



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

मोहनपुर / Mohanpur- 741246

Ref. No.: IISER-K/OO/Admn./2025/216

Date: 19.08.2025

कार्यालय आदेश / OFFICE ORDER

Sub: Standard Operating Procedure (SOP) for Anti-Ragging Monitoring & Response –reg.

In continuation of Office Order No. IISER-K/OO/Admn./2025/202, dated 13.08.2025, regarding the Institute-level Anti-Ragging Committee, the Institute hereby adopts the following Standard Operating Procedure (SOP) for Anti-Ragging Monitoring and Response.

1. Objective

To ensure strict compliance with the Supreme Court judgments on ragging (2007, 2009) and the UGC Regulations (2009) by establishing clear responsibilities for students, the Chairman, and members of the Anti-Ragging Committee (ARC), especially regarding the reporting mechanisms through the official anti-ragging email ID.

2. Responsibilities of Students

- a) **Mandatory Duty:** Every student must refrain from ragging in any form (Supreme Court, 2007).
- b) **Reporting Mechanism:** Any instance of ragging must be reported immediately by:
 - i) Writing to the Chairman, anti-ragging of the Institute through official anti-ragging email ID.
 - ii) Approaching the Chairman, ARC or any member personally.
 - iii) Using the grievance channels prescribed under UGC Regulations, 2009.
- c) **Escalation:** If a complaint is not acted upon, students should escalate it to the following members:
 - i) Dean of Students Affairs,
 - ii) Director of the Institute
 - iii) UGC helpline.

3. Role of Chairman, ARC:

- i) **Exclusive mailbox responsibility:** The Chairman is solely responsible for accessing and monitoring the official anti-ragging email ID, with auto forwarding to his personal email ID with a message (if possible).
- ii) **Daily Monitoring:** The mailbox must be checked daily (working days) and weekly during holidays.
- iii) **Confidential Access:** Mailbox credentials shall be retained only by the Chairman, ARC, and one nominated administrative officer for emergency backup.
- iv) **No unauthorised Access:** Password sharing without written approval is strictly prohibited.

4. Immediate Action:

- i) **Acknowledge the complaint within 24 hours.**
- ii) **Place the matter before the ARC and Director within 48 hours, as directed in the Supreme Court 2009 judgment.**
- iii) **Documentation:** Every complaint and action taken must be formally recorded in the Anti-Ragging Register and reported to the UGC portal.
- iv) **Follow strictly the other recommendations mentioned in the following guidelines/recommendations:**
 - a) Supreme Court Order on Ragging (2007)
 - b) Judgment of the Supreme Court on Ragging (2009)
 - c) UGC Regulations to Curb the Menace of Ragging (2009)

4. Role of Other ARC Members:

- i) **Support in Fact-Finding & Counselling:** Assist the Chairman in investigating complaints, counselling students, and ensuring a fair process.
- ii) **Confidentiality:** Maintain strict confidentiality of complainants as per UGC Regulations, 2009.
- iii) **Alternate Responsibility:** In case the Chairman is unavailable, a nominated senior member (approved by the Director) shall monitor the mailbox and initiate action.

Dibyankar
19/8/25



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5) Monthly Compliance:

A certificate (including "nil complaints") must be submitted by the Chairman to the Director and uploaded to the UGC Anti-Ragging Portal, as required by UGC Regulations.

6) Escalation & Record-Keeping:

- i) All actions, resolutions, and minutes shall be properly documented and preserved.
- ii) Issues found not to fall under the legal definition of ragging, but instead being academic or interpersonal disputes, shall be forwarded to the Grievance Redressal Committee.

This is issued with the approval of the Competent Authority.

Dibyendu
19/8/25
Deputy Registrar (Offg.)
Administration

Copy to:

1. All members of IISER Kolkata
2. Chairman, Institute Level Anti Ragging Committee
3. Dean of Academic Affair
4. Dean of Students' Affair
5. Principal Technical Officer (Grade II) – with a request to upload to the Institute Website
6. Deputy Registrar (F&A)
7. Deputy Registrar (Offg.), Academic Affair
8. Deputy Registrar (Offg.), Students' Affair
9. Director's Office
10. Registrar's Office
11. SAC-GSs
12. Office Order File