



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503



STANDARD OPERATING PROCEDURE (SOP) ANTI-RAGGING CELL

Standard Operating Procedure (SOP) for the Anti-Ragging Cell

Formation and Responsibilities:

1. Formation:

- Establish the Anti-Ragging Committee and Squad with designated members.
- Schedule regular meetings to plan and review anti-ragging activities.

2. Responsibilities:

- **Chairman:** Oversee all activities of the Anti-Ragging Cell.
- **Convenor:** Coordinate the efforts of the Anti-Ragging Committee and Squad.
- **Members:** Implement and monitor anti-ragging measures, conduct investigations, and support victims.

Reporting and Response:

1. Immediate Reporting:

- Encourage students to report ragging incidents immediately through the helpline, complaint box, or online platform.
- Ensure anonymity and confidentiality of the complainant.

2. Investigation:

- The Anti-Ragging Squad shall investigate the complaint within 24 hours of reporting.
- Collect evidence, interview witnesses, and document findings.

3. Action:

- The Anti-Ragging Committee shall review the investigation report and take disciplinary action within 48 hours.
- Actions may include suspension, expulsion, filing an FIR, and providing support to victims.

Awareness and Training:

1. Orientation Programs:

- Conduct orientation programs for new students to educate them about anti-ragging policies.
- Provide training to staff and faculty on handling ragging incidents.

2. Campaigns:

- Organize anti-ragging campaigns, distribute pamphlets, and display posters across the campus.

- Use social media platforms to spread awareness about anti-ragging measures.

Monitoring and Review:

1. Surveillance:

- Install and maintain CCTV cameras in critical areas to monitor student activities.
- Regularly review CCTV footage for any suspicious activities.

2. Feedback and Improvement:

- Collect feedback from students and staff on the effectiveness of anti-ragging measures.
- Make necessary improvements based on feedback and new guidelines.

3. Annual Report:

- Prepare an annual report detailing the activities, incidents reported, actions taken, and outcomes.
- Submit the report to the college administration and relevant authorities.