



## **POLICY ON ANTI RAGGING COMMITTEE**

### **INSTITUTE OF ADVANCE MANAGEMENT AND RESEARCH**

(Approved By AICTE, New Delhi and Affiliated to AKTU, Lucknow)

#### **Policy of Anti Ragging Committee**

##### **1.0 Definitions**

The Institute of Advanced Management and Research, Ghaziabad (IAMR) is committed to providing a safe and respectful work and study environment for all its members. As part of this commitment, IAMR has established an Anti Ragging Committee (ARC) to address complaints related to harassment, discrimination, or any other form of misconduct within the institution.

The Anti Ragging Committee (ARC) is to monitor, direct and oversee the functions and performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution.

The ARC is to enquire into any instances of ragging that have been reported, and if necessary, take all appropriate action against the students found to have indulged in ragging.

.An Anti Ragging Committee (ARC) is a formal body established within an organization, typically comprising representatives from various departments or sectors, responsible for receiving, investigating, and resolving the student complaints related to financial aid or other forms of assistance to students in need.

.The ARC is mandated to ensure compliance with organizational policies, as well as relevant laws and regulations, while fostering a culture of respect and professionalism within the organization.

The Anti Ragging Committee (ARC) To prohibit, prevent and eliminate the scourge of ragging including any conduct by any student 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 by any student.

. The ARC is to educate the students on the ill-effects of ragging and the consequences, including legal consequences of indulging in ragging.

## **Jurisdiction**

This policy applies to all members of IAMR, including faculty, and visitors. It covers complaints of harassment, discrimination, or misconduct occurring on IAMR premises or in any IAMR-related activities.

### **2.0 The Complaint Committee**

Implementation of the policy will be achieved through the following structure :

As per the guidelines of the All India Council for Technical Education (AICTE), the composition of the Anti Ragging Committee (ARC) typically includes the following members:

**Chairperson:** A senior faculty member or administrator appointed by the institution's head, such as the Director or Principal.

**Four Faculty Members:** Appointed by the institution's head from different departments or disciplines.

### **3.0 POWER AND DUTIES OF COMPLAINT COMMITTEE**

The Anti Ragging Committee (ARC) typically possesses several powers to effectively carry out its responsibilities in addressing complaints of harassment, discrimination, or misconduct within an organization. These powers may include:

**Receiving Complaints:** The ARC has the authority to receive complaints of harassment, discrimination, or misconduct from any member of the organization, including employees, students, or other stakeholders.

**Conducting Investigations:** The ARC is empowered to conduct thorough and impartial investigations into the complaints it receives. This includes gathering evidence, interviewing relevant parties, and reviewing documentation or other pertinent information.

**Maintaining Confidentiality:** The ARC has the responsibility to maintain confidentiality throughout the investigation process to protect the privacy of the complainant, respondent, and witnesses involved.

**Issuing Summons and Notices:** The ARC may issue summons or notices to individuals involved in the investigation process, requiring their participation and cooperation.

**Examining Witnesses:** The ARC has the authority to examine witnesses and gather testimony to establish facts relevant to the complaint under investigation.

**Requesting Documents and Records:** The ARC may request and review documents, records, or other evidence relevant to the investigation.

**Making Recommendations:** Based on its findings, the ARC has the power to make recommendations for appropriate actions or remedies to address the complaint, including disciplinary measures, counseling, training, or other interventions.

**Imposing Disciplinary Actions:** In cases where the complaint is substantiated, the ARC may recommend disciplinary actions against the respondent, such as warnings, suspension, termination of employment, or other appropriate measures.

**Monitoring Compliance:** The ARC may monitor the implementation of its recommendations and ensure compliance with organizational policies, as well as relevant laws and regulations.

**Providing Support and Assistance:** The ARC is responsible for providing support and assistance to both the complainant and the respondent throughout the investigation process, including guidance on available resources and support services.

**Maintaining Records:** The ARC is tasked with maintaining records of complaints received, investigations conducted, and actions taken, ensuring transparency and accountability in its proceedings.

**Reporting to Management:** The ARC may be required to provide periodic reports to the management or governing body of the organization on its activities, findings, and recommendations for addressing complaints.

Overall, the ARC plays a crucial role in promoting a safe and respectful work or study environment and ensuring that complaints of harassment, discrimination, or misconduct are addressed in a fair and transparent manner.

#### **4.0 Procedure for making Complaints and Conducting Enquiry**

Any member of IAMR who believes they have been subjected to harassment, discrimination, or misconduct may file a complaint with the ARC. Complaints should be submitted in writing to the Chairperson of the ARC and should include details of the incident(s) and any supporting evidence.

Upon receiving a complaint, the ARC shall conduct a thorough investigation, which may include interviews with the complainant, the respondent, and any witnesses. Both the complainant and the respondent shall have the opportunity to present their side of the story and provide any evidence or witnesses to support their case.

#### **5.0 Conducting an Enquiry By the Complaint Committee**

**Receipt of Complaint:** Upon receiving a complaint, the Complaint Committee should acknowledge receipt promptly and inform the complainant about the process that will be followed.

**Preliminary Assessment:** The Committee should conduct a preliminary assessment of the complaint to determine its jurisdiction, seriousness, and whether it warrants a formal investigation. If the complaint falls within the Committee's purview, the Committee proceeds to initiate the inquiry process.

**Appointment of Inquiry Panel:** The Committee appoints an Inquiry Panel consisting of members responsible for conducting the investigation.

The Panel should ideally include individuals with relevant expertise and diverse perspectives.

**Notification to Parties Involved:** The complainant and the respondent(s) are notified about the initiation of the inquiry process, along with the details of the allegations against the respondent(s).

**Gathering Evidence:** The Inquiry Panel gathers evidence relevant to the complaint, including documents, emails, witness statements, and any other pertinent information. Interviews may be conducted with the complainant, the respondent(s), and any witnesses identified during the investigation.

**Interviews and Statements:** The Panel conducts interviews with the complainant, the respondent(s), and witnesses separately to gather their statements and perspectives.

Interviews should be conducted in a private and confidential setting, ensuring the comfort and safety of all parties involved.

## **6.0 Punishment and Compensation**

In the context of the Anti Ragging Committee (ARC) , punishment and compensation may be considered as outcomes or consequences resulting from the findings of an investigation into a complaint of harassment, discrimination, or misconduct.

### **Punishment:**

If the ARC finds the respondent(s) guilty of harassment, discrimination, or misconduct based on the evidence presented during the investigation, it may recommend disciplinary actions or sanctions.

These disciplinary actions may include warnings, reprimands, suspension from duties or academic activities, demotion, termination of employment, or expulsion from the institution, depending on the severity of the offense and the organization's policies.

The purpose of punishment is to hold the perpetrator(s) accountable for their actions, deter future misconduct, and ensure a safe and respectful environment for all members of the institution.