



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007
Phone: 27667905, 27666519 • Fax: 27666510
Website: www.srcc.edu • email: srcc@srcc.edu

SRCC/PO/26

June 24, 2015

OFFICE ORDER

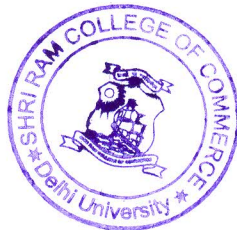
Anti-Ragging Committee for the academic session 2015-16

To check, avoid and eliminate any form of ragging in the college campus an Anti-Ragging Committee is hereby formed. The Committee shall comprise of the following members:

1.	Mr. Rajeev Kumar	Convenor -Advisor Students' Union	9999507640
2.	Dr. R. C. Gupta	Bursar	9811116106
3.	Mr. H. N. Tiwari	Warden – Boys Hostel, SRCC	9899197454
4.	Ms. Amanpreet Kaur	Warden – Girls Hostel, SRCC	8826640084
5.	Dr. Rachna Jawa	Teacher-in-charge, Commerce Department	9899038903
6.	Mr. Rakesh Ranjan	Teacher-in-charge, Economics Department	9868500456
7.	Mr. S. K. Chawla	Teacher-in-charge, English Department	9958900388
8.	Dr. Pushp Lata Jain	Teacher-in-charge, Mathematics Department	9811128211
9.	Dr. Ravi Sharma	Teacher-in-charge, Hindi Department	9811036140
10.	Mr. Vikas Madan	Teacher-in-charge, Computer Science Department	9899323136
11.	Mr. Linesh V. V.	Teacher-in-charge, Political Science Department	9968474775
12.	Dr. Kuljeet Kaur	In-charge Sports Department	9911020386
13.	Mr. P. K. Jain	Administrative Officer (Account)	9811095685
14.	Mr. Jatin Lamba	Administrative Officer (Admin.)	9911176544

In case any form of ragging within the college campus is noticed the above committee members may be informed over their mobile for immediate action. The complainant may submit his/her complaint in the college Principal's Office. The complainant may also approach directly to any of the above committee member regarding complaint for ragging. The members/college will ensure confidentiality of the complainant if he/she so desires. The college has also the fixed complaint box near to the Principal's Office at Central stair-case of the main building at ground floor. The complaint may also be dropped in the complaint box.

Dr. Ashok Sehgal
Principal (Acting)



Copy to:

1. All Committee Members
2. Proctor, University of Delhi
3. SHO, Maurice Nagar
4. Students Notice Board
5. Sr. P. A. to Principal



UNIVERSITY OF DELHI
Office of the Proctor
Conference Centre, 1st Floor
Opp. Botany Department
Chhatra Marg, Delhi-110007

Tele : 011-27667291
Telefax : 011-27667221
e-mail : proctor@du.ac.in

No. PCTO/42/2015/422

MOST IMPORTANT/BY HAND

Dated : 05.06.2015

All the Principals/Dean of Faculties/
Head of the Departments/Provosts/
University of Delhi.

Sub.: Regarding constitution of Anti-Ragging Committee and Disciplinary Committee in your institution for the academic session 2015-16.

Dear Sir/Madam,

As per directions of the Hon'ble Supreme Court of India, the UGC has prepared the Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 (hereinafter called the "Regulations"). These Regulations are mandatory and are to be strictly adhered to by all Institutions. Kindly ensure implementation of UGC Regulations on ragging, which are available on UGC's web site www.ugc.ac.in

As per the UGC regulations, to avoid Ragging in the Colleges/Departments/Hostels/Halls for the coming session, it is requested to take following steps:

1. Formation of Anti-Ragging Committee, Anti-Ragging Squad and to apprise all the committee members with the Ordinance XV-C.
2. Display of all the committee member names with telephone numbers and emails at noticeable places in the College/Department/Institutions and also on respective website.
3. Display of these committees with prominent/readable notices must be done in such a manner that all students come to know about: (i) How to approach (ii) Whom to approach (iii) What the said Committees can do and (iv) that the confidentiality will be maintained of the complainant, if he/she so desires.
4. Complaint Box should be placed in the College/Institutions at visible & strategic place for written complaint.
5. You are requested to send a copy of the current Anti-Ragging Committee to the Proctor's Office (proctor@du.ac.in), University of Delhi and concerned Police Station of your area immediately.
6. On the orientation day of the Colleges/Institutions all the new students should be informed about Anti-Ragging Committee, Anti-Ragging Squad, and Ordinance XV-C along with XV-B & The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) - website <http://wcd.nic.in/wcdact/womenactsex.pdf>.

This may kindly be treated as MOST URGENT.

Thanking you,

Yours sincerely,

Dateswanti
05/06/15
PROCTOR

Note: For details log on to www.ugc.ac.in or www.du.ac.in

Copy for information to :

- (1) The Hon'ble Vice-Chancellor, University of Delhi, Delhi.
- (2) The Pro-Vice-Chancellor, University of Delhi, Delhi.
- (3) The Dean of Colleges, University of Delhi, Delhi.
- (4) The Director, South Delhi Campus, University of Delhi.
- (5) The Registrar, University of Delhi, Delhi.
- (6) The Dean, Students' Welfare, University of Delhi, Delhi.
- (7) The Media Coordinator, University of Delhi, Delhi.
- (8) The Director, Delhi University Computer Centre, University of Delhi, Delhi — with request to upload the same on the DU website.



Spare Copy
S.P.A.



UNIVERSITY OF DELHI
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Chhatra Marg, Delhi-110007

Tele : 011-27667291
Telefax : 011-27667221
e-mail : proctor@du.ac.in

URGENT BY HAND

Tel. Nos. 27667291 (Joint Control Room-North Campus)
24119832 (Joint Control Room-South Campus)

No. PCTO/42/2015/ 421

Dated : 05.06.2015

All the Principals/Dean of Faculties/
Head of the Departments/Directors
Provosts, University of Delhi.

Dear Sir/Madam,

As the University prepares for the beginning of the new academic session 2015-2016, the immediate task is to facilitate the smooth induction of thousands of students into the Campus and its affiliated Colleges and Hostels.

The University has geared up to ensure peace and harmony while welcoming the new-comers. We have been in touch with the law and order authorities, our security staff and other concerned agencies to ensure that incidents of ragging, eve-teasing and such other acts are addressed with firmness. This is to ensure that discipline is strictly maintained in the University.

We solicit your cooperation in maintaining peace and harmony when the University reopens. We appreciate your efforts in promoting the image of our University and your own Institution during this induction. We request you to kindly keep these efforts continuing this year as well (**Guidelines to this effect enclosed**).

The Hon'ble President of India had publicly urged all concerned to join hands in eliminating the practice of ragging. Your knowledge, wisdom, experience and exhortation can help in no lesser measure in galvanizing the society towards wiping out this menace from our educational landscape.

As per directions of the Hon'ble Supreme Court of India, the UGC has prepared the Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 which have been approved by the UGC in its meeting held on 04th June 2009. These regulations are mandatory and are to be strictly adhered to by all Institutions. Kindly ensure implementation of UGC guidelines on ragging, which are available on UGC's web site www.ugc.ac.in As per "UGC regulations on curbing the menace of ragging in higher educational Institutes, 2009", the Principal/Head/Director/Provost/Warden shall during the first three months of an academic year, submit weekly report on the status of compliances with Anti-ragging measures under these regulations and monthly report on such status thereafter. The report can be sent by email to Proctor@du.ac.in The duly constituted anti-ragging committee should also be sent to Proctor's Office for current session at the earliest.

P.T.O.



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-2-

The Ministry of Human Resource Development (MHRD), Government of India has also launched a 24 x 7 toll free anti-ragging helpline No. 1800-1805522 and an e-mail facility at helpline@antiragging.in

The Hostel/Hall administration in University and College Hostel should ensure that no illegal guests stay in the hostel and indulge in ragging.

On the orientation day, all the new students must be informed about Anti-ragging Committee, Anti-ragging Squad and Ordinance XV-C along with XV-B & The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) - website <http://wcd.nic.in/wcdact/womenactsex.pdf>

An Undertaking as published in the Gazette of India and notified by the UGC on 25th December 2013 be taken from all the students/Hostel residents as well as his/her parents/guardian, on the prescribed Proforma which is enclosed herewith for doing the needful at your end.

In order to make the process easy, UGC has launched a web portal for online facility for undertakings. These undertakings can be filled-in/obtained from any of the below mentioned two websites:

<http://www.antiragging.in>

<http://www.amanmovement.org>

This information may please be given wide publicity.

With regards,

Yours sincerely,

Satwanti
05/06/15
PROCTOR

Encls. : As above.

Copy for information to :

- (1) The Hon'ble Vice-Chancellor, University of Delhi, Delhi.
- (2) The Pro-Vice-Chancellor, University of Delhi, Delhi.
- (3) The Dean of Colleges, University of Delhi, Delhi.
- (4) The Director, South Delhi Campus, University of Delhi.
- (5) The Dean, Students' Welfare, University of Delhi, Delhi
- (6) The Dean, Legal, University of Delhi, Delhi
- (7) The Registrar, University of Delhi, Delhi.
- (8) The Staff Advisor-DUSU, University of Delhi, Delhi.
- (9) The Media Coordinator, D.U.
- (10) The Director, Delhi University Computer Centre, University of Delhi, Delhi. — with request to upload the same on the DU website.

PROCTOR'S OFFICE
UNIVERSITY OF DELHI, DELHI-110007

GUIDELINES

1. All matters relating to maintenance of discipline among students in the University/affiliated Colleges and Institutions/Departments/Faculties/Halls/Hostels will be governed by **Ordinance XV (B) and XV (C). Kindly refer Clause 3 - Ordinance XV (B)** which defines categorically the acts of gross indiscipline on the part of student.
2. Detailed rules of discipline and proper conduct of students shall be framed at local level by the Deans of Faculties/Heads of Departments/Principals/Provosts of Halls/Hostels of Residence/ Wardens of College Hostels. These rules are to supplement rather than substitute guidelines available from the University.
3. Full publicity should be given to the existing Ordinances XV (B), XV(C) of the University & **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013)** - website <http://wcd.nic.in/wcdact/womenactsex.pdf> ; along with the local level rules and regulations to render a safe and secure environment to the students especially new comers .
4. **As identified in Clause 5, Ordinance XV(B) the Heads of Institutions "shall have the authority to exercise all such disciplinary powers" over students in their respective institutions. Further, they may identify a Disciplinary Resource Person (DRP) in each College/Hostel/Hall Department/Faculty. The name, address and telephone number of the DRP should be immediately intimated to the Proctor's Office for record and reference. The DRP may directly liaison with the Proctor's Office of the University.**
5. **The Institutions may erect suitable hoardings/bill boards/banners in prominent places within the respective Campus to exhort the students to prevent or not to indulge in ragging. The names of the officials to be contacted and their telephone numbers to report any incidence of ragging should be clearly displayed on the notice board.**
6. Along with the DRP, senior teachers, NCC/NSS officers, if any, and senior students may be involved to form a Disciplinary Resource Committee (DRC)/Disciplinary Committee (DC) at the college/faculty/department level.
7. The DRC/DC shall be expected to maintain law and order inside the college/department. The Committee shall facilitate the Process of induction of new entrants, election of new office bearers of union/association/society, organisation of functions and all related activities of the student community in their respective premises.
8. Vigilance squads may be constituted (in addition to the DRC/DC) taking help of NCC/NSS student volunteers wherever possible to keep constant vigil to avoid cases of indiscipline amongst students and any kind of untoward incident. Such squads may be specifically instructed to take timely action to prevent incidents of hooliganism, ragging, eve-teasing and any other undesirable event. The Vigilance squads should also be directed to take care of activities in and around the institutional premises including the cafeteria/canteen/dhaba/student common rooms/visitors' room/play-grounds and other places where students are likely to organise any group activity. Special attention should be given and vigilance exercised day and night over hostels and mess associated to it.
9. **Sealed complaint boxes be placed in front of the Principal's Office, especially in those undergraduate colleges which have hostels, for the benefit of the potential victims of ragging to enable them to put their complaints/suggestions to College authorities. Officials in each college on whom the responsibility has been entrusted will look into those complaints and take prompt necessary action, as per University norms.**
10. The Vigilance squads and the DRC/DC must act in complete coordination because ultimately action with regard to any incident of indiscipline involving any student or group of students will be recommended by the DRC/DC and thereupon respective Head of Institution will initiate the disciplinary action.
11. Each student is expected to carry his/her own identity card. Entry to the institution should be strictly governed on the verification of the identity cards carried by students. To enforce such regulated entry, Security Guards and other associated staff may be engaged. Such security staff along with the Vigilance squads may organise, from time to time, some surprise raids on the premises of cafeteria/canteen/hostels/student union rooms/general common rooms/ parking lots etc.

12. The use of institutional premises beyond office hours and for specific purposes such as extra-mural activities should be allowed only with the prior approval of the institutional head. The use of institutional premises for any illegal/immoral/undesirable purposes and activities will be strictly dealt with as per the disciplinary rules and guidelines in force. The caretaker of the building must be instructed to be alert and vigilant so as to prevent unauthorised and illegal use of institutional premises.
13. Extra-curricular activities, e.g. drama, debates, quizzes, etc. should be planned in such a way that the student community is kept engaged in constructive activities.
14. The system of personal consultant / mentor may be introduced in colleges and departments. All new entrants may be attached both individually and collectively in a group to specific faculty member who should devote a little time and energy for helping the students individually or collectively to overcome any emotional problems resulting from adjustment to new environment, staying away from home. Ideally speaking, a student of science discipline should be given a mentor belonging to other disciplines such as humanities or commerce and vice-versa. Such a system can be a very effective step towards development of confidence and personality in young students.
15. The institutional head is authorised to negotiate directly with external agencies like Police, DTC/Metro etc. The University will render help and support towards maintenance of atmosphere of peace and harmony among students. For example, the matters like instituting a police picket, getting a PCR van for patrolling around the institution, arranging U-specials etc. can be directly taken up with appropriate authorities by the College Principal/Head of the Institution.
16. Special care must be taken to avoid harassment of any student on the basis of caste, sex, religion etc. In this regard preventive actions are more important than punitive actions.
17. The Proctorial system in the University intends to maintain a federal character of the University. It is, therefore, as per our Ordinance that local level decision and actions with regard to matters of discipline may be taken with intimation to the University Proctor's Office. Any kind of help and support that is required from the Office of the University Proctor will be made available on request and on availability of timely information. Any "distress call" to take care of any emergency situation may be made directly to the Office of the Proctor and/or Joint Control Rooms located on both North and South Campus.
18. The telephone numbers of the Principal (Head of the Institution), the Teacher designate (Disciplinary Resource Person), Warden of the Hostel/Halls, University Proctor should be prominently displayed on the Notice-Boards of the College/Institute so that students can contact them freely in case of emergency.
19. **The UGC has recently formulated very strict guidelines to curb the menace of ragging which is available on their web site www.ugc.ac.in**
20. As per "UGC regulations on curbing the menace of ragging in higher educational Institutes, 2009", the Principal/Head/Provost/Warden shall during the first three months of an academic year, submit weekly report on the status of compliances with Anti-Ragging measures under these regulations and monthly report on such status thereafter. The report can be sent by email to proctor@du.ac.in
21. **The Ministry of Human Resource Development (MHRD), Government of India has also launched a 24x7 toll free anti-ragging helpline No. 1800-180-5522 and an e-mail facility at helpline@antiragging.in This information may please be given wide publicity.**
22. A Control Room, jointly manned by Delhi Police and the University Officials at Room No. 13, 1st Floor, Proctor's Office, Conference Centre Opposite Department of Botany, University of Delhi, Delhi-7, would function to deal with any untoward incident. Telephone Number of Joint Control Room in North Campus is 27667221. The Joint Control Room Telephone Number in South Delhi Campus is 24119832. It is, therefore, requested that Principals, Heads of the Departments and Provosts of Halls/Hostels, disseminate information to students and University residents about the location and functioning of the Joint Control Rooms.
23. An Undertaking as published in the Gazette of India and notified by the UGC on 25th December 2013 be taken from all the students/Hostel residents as well as his/her parents/guardian, on the prescribed Proforma (<http://www.egazette.nic.in/WriteReadData/2014/158982.pdf>).
24. These undertakings can also be filled-in/obtained from following two websites:
<http://www.antiragging.in>
<http://www.amanmovement.org>

Satwanti
PROCTOR 05/06/15
Proctor
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6511-110007

mentor

