



# SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category - I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

**Notification No. SIU/ U-28/1709 dated 9<sup>th</sup> December, 2025**

**Authority: Executive Council: Resolution No. A12: EC: 06.12.2025**

**Subject: Symbiosis International (Deemed University) [Curbing the Menace of Ragging] Rules, 2025**

**WHEREAS**, Symbiosis International (Deemed University) is committed to providing a conducive, safe, and secure environment for students across its constituent institutions. Ragging in any form is strictly prohibited within the University and its constituents. The University promotes elimination of ragging in all forms by promoting awareness and implementing preventive measures;

2] **AND WHEREAS**, the University had framed rules vide Symbiosis International (Deemed University) [Curbing the Menace of Ragging] Rules, 2019 vide Notification No. 824, and after a periodic review, the Executive Council, vide Resolution No. A12: EC: 06.12.2025 approved the Symbiosis International (Deemed University) [Curbing the Menace of Ragging] Rules, 2025;

4] **NOW THEREFORE**, it is hereby notified for information of all concerned that the Symbiosis International (Deemed University) [Curbing the Menace of Ragging] Rules, 2025 shall come in force from the date of its notification. The rules are attached as an Annexure 'A' to this notification.

SIU/U-28/2025/ 5099

Date: 9<sup>th</sup> December, 2025



  
**Dr. M. S. Shejul**  
Registrar

To

The Hon'ble Chancellor, Pro Chancellor, Vice Chancellor, Principal Director, Symbiosis, Dean-Academics and Administration, Deans of Faculties of Symbiosis International (Deemed University), Director/ Head, Deputy Director/ Deputy Head, Administrative Officer/ Assistant Administrative Officer/ Office Superintendent of Constituents/ Research Centres/ Support Departments/ Skills and Continuing Education Departments of SIU and Officers of the Symbiosis Society and Symbiosis International (Deemed University)

Key Information	
<b>Title</b>	Symbiosis International (Deemed University) [Curbing the Menace of Ragging] Rules, 2025
<b>Policy Owner</b>	Head-Student Welfare
<b>Responsible Department</b>	Department of Student Welfare
<b>Approving Authority</b>	Executive Council, SIU
<b>Resolution No.</b>	Resolution No. A12: EC: 06.12.2025
<b>Version number</b>	Ver 1 - Notification No. SIU/U-28/824 dated 12.06.2019 Ver 2 – Current
<b>Policy Drafter</b>	Registrar, SIU, Sr. Asst. Registrar, Governance, Asst Registrar, Compliance and Sr. Section Officer, Student Welfare
<b>Stakeholder consulted</b>	Advisor, Symbiosis
<b>Frequency of review</b>	3 years

**Symbiosis International (Deemed University) [Curbing the Menace of Ragging]  
Rules, 2025**

### 1. Preamble

Symbiosis International (Deemed University) is committed to providing a conducive, safe, and secure environment for students across its constituent institutions. Ragging in any form is strictly prohibited within the University and its constituents. Ragging is considered as a criminal offense and the Supreme Court, in its judgement dated 08 May 2009 ordered the implementation of a ragging prevention programme comprising, inter alia, setting up a toll-free anti-ragging helpline/ call center, a database of institutions/ students, and engaging an independent non-government agency as the monitoring agency.

The University has zero tolerance towards any form of ragging in its campuses and in order to curb the menace of ragging and fostering a conducive and amiable atmosphere, the University had prepared and notified its Anti-Ragging Rules, 2019, based on the UGC Regulations. At the time of admission, every student and their parent(s) are required to sign a declaration in the prescribed format. Upon admission, the student submits an undertaking/ declaration to the authority of the University and its designated officials, who are vested with the power to enforce discipline under the University's rules.

The said Rules have been reviewed and the revised version is as under.

### 2. Short Title, Applicability and Commencement

- i) **Short Title:** These Rules shall be called Anti-Ragging Rules, 2025 of the University.
- ii) **Applicability:** These Rules shall apply to all students, faculty, and administrative staff and extended to all Constituents of the University and its' premises, whether being academic, residential, playgrounds, canteen, or other such premises of the University, 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 the University.

- iii) **Commencement:** The Anti-Ragging Rules, 2025 shall come into force with effect from the date of its/their notification and shall supersede all the existing Rules/ Guidelines/ Policies issued in this regard.

### 3. Objectives

The primary objectives of these rules are:

- i) To eliminate ragging in all forms by promoting awareness and implementing preventive measures.
- ii) To create a secure environment so that students can pursue education without fear or distress.
- iii) to build effective mechanisms across the University campuses to curb the menace of ragging.
- iv) to take effective measures to address any such matter arisen due to the act of ragging.
- v) to create awareness amongst students about their rights, provide a robust complaint mechanism, and ensure prompt action.

### 4. Definitions

In these Rules, unless the context otherwise requires-

- i) '**Act**' means, the University Grants Commission Act, 1956 (3 of 1956);
- ii) '**Academic Year**' means the period from the commencement of the programme in any course of study in the Constituent up to the completion of the academic requirements for that particular year;
- iii) '**Aggrieved student**' means the student aggrieved by an act of Ragging as defined in the Rules;
- iv) '**Anti-Ragging Helpline**' means the Anti-Ragging Helpline of the University: **9552525725** operational round the clock, which could be accessed by students in distress owing to ragging related incidents; and the toll-free Anti Ragging UGC Helpline No. **1800-180-5522** operational round the clock, which can be accessed by students in distress owing to ragging related. incidents;
- v) '**Anti-Ragging Committee**' means the Committee constituted to ensure compliance of the provision of these Rules as well as any law for the time being in force concerning Ragging and also to monitor and oversee the performance of Anti-Ragging Squad in prevention of Ragging.
- vi) '**Anti-Ragging Squad**' means the body constituted by the University/ Constituent to maintain vigil and conduct inquiry into any incident of ragging and submit such reports to the Anti-Ragging Committee for further action(s).

- vii) '**Campus**' means and includes the Main Campus and the Off Campuses of the University.
- viii) '**Constituent**' means Institute/ School/ College/ Centre/ Department operating under the administrative, academic and financial control of the Sponsoring Body and declared as such under the Notification, issued from time to time and includes Institute/ School/ College/ Centre/ Department established and notified by University thereafter from time to time.
- ix) '**Commission**' means the University Grants Commission;
- x) '**Council**' means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or coordinating 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 ([CAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), Council of Architecture (CoA) etc. and the State Higher Education Councils;
- xi) '**Department**' includes those units of the University which conduct academic programmes allied to the discipline/ faculty of the University or which undertakes activities to support research/ extension activities / entrepreneurship/ innovation/ administration of the University and are established with the approval of the Board of Management of the University;
- xii) '**Fresher**' means a student who has been admitted to the Constituents of the University and who is undergoing his/her first year of study;
- xiii) '**Head of the Institution**' means the Vice Chancellor of the University.
- xiv) '**Institution Deemed to be University**' means Symbiosis International (Deemed University) so declared, on the advice of the Commission, by the Central Government under Section 3 of the UGC Act 1956;
- xv) '**Main Campus**' means Campus of the University at its headquarters, wherein its major facilities, faculty, staff, students and its' academic departments, i.e., Pune, Maharashtra, India and includes all the campuses situated in the same territorial jurisdiction;
- xvi) '**Mentor**' means a student volunteering to be a guide and advisor for Fresher;
- xvii) '**Mentoring Cell**' means a cell constituted by the Constituent for the purpose of mentoring Freshers;
- xviii) '**NAAC**' means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;

- xix) **'Off-Campus Centre'** means a Centre of the University, approved/ permitted by the Government and situated beyond its main Campus within India;
- xx) **'Rules'** means Anti-Ragging Rules of Symbiosis International (Deemed University) and other Rules of the University;
- xxi) **'Ragging'** means one or more acts that has been defined under Chapter 2 of these Rules;
- xxii) **'Student'** means a person duly admitted and on roll, pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in University;

Provided that a student who is in the process of taking admission in university, although not yet admitted shall be treated, for the purposes of these rules, as a student of the University, where any incident of misconduct takes place against such student, in the University;

Provided that a person, who is not a student of the University, but is participating in any of the activities in the University, shall be treated as a student, for the purposes of these rules;

- xxiii) **'University'** means Symbiosis International (Deemed University) establish under Section 3 of the University Grants Commission Act, 1956.

- xxiv) **'University Monitoring Cell'** means the Monitoring Cell constituted to achieve the objectives of these Rules;

Words and expressions not defined in these Rules shall have the same meaning as appearing in the Regulations or in any other manual/ handbook/ guideline notified by the University Grants Commission/ University.

## 5. What constitutes Ragging

Ragging is any act that causes physical, psychological, or emotional harm to a student, especially a fresher, through abuse, humiliation, or intimidation. It is a serious offense and is strictly prohibited in the University/ constituents.

- i) 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;
- ii) indulging in rowdy or undisciplined 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;
- iii) asking any student to do any act which such student will not in the ordinary course to 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;

- iv) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- v) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- vi) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- vii) 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;
- viii) 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;
- ix) 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;
- x) any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, religion origins, linguistic identity, place of birth, place of residence or economic background.

## **5.1 Measures for prohibition and prevention of Ragging**

To create a safe and respectful environment in educational institutions, strict measures are implemented to prohibit and prevent ragging. These include legal, administrative, and awareness-based initiatives.

### **5.1.1. The University shall take following measures for prohibition of Ragging:**

- i) University adopts a zero-tolerance approach, ensuring strict action against offenders.
- ii) The University/ constituent shall not permit or condone any reported incidence of Ragging in any form and shall take all necessary and required measures including but limited to the provisions of these Rules/ Regulations to achieve the objective of eliminating Ragging within the University/ constituent or outside.
- iii) constitute Anti-Ragging Squads/ Anti-Ragging Committees at each campus and Monitoring Cell at the University level;
- iv) The University/ constituent shall take action in accordance with these Rules/ Regulations against those found guilty of ragging and /or abetting ragging, actively or passively, or being part of conspiracy to promote ragging.

### 5.1.2. The University shall take following measures for prevention of Ragging:

- i) Expressly provide in its prospectus/ website that ragging is totally prohibited in the University and its Constituents. Anyone found guilty of ragging and / or abetting ragging, whether actively or passively or being a part of conspiracy to promote ragging is liable to be punished in accordance with these Rules/ Regulations/ Act as well as under the provisions of any penal law for time being in force;
- ii) Publish telephone numbers of UGC/ University Anti-Ragging helpline, Director of Constituent/ Head of Department/Members of Anti-Ragging Committee and Anti-Ragging squad and Campus Administrator on the Institute website;
- iii) Publish these Rules in full on the University website;
- iv) Display Anti-Ragging Posters at prominent places, place CCTV cameras at vital points;
- v) Conduct Anti-ragging workshops/ seminars periodically;
- vi) The provisional admission form, along with an affidavit in English provided in the link- <https://antiragging.in/>, shall be filled up and signed with a blue ink by **the candidate** to the effect that he/she has read and understood the provisions of Rules/ Regulations/ other law for the time being in force, and is aware of the prohibition of ragging and punishments prescribed, both under Penal Laws as well as Rules/ 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 will not indulge, active or passively in the act or abet the act of ragging, and if found guilty of ragging and/ or abetting ragging, he/ she is liable to be proceeded against under Rules/ 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 him/ her.
- vii) the provisional admission form, along with an affidavit in English provided in the link-<https://antiragging.in/>, shall be signed with a blue ink by **the parent/ guardian of the candidate**, to the effect that he/she has read and understood the provisions of Rules/ Regulations/ other law for the time being in force, and is aware of the prohibition of ragging and punishments prescribed, both under Penal Laws as well as Rules/ 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 will not indulge, active 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 Rules/ 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.
- viii) A student seeking admission in the second and subsequent years shall have to fill up the provisional admission form, along with an affidavit in English provided in the link-<https://antiragging.in/>, duly signed with blue ink by the student and his/ her parent/ guardian and submit the same to the Administrative Officer/ Assistant Administrative Officer and Office Superintendent.

- ix) A student seeking admission to a hostel forming part of the Constituent/ University, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed hostel, shall have to submit an additional undertaking/ form countersigned by his/ her parents/ guardians.
- x) Every student at the time of his registration shall inform the Constituent of his/ her residence while pursuing his / her course of study, in case the student has not decided his/ her place of residence or intends to change the same, the details of his/ her residence shall be provided immediately on securing the same; and in case of private commercially managed hostel where he/ she has taken up residence.
- xi) The Director of the Constituent/ Head of Department shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty 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 before the commencement of academic session.
- xii) During the induction programme, the Director of the Constituent shall make the students aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging.
- xiii) Establishment of Symbiosis Centre for Emotional Wellbeing (SCEW) for counselling of students/ faculty and staff, whenever required.

**5.1.3 The University shall constitute the following bodies at each Campus/ Location; namely,**

- i) Anti-Ragging Squad
- ii) Anti-Ragging Committee
- iii) Mentoring Cell
- iv) Monitoring Cell

**i) Anti-Ragging Squad**

There shall be an Anti-Ragging Squad for every campus/ location, as a preventive measure, which shall maintain vigil, oversight and patrolling functions. The squad shall remain mobile, alert and active at all times.

**a. Composition of the Anti-Ragging Squad:**

The Anti-Ragging Squad of the Campus shall have representation of various members of the campus community and no outside representation.

The squad shall consist of:

- i. One Associate Professor/ Asst. Professor of Constituent (on rotation basis based on seniority) - Chairperson to be nominated by the Vice Chancellor
- ii. All wardens of the hostels in the campus - Members
- iii. Two administrative officers of Constituents (on rotation basis based on seniority) - Members to be nominated by the Vice Chancellor

- iv. One Male and One Female (hostel) student representative nominated to be nominated by the Vice Chancellor
- v. Campus Administrator - Member Secretary

**b. Term of the office of the members of the Anti-Ragging Squad:**

The tenure of the Anti-Ragging Squad shall be two years.

A member shall cease to be a member of the Anti-Ragging Squad as soon as he ceases to belong to the category from which he/she became a member of the Anti-Ragging Squad.

**c. Duties/ Functions of the Anti-Ragging Squad**

- i. It shall be the duty of the Anti-Ragging Squad to make surprise raids (minimum one per month) at hostels, mess, canteens and other vulnerable places to incidents of, and having the potential of ragging and shall be empowered to inspect such places, conduct on-the-spot inquiries and submit a report to the Member Secretary of the Anti-Ragging Committee of the campus, after each surprise raid/inspection.
- ii. It shall also be the duty of the Anti-Ragging Squad to investigate into any incident of ragging referred to it by the Anti-Ragging Committee located on the campus 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 further 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 incident of ragging, and considering such other relevant information as may be required.

**d. Conduct of inquiry by Anti-Ragging Squad**

In case an incident of ragging referred is to the Squad by the Anti-Ragging Committee located on the campus 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, then-

- i) The Anti-Ragging Squad shall conduct such an inquiry by observing a fair and transparent procedure following the principles of natural justice and after giving an 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 maybe required.
- ii) The complainant student(s) and the offender(s) shall be called before the Anti-Ragging Squad for an on-the-spot inquiry. The Squad shall investigate the case thoroughly and take written statements from all. The Squad shall examine the witness/es also, if any.

- iii) The Member Secretary of the Squad shall record its finding(s) in terms of the nature and gravity of the incident of ragging, guilt of ragging established or otherwise, as recommendations, in a report and send the report to the Member Secretary of the Anti-Ragging Committee within 24 hours of the incident with a copy to the Head-Student Welfare.

## **5.2 Reporting of a Complaint and procedure to conduct Inquiry:**

### **5.2.1 Reporting of a Complaint**

Aggrieved student(s) may report a complaint through (i) UGC Anti Ragging Helpline AND OR (ii) in writing to the Director of the concerned Constituent/ Head-Student Welfare, AND OR University Anti Ragging Helpline- 9552525725 OR Anti-Ragging Squad OR suo moto observed

### **5.2.2 Procedure to conduct Inquiry**

- i) On receipt of the complaint through UGC Anti Ragging Helpline, the Director of the concerned Constituent institute, shall acknowledge/ respond regarding the receipt of the complaint to UGC Helpline, informing them that action has been initiated with a copy to Department of Student Welfare/ Registrar within 24 hours.
- ii) The Constituent may choose to make a telephonic call to the UGC helpline to confirm SIU's action plan. Thereafter, the Director of the concerned Constituent shall direct the Anti-Ragging Committee to investigate into the incident of ragging, convene an inquiry meeting and submit the incident report to the Head-Department of Student Welfare and Registrar, preferably within 24 hours.
- iii) At the end of 24 hours, the Director of the concerned Constituent institute shall submit either an Interim Report including notice of the meeting and minutes of the meeting duly signed by the Chairperson, Member Secretary of the AntiRagging Committee and Director of the Constituent OR the complete report with supportings.
- iv) On receipt of the complaint through written complaint/ University Anti Ragging Helpline / Anti-Ragging Squad OR suo moto noticed, the concerned Director of the Constituent shall conduct an initial inquiry and shall inform the Anti-Ragging Committee regarding the complaint and send the complaint with initial inquiry and direct the Committee to investigate into the incident of ragging, convene an inquiry meeting and submit the incident report to the Head-Department of Student Welfare and Registrar, preferably within 24 hours.
- v) On receipt of the recommendation(s) of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Director of the concerned Department shall immediately determine if a case under the penal laws is made out, and if so, he/ she, with prior approval of Vice Chancellor, or any member of the Anti-Ragging Committee, authorized by the Vice Chancellor in this behalf, shall 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 penal provisions namely;

- a. Abetment to ragging;
- b. Criminal conspiracy to rag;
- c. Unlawful assembly and rioting while ragging;
- d. Public nuisance created during ragging;
- e. Violation of decency and morals through ragging;
- f. Injury to body, causing hurt or grievous hurt;
- g. Wrongful restraint;
- h. Wrongful confinement;
- i. Use of criminal force;
- j. Assault as well as sexual offences or unnatural offences;
- k. Extortion;
- l. Criminal trespass;
- m. Offences against property;
- n. Criminal intimidation;
- o. Attempts to commit any or all of the above-mentioned offences against the victim(s);
- p. Threat to commit any or all of the above-mentioned offence against the victim(s);
- q. Physical or psychological humiliation;
- r. All other offences following from the definition of "Ragging".

Provided that the Director/ Head of the Constituent shall forthwith report the occurrence of the incident of ragging to the Monitoring Cell at the University level.

Provided further that the Constituent shall also continue with its own inquiry initiated under these rules 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 (7) days of the reported occurrence of the incident of ragging.

### **5.3 Anti-Ragging Committee**

There shall be an Anti-Ragging Committee at every campus/ location of the University. The committee shall have a diverse mix of membership in terms of levels as well as gender.

#### **a. Composition of the Anti-Ragging Committee shall be as follows:**

- i) Director/ Head of the Constituent Institute/ Department -  
Chairperson from the Campus/ Location nominated by the Vice Chancellor
- ii) One Representative of Civil Administration from the City/ Town where campus/ location is situated - Member
- iii) One Representative of nearby Police Station - Member
- iv) One Representative of Local Media - Member
- v) One Representative of an Non-Government Organisation (NGO) involved in youth activities -Member
- vi) Two Deputy Directors/ Professors/ Associate Professors from the campus/ location, out of which one shall be a woman, nominated by the Vice Chancellor - Members
- vii) Two Representatives of parents of students from the Constituent Institute/ Department from the campus/

- |       |  |                    |
|-------|--|--------------------|
|       | location nominated by the Dept. of Student Welfare   | - Member           |
| viii) | A representative of the fresher students from the Constituent Institute/ Department from the campus/ location nominated by the Head-Dept. of Student Welfare | - Member           |
| ix)   | A representative of the senior students from the Constituent Institute/ Department from the campus/ location nominated by the Head-Dept. of Student Welfare  | - Member           |
| x)    | A Non-Teaching staff, not below the rank of Campus Administrator, nominated by Vice Chancellor   | - Member Secretary |

*The Director of the concerned Constituent shall be invited for the meetings in case the Director of the Constituent is not the Chairperson.*

The term of the Anti-Ragging Committee shall be of two (02) years.

A member shall cease to be a member of the Anti-Ragging Committee as soon as he ceases to belong to the category from which he became the member of the Anti-Ragging Committee.

### **5.3.1 Functions of the Anti-Ragging Committee**

- i) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Rules, UGC Regulations, 2009 and its amendments from time to time 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 Constituents and other premises of the University.
- ii) The Anti-Ragging Committee shall conduct an inquiry observing a fair and transparent procedure following the principles of natural justice and take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging, considering the nature of the complaint from UGC Helpline/ written complaint by student/ parent/ recommendation of Anti-Ragging Squad.

### **5.3.2 Conduct of Inquiry**

- i) On receipt of complaint from UGC Helpline/ Recommendation of Anti-Ragging Squad/ directives received from concerned Director of Constituent, the Member Secretary of Anti-Ragging Committee shall send a notice and convene a meeting of Anti-Ragging Committee within 24 hours.
- ii) The Anti-Ragging Committee shall conduct an inquiry observing a fair and transparent procedure following the principles of natural justice. The complainant student(s) and the offender(s) shall be called before the Committee, 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 maybe required. The Committee shall also consider the initial inquiry report of the Anti-Ragging Squad / Director of concerned Constituent.

- iii) The Committee shall take appropriate decision (s) with regards to quantum of punishment and otherwise in consultation with the Head-Student Welfare, depending on the facts of ragging and nature and gravity of incident of ragging established during the inquiry.
- iv) 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;
- Suspension from attending classes and academic privileges,
  - Withholding/ withdrawing scholarship/ fellowship and other benefits,
  - Debarring from appearing in any test/ examination or other evaluation process,
  - Withholding results,
  - Debarring from representing the Constituent/ University in any regional, national or international meet, tournament, youth festival, etc.
  - Suspension/ expulsion from the hostel,
  - Cancellation of admission,
  - Rustication from the University for period ranging from one to four semesters, and
  - Expulsion from the University 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 Constituent/ University shall resort to collective punishment.

The order of punishment shall be declared on a letterhead under the signatures of the Chairperson and Member Secretary of the Anti-Ragging Committee and the Director of the concerned Constituent and communicated by the Member Secretary of the Anti-Ragging Committee along with minutes of the meeting(s), attendance sheet of the meeting, as expeditiously as possible but not later than two days, to the Head-Student Welfare who is also the Member Secretary of the University Monitoring Cell.

The Head-Student Welfare will communicate the order of punishment to the concerned Director for further actions.

The entire process of inquiry including initiation of remedial action shall be completed immediately and in no case later than a period of five (5) days of the reported occurrence of the incident of ragging.

**The Director of the concerned Constituent shall:**

(i) send the Order of Punishment to the students at the earliest along with the option of appeal to the Vice Chancellor.

(ii) send to the Anti Ragging Helpline, UGC, the order of punishment declared on a letterhead under the signatures of the Chairperson and Member Secretary of the Anti-Ragging Committee and the Director of the concerned Constituent, along with minutes of the meeting(s), attendance sheet of the meeting.

## 5.4 Appeals

An appeal against the order of punishment by the Anti-Ragging Committee shall lie with the Vice Chancellor.

- a. The aggrieved individual(s), shall make a written appeal under his/ her signature against the order of punishment by the Anti-Ragging Committee stating reasons for an appeal to the Vice Chancellor with a copy to the Head Dept. of Student Welfare of the University within a period of seven (7) days from the date of receipt of the order of punishment.
- b. Acting on the appeal, the Vice Chancellor shall decide the date of the hearing of the appeal.
- c. The Head- Dept. of Student Welfare shall send a notice of hearing to the appellant(s) within a period of seven (7) days.
- d. The University shall arrange for inspection of documents, material, statements etc., if so desired by the Appellant, on the university campus.
- e. The Appellant may submit a written statement on or before the hearing of the appeal, if he/she desires.
- f. The Appellant(s) does not have right to legal representation during the appeal.
- g. The Vice Chancellor shall follow the principles of natural justice while dealing with the appeal. The Vice Chancellor may in appropriate cases seek assistance of an expert to arrive at a just and fair decision.
- h. After the hearing and considering all the available materials on record, the Vice Chancellor shall take just and fair decision on the appeal.
- i. The decision of the Vice Chancellor shall be final and binding on the Appellant.
- j. The Registrar, SIU shall communicate the decision of the appeal(s) to the Appellant within a period of three (03) days.

## 6.0 Mentoring Cell

The Director/ Head of the Constituent, at the end of each academic year, in order to promote the objectives of UGC Regulations Curbing the Menace of Ragging in Higher Educational Institutions, 2009, constitutes 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 Constituent, at the rate of one Mentor for six (6) freshers and one (1) Mentor of a higher level for six Mentors of the lower level.

### 6.1 The objective of the Mentoring Cell is:

- i) To mentor the freshers, interact with them and to provide congenial and welcoming environment on the campus

- ii) To guide and support the freshers as well as to interact with freshers through junior level mentors

## 6.2 The composition of the cell shall be as follows:

### 6.3 Level I Mentors:

Mentors to be nominated by the Director/ Head of the Constituent Institute/ Department from senior batch- (One Mentor for six students to be admitted in the next Academic Year). For example-

If the number of students in the first year of the programme is Sixty (60), the Constituent Institute/ Department will have to nominate ten ( 10) mentors.

### 6.4 Level 2 Mentors:

Mentors (Level 2) to be nominated by the Director/ Head of the Constituent Institute/ Department from senior batch-(One Mentor for six mentors of level 1).

Level 2 mentors will train the level 1 mentor and coordinate with them throughout.

## 7. University Monitoring Cell

- i) There shall be a body to be known as Monitoring Cell on Ragging at the University level, which shall coordinate with the Anti-Ragging Committees and anti-Ragging Squads constituted at the campuses/ locations of the University to achieve the objectives of UGC Regulations Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and the Monitoring Cell shall call for reports from the Anti-Ragging Committees, Anti Ragging Squads, and the Mentoring Cells at the campuses/ locations.
- ii) The Monitoring Cell shall also review the efforts made by Constituents to publicize anti-ragging measures, soliciting of undertaking from parents/ guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations.

### 7.1 The Composition of the University Monitoring Cell shall be as follows:

- |      |  |                    |
|------|--|--------------------|
| i)   | One Professor / Associate Professor nominated by the Vice Chancellor                       | - Chairperson      |
| ii)  | Registrar or his nominee   | - Member           |
| iii) | Head-SCEW  | - Member           |
| iv)  | One Professor/ Associate Professor, who shall be a woman, nominated by the Vice Chancellor | - Member           |
| v)   | Head-Dept. of Student Welfare  | - Member Secretary |

The term of office for all members shall be for two (2) years other than of the ex- officio members.

The Monitoring Cell shall meet at least once in an academic year or at such other time as may be necessary to review the anti-ragging mechanisms of the University/ Constituents regarding publicizing anti ragging measures, soliciting of undertaking from parents/ guardians



/students, each academic year, to abstain from ragging activities or willingness to be penalized for violations.

The Agenda, Minutes of the Meeting and Action Taken Report shall be submitted to the Department of Student Welfare annually

Specific functions of Monitoring Cell at the University Level:

- The Monitoring Cell shall ensure compliance with the National Ragging Prevention Programme Portal by overseeing that all SIU constituent institutes submit their required information the committee will also monitor timely compliance, verify submissions, and provide support as needed.
- Monitoring Cell should explore opportunities for collaboration, such as organizing joint sessions, guest lectures, or inviting committee members to relevant activities and documenting them with testimonials [a short report, 2-3 geotagged photos, and a 45-second video] will be highly valuable for national and international rankings, accreditations, and related assessments.

## 8. Validation of certain Actions, Decisions

No Act or proceedings of Anti-Ragging Squad/ Anti-Ragging Committee/ Mentoring Cell/ Monitoring Cell/ Appeal under these rules shall be invalid merely by reason of:

- i) Any vacancy there or any defect in constitution thereof;
- ii) Any defect in the nomination of appointment of a person acting as a member thereof;
- iii) Any irregularity in its procedure not affecting the merits of the subject matter.

### 8.1 In cases of Lapses

Where in the opinion of the appointing authority, a lapse occur by any member of the faculty or staff of the Constituent, 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 rules or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the University, against such member of the faculty or staff.

Provided that where such lapse is attributable to the Director/ Head of the Constituent, the authority designated to appoint such Head shall take such departmental disciplinary action as per HR Manual of Symbiosis; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

**9. The University shall take the following other measures to prevent ragging, namely;**

- i) Each hostel or a place where groups of students reside, forming part of the Constituent/ University, shall have a full-time Warden.
- ii) The Warden shall be accessible at all hours and be available on telephone and other modes of communication.
- iii) The University 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:
- iv) The professional counsellors 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.
- v) The University shall undertake measures for extensive publicity against ragging by means of counselling sessions, workshops among students and such other measures, as it may deem fit.
- vi) The faculty of the University 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.
- vii) The University 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.
- viii) The University shall give necessary instructions to the employees of the canteens and mess, 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.
- ix) The University shall ensure that 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.