/rooms, cafeterias, messes, ATM Counters etc. also.

(e) **Dress for Sports Fields/ Gym.** Students are expected to be attired in sports wear/ track suits while indulging in outdoor games activities and while having workouts in the gym. Girl students will avoid wearing tight/ revealing dresses for sports/ games.


(f) **Dress Outside the Campus.**

(i) All students will be dressed responsibly and appropriately when moving out AIT Campus.

(ii) When girl students are taking part in any formal function involving performing arts, the dresses of the participants for the dances, will be approved by the Warden.

### **Compliance**

11. It is very important to maintain our standard of dress in the college. When one individual student wears something that is inappropriate, it sends a message to others that the dress guidelines are not important. Therefore it is responsibility of each student to strictly follow the dress code rules laid out for them. Anyone found violating the rules will be liable to disciplinary action.



### Inter - Relationships

12. The relationship between two AITians is expected to be based on **friendship and mutual respect**.

(a) **Student - Staff Relationship**. AIT believes in the traditional '**Guru Shishya**' relationship. The role of AIT Faculty is that of 'Friend, Philosopher and Guide'. It is incumbent on the part of students to uphold these and any transgression beyond the set norms and limit will invite severest of penal action.

(i) **Visiting Staff Quarters**. Students are not expected to visit residential quarters of staff members unless it is for unavoidable/emergent nature of work or when they have been called/invited by the staff member concerned.

(ii) **Staff - Student Social Get-togethers**. All Institutional/ Social get-togethers of the staff members and students will require prior approval of the Management.

(b) **Relationship between Senior and Fresher/Junior Students**. The relationship between senior and junior students should be that of an **elder and younger**. The senior student's role towards a junior student will be that of an elder in a family. Senior students must not, however, assume the role of ombudsmen/ policemen/law maker by trying to reform or punish the juniors. In case of any violations of rules/ codes by seniors, the same must be brought to the notice of wardens/ Management. They are, as such, expected to play the role of mentors and help their juniors settle down in the new environment. Under no circumstances will the junior students be made to run errands for the senior students or to do any of their personal home work.

### Conduct Inside AIT Campus and Hostels

13. AIT presently do not have adequate accommodation for all students. **Allotment of accommodation is carried out by a Board of Officers, with academic performance and attendance in classes as the prime criteria. Following guidelines will be followed for allotment of hostel accommodation:-**

*(a) First year students will not be allowed to stay outside the campus.*

*(b) Students with major discipline violations will not be considered for Hostel accommodation.*

*(c) Students will be allotted accommodation based on aggregate marks/ CGPA up to SEM – I and class attendance of SEM – II.*

*(d) In case of shortage of accommodation, BE, TE and SE students with lower academic merit/ class attendance, will not be allotted hostel room.*

*(e) Students from SE to BE and ME volunteering to stay outside the hostels, will apply specifically for the same, indicating details of address of planned stay.*

14. **Prohibited Acts**. The following acts are prohibited:-

(a) Playing in the corridors

(b) Partying inside room. Year-wise reading/ common rooms have been constructed on the respective hostel terraces where organised celebrations can be conducted with prior permission.

(c) Playing loud music so as to disturb others. Possession of external speakers of any kind are not permitted within the hostel premises.

(d) Parking of vehicles anywhere other than parking area.

(e) Having meals inside the hostel rooms unless medically advised.

(f) Smoking, chewing of tobacco/pan and spitting in the Campus/hostel area.

(g) Drinking/ Consumption/ storage of alcohol, possession/ consumption of drugs.

(h) Gambling of any nature and kind.

(i) Borrowing or lending money.

(j) Visits by members of opposite sex to the hostel rooms.

(k) Keeping of firearms/ weapons of any kind.

(l) Canvassing for funds/donation for any cause without express sanction of



the Director, AIT.

- (m) Fixing of nails on walls to hang wall pieces.
- (n) Pasting of posters/ slogans/ graffiti on walls/ fixtures.
- (o) Use of electrical appliances like hot plates, gas stoves, irons and heating rods.
- (p) Cooking in hostel rooms.
- (q) Keeping personal TVs.
- (r) Allowing/permitting anyone other than a bonafide AIT hostel student to stay in the rooms allotted/vacant rooms of the hostel and failure to report such occupation on coming to know of it will constitute an offence.
- (s) Burning of any material inside and outside the hostel or in any AIT building that is likely to result in a serious fire hazard/ accident.
- (t) Masking/ damaging/ tampering CCTV/ biometric and other such devices in Hostels and AIT Campus.
- (u) Possession of two/ four wheelers (except those who have been permitted specifically) and riding of two wheelers without a crash helmet including riding pillion without a crash helmet.
- (v) All such acts that have been banned/ prohibited/ constituting an offence/ violation of good order and student discipline by various acts and orders enacted by the AIT, University of Pune, Govt of Maharashtra and Govt of India.
- (w) All students will strictly avoid indulging in misinformation/ insulting post/ religious/ extremist/ fanatic post or sexually oriented contents on social media and cyber space. Attention of students is drawn to various provisions of IT Act (2000) and offences contained therein.
- (x) Any anti-social/ political/ criminal/ undesirable activity.
- (y) Using of criminal force on anyone within the Campus.
- (z) Tasking junior students for tasks/ acts which they may not perform in normal course.
- (aa) Causing damage to/ destruction of property of fellow students/ AIT staff/ AIT premises.

- (ab) Using disrespectful/ unparliamentarily language either directly or through phone or other electronic medium like internet, etc.
- (ac) Eve teasing or causing any type of mental or physical harassment to girl students.
- (ad) Non clearance of dues of caterers or any shopkeeper in AIT complex.
- (ae) Cheating the caterer, cafeteria or any establishment in AIT complex.
- (af) Indulging in physical fights.
- (ag) Keeping of pets in hostels or in AIT complex.
- (ah) Keeping large sums of cash and valuables in the rooms.
- (aj) Inviting/ allowing any person other than an inmate of the hostel (including day scholars or friends) to visit the hostel/ room, without specific permission of the concerned warden.
- (ak) Defaming or tarnishing College, College Authorities, Staff & Student.
- (al) Forging documents.

#### **Allotment/ Vacation of Rooms**

15. Accommodation in the boys/girls hostels is allotted to students not as a matter of right but as per the policies framed by Army HQ (AWES). A student will stay only in the room/ accommodation allotted to him. A student **can be expelled from the hostel by giving a notice of 48 hrs** and without assigning any reason for the action/expulsion. Students expelled on grounds of indiscipline will forfeit hostel fees paid by them.

16. **Policy and Procedure for Allotment of Rooms**. The policy for allotment of rooms will be decided by the Management, and may be changed to cater for unforeseen cases/ circumstances. Allotments of rooms made by the Warden will be strictly adhered to.

17. **Change of Rooms Allotted**. A student may apply for a change of room, giving reasons/ justification thereof. No student will change his room, even by mutual consent, without the written approval of the Warden.

18. **Payment of Hostel and Mess Fees**. No student is permitted to stay in a hostel room without having paid the hostel and mess fees in full and obtaining an allotment order from the Warden.

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19. (a) **Hostel Accommodation for Year-down/Drop-out Students.** Drop-out/Year-down students who have not taken regular or provisional admission will not be permitted to stay in hostels.

(b) **Stay by Un-authorized Persons.** No student is allowed to share his room with anyone who is not an authorised occupant of the room, as allotted by AIT Management.

20. **Allotment of Guest Rooms.** Parents/ relatives of hostellers are not permitted to stay in the hostels without prior approval of the Management. **Students desirous of availing College Guest Room facility may do so by applying in writing and paying rental charges of one day at least 48 hrs in advance.** Rooms so allotted but not occupied by the specified date will stand cancelled and the advance paid will be forfeited. Guest rooms are allotted to the parents/ brothers and sisters of the hostel inmates only. Day scholars are not permitted to stay in the College Guest rooms.

21. **Vacation of Rooms by Students.**

(a) **On Term End.** On termination of year end term, students staying in hostel are required to vacate their respective rooms and handover the room to hostel attendants. They will be allotted room later before commencement of next term.

(b) **BE Students.** BE students will have to vacate their rooms not later than 15 days after their last exam of BE.

**Note.** Once a hostel room is allotted to a student/occupied by a student, he/ she will **not be allowed to surrender the room so allotted and no refund will be effected during that academic year.** However, students vacating hostel accommodation due to their leaving AIT to pursue studies somewhere else/due to their joining IMA/OTA/NDA/due to their being year down will be governed by the refund rules of the College.

#### **Care of Hostel Assets/ Property**

22. **Room Inventory.** All furniture and fixtures in the rooms allotted to students must be cared for properly. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

23. **Interchange of Furniture/ Fixtures.** Students are prohibited from interchanging any furniture/ fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities will be expelled from the hostel.

24. **Assets in Common Areas/ Corridors.** Theft/ damage to hostel assets in common areas/ corridors will be recovered from all the students of the flank/ wing involved. In case of theft/ damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

### **Economy in Consumption of Water and Electricity**

25. Water and electricity are always in short supply and there is a requirement of making concerted effort to save both. All students are expected to exercise control over use of water as often it is purchased from non MES sources at an exorbitant rate. Students are advised to switch off electricity in their accommodation and class rooms when there is no need for lights and fans. Deliberate wastage of water and electricity will invite penalty.

### **Campus In-time**

26. "The Campus in-time for all students is 09:30 pm on all days. The main Gate of AIT will be closed for students at 09.30 pm every day. There is no provision for late night arrival. Students desirous of staying out beyond 10:00pm should seek leave of absence from the Joint Director well in advance. Disciplinary action will be initiated against those violating these provisions. Students found missing from the hostel will be dealt with as a case of indiscipline. All students will be inside the respective hostels by 10:00 pm. Hostel gates will be closed by 10:00 pm. Attendance registers/Face ID recognition will be carried out by the students by 10:30 pm every night".

27. **Permission for Late Night.** No student is allowed to come late to Campus/ hostel. Students desirous of staying out late night (beyond the stipulated timings) are well advised to obtain an application from their respective parents seeking permission for leave of absence. No leave of absence will be granted without such application.

28. **Entry in Face ID System in Boys Hostels.** All boys staying in boys hostels are required to record their attendance in the face ID systems installed in the Hostels. The 'in-time' is between 10:00 pm and 10:30 pm every day. Failure to record in Face ID system by any student will be dealt with as a case of indiscipline.

29. **Gate In/ Out Pass.** All students whether staying in Hostel or day scholar will be in possession of his I/Card while going In/Out of campus. Student is required to register with face ID system installed at the gate for each entry and exit. In case of no entering at face ID will attract a fine of Rs 100/- each time default. For repeated offences by a particular student disciplinary action will be initiated.

### **Out-pass/ Night out Permission/ Leave of Absence**

30. **Out-Pass/ Night Out Permission.** Students may apply for Out-pass/ Night

Out-Pass for staying with their parents/ relatives/ local guardians for a maximum duration of three nights . For girl students consent of parents is required for night outpass.

31. **Leave of Absence**. Application for leave of absence will be submitted to respective HOD at-least 72 hrs in advance. Leave is granted subject to the condition that the onus of securing mandatory attendance (minimum 75%) in the semester rests with the students concerned.

32. **Preparatory Leave**. Students are permitted to proceed on leave during their Preparatory Leave. The modalities for obtaining permission will be same as availing Leave of Absence except that in this case the application will be routed through respective wardens.

33. **Refund of Hostel and Messing Charges**. Students are **not entitled to any refund of their hostel, messing and laundry charges** for the duration of their leave of absence/ out-pass/ preparatory leave.

#### **Instructions for Visitors**

34. Students are allowed to meet visitors within AIT. However it will be ensured that such meetings are held in the reception rooms or cafeterias.

35. Visitors must be requested not to enter the hostels, since this leads to intrusion into the privacy of other hostellers.

36. Under no circumstances will visitors of the opposite sex visit either hostel i.e. men/boys will NOT enter the girls hostel and women/girls will NOT enter the boys hostel.

37. **Timings of Visit**. Visitors including Day scholars must leave the Campus latest by 7.30 pm and not to enter Campus before 6.30 am. For visiting timings beyond 07.30 pm, specific permission of Joint Director will have to be taken.

38. **Excursions and Picnic Trips**. All excursions and educational trips are to be coordinated by the Faculty/ Warden concerned. Student desirous of proceeding on excursion/ picnic must contact their warden/ Faculty well in advance and obtain prior permission of the Director, through Faculty In-charge/Warden giving details of the Tour Operator and contact telephone numbers of the Tour Operator, name of driver, etc at least 72 hrs before the date/time of departure.

#### **Instructions Regarding Private Vehicles**

39. Students are not permitted to keep two or four wheelers while studying in the College as hostellers. However, fourth year students can keep two wheelers with prior permission of the Joint Director. For obtaining permission of the Joint Director, the student must submit an undertaking in the form of an affidavit duly

signed by his/her parent and abide by the rules and regulations of the College. All private vehicles must have valid registration papers and the students must be able to establish their ownership of the vehicles. In all cases the authority letters from the actual owners must be shown to AIT Management where the vehicle is not in the name of the student. Private vehicles kept without ownership authority and valid registration papers will be confiscated by AIT and handed over to the civil police. Driving a two-wheeler or riding pillion, without a helmet both inside and outside the Campus is not allowed and violation of this rule will invite severe punitive action against the defaulter. Details of procedure for obtaining permission of the Joint Director can be obtained from respective wardens.

#### **Use of Academic Block Beyond College Timings**

40. The labs and the classrooms in the Academic Block are out of bounds for the students beyond the college timings, unless specifically permitted in writing by either the HOD/ Principal or Joint Director.

41. Students are, however allowed entry into the Reception Foyer to enable them to use the ATM and MI Room.

42. The terraces of the academic block & hostels are out of bounds to all students after sunset.

#### **Medical Aid**

43. College provides 24hrs medical assistance through College MI Room. The Nursing Assistant is available on Campus and can be contacted over phone to (internal No - 3182) seek medical assistance after office hours. Under no circumstances the students will visit the Nursing Assistant at his residence. Nursing Assistant will not visit hostels to attend sick reports unless under emergency/ exceptional circumstances with the prior permission of Joint Director.

44. **Routine Sick Report**. The routine sick report will be seen by MO, MH Kirkee. An ambulance will be provided for the conveyance of routine sick report which will be accompanied by the Nursing Assistant. Students wanting to report sick or seek specialist medical assistance must report to College MI Room by 8:15 am daily. The ambulance will leave the College at 8:30 am and anyone willing to report sick after that, will have to make own arrangements to go to MH. Vehicle will not be provided to go to Command Hospital as a matter of routine except in emergency. Students must make their own arrangements for regular check up with Military Hospital, Kirkee or Command Hospital, Pune.

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45. **Special Sick Report.** Students falling seriously ill or those who have been seriously injured will be sent to MH Kirkee as special sick report cases in the AIT ambulance/vehicle. However, in circumstances when AIT vehicle cannot be detailed in an emergency, students must report to MH Kirkee using hired transport or any private conveyance available at that time. AIT will not pay for hiring of such transport. No student will get admitted to MH without knowledge of the management.

46. **Accident Cases.** In case of accident that may occur outside AIT campus, the casualty must be taken to nearest hospital (could be civil or military) by the fastest available means by fellow students who may be accompanying the student. Report of such incidences must invariably be given to Joint Director on phone at the earliest. All assistance will be provided by Institute during emergency hours.

**Note.** Students are advised to keep the address and telephone numbers of Joint Director, NOK and Parents in their wallets/purse with a caption "**PLEASE INFORM INCASE OF EMERGENCY**" written on top. Also it would be prudent to feed telephone numbers with easily identifiable relationships like 'Dad', 'Mom', 'Brother' 'sister' etc on own mobile.  
**Conduct of Students on Special Occasions**

47. **Centrally Organised Lectures/ Seminars**

- (a) Students will wear AIT uniform.
- (b) All students must be seated 10 minutes before the commencement of the event/function.
- (c) Students should not cause disturbance by talking amongst themselves/ clapping during the proceedings of seminars/lectures.
- (d) No student must leave the venue before the dignitaries leave.
- (e) Attendance of those nominated to attend is compulsory.
- (f) Failure to attend will amount to violation of good order and conduct and thus be dealt with appropriately by the Management.

48. **Conduct Outside AIT Campus.** AIT by virtue of its natural association with Indian Army has acquired a positive image and an enviable reputation amongst the local population and other engineering colleges of Pune. It is therefore the duty of all AITians to conduct themselves in a manner that does

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not damage the reputation of both Indian Army and AIT. This is particularly applicable to their conduct in town, RSI, CME, NDA and AFMC premises and even while traveling on trains. An AITian must be discernible from others in a crowd through his good conduct, pleasing manners and a dignified. Remember, the College boasts of '**Excellent demeanor Discipline and Impeccable Conduct**' as one of the virtues/USPs of AITians during their Campus Placement.

49. **Intra-College Functions**. Healthy competition must be encouraged and be visible. Remarks and comments made in poor taste must be totally avoided. Disorderly and unbecoming behaviour during Intra College (i.e. Inter Branch) functions and competitions will be dealt with severe punishment.

### **Discipline Aspects**

50. **Ragging**.

(a) In a professional institute of AIT's standing, ragging has no place at all. With the promulgation of Maharashtra Prohibition of Ragging Act 1999, **ragging is considered a serious offence punishable with 2 yrs in jail and a fine of Rs. 10,000/-**. It must be understood that ragging is invariably a sign not only of poor upbringing but also of an inferiority complex. If the students are facing any type of problems, they could drop their grievances in the Complaint Box placed in the Warden's office and in the Administrative Block. Complaints could also be lodged with the security staff, Asst Warden or Hostel Attendant for immediate action.

(b) **Any Other Act of Indiscipline**. Punishments from fines to rustication/expulsion from College/ University may be awarded by Principal/Director to students involved in cases of indiscipline and misconduct in AIT campus/ hostels or outside.

51. **Students Disciplinary Enquiry Committee**. Notice on acts of student indiscipline will be forwarded as early as possible but not later than 24 hours by Warden/ HOD to the Director preferably by tele-call followed by written report. The matter will be considered by the Students Disciplinary Committee and their recommendation will be submitted to the Director within next 24 hours. The composition of Students Disciplinary Committee is as follows:-

- |                 |        |                      |
|-----------------|--------|----------------------|
| (a) Chairperson | -      | Asso Prof/ Professor |
| (b) Members     | (i) -  | 3 x Asst Prof        |
|                 | (ii) - | Warden , BH          |





- (iii) - President, Student Council
- (iv) - Ladies Representative, Student Council

52. **Anti Ragging Squad**. Anti Ragging Squad is composed as under:-

- (a) Chairperson - Faculty Member
- (b) Members
  - (i) - Asst Prof/ Programmer
  - (ii) - Warden, Boys Hostel
  - (iii) - Warden, Girls Hostel

53. **Anti Ragging Committee**. Anti ragging Committee is composed as under:-

- (a) Principal.
- (b) Member NGO.
- (c) Member Media.
- (d) Rep Civil Administration.
- (e) Rep Police Authorities.
- (f) 2 x Rep Teaching Faculty.
- (g) 2 x Rep of Parents.
- (h) Warden, BH & Rep of Non Teaching Staff.
- (j) Warden, GH & rep of Parents.
- (k) 2 x Warden & Rep of Non Teaching Staff.
- (l) President Student Council.
- (m) FE Boy student.
- (n) FE Girl student.

54. **Internal Complaint Committee (ICC)**. In pursuance to Supreme Court and AICTE Directive, the Institute has constituted an Internal Complaint Committee for Gender Sensitization and Complaints against Sexual Harassment. The committee shall address discriminatory behavior including Sexual Harassment that they observe or of which they become aware of. The committee will also advise remedial actions including punishment to the offender. Committee composition consists of representatives from faculty, staff, students and external NGO representative as follows:-

- (a) Chairperson - Asso Prof
- (b) Members
  - (i) - 2 x Teaching Staff
  - (ii) - 2 x Non Teaching Staff
  - (iii) - Programmer
  - (iv) - Lady Rep, Student Council
  - (v) - External NGO

55. **Mental Health Committee (MHC)**. A committee has been constituted to counsel the students going through Mental Health problems due to post COVID as well as those, whose performance is declining. The Committee will try to address the problem with the help of empaneled professional counselors including one Doctor. The committee will consist the following members:-

- (a) Chairperson - Asso Prof
- (b) Members - 6 x Teaching Rep

#### **Instructions for Utilising Sports Facilities and Gymnasium**

56. AIT has several good sports facilities and health equipment on the campus. It is the duty of all AITians to ensure that these are not misused or used in a manner that renders them unserviceable. The following is required to be kept in mind in this regard:

- (a) Keeping the doors of the squash court locked when the court is not in use.
- (b) Putting off the lights in the squash court, basket-ball court, indoor badminton court and the gymnasium when these facilities are not being utilized by those who use them the last that day.
- (c) Keeping all weights and systems in the gymnasium at the appropriate places (e.g. do not keep 'weights' etc. on the seats and cushions).
- (d) Not to use the tennis and volleyball courts immediately after a heavy downpour/ rain.

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### **Complaint Procedure**

57. Any student who wishes to submit any complaint against the working of any system/facility on the AIT Campus or against any AIT employee/ persons working on contract with AIT must do so in writing routed through the Hostel Warden/ Head of Dept.
58. Complaints regarding matters concerning academics must be addressed to the Principal and must be routed through the Head of the Department.
59. Complaints/ suggestions concerning the working of any sports facility/ club/ co-curricular activity must be addressed to the Principal through the Chairman of the Committee set up to oversee such activities.
60. Complaints/suggestions regarding hostels or messes should be routed through the Wardens to the Joint Director.
61. Students are prohibited from directly approaching the Director or Chairman or Patron with complaints without first seeking redress from the authorities mentioned above.
62. **Channel for Correspondence.** The following channels of correspondence will be strictly adhered to: -

### **Subject Matter to be Approached**

- |                                    |   |   |
|------------------------------------|---|---|
| (a) Dept/ Academic Matters         | - | Respective HOD                            |
| (b) Hostel/Mess Matters            | - | Respective Warden /Boys Hostel            |
| (c) Library Matters                | - | Library Asst/OIC Library                  |
| (d) Sports and Cultural Activities | - | Respective Committee In-charge/ Principal |
| (e) Placement Activities           | - | Placement Officer                         |
| (f) Academic Matters               | - | Principal including Students Performance  |
| (g) Admission/ Migration/          | - | Jt Director/ Principal/ Registrar         |

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Change of Branch/ Fees/  
Adm matters

63. **Students Grievance Cell.** All student grievances will be considered by Students Grievance Cell and its recommendations will be submitted to the Director. The Grievance Cell is composed as under:-

- |     |             |       |                |
|-----|-------------|-------|----------------|
| (a) | Chairperson | -     | Joint Director |
| (b) | Members     | (i)   | - Principal    |
|     |             | (ii)  | - Asso Prof    |
|     |             | (iii) | - Asst Prof    |


64. The Hostel Warden or any other authority designated by the Director/Principal shall have the powers to completely search the rooms & belongings of the students at any time.

65. These regulations could be used as guidelines for other issues not covered under any other rules and regulations. The decision of Warden with regard to interpretation of the rules or any other matter not specifically mentioned shall be final. The management has absolute discretion and reserves the right to modify any of the rules as and when necessary.

66. Any suggestion for improvement of facilities in the AIT or for the betterment of AITians must be dropped in the Suggestion Box placed in the Administrative Block and in front of the Director's office or emailed to the following Id:[director@aitpune.edu.in](mailto:director@aitpune.edu.in)

67. **Black Dot System.** To create healthy and disciplined atmosphere in the AIT following points will be considered for recording a black dot against the student's profile:-

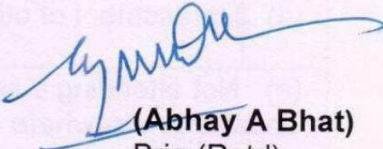
(a)	Caught in malpractice in the university / class exams.
(b)	Getting assignment done by juniors / copying from the others assignments.
(c)	Involved in destructive activity of the institute property or belongings.
(d)	Harassment of other students.
(e)	Not attending a compulsory central function in Gen BC Joshi Hall or Raman Theatre or elsewhere ordered by the college authorities.




(f)	Misbehavior with AIT staff.
(g)	Misconduct with AIT guest.
(h)	Promoting unethical activity / practices in AIT campus.
(j)	Held for consuming liquor / drug either on or off the campus.
(k)	Promoting / bringing any drug inside AIT campus.
(l)	Involvement of theft / stealing any item.
(m)	Not obeying the orders of higher authorities in spite of repeated instructions/ warning.
(n)	Forming a group based on caste, creed, region and parents positions/ designation.
(o)	Forging signatures or documents.
(p)	Involved in cyber crime.
(q)	Use of the social media for wrong propagation of about AIT/ Faculty/ Staff/ authorities/ students
(r)	Spreading rumors in campus
(s)	Involve in unbecoming group activity, which in against the rules of Institute.
(t)	Carrying out any illegal activity in AIT campus or outside.

68. Besides whatever punishment is imposed for a specific act of indiscipline mentioned above a black dot will be placed on student's record. A student with 3 dots against his profile will not be allowed to appear for the campus Interview irrespective of his/ her academic merit.

File No : AIT/0001/Gen Ruling/Adm  
Army Institute of Technology  
Alandi Road, Dighi Hills, Pune - 15

  
**(Abhay A Bhat)**  
Brig (Retd)  
Director

Date: 11 Jul 2024



**Appendix A**  
**(Refer to Para 1)**

**UGC REGULATIONS ON CURBING THE MENACE OF  
RAGGING IN HIGHER EDUCATION INSTITUTIONS, 2009**  
**(Under Section 26(1)(g) of the University Grants  
Commission Act, 1956)**

**Clause 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 indiscipline 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, post, 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;

(j) 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.

**6. Measures for prohibition of ragging at the institution level:-**

**6.1 An institution shall take the following steps in regard to admission or registration of students; namely,**

(a) Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

(b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

(c) Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the Institution, faculty members, members of the Anti-Ragging Committees and Anti Ragging Squads, District and Sub Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

(c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.

(d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and

signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

(e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/ guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/ her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/ her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

(f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/ Transfer Certificate/ Migration Certificate/ Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behavior has been commented in such document.

(g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his / her parents / guardians in the form prescribed in Annexure I and



Annexure II to these Regulations respectively along with his/ her application.

**6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;**

(a) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counseling of both freshers and senior students by a professional counselor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration, (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the freshers.

(b) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

(c) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

**Clause 7**

**7. Action to be taken by the Head of the institution.-** On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee

authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely,

- i. Abetment to ragging.
- ii. Criminal conspiracy to rag.
- iii. Unlawful assembly and rioting while ragging.
- iv. Public nuisance created during ragging.
- v. Violation of decency and morals through ragging.
- vi. Injury to body, causing hurt or grievous hurt.
- vii. Wrongful restraint.
- viii. Wrongful confinement.
- ix. Use of criminal force.
- x. Assault as well as sexual offences or unnatural offences.
- xi. Extortion.
- xii. Criminal trespass.
- xiii. Offences against property.
- xiv. Criminal intimidation.
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s).
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s).
- xvii. Physical or psychological humiliation.
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

**Clause 9.1****9. Administrative action in the event of ragging.-**

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under: -

a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- (i) Suspension from attending classes and academic privileges.
- (ii) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- (iii) Debarring from appearing in any test/ examination or other evaluation process.
- (iv) Withholding results.
- (v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (vi) Suspension/ expulsion from the hostel.
- (vii) Cancellation of admission.
- (viii) Rustication from the institution for period ranging from one to four semesters.
- (ix) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

(i) in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;

(ii) in case of an order of a University, to its Chancellor.

(iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

**Appendix B**  
**(Refer to Para 1)**

**EXTRACT OF MAHARASHTRA PROHIBITION OF  
RAGGING ACT, 1991  
MAHARASHTRA ACT NO XXXIII OF 1999  
"AN ACT TO PROHIBIT RAGGING IN EDUCATIONAL  
INSTITUTIONS IN THE STATE OF MAHARASHTRA"**

1. **Short Title and Commencement.** This Act may be called the Maharashtra Prohibition of Ragging Act, 1999.
2. **Definitions.** In this Act, unless the context otherwise requires:
  - (a) "educational institution" means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto.
  - (b) "head of the educational institution" means the Vice-Chancellor of the University, Dean of Medical Faculty, Director of the Institution or the Principal, Headmaster or the person responsible for the management of the educational institution;
  - (c) "ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes.
    - (i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
    - (ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.
3. **Prohibition of Ragging.** Ragging within or outside of any educational institution is prohibited.

4. **Penalty for Ragging.** Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution, shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

5. **Dismissal of Student.** Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

6. **Suspension of Student.**

(a) Whenever any student or as the case may be, the parent or guardian, or a teacher of an educational institution complains in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice.

(b) to the foregoing provisions, within seven days of the receipt of the complaint, enquire.

(c) into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.

(d) (ii) Where, on enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1), he shall intimate the fact, in writing to the complainant.

(e) (iii) The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final.

7. **Deemed Abetment.** If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.

**DO's AND DONT's FOR AIT HOSTELLERS****DO's**

1. Strictly adhere to laid down rules and regulations.
2. Do carry an identity proof whenever you go out of AIT Campus.
3. Respect your Fellow Students, Seniors, Hostel Staff and Mess Staff.
4. Keep your room clean, tidy and ventilate it regularly. Help AIT maintain cleanliness within the Hostel and Campus.
5. Adhere to mess timings and adhere to Mess Dress Norms.
6. Report movement of any unknown/suspicious person in the Hostel and Campus.
7. Switch off your room lights and fans when not needed or when you are out of your room even for a short while. Help AIT save electricity.
8. Close the taps and avoid wastage of water. Report if any tap is leaking.
9. Consume water only from earmarked water source.
10. Enter your particulars at the Main Gate before leaving and entering Campus.
11. Return to your room before 10 pm every day unless permitted to be out of Hostel. Seek prior permission for all leave of absence from hostel, well in time.
12. Inform the Warden and College incase of change of address / contact details of Parents/ NOK/ Local Guardians.
13. Beware of snakes within Campus; do not move out at night in slippers.
14. Avoid water fronts, beaches, hill tops etc especially during rainy seasons.
15. Report any misconduct/indiscipline on the part of any one in the hostel and also report any undesirable activity within the Hostel/ Campus.

16. Take care of hostel properties and assets. Report any loss or damage to AIT property in the Hostel/ Room.
17. Whenever a complaint is forwarded against any fellow student or staff of AIT, ensure that the data given in the complaint are factual and accurate.
18. Greetings of "Jai Hind" will be used commonly. Seniors. Faculty should return the greetings in the same manner.
19. Sports should be played during the allotted time, and participants must wear proper attire and bring their water bottles. There will be no ban on access of sports facilities at any given time unless as per notice issued by college authorities.
20. All students are expected to attend all branch and club meetings. Active participation is encouraged as it contributes to the collective growth and success of the branch. Penalty for non-attendance will be as approved by club IC faculty.
21. All students are instructed to adhere to the hierarchical order when addressing and resolving any issues they may have.
22. Junior students must vacate their seats for senior students while in Auditoriums, Cafeteria, and Mess except during having food.
23. All students have equal access to all amenities in the mess, without any reservations for specific groups. For issues related to hostels, wardens may directly be informed.

**DON'Ts**

1. Do not leave Hostel without taking prior permission of the Warden/Joint Director.
2. Do not indulge in ragging in any manner including remaining a mute witness to an act of ragging by others.
3. Do not ride two wheeler (when permitted) without helmet both inside and outside AIT Campus. (Rule applicable to both rider and pillion).
4. Do not hand over keys of your two wheeler to another student, who has not been permitted to drive within AIT Campus.
5. Do not consume liquor.
6. Do not smoke or consume stupefying drugs.
7. Do not damage property of others, including AIT.
8. Do not move around/sit in areas that are dark, secluded and bushy.
9. Do not litter Hostel/Rooms and Campus.
10. Do not wear chappals when going out of your hostel.
11. Do not argue with the security staff/hostel staff when they point out difficulty in your dues or when you are checked.
12. Do not cause disturbance to others by playing loud music/ shouting or playing basket ball/ cricket etc inside the hostel.
13. Avoid exaggeration when a complaint is made against a fellow student/staff of AIT.
14. Do not divulge your ATM Pin Number to another student/friend.
15. Do not leave your personal belongings including cash, cards or laptop unattended even for a minute.
16. Every student must utilize social media judiciously. Any form of antisocial activity will not be tolerated under any circumstances. Strict disciplinary action will be initiated if found guilty after enquiry.



**ANTI RAGGING HELPLINE OF AIT**

AIT Exchange – 7249250184/ 7249250185

S/No	Name	Appointment	Office (Extn)	Residence (Extn)	Mobile
1.	Brig Abhay A Bhat (Retd)	Director	2101	2102	9967032089
2	Col MK Prasad (Retd)	Joint Director	2103	2104	9717473840
3	Prof (Dr) BP Patil	Principal	2118	-	9689907475
4	Mr Umesh Kumar Singh	Warden	4254	-	8210368738
5	Mr KB Adhav	Warden	4251	-	9359613087
6	Mr Sandip S Mahadik	Warden	4250	-	8087991755
7	Mr Sanjay Sarkar	Asst Warden	4250	-	9545289048
8	Mr RS Talikotti	Asst Warden	4255	-	7350012270
9	Mrs Shubhangi Deshmukh	Warden	4258	4259	9657510213

# **Inquiries And Disciplinary SOP**

# **SOP FOR CONDUCT OF INQUIRIES AND DISCIPLINARY PROCEEDINGS IN AIT**

## **Introduction.**

1. With a strength of almost 1300 students and over 200 staff, management of HR and maintenance of discipline amongst students and staff is an important management function.
2. As most of the functionaries in the college are from the academic field, their knowledge of legal and administrative procedures is limited. There is hence a requirement of laying down comprehensive SOP for conduct of Enquiries and disciplinary proceedings.

## **AIM.**

3. To lay down SOP on conduct of enquiries in r/o instances of indiscipline / insubordination and unwanted activities as well as relevant disciplinary proceedings post such enquiries.

## **Provisions and Committees.**

4. Such conduct of enquiries and disciplinary proceedings in AIT are governed by University Act 2016, AICTE rules and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. Being an AWES institution, it is also governed by article 53 of Blue Book.

## **Committees.**

5. As per existing orders and instructions, various committees are formed to look into the various aspects of Discipline and Grievances. These are given in succeeding paras:-

6. **The Internal Complaints Committee (ICC) (Anti-Sexual harassment)** The Internal Complaints Committee for prevention of sexual harassment of women at workplace, as per 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013' to deal with the sexual harassment complaints of women at workplace has been established in the college.

### **(a) Composition.**

- (i) **Presiding Officer.** As per the act the Presiding Officer shall be a woman employed at a senior level at workplace from amongst the employees. Either a Woman HoD, or at-least a Woman Associate professor will be the PO.

- (ii) Two employees with experience in social work or have legal knowledge.
- (iii) An external member from an NGO or any association committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- (iv) Atleast half members to be women.
- (v) For any further clarification refer to the Act mentioned above.

(b) **Role.** The committee has to ensure enough steps are taken to create awareness on the topic. If in case any person approaches any of the committee member, the member is immediately required to inform others. A written complaint is required to be taken from the aggrieved person. The aggrieved person is within her rights to submit complaint within 90 days of the incident / last incident. Necessary action to be taken will include settling the matter through counseling and conciliation (only on request of the complainant) as soon as possible. In case the matter is not so resolved, inquiry to be conducted and matter to be sorted out within 10 days from the date of complaint. The members to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students.

(c) **Sexual Harassment.** This includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

- (i) Physical contact and advances; or
- (ii) A demand or request for sexual favours; or
- (iii) Making sexually coloured remarks; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

7. **Grievance and Discipline Committee For Employees.** This will consist of the following:-

- (a) Jt Director
- (b) Principal
- (c) One HoD (in rotation)
- (d) One senior staff member (in rotation)

8. **Handling of Grievances, Complaints / Disciplinary Proceedings for Employees.**

On receipt of grievance from / complaint against or report of an act in violation of college rules / regulations / ethical and moral code, the Director will examine the same. If suitable merit is found, he/she will order the inquiry to be conducted by appropriate committee. Such inquiry should be ordered within seven days of grievance / complaint received unless found infructuous. The inquiry must be completed within 30 days of such order, and extension if any will be sought only if deemed unavoidable, from the Director. In case of disciplinary inquiry for faculty and staff the informal inquiry will only be a preliminary enquiry, as per Para 171 of AWES rules and regulations.

9. **Grievance and Disciplinary Committee for Students.** This committee is empowered to handle both the serious grievances of the students and disciplinary issues of the students. Handling of “grievances” of the students will be on the lines of As per All India Council for Technical Education (AICTE) (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F.No. 37-3/Legal/2012 dated 25 May 2012. Details are at **Appx A**. The composition of the committee will be as follows:-

- (a) Chief Rector
- (b) Rector Boys’ Hostels / Warden Girls’ Hostel
- (c) Teaching Faculty (Male) (d) Teaching Faculty (Female)
- (e) General Secretaries Boys and Girls

10. **Anti-Ragging Committee.** Alleged/ suspected cases of ragging amongst students will be dealt by this committee. The committee will be as follows:-

- (a) Principal, AIT
- (b) Member NGO
- (c) Media Member
- (d) Rep Civil Administration
- (e) Rep Police Authorities
- (f) Chief Rector, AIT (g) Rector, Girls Hostel
- (h) Rector, Boys Hostel
- (i) Warden, Boys Hostel
- (j) Warden, Girls Hostel
- (k) 2 Rep Parents
- (l) Rep Non Teaching Staff
- (m) President/General Secretary of Student Council
- (n) Rep FE Students (Boys & Girls)

11. **Regulations and Notifications.** As per All India Council for Technical Education (AICTE) notified Regulation for Prevention and Prohibition of Ragging in AICTE approved Technical Institute vide No. 37-3/Legal/AICTE/2009 dated 01 Jul 2009. Relevant extracts of the regulations are given in **Appx B**.

12. **Composition of Anti Ragging Squad (AIT).** An anti-ragging squad is required to be established for immediate action and measures to prevention of ragging. The squad will be as follows:-

- (a) Teaching Faculty (Male)
- (b) Teaching Faculty (Female)
- (c) Rector Boys Hostel
- (d) Warden Girls Hostel

13. **Tasks and Role of Anti-Ragging Squad.** As per AICTE regulations at Appx B.

### **Conduct of Inquiry**

14. **Preliminary Actions.** As and when the inquiry is ordered the Presiding Officer will assemble the committee for the following actions:-

- (a) Studying the complaint / initial report leading to the ordering of inquiry.
- (b) Ensuring the complainant is safe and initiating all necessary actions to ensure this.
- (c) Deciding upon the witnesses to be called for recording of the evidence and deciding on the sequence of witnesses to be called. List of material evidence which needs to be produced including audio/video/CCTV evidence should also be decided.
- (d) Deciding on the date, time and place for conduct of the actual inquiry.
- (e) The list of witnesses/evidence and the date/time/place of inquiry be intimated in writing to the Joint Director / Registrar for making the necessary arrangements.
- (f) Study relevant orders / statutes/ rules and legal provisions if any relevant to the case.

15. **Calling Witnesses.** Apart from the complainant, accused person/persons other relevant witnesses should be called to give evidence. The aim of an inquiry is

getting to the bottom of the case and unearthing the truth. All relevant witnesses must be called. These include:-

- (a) Person or official who first received the complaint or who was the first witness to an incident.
- (b) Superior or the care taker (e.g hostel warden in case of students in the hostel) of the hostel.
- (c) In the event of an injury/medical-legal case /death of any individual, the medical officer and /or attendant as the case demands.
- (d) Likely individuals who could have witnessed the incidence.
- (e) In any case of a student misbehavior, his/her councilor.
- (f) Witnesses should be called in a sequence, which aids in ascertaining the truth, and not based on availability or convenience.

16. **Conduct of Inquiry.** The inquiry will commence on assembly of all members on the date and time fixed. In case of absence of individual member, the reason of absence will be recorded and consent of all other present members will be taken to proceed with the inquiry and recorded. However this would be an exception only. The procedure to be followed will be as follows:-

- (a) The Witness so called will be permitted to give out his statement. He/ She can be permitted to read out a written statement. The Witness will be given a statutory warning as follows:-

**“ .....is giving this statement without any compulsion/ coercion//prejudice/. I am fully responsible for whatever is being stated by me”**

- (b) The witness will be allowed to narrate the statement without any interruption/ cross-question. However the committee may guide the witness to remain relevant and factual. One member of the committee will record the entire statement, in the “First Person”.
- (c) The members of the Committee may question each Witness with the aim of extracting the complete facts and filling the gaps in the statement narrated. All questions and answers should be recorded.
- (d) Any witness may be called again for further questioning, should the committee feel so while statement of another witness is being recorded.

(e) On completion of Statements and questions / answers, the Witness will sign with a statement “ The statement recorded / questions and answers during the proceeding have been read by me or read over to me and understood. I sign the same as correct”. All members will sign below the witnesses signature

17. **Presence of the Accused.** If any employee is accused of an act which is likely to affect his character/reputation, he will be present during the recording of the relevant witness. He/She will be permitted to cross-question the Witness. Such a person may be read out the statements of witnesses, if he was not able to attend previously.

18. **Re-examining witnesses.** If the inquiry committee feels the necessity of re-examining (questioning) a witness due to new facts emerging during the inquiry, they may do so.

19. **Preparation of Findings.** Findings in an inquiry, is a logical summary of facts emerging out of the process of inquiry. Findings will also bring out the circumstances leading to the incident/s. Specific references to the statements of relevant Witnesses and/or documentary evidence produced must be made while stating the fact.

20 **Opinion of Inquiry.** The opinion will be derived out of the findings. It will clearly bring out deductions which include, declaring individual/individuals blameworthy for misconduct/ omissions; if blamed the gravity of the offences/ omissions; alternatively can also excoriate individuals who have been accused of misconduct etc. Opinion can also bring to the notice procedural lapses/ weaknesses as well as organizational issues.

21. Opinion should clearly bring out the verdict whether a particular individual is guilty or not guilty of a specific charge.

22. **Recommendations.** Specific recommendations will be included as to the punishments(s) to be awarded to each individual who was found guilty of an offence. The recommendations should also include any change/improvement in procedures needed to prevent such occurrences.

Sd/xxxxx

File No: AIT/0025/Discp(Stu)/Adm

21 Jun 2018

KE Vijayan)  
Col (Retd)  
Jt Director  
For Director



## **Appx A**

(Refer to Para 9 of SOP for  
Conduct of Inquiries and  
Disp Proceedings in AIT)

### **GRIEVANCE REDRESSAL COMMITTEE FOR STUDENTS**

#### **Reference**

As per All India Council for Technical Education (AICTE) (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F.No. 37-3/Legal/2012 dated 25 May 2012.

#### **Grievances**

The following complaints of the aggrieved students namely –

- (a) Making admission contrary to merit determined in accordance with the declared admission policy of the Institute.
- (b) Irregularity in the admission process adopted by the Institute.
- (c) Refusing admission in accordance with the declared admission policy of the institute.
- (d) Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
- (e) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution.
- (f) Breach of the policy for reservation in admission as may be applicable.
- (g) Complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories.
- (h) Nonpayment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority.
- (j) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar.
- (k) On provision of student amenities as may have been promised or required to be provided by the institution.

- (l) Denial of quality education as promised at the time of admission or required to be provided.
- (m) Non transparent or unfair evaluation practices.
- (n) Harassment and victimization of students including sexual harassment; and
- (o) Refund of fees on withdrawal of admissions as per AICTE instructions from time to time.

### **PROCEDURE IN REDRESSAL OF GRIEVANCES**

- (a) Each Technical institution shall establish a registry, headed by an employee of the institute of appropriate rank as the Ombudsman may decide where an aggrieved student or person may make an applicant seeking redressal of grievance.
- (b) The address of the registry so established shall be published widely including on the notice board and prospectus and placed on the website of the institution.
- (c) On receipt of an application by the registry, the employee-in-charge shall inform the Ombudsman and shall immediately provide a copy to the institution for furnishing its reply within seven days.
- (d) The Ombudsman shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved person either in writing or electronically, as may be feasible.
- (e) An aggrieved person may appear either in person or represented by such person as may be authorized to present his case.
- (f) The Ombudsman shall be guided by principles of natural justice while hearing the grievance.
- (g) The Ombudsman shall ensure disposal of every application within one month of receipt for speedy redress of grievance.
- (h) The Technical institution shall be expected to co-operate with the Ombudsman in redress of grievances and failure to do so may be reported by the Ombudsman to AICTE.
- (j) On the conclusion of proceedings, the Ombudsman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
- (k) Every order under clause (9), under the signature of the Ombudsman, shall be provided to the aggrieved person and the institution and shall be placed on the website of the Technical institution.

- (l) The Technical institution shall comply with the order of the Ombudsman.
- (m) Any order of the Ombudsman not complied with by the institution shall be reported to the AICTE for appropriate action as deemed fit by the Council.
- (n) A complaint shall be filed by the aggrieved student, his / her parent or with a special permission from the ombudsman, by any other person.
- (o) In case of any false/frivolous complaint, the ombudsman may order appropriate action against the complainant.
- (p) The principles and procedures outlined above shall apply to the working of the Grievance Redressal Committee in the Technical Institute except
- (q) In case of lack of unanimity, the Grievance Committee shall take decisions by majority;
- (r) The Grievance Committee shall communicate its decisions within ten days of receipt of complaint.

## **Appx B**

(Refer to Para 11 of SOP for Conduct of Inquiries and Disp Proceedings in AIT)

### **AICTE REGULATION ON ANTI RAGGING COMMITTEE**

#### **Objective**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 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, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

Monitoring mechanism in Technical Institution, University including Deemed to be University imparting Technical Education

#### **Anti-ragging Committee**

(a) Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed 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.

### ***Anti-Ragging Squad***

#### **Composition of Anti-Ragging Anti Ragging Squad (AIT)**

- I. Teaching Faculty (Male)
- II. Teaching Faculty (Female)
- III Rector Boys Hostel IV  
Warden Girls Hostel

(c) Every Institution University including Deemed to be University imparting technical education 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 inquiry 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 inquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such inquiry 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.

# **Anti-Ragging Measures**

Telephone : 26151564  
Tele Fax : 26152642  
ASCON : 35538  
E-Mail : awescolleges@gmail.com  
aweshq@gmail.com

Army Welfare Education Society (AWES)  
Adjutant General's Branch  
Integrated Headquarters  
Ministry of Defence (Army)  
Building No 202, Shankar Vihar  
Delhi Cantt - 110010

B/45840/SOP/AWES

07 Oct 2013

List 'A'

ANTI RAGGING MEASURES

1. Incidents of ragging have been reported in some colleges and schools. Please ensure anti ragging measures are put in place and enforced. A college/School can face de-affiliation by CBSE in case of schools and by University/Regulatory body in case of colleges.
2. Necessary instrs may please be passed to all.

(HPS Dhillion)  
Brig (Retd)  
Dy MD  
For Adjutant General

Copy to :-

List 'C', 'D', 'E' & 'F' - for info and necessary action please.

# **Anti-Ragging UGC Report**





**Army Institute of Technology (AIT)**, Dighi Hills, Alandi Road, Pune - 411015.

Director : 7249250115, Joint Director : 7249250117, Principal 7249250186

Exch : 7249250183, 7249250184, 7249250185

Website : www.aitpune.com Email : ait@aitpune.edu.in

Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University

**ARMY INSTITUTE OF TECHNOLOGY**  
**ANTI RAGGING COMMITTEE REPORT**

**14 OCT 2022**

Proceeding of : Board of Officers  
Assembled at : AIT, Dighi Hills, Pune - 411015  
Composition : Anti - Ragging Committee 2022 – 23  
On the : 14 Oct 2022 at 10.00 am  
By the order of : Dr. BP Patil, Principal  
For the purpose of : Complaint received regarding Ragging in Campus  
Presiding Officer : Dr. BP Patil, Principal  
Members : As per Composition attached

**DETAILS OF INVESTIGATION REPORT**

1. **Violation of decency and morals through ragging** : No such incident found
2. **Injury to body, causing hurt or grievous hurt** : No such incident found
3. **Assault as well as sexual offences or unnatural offences** : No such incident found
4. **Extortion** : No such incident found
5. **Physical or Psychological Humiliation** : No such incident found

6. The complaint recorded was generic with neither names of complainant and those allegedly carried out ragging.

7. Based on above fact institute have not filed any FIR, but anti ragging committee did the inquiry based on student complaint. The facts are as follows:

(a) Affidavit Submission : Every student need to fill Anti ragging affidavit as per of norms and it is mandatory.



  
Principal  
Army Institute of Technology  
Dighi Hillis, Pune - 411015



**Army Institute of Technology (AIT)**, Dighi Hills, Alandi Road, Pune - 411015.

Director : 7249250115, Joint Director : 7249250117, Principal 7249250186

Exch : 7249250183, 7249250184, 7249250185

Website : [www.aitpune.com](http://www.aitpune.com) Email : [ait@aitpune.edu.in](mailto:ait@aitpune.edu.in)

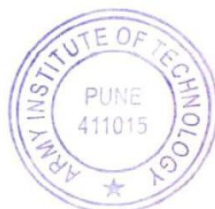
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(b) Campus Tour and Rules : As a part of induction program all admitted students under goes campus tour to know the various departments, sections, facilities available in institute. This creates awareness about college. This tour is organized for group of 20 students along with second year 2-3 students and staff. All rules and regulations are available on AIT website (link is as below) [https://www.aitpune.com/Documents/AIT%20Rule%20Book\\_15SEP22.pdf](https://www.aitpune.com/Documents/AIT%20Rule%20Book_15SEP22.pdf) and Anti Ragging Helpline of AIT is also added in this rule book. Hard copies of rules are also distributed to First Year (FE) Students. During this tour second year students brief the First Year students about college rules traditions and activities. During induction program all aspects are formally discussed and briefed to students. While AIT does not encourage the concept of senior or junior. Final year students are President, Cultural Secretary and Lady Representative; whereas students from third year are secretaries of various clubs and second year students are joint secretaries of clubs. This hierarchy is essential for conduct of any event in the college effectively. This hierarchy also helps suitable nurturing and career guidance of the students. No one is treated as "dogs" and "insects" as mentioned in the complaints. It is normal practice in many engineering colleges to call seniors as Sir/ Madam though; it is not forced by the Institute as well as Senior students. Moreover as all the students come from Army background such system is prevalent in their environment. The procedure for submitting grievance/ complaints to college authority has been explained to the First Year Students during their induction program.

8. Wearing of Formals: As session has just started on 3 Oct 2022, it will take time to issue the uniforms (at least 1-month time) as measurements by tailor is in progress. Till the time students need to wear formal dress. We never noticed that seniors are stopping and threatening the First Year students for not wearing the formals during their visit to the mess. However all seniors have been briefed and reminded again not to threaten/ check first year students and behave as hand holding seniors. Any violation of discipline/ rules by students will be reported to the Warden/ Jt Director and not act upon themselves.

9. College Fees : AIT being a Private Unaided Institute has to charge reasonable fees which are well within the norms given by Justice B. N. Srikrishna Committee, Apr 2015. These fees are sanctioned and finalized by the Governing Body of the College, and published on the website as well as admission brochure. These are not exorbitant.

10. Calling in night: All first year students are totally separated from senior classes and kept in different hostel as per UGC norms. No one is allowed to enter the hostel of first year students in day as well as night. All hostels are locked at 10.00 pm and daily report is taken by Jt Director every night. Jt Director stays in campus. Proper security is



  
Principal  
Army Institute of Technology  
Dighi Hillis, Pune - 411015



**Army Institute of Technology (AIT)**, Dighi Hills, Alandi Road, Pune - 411015.

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in place and no first year students can go to the senior's hostel. A dedicated security guard round the clock checks the entry of students in the hostel. The allegation appears to be hearsay. There are CCTV cameras at the entrance to cross check.

11. **Sport Facilities:** The First Year batch has arrived in campus on 03 Oct 2022. Their orientation is under process they will get opportunities of paying sports soon. AIT always encourages all students to participate in sports. In fact, from 15<sup>th</sup> Oct Sport events for FE students are organized by Sport club. During such events offering water to players on playground is normal gesture may be to senior or junior players. Strict instructions have been passed to ensure adequate time for FE students to play games/ sports as well as ensure that they are permitted to wear sports attire.

12. **Preposterous Rules:** No such rules are being framed by any Second, Third and Final year students. First year student can look into eyes of anyone without any fear. The complaint that senior are asking First Year to take round of playground is not found true. Many staff, faculty and rectors are vigilant during these days. Continuous monitoring is done by anti-ragging squad and duties are assigned on every day. There is no complaint or evidence that second year students are called and harassed by seniors.

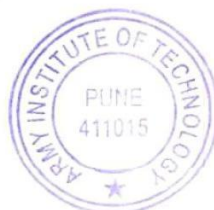
13. **Conclusion of the Investigation and Action Taken**

(a) After random interviews of the First Year and Second Year students by the Anti-Ragging Committee, it is found that **no ragging incident was reported/ found**. However as the first year students have just come to the college they likely to be more sensitive and also homesick. In view of the above, additional measures have been taken to ensure their comfort and well-being.

(b) Institute administration is vigilant and will take action as per the Anti-ragging norms.

14. **Regulatory Authority** : All India Council for Technical Education (AICTE), New Delhi.

15. **Details of Punishment for the Culprits** : Not Applicable, as no ragging incident happened.



  
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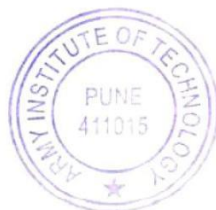
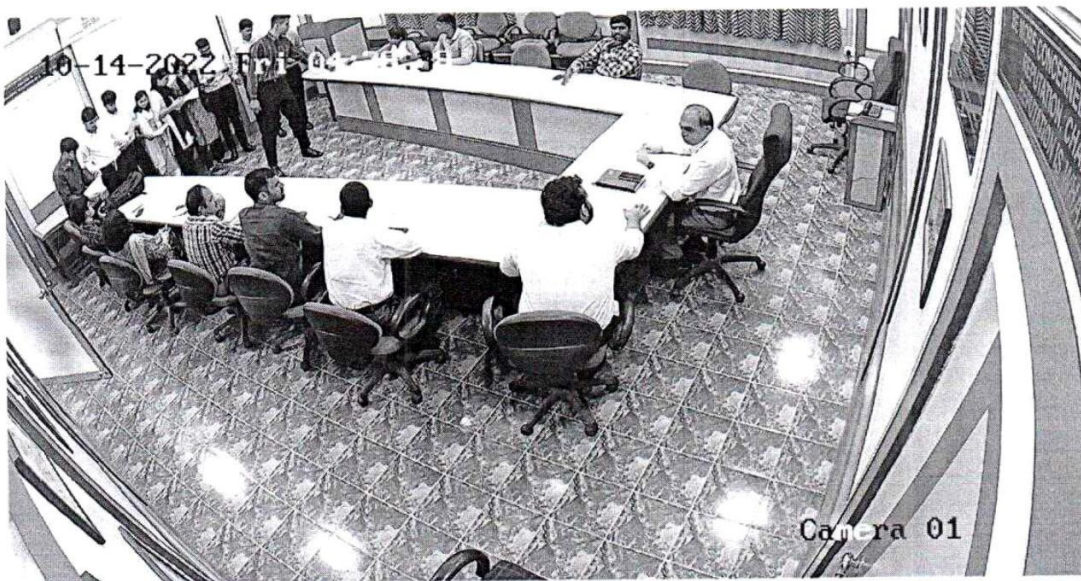
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16. Screen Shot of Committee Meeting held on 14 Oct 2022.



*Principal*  
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Army Institute of Technology  
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**ARMY INSTITUTE OF TECHNOLOGY**  
**ANTI RAGGING COMMITTEE 2022 – 23**  
**CONTACT DETAILS**


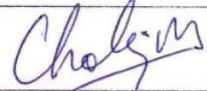




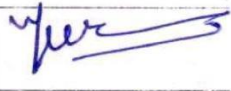

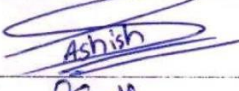

Sr. No.	Name of Member	MobileNo.	Email ID
(a)	Dr B P Patil, Principal, AIT.	9689907475	principal@aitpune.edu.in
(b)	Mrs. Jyotsna H Garge	9823152428	jyotsnahg@gmail.com
(c)	Jivraj M Chole	9767789529 8329581972	jivrajchole@gmail.com
(d)	Mr. Ajay Pawar, Dy Collector & Zilla Sainik Welfare Office	020 26122287	Zswo_pune@mahasainik.com
(e)	Dr. Jayadevan R	9881195915	rjayadevan@aitpune.edu.in
(f)	Dr (Mrs) Sangeeta Jadhav, HOD IT	9923911211	hodit@aitpune.edu.in
(g)	Prof. Vitthal Hivrale	9665582369	vhivrale@aitpune.edu.in
(h)	Mrs. Kiran Khosla	8999181759	wardengirlshostel@aitpune.edu.in
(i)	Harsishchandra Sable	7599159304	sable2319@gmail.com
(j)	Vitthal Veer	8975595275	vitthalveer9078@gmail.com
(k)	Ashish Harish Sable (Reg No. 22353)	7297881135	atahisatpathi2@gmail.com
(l)	Pallavi Santosh Shirsat (Reg No. 22192)	8197761199	pallavishirsath675@gmail.com
(m)	Mr. Abhishek Kumar Meel	7014984585	abhishekmeel_19635@aitpune.edu.in

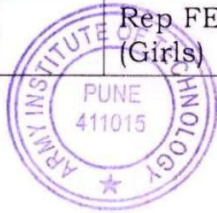



  
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**ARMY INSTITUTE OF TECHNOLOGY**  
**ANTI RAGGING COMMITTEE 2022 - 23**  
**ATTENDANCE SHEET - 14 Oct 2022**

Sr. No.	Name of Member	Designation	Signature
(a)	Dr B P Patil, Principal	Presiding Officer	
(b)	Mrs. Jyotsna H Garge	NGO Representative	Absent
(c)	Jivraj M Chole	Member of Media	
(d)	Mr. Ajay Pawar	Rep Civil Administration	Absent
(e)	Not received name	Police Authority	Absent
(f)	Dr. Jayadevan R	Rep Teaching Staff	
(g)	Dr (Mrs) Sangeeta Jadhav, HOD IT	Rector Girls Hostel	On leave
(h)	Prof. Vitthal Hivrale	Rector Boys Hostel	
(i)	Mrs. Kiran Khosla	Warden Girls Hostel	
(j)	Sub Sandeep Mahadik (Retd)	Warden Boys Hostel & Rep Non-Teaching	
(k)	Harsishchandra Sable	Rep, Parents	Absent
(l)	Vitthal Veer	Rep, Parents	
(m)	Mr. Abhishek Kumar Meel	President, Student Council	
(n)	Ashish Harish Sable (Reg No. 22353)	Rep FE Student (Boys)	
(o)	Pallavi Santosh Shirsath (Reg No. 22192)	Rep FE Student (Girls)	



  
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**ARMY INSTITUTE OF TECHNOLOGY**  
**COMPOSITION OF ANTI RAGGING COMMITTEE**  
**ACADEMIC YEAR : 2022 - 23**

1. In consonance with paragraph 6-3 (a) of UGC regulation on curbing the menace of ragging in higher educational institutions, 2009, laid down vide the Gazette of India notification NO F 1-16/2007 (CPC-II), dated 04 July 2009, issued under section 26(i) (g) of the UGC Act, 1956, the Anti-Ragging Committee of AIT, Pune for Academic Year 2022-23 is constituted as under:-

- (a) Dr B P Patil, Principal, AIT.
- email - (b) Mrs. Jyotsna H Garge, President of NGO, Garge Foundation, Pune
- Chole (c) Mr. Jivraj M Chole, Content Manager & Editor, UCHIT Media Services, Member Media.
- email (d) Mr. Ajay Pawar, Dy Collector & Zilla Sainik Welfare Office, Representative Civil Administration
- (e) Representative, Police Authorities, Police Station, Vishrantwadi.
- (f) Dr. Jayadevan R, Associate Professor, Computer Dept
- (g) Dr (Mrs) Sangeeta Jadhav, HOD IT & Chief Rector, Girls Hostel, AIT
- (h) Prof. Vitthal Hivrale, Rector, Boys' Hostel, AIT
- (i) Mrs. Kiran Khosla, Warden, Girls Hostel
- email (j) Harsishchandra Sable, Representative of Parents.
- veer (k) Vitthal Veer, Representative of Parents.
- (l) Sub Sandeep Mahadik (Retd), Vishveshwaraya Boys Hostel (SE) and Representative of Non- Teaching Staff.
- (m) Mr. Abhishek Kumar Meel, President of Student Council, AIT, Pune
- (n) Ashish Harish Sable, First Year Engg Student, AIT. (E&TC A)
- (o) Pallavi Santosh Shirsat, First Year Engg Student, AIT. (Comp A)

File No. AIT/0309/Comm/Prin

Date : 11 Oct 2022

**Copy to : P.T.O.**



**(Dr BP Patil)**  
Principal  
Army Institute of Technology  
Dighi Hillis, Pune - 411015

**Copy to :**

Director *SK*  
Jt Director - For info please  
Registrar *14/10/22*

HOD IT *14/10/22*  
HOD Mech *14/10/22*  
HOD E&TC *14/10/22*  
HOD Comp *14/10/22*  
HOD ASGE  
Student Section *14/10/22* - for needful action and circulation among faculty

All Concerned

