



Bharath Institute of Higher Education and Research
(Deemed to be University)

Office of the Dean of Engineering,

Sree Balaji Institute of Science and Technology (SBIST),

7, Works Road, Chromepet, Chennai – 600044

SBIST/AR/ORD/2025-26/001

Date: 01 October 2025

OFFICE ORDER

ESTABLISHMENT OF ANTI-RAGGING COMMITTEE

(As per UGC and AICTE Regulations)

1. REGULATORY FRAMEWORK

The Anti-Ragging Committee of Sree Balaji Institute of Science & Technology is constituted in accordance with:

- **UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009**
- **AICTE Regulations for Prevention and Prohibition of Ragging in AICTE-Approved Technical Institutions**, notified vide **AICTE Notification No. 37-3/Legal/AICTE/2009** dated **01.07.2009**.
- Directions of the Hon'ble Supreme Court of India in:
 - SLP No. 24295 of 2006 dated 16.05.2007
 - Civil Appeal No. 887 of 2009 dated 08.05.2009

The Institution strictly adheres to the above statutory provisions and any amendments issued from time to time.

2. OBJECTIVES

The Anti-Ragging mechanism at SBIST aims to:

- Prevent and prohibit ragging in all forms
- Ensure a safe, secure, disciplined, and inclusive campus environment

- Provide a structured mechanism for prevention, monitoring, enquiry, and redressal
- Ensure strict compliance with statutory and legal requirements

SBIST maintains a **Zero-Tolerance Policy towards ragging**.

3. WHAT CONSTITUTES RAGGING?

As defined under the UGC Regulations, 2009 and affirmed by the Hon'ble Supreme Court of India, ragging includes any conduct, 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, or indulging in rowdy or undisciplined activities that cause or are likely to cause:

3.1 Academic Ragging

- Disruption of regular academic activities.
- Forcing a student to complete academic tasks assigned to another.
- Preventing a student from attending classes or academic activities

3.2 Economic Ragging

- Financial extortion.
- Forcing expenditure or imposing monetary burden.
- Compelling purchase of materials or payment for activities

3.3 Physical Ragging

- Physical assault, abuse, or use of criminal force.
- Sexual harassment or abuse.
- Forcing obscene or humiliating acts.
- Causing bodily harm, injury, or danger to health

3.4 Psychological Ragging

- Verbal abuse or public humiliation.
- Insults through spoken words, emails, messages, or social media.
- Mental harassment, intimidation, or coercion.
- Any act affecting mental health, confidence, or dignity.

3.5 Human Rights Violation

- Any act that violates the dignity of a student.

- Any conduct that creates fear, shame, embarrassment, or psychological distress.
- Actions that may lead to severe psychological trauma or self-harm

4. ACTION AGAINST RAGGING

4.1 Mandatory Legal Action

An **First Information Report (FIR)** shall be filed with the local police authorities in cases where the act of ragging constitutes a cognizable offence under law.

4.2 Institutional Punishments

Depending upon the gravity of the offence, the following punishments may be imposed (individually or in combination):

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship or benefits
4. Exclusion from examinations
5. Withholding of results
6. Debarring from representing the institution
7. Suspension/expulsion from hostel
8. Rustication (1–4 semesters)
9. Expulsion from the institution
10. Fine as deemed appropriate by the Institution, subject to statutory limits.
11. Collective punishment (where offenders are not identified)

All actions are taken strictly as per AICTE and UGC regulations.

5. CONSTITUTION OF ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee is constituted with representation as prescribed by statutory norms:

- Head of the Institution – Chairperson
- Senior Faculty Members
- Management Representative
- Police / Civil Administration Representative

- Parent Representative
- Student Representatives
- Hostel Warden / Superintendent
- Anti-Ragging Nodal Officer – Member Secretary

Anti-Ragging Squad

An Anti-Ragging Squad is constituted separately to:

- Conduct regular and surprise inspections
- Maintain vigilance in hostels and campus
- Take immediate preventive and corrective action.

6. ANTI-RAGGING MECHANISM & IMPLEMENTATION

The Institution has implemented the following mechanisms:

6.1 Anti-Ragging Cell

Functions as a nodal unit to:

- Receive and record complaints
- Coordinate enquiry and action
- Report incidents to statutory authorities

6.2 CCTV Surveillance

CCTV cameras are installed and monitored in:

- Entrances and exits
- Hostels
- Corridors
- Library
- Canteens
- Common areas

6.3 Awareness & Sensitization

- Induction programs for freshers
- Periodic workshops and seminars
- Ethical conduct and mutual respect sessions
- Mentor–mentee system

6.4 Website Compliance

The official website of the Institution prominently displays:

- Details of the Anti-Ragging Committee.
- Contact information of the Anti-Ragging Nodal Officer.
- National Anti-Ragging Helpline: **1800-180-5522**.
- Email: helpline@antiragging.in
- Institutional Anti-Ragging Helpline number: **9150135754**
- Procedure for lodging complaints.
- Anti-Ragging Undertaking format (Student & Parent).
- Link to the Government of India Anti-Ragging Portal

SREE BALAJI INSTITUTE OF SCIENCE & TECHNOLOGY
(Constituent Unit of BIHER – Deemed to be University)

RAGGING IS STRICTLY PROHIBITED
ZERO TOLERANCE POLICY

24x7 ANTI-RAGGING HELPLINE
NATIONAL HELPLINE (TOLL FREE)
1800-180-5522
✉ helpline@antiragging.in
🌐 www.antiragging.in

INSTITUTIONAL HELPLINE
Campus Helpline:
98400 55185
Anti-Ragging Nodal Officer:
Email:
Website: www.sbist.in

✓ Physical Harm ✓ Verbal Abuse ✓ Financial Extortion
✓ Financial Extortion ✓ Mental Harassment ✓ Online / Social Media

THIS IS A RAGGING-FREE CAMPUS
REPORT RAGGING IMMEDIATELY • ENSURE DIGNITY & SAFETY FOR ALL STUDENTS

SAFETY TO SUMMER

QR Code

SREE BALAJI INSTITUTE OF SCIENCE & TECHNOLOGY
(Constituent Unit of BIHER – Deemed to be University)

RAGGING IS STRICTLY PROHIBITED
UNDER UGC & AICTE REGULATIONS, 2009

24x7 ANTI-RAGGING HELPLINE
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🌐 www.antiragging.in

INSTITUTIONAL CONTACT
Campus Helpline:
Mobile:
Website: www.sbist.in

THIS IS A RAGGING-FREE CAMPUS
Ensuring Dignity & Safety for All Students

ZERO TOLERANCE POLICY

In addition, a QR Code linking directly to the Anti-Ragging Complaint Portal is displayed at prominent locations on campus, including:

- Main Entrance
- Hostel Notice Boards
- Administrative Block

6.5 Documentation & Publicity

- Anti-ragging warning in prospectus and handbooks
- Posters displayed at prominent locations
- Undertakings collected from students and parents
- Maintenance of complaint register

6.6 Inspections

Regular and surprise inspections conducted in:

- Hostels
- Canteens
- Recreational areas
- Campus premises
- Bus stands and parking areas

7. UNDERTAKINGS

Mandatory undertakings are obtained from:

- Students
- Parents/Guardians

Affirming:

- Awareness of UGC/AICTE regulations
- Commitment not to indulge in ragging
- Acceptance of disciplinary and legal consequences

Online affidavits through the Government of India Anti-Ragging Portal are also complied with.

8. REPORTING & COMPLIANCE

- All incidents are reported to AICTE and competent authorities.
- Status reports are maintained and updated.

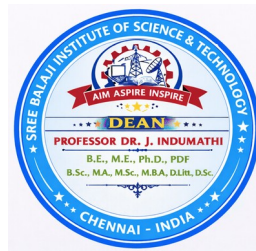
- Committee meetings are conducted periodically and minutes recorded.
- Documentary evidence maintained for inspection and accreditation purposes.
- Compliance with AICTE Anti-Ragging Web Portal requirements, including periodic submission of undertaking and incident reports.

9. COMMITMENT OF THE INSTITUTION

Sree Balaji Institute of Science & Technology reaffirms its unwavering commitment to:

- Absolute prohibition of ragging in any form within or outside the campus.
- Immediate disciplinary and legal action against offenders
- Strict compliance with UGC and AICTE regulations
- Providing a safe, inclusive, and academically conducive environment.
- The Institution complies with National Anti-Ragging Portal requirements of the Government of India.

J. Indumathi



ANNEXURES

Annexure I – Anti-Ragging Committee Constitution Table

Annexure II – Student & Parent Undertakings

Annexure III – NBA / NAAC Evidence Mapping

Annexure IV – Inspection & Vigilance Checklist

Annexure V – Minutes of Meeting Format

ANNEXURE – I

Anti-Ragging Committee – Constitution Table

Details of the constitution of the Anti-Ragging Committee, including representation from management, faculty, students, parents, civil administration, and hostel authorities, as per statutory norms.

Sl. No.	Name (Dr. /Mr./Mrs)	Designation	Category	Role in Committee	Email ID	Mobile No.
1	J. Indumathi	Head of the Institution	Dean	Chairper son	deansbist@gmail.com	9444064899
2	Pouun Rani N	Senior Faculty Member – I	Faculty	Member	Ranimaths86@gmail.com	9444992999
3	T. Jose Antony	Senior Faculty Member – II	Faculty	Member	josephy@sbist.edu.in	9445173579
4	S.Sureshkum ar	Manageme nt Representa tive	Manage ment	Member	proc@bharathuniv.ac.in	9361723864
5	Arputham	Police / Civil Administrati on Representa tive	External	Member	arputham65@gmail.com	7904204399
6	Santhoshkumar .K	Parent Representa tive	Parent	Member	kumarksanthosh@gmail.com	9789831532
7	Sanjay S Nair	Student Representa tive – I	Student	Member	valyakalayilskk70@gmail.com	8778345531
8	Bavana	Student Representa tive – II	Student	Member	bavanajijita@gmail.com	9150708690
9	Venkatesan Bala(G Block)	Warden / Hostel Superinten	Adminis tration	Member	venbalawadan@gmail.com	9003036565

		dent				
10	Suganya	Anti-Ragging Nodal Officer	Faculty	Member Secretary	suganyaprabakaran@gmail.com	8489150080

ANNEXURE – II

Anti-Ragging Undertakings (Student & Parent / Guardian). Prescribed undertakings duly signed by students and parents/guardians, affirming compliance with UGC/AICTE anti-ragging regulations and acceptance of disciplinary consequences.

Anti-Ragging Undertaking – Student

I, **Mr./Ms.** _____,

Son/Daughter of _____,

having been admitted to **SBIST** in _____ (**Programme / Branch**), do hereby solemnly affirm that:

1. I have read and understood the **UGC and AICTE Regulations on Curbing the Menace of Ragging.**
2. I shall not indulge in any form of ragging, either directly or indirectly.
3. I understand that ragging is a **punishable offence** and that strict action will be taken against me if found guilty.
4. I shall report any incident of ragging witnessed or experienced by me to the competent authority.
5. I accept that violation of the above may result in **disciplinary action including suspension, expulsion, cancellation of admission, and legal proceedings.**

Signature of the Student:

Name:

Register No.:

Date:

Anti-Ragging Undertaking – Parent / Guardian

I, **Mr./Ms.** _____, parent/guardian of
_____, hereby affirm that:

1. I am aware of the **UGC/AICTE anti-ragging regulations**.
2. I shall ensure that my ward does not indulge in any form of ragging.
3. I understand that if my ward is found guilty of ragging, **strict disciplinary and legal action** may be initiated.
4. I shall cooperate fully with the Institution in maintaining discipline.

Signature of Parent / Guardian:

Name:

Address:

Contact No.:

Date:

ANNEXURE – III

NBA / NAAC Evidence Mapping – Anti-Ragging Committee

Mapping of documentary evidence, including committee orders, meeting minutes, awareness programmes, website screenshots, CCTV records, inspection reports, and complaint registers, for accreditation and audit purposes.

Evidence Type	Description
Committee Constitution	Approved committee order with list of members
Meeting Records	Minutes of Anti-Ragging Committee meetings
Awareness Programmes	Reports, photos, attendance sheets
Website Proof	Screenshots of anti-ragging webpage
Undertakings	Student & Parent undertakings
CCTV Proof	List of CCTV locations and maintenance records
Posters	Anti-Ragging Display Boards (8 ft × 4 ft) installed at prominent locations as per UGC guidelines.
Inspection Reports	Surprise inspection records
Counselling Records	Mentor/counsellor interaction reports
Complaint Register	Nil / complaint register with action taken
Affidavits	Online anti-ragging affidavits

ANNEXURE – IV

Anti-Ragging Inspection & Vigilance Checklist

Checklist used by the Anti-Ragging Squad for regular and surprise inspections covering hostels, campus premises, surveillance systems, awareness measures, and documentation.

1. Responsibility for Inspection

The Anti-Ragging Inspection & Vigilance Checklist shall be executed by the **Anti-Ragging Squad**, constituted as per UGC Regulations, 2009 and AICTE Regulations, 2009.

Primary Responsibility:

The **Anti-Ragging Squad** shall conduct:

- Regular inspections
- Surprise inspections
- Hostel monitoring
- Campus vigilance

2. Roles and Responsibilities

2.1 Anti-Ragging Squad – Executing Authority

The Anti-Ragging Squad shall:

- Conduct periodic and surprise inspections
- Complete Annexure–IV Checklist during inspection
- Verify CCTV functioning, lighting, posters, helpline display
- Inspect hostels, canteen, common areas, bus stands, and parking areas
- Submit inspection report to the Anti-Ragging Committee

2.2 Anti-Ragging Committee – Supervisory Authority

The Anti-Ragging Committee shall:

- ✓ Review inspection reports
- ✓ Recommend and implement corrective action
- ✓ Record proceedings in Committee Minutes
- ✓ Report serious incidents to the Head of the Institution
- ✓ Ensure FIR is filed where the act constitutes a cognizable offence

2.3 Anti-Ragging Nodal Officer – Coordinating Authority

The Nodal Officer shall:

- ✓ Maintain inspection records
- ✓ Ensure documentation is updated
- ✓ Ensure collection of student and parent undertakings
- ✓ Maintain complaint register and action taken records

3. Inspection Checklist

A. General Vigilance

- Committee constituted and notified
- Anti-Ragging Squad functional
- Nodal Officer appointed
- Helpline numbers displayed prominently

B. Infrastructure & Surveillance

- CCTV cameras installed at vital points
- CCTV functioning and monitored
- Adequate lighting in hostels and corridors

C. Awareness & Publicity

- Posters displayed at prominent locations
- Anti-ragging warning included in prospectus
- Website updated with committee details

D. Student Engagement

- Induction programme conducted
- Counselling sessions held
- Mentor–mentee system active

E. Hostel & Campus Inspection

- Hostel rooms inspected
- Common rooms inspected
- Canteens and rest rooms inspected
- Bus stands and parking areas inspected

F. Documentation

- Undertakings collected
- Inspection reports maintained
- Complaint register updated

4. Certification of Inspection

Inspection Conducted By:

1.

(Convener – Anti-Ragging Squad)

2.

(Member – Anti-Ragging Squad)

Important Compliance Note:

The inspection report shall be submitted to the Chairperson of the Anti-Ragging Committee within **24 hours** of inspection.

ANNEXURE – V

Minutes of Anti-Ragging Committee Meeting

Standard format for recording proceedings, resolutions, action taken, and follow-up of Anti-Ragging Committee meetings.

Name of Institution: Sree Balaji Institute of Science & Technology

Date: 23.12.2025

Time: 11.00 AM

Venue: Meeting Hall @ SBIST

Members Present

Sl. No	Name	Designation / Role in Committee	Signature
1	Dr. J. Indumathi	Chairperson (Head of Institution)	
2	Pouun Rani	Member (Senior Faculty)	
3	T. Jose Antony	Member (Faculty)	

Agenda

1. Review of anti-ragging measures
2. Awareness and preventive activities
3. Status of complaints (if any)
4. Hostel and campus inspection review
5. Any other matter with permission of Chair

Proceedings

The Chairperson welcomed the members and reviewed the implementation of anti-ragging measures as per UGC and AICTE norms. The Committee deliberated on vigilance, student counselling, CCTV surveillance, and awareness programmes.

Resolutions

1. Continued strict enforcement of anti-ragging regulations.
2. Conduct of periodic inspections and counselling sessions.
3. Zero tolerance towards ragging reaffirmed.

Action Taken / To Be Taken

Sl. No.	Action Item	Responsibility	Timeline
1	Awareness Programme	Anti-Ragging Committee	Within 7 days
2	Formation of Anti-Ragging Squad	Head of Institution	Immediate
3	Hostel & Campus Surprise Checks	Hostel Warden & Squad	Continuous
4	Counselling arrangements for students	Head of Institution	Once in 6 months

The meeting ended with a vote of thanks to the Chair.



Signature of Chairperson

Ms .Suganya Prabakaran

Signature of Member Secretary