



# VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

Approved by AICTE, Affiliated to JNT University, Kakinada.  
An ISO 9001:2015 Certified Institute  
College Code : NP

Enikepadu, VIJAYAWADA- 521 108.  
Telephone No. : 0866 - 2844444  
Fax : 0866 - 2844999  
E-mail : vijayatechfw@gmail.com

## Objectives of Anti Ragging Committee

In view of the directions of the Honourable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students 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 students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension there of in any fresher or any other student or asking any student to do any act such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

### What constitutes Ragging: -

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students 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.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.



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- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

## Measures for prevention of ragging: -

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/ affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt./Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.
2. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the



  
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offence of ragging and/or abetting ragging, is liable to be punished appropriately.

3. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.

4. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioural pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.

5. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.

6. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified/nominated by AICTE.

7. The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.

8. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the Institution and extend necessary help.

9. In case of freshers admitted to a Hostel it shall be the responsibility of the teacher in-charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be



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lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.

10. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel freshers in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken

11. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.

12. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.

13. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.

14. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.

15. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big





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posters (preferably with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places

16. Technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.


17. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and avoid all vulnerable locations.

18. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session. The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.

19. The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

20. Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities. In pursuance of the above order, the **PRINCIPAL** of VITW is pleased to approve the following Committee with its functions and responsibilities.



  
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### Functions and Responsibilities of the Committee

- Creating awareness among the freshers.
- Explaining the senior students regarding the adverse effects of ragging and punishments involved
- Displaying the anti-ragging notices in various locations of the campus.
- Conducting surprise raids in hostel and other places.
- Conducting surprise checks in campus, classrooms, laboratories, canteen, hostel, playground and buses etc.

  
Convener



  
Principal  
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### Duties

- To keep an eye on and take preventative actions against student harassment outside of departments such as on campus, in clubs, canteens and pavements.
- To inform new students about campus life, culture, and the appropriate conduct that is expected in classrooms, laboratories, and in interactions with other students, professors, and members of the public.
- To report any form of ragging, whether small or serious, to the Anti-Ragging Committee if it comes to their knowledge. They are also responsible for handling other cases of ragging directly.
- To instill confidence in freshers and create a deterrent environment against ragging for senior students
- To assist the Institute Anti-Ragging Committee faithfully in implementing the orders of the Honourable Supreme Court and fostering an environment of compassion, sympathy, and cooperation from senior students towards their juniors/freshers
- The committee will report in respect of each case to the Anti Ragging Committee

  
Convener



  
Principal  
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Date: 01-07-2023

## CIRCULAR

This communication serves to inform you that VITW has taken proactive measures to ensure a conducive and ragging-free atmosphere in the campus. In line with the directions issued by the AICTE, the Anti-Ragging Committee has been constituted for the academic year 2023-24 with the following members

### Institute Anti-Ragging Committee

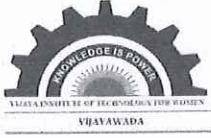
Academic Year: 2023-2024

S. No.	Name of the faculty	Designation	Dept	Anti-Ragging Committee Designation	Phone No.	Signature
1	Dr. G. Chenchamma	Principal	-	Chairman	8008519444	
2	Dr. V. Raghava Lakshmi	Vice Principal & HOD	FED	Convener	9908039661	
3	Mrs. Y. Vijaya	Assoc. Professor & HOD	IT	Member	9966551717	
4	Dr. P. Subbaiah	Professor & HOD	CSE	Member	7674002244	
5	Ms. K. Prasuna	Assoc. Professor & HOD	ECE	Member	8008842308	
6	Dr. K. Murali	Assoc. Professor & HOD	AIML	Member	9966682535	
7	Dr. G. Madhu Sri	Assoc. Professor & HOD	MBA	Member	9989713626	
<b>STUDENT MEMBERS</b>						
8	Ms. M. Lakshmi Priyanka	20NP1A0595, CSE	Student	-	-	
9	M. Lohita	20NP1A0591, CSE	Student	-	-	
10	Ms. K. Sarupya	20NP1A0423, ECE	Student	-	-	
11	Ms. B. Sandhya	20NP1A1208, IT	Student	-	-	
12	Ms. K. Nikhitha	20NP1A6111, AIML	Student	-	-	
<b>EXTERNAL MEMBERS</b>						
11	Ms. S. Swetha	Police Officer, Patamata, Enikepadu	member	-	9154661690	
12	Ms. G. Jyothsna	Chairperson, SAFE	member	-	939212171	

Principal

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Date: 01-09-2023

## Circular

This is to notify all the members of the Anti-Ragging committee that a meeting has been scheduled on September 8, 2023 at 3:00pm in the Principal's Chamber. The primary objective of this meeting is to discuss the following agenda points.

### Agenda:

1. Measures to be taken to create a safe and secure ambience for I-B.TECH. students
2. To discuss the rules/laws/guidelines on code of conduct, discipline and anti ragging measures
3. Steps to be taken to prevent menace of ragging.
3. To decide Lunch Timings of seniors and junior students
4. With the Chair's approval, any other subject may be addressed.

  
Convener



Lakshmi Priyanka



B. Sandhya



H. Lohita

  
Principal

PRINCIPAL

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## Minutes of the Meeting

**Academic Year: 2023-2024**

Date of the Meeting: 08-09-2023

Time : 3:00 pm

Venue : Principal's Chamber

In attendance : All the members of the Committee

Convener of the Committee welcomed the members and there after the agenda points were taken up for discussion.

### **Confirmation of the Minutes**

1. To prevent Ragging, lunch break timings for seniors and freshers are fixed separately as follows:

First year students : 12:15pm to 1:00pm

Senior students : 1:00pm to 2:00pm

2. To build self esteem and dignity among freshers through **induction program**

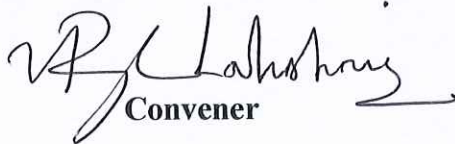
3. Anti-Ragging Committee members and other staff members have been grouped into squads and posted at places like bus stops, college canteen in and around college premises to make students move around freely without fear.

4. To ensure overall discipline in the college by thorough vigilance.

5. To foster a friendly relationship between senior and junior students by organizing Fresher's Day event.

6. To initiate timely action against erring students

7. The convener has been tasked with arranging frequent meetings to discuss the ongoing situation in the campus and promptly communicate any relevant information to the higher authorities.

  
Convener

  
Principal

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Lakhmi Priyanka



Lohita





K. Saranya B. Sandhya

K. Nidhitha











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## Anti-Ragging Squads & Duties

### Morning shift- 8:30AM to 9:00AM

S. No.	LOCATION	ALLOTTED FACULTY					
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Kanuru Gate	Mrs. Md. Nourien IT [Signature]	Mrs. G.Anitha FED	Mrs. P.Shilpa ECE [Signature]	Ms. D. Vijaya kumari CSE [Signature]	Mrs.Y. Sri Lakshmi FED [Signature]	Ms. T.Shalini CSE
2	SRK Bus Stop	Mr.P.N.V. Siva Kumar IT [Signature]	Mr. Devasah ayam ECE [Signature]	Mr.P. Satynarayana CSE P.V. Satya [Signature]	Ms. T. Jyothi FED [Signature]	Mr. E.Ravikumar FED [Signature]	Mr. Ch. Rao IT [Signature]

### Evening shift- 04:15PM to 04:45PM

S. NO.	LOCATION	ALLOTTED FACULTY					
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Kanuru Gate	Mrs. G.B.K.Raju FED [Signature]	Mr. Vali Basha CSE [Signature]	Dr.Abdul Muneera FED [Signature]	Ms. Kannamma CSE [Signature]	Mrs. T.Divya Jyothi FED [Signature]	Mrs.P.Shilpa ECE [Signature]
2	SRK Bus Stop	Mr.Ch. Rao IT [Signature]	Mr.T. Anil Karuna Kumar CSE [Signature]	Mr. J. Krishna EEE [Signature]	Mr. P. Satyanarayana CSE P.V. Satya [Signature]	Mr. P. Jashuva ECE [Signature]	Ms.B.Jaya Keerthi IT [Signature]

[Signature]  
Convener

[Signature]  
Principal

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Date: 24-11-2023

## CIRCULAR

We would like to bring to your kind notice that in accordance with VITW's commitment to fostering a safe and harmonious environment in compliance with the guidelines provided by AICTE, the Grievance Redressal has been constituted for the academic year 2023-24 with the following members.

### Grievance Redressal Cell Academic Year: 2023-2024

S.NO	Name of the staff	Designation
1	Dr .G.Chenchamma	Chairman
2	Mrs.Y.Sri Lakshmi	Convener
3	Ms.T.Shalini	Member
4	Mr.J.Krishna	Member
5	Mrs. U.Krupa	Member
6.	Dr.Shankar ,psychologist	External member
7.	K.S. AMRUTHA 21NP1A4211	Student member
8	JADA PRAMEELA22NP1A4212	Student member

  
CONVENER

  
PRINCIPAL

Copy to:

- 1.The Secretary,SRK Foundation
- 2.All the department Heads
- 3.Notice Board

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Date: 24-01-2024

## CIRCULAR

All the members of Ombudsman/Grievance Redressal Committee are here by informed that there will be a meeting on 27<sup>th</sup> Jan, 2024 in Principal cabin at 2PM. All the Committee members are requested to attend the meeting without fail.

S.NO	Name of the staff	Designation	Signature
1	Dr .G.Chenchamma	Chairman	
2	Mrs. Y.Sri Lakshmi	Convener	
3	Ms.T.Shalini	Member	
4	Mr.J.Krishna	Member	
5	Mrs. U.Krupa	Member	
6.	Dr.Shankar ,psychologist	External member	
7.	K.S. AMRUTHA 21NP1A4211	Student member	
8	JADA PRAMEELA22NP1A4212	Student member	

Copy to:

- 1.The Secretary,SRK Foundation
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Date: 27-01-2024

## Minutes of Meeting

Minutes of Student Grievance meeting held on 27<sup>th</sup> Jan, 2024 at Principal cabin at 2 PM. The following members are present.

Committee Members:

S.NO	Name of the staff	Designation
1	Dr .G.Chenchamma	Chairman
2	Mrs.Y.Sri Lakshmi	Convener
3	Ms.T.Shalini	Member
4	Mr.J.Krishna	Member
5	Mrs. U.Krupa	Member
6	Dr.Shankar ,psychologist	External member
7	K.S. AMRUTHA 21NP1A4211	Student member
8	JADA PRAMEELA22NP1A4212	Student member





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### Agenda:


1. To discuss action taken on the minutes of the previous meeting.
2. To develop a proper guidelines and norms for a policy against sexual harassment to the girl student of the college


### Discussions/Resolutions

1. Chairman of Grievance redressal committee has taken review of previous meeting and asked for any events of women's harassment found in the college campus and outside the campus
- 2.. JADA PRAMEELA22NP1A4212 (student representative) informed in meeting that no any case of women's harassment has been found in the college campus and outside the campus

### Remarks:

**Not a single case of** women's harassment is reported till date.

  
Convener

  
Principal  
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