6. Further, I am to enclose a copy of the Circular No. RAC/Anti-Ragging/SPA/09-10/15164 dated November 16/18, 2009 regarding follow-up action on students debarred from hostel facilities.

Yours faithfully,

[Signature]

Encl. As above.

Ref. No. RAC/Anti-Ragging/Academic Session-13-14/ 9719

Copy to the following for information and necessary action:

1. The Members Concerned
2. The Directors of the Institutes, BHU
3. The Deans of the Faculties, BHU
4. The Heads of the Departments/Schools/Centres, BHU
5. The Principals of the Colleges
6. The OSD, RGSC, BHU
7. The Administrative Wardens/Wardens of the Hostels, BHU
8. The Chief Proctor, BHU
9. The Dean of Students, BHU
10. The Deputy Registrar & Secretary to the Vice-Chancellor, BHU
11. The Web Master, Computer Centre, with a request to kindly post the aforesaid notification in the BHU Website.
12. The P.S. to the BHU
13. The P.S. to the Registrar, BHU
14. The P.S. to the Finance Officer, BHU

[Signature]

[Signature]

Dated 05.08.2013
Subject: Clarification on functions of the Anti Ragging Sub-committees and Anti Ragging Sub-Squads constituted at Institutes/Faculties/MMV/RGSC level and procedure to be followed for follow-up action on receipt of information on ragging - reg.

Sir/ Madam,

The University, under the provisions contained in Clause 6.3 of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, constituted Anti Ragging Committee and Anti Ragging Squad of the University vide notification no.RAc/Anti-ragging/09-10/8543 dated 08/11.07.2009 and notification no. DS/Ragging Prevention Squad/09-10/2021 dated 24th June 2009 respectively.

2. Directors of the Institutes/ Deans of the faculties/ Principal, MMV/OSD, RGSC were directed to constitute Anti Ragging Sub-committees and Anti Ragging Sub squad, at the levels of respective Institutes/Faculties/MMV/RGSC vide communication no.RAc/Anti-Ragging/09-10/8545 dated 08.07.2009 suggesting therein the constitution and terms of reference of the same.

3. During processing the cases of ragging witnessed in the recent past, in terms of provisions of the aforesaid regulations, it was experienced that there is a need for further clarity in the procedure to be adopted once the incident of ragging is brought to the notice of the University. Further, in order to comply with the provisions of the aforesaid regulations in totality it was felt to further clarify the functions of Anti-ragging sub-committees and Anti-ragging sub squads constituted at the level of Institutes/Faculties/MMV/RGSC.

4. Functions of the Anti Ragging Sub-Committee:

The functions of the Anti-Ragging Sub Committee constituted at Institutes/ Faculties/MMV/ RGSC level shall be to:

(a) ensure compliance with the provisions of the UGC 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 sub- Squads of the respective Institutes /Faculties/MMV/RGSC in prevention of ragging.

(b) ensure that necessary and adequate steps are being taken in their respective Institutes /Faculties/MMV/RGSC to prevent the incidents of ragging.
(c) take stock of such measures regularly.
(d) submit its report to the Anti-Ragging Committee of the University
(e) facilitate the functioning of the Anti Ragging Committee of the University.

5. Functions of Anti-Ragging Sub-Squads:

The functions of Anti-Ragging Sub-squads constituted at Institutes/ Faculties/MMV/RGSC level shall be to:

(a) maintain vigil, oversight, undertake patrolling functions and to remain mobile, alert and active at all times in their respective Institute/ Faculty/MMV/RGSC.
(b) make surprise raids in the concerned hostels and other vulnerable places where students generally visit and where either the incidents of ragging have occurred or which are potentially prone to ragging.
(c) submit its report to the Anti-Ragging Squad of the University with a copy to Anti-ragging subcommittee of the concerned Institute/ Faculty/MMV/RGSC for information.
(d) facilitate the functioning of the Anti-Ragging Squad of the University as also of Anti Ragging Sub-Committees of the respective Institutes/ Faculties/MMV/RGSC

6. Further, the Procedure for handling issues of ragging will be as follows:

(i) The information on ragging can be received in the following manner;

a) Through the notified contact details of Dean of Students, Chief Proctor, Chairman of Anti-ragging Squad, Control Room and national help-line number on ragging for necessary relief in terms of the provisions of the UGC regulations.

b) Through any other member of the University, including Anti-ragging sub-committees and Anti-ragging sub-squads.

c) from any external source.

(ii) In the event of receipt of information of ragging by any of the officers mentioned at para 6(i)(a) above, he/she will promptly alert Anti-ragging sub-squad of the concerned Institute/ Faculty/ MMV/RGSC besides informing the Chairman of the Anti-Ragging Squad of the University or any of its members. The activity shall be completed, at the most, within one hour of receipt of this information.

(iii) The Directors/ Deans/ Principal, MMV/ HoDs/ OSD, RGSC receiving information of ragging directly from aggrieved students or from any University staff or from any external source shall promptly notify the officers mentioned at para 6(i)(a) above and also take action as at para 6 (ii) above. The activity shall be completed, at the most, within one hour of receipt of information.
(iv) Thereafter, Anti-ragging sub-squad of the concerned Institute/ Faculty/ MMV/ RGSC shall take all necessary preventive and control measures in terms of its role defined at para 5 above.

(v) Simultaneously, the Anti-ragging squad of the University shall promptly conduct a preliminary on the spot enquiry and collect details of the incident as available *prima facie*. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Vice-Chancellor, BHU by Anti-ragging squad of the University. The activity shall be completed, at the most, within twelve hours of receipt of information.

(vi) ' The Vice-Chancellor, on receipt of preliminary report on ragging, shall, in terms of provisions contained at Clause 7.0 of the UGC Regulations, determine as to whether, *prima facie*, FIR needs to be lodged and shall order accordingly.

(vii) The Anti-ragging squad of the University shall promptly conduct enquiry into the incident as per provisions laid down in clause 6.3 (e) of the UGC Regulations.

(viii) The Anti Ragging squad of the University shall complete the enquiry and submit its report along with recommendations to the Vice Chancellor and Chairman of the Anti Ragging Committee of the University within six days of the incident.

(ix) Thereafter, the said report and recommendations shall be considered by the Anti Ragging Committee for deciding the punishment on the erring students in terms of provisions contained at Clause 9.1 of the UGC Regulations.

7. In terms of provisions contained in the UGC Regulations, the Anti Ragging Committee of the University, headed by the Vice-Chancellor, is the only body empowered to impose punishment on the erring students found indulged in ragging. However, Anti-ragging sub-committees and Anti-ragging sub-squads constituted at the Institute/ Faculty/ MMV/RGSC level shall be responsible for implementing and observing the aforementioned provisions of the UGC Regulations, for prevention and control of ragging and overall supervision to ensure that ragging in any form does not takes place in their respective Institute/ Faculty/ MMV/RGSC.

8. The clarification on rules and duties of Anti ragging sub-committees and Anti ragging sub squads as laid above, together with procedure for handling cases of ragging be brought to the notice of all concerned. A brief activity chart of above is annexed to this notification.

This issues with the approval of the Vice-Chancellor.

Yours faithfully,

REGISTRAR
**ACTIVITIES AFTER RAGGING IS NOTICED BY AN INDIVIDUAL**

<table>
<thead>
<tr>
<th>ACTION</th>
<th>TIME FOR FIRST INFORMATION</th>
<th>BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inform Chief Proctor/ Chairman of Anti-Ragging Squad</td>
<td>Within one (01) Hour</td>
<td>Concerned individual</td>
</tr>
<tr>
<td>2. On the Spot Preliminary Enquiry by Anti-Ragging Squad and</td>
<td>Within Twelve (12) Hours</td>
<td>Anti-Ragging Squad</td>
</tr>
<tr>
<td>submission of Preliminary Report to the Vice-Chancellor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Decision regarding filing of FIR</td>
<td>Within Twenty Four (24)</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>Hours</td>
<td></td>
<td></td>
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<tr>
<td>4. Detailed Enquiry &amp; Submission of Report to the Vice-Chancellor</td>
<td>Within Six (06) days</td>
<td>Anti-Ragging Squad</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>5. Imposition of Penalty</td>
<td>Within Seven (07) days</td>
<td>Anti-Ragging Committee (ARC) / Standing Committee of ARC</td>
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</tbody>
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