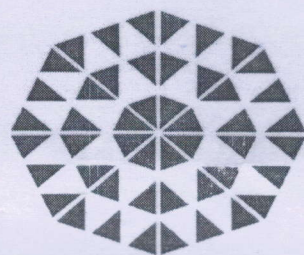


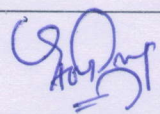
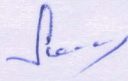
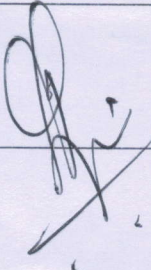
**Standard Operating Procedure (SOP)**  
**For**  
**Anti-Ragging Committee(ARC)**



**KMCT**  
MEDICAL COLLEGE HOSPITAL

**KMCT MEDICAL COLLEGE**  
**MANASSERY (P.O) KOZHIKODE-673602**

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# **Standard Operating Procedure (SOP) for Anti-Ragging Committee at KMCT Medical College, Manassery.**

## **1) Objective:**

The Anti-Ragging Committee (ARC) aims to prevent and eliminate any form of ragging within the institution as per the guidelines laid down by the University Grants Commission (UGC). The committee is committed to creating a safe and welcoming environment for students.

## **2) Composition of the ANTI-RAGGING COMMITTEE (ARC) and ANTI-RAGGING SQUAD (ARS)**

## **3) Roles and Responsibilities:**

- The Committee shall conduct awareness programs for students to educate them about the consequences of ragging.
- The Committee shall conduct awareness sessions for staff members to educate them about the importance and activity of committee.
- The Committee shall meet at regular intervals to review the anti-ragging measures in place and take necessary actions to prevent ragging incidents.
- Lead and instruct the squad to conduct regular monitoring of the campus and take essential measures to prevent any instances of ragging.
- Maintain a dedicated helpline number and email for reporting ragging incidents anonymously.
- Investigate all reported cases of ragging promptly and take appropriate disciplinary action as per the UGC guidelines.
- Coordinate with local authorities to ensure legal action is taken against those involved in ragging activities.
- Collaborating with the SSGP, Clinical Psychologist and Mentors provide support and counseling to victims of ragging and take measures to ensure their safety and well-being.
- Maintain records of all reported ragging incidents, actions taken, and follow-up measures.
- ARC will collaborate with MEU and SUC to host a fresher's party for new students.

## **4) Awareness and Prevention Programs:**

- The Committee will host an anti-ragging awareness week from August 12th to August 18th. The week will feature orientation sessions and competitions for students to promote a ragging-free campus environment.
- Every year on August 12<sup>th</sup>, college will observe Anti-Ragging Day and Host special sessions to raise awareness.
- Display anti-ragging posters, banners, and notices across the campus to remind students of the consequences of ragging.

- Display anti- ragging awareness videos performed by students and commercial advertisement recommended by the UGC in common spaces.

### 5) **Reporting and Complaint Mechanism:**

- Students, faculty, or staff members can report any incidents of ragging to the Anti-Ragging Committee through the designated helpline number, email, in person, or deposit in box.
- All complaints shall be treated with confidentiality, and the identity of the complainant shall be protected.
- The Committee shall conduct a thorough investigation into all reported incidents following due process.
- To promptly investigate a student complaint, three members of the ARC can initiate the inquiry process, and the remaining ARC members will provide their support.

#### **Action plan of ARC**

When an Anti-Ragging Committee receives a complaint, it is crucial to follow a systematic and fair procedure to investigate and address the issue. The general outline of the procedures:

1. Receipt of Complaint: - Ensure that the complaint is submitted through the designated reporting mechanism (e.g., helpline, online form).
  - Maintain the confidentiality of the complainant.
2. Immediate Response: - Take immediate action (within 24 hours) to ensure the safety and well-being of the victim.
  - Provide any necessary medical or psychological support.
3. Preliminary Inquiry:- Initiate a preliminary inquiry to assess the credibility and urgency of the complaint.
  - Assign a committee member or a designated person to lead the inquiry.
4. Inform Accused: - Notify the accused individuals about the complaint and the initiation of an inquiry.
  - Ensure they have an opportunity to present their side of the story.
5. Gather Evidence: - Collect relevant evidence, including statements from the complainant, accused, and any witnesses.
  - Document any physical evidence or electronic communication related to the incident.
6. Witness Statements:- Interview witnesses separately to gather unbiased accounts of the incident.
7. Fair and Impartial Inquiry: - Conduct a fair and impartial inquiry, allowing both parties to present their perspectives.
  - Avoid any bias and ensure the confidentiality of the proceedings.

8. Decision and Disciplinary Action: Based on the findings of the inquiry, make a decision regarding whether ragging has occurred.

- If ragging is confirmed, impose disciplinary actions mentioned under disciplinary action.

9. Support for Victim: - Ensure ongoing support for the victim, including counseling services and follow-up.

- Monitor the victim's well-being and address any concerns.

10. Communication of Decision:- Communicate the committee's decision to both the complainant and the accused, maintaining confidentiality as necessary.

11. Documentation: - Document the entire inquiry process, including statements, evidence, and the committee's decision.

- Maintain records for future reference and reporting purposes.

12. Report to Authorities:- In severe cases, or if required by law, report the incident to law enforcement authorities.

#### **6) Disciplinary Action:**

- Any student found guilty of engaging in ragging activities shall be subject to disciplinary action as per the UGC regulations.
- Penalties for ragging may include suspension, expulsion, fines, or legal action as deemed necessary.
- Repeat offenders shall face more severe consequences, including expulsion from the institution.

#### **7) Review and Compliance:**

- The Committee shall review its SOP periodically and make necessary updates to ensure compliance with UGC guidelines and best practices.
- The Committee shall submit regular reports on its activities, including the number of reported incidents, actions taken, and outcomes to the authorities concerned..

This SOP for the Anti-Ragging Committee is designed to create a safe and inclusive campus environment free from the menace of ragging. All members of the committee are expected to adhere to these guidelines and work together to ensure the well-being of all students.