

Government Degree College Dehra, District Kangra, Himachal Pradesh

Standard Operating Procedure (SOP) Anti-Ragging Committee

1. Purpose:

To prevent, prohibit, and eliminate ragging in all forms and ensure a safe, respectful, and inclusive campus environment with a zero-tolerance policy toward ragging.

2. Scope:

This SOP applies to:

All students (freshers and seniors) Faculty members. Non-teaching staff.

3. Constitution of the Anti-Ragging Committee

- **Principal** – Prof. Monika Sharma
- **Convener**- Dr. Manjoo Kumari
- **Faculty Member**- Prof. Shivani Gupta
- **Faculty Member**- Prof. Nivedita Chauhan
- **Administrative officer**- Sh. Ashok Kumar (Supdt.)
- **Student representatives (freshers and seniors)**- Fresher: Suman (BA - 1st year), Shivang (B. Com 3rd year) Harshita (A.A 2nd Year)

4. Responsibilities:

- Create awareness regarding anti-ragging rules.
- Organize orientation and sensitization programmes.
- Display anti-ragging posters and helpline numbers.
- Receive and investigate complaints.
- Recommend disciplinary action against offenders.
- Submit compliance reports to the Principal and competent authorities.

5. Complaint Procedure:

- Complaint may be submitted verbally, in writing, or anonymously.
- Complaint shall be acknowledged immediately.
- The Anti-Ragging committee shall conduct a preliminary inquiry.
- The Committee shall examine the report and hear all parties.
- Appropriate disciplinary action shall be recommended.

6. Preventive Measures:

- Orientation programme for freshers.
- Anti-ragging awareness campaigns.
- Collection of anti-ragging undertakings from students and parents at admission.

7. Meetings

- At least one meeting every three months.
- Emergency meetings whenever required.

8. Records to be Maintained

- Committee Constitution Order
- Complaint Register
- Inquiry Reports
- Minutes of Meetings
- Action Taken Report (ATR)

9. Confidentiality

The identity of the complainant and witnesses shall be kept confidential to the extent possible. Retaliation against any complainant or witness is strictly prohibited.

Principal Monika
Govt. Degree College Dehra
Distt. Kangra (H.P.)