



**ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE**

*(Affiliated to Mumbai University)*

Opp. Ayush Resort, Near Sheding Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206  
Ph. No. +91-8655678500, 9899625148 • College Code 1033 • E-mail: stwilfred.acs@gmail.com • website : www.stwilfreds.org

## 5.1.4

# Proof for Implementation of guidelines of statuary/regulatory bodies

# GUIDELINES FOR ANTI- RAGGING COMMITTEE



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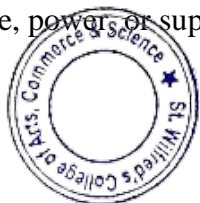


## Guideline

What constitutes Ragging?

Ragging constitutes one or more of the following acts:

- Any behavior on the part of one or more students that has the effect of making fun of, mistreating, or treating another student rudely, whether by written or spoken words or deeds.
- Engaging in boisterous or unruly behavior by one or more students that irritates, hardship, injures physically or psychologically, or instills dread or apprehension in any new student or other student.
- Asking a student to perform an act that they would not perform in a regular course and that has the potential to make them feel afraid, ashamed, tormented, or embarrassed in order to negatively impact their physical or mental health or the mental health of any other students.
- A senior student's action that hinders, interferes with, or disturbs a freshman or other students' normal academic activities.
- Using a new student's or any other student's assistance to complete assignments given to a person or group of people.
- Any act of financial extortion or coercive financial burden that students engaged in ragging impose on a freshmen or any other student.
- Any physical abuse act, including all of its variations, such as sexual abuse, gay attacks, stripping, forcing indecent or obscene behaviors or gestures, inflicting bodily harm, or posing any other risk to an individual's health.
- Any act of abuse, including verbal abuse, emails, posts, and public insults; this also includes taking delight in perverting others or experiencing a sadistic or vicarious joy by actively or passively contributing to the humiliation of newcomers or other students.
- Any behavior that undermines the confidence and mental well-being of a new student or any other student, whether or not it is done with the intention of causing sadistic gratification; moreover, any act in which a student or students demonstrate their dominance, power or superiority over any other freshman or freshmen.



  
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## 1. Provision of Punishment at the Institution as recommended by the committee:-

The potential penalties for individuals found guilty of ragging at the Institution level may include any one or all of the following, depending on the specifics and seriousness of the offense as determined by the Institution's Anti-Ragging Committee.

- a. Admission cancellation
- b. Refusing to attend classes
- c. Removing or hanging onto fellowships, scholarships, and other benefits
- d. Being excluded from participation in any examination, test, or other assessment procedure
- e. Hiding the outcomes
- f. Refusing to represent the organization in any youth festival, competition, meet, or meet at the regional, national, or international level.
- g. Expulsion or suspension from the dorm.
- h. Expulsion from the institution for a term that can be as short as ten days or as long as a year.
- i. Being expelled from the school and subsequently being denied entrance to any other school.
- j. Collective punishment: In order to maintain community pressure on potential raggers, the institution may use collective punishment as deterrence in cases when the individuals committing or aiding the crime of ragging are not found.

## 2. Declaration of intent in the University prospectus and application form for admission.

Every academic year, the college will state its intentions in the prospectus, brochure, and instruction booklets for candidates in an effort to raise awareness among potential students looking to enroll in the college about any laws pertaining to ragging and its repercussions (both in Hindi and English).

The candidate will be required by the college to fill out and sign a form certifying that they are aware of the law's prohibition on ragging and its associated penalties. Upon enrolling for admission, students are advised that ragging is strictly forbidden within the college and that anyone found to be involved in ragging faces consequences under current penal laws as well as the established regulations.



  
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### 3. Meetings by Chairperson with various Anti-Ragging Committee members:-

The Anti-Ragging Committee convener will be holding meetings in addition to the committee's regular meetings with different committee members, including hostel wardens, student representatives, parents/guardians, faculty members, and non-academic staff, at the start of each session to discuss ways to prevent ragging in the college and how to identify and appropriately punish those who engage in or encourage ragging.

### 4. Database for anti-ragging web-portal

The college will post all relevant information on the anti-ragging squad, anti-ragging committee, and other related topics on the college website.

### 5. Display of names and contact numbers of members of Anti Ragging Squad:-

The identities and phone numbers of the Anti-Ragging Squad members will be posted on the college website and prominently placed at several locations, including the entrance hallway that is obvious to all students. The anti-ragging squad members will be stationed at all susceptible locations to keep an eye on any action that can encourage ragging.

### 6. Anti-Ragging Sensitization Programmes-

Guest lecture on "Anti-Ragging Measures": One or more guest lectures will be held to raise awareness among students about the negative effects of ragging, encourage them to abstain from it, and provide information on the Anti-Ragging Committee and Anti-Ragging Squad members.

**Following are the additional activities to be taken up by the college to curb the menace of ragging-**

- ✓ Guest Lecture on Eve-Teasing: This lecture is intended to prevent incidents of this kind on campus and to foster a positive environment for students.
- ✓ **Nukkad Natak:** Through initiatives such as Nukkad Natak, the general public and students in particular will be made aware of the dehumanizing impacts of ragging.
- ✓ Large anti-ragging posters and warning signs should be hung on notice boards and in other conspicuous locations.
- ✓ **Orientation:** The College will host an orientation session for newcomers to inform them that harassment in any form, is strictly prohibited on campus, off campus, and on any student-operated public or private transportation system.



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- ✓ **Frequent Psychological Counseling for Students:** The College offers a counseling cell for students, and it will schedule sessions for new students as well as in collaboration with seniors. These sessions will be conducted on a regular basis for three months starting at the beginning of each academic year, with the goal of empowering young people and discouraging bullying.
- ✓ **Organizing Activities:** To spread the word against ragging, workshops, picture- and poster-making projects, and the placement of anti-ragging posters at various locations will all be included in the schedule.
- ✓ **Complaint Box:** To file complaints about bullying or other grievances, a Complaint Box will be erected in a conspicuous location on campus. Students can use this box to write down their complaints or to offer suggestions against bullying, if they have any.
- ✓ Complaint Boxes are secured and available for access by the Anti-Ragging Squad Nodal Officer once a week. A person designated by the Nodal Officer may open the complaint box if the Nodal Officer is not on campus, and that person will subsequently submit the complaint to the Anti-Ragging Committee.
- ✓ When a nodal officer receives a grievance pertaining to ragging, they are authorized to look into the matter and report it to the Anti-Ragging Committee. The committee will then handle the case rigorously in accordance with the University Regulations.
- ✓ **CCTV** — In order to monitor and prevent instances of ragging, the College will take action to install CCTV cameras at all identified critical and vulnerable points. To provide even more support, the recording will be securely stored for each session and will only be accessible by the nodal officer or another person designated by the Committee in the event of a complaint.
- ✓ **Online Anti-Ragging input Mechanism:** From July to September, the college will be gathering online input from first-year students in order to provide them with an equitable forum to voice their concerns about ragging. The Anti-Ragging Committee will receive the feedback report in order to analyze any complaints further and take appropriate action against individuals found guilty in accordance with the committee's decision.



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## Policy on Internal Complaint Committee (ICC)

### Introduction:

All of the members of St. Wilfred's College of Arts, Commerce, and Science are guaranteed a polite, safe, and secure work environment. The Internal Complaint Committee (ICC) was set up to handle complaints against a range of wrongdoings, such as bullying, discrimination, sexual harassment, and other actions that infringe upon people's dignity.

### Composition of the Internal Complaint Committee:

#### The ICC shall consist of the following members:

- a) Convener: Appointed by the administration of the college.
- b) Faculty Representatives: members of the faculty who have been chosen by the Faculty Council.
- c) Staff Council-nominated non-teaching employees serve as Non-Teaching Staff Representatives.
- d) External Member: One specialist or delegate, chosen by the college administration, from an outside group that addresses social or gender issues.

### Roles and Responsibilities of the Internal Complaint Committee:

The ICC shall have the following roles and responsibilities:

- a) Receive and handle complaints: The ICC will carefully and discreetly handle complaints pertaining to any kind of misbehavior.
- b) Conduct unbiased investigations: In order to ascertain the facts and circumstances surrounding each event, the committee is required to conduct prompt, impartial, and comprehensive inquiries into each complaint.
- c) Maintain confidentiality: Only individuals directly involved in the process will be granted access to any information pertaining to the complaints and investigations, and all information will be treated with the utmost secrecy.
- d) Accept and handle complaints: The ICC will carefully and discreetly accept and handle



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complaints pertaining to any kind of misbehavior.

- e) Conduct unbiased investigations: In order to ascertain the facts and circumstances surrounding each event, the committee is required to conduct timely, impartial, and comprehensive inquiries into each complaint.
- f) Maintain secrecy: Only individuals directly involved in the process will be able to access any information pertaining to the complaints and investigations, and all information will be treated with extreme confidentiality.
- g) Help and direction: Throughout the course of the investigation, the ICC will offer both the complainant and the respondent help and direction. Put the right measures in place: If the ICC determines that the complaint is legitimate, it will recommend appropriate actions or sanctions to the College Administration to address the issue.
- h) Encourage awareness and prevention: To inform the college community about preventing harassment and upholding a respectful environment, the committee will host workshops and awareness events.
- i) Frequent reporting: The College Administration will receive an annual report from the ICC detailing its operations.



Reporting Mechanism:

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- The ICC will accept complaints from any member of the college community who has been a part of or seen an instance of misconduct.
- The college offers secure and private reporting channels via which complaints can be sent in writing, online, or in any other way.
- All complaints must be addressed very away, and the ICC must start an investigation as soon as possible—within 30 days of the complaint being received.

## **Protection against Retaliation:**

- Any kind of retaliation against anyone who voluntarily report complaints or assist with an investigation is expressly forbidden by the college.
- Retaliation in any form will be viewed as a serious infraction and will result in disciplinary action.

## **Training and Awareness Programs:**

- All of the college's members will participate in frequent training and awareness campaigns focused on the ICC policy, harassment prevention, and upholding a respectful campus community.

## **Policy Review:**

- To guarantee its efficacy and compliance with pertinent laws and regulations, this policy will be reviewed and updated on a regular basis.

For any questions or help regarding the Internal Complaint Committee, please get in touch with the College Administration or the ICC Convener.



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## Declaration of Policy

The mission of St. Wilfred's College of Arts, Commerce, and Science is to uphold the dignity of workers, employees, job applicants, students, or those undergoing training, instruction, or education. It also aims to maintain full respect for human rights, value the dignity of every individual, and ensure full enforcement of the "Fundamental Rights" under articles 14, 15, 19(1)(g), and 21 of the Indian Constitution. To this purpose, it is hereby declared criminal to engage in any kind of sexual harassment in training, educational, or work setting.



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