



**SESHADRIPURAM EDUCATIONAL TRUST**  
**SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT**

(Affiliated to Bengaluru City University)

NAAC Accredited 'A' Grade

ISO Certified 9001:2015

AICTE Approved

#40, Girls' School Street, Seshadripuram, Bengaluru-560020.

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**Annual Report of Anti-Ragging Cell "Parikrama"**

**Discipline & Anti-Ragging Cell for the Academic Year 2023-2024**

**Policy Document**

The Discipline and Anti-Ragging Cell, established according to the regulations of the UGC, is the moral police of our college. The Cell's responsibility is to ensure that students maintain discipline in the classrooms and within the college campus.

The Cell aims at inculcating discipline among the students and to take appropriate action against those who are violating them. The forum also organizes awareness sessions on anti-ragging and behavioural etiquettes.

**OBJECTIVES OF ANTI-RAGGING CELL**

1. To educate students that ragging is a humiliating social crime.
2. To prevent and protect the student community from being ragged or indulging in the act of ragging.
3. To bring awareness among the students about the ill effects of ragging, its impact on human life and consequences of involvement in the act of ragging.
4. To initiate legal actions when required considering the intensity of ragging instances.
5. To educate students about laws and policies regarding Anti ragging.
6. To educate students regarding discipline to be maintained in the college campus.

**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 indisciplined 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 do in the ordinary course and which has the effect of causing or generating a sense of shame, or torn embarrassment so as to adversely affect the physique or psyche of such fresher or any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- 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, and 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, post, and 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.

#### **DUTIES OF RAGGING GRIEVANT**

1. A written complaint has to be submitted to the Discipline and Anti-Ragging Cell describing the ragging instance completely with date, time and place of happening.

2. The complaint should contain the identity of the complainant and the identity of the alleged.
3. The complainant should submit the complaint in person to any of the Anti-Ragging Cell members.
4. The confidentiality of the complainant and any other applicable issues shall be maintained Discipline and Anti Ragging Cell.

### **REDRESSAL OF RAGGING CASES**

In case of any ragging case reported

1. If the ragging instance is reported to be in occurrence, then the Anti-Ragging Cell members shall immediately arrange for securing the complainant and victim.
2. The victim should be taken for counselling.
3. A written complaint shall be received from the complainant or victim describing t etails instance, date, time and place of occurrence through online or offline mode as e convenience of the complainant.
4. The complainant's or victim's identity such as name, semester, section, contact number.
5. The allege d's identity such as name, branch, semester, section, contact number, email id, parent's name, parent's contact shall be obtained.
6. The complaint shall be recorded down in the Ragging Complaint register with the convener of the Anti-Ragging Cell.
7. The complaint shall be documented in the file after communication to the committee members and shall be brought to the notice of the head of institution from the immediate effect.
8. A meeting shall be held in consultation with the chairman to resolve the issue to decide upon the action.
9. The actions against the alleged if found guilty shall be recommended by the Anti-Ragging Cell to the Head of the institution.

### **MECHANISM OF ANTI-RAGGING CELL**

1. The Anti-ragging Cell shall resolve the grievance within a period of seven working days after receiving the complaint. In case of certain serious issues Redressal timeline may get extended up to 15 working days.
  - a. After receiving the complaint, the concerned parties are called and given equal opportunity to express their points of view. This process makes it more transparent and unbiased.

b. The anti-Ragging Cell of the Institute shall promptly conduct a preliminary spot inquiry and collect details of the incident as available prima facie.

2. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairperson of the Institute. The activity shall be completed, at the most, within twenty hours of receipt of information.

3. On the basis of Prima Facie, the Anti-Ragging Cell of the Institute shall promptly conduct an inquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations.

4. The Anti-Ragging Cell of the Institute shall complete the inquiry and submit its report along with recommendations to the Chairperson of the Parikrama Discipline & Anti-Ragging Cell.

### **ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING**

The institution shall punish a student found guilty of ragging in the manner prescribed here in under:

The Anti-Ragging Cell of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Raggi Cell and its members.

1. Suspension from attending classes and academic privileges.
2. Boycotting from participation in co-curricular and extra-curricular activities college.
3. Withholding/ withdrawing scholarship/ fellowship and other benefits.
4. Suspending from appearing in any test/ examination or other evaluation process.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/ expulsion from the hostel..
7. Cancellation of admission.
8. Rustication from the institution for period decided by the Anti-Ragging Cell members.

### **RECORDS MANAGEMENT.**

The Discipline and Anti-Ragging Cell has to prepare the following documents:

1. Circulars
2. Minutes of Meeting
3. Program Documents
4. Action taken reports

5. Annual Reports
6. Undertaking from the students.

### **MEASURES FOR PREVENTION OF RAGGING AT INSTITUTIONAL LEVEL**

1. As per the directives of the apex commission, UGC norms are mandatory for every student and his/her parents to submit an anti-ragging affidavit during the time of admission.
2. All the relevant contact details of the students will be collected as per the directives of the Honourable Supreme Court of India.
3. Government of India guidelines on anti-ragging policies issued from time to time will be followed as per the UGC regulations on curbing the menace of ragging in the institution.
4. References- UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, No.F1-16/2007(CPP-II) April, 2009.

#### **Approval and Review Details**

Approval Authority	Prof Vidya Shivannavar Principal
Date of Approval Advisory Committee	6-01-2019
<b>List of members for the academic year 2023-2024</b>	
Prof Vidya Shivannavar	Chairman
Assoc Prof Pramod A V	Student Welfare Officer
Capt R Chikkarangaswamy	Student Welfare Officer
Prof Lakshminarayana H N	Anti Ragging Squad
Assoc Prof Sharada S	Anti Ragging Squad

#### **LIST OF EVENTS CONDUCTED DURING 2023-2024**

- The awareness about the cell was given to the students of first year (New Joinees) on 02/08/2023 at Chowdaiah Memorial Hall on the day of orientation and distribution of merit schlorships.
- The committee appointed the Anti Ragging squad for the academic year 2023-2024 on 03/10/2023.
- The Electoral officer for the student council election wwas nominated on 03/10/2023.
- Institution level orientation was conducted to the students regarding the committee on 10/10/2023.

- The session was conducted to the students on Drug: Menace to Humanity by inviting Mr A Mahendra from Karnataka State Anti Drug Squad on 12/10/2023.
- The student council election was conducted 16/10/2023 with voting from 243 votes.
- The student council badging ceremony was conducted on 19/10/2023.
- The end of odd semester meeting was conducted with the presence of all the members of the cell on 18/01/2024.
- The session was conducted to the students on Ill effects of Drugs: A Bane To Personal Discipline by inviting Sri Sadananad Kurdikere, Level 2 Coach at ITTF and Bank of Baroda Employee on 24/05/2024.
- The end of even semester meeting was conducted with the presence of all the members of the cell on 01/07/2024.

  
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**Parikrama: Anti Ragging, Discipline and Student Welfare**  
**Minutes of the meeting-1**

The meeting was convened in the Principal chamber on 26/9/2023 from 12:00 p.m. onwards to discuss the following **agenda**.

- Nomination of anti ragging squad.
- Conduct of student Council elections.
- Nomination of Electoral Officer for student Council election.
- Planning for Grievance Redressal for the academic year 2023-24.

**Members Present**

NAME	DESIGNATION	SIGNATURE
Prof Vidya Shivannavar	Principal	
Capt. R Chikkaranaswamy	Convenor, Parikrama	
Assoc Prof Pramod A V	Student welfare officer	

**Deliberations**

- ✓ Meeting began with an official welcome by the Student Welfare officer Associate Professor Pramod A V. The matters for discussion were taken in the order of the agenda.
- ✓ It was decided to nominate Associate Professor Sharada S, Department of the Commerce and Professor Lakshmi Narayana H N, Department of the Kannada as the members for the anti ragging squad.

- ✓ It was decided to conduct the student Council election on 14th October 2023.
- ✓ The nomination of Associate Professor Suresh R B as the Election Officer for student Council election was decided in the meeting.
- ✓ It was decided to open the suggestion box every Saturday and conduct meeting in the subsequent week for the previous week grievances.
- ✓ The hard copy of Grievance form should be made available to the students at the suggestion box.

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**Parikrama: Anti Ragging, Discipline and Student Welfare**  
**Minutes of the meeting-2**

The meeting was convened in the Principal chamber on 11/10/2023 from 2:00 p.m. onwards to discuss the following **agenda**.

- The student council nominations scrutiny.
- Modalities of the election.
- Canvassing rules.

**Members Present**

NAME	DESIGNATION	SIGNATURE
Prof Vidya Shivannavar	Principal	
Capt. R Chikkaranaswamy	Convenor, Parikrama	
Assoc Prof Pramod A V	Student welfare officer	
Assoc Prof Suresh R B	Electoral officer	
Smt Kumkum Kadam	Office Superintendent	

**Deliberations**

Scrutiny was done and the panel allowed all the students to contest the elections based on the byelaw of the council.

Election was to be conducted on 16/10/2023 and the NCC officer was asked to invite the alumni observers for the election.

Logo approval rights were given to the Student welfare officer.

Canvassing can be done from 8:30 a. m to 11:00 a.m. during the class hours.

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**Parikrama: Anti Ragging, Discipline and Student Welfare**  
**Minutes of the meeting-3**

The meeting was convened in the Room Number 406 on 13/10/2023 from 11:30 a.m. onwards to discuss the following **agenda**.

- The student council whats app group.
- Communication mechanism of the Council.
- Briefing of the roles and responsibility.

**Members Present**

NAME	DESIGNATION	SIGNATURE
Capt. R Chikkaranaswamy	Convenor, Parikrama	
Assoc Prof Pramod A V	Student welfare officer	

**Deliberations**

- Whatsapp group was created by the Student Welfare Officer and the QR Code was circulated in the meeting and the members were asked to join.
- The communication of the council is to be done in the group and the faculties instructed the students to maintain professionalism in the group. The students data base was collected using the link <https://forms.gle/qHdjQxDfVyvgpPnF7>.
- The roles and responsibility was briefed out to all the members based on the student council nomenclature.

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**Parikrama: Anti Ragging, Discipline and Student Welfare  
 Minutes of the meeting-4**

The meeting was convened in the Principal Chamber on 18/01/2024 from 10:00 a.m. onwards to discuss the following **agenda**.

Semester end report and closure meeting

**Members Present**

NAME	DESIGNATION	SIGNATURE
Prof Vidya Shivannavar	Principal	
Capt. R Chikkaranaswamy	Convenor, Parikrama	
Assoc Prof Pramod A V	Student welfare officer	
Assoc Prof Sharada S,	Member, Anti Ragging Squad	
Prof Lakshmi Narayana H N	Member, Anti Ragging Squad	

**Deliberations**

The meeting was conveyed and the action taken report of the grievances was recorded, the total of 6 grievances was received in the odd semester 2023-24.

In terms of ragging, the committee declares that no ragging cases were reported in the odd semester 2023-24.

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**Parikrama: Anti Ragging, Discipline and Student Welfare  
 Minutes of the meeting-5**

The meeting was convened in the Principal Chamber on 01/07/2024 from 10:00 a.m. onwards to discuss the following **agenda**.

Semester end report and closure meeting

**Members Present**

NAME	DESIGNATION	SIGNATURE
Prof Vidya Shivannavar	Principal	
Capt. R Chikkaranaswamy	Convenor, Parikrama	
Assoc Prof Pramod A V	Student welfare officer	
Assoc Prof Sharada S,	Member, Anti Ragging Squad	
Prof Lakshmi Narayana H N	Member, Anti Ragging Squad	

**Deliberations**

The meeting was conveyed and the action taken report of the grievances was recorded, the total of 1 grievance was received in the odd semester 2023-24.

In terms of ragging, the committee declares that no ragging cases were reported in the even semester 2023-24.

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