



लक्ष्मीबाई राष्ट्रीय शारीरिक शिक्षा संस्थान, ग्वालियर

**LAKSHMIBAI NATIONAL INSTITUTE OF  
PHYSICAL EDUCATION**

*(Deemed-to-be University)*  
*Ministry of Youth Affairs & Sports, Government of India*

**STANDARD OPERATING PROCEDURE**

**ANTI-RAGGING COMMITTEE  
& ANTI-RAGGING SQUAD**





# LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR

(Deemed to be University under Section 3 of the UGC Act, 1956)  
Ministry of Youth Affairs & Sports, Government of India

## STANDARD OPERATING PROCEDURE (SOP)

### ANTI-RAGGING COMMITTEE & ANTI-RAGGING SQUAD

(Aligned with University Grants Commission Regulations 2009 and subsequent amendments)

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## 1. PREAMBLE

Lakshmibai National Institute of Physical Education (LNIPE), Gwalior, is committed to maintaining a safe, dignified, and inclusive academic environment. In pursuance of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, the Institute adopts a zero-tolerance policy toward ragging in any form.

This SOP provides a structured mechanism for prevention, prohibition, redressal, monitoring, and reporting of ragging incidents and aligns with:

- UGC Anti-Ragging Regulations, 2009 (as amended)  
(<https://www.antiragging.in/assets/pdf/annexure/Annexure-I.pdf>)
- NAAC Quality Indicators (Student Support & Governance)  
([https://naac.cuh.ac.in/naac/Criteria\\_4/4.3/Whole%20data/Extra/University-Manual-4-1-2022.pdf](https://naac.cuh.ac.in/naac/Criteria_4/4.3/Whole%20data/Extra/University-Manual-4-1-2022.pdf))
- NIRF parameters under Outreach & Inclusivity and Perception  
(<https://www.nirfindia.org/Home/Parameter>)

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## 2. LEGAL FRAMEWORK & REGULATORY ALIGNMENT

This SOP is framed under:

- UGC Regulations on Curbing the Menace of Ragging, 2009  
(<https://www.antiragging.in/assets/pdf/annexure/Annexure-I.pdf>)
- Directions of the Hon'ble Supreme Court of India on ragging prevention
- Applicable provisions of the Indian Penal Code/ Bharatiya Nyaya Sanhita, 2023 ([https://www.mha.gov.in/sites/default/files/2026-02/1\\_250883\\_english\\_01042024.pdf](https://www.mha.gov.in/sites/default/files/2026-02/1_250883_english_01042024.pdf))

Compliance reporting shall be uploaded on the UGC Anti-Ragging Portal annually.

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## 3. VISION

To create a **ragging-free, safe, inclusive, and respectful campus environment** fostering academic excellence, dignity, and psychological well-being.

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## 4. MISSION

- To prevent ragging through structured awareness and monitoring systems.

- To ensure prompt redressal through a transparent, fair, and time-bound inquiry process.
  - To promote a culture of mentorship, empathy, and peer support.
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## 5. OBJECTIVES

1. To strictly implement UGC Anti-Ragging Regulations.
  2. To establish proactive surveillance mechanisms in hostels and campus areas.
  3. To ensure confidential and accessible reporting systems.
  4. To provide psychological and academic support to victims.
  5. To maintain documentation for NAAC and NIRF compliance.
  6. To promote gender-sensitive and inclusive campus practices.
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## 6. DEFINITION & SCOPE OF RAGGING

### Key Definitions (As per UGC Regulations)

- **Act** – The University Grants Commission Act, 1956.
- **Academic Year** – The period from commencement of admissions until completion of academic requirements for that year.
- **Anti-Ragging Helpline** – The helpline established under Regulation 8.1 for reporting ragging complaints.
- **District Level Anti-Ragging Committee** – Committee headed by the District Magistrate to monitor and eliminate ragging at district level.
- **Head of Institution** – Vice-Chancellor (University/Deemed University), Principal, Director, or equivalent executive head.
- **Fresher** – A student admitted and undergoing the first year of study in the institution.
- **Institution** – Any higher educational institution (university, deemed university, college, institute, institution of national importance, etc.) imparting education beyond 12 years of schooling.
- **NAAC** – National Assessment and Accreditation Council established under Section 12(ccc) of the UGC Act.

- **State Level Monitoring Cell** – Body constituted by the State Government to oversee ragging control within the State.
- Words not defined herein shall have the meanings assigned under the UGC Act, 1956 or the General Clauses Act, 1897.

**Ragging includes one or more of the following acts:**

- **Teasing or rude behavior** towards a fresher or any student, whether by spoken words, written communication, or actions.
- **Rowdy or indisciplined activities** that cause or are likely to cause annoyance, hardship, physical harm, psychological harm, fear, or apprehension.
- **Forcing a student to perform an act** that they would not ordinarily do, resulting in shame, embarrassment, torment, or adverse impact on their physical or mental well-being.
- **Disruption of academic activities** by a senior student, including preventing or disturbing regular academic functioning.
- **Exploitation of a student's services** for completing academic or other assigned tasks.
- **Financial extortion or forced expenditure** imposed on a fresher or any student.
- **Physical or sexual abuse**, including bodily harm, sexual harassment, stripping, forcing obscene acts or gestures, or any act endangering health or safety.
- **Verbal, written, electronic, or public abuse**, including insults, humiliation, or deriving pleasure (sadistic or otherwise) from causing discomfort to a student.
- **Any act affecting mental health or self-confidence**, whether or not intended to show power, authority, superiority, or to derive pleasure.

Abetment, conspiracy, unlawful assembly, assault, wrongful confinement, and related offenses are also treated as ragging.

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## **7. INSTITUTIONAL ANTI-RAGGING FRAMEWORK**

### **7.1 Anti-Ragging Committee (ARC)**

**Chairperson:**

Vice Chancellor / Head of Institution

## Members:

- Senior Faculty Members
- Hostel Wardens
- Student Representatives (Freshers & Seniors)
- Parent Representative
- Non-Teaching Representative

The ARC is the apex decision-making body.

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## 7.2 Anti-Ragging Squad (ARS)

A mobile vigilance body nominated by the Institute Authority with representation from:

- Faculty
- Hostel Wardens
- Physical Education Staff

Function: Surprise inspections, hostel monitoring.

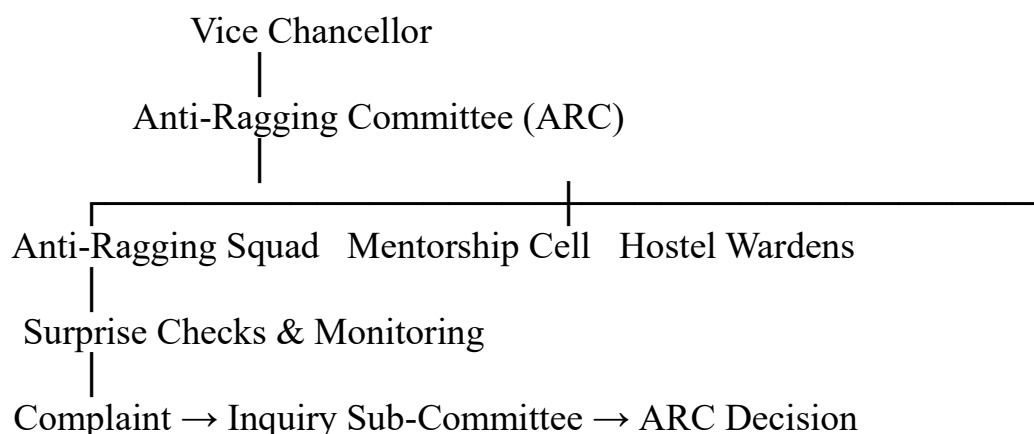
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## 7.3 Mentorship & Support System

- Faculty Mentors
- Student Support & Guidance Programme (SSGP)
- Clinical Psychologist
- Proctorial Board

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## 8. ORGANOGRAM



## **9. ROLES & RESPONSIBILITIES**

### **Anti-Ragging Committee**

- Policy formulation & review
- Awareness programs
- Monitoring compliance
- Inquiry and disciplinary decision
- Reporting to UGC & authorities

### **Anti-Ragging Squad**

- Campus patrolling
- Surprise inspections
- Immediate reporting of incidents

### **Hostel Wardens**

- 24×7 vigilance in hostels
- Maintenance of hostel discipline register

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## **10. PREVENTIVE & AWARENESS MEASURES**

1. Mandatory Anti-Ragging Affidavit from students and parents.
2. Orientation Programme for freshers.
3. Observance of important days and weeks related to Anti-Ragging.
4. Posters, banners, and digital display boards.
5. Dedicated helpline and email.
6. CCTV surveillance in vulnerable areas.
7. Mentorship allotment to freshers.

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## **11. REPORTING & COMPLAINT MECHANISM**

Complaints may be submitted via:

- Anti-Ragging Helpline
- Official Email ID

- Complaint Box
- Direct submission to ARC member
- UGC National Anti-Ragging Portal

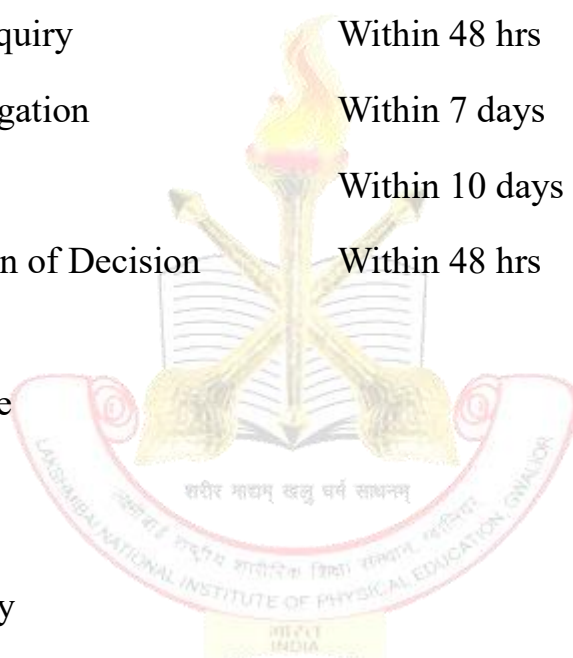
Confidentiality shall be strictly maintained.

## 12. INQUIRY PROCEDURE (TIME-BOUND)

| Step Action                           | Timeline       |
|---------------------------------------|----------------|
| 1 Receipt & Registration of Complaint | Immediate      |
| 2 Safety & Interim Protection         | Within 24 hrs  |
| 3 Preliminary Inquiry                 | Within 48 hrs  |
| 4 Formal Investigation                | Within 7 days  |
| 5 ARC Decision                        | Within 10 days |
| 6 Communication of Decision           | Within 48 hrs  |

Principles followed:

- Natural Justice
- Fair Hearing
- Impartiality
- Confidentiality



## 13. DISCIPLINARY ACTIONS

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- Suspension from classes
- Withholding scholarships/ other benefits
- Debarment from exams
- Withholding results
- Hostel expulsion

- Cancellation of admission
- Rustication (1–4 semesters)
- Expulsion & debarment
- FIR in severe cases

*For details, Union of India – Act, University Grants Commission Regulations on Curbing The Menace Of Ragging In Higher Educational Institutions, 2009 can be referred to.*

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#### **14. SUPPORT & REHABILITATION**

- Psychological counselling
- Academic support
- Hostel relocation (if required)
- Continuous monitoring
- Parent communication

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#### **15. DOCUMENTATION, REPORTING & DISCLOSURE**

(NAAC & NIRF Alignment)

##### **For NAAC (Student Support & Governance Metrics)**

- Minutes of ARC meetings
- Complaint register
- Action Taken Reports (ATR)
- Awareness programme records
- Affidavit compliance records
- Annual Anti-Ragging Report

##### **For NIRF (Outreach & Inclusivity)**

- Gender and inclusivity measures
- Grievance redressal statistics
- Student safety index documentation

Annual report to be submitted to:

- UGC Portal
  - Internal Quality Assurance Cell (IQAC)
  - Governing Body
- 

## **16. MONITORING & REVIEW**

- Quarterly ARC Meetings
- Annual SOP Review
- Feedback from students
- Third-party review (if required)

Continuous improvement shall be ensured through integration with IQAC.

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## **17. ANNEXURES (Indicative)**

Annexure I – Complaint Form

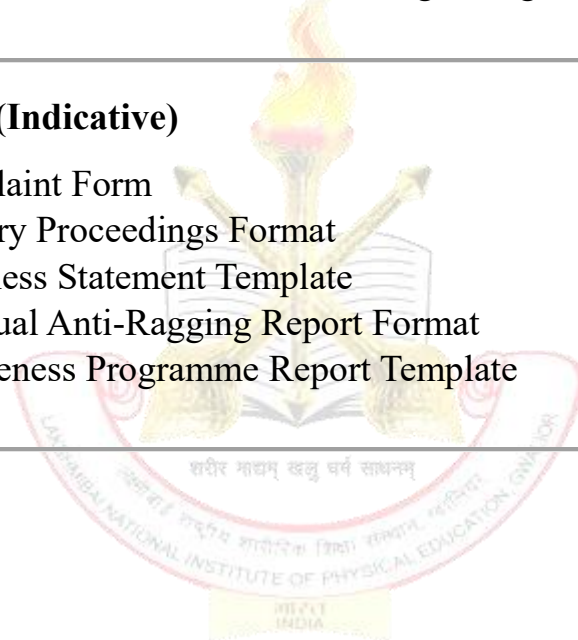
Annexure II – Inquiry Proceedings Format

Annexure III – Witness Statement Template

Annexure IV – Annual Anti-Ragging Report Format

Annexure V – Awareness Programme Report Template

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## INQUIRY PROCEEDINGS FORMAT

### Anti-Ragging Committee (ARC), LNIPE

#### 1. Case Details

- Complaint No.: \_\_\_\_\_
- Date of Receipt: \_\_\_\_\_
- Date of Preliminary Inquiry: \_\_\_\_\_
- Inquiry Committee Members:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### 2. Allegations Summary

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#### 3. Statements Recorded

##### Complainant Statement Summary:

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##### Accused Statement Summary:

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##### Witness Statements Summary:

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#### 4. Evidence Examined

- ☐ Written Statements
- ☐ CCTV Footage
- ☐ Medical Report

☐ Digital Evidence

☐ Other: \_\_\_\_\_

## 5. Findings of the Committee

☐ Ragging Established

☐ Ragging Not Established

☐ Insufficient Evidence

Observations:

## 6. Recommendation to ARC

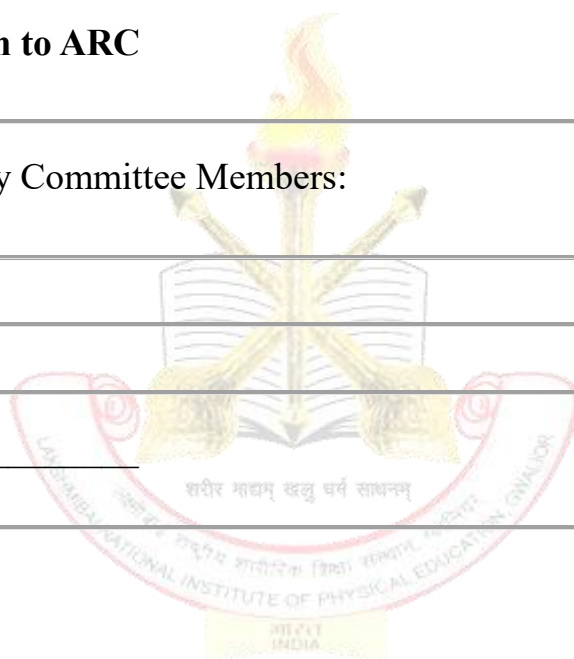
Signatures of Inquiry Committee Members:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date: \_\_\_\_\_



## ANNEXURE – II

### WITNESS STATEMENT TEMPLATE

Name of Witness: \_\_\_\_\_

Enrolment / Employee ID: \_\_\_\_\_

Programme / Department: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Date of Statement: \_\_\_\_\_

Statement:

I hereby state the following regarding the incident dated \_\_\_\_\_ at \_\_\_\_\_:

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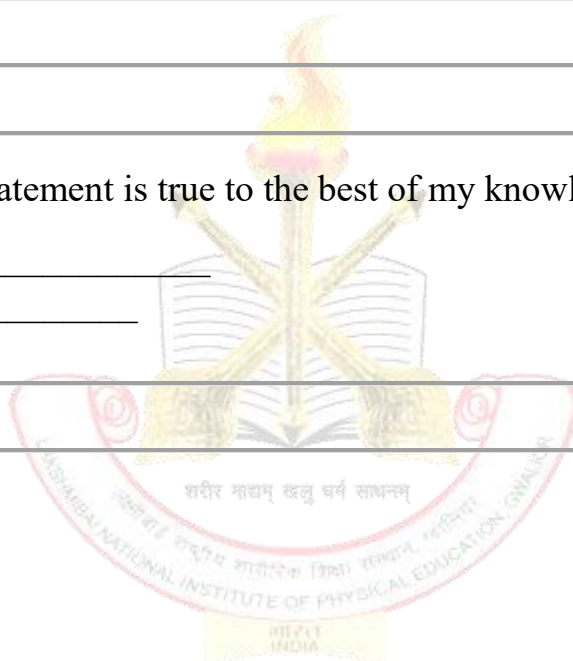
I confirm that this statement is true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## ANNUAL ANTI-RAGGING REPORT FORMAT

Academic Year: \_\_\_\_\_

### 1. Committee Constitution

Date of Constitution: \_\_\_\_\_

Total Members: \_\_\_\_\_

### 2. Awareness Programs Conducted

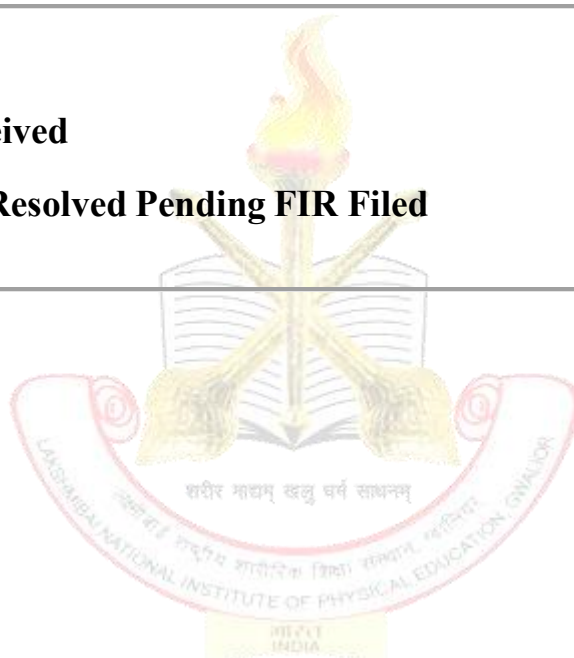
S.No Activity Date Participants Outcome

### 3. Complaints Received

Total Complaints Resolved Pending FIR Filed

### 4. Nature of Cases

- ☐ Verbal
- ☐ Physical
- ☐ Psychological
- ☐ Sexual
- ☐ Cyber



### 5. Actions Taken

### 6. Preventive Measures Implemented

### 7. Compliance Status

- ☐ UGC Portal Updated
- ☐ Affidavits Collected
- ☐ Posters Displayed
- ☐ Orientation Conducted

Submitted to:

Vice Chancellor / IQAC / Governing Body

Signature of Chairperson ARC: \_\_\_\_\_

Date: \_\_\_\_\_



## AWARENESS PROGRAMME REPORT TEMPLATE

Title of Programme: \_\_\_\_\_

Date: \_\_\_\_\_

Venue: \_\_\_\_\_

Organized by: \_\_\_\_\_

### Objectives

### Resource Person(s)

1. \_\_\_\_\_

2. \_\_\_\_\_

### No. of Participants

Students: \_\_\_\_\_

Faculty: \_\_\_\_\_

Staff: \_\_\_\_\_

### Programme Highlights

### Photographic Evidence Attached

☐ Yes

☐ No

### Outcome & Feedback Summary

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_