



**St. Andrews Education Foundation's**  
*(An ISO 9001: 2015 Certified Minority Institution)*  
**St. Andrews College of Physiotherapy**  
(Christian Minority Institution)

Pune  
Phone No 020 24432591, 24452867, Fax - 020 24432592  
Email - standrewscop@gmail.com Web: [www.sacop.edu.in](http://www.sacop.edu.in)

---

## Standard Operating Procedure of Anti-Ragging Committee

### **Introduction**

Anti- Ragging Committee is responsible for creating cordial relations among students for fulfilling Institutional vision and Mission. Generate awareness among students regarding acts and punishment pertaining to ragging activities. It works towards developing a ragging free atmosphere within and outside the campus premises.

### **Statement of Scope**

Anti-Ragging Committee devises mechanism for receiving, processing and addressing all information regarding incidence of ragging.

### **Role of Anti- Ragging Committee**

- Committee strictly adheres to rules and regulations of MUHS/UGC regarding ragging.
- Devise and disseminate a credible anti-ragging policy in the Institute.
- To monitor an undertaking in prescribed format from candidate concerned on
- Anti- ragging at the time of admission.
- To address students and parents by head of the Institution on anti-ragging committee.
- Provide advice on new policies or directives on handling cases of ragging offence.
- Committee meetings to be conducted twice per year
- Compile and submit on annual basis, summary report on cases related to ragging along with recommendations.
- Maintain all records, statements, actions and other correspondences related to ragging
- cases
- Discuss major cases of ragging to generate awareness amongst students and faculty

### **Role of Anti- Ragging Squad**

- Squad shall have vigil, oversight and patrolling functions
- Empowered to inspect places of potential ragging and make surprise raids on hostel premises.
- Squad shall investigate incidents of ragging and make recommendations to Anti-ragging Committee.



**St. Andrews Education Foundation's**  
(An ISO 9001: 2015 Certified Minority Institution)  
**St. Andrews College of Physiotherapy**  
(Christian Minority Institution)

Pune  
Phone No 020 24432591, 24452867, Fax - 020 24432592  
Email - standrewscop@gmail.com Web: [www.sacop.edu.in](http://www.sacop.edu.in)

**Committee Members:**

Sr. No	Designation	Name of Members
<b>Anti-Ragging Committee</b>		
1.	Chairman	Dr. Albin Jerome (PT)
2.	Member Secretary	Dr. Vijaya Bagade (PT)
3.	Member	Dr. Venkatesan R (PT)
4.	Member	Dr. Nikita Waghmare
5.	Member	Dr. Arwa Sinnarwala (PT)
6.	Member	Dr. Amruta Khilwani (PT)
7.	Member	Dr. Kirti Thodge (PT)
8.	Member	Dr. Deepshikha T (PT)
Student and parent representative from enrolled batch in each Academic year		

**Anti-Ragging Squad of our Institute is as under:**

1	Chairman	Dr. Albin Jerome (PT)
2	Member Secretary	Dr. Vijaya Bagade (PT)
3	Member	Dr. Venkatesan R (PT)
4	Member	Dr. Nikita Waghmare
5	Member	Dr. Arwa Sinnarwala (PT)
6	Member	Dr. Amruta Khilwani (PT)
7	Member	Dr. Kirti Thodge (PT)
8	Member	Dr. Deepshikha T (PT)
Student and parent representative from enrolled batch in each Academic year		

**Protocols**

SOP 1	Workflow instruction for complaint filed.
SOP 2	Orient students about Anti-Ragging committee and squad.
SOP 3	Obtain declaration from each student regarding ragging offence.
SOP 4	Make students aware about consequences of offence.



**St. Andrews Education Foundation's**  
(An ISO 9001: 2015 Certified Minority Institution)  
**St. Andrews College of Physiotherapy**  
(Christian Minority Institution)

Pune  
Phone No 020 24432591, 24452867, Fax - 020 24432592  
Email - standrewscop@gmail.com Web: [www.sacop.edu.in](http://www.sacop.edu.in)

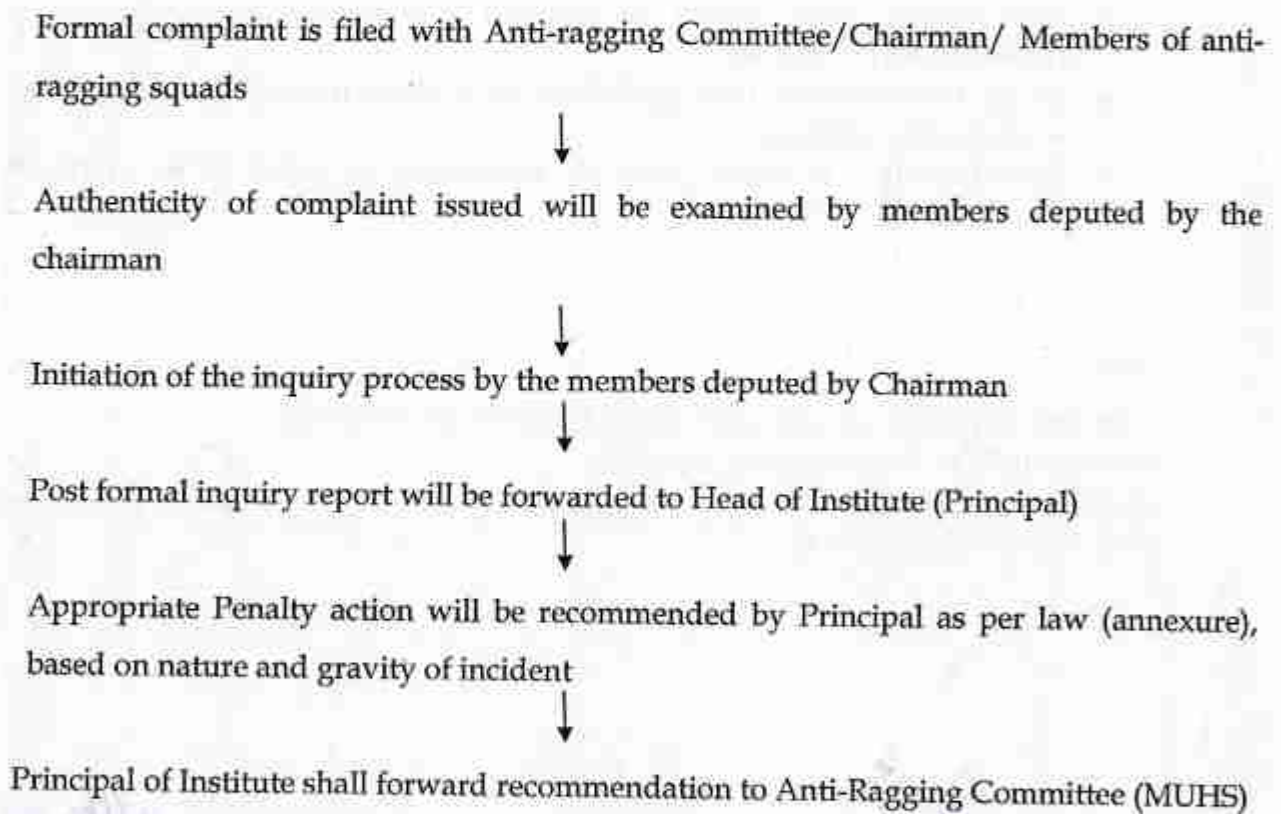
---

### SOP 1

**Purpose:** Standardize workflow instructions for complaints filed.

**Responsibility:** Anti-Ragging Committee and Squad

**Procedure:**



### SOP 2

**Purpose:** Orient students about Anti-Ragging committee and squad.

**Responsibility:** Chairman of Anti-ragging committee of St. Andrews College of Physiotherapy, Pune.

**Procedure:** New batch after admission must be oriented about term "Ragging" & existence of Anti-Ragging Committee & Squad within the institute so that they can report any kind of such activities immediately.



**St. Andrews Education Foundation's**  
(An ISC 9001: 2015 Certified Minority Institution)  
**St. Andrews College of Physiotherapy**  
(Christian Minority Institution)

Pune  
Phone No 020 24432591, 24452867, Fax - 020 24432592  
Email - standrewscop@gmail.com Web: [www.sacop.edu.in](http://www.sacop.edu.in)

---

**SOP 3**

**Purpose:** To obtain declaration from each student regarding ragging offence.

**Responsibility:** Class Incharges

**Procedure:**

- Each student must submit an affidavit with regards to ragging offence which is countersigned by parents.
- As per amendment in UGC guidelines, all students must fill anti ragging affidavit online at [www.antiragging.in](http://www.antiragging.in).
- Documentation of above must be maintained at office of St. Andrews College of Physiotherapy, Pune.

**SOP 4**

**Purpose:** To make students aware about Punishment of offence

**Responsibility:** Anti-Ragging Committee

**Procedure:** Consequence of offence established by anti-ragging committee must be displayed in premises for students notice

**Member Secretary**  
Anti-Ragging Committee & Squad

**Chairman**  
Anti-Ragging Committee & Squad

