

Government of West Bengal  
 Technical Education , Training & Skill Development Department  
 Karigari Bhawan, 3rd Floor, Plot No. B/7,  
 AA-III, Rajarhat, NewTown, Kolkata-700160

Dated - 17-08-2023

**CIRCULAR**

The Principals/Principal-in-Charges are hereby requested to take appropriate measures from the very commencement of a new academic year to prevent ragging in their Polytechnics/ITIs.

Pertinent guidelines are delineated below with the advice to implement those in their Institutes to ensure that NO incident of ragging takes place in their Institute.

**A. Pre-admission Phase -**

1. The advertisement issued for admission shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The Prospectus and other admission related documents shall contain the directions of the Hon'ble Supreme Court on ragging.
3. The application form for admission/enrolment shall have a printed undertaking (erstwhile Affidavit) i.e undertaking from the students (Annexure I) & their parents/guardians (Annexure II), preferably both in English and Bengali.

**B. Admission Time -**

1. Anti-ragging undertaking by each student (new and existing) and their parents/guardians are to be submitted mandatorily at the time of admission to her/his Polytechnic/ITI. Non-submission of such undertaking will result in cancellation of admission. The students are required to fill online undertaking form as available at <http://www.antiragging.in> and [www.amanmovement.org](http://www.amanmovement.org). Entering into the said website click at "Click here to download your Anti-Ragging undertaking" box at the Left-Hand-Side. Then click on "Next" button at the Right-Hand-Side top corner and thereafter the undertaking forms would be filled in properly. The forms contain Personal details, Parent/Guardian details, College details and Course details. To fill up Course Details the student must select "Others" in "Undergraduate or Postgraduate" portion. However, a pdf file of Step by Step guide on How To Fill An Online Anti-Ragging Undertaking is available at <http://www.antiragging.in> under "Information Pack" <Sl. No. 7>. After filling this form successfully each student will receive (i) Student's Anti- Ragging Undertaking and (ii) Parent's Anti-Ragging Undertaking in their e-mail. The Student should take print out of aforesaid (i) & (ii) and present both the signed copies to the Polytechnic/ITI at the time of admission. This process is to be repeated at the beginning of every year.

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2. A student seeking to stay in Hostel shall have to submit the undertaking separately along with his/her application for Hostel accommodation that he/she is also aware of the rules in this regard and agrees to accept the punishments meted out if he/she is found guilty of ragging and/or abetting ragging. Anti-Ragging Squad will pay surprise visits to the Hostels frequently.

3. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which should preferably include a report on the behavioral pattern of the student, so that the Institution can thereafter keep intense watch upon a student who bears a negative entry in this regard and also identify the trouble-triggers beforehand.

4. Appropriate database of undertakings, in digital form, obtained from every student at the time of admission should be made available to the Polytechnic/ITI and shall be furnished to AICTE/DGT. The Institution should submit an online compliance of Anti-Ragging Regulations on curbing the menace of ragging in the Technical Institutions, 2009 at [www.antiragging.in](http://www.antiragging.in).

5. A printed information booklet detailing addresses and telephone numbers of persons/authorities should be given to each student at the time of admission to enable them to contact the persons in times of emergency. The information booklet mentioned above shall contain a calendar of events & activities of the Institution and a brief Career Tree to facilitate familiarization of the new-comers with the academic environment of the Institution.

6. Freshers should be lodged in a separate hostel block wherever possible. Where such facilities are not available, the Institute shall ensure that seniors' access to freshers' portion of accommodation is strictly monitored by Wardens, Security Guards and Staff.

7. Anti-ragging posters/ banners (preferably with different colors with mention of provisions of law, punishments, help numbers of Anti-ragging Committee members etc.) in Bengali, Hindi & English shall be prominently displayed in all Entry Gates, Notice Boards of all Departments, Hostels, Canteen, Students' Common Room and other vulnerable places bearing the size of posters as 8'x6'. Poster Competition amongst the students may be conducted and best poster from each year(1/2/3) may be felicitated at the event of Freshers' Welcome. Some of such banners shall be preserved permanently in certain prominent places of the Polytechnic/ITI including Seminar Hall, Library, Reading Room, Class Rooms, Laboratories etc.

#### C. Commencement of the academic session & monitoring -

1. At the commencement of the academic session Polytechnics/ITIs shall convene a meeting/workshop/awareness programme/Campaign



against Ragging consisting of various functionaries/agencies like Wardens, Students, Parents/Guardians, Faculties, NGOs, District Administration including Police, to discuss definition of ragging, measures to be taken to prevent ragging and punishments. Date of such programme may be announced in advance at the time of admission. Counselors for the Students, if any, shall also be invited to in the programme.

2. An Anti-ragging Squad shall be formed with various members of the Institute and shall have no outside representation. Members of such committee shall make surprise raids on Hostels and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places. A separate Register should be maintained containing the following:
  - (i) Copy of notification of constitution of such squad
  - (ii) Name & Contact details of the Chairman of the Squad
  - (iii) Name & Contact details of the other Squad members
  - (iv) Number of surprise raids conducted by Anti-Ragging Squad [with date, time and signature of the member(s)].
3. An Anti-Ragging Committee shall have to be formed. The Anti-Ragging Committee, to be nominated and headed by the Head of the Institution, should comprise representatives of Civil and Police Administration, local media, NGOs involved in youth activities, representatives of faculty members, parents, students belonging to the freshers' category as well as senior, non-teaching staff, and shall have a diverse mix of membership in terms of level, age and gender. A separate Register should also be maintained in this respect.
4. An Anti-Ragging Cell shall have to be formed comprising of Head of the Institution, Senior Teaching & Non-Teaching Staff with the students belonging to the freshers' category as well as senior students.
5. The Polytechnics/ITIs shall install CCTV cameras in all vital points such as Entry Gates, Hostels, Canteen, Students' Common Room and other vulnerable places.
6. The Institutions shall update the name of the Nodal Officers with their complete details in the Institution website as well as in the Notice Board and all other prominent places.
7. The Institutions shall install Alarm Bell, etc. in Hostels and other vulnerable places in the campus.
8. Mentoring Cell shall be formed as stated in the AICTE notification No. F.No.37-3/legal/AICTE/2009 dated 01.07.2009. The Institutes, however, may frame their own mechanism and make it so effective as to implement the spirit of AICTE notification on mentoring.

**D. Duties if and when ragging is reported -**

For every single incident of ragging, a First Information Report

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(FIR) must have to be registered with local Police Authority. Any failure on the part of the Institutional Authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed as an act of culpable negligence on the part of the Institutional Authority. If any victim or his/her parent/guardian intends to file FIR directly with the police, that will not detract the Institutional Authority from its obligatory duty of registering the FIR.

For speedy disposal of cases involving ragging, the institution should continue with the disciplinary proceedings on recommendation of an Enquiry Committee, even if an FIR has been filed and a case is pending before a court of law.

A copy of such FIR and action-taken report must be furnished to the office of Directorate of Technical Education & Training, Govt. of West Bengal / Directorate of Industrial Training, Govt. of West Bengal at the earliest.

#### E. Preserving Year-wise records -

1. Advertisement for admission and prospectus should clearly and prominently depict through words and pictures the intention of the Institute Authority to curb the menace of ragging.
2. Creation of appropriate database of all types of undertaking i.e. undertaking by students before admission to Polytechnics/ITIs and Hostels, as the case may be, and also the undertaking of their parents/guardian, in digital form and hard copies obtained from every student at the time of admission.
3. Proof of printed information viz. booklets, handouts, pamphlets, banners displayed from time to time in notice boards or other vulnerable places in the premises.
4. Proof of notification of constitution of Anti-Ragging Squad, Anti-Ragging Committee and Mentoring Cell.
5. Register of Anti-ragging Squad, Anti-Ragging Committee to be kept updated all the time.
6. Register of Incidents of Ragging is to be maintained in the following format:

Year	Sl. No.	Name of the Student who was ragged	Father's name of the student who was ragged	Enrolment No.	Department (I/II/III year)	Date & time of incident (as reported)	Nature of Ragging**	Descripti of Injur to the student ragged (physica or menta

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1	2	3	4	5	6	7	8	9
Name of the students involved in ragging	Enrolment No.	Department (I/II/III year)	Whether FIR registered in Police Station	Report of Enquiry Committee	Action taken against the Student(s) by the Polytechnic/ITI			
10	11	12	13	14	15			
Signature of Anti-Ragging Committee members								

\*\*As notified in Regulation, Clause-4, (a) to (i) in the AICTE notification No. F.No.37-3/legal/AICTE/2009 dated 01.07.2009.


- Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline No. 1800-180- 5522 (24x7 Toll Free) or e-mail: helpline@antiragging.in
- Further, the attention of all the Institutions may also be invited to the Third amendment to UGC Regulations dated 29th June, 2016 expanding the definition of ragging by including the following:

*"3(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student(fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background".*

  
Joint Secretary  
to the Govt. of West Bengal

Copy forwarded for information and necessary action to:

1. Sr. Special Secretary and Special Secretary of this Department.
2. OSD to HMOS (IC) of this Department.
3. Director of Technical Education & Training, West Bengal.
4. Director of Industrial Training, West Bengal.
5. Sr. P.S. to the Principal Secretary of this Department.
6. P.S. to the Senior Special Secretary of this Department.
7. Principal / PIC, .....
8. DDIT in-Charge of Tollygunge / Howrah Homes / Gariahat ITI.
9. Principal / ADIT / Superintendent,  
..... ITI.

  
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