

Dear Student,

The Birla Institute of Management Technology (**BIMTECH**) warmly welcomes you to the PGDM /PGDM (International Business)/ PGDM(RM)/ PGDM (Insurance Business Management) (Two Years –Full Time) Programme. **The New Academic Session (2015-17) is scheduled to be inaugurated on Sunday, June 14, 2015 at 5:45 pm. The hostel facility can be availed of any time from June 13, 2015 onwards.**

To facilitate better learning outcomes and a comfortable stay for you at the Institute, you are required to follow the guidelines given below:

1. Registration

You have to report at the Campus on or before June 14, 2015 by 9:00 am for checking of original documents, submission of information formats and other documents for your registration scheduled to start at 10:00 am.

2. Documents required for verification at the time of registration

Please bring the following:

- i) Original Admission offer letter.
- ii) Original 10th , 10+2, Graduation degree and Original Final year Graduation marks-sheet (consolidated) indicating that you have passed your graduation with minimum 50% marks.

OR

In case you have appeared in the Graduation final year exam. in 2015,

- a) the Original marks sheets for all previous years/semesters passed so far.
 - b) Certificate from your College/Institute last attended that you have appeared in final year / final semester exam in the month of _____, 2015 **or** will appear in final year / semester exam in the month of _____, 2015.
 - c) Undertaking, in case the student is appearing or appeared in final year exam. in 2015 as per **Annexure- I**.
- iii) Medical Certificate as mentioned in the Admission Offer Letter (Clause no. 5(ii)) as per **Annexure-II**

3. The Orientation Programme

The Orientation programme will be conducted on 15-16 June, 2015. The detailed schedule will be provided on arrival and shall be uploaded on website shortly.

4. The Immersion course

This is a 4 credit course. Due to its importance, the students are advised in their own interest not to skip this course. This will be conducted from June 17 to June 27, 2015. The course outline for 5 out of 6 courses (except Presentation Skills course) is given in the **Annexure-III**.

5. Lodging & Boarding Expenses :

All the programmes of the institute are fully residential and it is compulsory for all the students to stay in the Hostel. The Lodging & Boarding Expenses for the academic session 2015-2016 are as follows:

Installment	1 st
Period	June-Nov., 15 (6 months)
Due Date	31 st May, 2015
Lodging(Accommodation)	Rs. 48,000/-
Boarding(Mess)	Rs. 25,200/-
Total	Rs. 73,200/-

The 1st installment for the lodging and boarding expenses should reach the Institute on or before May 31, 2015 **through two separate Demand Drafts/Pay Orders** - one for Rs. 48000/- & another for Rs. 25200/- made in favor of **Birla Institute of Management Technology, payable at New Delhi/Delhi.**

Name of student and his BIMTECH Application No. should be mentioned at the back of each demand draft.

The Lodging & Boarding Expenses for the academic session 2016-17 will be announced by April, 2016 as per the discretion of the Management in view of revised costing due to inflation etc.

6. Format for General Information for Identity card/Library Card duly filled in as per **Annexure- IV**

7. Format for Group Medical Insurance Policy (GMP) duly filled in as per **Annexure- V**

8. **As the institute does not break for winter vacations**, you are advised to make necessary arrangements regarding winter clothing, quilt etc. The institute provides necessary furniture and mattress in the hostel rooms. A suggested list of items to be brought by the students is given in **Annexure-VI**.

9. Hostel Accommodation:

a) **Male students** will be accommodated in the hostel at following address:
A B Hostel, 2C/1, Knowledge Park 3, Greater Noida - 201308
A map is enclosed in **Annexure-VII**.

b) **Female Students** should report to Takshshila hostel in the main campus directly.
They will be accommodated in the hostel within campus and rooms will be allotted at the discretion of Institute. A map is enclosed as **Annexure-VII**.

10. Anti ragging regulations :

We draw your attention to Honorable Supreme Court of India's ruling and AICTE's regulations about strict legal and (criminal) punitive actions on acts of ragging in educational institutions. **You and your parents are advised to go through the regulations and guidelines as per Annexure –VIII and submit a signed undertaking as per Format I by student and a signed Undertaking as per Format 2 by parent.**

11. Formal Wear:

You are required to wear formal dress for 5 days in a week (Monday – Friday)
Hence please bring the required clothing. Formal Dress means:

- * Boys-Shirts (Plain, Stripes, Checks), Trousers, Tie, Formal Footwear
- * Girls – Shirts (Plain, Stripes, Checks), Trousers or Suits, Formal Footwear

During Winter, you are required to wear Black Blazers with Western Formals.

These guidelines have been framed in your professional interest and for the smooth functioning of the programmes.

For any further queries, you may contact us at **admin@bimtech.ac.in** or Mr. Rajib Sharma, Senior Administrative Officer, 0120-2323001-10, Extn. 306.

We welcome you to BIMTECH once again and wish you a fulfilling professional learning experience at the Birla Institute of Management Technology.

With best wishes,

Yours truly,

(Rajib Sharma)

Sr. Administrative Officer

Enclosure: Total Pages including forwarding letter (39)

Sr. No.	Documents	Annexure No.	No. of Pages	Page No.
1	Undertaking by student	Annexure-I	1	4
2	Medical Certificate(as per format)	Annexure-II	1	5
3	Immersion course outline	Annexure-III	7	6-13
4	General Information form for ID Card	Annexure-IV	1	15
5	Format for Group Medical Insurance Policy / Group Personal Accident Insurance	Annexure-V	1	15
6	List of Items to be brought	Annexure-VI	1	16
7	Map showing location of Hostel at A B hostel and hostel at BIMTECH	Annexure-VII	1	17
8	Guidelines for Prevention of Anti Ragging & Formats of Undertaking by Students and Parent	Annexure-VIII	22	18-39



UNDERTAKING

(To be given by students who have appeared/are appearing in Final Year/Semester Graduation Examination)

I hereby declare that, I have appeared in final year/final semester of Graduation degree examination in the month of _____2015

OR

I am appearing in final year/final semester of Graduation degree examination in the month of _____2015. (**strike which is not applicable**)

I shall submit final consolidated marks sheet (with minimum 50% marks) for Graduation degree examination latest by 31st October 2015 as per one of the terms & conditions of my admission to PGDM (_____) programme at BIMTECH.

In case I fail to produce the above document in stipulated time, I shall voluntarily withdraw my admission without refund of fees deposited.

Signature: _____

Name of Student: _____

BIMTECH Roll No.: _____

Signature of one of Parents: _____

Name of one of Parents: _____ **Relationship:** Father / Mother (Pls. Tick)

Date: _____



FORMAT FOR MEDICAL CERTIFICATE

(To be issued on printed Official Letter Head of a General Physician with minimum MBBS qualification)

The candidate Mr. / Ms. _____
Son /daughter of Mr./Mrs. _____
resident of _____

_____ has been medically examined by me. He / She possesses general good health in all respects enabling him/her to pursue active academic studies.

The nature of disease or deficiency found during medical check or as informed by the candidate is mentioned hereunder:

In my opinion, the above disease(s) / deficiencies on health grounds will not be a hindrance for him/her to pursue professional studies.

Signature: _____

Date: _____

Doctor's Name: _____

Designation: _____

Medical Council Regn. Number: _____

Address and Phone Numbers:



Rubber Stamp

P.S. - The same may be cross-verified by BIMTECH'S Medical Officer on students reporting at the Institute.



Immersion Programme for Session 2015-17

1. The immersion programme is scheduled from June 17 to June 27, 2015. There will be no classes on June 21 and 28, 2015.
2. The first year batch of 2015-17 will be divided in Eight Sections.
3. Students will be divided according to their educational background and the structure of the programme is as follows

B Com BBA Three Sections -A & B Room C1, C2	Hours	B.TECH / B\Sc Five Sections – C, D E F& G Room C3, C4, C5 C6 C7	Hours	BA/ BHM / Medical / Any Other One Section -G Room C8	Hours
Statistics	16	Statistics	10	Statistics	16
		Economics	10	Economics	10
Excel	16	Excel	16	Excel	16
Introduction to Accounting	10	Introduction to Accounting	16	Introduction to Accounting	16
Total	42	Total	52	Total	58

Section A , B Room No C1 and C2 respectively B Com / BBA

9.00 am to 11 am	Statistics 16 Hours	Prof A K Dey Prof G N Patel	Section A Section B
11.15 am to 12.30 p,	Introduction to Accounting 10 Hours	Prof K C Arora Prof Kamal Kalra	Section A Section B
12.30 pm to 1.30pm	LUNCH		
1.30pm to 3.30pm	Excel For Mangers 16 Hours	Prof Eugene Reuben Prof Chanchal Kushwaha	Section A Section B

**Section C D, E, F & G Room No C9 C4, C5 C6 C7 respectively
BE/ B Tech / BSc / BCA**

9.30 am to 11.30 am	Introduction to Accounting 16 Hours	Prof Arindam Banerjee Prof L.Ramani Prof Girish Jain Prof A.Malhotra Prof Meena Bhatia	Section C Section D Section E Section F Section G
11.45am -1.00 pm	Economics 10 Hours	Prof Ritu Srivastava Prof Pooja Misra Prof K K Krishnan Prof J Shettigar Prof Amit Sharma	Section C Section D Section E Section F Section G
1.00pm- 2.00pm	LUNCH		
2.00pm to 3.15pm	Statistics 10 Hours	Prof Archana Singh Prof Amarnath Bose Prof S. Bishnoi Prof Kapil Garg Prof Pallavi Seth	Section C Section D Section E Section F Section G
3.15 -5.15pm	Excel For Mangers 16 Hours	Prof Abhijeet Lele Prof Kapil Garg Prof Chanchal Prof Nimisha Singh Prof Eugene Reuben	Section C Section D Section E Section F Section G

Section H Room No C8 respectively BA/ BHM/ Medical or any other

9.00 am to 11 am	Excel For Mangers 16 Hours	Prof Arindam Deb
11.15am - 1.15pm	Statistics 16 Hours	Prof S. Bishnoi
1.15pm-2.00	LUNCH	
2.00-3.15pm	Economics 10 hours	Prof Amrendra Pandey
3.30pm-5.30 pm	Introduction to Accounting 16 Hours	Prof Arindam Banerjee

The responsibility of attendance will be as follows.They may please send the report daily to the Directors office

Mr Vijay	Accounting
Mr Shivendra	Economics
Mr Ajab Singh	Statistics
Mr Arun	Excel

Ms Rupali and Ms Meenakshi are requested to do overall monitoring of this activity.

OLT EXAMINATIONS

Ms Veenu Sharma coordinate with Prof Amit Sharma and Prof Girish Jain for Economics and Financial Accounting OLT

Prof S. Bishnoi will coordinate with Prof.A.Bose for OLT of Statistics

Excel evaluation will be done in the class itself for 25% marks.

FINANCIAL ACCOUNTING

Course Name	Immersion Course in Financial Accounting
Aims and Objectives	The objective of the immersion course is to achieve consistency of knowledge for students from different discipline in the business function of financial accounting by providing insight into the accounting process in a firm and ensuring primary accuracy of books of accounts by understanding trial balance to the best of knowledge.
Intended Learning outcomes	<ol style="list-style-type: none"> 1. Student should be able to indentify the structures of various businesses and explain their primary and secondary business. 2. Student should be able to process accounting transactions considering the nature & structure of the firm 3. Students should be able to summarise the transactions for a period into a trial balance and trail back balance in trial balance to transaction. 4. Student should be able appreciate & form an opinion about the size of the firm from the trial balance.
Pre-Requisite	Immersion Course
Course Outline	<p>Module – 1</p> <ul style="list-style-type: none"> · Importance of financial accounting to different stakeholders; · Process of Accounting including books of accounts · Types of business structures and kinds of business undertaken by them and their implication in the economy. <p>Module – 2</p> <ul style="list-style-type: none"> · Integarting three equations (i) $A = L + C$; (ii) $R - E - \text{Material Consumptions} = + / - \text{Profit}$ and (iii) $OS + \text{Purchases} - CS = \text{Material Consumptions}$; Implication of differentiating capital & revenue expenditure. · Generally Accepted Accounting Principles & Conventions and some assignment from the workbook <p>Module – 3</p> <ul style="list-style-type: none"> · Drawing up and scrutiny of trial balance and introducing the basics of Final Reports such as Statement of Income & Balance Sheet (Not Cash Flow Statement)
Evaluation	OLT, Assignment & Projects: 100 marks.

References		<p>Text Books:</p> <p>Financial Accounting: A Managerial Perspective- Narayanaswamy — Prentice Hall India, 3rd edition</p> <p>Financial Accounting For Management- N. RamachanProf an & Ram Kumar Kakani- TMH, New Delhi, latest edition</p> <p>Advanced Accountancy- R.L. Gupta & M. Radhaswamy, Sultan Chand Publications, New Delhi</p> <ul style="list-style-type: none"> · Accounting for Managers-Bhattacharya- Vikas Publications, New Delhi, latest edition · Financial Accounting for Business Managers, Ashish K Bhattacharya, PHI, New Delhi, latest edition · Accounting For Managers – Jawaralal, Himalaya Publishing House, New Delhi
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STATISTICS

Course Name	Statistics
Aims and Objectives	The course aims to impart basic knowledge in Mathematics to students who have not taken Mathematics at the school level. On completion of this course, students will be ready to face the rigour of mathematics and statistical analysis of the data they would be required to analyze in order to take decisions in Management.
Intended Learning outcomes	At the end of the course students will be able to: Understand the basic mathematics and its application in business decision making. Apply techniques for summarizing, analyzing, representation and interpretation of data.
Pre-Requisite	Immersion Course
Course Outline	<p>Matrix Algebra: Representation of System of Equations, Matrix Inverse, Concepts of Inverse, Matrix Inversion using Excel, Some Selected Applications of Matrices</p> <p>Basic Statistical Concepts: Population and Sample, Descriptive Statistics, Parameter and Statistic</p> <p>Visualising and presenting Data: Classification, Tabulation and Frequency Distribution, Diagrammatic and Graphical Representation of Data, Diagrammatic and Graphical Representation of Data</p> <p>Measures of Central Tendency & Dispersion: Ungrouped Data, Grouped Data</p> <p>Probability: Sets & Set Operations, Venn Diagram Representation, Permutation & Combination, Basic Probability Concepts, Experiments, Outcomes, and Events, Rules of Probability, Baye's Theorem</p>
Evaluation	OLT, Assignment & Projects: 100 marks.
References	Text Books:

MS-EXCEL FOR MANAGER

Course Name	MS-Excel for Managers
Aims and Objectives	This Course aims to prepare the participants with the use of MS-Excel for business decision making.
Intended Learning outcomes	
Pre-Requisite	Immersion Course
Course Outline	<p>Introduction to Spreadsheets :_Overview , Workbook, Worksheets, Cells Numbers, Labels (Text), Dates, Formulae bar, Save, Close</p> <p>Formulae and Functions: Absolute & Relative Cell Referencing User defined formulae VLookup() & HLookup() Sumif(), Sumifs(), Countif(), Countifs() etc. Text function Statistical functions Logical functions</p> <p>Conditional Formatting : Setting Up Conditional Formats, Using Formulae in Conditional Formats, Using Conditional Formats to find MIN and Max,</p> <p>Paste Special: Linking worksheets & workbooks, Transpose</p> <p>Skip Blanks :Multi Column data sorting, Fill handle – Auto fill, Creating Custom list, Advanced Filtering, Pivot Table and charts</p> <p>Create, Modify Charts and Graphs : Bar Chart, Line Chart, Pie Chart and Formatting charts</p> <p>Naming Cells and Ranges: Using the Create Method to Name Cells, Using the Names Box to Name Cells, Using Insert Name Define and Working with Named Ranges</p> <p>Text to Column</p> <p>Remove duplicate records</p> <p>Data Validations</p> <p>Consolidating data sheets : Consolidating Data across Worksheets and Consolidating Data across Workbooks</p> <p>Macros</p> <p>Data tables: Creating Data Tables and One Way and Two Way Tables Scenario manager</p> <p>Goal seek</p> <p>Data Group & Subtotal</p> <p>Protecting data and workbook</p> <p>Arranging workbook and worksheets</p> <p>Splitting worksheet, Freezing titles</p>
Evaluation	OLT, Assignment & Projects: 100 marks.
References	<p>Web resource for MS-Excel</p> <p>http://www.gcflearnfree.org/office2013/excel2013</p> <p>http://chandoo.org/</p> <p>http://www.proprofs.com (for MCQs)</p>

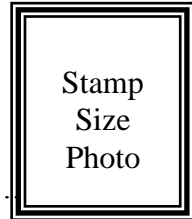
ECONOMICS

Course Name	Economics
Aims and Objectives	Objective The objectives to introduce 'Economics' in 'Immersion Programme' are to create interest for the subject especially if you are frightened with the subject, and to prepare a skeleton which will be dilated in next two years of management course.
Intended Learning outcomes	
Pre-Requisite	Immersion Course
Course Outline	<p>Ten Principles of Economics Definition of Economics Concept of Demand and Supply Concept of Business, Firm, Market and Competition Circular Flow of Income, GDP, GNP, Economic Growth, Per Capita Macroeconomic Concepts - Savings Investment Real and Nominal Personal Income, Personal Disposable Income, Inflation, Unemployment Monetary and Fiscal Policy</p> <p>Initially we suggest no need to go through with various literatures. You should concentrate on your classes. Literature will be available in NAT folder, and will be recommended by respective faculty. For extra reading if you are really curious you could follow following reading available in our library.</p>
Evaluation	OLT, Assignment & Projects: 100 marks.
References	<p>Text Books:</p> <p>Lipsey and Chrystal. 2007. Economics. Oxford University Press.</p>



**Form for General Information for Identity Card/Library Card
(To be filled in Capital Letters)**

- 1 Name of Student:.....
- 2 Name of the Programme:..... Class Roll No **2015**/.....
(Office Use Only)
- 3 Male/Female :.....
- 4 Father's Name:.....
- 5 Mother's Name:.....
- 6 Father's /Mother's Occupation:.....
- 7 Father's /Mother's Office Address:.....
.....
- 8 Address for Correspondence with Tel. No.:.....
.....
.....
- 9 Permanent Address:.....
.....
.....
- 10 Date of Birth(DD/MM/YY).....Blood Group:.....
- 11 E-Mail ID:.....
- 12 Student Mobile No.:.....
- 13 Nearest Railway Station:.....
- 14 Nationality:.....Religion.....

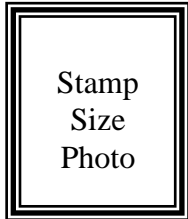


(Candidate Signature)



**Form for GMP/GPA for Medical Group Insurance Policy
(To be filled in Capital Letters)**

- 1 Name of Student :.....
(First Name Middle Name Surname)
- 2 Name of the Programme:..... Class Roll No **2015**/.....
(Office Use Only)
- 3 Male/Female :.....
- 4 Father's Name:.....
- 5 Mother's Name:.....
- 6 Father's /Mother's Occupation:.....
- 7 Father's /Mother's Office Address:.....
.....
- 8 Address for Correspondence with Tel. No.:.....
.....
.....
- 9 Permanent Address:.....
.....
.....
- 10 Date of Birth(DD/MM/YY).....Blood Group:.....
- 11 E-Mail ID:.....
- 12 Student Mobile No.:.....
- 13 Nearest Railway Station:.....
- 14 Nationality:.....Religion.....



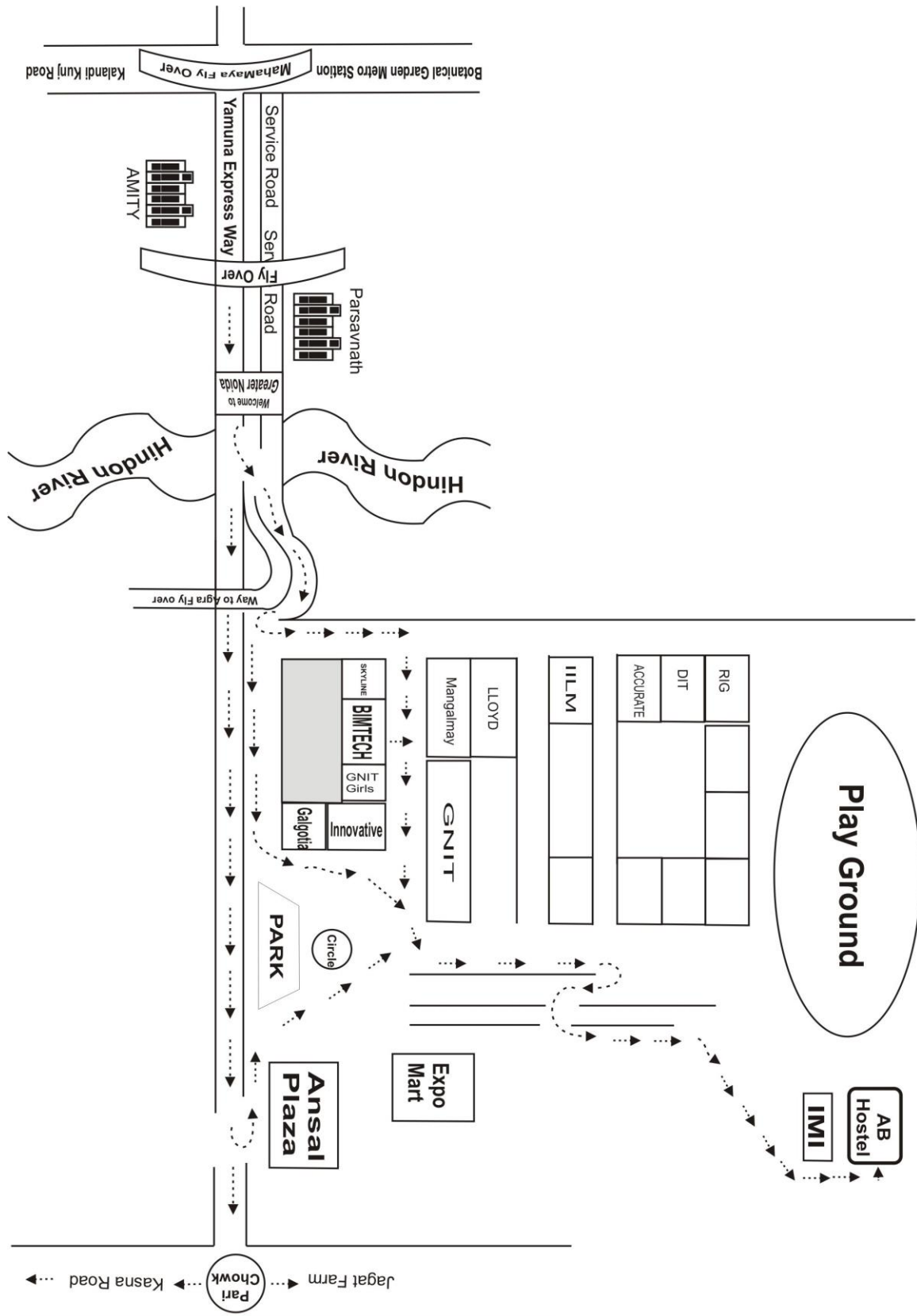
(Candidate Signature)



List of Items to be brought (Besides personal items of necessity)

1. Bed Sheets – 2
2. Pillow – 1
3. Pillow Covers – 2
4. Quilt – 1 or Blankets – 2
5. Umbrella – 1
6. Raincoat – 1
7. Track Suit – 1

Guide Map to BIMTECH/A B Hostel





Dear Parent & Candidate,

Subject : Prevention of Ragging

This is to draw your attention to Honorable Supreme Court of India's ruling and AICTE's regulations about strict legal and (criminal) punitive actions on acts of ragging in educational institutions. As per the recommendations, the apex court has said that ragging is unacceptable and must be deterred by exemplary and harsh punishment.

Our institute has been free from this menace because of the active cooperation of the faculty, students, parents and staff. We are trying to make our campus free from all kinds of toxins viz. ragging, consumption of liquor, other intoxicants tobacco, cigarette etc.

In our Institute if any student is found indulging in any activity, which comes in the category of ragging, then he becomes liable to any or all of following punishments:

- (i) **Suspension or expulsion from the hostel or the Institute,**
- (ii) **Withholding of results,**
- (iii) **Debarring from representation in events,**
- (iv) **Withholding scholarships or other benefits, or**
- (v) **Anything which the Disciplinary Committee finds suitable as per the enquiry conducted.**
- (vi) **FIR to be filed with Police on receipt of complaint**

As per the Report of the Raghavan Committee on ragging, constituted by Honorable Supreme Court of India, it is mandatory for the institutions to get an undertaking from parents of all the students of first year stating that their ward would refrain from any activity leading to an act of ragging.

AICTE rules also provide for stringent punishment if any student is found to be indulging in ragging. A copy of the AICTE regulations on curbing the menace of ragging is attached.

We solicit your valuable support in this regard as a parent, who is considered as a first teacher in the life of a young person. You are expected to advise and guide your ward accordingly.

Kindly also find enclosed BIMTECH's Policy on Prohibition of Ragging for the above purpose.

The Undertaking from the students as well as parents / guardian are required separately as per Format 1 and 2 respectively. These are as per requirements of guidelines of AICTE as well as Supreme Court. The proforma for these undertakings

are attached for your needful.

These undertaking duly filled in, signed by you and parent are to be submitted at the time of Registration on June 14, 2015. Until *we receive these undertaking, it may not be possible to register the student for the programme batch and allow his/her to sit in the classes scheduled to start from June 14, 2015.*

It is hoped that with the support of all stakeholders we shall be able to make our campus completely free from the evil of ragging.

Regards,

**Prof. (Dr.) K. C Arora
Registrar**



BIMTECH's Policy on Prohibition of Ragging (BIMTECH - A Completely Toxin Free Campus)

PRO-ACTIVE POLICY

BIMTECH has zero Tolerance Policy for Ragging. The Institute views ragging, banned by Supreme Court of India, as an uncivilized, and inhuman practice. We do not subscribe to the view that one could wait till something happens in order to initiate punitive measures. Punitive measures in such cases may damage a young career. *So we repose faith in averting such eventualities.* For this, the Institute pursues proactive policy.

Preventive measures had been devised during last couple of years to eliminate all possibilities of occurrence of such a ghastly incident even in its mildest form. A series of measures had been devised and implemented during last couple of years to rule out any incident of ragging to be attempted by senior students at any place inside or outside the Campus. Having a fully residential campus enhances our responsibility. It also empowers us with greater control over students. For making ragging non-grata at BIMTECH, all stakeholders viz. management, faculty, students and employees are involved to create an environment where not only ragging cannot take place, but students do not even think of indulging in such actions.

Measures to Eliminate Ragging

1. Ragging Prevention Committee: A Ragging Prevention Committee (RPC) is formed every year under the Chairmanship of a senior professor. This committee functions actively for first two months from the date of start of the session.
 - i) A separate committee of senior students is formed each year to assist the Ragging Prevention Committee. They act as the eyes and ears of the faculty committee. Besides, they are also involved in educating their colleagues. They are also assisted by senior student volunteers from amongst their own colleagues.
 - ii) (a) During the initial period of new session (over a month and half), all members of the faculty are involved during the day to exercise vigilance in the academic complex.
 - (b) In the night, a team of 4– 6 faculty members, under the active leadership of the Chairperson, Ragging Prevention Committee start working from 9 pm onwards. Members of the team, including the Chairperson, continuously move in the campus to keep a watch. Everyday, 4-6 senior student volunteers take rounds with the faculty team in the campus.
 - (c) Every teacher and staff member is obliged to do this duty twice a month.
 - (d) Director, Deputy Director, Registrar, Dean Student Welfare and Wardens keep on joining this team practically daily for short periods.

2. Second year students are normally allowed to occupy hostels after 15 days of the joining of first year students in the new session. New session for second year students also begins only then.
3. Separate meetings of senior faculty with first year and second year students are held in the very beginning of the session and then periodically to sensitize them against ragging. Punishment to be meted out to culprits is well publicized through posters both inside and outside the neighborhood of the campus. Tea-shirts with the inscription like ‘We do not Rag’, ‘We Abhor Ragging’, ‘Zero Tolerance for Ragging’ and BIMTECH is Toxin Free Campus are distributed among faculty and students.
4. Student(s) mentor bodies are formed wherein a group of respected seniors, who can motivate and inspire the fresher, is entrusted with the task of guiding and helping them navigate the turbulent times from *school to college and from home to hostel life*.
5. Entry of second year students is prohibited in the rooms of first year students till fresher’s party is over.
6. Formal interaction among first year and second students in the presence of institute authorities is arranged.
7. Sports activities between teams of first year and second year students in the evenings are organized in the presence of authorities.
8. Literary and cultural activities with the joint participation of seniors and juniors, and boys and girls are held periodically in the guidance of faculty.

What is Ragging?

According to Raghvan Committee Report, ragging has several aspects which have psychological, social, political, economic, cultural, and academic dimensions.

1. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be construed ragging within the academics related aspect. Similarly, exploiting the services of a junior student for completing the academic tasks, assigned to an individual or a group of seniors, is also an aspect of academics related ragging.
2. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered to be ragging for economic gain.
3. Any act of physical abuse, including all such variants as sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or persona can be put in the category of *ragging in criminal category*.
4. Any act or abuse by spoken words, e-mails, snail-mails, and public insults should be considered to be psychological ragging. This would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others;

5. Absence of preparing ‘freshers’ in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging. *Skills of interaction with seniors or strangers and facing their challenge can best be imparted by parents.* Any act that affects the mental health and self-respect and confidence of students also can be included in psychological ragging.
6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; *often resulting in an extreme step of suicide* by the victims. In one instance, we have recounted the *reported case of the mother of the victim committing suicide* as she could not bear the ignominy of sexual assault on her son by his seniors.
7. Senior students often gather in small groups to surround a few juniors. It detected by faculty, seniors plead that they were just having interaction and guiding the juniors. It may often be a ruse to carry out ragging. Interaction and guidance should be in the presence of faculty. Sometimes the plea is that the juniors asked for the notes and help.

Instructions of Supreme Court: (Source: Times of India, dated: May 9, 2009)

- *Penal consequences and departmental proceedings against institutions and departmental heads who show apathy towards complaints of ragging. Freshers to be divided into small groups and affiliated to a teaching staff who would keep constant vigil on their welfare and protect them from seniors;*
- Round- the- clock vigil on hostel premises;
- Departmental action against *principal of Rajendra Prasad Government Medical College, where Amann Kachroo died after ragging;*
- *SHO/SP, within whose jurisdiction a particular college falls, shall be responsible for ensuring that no ragging takes place on the campus of the concerned college;*
- *De-addiction measures in RPGMC where alcoholism is rampant.*

Wrong Notions about Ragging

The most important problem encountered in building a consensus against ragging is the social denial that accompanies any mention of the ill effects of ragging. The level of ignorance among the general public about its existence, and effects.

Absence of a framework to deal with it is startling, to say the least. We mention some of them here and also provide explanations. Some of the following are the Ruses for ragging.

1. Ragging is Harmless Fun

Most people think that ragging, involving verbal interaction or having freshers do funny acts for a laugh, is mild. It is a darker side of ragging which is widely prevalent in hostels and in outlying colleges. The practice of ragging revolves around cases of emotional harassment, and sexual and physical abuse. Most of the cases are undocumented, and even if publicized, are denied by colleges for fear of reprisals or loss of public image.

2. Ragging - Nothing more than Cleaning Senior's room or Removing one's shirt

Ragging incidents have included stripping of all clothes, public sexual acts to the extent of sexual intercourse and sodomy. Ragging takes its worst form when freshers are mercilessly beaten, *asked to take drugs, made to work 24x7 and forced to follow such rules as not removing shoes* for months.

3. Severe Ragging not Prevalent Anymore

Severe ragging is widely prevalent in most of the colleges, which have hostels, be it smaller cities or metropolitans. Nothing speaks louder than **25 cases of suicide due to ragging during last seven years**. After the Supreme Court Judgment, colleges have just geared up to keep ragging incidents under the cover. The problem is not solved yet, it is just hidden.

4. Ragging Breaks the Ice between Seniors and Freshers. It helps in their interaction and developing friendship between them.

Ragging is an archaic method of interaction with several harmful effects. Today with advancement in psychological science, there are many other healthy ways of interaction which are more effective and without any human rights abuse.

5. Ragging Generates Unity and Oneness.

It is often claimed that ragging makes one bold. Ragging divides the students on the lines of caste, region, class, seniority and juniority etc. It sets up a mob mentality among the students.

6. Ragging makes freshers Bold

Let us consider, what is boldness. Boldness is actually taking a stand for one's principles and truth, even when the person knows that he could lose something for taking this stand, or it can become dangerous for him. Acceptance of wrong done to you and not breaking-down is not boldness. It is revolting against the wrong done to you and not breaking down. Ragging does not make one bold, it teaches us how to be exploited and mutely and non-resistively accept it. To flip the argument, let us now consider ragging where a person is asked to do something stupid in public, but this time the ragging act has a sexual/physical/unethical attribute. This could be hurling nasty/sexual abuses on someone, holding your private parts in public, making an indecent proposal to a girl, stripping oneself, etc.

Yes, indeed such acts make one courageous. **But, is it not the courage to do the wrong?** Ragging tend to instill the courage in an individual that she/he should not be afraid to be something, which is socially unacceptable and wrong, since the consequence would not be much! This sows the seeds to defy rules laid down by the society though it starts with the defiance of the rules of an institution where one studies. It inculcates the mentality of looking down upon the younger ones and to order them around. In other words, it teaches bossing like a lord.

It promotes the habit to exploit those found to be weaker at the moment. *One can appreciate that this boldness is actually 'gunda-gardi'*. This is the courage which all unsocial elements like eve teasers, bullies and even blackmailers and murderers possess.

Is the surrounding of one or few juniors by many seniors not bhaigiri? The courage is not derived from the truth of one's stand, but the non-existence of dire consequences or even if some consequences exist, overlook the same. It is once again a perverted boldness/courage.

We strongly object to any kind of ragging not only due to its unprincipled and unethical nature, but because it instills the worst kind of courage in a person also. One is tempted to compare it with the courage of the suicide bombers! Wrong-doers are persons, who lose sensitivity towards the self-respect of others and who are not afraid to do the wrong. Ragging indeed moulds freshers in this way, as is proved when the freshers become perpetrators in the second year! Often the plea is that we were ragged last year, it is our turn now.

7. No one can rag me, if I don't allow it

It is often claimed that juniors themselves participate in ragging and they do not object. The fact is that a disorganized set of freshers face a united front of seniors, who ask them to do the most unthinkable things in the name of ragging. A NO from the fresher means public humiliation, beating and infliction of worst torture. Singling out a protesting student is a regular feature of the game of ragging. Complaints may mean facing hostile authorities, threat from the whole senior batch, leaving no option for the fresher but to leave the campus and ruin his/her career. The Victim often denies the fact that she/he was ragged out of fear. The options for the victimised perpetrated fresher are few, though there are always exceptions, who prove it otherwise. It is rightly said, "Exception Proves the Rule".

We at BIMTECH want all our students, junior or senior, to be fearless in the true sense.

Raghavan Committee Report

The Committee has made several recommendations. Main of these are as follows:

1. The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging, **where the victim or his parent/guardian or the Head of institution is not satisfied with the institutional arrangement for action, a First Information Report must be filed** without exception by the institutional authorities with the local police authorities.
3. Any failure on the part of the institutional authority or **negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority.** If any victim or his

parent/guardian of ragging intends to file FIR directly with the police, that will **not absolve the institutional authority** from the requirement of filing the FIR.

4. **Courts should make an effort to ensure that cases involving ragging are taken up on a priority basis** to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.
5. In the prospectus to be issued for admission by educational institutions, it shall be clearly stipulated that, in case the applicant for admission is found *to have indulged in ragging in the past or if it is noticed later that* he has indulged in ragging, **admission may be refused** or he **shall be expelled** from the educational institutions if already admitted.
6. The Central Government and the State Governments shall launch a programme giving wide publicity to the menace of ragging and the consequences which follow in case any student is detected to have been involved in ragging.
7. It shall be the **collective responsibility of the authorities and functionaries of the concerned institution to prevent ragging** and their role shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging. In case of their failure, action can be taken; for example, denial of any grant-in-aid or assistance from the State Governments.
8. **Anti-ragging committees and squads shall be forthwith formed by the institutions.**

It shall be the job of the committee or the squad, as the case may be, to see that the Committee's recommendations, more particularly those noted above, are observed without exception and if it is noticed that there is any deviation, the same shall be brought forthwith to the notice of this Court.

9. The Committee constituted pursuant to the order of this Court shall continue to monitor the functioning of the anti-ragging committees and the squads to be formed. They shall also monitor the implementation of the recommendations to which reference has been made above.

BIMTECH's Anti- Ragging System

BIMTECH has a system of punishing culprits of ragging. The following is the list of main forms of punishment:

- i) If any one is found harassing a junior verbally or otherwise even within the limits of decency, or a complaint is received and found true, the perpetrator shall be expelled from class for a fortnight;
- ii) Use of derogatory language shall invite expulsion from class and hostel both for a fortnight. The student shall be allowed re-entry only after a parental affidavit both written and in person at the institute and an unconditional public apology in the presence of all students, staff, faculty and parents of the culprit and victim;

- iii) In cases, more severe than i) and ii) but different from iii) result of last trimester may be nullified in addition to other punishment.
- iv) More serious case (of physical form) of ragging will invite cancellation of admission and expulsion from the institute.

The above is not an exhaustive list.

Role of Parents

We may mention that, whereas BIMTECH strives hard not only to prevent ragging even in its mildest form with the cooperation of members of faculty, staff and students, cooperation of parents also goes a long way in maintaining toxin free campus.

Second Year Students:

Parents of second year students must speak to their wards regarding evils of ragging and sensitize them about the impact of involvement in ragging and its repercussions on the career of the wards

Kindly exert your moral pressure on your ward so that he/she is dissuaded from indulging in any activity coming under the category of ragging..

First Year Students:

Parents of first year students must inform the College authority immediately if any attempt of ragging of any form is attempted by second year students on their wards.

In case of any problem, any member of Ragging Prevention Committee may immediately be contacted.

Contact Nos..

Prof. K.R.Chari	9958349199
Dr. Anuj Sharma	9873713183
Dr. Rishi Tiwari	9810583623
Mr. Sunil Tandon	9717531075
Ms. Rupali Singh	9716201832
Mr. D.R.Anand	9910097787
Mr. J.P.Goswami	7838512146
Mr. Rakesh Jadon	9213030198
Ms. Archana Singh	9810426753
Ms. Hemani	9250369070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
New Delhi

NOTIFICATION

Dated 01-07-2009

Sub:Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.

F.No.37-3/Legal/AICTE/2009 – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations:-

1. Short title and commencement:-

- (i) These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.
- (ii) They shall come into force on the date of the notification.

2. Objectives:-

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.

3. Definitions:-

- (a) “**Act**” means the All India Council for Technical Education Act 1987 (52 of 1987);
- (b) “**Technical Institution**” means an institution of Government, Government Aided and Private (self financing) conducting the courses/programmes in the field of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programmes and areas as notified by the Council from time to time;

- (c) **“University”** means a University defined under clause (f) of section 2 of the University Grants Commission Act, 1956 and includes an institution deemed to be a University under section 3 of that Act.
- (d) **“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.
- (e) **“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.
- (f) **“Fresher”** means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- (g) 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. And
- (h) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

4 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 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;
- 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, posts, 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.

5. Measures for prevention of ragging:-

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt/Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.
3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
5. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral patter of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.

6. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
7. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified/nominated by AICTE.
8. The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.
9. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
10. Incase of freshers admitted to a Hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.
11. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
12. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.
13. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.

ANNEXURE – VIII B

14. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
15. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
16. 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, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
17. The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.
18. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.
19. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
20. The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.
21. The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education 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 a clear sense of the main aims and objectives of the induction process.
22. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

6. **Monitoring mechanism in technical institution, University including Deemed to be University imparting technical education:-**
- a) **Anti-ragging Committee:** 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.
 - c) **Anti-Ragging Squad:** 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 enquiry 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 enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. 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 incidents of ragging, and considerations such other relevant information as may be required.
 - f) **Mentoring Cell:** 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) **Monitoring Cell on Ragging:-** The State Govt./UT and the affiliating University shall set up a Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.
- h) The Monitoring Cell shall coordinate with the the institutions, universities including deemed to be universities imparting technical education 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 Anti-Ragging Committees etc.
- i) 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 violation; and shall function as the prime mover for initiating action for amending the Statues or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

7. Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.

1. The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.
2. The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.
3. Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an

apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.

4. The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

8. Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (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.
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

- b) 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 the 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.
- 5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.

9 Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging:-

- 1. Role of the concerned technical institutions, Universities including Deemed to be Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti ragging measures and to investigate specific instances of ragging and take appropriate action.
- 2. The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to AICTE annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.
- 3. All Letters of Approval issued by AICTE such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical institutions, release of grants, letters of approval issued to integrated campus, second shift etc. shall contain a specific clause of prevention of ragging.
- 4. The AICTE 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 of more of the following measures, namely;
 - i. No admission/Withdrawal of approval granted under section 10(k) of AICTE 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 AICTE.
 - iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable

- v. media and posted on the website of the AICTE, declaring that the institution does not possess the minimum academic standards.
 - vi. 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.
5. As regards the Universities including Deemed to be Universities imparting technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Govt. of India and the concerned State Govt./UT. The UGC, MHRD Govt. of India, and the State Govt./UT concerned shall initiate immediate action on the recommendations of the Council.

10. Duties and Responsibilities of the All India Council for technical Education:-

- a) All India Council for technical Education, or the Central Government or the agency authorized for the purpose 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) 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 All India Council for technical Education, the Central Government or the agency authorized for the purpose 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; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- g) The All India Council for technical Education, the Central Government or the agency authorized for the purpose 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 All India Council for technical Education/Central Government.

11. The All India Council for technical Education shall take the following regulatory steps, namely;

- a) The All India Council for technical Education 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 All India Council for technical Education 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 All India Council for technical Education 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 All India Council for technical Education, 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 National Board of Accreditation or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The All India Council for technical Education 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 All India Council for technical Education/Central Government 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 All India Council for technical Education shall institute an Anti-Ragging Cell within the AICTE as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cells 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 All India Council for technical Education/central Government.

(Member Secretary)

FORMAT – 1

UNDERTAKING BY THE STUDENT

1. I, _____ Roll No. _____ S/o D/o of, Mr./Mrs./Ms. _____, having been admitted to _____ (Name of the Institution), have received a copy of the AICTE Regulations dated 01.07.2009 on Curbing the Menace of Ragging in Higher Educational Institutions, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 4 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 8 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 4 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 4 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 8 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.

Name of Student _____

Signature of Student _____

Mobile No.: _____

Date : _____

FORMAT - 2
UNDERTAKING BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms _____ Father/Mother/Guardian of, _____, Roll No. _____ having been admitted to _____, have received a copy of the AICTE 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 4 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 8.1 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 4 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 4 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 8 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.

Name of Parent _____

Signature of Parent _____

Address _____

Mobile No.: _____

Date : _____