



MODEL INSTITUTE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)

(Permanently Affiliated to the University of Jammu, NAAC 'A' Grade Accredited)

STANDARD OPERATING PROCEDURE ON ANTI-RAGGING

No. MIET/Anti-Ragging/2026/6341

Dated: 07-09-2026

1. INTRODUCTION

The **Model Institute of Engineering and Technology (MIET)** stands as a premier technical institution having a vibrant student body of **over 3,000 students** across diverse professional engineering streams. Safe, inclusive, and conducive environments are mandatory to ensure student well-being, dignity, and unhindered academic progress. Hence, MIET maintains **Zero-Tolerance Policy** toward ragging in any form.

This Standard Operating Procedure (SOP) is formulated to establish procedures to deal with cases of Ragging in compliance with **University Grants Commission (UGC) Regulations** (notified vide UGC Notification No. F.1-16/2007(CPP-II) dated 4th July, 2009) and statutory directives as laid out by the **All-India Council for Technical Education (AICTE)** (Notification No. F.No.37-3/Legal/AICTE/2009 dated 1st July, 2009) under the AICTE Anti-Ragging Regulations.

2. AIM

The aim of this SOP is to establish procedures to deal with the reported cases of Ragging in the College complex.

3. DETAILED ANALYSIS

According to the regulations by UGC and AICTE, multiple initiatives have been taken to curb the menace of Ragging in the MIET complex. Proactive actions by management have yielded great results in yesteryears with zero incidents of reporting in the past.

3.1 Multi-Channel Grievance Redressal Mechanism.

- The college promotes anti-ragging awareness through multiple digital media channels
- Filing of Ragging Complaints on the student grievance portal available on PI-360
- National UGC/AICTE Toll-Free Helpline (1800-180-5522 / helpline@antiragging.in).
- Messages are displayed on the MIET website and on digital Boards across all campus buildings.

Notwithstanding, the institute has constituted various bodies to deal with any reported cases of Ragging.

3.2 Anti-Ragging Executive Committee

- **Convener:** Col. Rajesh Sharma (Retd), Registrar, MIET.
- **Co-Convener:** Prof. Ajit Virdi, HoD, ASH
- **Members:**
 - Prof. Rajinder Sharma, Deputy Registrar
 - Mr. Vijay Koul, Deputy Registrar
 - Dr. Ankita Nanda, HoD, SoM
 - Dr. Surbhi Sharma, HoD, ECE, SoE
 - Prof. Mohammed Asger, HoD, CSE, SoE
 - Dr. Priyanka Sharma, Associate Professor, Department of Commerce, SoM
 - Dr. Abhimanyu Sharma, HoD, Civil Engineering, SoE
 - Mr. Vishal Gupta, HoD, SoCA
 - Dr. Rudraksh Gupta, Assistant Professor, ASH



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- Mr. Bodh Raj, Security Officer
- Dr. Sunil Sharma, BDO, Bhalwal
- Mr. Arjun Singh, SI, Police Chowki, Chinaur

3.3 Anti-Ragging Squads (Operational Surveillance Units): Two squads deployed to conduct round-the-clock physical patrols and surprise inspections across high-density campus zones. Their tasks include immediate response to the situation, securing victims, gathering initial evidence, and presenting preliminary reports to the Committee.

3.4 Allocation of Anti-Ragging Squads: Considering the large student population of over 3,000 students across multiple academic blocks, laboratories, amenities, and residential zones, MIET has established two **dedicated Anti-Ragging Squads** to ensure coverage of the entire campus:

Institutional Unit	Squad Members
Anti-Ragging Squad 1 (For Academic Blocks A, B, C and D, Lab Block & Workshop Area)	❖ Mr. Bhanu Pratap Singh, EE: Coordinator ❖ Dr. Surinder Singh, ASH: Member ❖ Dr. Ashish Kumar, ASH: Member ❖ Dr. Umar Farooq, ECE: Member ❖ Mr. Ishan Anand, CE: Member ❖ Mr. Iliyaas Khaleel, CE: Member ❖ Dr. Naveed Jeelani, CSE: Member ❖ Dr. Danish Amin, ASH: Member ❖ Mr. Asif Hajam CSE: Member ❖ Mr. Vijay Koul, Dy. Registrar: Member ❖ Security Supervisor of the day: Member
Anti-Ragging Squad 2 (For main gate, lawns, parking area, sports ground, roads, pathways, canteen, and all areas outside academic blocks)	❖ Dr. Rajinder Sharma, Dy. Registrar: Coordinator ❖ Mr. Bhanu Pratap Singh Sambyal, SoL : Member ❖ Mr. Saurabh Sharma, CSE, SoE: Member ❖ Mr. Shubham Gupta, CSE, SoE: Member ❖ Mr. Puran Singh, Campus Supervisor: Member ❖ Mr. Abhijit Singh, CE, SoE: Member ❖ Mr. Anil Gupta, CSE, SoE: Member ❖ Dr. Sharad Sharma, SoL : Member ❖ Mr. Abdul Haseeb, CE, SoE: Member ❖ Security Supervisor of the day: Member

4. DETAILED JUSTIFICATION

4.1 Conduct of Enquiry: Based on the reported incidence, the Anti Ragging Committee will be convened by the Convener in presence of all the members. Due justification would be brought in case of absence of any of the members. Committee will carry out the following preliminary actions on the reported incidence:



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- a) Studying the complaint/initial report leading to the ordering of inquiry.
- b) Ensuring the complainant is safe and initiating all necessary actions to ensure this.
- c) Deciding upon the witnesses to be called for recording of the evidence and deciding on the sequence of witnesses to be called. List of material evidence which needs to be produced including audio/video/CCTV evidence should also be decided.
- d) Deciding on the date, time and place for conduct of the actual inquiry.
- e) The list of witnesses/evidence and the date/time/place of inquiry be intimated in writing to the Joint Director / Registrar for making the necessary arrangements.
- f) Study relevant orders/ statutes/rules and legal provisions if any relevant to the case.

4.2 Calling the Witnesses: The aim of an enquiry is getting to the bottom of the case and unearthing the truth. Apart from the complainant, accused person/persons and other relevant witnesses should be called to give evidence. These include: -

- a) Person or official who first received the complaint or who was the first witness to an incident.
- b) Superior or the caretaker.
- c) In the event of an enquiry/medical-legal case /death of any individual, the medical officer and /or attendant as the case demands.
- d) Likely individuals who could have witnessed the incidence.
- e) In any case of a student misbehaviour, his/her councillor/ proctor.
- f) Witnesses should be called in a sequence, which aids in ascertaining the truth, and not based on availability or convenience.

4.3 Commencement of Enquiry: The enquiry will commence on assembly of all members on the date and time fixed by the convenor. In case of absence of individual member, the reason of absence will be recorded, and consent of all other present members will be taken to proceed with the inquiry and recorded. However, this would be an exception only. The procedure to be followed will be as follows: -

- a) The Witness so called will be permitted to give out his statement. He/ She can be permitted to read out a written statement. The Witness will be given a statutory warning as follows: -
".....is giving this statement without any compulsion/coercion//prejudice/I am fully responsible for whatever is being stated by me"
- b) The witness will be allowed to narrate the statement without any interruption/ cross-question. However, the committee may guide the witness to remain relevant and factual. One member of the committee will record the entire statement, in the "First Person".
- c) The members of the Committee may question each Witness with the aim of extracting the complete facts and filling the gaps in the statement narrated. All questions and answers should be recorded.
- d) Any witness may be called again for further questioning, should the committee feel so while statement of another witness is being recorded.
- e) On completion of Statements and questions / answers, the Witness will sign with a statement "The statement recorded / questions and answers during the proceeding have been read by me or read over to me and understood. I sign the same as correct". All members will sign below the witness's signature.

4.4 Presence of the Accused: If any employee is accused of an act which is likely to affect his character/reputation, he will be present during the recording of the relevant witness. He/ She will be permitted to cross-question the Witness. Such a person may be read out the statements of witnesses, if he was notable to attend previously.



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4.5 Re-examining witnesses: If the Enquiry committee feels the necessity of re-examining (questioning) a witness due to new facts emerging during the inquiry, they may do so.

4.6 Preparation of Findings: Findings in an Enquiry is a logical summary of facts emerging out of the process of Enquiry. Findings will also bring out the circumstances leading to the incident. Specific references to the statements of relevant Witnesses and/ or documentary evidence produced must be made while stating the fact.

4.7 Opinion of Inquiry: The opinion will be derived out of the findings. It will clearly bring out deductions which include, declaring individual/individuals blame worthy for misconduct/ omissions, if blamed. The gravity of the offenses/ omissions, alternatively can also, excoriate individuals who have been accused of misconduct. Opinion can also bring out procedural lapses and organizational weaknesses. Opinion should clearly bring out the verdict whether a particular individual is guilty or not guilty of a specific charge.

4.8 Recommendations: Specific recommendations will be included as to the punishments(s) to be awarded to everyone who was found guilty of an offense. The recommendations should also include any change/improvement in procedures needed to prevent such occurrences.

4.9 Penalty & Disciplinary Framework: Depending on the gravity of the infraction, the suggested level of the action is as under:

Offense Category	Nature of Infraction	Institutional & Legal Action
Category A (Minor)	Verbal teasing, light mockery, minor non-physical tasks without malice.	• Written reprimand in personal record. • Formal written apology. • Mandatory counselling & community service.
Category B (Moderate)	Harassment, public humiliation, financial extortion, forced distress.	• Suspension from classes/privileges (up to 4 weeks). • Debarment from events/placements. • Fine (₹10,000 to ₹50,000) & hostel expulsion.
Category C (Major/Severe)	Physical assault, sexual harassment, criminal intimidation, severe harm.	• Expulsion & rustication (1 to 4 semesters). • Cancellation of admission & credential forfeiture. • Mandatory FIR lodging under IPC/BNS provisions. • Reporting to UGC/AICTE database for blacklisting.

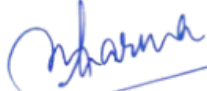


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5. CONCLUSION

This Standard Operating Procedure establishes a transparent, legally defensible, and structured operational framework for Model Institute of Engineering and Technology (MIET). By integrating dual specialized Anti-Ragging Squads, UGC and AICTE regulatory compliance, and a standardized inquiry procedure (incorporating statutory warnings, first-person recording, and right of cross-examination), MIET guarantees a safe learning environment for its student body while upholding rigorous due process.


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