



# SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

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E-Mail : [smmchri2009@gmail.com](mailto:smmchri2009@gmail.com), [smmchri@yahoo.com](mailto:smmchri@yahoo.com)

Website : [www.smmchri.res.in](http://www.smmchri.res.in)

## ANTI-RAGGING CELL

### STANDARD OPERATING PROCEDURE

#### 1. Objective:

The Anti-Ragging Committee is established to prevent and address instances of ragging within the college premises. The primary purpose of this SOP is to define the processes and responsibilities of the Anti-Ragging Committee.

#### 2. Composition of the Anti-Ragging Committee:

The Anti-Ragging Committee is comprised of the following members:

- Chairperson (Dean)
- Members from Faculty (Representatives from various departments)
- Student Representatives
- Non-Teaching Staff Representative
- Local Law Enforcement Representative (if required)
- Psychologist or Counselor (for psychological support)

#### Committee Members:

#### ANTI-RAGGING COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION / DEPARTMENT	POSITION HELD
1.	Dr.Jayanthi.R	Dean	Chairperson
2.	Dr.Supadevi.S	Associate professor, Anatomy	Secretary/coordinator
3.	Dr.Dorairajan.P	Professor, Pharmacology	Member



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4.	Dr.Suzanne Maria D'cruz	Professor, Physiology	Member
5.	Dr.Raju. A	Professor, pediatrics	Member
6.	Dr.Rajesh.M	Professor, Pharmacology	Member
7.	Dr.Selva Kumar.J	Professor, Physiology	Member
9.	Dr.Karpagalakshmi	Assistant Professor, Psychiatry	Member
10.	Dr.Shamini. M	Assistant Professor, Pharmacology	Member
12.	Ms.Nagaveni	Lab Technician , Physiology	Non-teaching staff representative
13.	Dr.A.D.nundiyny	NGO representative	Member
14	Dr.B.Deepa	Legal advisor	Member
15	Kaliyasudhaman.T	Assistant commissioner of police	Member
16	Jayakrishnan.R.	Student representative 24- 25BATCH	Member
17	Mr.Pachaippan	Parent representative OF 24-25 BATCH	Member



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### **3. Responsibilities:**

#### **3.1 Chairperson:**

Oversee and coordinate the activities of the Anti-Ragging Committee.

Ensure strict adherence to the college's anti-ragging policy.

Liaise with local law enforcement authorities, if necessary.

#### **3.2 Secretary/Coordinator**

Prepares agenda in discussion with the Chairperson and convenes meetings. Records the minutes of the meetings.

#### **3.3 Faculty Members:**

Promote awareness of the anti-ragging policy among students.

Monitor and report any suspicious activities related to ragging.

Collaborate with student representatives to address issues promptly.

#### **3.4 Student Representatives:**

Act as a bridge between students and the Anti-Ragging Committee.

Encourage students to report incidents of ragging confidentially.

Participate in awareness campaigns and workshops.

#### **3.5 Non-Teaching Staff Representative:**

Report any observed instances of ragging to the Anti-Ragging Committee.

Assist in creating a safe environment for students within the college premises.

#### **3.6 Local Law Enforcement Representative (if applicable):**

Coordinate with local law enforcement agencies to address severe cases of ragging.

Ensure a swift and effective response to incidents requiring legal intervention.

#### **3.6 Psychologist or Counselor:**

Provide support and counseling to victims of ragging.

Conduct awareness programs to address the psychological impact of ragging.



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## 4.Functions

- To form an anti-ragging squad for monitoring and preventing the ragging menace in the campus.
- To be vigilant at all hours all around the campus and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- To make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging.
- To conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student or parent or guardian, as the case may be: and the enquiry report along with recommendations shall be submitted to the Head of the Institution for action.
- To ensure the display of posters on Anti-ragging in the Institution and Department Notice Boards and other prominent designated places.
- To offer services of counseling and create awareness to the students.

## 5. Prevention and Awareness:

### 5.1 Orientation Programs:

Conduct orientation sessions for new students, clearly communicating the college's anti-ragging policy.

Distribute informational pamphlets outlining the consequences of ragging.

### 5.2 Workshops and Seminars:

Organize workshops and seminars on the harmful effects of ragging.

Invite guest speakers, psychologists, and legal experts to address students.

### 5.3 Reporting Mechanism:

Establish a confidential reporting mechanism, such as a dedicated helpline or an online reporting portal.

Ensure that students can report incidents without fear of retaliation to the mail id [anti-ragging@smmchri.res.in](mailto:anti-ragging@smmchri.res.in)



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## **6. Investigation and Action:**

### **6.1 Immediate Response:**

Investigate reported incidents promptly and impartially.

Ensure the safety and confidentiality of the complainant.

### **6.2 Disciplinary Action:**

Impose appropriate disciplinary actions against individuals found guilty of ragging.

Follow the college's disciplinary procedures and policies.

### **6.3 Legal Action:**

Cooperate with law enforcement agencies for cases requiring legal intervention.

Provide necessary information and support for legal proceedings.

## **7. Victim Support:**

### **7.1 Counseling:**

Offer counseling services to victims of ragging to help them cope with the trauma.

Maintain the confidentiality of the victim's identity during counseling sessions.

### **7.2 Follow-Up:**

Conduct follow-up sessions to assess the well-being of victims.

Provide ongoing support as needed.

## **8. Documentation and Reporting:**

Maintain accurate records of reported incidents, investigations, and actions taken.

Prepare periodic reports on the activities and impact of the Anti-Ragging Committee.

### **1. Schedule of Meetings**

The Committee shall formally meet at least four times in a year or as and when required..

The first meeting shall be at the start of the academic year to plan for the activities of the aforementioned year.

The last meeting for the academic year shall be conducted at the end of the academic year to review the orientation activities of the institution.





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Meetings can be conducted formally/informally in case of emergencies and minutes of the informal meetings need not be maintained.

## 10. Review and Updates:

Periodically review and update the SOP to align with changing regulations and best practices.

Seek feedback from students and staff for continuous improvement.

## 11. Awareness Campaigns:

Conduct regular awareness campaigns throughout the academic year.

Utilize various communication channels to reinforce the zero-tolerance policy on ragging.

## 12. Approval and Implementation:

This SOP is approved by the Dean of SMMH&RI and will be reviewed annually or as needed.

  
IQAC COORDINATOR



  
DEAN  
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