



SMCW-SUHRC/DO/ARC/ 118 / 2025

Date- 02nd Sep, 2025

OFFICE ORDER No: 118

Subject: Anti-Ragging Committee, Symbiosis Medical College for Women

Key Information	
Title	Anti-Ragging Committee, Symbiosis Medical College for Women
Policy Owner	Dean SMCW & SUHRC
Responsible Department	Office of the Dean SMCW & SUHRC
Approved by	Dean SMCW & SUHRC
Date of Approval	02nd Sep 2025
Effective date	02nd Sep 2025
Version number	Ver 2.0 supersedes previous version of 10th Apr 2025
Policy Drafter	Dean SMCW & SUHRC
Stakeholders consulted	Dy Dean Student Welfare, Campus Administrator, RCLHB, Members and Administrative Staff
Frequency of review	Every year

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Reference(s)

1. Decisions and recommendations of the Hon'ble Supreme Court of India, which mandate strict adherence to anti-ragging protocols.
2. UGC Regulations on Curbing the Menace of Ragging, 2009



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3. National Medical Commission (Prevention and Prohibition of Ragging in Medical Colleges and Institutions) Regulations, 2021.
4. Symbiosis International (Deemed University) [Curbing the Menace of Ragging] Rules, 2019.
5. Symbiosis International (Deemed University) [Code of Conduct, Procedure to deal with Misconducts/Indiscipline by students] Rules, 2023.
6. Institutional Policy Documents and Strategic Plans.

Introduction

7. Ragging in any form is strictly prohibited at Symbiosis Medical College for Women (SMCW) and Symbiosis University Hospital & Research Centre (SUHRC). In pursuance of the regulatory directives issued by the University Grants Commission (UGC), the National Medical Commission (NMC), and in compliance with the orders of the Hon'ble Supreme Court of India, the institution is committed to upholding a safe, disciplined, and harassment-free academic environment.

8. Accordingly, and in keeping with both national and state statutory requirements, the **Anti-Ragging Committee** is hereby constituted to prevent, monitor, and address any incidents of ragging on campus. This notification also serves to effect the **reconstitution of the Anti-Ragging Committee** at SMCW, in alignment with the mandatory statutory and judicial guidelines.

Purpose

9. The purpose of the Anti-Ragging Committee is to ensure a safe, respectful, and ragging-free environment for all students at SMCW and SUHRC. The Committee is committed to strictly adhering to the regulations prescribed by the UGC, NMC, State authorities, and the institutional policy. It seeks to uphold fairness, accountability, and transparency through the prompt redressal of complaints and impartial inquiry processes.

10. The reconstitution of this Committee aims to reinforce and strengthen existing anti-ragging measures while proactively preventing, monitoring, and addressing any incidents of ragging within the institution. To achieve this, the Committee shall focus on the following objectives:

- (a) Reinforcement of Anti-Ragging Measures.
- (b) Prevention, Monitoring, and Redressal.
- (c) Compliance with Legal and Statutory Provisions.
- (d) Counter-Ragging Interventions and Policy Enforcement.
- (e) Community Awareness and Education.
- (f) Institutional Commitment through an effective and proactive framework that prioritises prevention, detection, and immediate redressal of ragging incidents.

Scope



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11. The scope of the Anti-Ragging Committee extends to all enrolled students of SMCW and SUHRC, covering the campus premises, hostels, clinical areas, and even digital or online forums associated with the institution. It includes all activities conducted under the auspices of the institution, whether academic, co-curricular, or social in nature. Within this framework, the Committee is responsible for implementing and monitoring anti-ragging policies at every level, ensuring an immediate and transparent response to complaints, and coordinating with statutory, regulatory, and judicial bodies to maintain compliance with prescribed guidelines. In addition, the Committee conducts regular reviews and audits of institutional practices to identify vulnerabilities and mitigate potential risks, thereby reinforcing the institution's commitment to a safe and supportive learning environment.

Statutory Composition

12. In accordance with the statutory mandates and the directives of both the UGC and NMC, as well as the judicial guidance provided by the Hon'ble Supreme Court of India, the Committee shall have a diverse mix of membership in terms of levels as well as gender and shall be constituted as under:

- (a) Chairperson - Head of the institution (Dean /Principal /Director).
- (b) Representative of Civil Administration.
- (c) Representative of Police Administration.
- (d) Representative of Local Media.
- (e) Representative of NGO.
- (f) Faculty Members.
- (g) Representatives of Parents.
- (h) Representatives of Students (belonging to the freshers category as well as senior students).
- (i) Representatives of Non-Teaching Staff.

Roles and Responsibilities

13. The roles and responsibilities of the Committee members shall include, but are not limited to:

- (a) **Chairperson:** To preside over meetings, ensure effective functioning of the Committee, and act as the primary point of contact with statutory authorities.
- (b) **Member Secretary:** The Member Secretary of the Anti-Ragging Committee holds a pivotal role in ensuring the smooth functioning, timely execution of mandates, and effective communication within the committee and with external stakeholders. Some of the responsibilities are enumerated below:
 - (i) Meeting Coordination and Documentation.
 - (ii) Communication and Liaison.



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- (iii) Compliance and Record Management.
- (iv) Coordination of Training and Awareness Programs.
- (v) Administrative Support and Follow-up.
- (vi) Reporting and Accountability.
- (c) The **Representative of Civil Administration** functions as the vital link between the institution and the local governing bodies. This role ensures that anti-ragging measures are consistent with municipal regulations and community standards.
- (d) **Representative of Police Administration** will be responsible for bridging the gap between the college and the law enforcement agencies, ensuring that any reported cases of ragging are handled expeditiously and with due legal process.
- (e) **Representative of Local Media** is tasked with maintaining transparency and open communication with the broader community, including accurate dissemination of anti-ragging policies and initiatives.
- (f) **Representative of Non-Governmental Organization (NGO)** brings external expertise in social work, counseling, and advocacy, strengthening the committee's approach to mitigating ragging and supporting victims.
- (g) **Faculty Representatives:** To facilitate the implementation of anti-ragging measures, provide guidance, and monitor student interactions.
- (h) **Representatives of Parents** contribute a vital perspective by conveying parental concerns and expectations, ensuring that the institution's environment remains safe and supportive.
- (i) **Student Representatives:** To communicate student concerns directly to the Committee, ensuring transparency and responsiveness. Student representatives are essential for ensuring that policies resonate with the lived experiences of the student body.
- (j) **Representative of Non-Teaching Staff:** The representatives of Non-Teaching Staff ensure that the administrative and support functions of the institution actively contribute to maintaining an environment free from ragging

Current Composition

14. The current members of the Anti-Ragging Committee are as under:

S. No.	Name	Designation / Appointment	Role
(a)	Dr. V. K. Sashindran	Dean	Chairperson
(b)	Dr. Trupti Borulkar	Assoc. Professor, Dept. of Physiology	Member Secretary

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S. No.	Name	Designation / Appointment	Role
(c)	Mr. Maruti Ranavade	Representative of Civil Administration	Member
(d)	Mr. Anil Vibhute	Representative of Police Administration	Member
(e)	Mr. Abhay Vaidya	Representative of Local Media	Member
(f)	Ms. Sneha Khandekar	Representative of Non-Governmental Organization (NGO)	Member
Faculty Representatives			
(g)	Col.(Dr.) Hitender Singh Batra (Retd)	Dy. Dean (Administration), Prof & Head, Dept. of Biochemistry	Member
(h)	Dr. Mandar Ambike	Dy. Dean (Student Welfare), Prof & Head, Dept. of Anatomy	Member
(i)	Dr. Kalpana Angadi	Professor & Head of Dept. of Microbiology	Member
(j)	Dr. Indrani Chincholi	Professor & Head of Dept. of Anaesthesiology	Member
(k)	Dr. Priti Dave	Professor & Head of Dept. of Gen. Medicine	Member
Representatives of Parents			
(l)	Mrs. Vaishali Kiran Balwadkar		Member
(m)	Mrs. Prachi Sandeep Kulkarni		Member
Student Representatives			

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S. No.	Name	Designation /Appointment	Role
(n)	Ms. Pangarkar Vaibhavi Dnyaneshwar	Student Representative for batch 2021-27	Member
(o)	Ms. Shreeya Srivastava	Student Representative for batch 2022-28	Member
(p)	Ms. Ghatge Siddhi Sachin	Student Representative for batch 2023-29	Member
(q)	Ms. Shruti Mani	Student Representative for batch 2024-30	Member
Representative of Non-Teaching Staff			
(r)	Col.(Dr.) M. R. Arun Iyengar (Retd)	Admin Officer	Member

Procedure

15. **Complaint Receipt:** Anonymous or named complaints submitted to Member Secretary via email/online form.
16. **Preliminary Inquiry:** Within 48 hours: Member Secretary gathers initial facts; may involve police if criminal.
17. **Committee Hearing:** Convene within 7 days: All members review evidence, record statements.
18. **Decision & Action:** Issue recommendations: disciplinary action, counselling, or legal referral.
19. **Communication:** Inform complainant and respondent of outcome in writing.
20. **Record Keeping:** Archive all documents in a secured repository for audit and reaccreditation.

Terms of Reference

21. The Anti-Ragging Committee shall implement anti-ragging policies in strict compliance with the guidelines prescribed by the UGC and NMC, while proactively monitoring student conduct and campus culture to prevent any untoward incidents. The Committee will report on its activities and findings on a quarterly basis to the Dean, SMCW & SUHRC, ensuring transparency and accountability. It shall also review existing practices, recommend policy



revisions or new preventive measures as required, and liaise with external agencies to organize awareness-building and sensitization programs for students and staff.

22. The Anti-Ragging Committee shall operate in strict adherence to the statutory provisions as articulated in the UGC and NMC guidelines, including but not limited to the comprehensive measures recommended to prevent ragging in higher educational institutions. In addition, the Committee's operations shall be guided by the judicial pronouncements and orders of the Hon'ble Supreme Court of India, which have underscored the imperative of fostering a safe academic environment free from harassment and intimidation. Specific statutory references include:

(a) **UGC Guidelines:** The Committee shall operate in strict conformity with the guidelines issued by the University Grants Commission for the prevention of ragging.

(b) **NMC Regulations:** The formation and functioning shall also align with the prescribed norms and regulations of the National Medical Commission.

(c) **Supreme Court Directives:** The Committee's actions are further governed by the decisions and recommendations of the Hon'ble Supreme Court of India, which mandate strict adherence to anti-ragging protocols.

Meetings

23. **Meetings of the Anti-Ragging Committee:** The Committee shall hold meetings to deliberate on recurring issues, review the implementation of policies, assess incident reports, and take corrective action as required. All meetings will be formally convened, with minutes recorded for future reference. The Chairperson shall preside over the meetings, ensuring that discussions remain focused and decisions are duly ratified.

24. **Meeting Frequency:** Quarterly, or **ad hoc** within 72 hours of a complaint. The meetings will be scheduled in the last month of the quarter and notified by the Member Secretary after ascertaining availability of Chairperson. Additional meetings may be convened on an ad hoc basis whenever a situation demands immediate intervention.

25. **Notice:** The schedule of the quarterly meetings shall be communicated well in advance to all members (minimum 5 days in advance for scheduled meetings); immediate notice for ad hoc. /extraordinary sessions in the event of urgent cases.

26. **Quorum:** A quorum of 60% is necessary for the committee to meet.

27. **Tenure:** The tenure of the committee will be for a period of One (01) Year.

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28. **Purpose:** The purpose of the quarterly meetings of the Anti-Ragging Committee is to review the implementation and effectiveness of anti-ragging measures across the institution, monitor campus culture and student conduct, assess the status of complaints and their redressal, and recommend further preventive or corrective actions. These meetings serve as a platform to reaffirm the institution's commitment to maintaining a ragging-free, safe, and supportive academic environment.
29. **Agenda:** The agenda of the Quarterly Anti-Ragging Committee Meetings typically includes the following:
- Confirmation of minutes of the previous meeting.
 - Review of complaints received, actions taken, and outcomes of inquiries.
 - Assessment of the effectiveness of anti-ragging policies and campus monitoring mechanisms.
 - Reports from sub-committees, faculty mentors, wardens, and student representatives.
 - Identification of potential risks or areas requiring intervention.
 - Recommendations for policy improvements, awareness programs, or preventive initiatives.
 - Coordination with external agencies or regulatory authorities where required.
 - Any other matter with the permission of the Chair.
30. **Duties of Rapporteur:** The Member Secretary as Rapporteur plays a critical role in ensuring the proper documentation and communication of the meeting proceedings. The responsibilities include:
- Record and maintain accurate minutes of each meeting, ensuring all discussions and decisions are documented clearly.
 - Circulate draft minutes to Committee members for review and incorporate feedback.
 - Submit the finalized minutes to the Chairperson for approval and onward transmission to the Registrar and Governing Body.
 - Maintain a repository of meeting records for institutional compliance and future reference.
 - Follow up on action points and ensure accountability by tracking progress before the next quarterly meeting.
31. **Minutes of Meetings (MoM):** The Member Secretary will be responsible for maintaining, uploading in the link of SMCW & SUHRC **Minutes of Meetings (MoM)**, and circulating the MoM in the approved format.
32. No business transaction will be done during the proceedings of the committee meetings.

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Action Taken Report (ATR)

33. **Action Taken Report (ATR):** The Action Taken Report (ATR) (Template attached as **Annexure 1**) of the Anti-Ragging Committee shall provide a concise summary of complaints received, the steps undertaken during investigation, and the findings with supporting evidence. It will record the decisions taken by the Committee, along with corrective and preventive measures implemented to ensure a safe campus environment. Each ATR must be submitted to the Dean's Office within 15 days of the quarterly meeting. For institutional accountability and accreditation requirements, all ATRs shall be collated annually for review by the College Council and for compliance reporting to NAAC.

34. The member secretary will update, upload in the link of **Minutes of Meetings (MoM)**, and circulate the ATR before the commencement of the next meeting.

Conclusion

35. This Office Order formalizes the constitution and functioning of the Anti-Ragging Committee for SMCW and SUHRC. All members are directed to familiarize themselves with this document and discharge their duties diligently to uphold a safe and supportive learning environment.

Bonnykar
Member Secretary



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02/9/25
Dr. V. K Sashindran
Dean
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Copy to: -

Office of the Hon'ble Provost, FoMHS | Medical Superintendent, SUHRC | Head Operations, SUHRC | All HODs | All Faculty Members | Deputy Chief Administration, Arogyadham | Head Hospital Admin, SMCW & SUHRC | HR Head, FoMHS | Head Finance, SUHRC | Head Nursing, SUHRC | Head Quality, SUHRC | Head IT, FoMHS | NMC Cell | IT Support Team, SMCW | MEU | Student Section | Website Committee | Administrative Officer SMCW | PA to Dean, SMCW