



प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

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27 OCT 2021 October, 2021

**'SPEED POST'**

**Subject: Revised procedure for students to file online Anti Ragging Affidavit.**

Dear Madam/Sir,

As you are aware, in pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and in compliance of the 2<sup>nd</sup> Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at either of the two designated web sites, namely, **www.antiragging.in** and **www.amanmovement.org**.

As part of UGC's initiative towards reduction of compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging Affidavit.

**The revised procedure is as follows:**

**Step 1:** A student will submit his/her details on the same web sites (**www.antiragging.in** and **www.amanmovement.org**) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging. He/She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same like before).

**Step 2:** The student will receive an E MAIL with his/her registration number and a web link. The student will forward the link to the E mail of the Nodal officer in his/her university/college. **(Please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier).**

**Step 3:** The Nodal Officer in the university/college can click on the link of any forwarded e mails that he/she will receive from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.



*Rajin*  
PRINCIPAL

Sumathi Reddy Institute of Technology for Women  
Ananthasagar (V), Hasariparty (M)  
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Contd.../-

CONTINUATION SHEET

-02-

Universities and Colleges are requested to insert **a mandatory column** in your university/colleges admission form as per the given format:

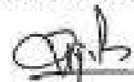
Anti Ragging Undertaking Reference no:	<input type="text"/>
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You are also requested to display the email address and contact number of the Nodal Officer of Anti Ragging of your university/college in your website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities etc. to create awareness about the revised procedure for students to file online Anti Ragging Affidavit.

In addition to this, you are also requested to create E-admission booklet or brochure, E-leaflets giving details on guidance in case of ragging to admitted students instead of print/hard copy.

With kind regards,

Yours sincerely,



(Rajnish Jain)

The Vice-Chancellor of all Universities

The Principal of all Colleges



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### ANTI-RAGGING AND DISCIPLINARY COMMITTEE

Anti -Ragging and Disciplinary Committee is constituted in SRITW to prevent ragging and to take anti -ragging measures as per the guidelines issued by the Supreme Court of India and UGC, 2009. Anti-Ragging and Disciplinary Committee is formed and has been actively functioning to address the issues concerning ragging.

SRITW campus is ragging free, still all measures have been taken to ensure that the fresher's are able to pursue their studies without getting teased or insulted in any way by the seniors.

#### Aim

To build a ragging free environment by instilling the principles of tolerance, empathy and compassion so that students become responsible citizens.

#### Objectives

- To prohibit fresher's from teasing or handling with rudeness
- To create awareness among the students about the consequences of ragging.
- To address any ragging issues immediately and take action as advised by the committee.

#### Anti-Ragging Policy

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, 2009, ragging constitutes one or more of any of the following acts:

- 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.
- Indulging in undisciplined 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.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.



*Signature*  
**PRINCIPAL**

Sumathi Reddy Institute of Technology for Women

Ananthasagar, Hasanparthy, Warangal -506371, Telangana. Website: [www.sritw.org](http://www.sritw.org)  
Phone no: 0870-2818302. Email: [principal@sritw.org](mailto:principal@sritw.org)





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- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- 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.
- Any act or abuse by spoken words, emails, post, 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.
- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

### Functions of Anti Ragging

- To uphold and comply with the directions of the Honorable Supreme Court and be vigilant on any acts amounting to ragging.
- To publicize all students and prevalent directives and the actions that can be taken against those indulging in ragging.
- To consider the complaints received from the students, conduct enquiry and submit report to the principal along with punishment recommended for the offenders.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- Conduct workshops against ragging menace and orient the students.
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.

*Rajaram*  
**PRINCIPAL**





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- To offer services of counseling and create awareness to the students.
- To take all necessary measures for prevention of Ragging inside the Campus.

Depending on the nature and gravity of the guilt established by the Anti-Ragging and disciplinary Committee one or more of the following punishments would be awarded to those found guilty.

- Suspension from attending classes and academic privileges.
- Withholding/withdrawing scholarship and other benefits
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel.
- Cancellation of admission.

Two meetings would be conducted annually pertaining to Anti - Ragging.

### Copy to:

Members of the committee

All HOD's (CSE, ECE, EEE& H&Sc)

Administrative Officer

*Rajai*  
**Principal**

**PRINCIPAL**

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## **Internal Complaints Committee**

### **Formation**

The Internal Complaints Committee (ICC) of the college is formed in the year 12<sup>th</sup> February 2021 in accordance with the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015, read with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, to deal with complaints relating to sexual harassment at the workplace.

### **Aim**

Aim of the Committee is Prevention, Prohibition and redressal of sexual harassment of students and employees in the institution. Complaints pertaining to Sexual Harassment shall be lodged with the committee and appropriate disciplinary action is initiated by the members in accordance to the rules/regulations of the college.

### **Objectives**

1. To consider the welfare of students and female faculty.
2. To handle issues related to sexual harassment of students and faculties.
3. To make arrangements for appropriate psychological, physical and emotional support in the form of counseling, security and other assistance.
4. To recommend the concerned authorities for follow-up action and monitor the same.

### **Procedure for Filing a complaint with ICC**

- Complaints can be handwritten or typed on paper or can be utilize complaint form
- Nature of complaints should be clearly stated in detail
- Student can contact any internal member of ICC- SRITW and hand over the complaint
- Students may file grievances through online portal <https://sritw.org/grievance>

### **Functions of ICC-SRITW**

- In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Honorable Supreme Court Judgment dated 13th August, 1997 on the subject of sexual harassment of women in the workplace, SRITW had



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duly constituted an Internal Complaint Committee (ICC) for sensitizing, preventing and redressing complaints of sexual harassment of women in SRITW.

- Committee will take all necessary steps to assist the affected person in terms of support and preventive action.
- All Complaints will be dealt with confidentiality
- On receipt of a complaint, ICC conducts preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence including the complaints. ICC then submits the enquiry report to the management. In case the allegations are not in the nature of sexual harassment, ICC refers such complaints to the Grievance Redressal Committee of the college.

**Copy to:**

Committee members

All HOD's (CSE, ECE, EEE H&Sc)

Administrative Officer



*Rajani*  
**Chairperson**

(Internal Complaints Committee)

**PRINCIPAL**

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### **Formation**

### **Grievance Redressal Committee**

The institute has a mechanism for resolving student grievances. The Committee's role is to investigate complaints made by any student and determine their legitimacy. Anyone may approach the committee members in person if they have genuine issues or suggestions for enhancing the academics or administration at the institute. Grievances may be sent in writing if the person refuses to appear in person. Email can also be used to send complaints to the grievance redressal committee.

The grievance redressal cell of the institute having provision of teaching staff has its members and HOD of CSE as the chairperson. The cell is set up to be reconstituted if necessary, care is taken to select staff members from each stream. The committee meets twice in solve the grievances thus raised by the students in the committee meeting.

### **Functions**

- To uphold the dignity of the college by ensuring strife free atmosphere in the college through promotion of cordial student-student relationship and student- teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized either directly through written format or through online portal <https://sritw.org/grievance> or any member of the committee.
- To support students who have been deprived of the services offered by the college for which she is entitled.
- To ensure effective solution to the student's grievances with an impartial and fair approach.
- To ensure that the students can approach the cell for their grievances regarding academics, financial matters, health services, library, and other central services, as well as the complaints.





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### Scope

The committee responds to complaints about the following issues brought up by students and provides service.

**Academic Matter:** Issue in the mark sheets, transfer certificates, conduct certificates or other examination related matters.

**Financial Matters:** Dues and Payments for various items from library, hostels etc.

**Other Matters:** Certain hesitations about conditions of sanitation, preparation of food, availability of infrastructure, transport etc.

### Procedure

- The formation of the Student Grievance Redressal Committee will be formally publicised.
- Students are free to file a grievance by filling out a complaint form in the administrative office or sending an email to the grievance id.
- The committee will act upon those cases which have been forwarded along with the necessary documents.
- The committee will take up only those matters which have not been solved by other departments.
- Grievances related to fees etc. will be taken up only if the relevant proofs are attached.

### Formal Resolution

- Any formal grievance submitted by the student, resolution will be provided within 10 working days.

### Informal Resolution

- An attempt at informal resolution will begin no more than 5 working days after the service or decision is rendered.

### Copy to:

Committee members

All HOD's (CSE, ECE, EEE H&Sc)

Administrative Officer

Library



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**Chairperson**